**1. Call to Order by the Board of Education President:** Justin Wright

This meeting has been properly advertised in compliance with the requirements of the Sunshine Law.

**2. Moment of Silence/Pledge of Allegiance:** Justin Wright

**3. Roll Call:** Tracy McGuire, Board Secretary

**4. Welcome Visitors:**  Justin Wright

**5. Approval of Minutes: \*** Regular Meeting: September 10, 2018

**6. Presentations:** Will Take Place after Public Comment.

**7. Executive Session:**

**RESOLUTION:**

THEREFORE, BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT this Board of Education, enter into executive session for discussion of personnel, student issues, as well as other matters which require attorney/client privilege. The outcome of such discussions will be made public at the appropriate time. No action will be taken.

**8. District Department Reports:**

Westampton Middle School Report: Matthew Andris, Principal

H.I.B. Report:\* Matthew Andris, H.I.B. Coordinator

Holly Hills School Report: Jennifer Murray, Principal/Curriculum Supervisor

Westampton Intermediate School Report: Rachel Feldman, Principal

Special Services Report: Supervisor of Special Services

Superintendent’s Report: Anthony Petruzzelli, Superintendent

Facilities Report: Tracy McGuire, Board Secretary

**9. Public Comment on Agenda Items Only:**

It is anticipated that before addressing the Board, individuals have given the appropriate school district staff an opportunity to address all issues and questions. (Questions and/or comments should be directed to the Board President and/or Superintendent. The total time allotted for public comment is 15 minutes. Each speaker is limited to 3 minutes of comment time. In an effort to ensure that each speaker is given the full 3 minutes of comment time, please complete your statement and/or ask all questions then indicate that you are done.)

**Presentation by Superintendent Anthony Petruzzelli.**

**10. Correspondence:** None at this time

**11. Board of Education Committee Reports:**

**11. A. Budget/Personnel Committee:**

Members: Justin Wright, Gil Gehin-Scott, and Jennifer Dinardo

**11. A. 1. Payment of Bills:\***

**MOTION:**The Budget and Finance Committee calls for a motion to approve payment of the bills as presented. Bill List to be Handed out at Meeting.

**11. A. 1. a. Payment of Cafeteria Account Bills: \***

**MOTION:**

The Budget and Finance Committee calls for a motion to approve payment of the cafeteria bills as presented.

**11. A. 2. Approval of Retirement of Classroom Aide:\*  
MOTION:**  
The Superintendent calls for a motion to approve, with deep regret, the retirement letter of Debbie Yetter, Holly Hills Classroom Aide. Mrs. Yetter’s date of retirement will be November 1, 2018.

**11. A. 3. Approval of Salary Adjustment for Aide at Holly Hills:**

**MOTION:**

The Superintendent calls for a motion to adjust the salary of Rachel Stewart, Classroom Aide at Holly Hills School. She should be approved at the Step 1 salary which is $22,576.

**11. A. 4. Approval of Mentors:**

**MOTION:**

The Superintendent calls for a motion to approve the following mentors for the 2018-2019 school year:

|  |  |
| --- | --- |
| **Teacher Being Mentored** | **Mentor** |
| Michael Leone – Medial Specialist | Barb Carty |
| Toni D’Amato – STEM Teacher | Lauren Greeby  (was approved as D. Soult, who has resigned) |

**11. A. 5. Approval of Assistant Basketball Coach:**

**MOTION:**

The Superintendent calls for a motion to approve Brad Ludzinski as a volunteer basketball coach

**11. A. 6. Approval of Advanced Ensemble Advisors:**

**MOTION:**

The Superintendent calls for a motion to approve the following extra-curricular advisors for Advanced Ensemble:

|  |  |
| --- | --- |
| **Stipend C - $1,130 50% Split** |  |
| Matthew Barone | $565.00 |
| Julia Beekman | $565.00 |

**11. A. 7. Approval of Two Hour/Day Aide at WMS:**

**MOTION:**

The Superintendent calls for a motion to approve Shelby Burd as a part time 2 hour/day aide at the Westampton Middle School at a salary of $7,437. Her start date is pending criminal history approval.

**11. A. 8. Approval of Extended Leave for Westampton Middle School Teacher:\***

**MOTION:**

The Superintendent calls for a motion to approve the request from Colleen Marra, Westampton Middle School Teacher, to extend her Maternity Leave for the remainder of the 2018-2019 school year. Her intention is to return for the 2019-2020 school year.

**11. A. 9. Approval of Job Descriptions: \***

**MOTION:**

The Superintendent calls for a motion to approve the Job Descriptions for School Counselor and School Psychologist.

**11. A. 10. Approval of Administrative Aide at Holly Hills School:**

**MOTION:**

The Superintendent calls for a motion to approve Cindy Jobes as a 7.1 hr./day Administrative Aide at Holly Hills School at a salary of Step 1, $22,576/year (prorated) to begin November 1, 2018.

**11. A. 11. Approval of Administrative Aide at Holly Hills School:\***

**MOTION:**

The Superintendent calls for a motion to approve Stephanie Colon-Arias as a 7.1 hr./day Administrative Aide at Holly Hills School at a salary of $22,576/year (prorated) to begin pending criminal history approval.

**11. B. Curriculum/Community Committee:**

Members: Rayna Denneler, Christopher Hamilton, and Vanessa Nichols

**11. B. 1. Approval of Music Program Fundraisers:**

**MOTION:**

The Superintendent calls for a motion to approve the below Music Program Fundraisers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Fundraiser** | | **Date** | **Proceeds Used For** |
| T-Shirt Sales | T-Shirts/$15.00  Sweatshirts/$25.00 | October-November | New music, reeds, instrument repairs, etc. |
| Chipotle | 33% of sales | October 15 | NYC Broadway trip |
| Hoagie Sale | Food through WMS Cafeteria Staff | Parent Teacher  Conference Night | NYC Broadway trip |

**11. B. 2. Approval of Student Council Events:  
MOTION:**

The Superintendent calls for a motion to approve the below Student Council Events for the 2018-2019 school year:

|  |  |  |
| --- | --- | --- |
| **Event** | **Dates** | **Proceeds/Costs** |
| Student Dances at WMS | October 19, 2018  December 14, 2018  February 8, 2019  April 12, 2019  7:00-9:00 | -$5.00 entrance fee  -Sale of snacks and drinks |
| Canned Food Drive  Donate to Food Bank | November 5-19, 2018 | Prize to homeroom who collect most |
| Lip Sync Battle | May 17, 2019 | -$5.00 entrance fee  -Sale of snacks and  drinks |
| State Wide Student Council Trip to Six Flags | 9:30 a.m. – 6:00 p.m. | Cost per student/$40.00 |
| Buddy Program with HH  Preschool Students | Once a month  December-June | Transportation provided by  Westampton bus |

**11. B. 3. Approval of Mathematics Educational Trip:**

**MOTION:**

The Superintendent calls for a motion to approve below the Mathematics Educational Trip.

|  |  |  |
| --- | --- | --- |
| **Event** | **Date** | **Cost** |
| Museum of Mathematics | November 15, 2018 | $14.00 per student plus bus $504.00 total cost including bus |

**11. C. Legislative/Policy Committee:**

Members: Ryan Fagan, Suzanne Applegate, and Malcolm Whitley

**11. C. 1. Second reading of Bylaws, Policy, and Regulations:**

**MOTION:**   
The Superintendent calls for a motion to approve the second reading of the following Board of Education Policies and Regulations:

|  |  |  |
| --- | --- | --- |
| Type | Number | Heading |
| Policy and Regulation | 1613 | Disclosure and Review of Applicant’s Employment History (M) (New) |
| Policy and Regulation | 5512 | P - Harassment, Intimidation, and Bullying (HIB) (M) (Revised)  R - Harassment, Intimidation, or Bullying Investigation Procedure (M) Abolished |
| Policy and Regulation | 5561 | Use of Physical Restraint and Seclusion Techniques for Students with  Disabilities (M) (Revised) |
| Policy | 8561 | Procurement Procedures for School Nutrition Programs (M) (Revised) |

**12. A. Information Items:** None at this time.

**12. B. Enrollment Report: \*** September 2018

**12. C. Fire/Security/Bus Drills:**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Drill** | **Date** | **Zone/Time** |
| Holly Hills Elementary | Fire Drill | 9/13/18 | Zone 7/95 secs. |
| Holly Hills Elementary | Lockdown | 9/28/18 | Inside/118 secs. |
| WMS/WIS | Fire Drill | 9/12/18 | Zone 3/6 mins. |
| WMS/WIS | Shelter in Place | 9/19/18 | Inside/6 mins. |

**12. D. Suspensions: \*** September 2018

**12. E. Reports:** None at this time

**12. F. Miscellaneous Action Items:**

**12. F. 1. Approval of Facilities Use Calendar WMS and HHS:\***

**MOTION:**

The Superintendent calls for a motion to approve the Facilities Use Calendars at the Holly Hills and Westampton Middle Schools.

**13. Reports of the School Business Administrator and Board Secretary:**

**13. A. Information Items:** None at this time.

**13. B. Monthly Attendance Report:** \* September 2018

**13. C. Cafeteria Report:**  None at this time.

**13. C. 1. Building Inspection Reports: \***

|  |  |  |
| --- | --- | --- |
| **Building** | **Date** | **Signatures** |
| Holly Hills Elementary School | October 2, 2018 | Jennifer Murray/Jason Tuttas |
| Westampton Middle School | October 2, 2018 | Matthew Andris/Jason Tuttas |

**13. D. Action Items:**

**13. D. 1. Resolution #8-18: Monthly Reports of Board Secretary and Treasurer:\***  
Included in the packet are the Secretary’s and Treasurer’s Reports which are in agreement as of August 2018.

**RESOLUTION #8-18:** **Accepting Reports of Secretary/Treasurer:**

THEREFORE, BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT pursuant to N.J.A.C. 6:20-2.12(e) that to the best of knowledge of the members of the Board of Education that no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.12(b) and that it appears that sufficient funds are available, subject to funding by the State and Federal Governments, to meet the District’s financial obligations for the remainder of the fiscal year as of August 2018.

**13. D. 2. Mileage Reimbursement:\***

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve mileage reimbursement consistent with employment contracts and Board Policy for the months of October/November 2018.

**13.D.3. Resolution# 7-18 Approval of Toilet Room Facilities for Preschool: \***

**RESOLUTION:**

The School Business Administrator and Board Secretary call for a motion to approve Resolution #4-17,   
Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms Application  
for the 2018-2019 school year pertaining to the preschool classrooms. The District elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.2(h), 4ii, by providing toilet rooms adjacent to or outside the classrooms in lieu of individual toilet rooms in each classroom.

**13. D. 4. Approval to Advertise for Bids for Student Transportation:**

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve a Student Transportation Contract to Wills Bus Service adding Route HH6 to and from Holly Hills Elementary School at a per diem rate of $105.55 on a temporary basis.

The motion further authorizes the School Business Administrator and Board Secretary to solicit bids for the additional to and from route to Holly Hills Elementary School beyond the temporary 90-day period.

The results of the Request for Price Quotations for Student Transportation Contracts for the addition of Route HH6 are as follows:

|  |  |
| --- | --- |
| Wills Bus Service, Inc. | $105.55 per diem |
| Laurel Enterprises | No Bid |
| Eagle-Wolfington | Did not respond to bid |

**13. D. 5. Approval of Student Placement:\***

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve a tuition contract with The Titusville Academy, an approved private school for students with disabilities (Receiving District) for the 2018-2019 school year commencing September 4, 2018 with a tuition of $56,094.22 ($308.21 per diem) for student #1709980548.

**13.D.6. Approval of Purchasing Manual\***

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve the Purchasing Manual for the District.

**13.D.7. Approval of the Standard Operating Procedure Manual\***

**MOTION:**

The Business Administrator and Board Secretary call for a motion to Approve the Standard operating procedure manual for the district.

**14. Unfinished Business:** None at this time.

**15. New Business:**

**15. A. 1. Approval of Substitute Teachers/Support Staff/Custodians: \***

**MOTION:**

The Superintendent calls for a motion to approve Substitute Teachers/Support Staff/Custodians, for the 2018-2019 School Year.

**16. Public Comment on Non-Agenda Items Only:**

It is anticipated that before addressing the Board, individuals have given the appropriate School district staff an opportunity to address all issues and questions. (Questions and/or comments should be directed to the Board President and/or the Superintendent. The total allotted for public comment is 15 minutes. Each speaker is limited to 3 minutes of comment time. In an effort to ensure that each speaker is given the full 3 minutes of comment time, please complete your statement and/or ask all questions then indicate that you are done.)

**17. Board President’s Report:** Justin Wright

**18. Executive Session Resolution:**

**RESOLUTION:**

THEREFORE, BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT this Board of Education, enter into executive session for discussion of personnel, student issues, as well as other matters which require attorney/client privilege. The outcome of such discussions will be made public at the appropriate time.

**19. Open Session:**

**MOTION:**

The Board of Education President calls for a motion that this Board of Education, Westampton Township Public Schools return to open session.

**20. Adjournment:**

**MOTION:**

There being no other business to come before the Board, The Board of Education President calls for a motion to adjourn the meeting.

**TOWNSHIP OF WESTAMPTON**

**BOARD OF EDUCATION**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Westampton School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Governing Body will reconvene;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Westampton Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

(Check applicable reason)

\_\_\_\_\_\_Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public;

\_\_\_\_\_\_Any matter in which the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_\_Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

\_\_\_\_\_\_Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: \_\_\_\_\_\_\_\_\_\_);

\_\_\_\_\_\_Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

\_\_\_\_\_\_Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_\_Any investigations of violations or possible violations of the law;

\_\_\_\_\_\_Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board’s position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

\_\_\_\_\_\_Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective employee or employee employed or appointed by the Board, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting;

\_\_\_\_\_\_Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Westampton Township Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Westampton Township Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Westampton Township Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Tracy L. McGuire, Board Secretary, do hereby certify the above to be a true and correct copy of a resolution adopted by the Westampton Township Board of Education at their meeting held on October 10, 2018 at the Westampton Middle School, 700 Rancocas Road, Westampton, New Jersey.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tracy L. McGuire, Board Secretary