

**WESTAMPTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**November 11, 2019  
7 PM**

**AGENDA**

**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:** Karen Greer, Board Secretary

**4. Welcome Visitors:** Justin Wright

**5. Approval of Minutes: \*** Regular Meeting: October 16, 2019

**6. Presentations:** State of the Schools, 2019  
Dr. Petruzzelli

**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:	Yashanta Holloway-Taluy, Principal
H.I.B. Report:	Anthony Browning, Vice-Principal
WIS School Report:	Rachel Feldman, Principal
Holly Hills School Report:	Jennifer Murray, Principal/Curriculum Supervisor
Special Services Report:	Jean Zitter, Supervisor of Special Services
Superintendent’s Report:	Anthony Petruzzelli, Superintendent
Facilities Report:	Karen Greer, 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.)

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

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

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

Members: Justin Wright, Ryan Fagan, 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.

**11. A. 2. 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. 3. Approval of Substitute Teachers/Support Staff/Custodians: \***

**MOTION:**

The Superintendent calls for a motion to approve Substitute Teachers/Support Staff/Custodians, for the 2019-2020 School Year.

**11. A. 4. Approval of After School Tutoring Staff Member:**

**MOTION:**

The Superintendent calls for a motion to approve Toni D'Amato as a substitute instructor for the After School Tutoring Program.

**11. A. 5. Approval of Consulting District Physician for Home Bound Instruction:**

**MOTION:**

The Superintendent calls for a motion to approve, Dr. Charles Scott of Medford & Mansfield Pediatric and Adolescent Medicine as a consulting district physician for approval/denial of home instruction as needed or when a conflict of interest exists with Westampton's current physician group beginning on October 1, 2019.

**11. A. 6. Approval of Resignation of Day Time Custodian: \***

**MOTION:**

The Superintended calls for a motion to approve the resignation of day time custodian, Valerie Pratt, effective November 30, 2019.

**11. A. 7. Approval of Holly Hills Aide:**

**MOTION:**

The Superintendent calls for a motion to approve Valerie Pratt as a Holly Hills 2:1 aide for student ID# 8959942030 and student ID# 6939855646 from 12/1/19- 6/19/20 at the step 1, contracted rate of \$23,277 (prorated).

**11. A. 8. Approval of Salary Adjustments: \***

**MOTION:**

The Superintendent calls for a motion to approve the attached salary adjustments for the 2019-2020 school year, effective retroactive to September 1, 2019.

**11. A. 9. Approval of Homebound Instruction:**

**MOTION:**

The Superintendent calls for a motion to approve Katie Halloran, Holly Hills teacher, to do homebound instruction for student ID#5761070489 beginning the week of October 7, 2019 at a rate of \$40.61/hour.

The District is required to provide student 10 hours a week for each week the student is placed on homebound instruction.

**11. A. 10. Approval of Correction to RTI Position/Interventionist:**

**MOTION:**

The Superintendent calls for a motion to approve the RTI position and Angela Taylor to fill this position, at the contracted rate of \$40.61 per hour, not to exceed \$5,847. This correction reflects this year’s grant amount.

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

Members: Rayna Denneler, Christopher Hamilton, and Vanessa Nichols

**11. B. 1. Approval of Field Trip for Westampton Middle School Students:**

**MOTION:**

The Superintendent calls for a motion to approve the following WMS field trip for the 2019-2020 school year.

Grade	Field Trip	Date	Maximum Cost
8 <sup>th</sup>	NYC Museum of Mathematics	March 12, 2020	\$50.00/student to be paid by parent

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

Members: Alan Hynes, Suzanne Applegate, and Malcolm Whitley

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

**MOTION:**

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

Type	Number	Heading
P & R	1642	Earned Sick Leave Law (M) (New)
P	3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R	3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R	4218	Use, Possession, or Distribution of Substances (M) (Revised)
P	4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)
P	5517	School District Issued Student Identification Cards (Revised)
P & R	6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P & R	7440	School District Security (M) (Revised)
P	8600	Student Transportation (M) (Revised)
R	8600	Student Transportation (Revised)

P	8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R	8630	Emergency School Bus Procedures (M) (Revised)
P	8670	Transportation of Special Needs Students (M) (Revised)
P	9210	Parent Organizations (Revised)
P	9400	Media Relations (Revised)

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

**12. B. Enrollment Report: \*** October 2019

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

School	Drill	Date	Zone/Time
Holly Hills Elementary	Lock Down	10/23/19	Na/ 5 minutes
Holly Hills Elementary	Fire Drill	10/24/19	Zone 2/ 95 sec.
Holly Hills Elementary	Bus Evacuation Drill*	10/21/19	Na/ 1 hour 30 minutes
WMS/WIS	Fire Drill	10/02/19	Zone 10/ 66 sec.
WMS/WIS	Lock Down	10/21/19	Na/ 27 sec.
WIS	Bus Evacuation Drill*	10/22/19	Na/ 1 hour 15 minutes
WMS	Bus Evacuation Drill*	10/29/19	Na/ 1 hour 5 minutes

**12. D. Suspensions: \*** October 2019.

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

**12. E. 1. Monthly Attendance Report: \*** October 2019

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

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

Building	Date	Signatures
Holly Hills Elementary School	October 29, 2019	Jennifer Murray/Jason Saltos

Westampton Middle School	October 29, 2019	Yashanta Holloway-Taluy/Jason Saltos
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**13. D. Action Items:****13. D. 1. Resolution #16-19: Monthly Reports of Board Secretary and Cash Reconciliation: \***

Included in the packet are the Secretary's and Cash Reconciliation Reports which are in agreement as of October 2019.

**RESOLUTION #16-19: 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 October 2019.

**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 November/December 2019.

**13. D. 3. Approval of a Tuition Contract: \*****MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve a tuition contract agreement for the 2019-2020 school year for student #9696267769 attending Burlington County Special Services School District (Receiving District) with tuition of \$41,249, prorated, commencing October 15, 2019

**13. D. 4. Approval of a Tuition Contract: \*****MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve a tuition contract agreement for the 2019-2020 school year for student #6509 with the Eastampton Township Board of Education (Sending District) with tuition of \$21,000, prorated commencing October 7, 2019.

**13. D. 5. Resolution #17-19: Comprehensive Maintenance Plan: \*****RESOLUTION # 17-19:**

WHEREAS, the Department of Education requires New Jersey school districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Westampton Township Public School District are consistent with those requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED THAT the Westampton Township Public School District hereby authorizes the School Business Administrator/Board Secretary to submit the attached Comprehensive Maintenance Plan for the Westampton Township Public Schools in compliance with Department of Education requirements, which plan is incorporated in to the District’s QSAC – Facility Monitoring Report.

**Background:**

The Comprehensive Maintenance Plan provides only for required maintenance and excludes routine maintenance capital. Required maintenance includes those activities required to keep a building and its component systems fully functional throughout their design lives and prevents their premature failure. Required maintenance does not include cleaning and other routine activities that do not significantly impact a building’s life expectancy, nor does required maintenance include the replacement of major building systems, which is considered capital maintenance and would/may be eligible for state aid as a school facilities project.

**13. D. 6. Resolution #18-19: Approval of Transfers:\***

**RESOLUTION #18-19:**

THEREFORE BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT the School Business Administrator and Board Secretary call for a resolution to approve the transfers as of October 31, 2019.

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

**15. New Business:** None at this time.

**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, Karen Greer, 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 November 11, 2019 at the Westampton Middle School, 700 Rancocas Road, Westampton, New Jersey.

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Karen Greer, Board Secretary