WESTAMPTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING **OCTOBER 11, 2017**
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: September 11, 2017

6. Presentations: None at this time.

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:	Rachel Feldman, Principal
Curriculum Report:	Jennifer Murray, Supervisor of Curriculum & Instruction
Special Services Report:	Debra Keeney, 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/Finance /Buildings/Grounds Committee: Chairperson: Suzanne Applegate
Members: Melanie Logan, Rayna Denneler, Vanessa Nichols

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

11. B. Curriculum/Technology/Student Activities/Community Committee: Chairperson: TBD
Members: Rayna Denneler, Christopher Hamilton, Jennifer Dinardo, Melanie Logan

11. C. Legislative/Policy Committee: Chairperson: Linda Hynes
Members: Gil Gehin-Scott, Christopher Hamilton, 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 second reading and subsequent adoption, of the following Board of Education Policy and Regulation:

Type	Number	Heading
Policy	1240	Evaluation of Superintendent
Policy	3126	District Mentoring Program
Policy	3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Policy	3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
Policy	3224	Evaluation of Principals, Vice Principals, and Assistant Principals
Policy	3240	Professional Development for Teachers and School Leaders
Policy	5610	Suspensions
Policy	5620	Expulsion
Policy	8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods
Policy	8550	Unpaid Meal Charges/Outstanding Food Service Charges
Regulation	1240	Evaluation of Superintendent
Regulation	3126	District Mentoring Program
Regulation	3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Regulation	3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
Regulation	3224	Evaluation of Principals, Vice Principals, and Assistant Principals
Regulation	3240	Professional Development for Teachers and School Leaders
Regulation	5610	Suspensions

11. D. Personnel Committee: Chairperson: Gil Gehin-Scott
Members: Vanessa Nichols, Linda Hynes, Jennifer Dinardo

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

12. B. Enrollment Report:* September 2017

12. C. Fire/Security/Bus Drills:

School	Drill	Date	Zone/Time
Holly Hills Elementary	Fire Drill	9/12/17	Zone 3&4/81 sec.
Holly Hills Elementary	Non-Fire Drill	9/25/17	91 sec.
Westampton Middle	Fire Drill	9/13/17	Zone 3/80 sec.
Westampton Middle	Evacuation Drill	9/20/17	Away/16 mins.

12. D. Suspensions:* September 2017

12. E. Personnel Action Items:

12. E. 1. Approval of Mentoring Teacher:
MOTION:
The Superintendent calls for a motion to approve the following Mentor Teacher for the 2017-2018 school year:

Mentor	Mentee
Trish Ferrell	Nicole Mason

12. E. 2. Approval of Medical Leave for Westampton Middle School Aide:*
MOTION:
The Superintendent calls for a motion to approve medical leave for Sandra Pruss, starting September 25, 2017 for approximately 6 weeks. Mrs. Pruss will use accumulated sick leave.

12. E. 3. Approval of Homebound Instruction for Holly Hills Student:
MOTION:
The Superintendent calls for a motion to approve Carolyn Szukics to do homebound instruction for a Holly Hills 2nd grade student at a rate of $40.61/hour. He will receive no more than 5 hours of instruction per week.

12. E. 4. Approval of Volunteer for Westampton Middle School Boys Basketball Team:
MOTION:
The Superintendent calls for a motion to approve Brad Ludzinski as a volunteer to assist the Westampton Middle School Boys Basketball coach.

12. E. 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 $10,000, to provide intensive language arts instruction to identify at Holly Hills Elementary from October 2017 to May, 2018.

12. E. 6. Approval of Title Literacy Interventionist:
MOTION:
The Superintendent calls for a motion to approve Kate Wilson and Laura Brown as Title I Literacy Interventionist, funded by Title I, at the contracted rate of $40.61 per hour, not to exceed $10,000, to provide intensive language arts instruction to identified Holly Hills Elementary School students from October 2017 to May, 2018.

12. E. 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 October 2017 through May 2018 for a total of 17 hours a week for 25 weeks at the contract rate of $40.61/hr. Staff members will be paid through Title Funds.

Tutoring	Instructors
Holly Hills 2.5 hrs./week	Heather Colling Jennifer Dennis Kenny Hoff Dana Schultz Amy Stuck
WMS 1.5 hrs./week	Connie Austin-Heredia Casey Crass Jackie Crass Kathleen Kish Carrie Cianfrone Colleen Marra Jennifer Perry
Substitute Staff Members	Katharine Hansel Barbara Carty

12. E. 8. 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 October 2017 through February 2018 for a total of 2.5 hours a week for 15 weeks at the contract rate of $40.61/hr. Staff members will be paid through Title III Funds.

Tutoring	Instructors
Holly Hills 2.5 hrs./week	Melissa Albanese
	Katharine Hansel (Substitute)

12. E. 9. Approval of One-to-One Aide for Out of District Student:*
MOTION:
The Superintendent calls for a motion to approve Staci Gomez as a One-to-One Aide at a salary of $21,935, pending criminal history review approval. This position is for an out of district student.

12. E. 10. Approval of Advisors for Advance Ensemble:
MOTION:
The Superintendent calls for a motion to approve the following teachers as co-advisors for Advance Ensemble.

Teacher	Activity	Stipend Group C
Julia Beekman	Advanced Ensemble	$565 – 50% split
Nicholas DiSalvio	Advanced Ensemble	$565 – 50% split

12. F. Program Action Items:

12. F. 1. Approval of After School Tutoring Program:
MOTION:
The Superintendent calls for a motion to approve the After School Tutoring Program which will begin October 2017 and run through May 2018. For Language Arts and Mathematics at Holly Hills the program will run twice a week for each subject (grades 3 – 4). At Westampton Middle School the program will run once a week for Mathematics and Language Arts (grades 5 – 8). Staff members will be paid through Title Funds.

12. F. 2. 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 October 2017 and run through mid-February 2018. Staff member will be paid through Title Funds.

12. G. Student Action Items:

12. G. 1. Approval of the Following Westampton Middle School Field Trips:
MOTION:
The Superintendent calls for a motion to approve the following Westampton Middle School Field Trips:

Grade	Field Trip	Date	Maximum Cost
7 & 8 Music & Drama	NYC Broadway Show Anastasia	December 6, 2017	$70/student – cost to be offset by fundraisers
7 & 8	Junior Model United Nations Penn Museum at the University of Pennsylvania - 1 of 3	January 4, 5, or 9	$0/Student Paid by Curriculum Budget
7 & 8	Fox School of Business at Temple University - 2 of 3	March 7 or 8	$0/Student Paid by Curriculum Budget
7 & 8	Mitten Hall Temple University 3 of 3		$0/Student Paid by Curriculum Budget

12. G. 2. Approval of Fundraisers at Westampton Middle School:
MOTION:
The Superintendent calls for a motion to approve the following change in fundraiser at Westampton Middle School:

Event	Cost	Date	Benefit
Chipotle (change from Panera)	Percentage of Sales	October	Reduce cost for NYC Broadway trip

12. G. 3. Approval of Holly Hills 2nd Grade Students Fundraiser:
MOTION:
The Superintendent calls for a motion to approve participation in the Adopt-An-Animal program with the Jenkinson's Aquarium. Second grade students and their families will be asked to donate and become part of the effort to conserve and protect wildlife and raise awareness. This project is aligned with the 2nd grade Ocean Unit.

12. G. 4. Approval of Student Educational Trip for the Battle of the Books Competition:
MOTION:
The Superintendent calls for a motion to approve the below trip request for the Battle of the Books Competition:

Event	Date/Time	Location	Cost
Battle of the Books Grades 5 & 6	One Day in March or May/9:00 a.m. – 12:45 p.m.	Local Burlington County School	No cost to student, trans. provided by school
Battle of the Books Grades 7 & 8	One Day in March or May/9:00 a.m. – 12:45 p.m.	Local Burlington County School	No cost to student, trans provided by school

12. H. Reports: None at this time

12. I. Miscellaneous Action Items:

12. I. 1. Approval of Facilities Use Calendar WMS and HHS:*
MOTION:
The Superintendent calls for a motion to approve the Facilities Use Calendars for Holly Hills and Westampton Middle School, respectively.

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

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

13. B. Monthly Attendance Report:* September 2017

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

13. C. 1. Building Inspection Reports:*

Building	Date	Signatures
Holly Hills Elementary School	10/2/2017	Rachel Feldman/Jason Saltos
Westampton Middle School	10/2/2017	Matthew Andris/Jason Saltos

13. D. Action Items:

13. D. 1. Resolution #6-17: 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 2017.

RESOLUTION #6-17: 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 2017.

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/December 2017.

13. D. 3. Approval of American Asphalt Company Change Order:*
MOTION:
The School Business Administrator and Board Secretary call for a motion to approve Change Order #1 with American Asphalt Company for a decrease in the amount of $16,677.22.

13. D. 4. Approval of R&L Data Centers Payroll Services Agreement:*
MOTION:
The School Business Administrator and Board Secretary call for a motion to approve an agreement with R&L Data Centers, Inc., for payroll services commencing January 1, 2018, ending June 30, 2018 in the amount of $9,600.00 annually.

13. D. 5. Approval of CDK Systems, Inc. Budget and Personnel Software:*
MOTION:
The School Business Administrator and Board Secretary call for a motion to approve CDK Systems, Inc. for budget and personnel software commencing January 1, 2018, ending June 30, 2018, for the amounts of budget software $16,045.00 and personnel $19,970.00. These are both one time fees.

13. D. 6. Approval of Special Education Tuition Contract:*
MOTION:
The School Business Administrator and Board Secretary called for a motion to approve a special education tuition contract agreement for the 2017-2018 school year for student #1612981543 with the

Burlington County Special Services School District (receiving district) with tuition of $43,712.00 commencing September 15, 2017.

13. D. 7. Approval of Special Education Tuition Contracts:*
MOTION:
The School Business Administrator and Board Secretary called for a motion to approve special education tuition contract agreements for the 2017-2018 school year for student #1750358870 and student #7469246779 with the Burlington County Special Services School District (receiving district) with tuition of $41,963.00 for each student commencing September 6, 2017.

13. D. 8. Approval of Special Education Tuition Contracts:*
MOTION:
The School Business Administrator and Board Secretary called for a motion to approve special education tuition contract agreements for the 2017-2018 school year for student #3082195961 and student #9136597022 with the Burlington County Special Services School District (receiving district) with tuition of $39,631.00 for each student commencing September 6, 2017.

13. D. 9. Approval of Special Education Tuition Contracts:*
MOTION:
The School Business Administrator and Board Secretary called for a motion to approve special education tuition contract agreements for the 2017-2018 school year for student #5412385604 and student #1763479054 with the Burlington County Special Services School District (receiving district) with tuition of $47,791.00 for each student commencing September 6, 2017.

13. D. 10. Approval of Student Placement Agreements:*
MOTION:
The School Business Administrator and Board Secretary call for a motion to approve the placement in Hampton Academy, an approved private school for students with disabilities (receiving district) for the 2017-2018 school year commencing September 6, 2017 for students #1014730596 and #8370070945 with a tuition of $45,135.00 each.

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 2017-2018 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 11, 2017 at the Westampton Middle School, 700 Rancocas Road, Westampton, New Jersey.

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Tracy L. McGuire, Board Secretary