

WATERFORD TOWNSHIP BOARD OF EDUCATION

**REGULAR BOARD MEETING
AUGUST 22, 2018
WATERFORD ELEMENTARY SCHOOL**

I. THE MEETING WAS CALLED TO ORDER at 6:04 p.m.

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and posted in the following locations: Waterford Township Municipal Building, Waterford Post Office, Waterford Township Public Library, Atco Elementary School, Thomas Richards School and the Waterford Elementary School.

A. ROLL CALL

Members Present: Mr. Hoover, Ms. Hurley, Ms. Iles, Mr. McClintock, Mr. Pangia, Mr. Vitarelli

Members Absent: Mr. DeNafo, Mr. Wilhelm, Ms. Yeatman

Other Present: Dr. Haring, Superintendent, Mr. Fox, Board Secretary, John Wade, Solicitor.

B. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Mr. Pangia, seconded by Mr. Vitarelli and carried with unanimous voice consent to approve the addendum to the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. Pangia, seconded by Mr. McClintock and carried with unanimous voice consent to approve the Resolution Authorizing Closed Session.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Mr. Pangia, seconded by Ms. Iles and carried with unanimous voice consent to return to open session at 7:00 p.m..

E. FLAG SALUTE

The Board President led the flag salute.

F. MISSION STATEMENT

Mr. McClintock read the Mission Statement

G. STATEMENT TO THE PUBLIC

The board president read a statement to the public.

II. COMMITTEE REPORTS – Mrs. Hurley gave a report on the committee meetings

III. PRESENTATIONS- N/A

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. Pangia, seconded by Ms. Iles and carried with unanimous voice consent to open the meeting to the Public.

No comments from the public

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B. A motion was made by Mr. Pangia, seconded by Mr. McClintock and carried with unanimous voice consent to close the meeting to the Public

V. **MINUTES** – A motion was made by Mr. Pangia, seconded by Mr. Vitarelli and carried with unanimous voice consent to approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary:

- A. Closed Session July 18, 2018 as redacted
- B. Board Meeting July 18, 2018

VI. **SUPERINTENDENT’S REPORT** A motion was made by Mr. Pangia, seconded by Ms. Iles and carried with unanimous voice consent to approve the following:

Monthly District Reports

- 1. Wellness Reports

- A. **Principal Highlight’s**
- B. **Curriculum Department Monthly Highlights**
- C. **Fire/Security Drill Log:**

Date	School	Time	Type of Drill	Number of Students	Number of Staff
7/11/2018	WES	10:00am	Fire	76	42
7/30/2018	WES	10:30am	Lockdown	74	46

D. **Enrollment:**

Grade	# of Students
PK	46
K	108
1 st	99
2 nd	124
3 rd	104
4 th	98
5 th	113
6 th	120

E. **Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
N/A						

VII. **SUPERINTENDENT’S RECOMMENDATIONS**

Upon the recommendation of the Superintendent, a motion was made by Ms. Iles, seconded by Mr. Vitarelli and carried with unanimous roll call vote to approve the following:

A. **EDUCATION – Dan Hoover / Roseanna Iles / Bill Wilhelm**

- 1. **Curriculum Revision Cycle for 2018-2019**
 Approve the Curriculum Revision Cycle for the 2018-2019 school year (See attachment A-1).
- 2. **Student Code of Conduct 2018-2019:**
 Approve the Student Code of Conduct for the 2018-2019 school for each school.
- 3. **Waterford Township 2018-2019 Curriculum Guides:**
 Approve the following curriculum guides for the 2018-22019 school year:

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English Language Arts
 Mathematics
 Science
 Social Studies/21st Century Skills
 Visual & Performing Arts (Art & Music)
 Technology * STEAM
 World Language
 Comprehensive Health & Physical Education
 World Language
 Counseling Curriculum
 Gifted & Talented

4. **Professional Development & Mentoring Plan Statement of Assurance 2018-2019:**
 Approve the submission of the Professional Development and Mentoring Plan Statement of Assurance to Camden County Office of Education.
5. **School Improvement Panel Committee 2018-2019:**
 Approve the following as a representative for the SciP Committee for the 2018-2019 school year:
 Atco School- Carla Brown, Alison Schafer, Jamie Stephan
 Thomas Richards- Megan Scotti, Brittany Tirro, Heather Kondas
 Waterford- Dawn Agoston, Candice Micheline
 District- Brenda Haring, Julie Lyons
6. **Evaluation Instrument for 2018-2019:**
 Approve Evaluation Instrument for the 2018-2019 school year as follows:
 - Danielson Rubric 2013
 - New Jersey Principal Evaluation for Professional Learning Observation Instrument
7. **District Goals 2018-2019:**
 1. *The superintendent, in cooperation with the administrative team and teaching staff, will communicate the importance of attending school to both students and parents through implementation or policy as well as incentives to prevent students from becoming chronically absent.*
 2. *The superintendent, in cooperation with the administrative team and teaching staff, will assist students in meeting the demands of the NJSLS for English/Language Arts and Math, providing articulation opportunities to infuse PARCC readiness lessons.*
 3. *The Superintendent, in cooperation with the administrative team and teaching staff, will examine and refine early childhood (PK/K) instructional practices to ensure foundational skills are implemented and aligned with the NJSLS.*
 4. *The Superintendent, in cooperation with the administrative team and teaching staff, will implement practices and programs that promote the development of the whole child.*
8. **School Safety & Security Plan 2018-2019:**
 Approve the School Safety & Security Plan for the 2018-2019 school year.
9. **Nurse's Service Plan for 2018-2019:**
 Approve the Nurse's Service Plan for the 2018-2019 school year (See attachment A-9).
10. **Standing Orders for 2018-2019:**
 Approve the Standing Orders for the 2018-2019 school year (See attachment A-10).
11. **College Practicum Placements for Fall/Spring Semesters:**

Name	College	Location	Grade	Teacher	Dates	# of Hours
Suriano, A.	Fordham University	CST	K-6	Ervolini, J.	9/1/18-6/30/19	21 hours weekly

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12. Submission of Preschool Education Expansion Aid (PEEA):

Approve the submission of the Preschool Education Expansion Aid (PEEA) Operational Plan and Budget Workbook to the New Jersey Department of Education.

13. Out of District Placements:

To approve the following Out of District Placements for the 2018/2019 Academic Year:

Student #	Placement	From	To	Tuition	Aide	Reason
9814852611	Kingsway Elementary	7/9/2018	6/30/2019	\$67,067.70		IEP
3513549752	Hamilton Township	3/2/2018	4/30/2018	\$2,205.39		Homeless
7813571176	Archway	7/2/2018	6/30/2019	\$48,207.30	\$30,100.00	Resource
5902697951	GCSSSD	7/9/2018	8/9/2018	\$4,235.00		ESY
5780562110	GCSSSD	7/9/2018	8/9/2018	\$4,235.00		ESY
5769510018	Bancroft Burlington	7/5/2018	6/30/2018	\$70,523.92	\$35,616.00	Aide Cost Included
2546985197	Kingsway Secondary	7/9/2018	6/30/2018	\$53,085.90	\$36,120.00	Aide Cost Included
4332378810	Larc	7/9/2018	6/30/2018	\$53,579.40	\$29,400.00	Aide Cost Included

14. Out of District Placement Revised Cost:

Revise the cost of an Aide for student 4332378810 at Larc School for the 2018/2019 school-year to \$29,400.

15. In-District Placements:

To approve the following to receive student into our district:

Student #	Sending	From	To	Tuition	Aide	Reason
4829833051	Hammonton	9/6/2018	6/30/2019	\$52,300		IEP
7813571176	Trenton	7/2/2018	6/30/2019	\$48,207.30	\$30,100	Resource

16. Comprehensive Equity Plan 2018-2019:

Approve the submission of the Comprehensive Equity Plan Statement of Assurance to the Camden County Office of Education.

17. Fund Raising Events

The following dates for Home & School Fund Raising Events for September, 2018.

- September 10, 2018 Clubs & Room Parent Forms, Kastle & Mums Fundraiser
- September 14, 2018 Fun Night
- September 17, 2018 Box Tops
- September 18-20, 2018 Scholastic Book Fair @ WES
- September 24-26, 2018 Scholastic Book Fair @ TR
- September 29, 2018 Mums Pick-up

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B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. Pangia, seconded by Mr. McClintock and carried with unanimous roll call vote (Vtarelli abstained to 1,2 and 3) to approve the following:

1. Memorandum of Agreement:

Approve the following items between the Waterford Township Board of Education and the Waterford Township Education Association to materials terms of the agreement:

- Support Staff Memorandum of Agreement
- Support Staff Salary Guide

2. Revised Employment Contracts:

Approve the revision of employment contract in accordance with the terms and conditions of the agreement with the Waterford Township Education Association as attached for:

- Certified Staff
- Support Staff

3. Support Staff Employment for 2018-2019 school year:

Approve the terms of employment for the following staff members:

Name	Assignment	Step	Rate	Hours	Days	Start Date	UPC
Caromano, M.	Custodian	1	\$14.50	8	260	8/20/18	CUS-MT-06-02
Brooks, K.	Paraprofessional	1	\$11.38	5.5	185	9/1/18	AID-EX-01-01
Storey, G.	Paraprofessional	1	\$11.38	5.5	185	9/1/18	AID-RP-01-01
Gamble, T.	Paraprofessional/HQ	1	\$12.84	5.5	185	9/1/18	AID-PD-00-02
O'Neill, P.	Paraprofessional	1	\$11.38	5.5	185	9/1/18	AID-EX-06-02
Carson, K.	Paraprofessional	1	\$11.38	5.5	185	9/1/18	AID-EX-06-05
Yaworski, S.	Paraprofessional/HQ	1	\$12.84	5.5	185	9/1/18	AID-EX-02-01

4. Revision of Hire Date for Thomas Richards Principal:

Approve to adjust the start date of Heather Kondas, Thomas Richards Principal to 8/6/2018.

5. Transfer of Guidance Counselor:

Approve transfer of Gabrielle Holwell, School Guidance Counselor from being shared between Waterford and Thomas Richards to 100% Thomas Richards for the 2018-2019 school year.

6. Intervention & Referral Services (I&RS) Team Leader Job Description:

Approve the I&RS Team Leader job description (See attachment B-6).

7. Reallocation of Staff Salary for 2018-2019:

Approve the following staff allocations for the 2018-2019 school year:

Name	Percentage	Account	UPC
Brudon, S.	100%	20-252-100-100-00-00-100	AID-PS-00-01
Gamble, T.	23.87%	20-252-100-100-00-00-100	AID-PS-00-02
Gamble, T.	76.13%	11-216-100-106-00-00-100	AID-PS-00-02

8. Allocation of Title I Funding for 2018-2019:

Approve the percentage of funding for Title I Rtl Teachers and Title I Coordinator for the 2018-2019 school year based on ESEA-ESSA Title IA, Title IIA and local funding (See attachment B-8).

9. Resignation of Instructional Aide:

Approve the resignation of instructional aide, Mary Neubert, effective September 1, 2018. (#AID-NA-06-01).

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10. Resignation of Instructional Aide:

Approve the resignation of instructional aide, Tina Kennedy, effective September 1, 2018. (#AID-EX-02-01).

11. Leave of Absence for 2018-2019 School Year:

Approve the following staff members for a leave of absence:

Staff #	Position	Location	Date
#4174	Paraprofessional	WES	9/1/18-6/30/19
#4221	Teacher	Atco	9/1/18-10/12/18

12. Appointment of Substitute Teacher for 2018-2019 School Year:

Approve Roseann Guagenti as a certified substitute for the 2018-2019 school year.

13. 2018- 2019 Revised Staff Recommendations: (See attachment B-13).

- Certified Tenured Staff
- Non-Certified Tenured Staff
- Support Staff

14. Long-Term Substitutes for 2018-2019 School Year

Approve the appointment of the following Long-Term Substitute(s) for the 2018-2019 school year:

Name	Position	Dates	No. of Days	Rate Per Day	UPC
Dennis, N.	Long-Term Substitute Waterford Elementary – Gr. 5	9.04.18 – 11.30.18	58	\$150.00	TCH-05-06-01
Gallagher, K.	Long-term Substitute Atco Elementary- Gr. 1	11.01.18-1.31.19	53	\$150.00	TCH-01-01-01

Name	Position	Dates	Step	Salary	UPC
Dennis, N.	Long-Term Substitute Waterford Elementary – ICR	12.01.18 – 3.25.18	BA Step 1	\$51,801 (prorated)	TCH-RP-06-04

15. Leave of Absence for 2018-2019 School Year

Approve the following staff member(s) for a leave of absence:

Staff No.	Position	Location	Date	UPC
4174	Non-Instructional Aide	Waterford Elementary	9.01.18-12.31.18	AID-NA-06-07

16. Resignation of Instructional Aide:

Approve the resignation of instructional aide, Kathy Rhode, effective September 4, 2018. (AID-MD-06-01)

17. Resignation of Long-Term Substitute:

Approve the resignation of long-term substitute Jennifer Bishop. (TCH-05-06-01 & TCH-RP-06-04)

18. Appointment of Substitute Aide:

Approve Kathy Rhode as an aide (instructional/non-instructional) for the 2018-2019 school year.

19. Lateral Move for Instructional Aide:

Approve a lateral move for Kelly Reynolds from Para-professional to Highly Qualified Para-Professional Step 2 @ \$13.09 per hour effective September 1, 2018.

20. Certified/Non-Certified Staff Appointments:

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Approve the following staff appointments for the 2018-2019 school year:

Name	Position	Location	Rate	Hours	Days	Total	Step	UPC
Smith, C.	Instructional Aide	Waterford	\$11.38	5.5	185	\$11,579.15	1	AID-MD-06-01
Grace, A.	Cafeteria Aide	TR	10.10	2.5	180	4,545.00	1	

21. Summer Work:

Approve that Lori Whitfield, speech therapist, be paid \$70.16 per hour for evaluations and IEP meetings through 8/31/2018.

C. POLICY – *Bill Wilhelm*

Upon the recommendation of *each* respective Board committee, a motion was made by Mr. Hoover, seconded by Mr. Pangia and carried with unanimous voice consent to approve the following:

1. Approve the following for first reading:

- a. Policy #1550 Equal Employment/Anti-Discrimination Practices
- b. Policy #5533 Student Smoking
- c. Policy #5535 Passive Breath Alcohol Sensor Device
- d. Policy #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- e. Policy #8561 Procurement Procedures for School Nutrition Programs
- f. Policy # 8462 Reporting Potentially Missing or Abused Children
- g. Policy #2530 Resource Materials

2. Acknowledge receipt of the following:

- a. Regulation #1550 Equal Employment/Anti-Discrimination Practices
- b. Regulation #5350 Student Suicide Prevention
- c. Regulation #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- d. Regulation #0164 Conduct of Board Meetings- Agenda
- e. Regulation #2640.4 Special Education- Independent Educational Evaluations
- f. Regulation #6471 School District Travel Procedures
- g. Regulation #2530 Resource Materials

D. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Hoover, seconded by Ms. Iles and carried with unanimous roll call vote to approve the following:

E. Board of Education Monthly Financial Certification:

- 1. Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Waterford Township Board of Education certifies that as of May 31, 2018 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. Financial Reports:

- a. Investment Report.

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- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 30, 2018 as attached. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
- c. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9 for the month of June 30, 2018.
- d. Student Activity Fund General Ledger.
- e. Nutri-Serve Food Management/Waterford Township School District Financial Statement for the month of June 30, 2018.

3. Approval of Expenditures:

Approve the payment of bills and claims:

Bill List 1	\$318,481.71
Bill List 2	\$241,554.80
Nutriserve	\$2,385.00

4. Approval of Transfers:

Approve the Expense Account Adjustments Analysis. (Account Transfers)

5. Professional Development & Workshops for 2018-2019:

Name	Date Submitted	Date of Workshop	Location & Topic of Workshop	Cost of Event
Power, A.	7/25/18	8/27-8/30	CPI Training, Philadelphia, Pennsylvania	\$3199 (registration) 30 hrs. \$25.00=\$750.00

6. Exposure Control Plan for 2018-2019 School Year:

Approve the Exposure Control Plan for the 2018-2019 school year (available upon request).

7. Integrated Pest Management Plan for 2018-2019:

Approve the Integrated Pest Management Plans for the 2018-2019 for each school.

8. Indoor Air Quality Plan (IAQ) for 2018-2019:

Approve the Indoor Air Quality Plan (IAQ) for the 2018-2019 school year (available upon request).

9. Petty Cash Report for Fiscal Year 2017-2018:

Approve the 2017-2018 Petty Cash Report (See attachment D-9).

10. Thomas Richards Petty Cash:

Approve a petty cash fund of \$125.00 for Heather Kondas, Thomas Richards Principal.

11. Disposal Requests:

Dispose of piano at Atco Elementary School. Asset # 3099.

12. Board of Education Meetings:

Approve the following dates for Board of Education Meetings:

- July 17th
- August 21st

13. Contracts:

Approve the contracts for Reading Recovery (See attachment D-13):

Name	Professional Development/Location	Cost	Account
Bober, T. Bromley, C. Harbold, N. Harris, C.	Reading Recovery Teachers/ Evesham Township School District	\$@ \$900.00= \$3,600.00	20-275-200-300-00-04-040 (\$1,800) 20-275-200-500-00-04-040 (\$1,800)

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McGovern, J.	Reading Recovery Teachers/ Evesham Township School District	\$11,800.00	20-275-200-500-00-04-040 (\$8,400) 20-275-200-300-00-04-040 (\$3,200) 20-275-100-600-00-04-040 (\$200)
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14. Food Services Breakfast/Lunch Prices for 2018-2019:

Approve the following prices for breakfast/lunch for the 2018-2019 school year:

Type	Paid	Reduced
Breakfast	\$1.35	\$.30
Lunch	\$3.10	\$.40
Adult Breakfast	\$1.80	
Adult Lunch	\$3.75	

VIII. REPORTS

1. **Legislation-** No report
2. **Camden County School Boards Association-** No report
3. **New Jersey School Boards Association-** No report
4. **Camden County Educational Services Commission-** No report
5. **Hammonton- Mr. Pangia gave an oral report**
6. **Board President's Report-** Ms. Hurley gave an oral report

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

The board discussed the future of building # 6 and asked the administration to get an estimate to demolish it.

B. NEW BUSINESS - None

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- A.** A motion was made by Mr. Pangia, seconded by Ms. Iles and carried with unanimous voice consent to open the meeting to the Public.

No comments from the public

- B.** A motion was made by Mr. Pangia, seconded by Mr. Vitarelli and carried with unanimous voice consent to close the meeting to the Public

XI. MEETING ADJOURNMENT

A motion was made by Mr. Hoover, seconded by Mr. Vitarelli and carried with unanimous voice consent to adjourn the meeting at 7:25 p.m.

Respectfully Submitted,

Daniel J. Fox
Board Secretary