

WESTAMPTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

**JUNE 10, 2019
7:00 P.M.**

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/Public Hearing: May 6, 2019

6. Presentations:

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. 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.)

8. 1. Action Items:

9. District Department Quarterly Reports:

Westampton Middle School Report:	Matthew Andris, Principal
H.I.B. Report:	Matthew Andris, H.I.B. Coordinator
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:	Tracy McGuire, Board Secretary

10. Correspondence: None at this time.

11. Board of Education Committee Reports:

11. A. Budget/Personnel Committee:

Members: Justin Wright, Jennifer Dinardo, and Ryan Fagan 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: None at this time.

11. A. 3. Approval of Resignation of Holly Hills Aide:*

MOTION:

The Superintendent calls for a motion to accept, with regret, the letter of resignation of Holly Hills aide, Rachel Stewart, effective June 30, 2019.

11. A. 4. Approval of Paternity Leave:*

MOTION:

The Superintendent calls for a motion to approve Paternity Leave for Westampton Middle School Teacher, John Condoleon, beginning approximately September 16, 2019. Mr. Condoleon will utilize 9 discretionary days, 4 personal days and then continue on FMLA. Mr. Condoleon's expected date of return is approximately Monday, October 14, 2019.

11. A. 5. Approval of Training Days for New Board Secretary:

MOTION:

The Superintendent calls for a motion to approve training days for the new Board Secretary, Karen Greer. Mrs. Greer will train for 8 days beginning June 17, 2019 at a rate of \$40.61 per hour. She officially starts her position July 1, 2019.

11. A. 6. Approval of Training Days for New Curriculum Secretary:

MOTION:

The Superintendent calls for a motion to approve Natasha Harper for 8 days of cross training for the Curriculum Secretary position at a rate of \$16.86/hr.

11. A. 7. Approval of Full- Time Custodian:*

MOTION:

The Superintendent calls for a motion to approve Maribel Gomez as a Full-Time Custodian (no-Black Seal), starting July 1, 2019, at a salary of \$36,444.

11. A. 8. Approval of Summer Secretarial Coverage for WIS:

MOTION:

The Superintendent calls for a motion to approve summer secretarial coverage for the Intermediate School from July 1- August 29. The coverage will be provided by Sandra Pruss and Maureen Pasquarello at the sub secretarial rate of \$16.86 per hour up to 90 hours total.

11. A. 9. Approval of Resignation of Westampton Middle School Teacher:*

MOTION:

The Superintendent calls for a motion to accept, with regret, the letter of resignation of WMS Teacher, Colleen Marra, effective June 30, 2019.

11. A. 11. Resolution #23-18: Appointments of Professional Services:

RESOLUTION #23-18:

THEREFORE, BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT the Board of Education should award contracts for the 2019-2020 school year, with competitive bidding, to procure professional services for the District pursuant to 18A:18A.5a (1) to the following:

Architect	Garrison Architects	\$150 hr for principal architects, \$125 hr for senior architects, \$110 hr project architects, \$95 hr project directors, rates as per Appendix A
Auditor	Inverso & Stewart Robert Inverso	\$25,300 General Annual Audit
Engineer	Dante Guzzi Engineering	\$144 hr principal engineer, \$140 hr associate engineer, \$136 associate planner, \$132 hr associate surveyor, \$133 hr senior project engineer, rates as per Schedule A
Environmental	Karl Environmental Group	Right to Know Program \$1,895, Education and Training: RTK \$600, Ahera \$400, Blood Bourne \$400
Physician	Columbus Family Physicians	\$1,600.00 a year
Solicitor	Parker McCay	\$175.00 an hour

11. A. 12. Approval of Resignation of Holly Hills Aide:*

MOTION:

The Superintendent calls for a motion to accept, with regret, the letter of resignation of Holly Hills aide, Margaret Vytowich, effective June 18, 2019.

11. A. 13. Approval of Salary Adjustment for Custodian:**MOTION:**

The Superintendent calls for a motion to approve an increase in salary for Custodian, Valerie Pratt who passed the black seal license test. Per the contract, her salary will increase by \$1,000 to a new salary of \$37,961, (prorated) effective 6/1/19. Her 19-20 salary has been adjusted to \$37,961.

11. A. 14. Approval of Resignation of Custodian: ***MOTION:**

The Superintendent calls for a motion to accept, with regret, the letter of resignation of Custodian, Joseph Hummel, effective June 23, 2019.

11. A. 15. Approval of Westampton Intermediate School Teacher: ***MOTION:**

The Superintendent calls for a motion to approve Jennifer Ceriale as a WIS 4th Grade Math/Science Teacher for the 2019-2020 school year, at a salary of \$58,559. Step 1, MA.

11. A. 16. Approval of ESY Staff:

MOTION: The Superintendent calls for a motion to approve Extended School Year (ESY) staff from July 8, 2019 to August 1, 2019 (Monday through Thursday). Salary would be per contract for 2019-2020 school year. 9:00 AM – 11:30 AM at Holly Hills Elementary School.

Job	Name	Subject	Hours
Teacher	Jessica Szalma	Self-contained PSD	48 hours
Teacher	Alexandra Glover	Self-contained K-2	48 hours
Teacher	Erin Dennison	Self-contained LLD 3 rd -5 th	22.5 hours
Teacher	Linda Ordecki- Relevo	Self-contained LLD 3 rd -5 th	22.5 hours
Teacher	Katie Hicks	Self-contained AUT K-1	48 hours
Teacher	Lisa Ann Priest	Self-contained AUT 2 nd -3 rd	48 hours
Teacher	Michael Rehn	Self-contained AUT 5 th -8 th	48 hours
Aide	Anita Fink		48 hours
Aide	Cathy Wolfe		48 hours
Aide	Tammy Hummel		48 hours
Aide	Maureen Pasquarello		48 hours
Aide	Mercina Taggart		48 hours
Aide	Kathy Bardeer		48 hours
Aide	Vonetta McGee		48 hours
Aide	Bernadette Andrejco		48 hours
Aide	Diane Bender		48 hours

Aide	Bill Scheffold		48 hours
Aide	Anthony Malave		48 hours
Substitute Teacher	Steven Harper		48 hours
Substitute Teacher	Amanda Cutietta		48 hours
Substitute Aide	Patrice Tolmayer		48 hours
Occupational Therapist	Christina Stewart		Up to 40 hours
Physical Therapist	ESU Designee		Up to 5 hours
Speech Therapist	Brooke Gordon		Up to 60 hours
Nurse	Danielle McNally		48 hours

11. A. 17. Approval of Summer CST Work:

MOTION:

The Superintendent calls for a motion to approve up to ten (10) days each of summer work at the 2019-2020 contracted rate for Felicia Miller, LDT-C (Learning Consultant); Lisa Bungarden, MSW (School Social Worker); and Ryan Gentek, Ed.S. (School Psychologist) to complete Child Study Team testing and hold IEP meetings required over the summer.

11. A. 18. Approval of Teacher Hours for Summer CST Meetings:

MOTION:

The Superintendent calls for a motion to approve up to twenty (20) hours in total of summer work for teachers at an hourly rate of \$40.61 to participate in CST meetings as needed.

Holly Hills	Westampton Intermediate	Westampton Middle
Amanda Cutietta	Jennifer Dennis	Tiffany Coston
Catherine MacManiman	Stacey Zubryzcki	Casey Crass
Alexandra Glover	Cristina Burrows	Tricia Ferrell
Katie Hicks	Melissa Albanese	Constance Austin-Heredia
Alicia Hellmann		Jennifer Perry
Maureen Collins		Carrie Cianfrone
Danie Dotsey-Ramirez		Gina Everett
Amy Stuck		
Katharine Hansel		
Lisa Ann Priest		
Carly Cinotti		
Erin Dennison		

11. A. 19. Approval of Resignation of Westampton Middle School Aide: *

MOTION:

The Superintendent calls for a motion to accept, with regret, the letter of resignation of WMS aide, Shelby Burd, effective June 30, 2019.

11. A. 20. Approval of Curriculum Secretary: *

MOTION:

The Superintendent calls for a motion to approve Natasha Harper as Confidential Curriculum Secretary effective July 1, 2019 at a salary rate of \$30,000.

11. B. Curriculum/Community Committee:

Members: Christopher Hamilton, Rayna Denneler, and Vanessa Nichols

11. B. 1. Approval of Reading List:

MOTION:

The Superintendent calls for a motion to approve the Bookroom/Class Novel List for Westampton Middle/Westampton Intermediate School.

11. B. 2. Approval of District Curriculums:

MOTION:

The Superintendent calls for a motion for the district curriculums to be approved for the 2019-2020 school year.

11. B. 3. Summer Reading/Math Letter:*

MOTION:

The Superintendent calls for a motion to approve the summer reading and math program.

11. B. 4. Approval of Kona Ice Fundraiser:

MOTION:

The Superintendent calls for a motion to approve Kona Ice truck visit to Holly Hills Elementary School on June 11, 2019. A portion of the proceeds are donated to the HHS Student Activities account.

11. B. 5. Approval of 19-20 School Calendar:*

MOTION:

The Superintendent calls for a motion to approve the 2019-2020 school calendar.

11. C. Legislative/Policy Committee:

Members: Malcolm Whitley, Alan Hynes, and Suzanne Applegate

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

MOTION:

The Superintendent, in consultation with the Policy Committee, calls for a motion to approve the first reading of the following Board of Education Policy:

Type	Number	Heading
Policy	2416	Programs for Pregnant Pupils M
Policy	5752	Marital Status and Pregnancy M

12. A. Information Items:

12. B. Enrollment Report: * May 2019

12. C. Fire/Security Drills:

School	Drill	Date	Zone/Time
Holly Hills Elementary	Evac Drill	5/17/2019	32 mins.
Holly Hills Elementary	Fire Drill	5/29/2019	Zone 3&4/74 secs.
Westampton Middle	Fire Drill	5/17/2019	Zone 2/86 secs.
Westampton Middle	Shelter in Place	5/31/2019	6 mins.

12. D. Suspensions: * May 2019

12. E. Student Action Items: None at this time.

12. F. Reports: None at this time.

12. G. Miscellaneous Action Items:

12. G. 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.

12. G. 2. Resolution # 24-18: Appointment of District Affirmative Action Officer:

RESOLUTION #24-18:

THEREFORE BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT this Board of Education appoint Anthony Petruzzelli as the AFFIRMATIVE ACTION OFFICER for the year beginning May 30, 2019 through the next reorganization meeting (18A:17-5).

12. G. 3. Resolution # 25-18: Affirmation of Comprehensive Equity Plan Needs Assessment:

RESOLUTION #25-18:

THEREFORE BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT this Board of Education authorizes the Affirmative Action Officer to conduct a needs assessment to develop a Comprehensive Equity Plan by June 14, 2019.

12. G. 4. Resolution # 26-18: Affirmation of Submission of Comprehensive Equity Plan:

RESOLUTION #26-18:

THEREFORE BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT this Board of Education authorizes the Affirmative Action Officer to the submit a Comprehensive Equity Plan by June 14, 2019; and WHEREAS, the Affirmative Action Office has developed a Comprehensive Equity Plan. NOW, THEREFORE BE IT RESOLVED, by the Westampton Board of Education that the Affirmative Action Officer is authorized to submit a three year Comprehensive Equity Plan for school years 19-20 through 21-22.

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

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

13. B. Monthly Attendance Report: * May 2019

13. C. Cafeteria Report: * April 2019

13. D. Building Inspection Reports: None at this time.

13. E. Action Items:

13. E. 1. Monthly Reports of Board Secretary and Treasurer:*

RESOLUTION #22-18:

The School Business Administrator and Board Secretary call for a motion to approve the Secretary’s and Treasurer’s Reports which are in agreement as of April, 2019.

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 April, 2019.

13. E. 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 June/July 2019.

13. E. 3. Approval of Bayada Nurse Agreement: *

MOTION:

The School Business Administrator and Board Secretary call for a motion to approve a contract with Bayada Nurses for the 2019-2020 school year to provide substitute nursing services at the rate of \$55.00 per hour on an as-needed basis. It is anticipated that the need to use these services would be only on an emergency basis.

13. E. 4. Resolution #27-18: Approval of Transfer of Current Year Surplus to Reserve:

RESOLUTION:

WHEREAS N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31 and N.J.S.A. 18A:7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the above aforementioned statues authorize procedures, under the authority of the Commissions of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Westampton Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpected appropriations from the general fund in a Capital Reserve account at year end, and

WHEREAS, the Westampton Township Board of Education has determined that (an amount not to exceed) \$800,000 is available for such purpose of transfer.

NOW, THEREFORE BE IT RESOLVED by the Westampton Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

13. E. 5. Resolution #28-18: Approval to Establish and Transfer of Current Year Surplus to Maintenance Reserve:

RESOLUTION:

WHEREAS, Administrative Code 6A;23A-14.2 provides that a board of education may establish, by resolution, a maintenance reserve account to use to implement required maintenance of the school district's facilities, and

WHEREAS, a board of education may establish or increase the balance in a maintenance reserve account by appropriating funds in the annual general fund budget or by appropriating unanticipated revenue and/or unexpended line-item appropriation amounts anticipated at year end,

NOW THEREFORE BE IT RESOLVED, that the Westampton Township Board of Education hereby directs the School Business Administrator to establish a Maintenance Reserve account in accordance with GAAP by transferring \$800,000 from unexpended/or unanticipated revenue prior to the close of the current school year.

13.E.6. Approval of Landscaping Company:

MOTION:

The School Business Administrator and Board Secretary call for a motion to approval for Seth Vancour. Approximately 28 mows for each School. Holly Hills 12,740 and WMS \$12,040. This includes Mulch, cleanup of court yards, trimming of trees as needed.

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 2019-2020 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 June 10, 2019 at the Westampton Middle School, 700 Rancocas Road, Westampton, New Jersey.

Tracy L. McGuire, Board Secretary