

**WESTAMPTON TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING**

**April 16, 2018  
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: March 12, 2018

**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. 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.)

**9. 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

**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 Home Instruction**

**MOTION:** The Superintendent calls for a motion to approve home instruction hours for student M.F. (state id #4577404544), who was hospitalized on 2/28/18. No tutoring was provided during inpatient care. The hours below provides for (7) weeks of instruction from date of hospitalization through the week of Monday, April 23, 2018. As a regular education student, (5) hours of instruction per week (2 LA, 2 MA, 1 Sci/SS) is required.

Subject	Teacher	Duration
Language Arts	Mrs. Carty	max 14 hours
Math	Mrs. Cianfrone	max 14 hours
Science	Mrs. Duba	max 7 hours

**11. A. 4. Approval of Retirement Request for WMS Teacher:\***

**MOTION:** The Superintendent calls for a motion to accept, with regret, the retirement request for Lisa Osborne, Westampton Middle School teacher as of June 30, 2018.

**11. A. 5. Approval of Letter of Resignation for WMS Teacher:\***

**MOTION:** The Superintendent calls for a motion to approve the resignation of Kevin Pagdon, Westampton Middle School teacher effective April 20, 2018.

**11. A. 6. Approval of Medical Leave and FMLA for Westampton Middle School Teacher:\***

**MOTION:** The Superintendent calls for a motion to approve medical leave for Colleen Marra, starting May 29, 2018 through June 22, 2018. Mrs. Marra will use accumulated 19 days sick leave. As well as approve FMLA for child rearing purposes from September 4, 2018 through November 27, 2018.

**11. A. 7. Approval of Intern at Holly Hills Elementary School:**

**MOTION:** The Superintendent calls for a motion to approve Kean University’s student, Morgan Barnett to complete her school counselor internship. Danica Carmichael will be the site supervisor from May 14, 2018 through June 22, 2018 at Holly Hills Elementary School.

**11. A. 8. Approval of Medical Leave for Holly Hills Teacher:\***

**MOTION:** The Superintendent calls for a motion to approve medical leave for Jacqueline Hammell, starting June 4, 2018 through Wednesday, June 22, 2018. Mrs. Hammell will use accumulated 10 days of sick leave.

**11. B. Curriculum/Community Committee:**

**Members:** Rayna Denneler, Chris Hamilton, and Vanessa Nichols

**11. B. 1. Approval of 5-8 Student Council Trip to Statewide Student Council Day at Six Flags:**

**MOTION:** The Superintendent calls for a motion to approve the following field trip.

Trip	Grade	Date	Cost
Six Flags Great Adventure	5 <sup>th</sup> – 8 <sup>th</sup> Grade Student Council	Wed., May 30, 2018 9:30 AM – 6:30PM	\$45 per student \$1,023 total for 31 students

**11. B. 2. Adoption of 2018-2019 School Calendar:**

**MOTION:** The Superintendent calls for a motion to approve the 2018-2019 School Calendar.

**11. B. 3. Approval of 7<sup>th</sup> and 8<sup>th</sup> Grade Drama/Music Students Trip to Spring Musical at RVHS:**

**MOTION:** The Superintendent calls for a motion to approve the following field trip.

Trip	Grade	Date	Cost
Spring Musical “Cinderella” at RVHS	7 <sup>th</sup> & 8 <sup>th</sup> Grade Drama and Music	Fri., April 27, 2018 9:30 AM – 1:00 PM	\$5 per student \$150 total for 30 students

**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:\*** March 2018

**12. C. Fire/Security/Bus Drills:\***

School	Drill	Date	Zone/Time
Holly Hills Elementary	Fire Drill	3/26/2018	Zone 3-4/138 secs.
Holly Hills Elementary	Bus Evacuation Drill*	3/27/2018	45 mins.
Westampton Middle	Fire Drill	3/19/2018	Zone 7/9 mins.
Westampton Middle	Shelter in Place Drill	3/23/2018	Inside/10 mins.

**12. D. Suspensions:\*** March 2017

**12. E. Student Action Items:**

**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 for Holly Hills and Westampton Middle School, respectively.

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

**13. A. Information Items:**

**13. B. Monthly Attendance Report:\*** March 2018

**13. C. Cafeteria Report:\*** February 2018

**13. D. Building Inspection Reports: \***

Building	Date	Signatures
Holly Hills Elementary School	April 2018	Rachel Feldman/Jason Saltos
Westampton Middle School	April 2018	Matthew Andris/Jason Saltos

**13. E. Action Items:**

**13. E. 1. Resolution #19-17 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 February 2018.

**RESOLUTION #19-17: 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 February 2018.

**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 April/May 2018.

**13. E. 3. Approval of Food Service Contract:\***

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to renew the Nutri-Serve Food Management, Inc. contract at the flat fee of \$23,585.00 for the 2018-2019 school year. The 2018-2019 school year will be year 5 of 5 years.

<b>Base Year (2014-2015)</b>	
Base Year Management Fee	\$22,250.00
Previous Year	\$22,917.50
Increase	\$667.50
2018-2019 Fee	\$23,585.00

**13. E. 4. Resolution #20-17 Appointing a Risk Management Consultant:\***

**RESOLUTION:**

The School Business Administrator and Board Secretary call for a motion to adopt Resolution #20-17 Appointing a Risk Management Consultant.

THEREFORE BE IT RESOLVED BY THE WESTAMPTON TOWNSHIP BOARD OF EDUCATION THAT EJA/Capacity Insurance be appointed the District’s Risk Management Consultant (RMC) in the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF).

**13. E. 5. Approval of Risk Management Consultant Agreement:\***

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) Risk Management Consultant Agreement between the District and EJA/Capacity Insurance.

**13. E. 6. Resolution #23-17 AES for Purchase of Natural Gas:**

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve to Purchase Natural Gas Services through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System.

**13. E. 7. Resolution #24-17 ACES for Purchase of Electric:**

**MOTION:**

The School Business Administrator and Board Secretary call for a motion to approve to Purchase Electric Generation Services through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System.

**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 April 16, 2018 at the Westampton Middle School, 700 Rancocas Road, Westampton, New Jersey.

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Tracy L. McGuire, Board Secretary