

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William W. Allen Middle School
October 17, 2017 – 5:00 p.m.**

I. Call to Order

The Regular Meeting of the Moorestown Township Board of Education is called to order. This meeting is called in conformance with the "Open Public Meetings Act" with adequate notice provided as follows:

- A. Notice filed with the Courier Post on June 1, 2017
- B. Notice filed with the Burlington County Times on June 1, 2017

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

- A Mr. Peter Palko
- X Mrs. Ann Marie Reyher
- X Mr. Dimitri Schneiberg
- X Mrs. Caryn Shaw
- X Mr. Mark Villanueva
- X Mr. Maurice Weeks
- X Mr. David A. Weinstein

- X Mr. Brandon J. Pugh, Vice President
- X Sandra Alberti, President

- X Mr. Arthur F. Risdien, Esq., Solicitor
- X Dr. Scott McCartney, Superintendent
- X Mrs. Joanne D'Angelo, Business Administrator/Board Secretary
- X Ms. Carole Butler, Director of Curriculum and Instruction
- X Dr. David Tate, Director of Special Education
- X Mrs. Debora Belfield, Director of Personnel
- X Mr. Jeffrey Arey, Director of Instructional Technology

V. Executive Session

WHEREAS, N.J.S.A.10:4-6 ET.SEQ. ("The Open Public Meetings Act"), authorizes Board of Education to meet in executive session under certain circumstances, and

WHEREAS, the Open Public Meetings Act requires that the Board adopt a resolution at a public meeting to go into private session, now, therefore,

BE IT RESOLVED by the Board of Education of Moorestown Township, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student disciplinary matters, and specifically,
 - a. Student matters

2. Matters concerning negotiations, and specifically,
 - a. Negotiations
3. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically,
 - a. Legal matter
4. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically,
 - a. Personnel

VI. Return to Public

Moved by: Mr. Pugh Second: Mr. Weinstein Vote: Unanimous

VII. Adjournment – 6:45 p.m.

Moved by: Mr. Weinstein Second: Mr. Pugh Vote: Unanimous

Respectfully submitted,

Joanne P. D'Angelo
Board Secretary

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William W. Allen Middle School
October 17, 2017 – 7:00 p.m.**

I. Call to Order

The Regular Meeting of the Moorestown Township Board of Education is called to order. This meeting is called in conformance with the "Open Public Meetings Act" with adequate notice provided as follows:

- A. Notice filed with the Courier Post on June 1, 2017
- B. Notice filed with the Burlington County Times on June 1, 2017

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

- A Mr. Peter Palko
- X Mrs. Ann Marie Reyher
- X Mr. Dimitri Schneiberg
- X Mrs. Caryn Shaw
- X Mr. Mark Villanueva
- X Mr. Maurice Weeks
- X Mr. David A. Weinstein

- X Mr. Brandon J. Pugh, Vice President
- X Dr. Sandra Alberti, President

- X Mr. Arthur F. Risdén, Esq., Solicitor
- X Dr. Scott McCartney, Superintendent
- X Mrs. Joanne D'Angelo, Business Administrator/Board Secretary
- X Carole Butler, Director of Curriculum and Instruction
- X Dr. David Tate, Director of Special Education
- X Mrs. Debora Belfield, Director of Personnel
- X Mr. Jeffrey Arey, Director of Instructional Technology

V. Routine Matters

A. Minutes

Approval of minutes for the following meetings attached as Exhibit #18-69:

September 19, 2017 Executive Session

September 19, 2017 Regular Meeting

Moved by: Mrs. Shaw

Second: Mr. Weinstein

Vote: Unanimous

B. Communications – No communications were shared.

C. Educational Highlights –Superintendent's Monthly Report

- Dr. McCartney expressed appreciation to the WAMS Oasis club for donating \$1,500 toward hurricane relief.

- Dr. McCartney, Dr. Alberti and Mr. Pugh welcomed student representatives to the Board of Education – Emily O’Neil, Daniel Rohrbach, Alexander Karanjia. Miss O’Neil reported on the activities of the H.S. Student Council.
- QSAC Statement of Assurances - Dr. McCartney described the areas addressed by the QSAC Statement of Assurances.
- State of the District Report - Ms. Butler presented the State of the District report.

D. Board Committee Reports – Questions and Comments

- **Budget & Finance** – Mr. Schneiberg reported that the committee considered revenue generation results, Health Insurance Broker of Record RFP specifications, a dividend release from the school health insurance fund, reallocation of some H.S. stipends, and plans to understand the true cost of extracurricular activities and sports in preparation for the budget cycle.
- **Curriculum** – Mr. Weinstein reported that the committee reviewed the State of the District report, full day kindergarten program possibilities, distance learning options to increase our program of studies, and current class size status.
- **Policy** – Mr. Pugh provided details regarding the policies listed for first and second reading on the agenda.
- **Operations & Facilities** – No report
- **Communication** – Mr. Weeks reported that the group took time at their last meeting to reframe their goals as a committee.

E. Welcome Visitors

- a. The following individuals addressed the Board to request transportation support for the “First Robotics” team:
 - i. Maria Blanchard of 14 Sycamore Lane
 - ii. Aiden McCale of 234 Demerest Road
 - iii. Jackson Farmer 54 E Main Street
 - iv. Christine Taylor of 701 Devon Road
- b. Laura Pascale of 250 Creek Road requested that American Sign Language be offered at the high school.
- c. Heather Trapani spoke regarding the difficulties teachers and students encounter due to larger class sizes at the middle school.
- d. Lisa Trapani spoke about how the Board prioritizes the use of funds.
- e. Pam Keller addressed the board to comment on middle school class size.
- f. Michael McCale asked the board for criteria that will be used to determine whether transportation will be provided for different activities and to ask for a timeframe when the robotics team might learn if transportation will be provided.
- g. Kelly Krumins of 604 E Camden Ave, mother of kindergarten twins at Roberts, asked about the curriculum offered in the extended day kindergarten program.

VI. Reports to the Board

A. Business Administrator/Board Secretary

1. **Financial Reports of the Board Secy.** – July, 2017 – Exhibit #18-70
2. **Treasurer’s Report month of June, 2017** – Exhibit #18-71
3. **Cafeteria Report** – September, 2017 – Exhibit #18-72

Resolution of Board of Education’s Monthly Certification Budgetary Major Account/Fund Status:

BE IT RESOLVED:

Board Secretary’s monthly certification budgetary line item status:
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8.
Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

4. Approval of Budget Transfers

I recommend approval of the budget transfers for the month of July 2017 attached as Exhibit #18-73.

Approval of Items 1 – 4:

Moved by: Mr. Schneiberg Second: Mrs. Shaw Vote: Unanimous

5. Approval of Bills

I recommend approval of the bills, in the amount of \$11,025,337.86 attached as Exhibit #18-74.

Moved by: Mr. Schneiberg Second: Mrs. Shaw Vote: 7 – 0, Abstain – 1
Abstention: Mr. Weinstein

VII. Recommendations of the Superintendent

A. Policies and Procedures

1. First Reading

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the Policies and Regulations be entered on first reading.

- Policy 3240 PD for Teachers and School Leaders
- Regulation 3240 PD for Teachers and School Leaders
- Policy 7100 Long Range Facilities Planning
- Regulation 7100 Long Range Facilities Planning
- Policy 7446 School Security Program

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #18-75.

2. Second Reading

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the Policies and Regulations be entered and adopted on second reading.

- Policy 1240 Evaluation of Superintendent
- Regulation 1240 Evaluation of Superintendent
- Policy 3221 Evaluation of Teachers
- Regulation 3221 Evaluation of Teachers
- Policy 3222 Evaluation of Teaching Staff Members, Excluding Teachers/Administrators
- Regulation 3222 Evaluation of Teaching Staff Members, Excluding Teachers/Administrators
- Policy 3223 Evaluation of Administrators, Excluding Principals, Vice-Principals and Assistant Principals
- Regulation 3223 Evaluation of Administrators, Excluding Principals, Vice-Principals and Assistant Principals
- Policy 3224 Evaluation of Principals, Vice-Principals and Assistant Principals
- Regulation 3224 Evaluation of Principals, Vice-Principals and Assistant Principals
- Policy 5610 Suspension
- Regulation 5610 Suspension
- Policy 5620 Expulsion
- Policy 8505 Local Wellness/Nutrients Standards for Meals and other Foods
- Policy 8550 Unpaid Meal Charges/Outstanding Food Service

MOTION:

I recommend that the Board enter and adopt on second reading the Policies and Regulations listed above as Exhibit #18-76.

Approval of Items 1 – 2:

Moved by: Mr. Pugh

Second: Mrs. Reyher

Vote: Unanimous

B. Educational Program

1. Special Education Out-of-District Placements 2017-18

The following Moorestown students with special needs are recommended for placement in the appropriate out-of-district programs and schools as mandated in the Individualized Education Programs (IEPs).

MOTION:

I recommend that the Board approve the students with special needs at the placements listed on Exhibit #18-77 for the 2017-18 school year at the locations indicated at the approved tuition rates with transportation provided.

2. Special Education In-District Placements 2017-18

The following student with special needs has been recommended for placement in Moorestown Township Special Education Program. The sending district will bear the cost for 1:1 aide.

MOTION:

I recommend that the Board approve the student with special needs listed on Exhibit #18-78 for placement in a Moorestown Township Special Education Program for the 2017-18 school year at the appropriate cost for a 1:1 aide.

3. Homeless Placements 2017-18

The following homeless placements are recommended.

MOTION:

I recommend that the Board approve the homeless student placements listed on Exhibit #18-79 for the 2017-18 school year at the locations indicated and at the approved district tuition rates, where applicable.

4. Home Instruction 2017-2018

Home Instruction students during the 2017-2018 school year.

MOTION:

I recommend that the Board approve the Home Instruction student listed on Exhibit #18-80 for the 2017-2018 school year.

Approval of Items 1 – 4:

Moved by: Mrs. Reyher Second: Mr. Weeks Vote: Unanimous

C. Finance and Business

1. Travel Expenditures Approval Requests

The State of New Jersey has enacted P.L.2007, c.53, An Act Concerning School District Accountability. Section 15 of the Act addresses "Travel Expenditures" paid by the school district.

MOTION:

I recommend that the Board approve the travel expenditures requests attached as Exhibit #18-81

2. NJ QSAC Statement of Assurances Approval

The Moorestown Board of Education hereby attests to the accuracy of the Statement of Assurance submission required for the New Jersey Quality Single Accountability Continuum. As such, a resolution is requested approving the submission of the Statement of Assurance to the New Jersey Department of Education prior to November 15, 2017.

MOTION:

I recommend that the Board approve the resolution to submit the Statement of Assurance to the New Jersey Department of Education attached as Exhibit #18-82.

3. 2017-18 Special Olympics Play Unified Grant

MOTION:

I recommend the Board accept the Special Olympics Play Unified grant awarded to Moorestown High School for the 2017-18 school year in the amount of \$10,000, as per the attached Exhibit #18-83.

4. Approval of Codicil to the MEA/Board of Education Agreement

MOTION:

I recommend that the Board approve the Codicil to the MEA/Board of Education Agreement July 1, 2016 – June 30, 2019, as per the attached Exhibits #18-84 and #18-108.

5. Approval of State Contract and Consortium Vendor Purchases

MOTION:

I recommend the Board approve NJ State Contract Interlocal Agreement and consortium purchases as per attached Exhibit #18-85.

6. Approval of Change Orders

MOTION:

A resolution is requested approving the following change order that is needed prior to the commencement of the heating season:

<u>Project</u>	<u>Contractor</u>	<u>Change Order Number</u>	<u>Amount</u>	<u>Reason</u>
HVAC/Plumbing at 5 schools	Falasca	Four	\$7,963.00	Repair leaking gasket and triple-duty valve at UES

7. Equipment Disposal

MOTION:

A resolution is requested approving the disposal of technology, buildings and grounds, and A/V equipment as per the attached Exhibit #18-86.

8. Overnight Student Trips

The Operations and Facilities Committee has reviewed and recommends approval of the following trips:

MOTION:

I recommend that the Board approve the overnight trips listed below and detailed in the attached Exhibit #18-87.

Princeton Model Congress	Washington, D.C.	11/16/17 to 11/19/17
Yale Model Congress	New Haven, CT	11/30/17 to 12/3/17
Penn Model Congress	Philadelphia, PA	3/22/18 to 3/25/18
Harvard Model Congress	Boston, MA	2/22/18 to 2/25/18
MHS Ski Club	Stowe, VT	2/2/18 to 2/4/18

9. High School Athletic Schedules – Winter 2017

MOTION:

I recommend the Board approve the High School Winter 2017 athletic schedules as listed in Exhibit #18-88.

10. Middle School Athletic Schedules – Winter 2017

MOTION:

I recommend the Board approve the Middle School Winter 2017 athletic schedules as listed in Exhibit #18-89.

11. Method of Procurement for School Food Service Program Management Services

MOTION:

I recommend the Board approve the resolution attached as Exhibit #18-90, which seeks flexibility in the required method of procurement for food service program management services.

12. Comprehensive Maintenance Plan

The District's Comprehensive Maintenance Plan (M-2) and Annual Maintenance Budget Worksheet (M-1) require Board approval.

MOTION:

I recommend that the Board approve the 2017-2018 Comprehensive Maintenance Plan and Annual Maintenance Budget Worksheet attached as Exhibit #18-91.

13. Authorization to Close Safe Deposit Box

MOTION:

I recommend the Board authorize Joanne P. D'Angelo as Board Secretary, to close the safe deposit box located at Wells Fargo Bank.

14. Settlement Agreement

MOTION:

I recommend the Board approve the following resolution:

Resolved by the Moorestown Township Board of Education to adopt and approve the Settlement Agreement between Student #4001249 and the Moorestown Township Board of Education attached as Exhibit #18-92.

15. Parent/Legal Guardian Agreement for Transportation

MOTION:

I recommend the Board approve the following resolution:

Resolved by the Moorestown Township Board of Education to adopt and approve the Transportation Agreement between Students #2001277 and #8400004, and the Moorestown Township Board of Education attached as Exhibit #18-93.

Approval of Items 1 – 15:

Moved by: Mr. Weinstein Second: Mr. Pugh Vote: 8 - 0

16. MAA Contract/Ratification

MOTION:

A resolution is requested approving a contract between the Moorestown Administrators Association and the Moorestown Board of Education for the contract period of July 1, 2017 through June 30, 2020.

Approval of Item 16:

Moved by: Mr. Weinstein Second: Mr. Pugh Vote: 7 – 0, Abstain – 1
Abstention: Mr. Villanueva

D. Employee Relations

1. Appointments

Subject to background checks as required by P.L. 1986 c116, for the 2017-2018 school year.

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Erin Evans, as a Replacement Part Time Nurse at the Upper Elementary School. Ms. Evans has a BS in Nursing from LaSalle University. Her hourly rate will be \$54.50 per hour for 4 hours per day, effective on or about October 17, 2017 through December 23, 2017.

Support Staff

- a. Christian Panus, as a Paraprofessional at the Mary Roberts Elementary School. Mr. Panus has been placed on Column Para+30, Step 1 of the 2017-2018 Paraprofessional Salary Guide at an hourly rate of \$11.00 for an annual salary of \$9,718.50 prorated, 4.75 hours per day, effective on or about October 30, 2017 through June 30, 2018.
- b. Karly Semper, as a Paraprofessional at the Mary Roberts Elementary School. Ms. Semper has been placed on Column Para AA/BS, Step 3 of the 2017-2018 Paraprofessional Salary Guide at an hourly rate of \$12.29 for an annual salary of \$10,858.22 prorated, 4.75 hours per day, effective on or about October 30, 2017 through June 30, 2018.
- c. Paris Campbell, as a Replacement Paraprofessional at the Middle School. Ms. Campbell has been placed on Column Para EDUC, Step 1 of the 2017-2018 Paraprofessional Salary Guide at an hourly rate of \$12.60 for an annual salary of \$15,819.30 prorated, 6.75 hours per day, effective on October 9, 2017 through January 30, 2018.
- d. Jennifer Malave, as a Child Caregiver for the Extended Day Care Program. Ms. Malave's hourly rate is \$10.50 for 12 hours per week, 5 days per week as directed, effective on or about October 24, 2017 through June 19, 2018.

2. Leave of Absence and Extensions to Leave of Absence

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Leslie Ackerman, a 2nd Grade Teacher at the Mary Roberts Elementary School, unpaid NJFLA Medical Leave of Absence December 5, 2017 through January 10, 2018.
- b. Julie Catrambone, a Physical Education and Health Teacher at the Mary Roberts Elementary School, a paid Medical Leave of Absence October 9, 2017 through November 3, 2017.
- c. Lori Beckendorf, a Special Education Teacher at the South Valley Elementary School, an unpaid Leave of Absence November 6, 2017.
- d. Eileen Buniva, a Reading and Math Support Teacher at the South Valley Elementary School, an unpaid Leave of Absence November 8, 2017.
- e. Dayna Hendrickson, a 2nd Grade Teacher at the South Valley Elementary School, an unpaid Leave of Absence November 8, 2017.
- f. Jesscia Hartzell, a Guidance Counselor at the Upper Elementary School, a paid Medical Leave of Absence December 18, 2017 through February 9, 2018; unpaid Family Medical Leave of Absence February 10, 2018 through May 15, 2018; unpaid Child Rearing Leave of Absence May 16, 2018 through June 30, 2018.

- g. Brittany Shields, a Special Education Teacher at the High School, a paid Medical Leave of Absence January 17, 2018 through February 2, 2018; unpaid Family Medical Leave of Absence February 3, 2018 through May 9, 2018.
- h. Valerie Shopp, a Social Worker at the High School, an unpaid Leave of Absence April 9, 2018.

Support Staff

- a. Barbara Jardel, a Paraprofessional at the Mary Roberts Elementary School, an unpaid Leave of Absence September 13, 2017 through September 15, 2017.
- b. Linda Kaminski, a Paraprofessional at the South Valley Elementary School, an unpaid Leave of Absence October 10, 2017 through October 13, 2017.

3. Resignations

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Elizabeth Rutkin, a Paraprofessional at the George Baker Elementary School, effective November 6, 2017.
- b. Neftaly Mendez, a Custodian at the Middle School, effective September 22, 2017.

4. Adjustment to FTE/Location/Change of Assignment/Start Date

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Rita Reilly, from a .6 FTE to a .67 FTE Paraprofessional at the George Baker Elementary School, effective October 12, 2017 through June 30, 2018.
- b. Jessica Hood, from a .4 FTE to a .71 FTE Paraprofessional at the Mary Roberts Elementary School, effective September 1, 2017 through June 30, 2018.

5. Retirement

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Employee #0494, a Secretary at the High School, effective November 30, 2017.
- b. Marion Mourey, a Secretary at the High School, effective June 30, 2018.

6. Extension of Contract

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Rossella Cusumano, a 2nd Grade Replacement Teacher at the Mary Roberts Elementary School, from December 5, 2017 to January 12, 2018.

Support Staff

No actions recommended at this time.

7. Salary Adjustments - Exhibit #18-94

8. Substitute - Exhibit #18-95

9. Movement on the Salary Guide - Exhibit #18-96

10. Co-Curricular Staff - Exhibit #18-97

11. Clubs - Exhibit #18-98

12. Title I Tutoring Staff - Exhibit #18-99

13. Transportation Additional Hours - Exhibit #18-100

14. Saturday Detention Staff - Exhibit #18-101

15. Athletics - Exhibit #18-102

16. Allocation of Salary to ESEA Grant - Exhibit #18-103

17. ABA Training for SMILE Staff - Exhibit #18-104

18. Creative Minds Staff - Exhibit #18-105

Moved by: Mr. Schneiberg

Second: Mr. Weinstein

Roll Call Vote: 8 - 0

VIII. Suspensions and HIB Report

A. Suspensions – Exhibit #18-106

B. Superintendent’s HIB Report

MOTION:

I recommend that the Board approve the following HIB cases as discussed in executive session.

- Substantiated:
 - UES - #1

Moved by: Mrs. Reyher

Second: Mr. Villanueva

Vote: Unanimous

IX. Informational Only

A. Enrollment Information – October 2, 2017 – Exhibit #18-107

	2016-2017	2017-2018
High School	1337	1274
Middle School	611	640
Upper Elementary School	869	883
Elementary School	<u>1062</u>	<u>1133</u>
Total	3879	3930

B. Old Business

C. New Business

Mr. Weeks shared regarding his attendance at the last Live Civilly meeting. The group is thriving and interested in doing more activities that will align with the district’s curriculum, such as the school gardens.

Dr. Alberti recognized the MEF for their successful golf outing and efforts to support the district.

D. Public Comments - none

X. Adjournment – 8:36 p.m.

Moved by: Mr. Weinstein

Second: Mr. Villanueva

Vote: Unanimous

Respectfully submitted,

Joanne P. D’Angelo
Board Secretary