

WESTAMPTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

**November 12, 2018
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: Tracy McGuire, Board Secretary

4. Welcome Visitors: Justin Wright

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

6. Presentations: None

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:	Jean Zitter, 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.)

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.

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 Extended Leave for Westampton Middle School Teacher: *

MOTION:

The Superintendent calls for a motion to approve the request from Nicole Piotrowski, 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. 4. Approval of After School Tutoring:

MOTION:

The Superintendent calls for a motion to approve the After School Tutoring Program which will begin November 2018 and run through April 2019. For Language Arts and Mathematics at Holly Hills the program will run twice a week for each subject for students in 3rd grade. For grades 1 and 2, an Orton Gillingham program will take place twice a week for students in 1st and 2nd grade.

- Westampton Intermediate School the program will run twice a week for Mathematics and Language Arts (grades 4-5).
- Westampton Middle School the program will run once a week for Mathematics and Language Arts (grades 6-8).

Staff Members will be paid through Title I Funds.

11. A. 5. Approval of Title 1 Literacy Interventionist Position:

MOTION:

The Superintendent calls for a motion to approve the Title I Literacy Interventionist Position, funded by Title I, at the contracted rate of \$40.61 per hour, not to exceed \$5,630, to provide intensive language arts instruction to identified students at Holly Hills Elementary from November 2018 to May, 2019

11. A. 6. Approval of Title 1 Literacy Interventionist Position:

MOTION:

The Superintendent calls for a motion to approve Angela Taylor as Title I Literacy Interventionist, funded by Title I, at the contracted rate of \$40.61 per hour, not to exceed \$5,630 to provide intensive language arts instruction to identified Holly Hills Elementary School students from November 2018 to May, 2019.

11. A. 7. Approval of After School Tutoring Staff Members:

MOTION:

The Superintendent calls for a motion to approve the following staff members as After School Tutoring Instructors from November 2018 through April 2019 at the contract rate of \$40.61/hr. Staff members will be paid through Title Funds.

Tutoring	Instructors
Holly Hills 1.5 hrs./week	Kate Hansel Kenney Hoff Christina Pancheri Danielle Dotsey-Ramirez
WIS 1.5 hrs./week	Melissa Albanese Jennifer Dennis Matt Barone Kathy Kish
WMS 1.5 hrs./week	Casey Crass Carrie Cianfrone Mirian Montes Emily Olsen Connie Heredia Barbara Carty Jennifer Perry
Substitute Staff Members	Kristy Price Amy Stuck Ally Glover Michael Rehn Toni D'Amato

11. A. 8. Approval of After School ESL Tutoring Program:

MOTION:

The Superintendent calls for a motion to approve the After School Tutoring Program for ESL Students at Holly Hills School. The program will begin November 2018 and run through March 2019. Staff member will be paid through Title III Funds.

11. A. 9. Approval of After School ESL/Tutoring Program Staff Member:

MOTION:

The Superintendent calls for a motion to approve the following staff member as After School ESL Tutoring Instructor from November 2018 through March 2019 for a total of 1.5 hours a week at the contract rate of \$40.61/hr. Staff members will be paid through Title III Funds.

Tutoring	Instructors
Holly Hills 1.5 hrs./week	Bea Kelsey

11. A. 10. Approval of Mentoring Teacher:

MOTION:

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

Mentor	Mentee
Matt Barone	Michele Borgesi

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

MOTION:

The Superintendent calls for a motion to approve Dorothy DeGraffinreadt 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 16, 2018.

11. A. 12. Approval of Long Term Substitute:

MOTION:

The Superintendent calls for a motion to approve LisaAnne Priest as a Long Term Substitute from November 1, 2018 – November 15, 2018. Ms. Priest was previously approved at the August 13, 2018 BOE meeting. This is an extension of her time.

11. A. 13. Approval of Holy Hills Special Education Teacher: *

MOTION:

The Superintendent calls for a motion to approve LisaAnne Priest as a Special Education teacher at Holly Hills School. LisaAnne will start at Step 1, MA at a salary of \$57,391 on November 16, 2018 through June 30, 2018.

11. A. 14. Approval of Secretary to the Principal at Holly Hills: *

MOTION:

The Superintendent calls for a motion to approve Karen Mumbower as Confidential Secretary to the Principal at Holly Hills School effective November 16, 2018 at a salary of \$30,000 (prorated). Ms. Mumbower will be replacing Marianna Logue.

11. A. 15. Approval of Secretary to the Principal at Westampton Intermediate School:

MOTION:

The Superintendent calls for a motion to approval Sandra Pruss as full time, 10 month Confidential Secretary to the Principal at Westampton Intermediate School effective November 16, 2018 at a salary of \$26,363 (prorated).

11. A. 16. Approval of Confidential Secretary to the Superintendent and Business Office:

MOTION:

The Superintendent calls for a motion to approve Marianna Olson-Logue as Confidential Secretary to the Superintendent and Business Office effective November 16, 2018 at a salary of \$38,000 (prorated).

11. A. 17. Approval of Extension of Long Term Substitute at Westampton Intermediate School:

MOTION:

The Superintendent calls for a motion to approve the extension of Michele Borgesi as a Long Term Substitute at the Westampton Intermediate School until June 30, 2018, at her current Step 1, BA rate of \$270.17/day. The teacher has extended her maternity leave.

11. A. 18. Approval of Homebound Instruction:

MOTION:

The Superintendent calls for a motion to approve Alexandra Glover, Holly Hills Teacher, to do homebound instruction for student #8370070945 beginning the week of November 1, 2018 at a rate of \$40.61/hour. She is required to provide him 10 hours a week for each week he is placed on homebound instruction.

11. A. 19. Approval of Home Instruction:

MOTION:

The Superintendent calls for a motion to approve the below listed teachers for home instruction for student ID #4078977119 for four weeks through November 19, 2018.

Teacher	Subject	Hours
Barbara Carty	LA/SS	2.5 hrs/week
Casey Crass	MA	1.25 hrs/week
Laurisa Duba	Science	1.25 hrs/week

11. A. 20. Approval of Extension of Long Term Substitute:

MOTION:

The Superintendent calls for a motion to approve the extension of Cassandra Hoffman as a Long Term Substitute at the Westampton Middle School until June 30, 2018, at her current Step 1, BA rate of \$270.17/day (+21 rate). The teacher, Nicole Piotrowski, has extended her maternity leave.

11.A.21 Sustained Motion to Approval of Holly Hills Principal

MOTION:

The Superintendent calls for a motion to Approve Jennifer Murray as the Holly Hills principal at the Holly Hills School. Beginning July 1, 2018.

11. B. Curriculum/Community Committee:

Members: Rayna Denneler, Christopher Hamilton, and Vanessa Nichols

11. B. 1. Approval of WMS Participation in Trivia Show on Fox 29:

MOTION:

The Superintendent calls for a motion to approve WMS participation on The Class H-Room, a trivia show on Fox 29. Recording is schedule for Saturday, March 30, 2019 at 9:00 a.m. in Philadelphia. Four (4) students and four (4) staff members are required for a 3 v 3 trivia match (1 alternate per team). Winning team gets \$500. Teams must decide beforehand how the funds will be spent. All participants and members of the audience (limited to 20) must provide their own transportation. Families and staff must sign a "Participation Agreement and Release" provide by Fox 29.

11. B. 2. Approval of Band/Chorus Field Trips:

MOTION:

The Superintendent calls for a motion to approve the following field trips:

Event	Date	Cost
RVRHS Pac Center 8 th Gr to play w/RV students and other 8 th gr from sending districts	March 12, 2019/ Snow Date March 13 8:10 a.m.-2:45 p.m.	WMS bus to transport No cost
Arm & Hammer Stadium: Trenton Thunder Game 4-8 Music Students	April 16, 2019	Parents provide transportation \$12/pupil

11. B. 3. Approval of Student Council Activity:

MOTION:

The Superintendent calls for a motion to approve the following Student Council Activity:

Event	Date	Cost
Cozies for Chemo Students donate money to purchase fleece blankets for chemo/cancer patients and survivors	To begin collection Around January 2019	Donations

11. C. Legislative/Policy Committee:

Members: Ryan Fagan, Suzanne Applegate, and Malcolm Whitley

11. C. 1. Adoption of Bylaws, Policy and Regulations: None at this time.

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

12. B. Enrollment Report: * October 2018

12. C. Fire/Security/Bus Drills:

School	Drill	Date	Zone/Time
Holly Hills Elementary	Fire Drill	10/19/2018	Zone 2/96 secs.
Holly Hills Elementary	Shelter in Place	10/22/2018	90 secs.
Holly Hills Elementary	Bus Evacuation Drill*	10/22/2018	Conducted 9:00 a.m.
WMS/WIS	Fire Drill	10/4/2018	Zone 4/6 mins.
WMS/WIS	Shelter in Place	10/10/2018	60 mins.
WMS/WIS	Bus Evacuation Drill*	10/22/2018	Conducted 9:00 a.m. and 12:15 p.m.

12. D. Suspensions: None at this time.

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: * October 2018

13. C. Cafeteria Report:* September 2018

13. C. 1. Building Inspection Reports: *

Building	Date	Signatures
Holly Hills Elementary School	October 31, 2018	Jennifer Murray/Jason Tuttas
Westampton Middle School	October 31, 2018	Matthew Andris/Jason Tuttas

13. D. Action Items:

13. D. 1. Resolution #9-18: 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 September 2018.

RESOLUTION #9-18: 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 September 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 November/December 2018.

13. D. 3. Approval of Satellite Food Service Vending Agreement:*

MOTION:

The School Business Administrator and Board Secretary call for a motion to approve an agreement with Garfield Park Academy for the 2018-2019 school year. The meal charges are \$1.50 for student breakfast, \$3.23 for student lunch. This includes food, supplies and the kitchen lease fee from Westampton for the use of their facility. Garfield Park Academy is responsible for the delivery of the meals.

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 2018-2019 school year for displaced student #5926041963 with the Edgewater Park Township Board of Education (receiving district) with tuition of \$13,062.00 commencing September 6, 2018.

13. D. 5. Approval of Burlington County Community Action Program: *

MOTION:

The School Business Administrator and Board Secretary call for a motion to approve the Memorandum of Understanding between the Westampton Township School District and Burlington County Community Action Program Head Start for the period of July 1, 2018 through June 30, 2021.

13.D.6. Resolution #10-18: Comprehensive Maintenance Plan:

RESOLUTION # 10-18:

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.

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 purchase, 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 November 12, 2018 at the Westampton Middle School, 700 Rancocas Road, Westampton, New Jersey.

Tracy L. McGuire, Board Secretary