

WATERFORD TOWNSHIP BOARD OF EDUCATION

**NOTICE OF MEETING: REGULAR BOARD MEETING – November 28, 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**
- E. FLAG SALUTE**
- F. MISSION STATEMENT – William Wilhelm**
- 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- N/A

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 October 20, 2018 as redacted
- B. Board Meeting October 20, 2018

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
10/3/18	Atco	10:00 am	Fire	202	52
10/29/18	Atco	9:26 am	Tornado	202	51
10/9/18	T.R.	1:20 pm	Fire	214	33
10/16/18	T.R.	2:43 pm	Off-site Evacuation	204	33
10/2/18	WES	1:55 pm	Fire	353	63
10/30/18	WES	2:35 pm	On-site Evacuation	339	

E. Enrollment:

Grade	# of Students
PK	87
K	87
1 st	105
2 nd	104
3 rd	117
4 th	101
5 th	198
6 th	112
TOTAL	811

F. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
6824146571	10/11/18	Physical Behavior	WES	Classroom	Mrs. Yoder (substitute)	OSS 10/12/18
5121542523	10/15/18	Gross Disrespect	WES	Classroom	Mr. Bracy	OSS 10/16/18

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VII. SUPERINTENDENT'S RECOMMENDATIONS

Upon the recommendation of the Superintendent:

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

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

Acknowledge Receipt of HIB Investigations as follows (report available upon request):

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

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

Affirm the Harassment, Intimidation & Bullying Report as follows (report available upon request):

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
7311978511	9244153296	WES	9/19/18	9/21/18	Yes	1 day Administrative Detention

3. QSAC District Performance Review 2018-2019:

Approve the submission of the 2018-2019 District Performance Review to the New Jersey Department of Education.

4. School Safety & Security Plan Annual Review:

Approve the submission of the State of Assurance for the School Safety & Security Annual Review for the 2018-2019 school year to the Camden County Office of Education.

5. ESSEA/ESSA Consolidated Grant Application FY 2019:

Approve an amendment to the ESEA/ESSA Consolidated Grant Application FY 2019 to reallocate FY 2018 carryover money as follows:

Title I Part A: \$6,737.00

Title II Part A: \$ 621.00

6. HSA Fundraiser 2018-2019:

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

Description	Date	Location	Allocation
Pretzel/ Snack Sale	Dec. 17, 18, 19, 20, 21 May 10 June 20, 21	District-Wide	6 th Grade Committee

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7. **Paraprofessional/ Cafeteria Aide Evaluation Rubric:**
 Approve the revised paraprofessional/ cafeteria aide evaluation rubric for the 2018-2019 school year (See attached A-7).

8. **Field/Class Trips for the 2018-2019 School Year:**
 Approve the following trip for the 2018-2019 school year.

Location	Grade	Date	Staff Member(s)	# of Students/ Adults	Cost
Hershey Park	6 th	5/22/19	D. King	112/45	HSA funded (Transportation- \$5265.00) (Admission T.B.D.)

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

1. Establish Positions for 2018-2019 School Year:

Establish/Abolish the following positions as follows:

Position	Establish/Abolish	UPC	FTE	Acct. #
Preschool Teacher	Establish	TCH-PS-06-10	1.0	20-218-100-101-00-00-100
Preschool Paraprofessional	Establish	AID-PS-06-10	.92	20-218-100-106-00-00-100

2. Revision of Job Descriptions:

Approve the revision of the following job descriptions (See attached B-2):

- a. Paraprofessional (Instructional Aide)
- b. Community Parent Involvement Specialist/ Social Worker
- c. Special Education Secretary

3. Substitutes for 2018-2019 School Year:

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

Name	Substitute	Rate
Lampman, Daniell	Instructional	\$90.00 per diem
Reynolds, Cassidy	Instructional Aide/ Instructional	\$75.00/\$90.00 per diem
Franchetti, Karen	Instructional	\$110.00 per diem
Suriano, Amelia	Instructional	\$90.00 per diem
Rodriguez, Juan	Custodian	\$12.50 hourly
Turner, Cory	Instructional Aide	\$75.00 per diem
Mallon, Nicole	Secretary	\$13.50 hourly
Minghenelli, T.	Instructional	\$90.00 per diem

4. Amend Support Staff Recommendations:

Approve the amended support staff recommendations for the 2018-2019 school year:

Name	Step	Hourly Rate	Hours/Day	Days/ Year	Title	Notes
Knoll, D.	16	\$16.69	5.5	185	Para-Prof Highly qualified	Longevity: \$372.00
Stites, S.	16	\$16.69	5.5	185	Para-Prof Highly qualified	Longevity: \$372.00

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5. Transfer of Certified Staff Member:

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

Name	Current Title/ Location	Current UPC	New Title/ Location	New UPC	Effective Date/ End Date If Applicable
Romsteadt, S.	Teacher Rtl- WES	TCH-BS-06-03	Teacher ICR- TR	TCH-02-RP-01	1/2/2019
Fitzpatrick, K.	Teacher Rtl- Atco	TCH-KD-BS-01	LLD Teacher- TR (Cover LOA)	TCH-LD-02-02	11/5/10`8-2/14-2019
Cohen, B.	Teacher Rtl- TR	TCH-BS-02-03	Preschool- WES	TCH-PS-06-10	1/2/2019

6. Transfer of Support Staff Member:

Approve the following support staff transfers:

Name	Current Position/ Location	Current UPC	New Position/ Location	New UPC	Effective Date
Bagnell, D.	Paraprofessional WES (Kizee/Sweeney)	AID-EX-06-03	Paraprofessional WES (Weidmann)	AID-PD-00-01	10/29/18
Budson, S.	Paraprofessional WES (Weidmann)	AID-PD-00-01	Paraprofessional WES (Kizee/ Sweeney)	AID-EX-06-03	10/29/18
Reynolds, K.	Paraprofessional WES (Litchko)	AID-PD-00-01	Paraprofessional WES (Litchko)	AID-EX-08-01	9/1/18
Carsen, K.	Paraprofessional WES (Weidmann)	AID-EX-06-05	Paraprofessional Atco (preschool)	AID-PS-01-04	1/2/19
Gamble, T.	Paraprofessional WES (Weidmann)	AID-PD-00-02	Paraprofessional Atco (preschool)	AID-PS-01-08	1/2/19

7. Employee Contract Hours Adjustment:

Approve increase in hours per day for the following staff members:

Name	Position /Location	UPC	Step	Hourly Rate/Salary	Current Hrs	New Hrs	Days/Yr	Effective Date
Schaeffer, S.	Non-Instructional Aide- Atco	AID-NA-01-05	8	\$11.51	2.5	3.5	180	1/2/2019
Walton, S.	Non-Instructional Aide- Atco	AID-NA-01-04	16	\$13.13	2.5	3.5	180	1/2/2019
Dico, L.	Non-Instructional Aide- TR	AID-NA-02-02	OG	\$26.28	2.5	3.5	180	1/2/2019
Principato, L.	Non-Instructional Aide- TR	AID-NA-02-01	OG	\$18.66	2.5	3.5	180	1/2/2019
Allen, L.	Non-Instructional Aide- TR	AID-NA-06-04	10	\$11.91	2.5	3.5	180	1/2/2019
Carr, M.	Non-Instructional Aide- WES	AID-NA-06-05	7	\$11.31	2.5	3.5	180	1/2/2019
Leavy, T.	Non-Instructional Aide- WES	AID-NA-06-03	3	\$10.50	2.5	3.5	180	1/2/2019
McCrane, R.	Non-Instructional Aide- WES	AID-NA-06-0	OG	\$16.95	2.5	3.5	180	1/2/2019
Niedoba, S.	Non-Instructional Aide- WES	AID-NA-06-01	1	\$10.10	2.5	3.5	180	1/2/2019
Pollock, T.	Non-Instructional Aide- WES	AID-NA-06-09	1	\$10.10	2.5	3.5	180	1/2/2019

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8. Appointment of Certified Staff for 2018-2019:

Approve the appointment of certified staff for the 2018-2019 school year, pending receipt of appropriate paperwork:

Name	Location	Position	Step	Rate	Effective Date	UPC
Calabria, D.	WES	Rtl Teacher	Step 1 BA	\$53,088	1/2/2019	TCH-BS-06-03
Moss, L.	TR	Rtl Teacher	Step 1 MA	\$56,915	1/2/2019	TCH-BS-02-03

9. Appointment of Non-Certified Staff for 2018-2019:

Approve the following staff members for the positions for the 2018-2019 school year, pending receipt of appropriate paperwork:

Name	Position	Location	UPC	Step	Hourly /Rate	Hrs/ Day	Days/ Year	Effective Date
Franchetti, L.	Paraprofessional	TR	AID-PS-02-05	1	\$11.38	5.5	185	1/2/2019
Cicchino, L.	Paraprofessional	TR	AID-PS-02-09	1	\$11.38	5.5	185	1/2/2019
Coulter, C.	Paraprofessional	WES	AID-PS-06-06	1	\$11.38	5.5	185	1/2/2019
McMichael, C.	Paraprofessional	WES	AID-PS-06-10	1	\$11.38	5.5	185	1/2/2019
Caiafa, C.	Paraprofessional	WES	AID-PS-06-10	1	\$11.38	5.5	185	1/2/2019
Dottoli, R.	Paraprofessional	WES	AID-PD-00-02	1	\$12.84	5.5	185	1/2/2019
Schwab, K.	Paraprofessional	WES	AID-EX-06-05	1	\$12.84	5.5	185	1/2/2019

10. Revise Employment Contracts for 2018-2019:

Approve the updated employment contracts effective dates for the following staff members:

Name	Position	Location	Effective Date
Palumbo, A	STEAM Teacher	WES/TR	10/29/2018
Biggs, M.	Preschool Teacher	TR	12/11/18

11. Long-Term Substitute Placement:

Approve the following long-term substitutes:

Name	Position	Date	# of Days	Rate	UPC
Moss, L.	Long-Term Substitute Atco- RTI	12/3/18-12/21/19	46	\$150.00 per day	TCH-KD-BS-01
Name	Position	Dates	Step	Salary	UPC
Schmidt, N.	Long-Term Substitute WES- ICR	11/29/18-3/26/19	1 MA	\$56,915 (prorated)	TCH-RP-06-04

12. Contract of Assistant Superintendent of Business:

Approve the contract for Daniel J. Fox for the 2018-2019 school year (See attachment B-12).

C. POLICY – Bill Wilhelm

1. Approve the following policy for the first reading:

- a. Policy #6660 Student Activity Fund
- b. Policy #6700 Investments

2. Approve the following policy for the second reading:

- a. Policy #1613 Disclosure and Review of Applicant's Employment History
- b. Policy #5512 Harassment, Intimidation, & Bullying (HIB)
- c. Policy #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- d. Policy #8561 Procurement Procedures for School Nutrition Programs

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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.

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 September 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 September, 2018.
- d. Student Activity Fund General Ledger.
- e. Nutri-Serve Food Management/Waterford Township School District Financial Statement for the month of September 30, 2018 (not applicable)
- f. HSA- Treasurer's Report

3. Approval of Expenditures:

Approve the payment of bills and claims:

Bill List 1	\$2,034,705.02
Hand Checks	\$8,877.66
Nutri-Serve	\$27,533.99

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	Notes
7244779505	Pine Hill	Grade 12	\$15,500	Homeless	Sent
8210355949	Pine Hill	Grade 12	\$15,500	Student Request	Sent
5902697951	BCSSSD	BD	\$40,540	\$3,000 Non-resident	Sent
1864522576	Lindenwold	Grade 5	\$16,407	Homeless	Received

6. Professional Development & Workshops for 2018-2019:

Name	Date Submitted	Date of Workshop	Location & Topic of Workshop	Cost of Event
Moore, J. Harris, C. Johnson, M. Russomanno, A.	10/30/2018 11/2/2018 11/12/2018 11/16/18	1/14/2019	Cherry Hill/ ELL Strategies	\$239 pp
Kondas, H.	10/15/2018	2/7/2019	Lodi, NJ/ HIB Cert	\$150
Harring, B.	10/19/2018	2/22/2019	Sicklerville, NJ/ Pest Management	Free
Hall, K.	10/19/2018	1/11/2019	Cherry Hill/ ADHD	\$230
Manna, C.	10/22/2018	12/13/2018	Cherry Hill/ Personalized Learning	\$259
Davidson, P.	10/11/2018	3/1/2019	HIB Law	\$75
Davidson, P.	10/11/2018	4/2/2019	Egg Harbor Twp./ Section 504	\$150

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7. Disposal Requests:

Dispose of the following assets:

Tag #	Description	Purchase Date	Disposition
000960	Smart Table	1/11/2010	Recycle
003323	Printer	Unknown	Recycle

8. Contracts:

- a. Approve contract with VSP to provide vision coverage from January 1, 2019 through December 31, 2019 at the following monthly costs:

Level	Rate	# of Staff	Total
Single	\$9.08	36	\$345.04
Member +1	14.52	13	188.76
Member + Children	14.83	6	88.98
Family	23.91	41	980.31
Total Estimated Monthly			1603.09

- b. Approve the contract with Northeast Electrical Services to upgrade service at Atco and Thomas Richards in accordance with contract #7920 through Educational Data Services at an estimated cost of \$44,500 account #12-000-400-450.

9. Long Range Facilities Plan 2019-2020:

Approve the Long Range Facilities Plan for the 2019-2020 school year (See Attachment D-9).

10. Removal of Student Due Residency:

Find the following student ineligible for attendance due to residency:

- a. 1288302477
- b. 8419078305
- c. 6820189204

11. Grants and Donations:

- a. Approve the submission of Healthy U Grant for \$4,500:

Goal/Objective:

- Incentives for teachers (step challenge; buying monthly prizes for monthly winner and grand prize)
- Use money toward wellness fair in the Spring (food, materials, etc.)
- Buying water bottles for students

Evaluation:

- Participation rates in step challenge
- Participation of family/community at Wellness Fair
- Evidence of students using the water bottles (possible student survey)

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- b. Approve the following staff members to be appointed HSA Session 2 Club Advisors for the 2018/2019 school year:

Name	Club	Hours	Rate	Acct.#
Gibbins, N. Keyes, S.	Theater Club @ WES	60 hrs @ 36.00= \$2160.00 each		HSA Donation
Ambroselli, F.	Legos @ TR	8 hr @ \$36.00= \$288.00		HSA Donation
Ambroselli, F. Cohen, B.	Sports & Fitness @ TR		HSA Donation	
Cohen, B.	Cursive Club @ TR		HSA Donation	
Agoston, D.	Cursive Club @ WES		HSA Donation	
Agoston, D.	Yearbook Club @ WES		HSA Donation	
Bozzuffi, C.	Ceramics Club @ WES		HSA Donation	
Kelley, L.	Kindness Club @ WES		HSA Donation	
Garretson, C.	Scrapbooking Club @ WES		HSA Donation	
Low, M.	Scrabble Club @ WES		HSA Donation	
			Total- \$7,200	

12. Approve the Statement of Priorities and New Jersey Student Learning Standards for the 2019/2020 Budget (See attached D-12).
13. Approve Agreement for Professional Services between Gloucester County Special Services School District and Waterford Township School District (See attached D-13).

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 _____