

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR BOARD MEETING – December 19, 2018
WATERFORD ELEMENTARY SCHOOL
6:30 P.M. - Closed Session to be followed by
Regular Meeting - 7:00 p.m.**

I. MEETING CALLED TO ORDER _____

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**
- B. **MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY**
- C. **MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION _____**
- D. **MOTION TO APPROVE THE RETURN TO OPEN SESSION _____ (Time)**
- E. **FLAG SALUTE**
- F. **MISSION STATEMENT – Roseanna Iles**
- G. **STATEMENT TO THE PUBLIC**

Often times it appears to the members of our audience that the Board of Education takes action with very little comment, and in many cases a unanimous vote. Before a matter is placed on an agenda for a public meeting, the administration have thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board Committee. The members of the Board Committee work with the administration and Superintendent to assure that the members fully understand this matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then, it is placed on the agenda for action at the public meeting.

THE BOARD OF EDUCATION HAS DISCUSSED SUBJECTS IN CLOSED SESSION WHICH WILL BE DISCLOSED TO THE PUBLIC WHEN ACTION IS TAKEN BY THE BOARD, IF ANY, OR AT A PUBLIC SESSION AT SOME LATER DATE.

THE BOARD PRESIDENT REQUESTS THAT ALL CELL PHONES BE TURNED OFF OR PLACED ON VIBRATE DURING THE BOARD MEETING – THANK YOU.

MINUTES, POLICY BOOK AND ATTACHMENTS ARE AVAILABLE AT THE SCHOOL DISTRICT WEBSITE, WTSD.ORG

FIRE EXITS ARE LOCATED IN THE FRONT AND REAR OF THE ROOM.

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator or staff member. Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted.

- II. COMMITTEE REPORTS**
 - 1. EDUCATION**
 - 2. PERSONNEL**
 - 3. BUSINESS**

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III. PRESENTATIONS-

Presentation of Plaques to following BOE Members:

- Roseanna Iles- 24 years
- Dan Hoover- 3 years

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

- A. Motion to open the meeting to the Public
- B. Motion to close the meeting to the Public

V. MINUTES – Approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary:

- A. Closed Session November 19, 2018
November 28, 2018 as redacted

- B. Board Meeting November 19, 2018 (Workshop)
November 28, 2018
December 10, 2018 (Workshop)

VI. SUPERINTENDENT'S REPORT – Dr. Brenda Harring

- A. Monthly District Reports
 - 1. Wellness Reports
- B. Principal Highlight's
- C. Curriculum Department Monthly Highlights
- D. Fire/Security Drill Log:

Date	School	Time	Type of Drill	Number of Students	Number of Staff
11/1/18	Atco	2:00pm	Fire	180	51
11/21/18	Atco	10:03am	Lockdown	178	51
11/12/18	T.R.	2:58pm	Fire	209	38
11/13/18	T.R.	9:40am	On Site Non-Fire Evacuation	210	58
11/20/18	WES	10:34am	Fire	350	78
11/27/18	WES	2:26pm	Shelter In-Place	345	83

E. Enrollment:

Grade	# of Students
PK	86
K	87
1 st	105
2 nd	104
3 rd	117
4 th	101
5 th	98
6 th	112
TOTAL	810

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F. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
9145157534	11/12/18	Physical Behavior	WES	Classroom	C. Garretson	OSS 11/14/18

VII. SUPERINTENDENT'S RECOMMENDATIONS

Upon the recommendation of the Superintendent:

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

1. District Grade Level Configuration for 2019-2020 School Year:

Acknowledge the grade level configuration for the 2019-2020 school year as follows:

- Atco- 1st & 2nd Grade
- Thomas Richards- Preschool & Kindergarten
- Waterford- 3rd Grade thru 6th Grade

2. Harassment, Intimidation and Bullying (HIB) Report:

Acknowledge Receipt of HIB Investigations as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken

3. Harassment, Intimidation and Bullying (HIB) Report:

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
5121542523	9244153296 3496130462	WES	10/5/18	10/17/18	No	<ul style="list-style-type: none"> • Restorative Justice Assignment • Mediation
8113883281	6762396179 4389665784 9388149855	WES	10/30/18	10/31/18	No	<ul style="list-style-type: none"> • Lunch Detention • Continued check in w/counselor

4. HSA Fundraiser 2018-2019:

Approve the HSA Fundraisers for the 2018/2019 school year.

Description	Date	Location	Allocation
Mary Kay Fundraiser	January 22 nd - February 5 th	WES	Theater Program

5. Fundraisers for 2018-2019:

Description	Date	Location	Allocation
Kids Heart Challenge	February 4 th -8 th	Atco, TR, WES	American Heart Association
Lip Sync Battle	April 10 th	WES	Field Day

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B. PERSONNEL – Maria Yeatman / Al Pangia / Michael McClintock

1. Substitutes for 2018-2019 School Year:

Approve the following substitutes for the 2018-2019 school year:

Name	Substitute	Rate
McKegney, S.	Paraprofessional	\$75.00 per diem
Monserate, D.	Custodian	\$12.50 hourly

2. Transfer of Support Staff Member(s):

Approve the transfer of the following support staff:

Name	Current Position / Location	Current UPC	New Position / Location	New UPC	Effective Date
Swierczynski, J.	LLD Paraprofessional /TR	AID-LD-02-10	PreK Paraprofessional / TR	AID-PS-02-05	1/1/2019
Grace, A.	Non-Instructional Aide /TR	AID-EX-02-03	LLD Paraprofessional /TR	AID-LD-02-10	1/1/2019
Franchetti, L.	PreK Paraprofessional /TR	AID-PS-02-05	GE Paraprofessional /Atco	AID-GE-01-05	1/1/2019
Bagnell, D.	PreK Paraprofessional /WES	AID-PD-00-01	Paraprofessional /WES	AID-EX-06-03	1/1/2019
Brudon, S.	Paraprofessional /WES	AID-EX-06-03	PreK Paraprofessional /TR	AID-PS-02-06	1/1/2019

3. Assignment Adjustments

Approve the following adjustment to assignments:

Name	Position	Location	FTE	Effective Date
Scola, E.	Data Integration Specialist	District	.5	7/1/2018
Scola, E.	Media Specialist	District	.5	7/1/2018

4. Revised Long-Term Substitute

Approve the following long-term substitute placement:

Name	Position	Location	Dates	Step	Salary
Dennis, N.	Teacher – Grade 5	WES	12/03/2018 – 01/01/2019	1.BA	\$53,088 (prorated)

5. Expiration of Leave of Absence:

With appreciation for her years of service, approve the retirement of RoseMarie McCrane, due to an expiration of leave of absence, effective December 31, 2018.

6. Resignation of Support Staff Member:

Accept the resignation of the following support staff members:

Name	Location	Effective Date
Niedoba, S.	WES Cafeteria Aide	12/7/18
Cicchino, L.	Preschool Aide	12/10/18

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7. Funding Adjustments 2018-2019:

To approve the following funding adjustments:

Name	Position	UPC	Account	%	Effective
Harring, B	Superintendent/Principal	ADM-GA-00-01	11-000-230-104-00-00-000	47.5	1/1/2019
			11-000-240-103-00-00-040	47.5	
			20-218-200-103-00-00-040	5.0	
Cicchino, D	Secretary-Atco/Super	SEC-PS-01-01	11-000-230-105-00-00-000	47.5	1/1/2019
			11-000-240-105-00-00-040	47.5	
			20-218-200-105-00-00-040	5.0	
Walczak, E	Secretary - Atco	SEC-SA-01-02	11-000-211-105-00-00-040	47.5	1/1/2019
			11-000-240-105-00-00-040	47.5	
			20-218-200-105-00-00-040	5.0	
Hall, K	Nurse - Atco	NRS-SS-01-01	11-000-213-104-00-00-040	95.0	1/1/2019
			20-218-200-104-00-00-040	5.0	
Kondas, H	Principal - TR	ADM-SA-02-01	11-000-240-103-00-00-060	80.0	1/1/2019
			20-218-200-103-00-00-060	20.0	
DiGianivitorio, M.	Secretary TR	SEC-PS-02-01	11-000-240-105-00-00-060	80.0	1/1/2019
			20-218-200-105-00-00-060	20.0	
Emmons, J.	Secretary TR	SEC-SA-02-02	11-000-240-105-00-00-060	80.0	1/1/2019
			20-218-200-105-00-00-060	20.0	
McCarthy, D.	Nurse TR	NRS-SS-02-01	11-000-213-104-00-00-060	80.0	1/1/2019
			20-218-200-104-00-00-060	20.0	
Foster, L.	Resource PSK Para	AID-RP-08-01	11-213-100-106-01-03-000	100.0	9/1/2018
Piantadosi, J.	Preschool Para	AID-PS-06-03	20-218-100-106-00-00-100	100.0	9/1/2018
Reynolds, K.	Preschool Para	AID-PS-06-02	20-218-100-106-00-00-100	100.0	9/1/2018
Worrell, K	Preschool Para	AID-PS-06-01	20-218-100-106-00-00-100	100.0	9/1/2018
Lyons, J.	Director Elementary Ed	ADM-IS-00-00	11-000-221-102-00-05-000	85.0	1/1/2019
			20-218-200-102-00-00-000	15.0	
Fitzpatrick, K.	RTI Teacher - Atco	TCH-KD-BS-01	11-230-100-101-00-00-040	100.0	2/4/2019
Romsteadt, S.	RTI Teacher - TR	TCH-RP-02-01	11-230-100-101-00-00-060	100.0	1/1/2019
Calabria, D.	RTI Teacher – WES	TCH-BS-06-03	11-230-100-101-00-00-100	74.0	1/2/2019
			20-235-100-101-OT-04-100	26.0	

C. POLICY – *Bill Wilhelm*

1. **Approve the following policy for the first reading:**

2. **Approve the following policy for the second reading:**
 - a. Policy #6660 Student Activity Fund
 - b. Policy #6700 Investments

3. **Acknowledge Receipt of the following:**
 - a. Regulation #5350 Pupil Suicide Prevention

D. BUSINESS – *Mike Vitarelli/ Dan Hoover / Matt DeNafo*

1. **Board of Education Monthly Financial Certification:**
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of July 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.

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2. Financial Reports:

- a. Investment Report.
- b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 31, 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 October, 2018.
- d. Student Activity Fund General Ledger.
- e. Nutri-Serve Food Management/Waterford Township School District Financial Statement for the month of October 31, 2018

3. Approval of Expenditures:

Approve the payment of bills and claims:

Bill List 1	\$1,241,880.84
Bill List 2	\$796,851.04
Nutri-Serve	\$28,913.97

4. Approval of Transfers:

Approve the Expense Account Adjustments Analysis. (Account Transfers)

5. Out-of-District Placements for the 2018-2019 School Year:

Student #	Placement	Program	Tuition	Send/Receive	Date	Notes
8559802506	Hammonton	Grade 7	\$10,767.12	Sent	9/20-6/30/19	
8559802506	Newark	Grade 7	10,767.12	Received	9/20-6/30/19	
5027809021	Hammonton	Grade 7	10,062.13	Sent	10/4-6/30/19	
5027809021	Newark	Grade 7	10,062.13	Received	10/4-6/30/19	
2705035385	Hammonton	Grade 7	10,062.13	Sent	10/4-6/30/19	
2705035385	Lacey Township	Grade 7	10,062.13	Received	10/4-6/30/19	
7753973589	Mount Laurel	Grade 7	13,535.00	Sent	9/1-6/30/19	Foster
9645347329	Kingsway Elementary	MD	67,067.70	Sent	10/18-6/30/19	PSD

6. Professional Development & Workshops for 2018-2019:

Name	Date Submitted	Date of Workshop	Location & Topic of Workshop	Cost of Event
Gibbins, E. Keyes, S.	11/14/18	2/21 & 2/22/19	2019 NJMEA State Conference	\$170 each
Manna, C.	11/30/18	2/6/19	Math Engagement & Learning Cherry Hill	\$259
Lyons, J.	2/7/18	1/24/19	Power of Legal Information, Trenton	\$150

7. Disposal Requests:

Dispose of the following assets:

Tag #	Description	Purchase Date	Disposition

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8. Contracts:

a. Approve the following contracts/purchase orders:

Vendor	Product	Amount
Camden County Educational Services Commission	Aid in Lieu of Transportation	\$70,000.00*
Jersey Architectural Door	All purpose room, rear delivery doors - Atco	\$20,758.00
Jersey Architectural Door	All Purpose Room, Nurse's room doors – TR	\$24,011.00

*Approximate

9. Grants and Donations:

- a. To submit and accept a grant from Reflex Math for Jennifer Ercol for a 7-month subscription for 22 students (estimated value \$1,225):
- o Objectives: improve students' fact fluency and number sense
 - o Evaluation: improved classroom performance through curriculum-related assessment as well as assessments on the Reflex platform (progress monitoring available on Reflex); improvement on STAR test results
- b. Approve therapy dog sessions, at no cost to the district, under the supervision of Curt Merker for the purpose of providing an incentive to attend school.

10. Johnson Controls Agreement:

Approve agreement between Waterford Township Board of Education & Johnson Controls (See attached D-10).

VIII. REPORTS

1. **Legislation-** Mike Vitarelli/Mike McClintock
2. **Camden County School Boards Association-** Maria Yeatman/Dan Hoover
3. **New Jersey School Boards Association-** Kim Hurley/Bill Wilhelm
4. **Camden County Educational Services Commission-** Roseanna Iles/Matt DeNafo
5. **Hammonton-** Al Pangia/ Kim Hurley
6. **Board President's Report-** Kim Hurley

IX. BOARD OF EDUCATION BUSINESS

- A. **OLD BUSINESS**
- B. **NEW BUSINESS**

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- A. Motion to open the meeting to the Public
- B. Motion to close the meeting to the Public

XI. MEETING ADJOURNMENT _____