

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
William W. Allen Middle School  
November 14, 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 (arrived 5:43 p.m.)
- A 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. John Comegno, 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 involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically,
  - a. Legal matter
3. 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 – 6:18 p.m.**

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

Respectfully submitted,

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Joanne P. D'Angelo  
Board Secretary

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
William W. Allen Middle School  
November 14, 2017 – 7:00 p.m.**

**I. Call to Order**

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- A. Notice filed with the Courier Post on June 1, 2017
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- X 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. John Comegno, 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. Routine Matters**

**A. Minutes**

Approval of minutes for the following meetings attached as Exhibit #18-109:

October 17, 2017 Executive Session

October 17, 2017 Regular Meeting

Moved by: Mr. Weinstein

Second: Mr. Pugh

Vote: Unanimous

**B. Presentation**

- NutriServe on NutriSlice Software – Moorestown Food Service Director, Dana Golloto, and Nutri-Serve Food Management Company Operations Manager, Loretta Ravelli, introduced a new software program available online for district families called Nutri-Slice. The program provides nutritional information for all school menu items and is especially helpful for students with special dietary needs.

**C. Communications - none**

**D. Educational Highlights –Superintendent’s Monthly Report**

Dr. McCartney commented briefly on upcoming activities that support district goals.

**E. Board Committee Reports – Questions and Comments**

**a. Budget & Finance** – Mr. Schneiberg reported:

- i. Health Broker of Record RFP has been issued.
- ii. Student activities fund accounts were reviewed.
- iii. Other RFPs will be issued soon for school solicitor, auditor and architect of record.

**b. Operations and Facilities** – Mr. Palko reported that the committee reviewed:

- i. A request for a bus stop move
- ii. Overnight trip approval requests
- iii. Facility usage and fee analysis
- iv. Water main replacement project in front of high school
- v. Capital project updates
- vi. SDA Grant funding receipts
- vii. Energy conservation services RFP

**c. Recreation Advisory Committee** – Mr. Palko reported:

- i. Strawbridge Lake competition kayak charity race is scheduled.
- ii. Discussed consolidation of sports fields
- iii. Township’s “Adopt a Park” program is planned

- iv. **Policy Committee** – Mr. Pugh reviewed policies and regulations on the agenda and announced that the committee plans to review the homework policy at their next meeting.

**F. Student Board Representative**

Emily O’Neil reported on the following HS activities:

- Spirit week, fundraising for hurricane relief, highest turnout in recent history for homecoming dance held at Camden Aquarium, Veteran’s Day assembly and breakfast, annual Thanksgiving food drive, Powder Puff tournament, and fall play.

**G. Welcome Visitors - none**

**VI. Reports to the Board**

**A. Business Administrator/Board Secretary**

1. **Financial Reports of the Board Secy.** – August, 2017 – Exhibit #18-110
2. **Treasurer’s Report month of July, 2017** – Exhibit #18-111
3. **Cafeteria Report** – October, 2017 – Exhibit #18-112

**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 August 2017 attached as Exhibit #18-113.

#### **Approval of Items 1 – 4:**

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

#### **5. Approval of Bills**

I recommend approval of the bills, in the amount of \$8,066,089.63 attached as Exhibit #18-114.

Moved by: Mrs. Reyher      Second: Mr. Weeks      Vote: 8 – 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 2700      Services to Non-Public School Students

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #18-115.

##### **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 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 and adopt on second reading the Policies and Regulations listed above as Exhibit #18-116.

**Approval of Items 1 – 2:**

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

**B. Educational Program**

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

The following Moorestown student with special needs is recommended for placement in the appropriate out-of-district program and school as mandated in the Individualized Education Program (IEP).

MOTION:

I recommend that the Board approve the student with special needs at the placement listed on Exhibit #18-117 for the 2017-18 school year at the location indicated at the approved tuition rate with transportation provided.

Moved by: Mr. Palko                      Second: Mr. Weeks                      Vote: 8 – 0, Abstain – 1  
Abstention: Mr. Weinstein

**2. 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 #18-118 for the 2017-2018 school year.

Moved by: Mr. Palko                      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 #18-119.

**2. 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 #18-120.

**3. Approval of Change Orders**

MOTION:

A resolution is requested approving the following change orders:

<u>Project</u>	<u>Contractor</u>	<u>Change Order Number</u>	<u>Amount</u>	<u>Reason</u>
HVAC/Plumbing at 5 schools	Falasca	Two	\$5,134.00	Demo existing condenser on roof
HVAC/Plumbing at 5 schools	Falasca	Three	\$4,059.00	Mixing valve
BAS/HVAC HS 5C	SJTP	One	\$17,698.80	Temperature control issues
UES Roof Replacement	Patriot Roofing	Two	(\$59,503.77)	Credit for unused allowance

**4. Non-Resident Tuition Students**

A resolution is requested approving acceptance of non-resident tuition students for the 2017-2018 school year.

MOTION:

I recommend that the Board approve the 2017-2018 non-resident tuition students as listed in Exhibit #18-121.

**5. 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 #18-122:

Battle at the Beach	Ocean City, MD	12/28/17 to 12/29/17
MHS Softball – Spring Training	Lake Buena Vista, FL	3/15/18 to 3/19/18
2018 USA Games	Seattle, WA	6/30/18 to 7/7/18

## 6. Winter Sports Transportation Bid

MOTION:

I recommend the Board approve the bid results for Bid #18-2 attached as Exhibit #18-123 and award contracts as follows:

I recommend Hillman's Bus Service for a total of \$38,579.00, Safety Bus for a total of \$9,825.00 and Eagle/Wolfington Bus Company for a total of \$3,144.16, as the lowest eligible bidders, for a total of \$51,548.16.

## 7. Bus Emergency Evacuation Drills

MOTION:

In the past we have conducted two bus emergency evacuation drills at each school each year. The State requires formal Board acknowledgement.

MOTION:

I recommend that the Board acknowledge that school bus emergency evacuation drills were conducted to date for the 2017-18 school year for South Valley, Baker, Roberts, High School, Middle School and Upper Elementary School in accordance with N.J.A.C.6A:27-11.2 attached as Exhibit #18-124.

### Approval of Items 1 – 7:

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

## 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. Jessica La Grou, as a .6 Special Education Teacher at the William Allen Middle School. Ms. La Grou has a BS in Special Education from The College of New Jersey. She has been placed on Column BA, Step 4 of the Teacher Salary Guide at a salary of \$30,600.00 prorated, effective November 20, 2017 through June 30, 2018. New position funded by Title IIA ESEA Grant.

#### Support Staff

- a. Elizabeth Rutkin, as a Paraprofessional at the George Baker Elementary School, effective November 7, 2017 (rescind resignation).



- b. Mayra Ortiz, as a Bus Driver for the Transportation Department for 5 hours per day for an annual salary of \$14,612.55 effective December 7, 2017 through June 30, 2017.

## 2. Leave of Absence and Extensions to Leave of Absence

### Administrative Staff

- a. Neil Rosa, Supervisor, a paid Medical Leave of Absence October 18, 2017 through April 30, 2018.

### Professional Staff

- a. Kimberly Berdos, a Special Education Teacher at the Mary Roberts Elementary School, an unpaid Childrearing Leave of Absence December 5, 2017 through June 30, 2018 (RTW: 9/1/18).
- b. Julie Catrambone, a Physical Education and Health Teacher at the Mary Roberts Elementary School, a paid Medical Leave of Absence November 6, 2017 through November 22, 2017 (RTW: 11/27/17).
- c. Michelle Dzamko, a 2<sup>nd</sup> Grade Teacher at the George Baker Elementary School, an unpaid Childrearing Leave of Absence October 27, 2017 through January 1, 2018 (RTW: 1/2/18).
- d. Jessica Hartzell, a Guidance Counselor at the Upper Elementary School, a paid Medical Leave of Absence November 16, 2017 through January 12, 2018; unpaid Family Medical Leave of Absence January 13, 2018 through April 18, 2018; unpaid Child Rearing Leave of Absence April 19, 2018 through June 30, 2018 (RTW: 9/1/18).
- e. Caroline Buchanan, a Replacement Math Teacher at the High School, an unpaid Leave of Absence October 16, 2017 and October 17, 2017.

### Support Staff

- a. Ruth DiTullio, a Paraprofessional at the Mary Roberts Elementary School, a paid Medical Leave of Absence December 18, 2017 through January 12, 2018 (RTW: 1/16/18).
- b. Emma Roberts, a Paraprofessional at the High School, an unpaid Family Medical Leave of Absence January 2, 2018 through March 8, 2018 (RTW: 3/9/18).

## 3. 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. 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 November 16, 2017 through June 30, 2018 (change start date from October 30, 2017).

## **4. Retirement**

### **Administrative Staff**

No actions recommended at this time.

### **Professional Staff**

No actions recommended at this time.

### **Support Staff**

- a. Nora Anders, a Child Study Team Secretary at the High School, effective December 31, 2017.
- b. Pam Michael, a Child Study Team Secretary at the High School, effective December 31, 2017.

## **5. Extension of Contract**

### **Administrative Staff**

No actions recommended at this time.

### **Professional Staff**

- a. Claudia Castelli, as a Replacement 2nd Grade Teacher at the George Baker Elementary School, effective December 2, 2017 through January 3, 2018.
- b. Pauline Ferguson, as a Replacement Special Education Teacher at the Mary Roberts Elementary School, effective December 6, 2017 through June 30, 2018.
- c. Molly Fitzpatrick, as a Replacement School Counselor at the Middle School, effective January 17, 2018 through February 1, 2018.

### **Support Staff**

No actions recommended at this time.

- 6. Substitute** - Exhibit #18-125
- 7. Co-Curricular Staff** - Exhibit #18-126
- 8. Title I Tutoring Staff** - Exhibit #18-127
- 9. Athletics** - Exhibit #18-128

**10. PD Presenters - Exhibit #18-129**

Moved by: Mrs. Reyher

Second: Mr. Weinstein

Roll Call Vote: 9 - 0

**VIII. Suspensions and HIB Report**

**A. Suspensions – Exhibit #18-130**

**B. Superintendent’s HIB Report**

Moved by: Mr. Schneiberg

Second: Mr. Pugh

Vote: 8 – 0, Abstain: 1  
Abstention: Mr. Palko

**IX. Informational Only**

**A. Enrollment Information – November 1, 2017 – Exhibit #18-131**

	<b>2016-2017</b>	<b>2017-2018</b>
High School	1334	1272
Middle School	610	640
Upper Elementary School	872	889
Elementary School	1066	1139
Total	3882	3940

**B. Old Business - none**

**C. New Business**

Mr. Pugh stated the Delegate Assembly will be held this Saturday and all board members are welcome.

**D. Public Comments - none**

**X. Adjournment – 7:52 p.m.**

Moved by: Mr. Weinstein

Second: Mr. Villanueva

Vote: Unanimous

Respectfully submitted,

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Joanne P. D’Angelo  
Board Secretary