

CHERRY HILL PUBLIC SCHOOLS  
Cherry Hill, New Jersey

BOARD OF EDUCATION WORK SESSION AND SPECIAL ACTION MEETING MINUTES

December 13, 2016

A Board of Education Work Session and/or Special Meeting of the Cherry Hill Township Board of Education was held in the Malberg Administration Bldg. on December 13, 2016.

The meeting was called to order by Mrs. Matlack at 6:30 P.M. who read the following notice in accordance with the Open Public Meetings Act:

PUBLIC NOTICE OF THIS MEETING PURSUANT TO THE OPEN PUBLIC MEETINGS ACT HAS BEEN GIVEN BY THE BOARD SECRETARY IN THE FOLLOWING MANNER:

- (A) POSTING WRITTEN NOTICE ON THE OFFICIAL BULLETIN BOARD AT THE ADMINISTRATION BUILDING ON DECEMBER 8, 2016.
- (B) TRANSMITTED NOTICE TO THE COURIER POST AND THE PHILADELPHIA INQUIRER ON DECEMBER 8, 2016.
- (C) TRANSMITTED NOTICE WITH THE CLERK OF CHERRY HILL TOWNSHIP ON DECEMBER 8, 2016.

A roll call recorded the following Board Members as present:

Dr. J. Barry Dickinson	Mrs. Lisa Saidel
Mrs. Kathy Judge	Mrs. Jane Scarpellino
Mr. Elliot Roth	Mr. Ken Tomlinson
	Mrs. Carol A. Matlack

Mr. Goodwin left at 7:26 P.M.  
Mr. Steven Robbins - absent

Student Representatives:

Ezra Nugiel, H.S. East Alternate	Abby Spencer, H.S. West Alternate
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Also in attendance were: Dr. J. Meloche, Mr. P. Green, Esq., Mrs. L. Shugars, Dr. J. Campisi, Ms. N. Adrian, Mrs. L. Ridgway, Mrs. L. Weathington, Dr. F. Mahan, and Mrs. B. Wilson.

Board of Education Work Session and Special Action Meeting Minutes  
December 13, 2016

Mrs. Matlack read the following notice in accordance with the Open Public Meetings Act.

RESOLVED, PURSUANT TO THE OPEN PUBLIC MEETINGS ACT THAT THE BOARD MEETS IN CLOSED SESSION AT THIS TIME TO DISCUSS CONFIDENTIAL MATTERS PERTAINING TO STUDENT MATTERS AND HUMAN RESOURCES MATTER. IT IS EXPECTED THAT THE MATTERS DISCUSSED IN CLOSED SESSION SHALL BE MADE PUBLIC AS SOON AS THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS.

Mrs. Matlack led the Pledge of Allegiance.

Mrs. Judge made and Mrs. Saidel seconded a motion to adjourn to Executive Session for matters pertaining to Student Matters and a Human Resources matter at 6:30 P.M. All Board members present voted in favor of the motion.

Mrs. Matlack called the Board of Education Work Session / Special Action meeting to order in public session from the Executive Session at 7:00 P.M.

Presentations:

Recognition of National History Day Team winners from Rosa Middle School.

Scott Clelland and Robert Provost, Wiss & Company, LLP presented the 2015/2016 Audit Report.

Public Discussion:

The floor was opened for public discussion. There being no public discussion, Mrs. Matlack called the meeting to order for the purpose of considering and voting on the items presented on the Special Action Agenda which is incorporated as part of the minutes.

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**A. CURRICULUM & INSTRUCTION**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district’s needs through the development of “Cherry Hill Public Schools 2020: A clear vision for the future”**

The Superintendent recommends the following:

1. Approval of Attendance at Conferences and Workshops for the 2016-2017 School Year
2. Resolution Approving Professional Services Agreements

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 SCHOOL YEAR**

WHEREAS, certain Cherry Hill School District employees have requested authorization to attend the conference(s)/workshop(s) listed below, and

WHEREAS, the attendance of each employee at the specified conference/workshop is educationally necessary, fiscally prudent and 1) directly related to and within the scope of the employee’s current responsibilities and the District’s professional development plan, and 2) critical to the instructional needs of the District or furthers the efficient operation of the District;

NOW, THEREFORE, BE IT RESOLVED, that the Cherry Hill Board of Education authorizes the attendance of the employees at the specified conferences/workshops listed below, and be it

FURTHER RESOLVED, that the Board hereby determines that the estimated expenses related to the authorized travel listed below are justified and THEREFORE authorizes payment of any registration fees and reimbursement of statutorily authorized travel expenditures to the designated employees, not to exceed District budgetary limitations and to be in accordance with the provisions of N.J.S.A. 18A:11-12, the District’s travel policy and procedures, State travel payment guidelines established by the Department of Treasury in NJOMB circular letter 08-13-OMB, and with guidelines established by the federal Office of Management and Budget:

<u>#</u>	<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>	<u>COST</u> <u>NOT TO EXCEED</u>
A	Michelle Smith Central	Conversations Around Curriculum & Inclusion, Sewell, NJ	12/15/16	\$10.66 Mileage General Funds

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**A. CURRICULUM & INSTRUCTION**

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS  
FOR THE 2016-2017 SCHOOL YEAR-CONTINUED**

<u>#</u>	<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>	<u>COST NOT TO EXCEED</u>
B	Farrah Mahan Central	Conversations Around Curriculum & Inclusion, Sewell, NJ	12/15/16	\$10.66 Mileage General Funds
C	Violeta Katsikis Central	Conversations Around Curriculum & Inclusion, Sewell, NJ	12/15/16	\$10.66 Mileage General Funds
D	Scott Goldthorp Central	Conversations Around Curriculum & Inclusion, Sewell, NJ	12/15/16	\$10.66 Mileage General Funds
E	Jenny Bello West HS	College Board AP Training, Trenton, NJ	2/17/17	\$225.00 Registration Title IIA Funds
F	Martha Perez East HS	College Board AP Training, Trenton, NJ	2/17/17	\$225.00 Registration Title IIA Funds
G	Maria McVeigh East HS	College Board AP Training, Trenton, NJ	2/17/17	\$225.00 Registration Title IIA Funds
H	Rachel Boswell East HS	College Board AP Training, Trenton, NJ	2/17/17	\$225.00 Registration Title IIA Funds

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**A. CURRICULUM & INSTRUCTION**

**ITEM 2. RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS**

**2a) BETWEEN THE CHERRY HILL BOARD OF EDUCATION AND PARA PLUS TRANSLATIONS, INC. IN AN AMOUNT NOT TO EXCEED \$40,000**

**WHEREAS**, the Board has determined, based upon the recommendation of its Administration, that Para Plus Translations Services, Inc.'s ("Para Plus") proposed rates for translation services for the period from July 1, 2016 through June 30, 2017 are reasonable and that Para Plus is qualified to provide said services; and

**WHEREAS**, the cost of the contract amount will not exceed \$40,000;

**NOW, THEREFORE, BE IT RESOLVED**, that the Cherry Hill Board of Education approves a services agreement between the Board and Para Plus Translations, Inc. for the 2016-2017 school year, for a total amount not to exceed Forty Thousand Dollars (\$40,000) for translation services as needed; and be it

**FURTHER RESOLVED**, that the Board authorizes its President and Secretary to execute said services agreement upon final approval of the form of agreement by the Board Solicitor.

Account code: 11-000-219-320-71-0001

**Resolution #117-11'16**

Motion:  Mrs. Saidel  Second:  Mrs. Scarpellino  Vote:  Ayes - 7 No - 0   
Mr. Goodwin left at 7:26 P.M.  
Mr. Robbins – absent

## **SPECIAL ACTION AGENDA**

**December 13, 2016**

### **B. BUSINESS AND FACILITIES**

#### **Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district's needs through the development of "Cherry Hill Public Schools 2020: A clear vision for the future"**

#### *The Superintendent recommends the following:*

1. *Approval of Bill List*
2. *Resolution to Accept Audit Report*
3. *Resolution to Accept Corrective Action Plan for the 2015/2016 Audit*
4. *Resolution for the Award of Change Orders*
5. *Resolution Approving An Emergency Transfer Of Funds To Allow For Proper Funding Of Construction Project At Sharp Elementary School To Correct Previous Motion Made November 29, 2016*

#### **ITEM 1. APPROVAL OF BILL LIST**

It is recommended that the 1<sup>st</sup> Bill List dated December 13, 2016 in the amount of \$483,433.26 and the 2<sup>nd</sup> Bill List dated December 13, 2016 in the amount of \$1,211,578.45 be approved as submitted.

#### **ITEM 2. RESOLUTION TO ACCEPT AUDIT REPORT**

RESOLVED, that the annual audit for the 2015/2016 school year, as submitted by the District's auditor and filed with the New Jersey Department of Education, be accepted by the Board and placed on file. The audit report is included in the financial section of the Comprehensive Annual Financial Report.

#### **Resolution #118-12'16**

#### **ITEM 3. RESOLUTION TO ACCEPT CORRECTIVE ACTION PLAN FOR THE 2015/2016 AUDIT**

Resolved, that the Cherry Hill Township Board of Education approve the Corrective Action Plan in connection with the 2015/2016 audit and directs the administration to implement same (attached).

#### **Resolution #119-12'11**

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 4. RESOLUTION FOR THE AWARD OF CHANGE ORDERS**

- a) BID #FA111815 – AUTOMATIC FIRE DETECTION AND ALARM SYSTEM REPLACEMENT (11-18-15)

**INFORMATION:**

Board approval is requested for Change Order 001 to be issued to Electri-Tech, Inc., Dorothy, NJ, for field changes at fourteen (14) schools, requested door holder devices at Rosa International Middle School and additional scope of work at fourteen (14) schools for a total add of \$38,020.49.

**RECOMMENDATION:**

It is recommended that Change Order 001 for field changes at fourteen (14) schools, requested door holder devices at Rosa International Middle School and additional scope of work at fourteen (14) schools for a total of add \$38,020.49, be issued to Electri-Tech, Inc., Dorothy, NJ.

School	October 4, 2016 ETI Adjustments for Field Changes	Additional Work	Unforeseen Conditions	Allowance (incl in Base Bid)	Net Amount Change per School
					A + B + C + D
Barton	(\$5,300.00)		\$9,956.77	(\$5,000.00)	(\$343.23)
Cooper	(1,850.00)		12,205.02	(5,000.00)	5,355.02
Harte	1,705.00		12,866.19	(5,000.00)	9,571.19
Johnson	(6,400.00)		8,785.11	(5,000.00)	(2,614.89)
Kilmer	(4,750.00)		10,785.67	(5,000.00)	1,035.67
Knight	(5,550.00)		6,448.74	(5,000.00)	(4,101.26)
Mann	(2,375.00)		5,643.79	(5,000.00)	(1,731.21)
Paine	(6,425.00)		8,628.52	(5,000.00)	(2,796.48)
Sharp	(4,800.00)		6,624.45	(5,000.00)	(3,175.55)
Stockton	545.00		6,985.35	(5,000.00)	2,530.35
Woodcrest	(5,950.00)		11,206.50	(5,000.00)	256.50
Beck	1,460.00		26,056.89	(10,000.00)	17,516.89
Rosa	(2,015.00)	\$15,212.39	15,525.83	(5,000.00)	23,723.22
Malberg	(7,040.00)		4,834.27	(5,000.00)	(7,205.73)
Total	(\$48,745.00)	\$15,212.39	\$146,553.10	(\$75,000.00)	\$38,020.49

Original Contract Amount	\$2,013,917.13
Plus CO 001	38,020.49
New Contract Amount	\$2,051,937.62

**Resolution #120-12'16**

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 4. RESOLUTION FOR THE AWARD OF CHANGE ORDERS** continued

- b) BID #1516-001 – PARTIAL HVAC SYSTEM REPLACEMENT AND RELATED WORK AT WOODCREST ELEMENTARY SCHOOL (4-13-16)

**INFORMATION:**

Board approval is requested for Change Order 002 to be issued to Air Control Technology, Inc., West Berlin, NJ for changes to the ductwork to achieve proper circulation and air balance at Woodcrest Elementary School, for a total add of \$3,919.00.

**RECOMMENDATION:**

It is recommended that Change Order 002 for changes to ductwork to achieve proper circulation and air balance at Woodcrest Elementary School for a total add of \$3,919.00 be issued to Air Control Technology, Inc., West Berlin, NJ.

Original Contract Amount	\$92,880.00
Plus CO 002	3,919.00
New Contract Amount	\$96,799.00

**Resolution #121-12'16**



**SPECIAL ACTION AGENDA**

**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 5. RESOLUTION APPROVING AN EMERGENCY TRANSFER OF FUNDS TO ALLOW FOR PROPER FUNDING OF CONSTRUCTION PROJECT AT SHARP ELEMENTARY SCHOOL TO CORRECT PREVIOUS MOTION MADE NOVEMBER 29, 2016**

Resolution approving an emergency transfer of funds to allow for proper funding of construction project at Sharp Elementary School to correct previous motion made November 29, 2016

WHEREAS, the Board has a construction project for canopy structural repair work at Sharp Elementary School which is an imminent danger to the health, safety and welfare of the public.

WHEREAS, due to the need for the performance of emergency work to provide canopy structure repairs at Sharp Elementary School, it is necessary to transfer funds from capital reserve to the general fund.

WHEREAS, the Board's administration recommends that the following fund transfer be made to allow for the proper funding of the Project:

<u>School</u>	<u>Project Description</u>	<u>Capital Reserve Funding Amount</u>
Sharp	Canopy Structural Repair	\$121,375.00

NOW, THEREFORE, BE IT RESOLVED, that the Board, in accordance with the above schedule, hereby corrects previous motion made November 29, 2016 and authorizes the transfer of One Hundred Twenty One Thousand Three Hundred Seventy Five Dollars (\$121,375.00) from Capital Reserve to General Fund (Fund 12).

**Resolution #122-12'16**

Motion: Dr. Dickinson Second: Mrs. Judge Vote: Aye - 7 No - 0

Mr. Goodwin left at 7:26 P.M.

Mr. Robbins – absent

Exceptions:

Item #1 Approval of Bill List (Cooper Health Systems)

Motion: Dr. Dickinson Second: Mrs. Judge Vote: Aye - 6 No - 0-1\*

\*Mrs. Judge abstained due to a conflict of interest with Cooper Health Systems.

Mr. Goodwin left at 7:26 P.M.

Mr. Robbins – absent

Item #1 Approval of Bill List (Bancroft Neuro Health)

Motion: Dr. Dickinson Second: Mrs. Judge Vote: Aye - 6 No - 0-1\*

\*Mr. Tomlinson abstained due to conflict of interest with Bancroft Neuro Health.

Mr. Goodwin left at 7:26 P.M.

Mr. Robbins – absent

*Summary of Fiscal Year 2016  
Audit Report of the  
Cherry Hill Township School District  
Camden County, New Jersey as  
Required by N.J.S. 18A:23-4*

*June 30, 2016*

Cherry Hill Township School District  
Governmental Funds

Balance Sheet

June 30, 2016

	Major Funds				Total Governmental Funds
	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	
<b>Assets</b>					
Cash and cash equivalents	\$ 9,977,304	\$ 9,376	\$ 4,470,482	\$ 7,200	\$ 14,464,362
Accounts receivable:					
State	1,763,928	7,902	1,659,374		3,431,204
Federal	46,832	1,347,849			1,394,681
Other	369,550		11		369,561
Interfund	696,509				696,509
Restricted assets:					
Cash and cash equivalents	6,429,652				6,429,652
<b>Total assets</b>	<u>\$ 19,283,775</u>	<u>\$ 1,365,127</u>	<u>\$ 6,129,867</u>	<u>\$ 7,200</u>	<u>\$ 26,785,969</u>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities:</b>					
Accounts payable	\$ 1,533,122	\$ 429,548	\$ 407,530		\$ 2,370,200
Intergovernmental payables:					
State		262,385			262,385
Other liabilities	79,030				79,030
Interfund payable	193,078	419,769	217		613,064
Unearned revenue		253,425			253,425
<b>Total liabilities</b>	<u>1,805,230</u>	<u>1,365,127</u>	<u>407,747</u>		<u>3,578,104</u>
<b>Fund balances:</b>					
Restricted for:					
Capital reserve	6,429,652				6,429,652
Debt service				\$ 7,200	7,200
Capital projects			5,722,120		5,722,120
Assigned to:					
Designated by the BOE for subsequent year's expenditures	6,169,638				6,169,638
Designated by the BOE for subsequent year's expenditures - (SEMI)	39,094				39,094
Other purposes	1,609,518				1,609,518
Unassigned:					
General fund	3,230,643				3,230,643
<b>Total fund balances</b>	<u>17,478,545</u>	<u>-</u>	<u>5,722,120</u>	<u>7,200</u>	<u>23,207,865</u>
<b>Total liabilities and fund balances</b>	<u>\$ 19,283,775</u>	<u>\$ 1,365,127</u>	<u>\$ 6,129,867</u>	<u>\$ 7,200</u>	<u>\$ 26,785,969</u>

Cherry Hill Township School District  
Governmental Funds

Statement of Revenues, Expenditures and Changes in Fund Balances

Year ended June 30, 2016

	Major Funds				Total Governmental Funds
	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	
<b>Revenues</b>					
<b>Local sources:</b>					
Local tax levy	\$ 159,137,527			\$ 2,796,392	\$ 161,933,919
Energy rebates			\$ 4,398		4,398
Tuition	494,351				494,351
Rents and royalties	33,785				33,785
Interest on investments	179,694				179,694
Interest on capital reserve	22,406				22,406
Miscellaneous	1,015,574	\$ 237,558			1,253,132
<b>Total local sources</b>	<b>160,883,337</b>	<b>237,558</b>	<b>4,398</b>	<b>2,796,392</b>	<b>163,921,685</b>
State sources	33,249,906	1,078,667	1,605,722	1,122,908	37,057,203
Federal sources	268,009	4,239,221			4,507,230
<b>Total revenues</b>	<b>194,401,252</b>	<b>5,555,446</b>	<b>1,610,120</b>	<b>3,919,300</b>	<b>205,486,118</b>
<b>Expenditures</b>					
<b>Instruction:</b>					
Regular instruction	51,612,938	1,251,401			52,864,339
Special education instruction	18,837,407	3,317,731			22,155,138
Other special instruction	3,023,289				3,023,289
Other instruction	2,176,074				2,176,074
<b>Support services:</b>					
Tuition	8,234,010				8,234,010
Student and instruction related services	18,537,106	973,794			19,510,900
School administration services	7,059,203				7,059,203
Other admin services	5,210,338				5,210,338
Plant operations and maintenance	10,098,633				10,098,633
Pupil transportation	11,084,573				11,084,573
Employee benefits and on-behalf TPAF social security and pension contributions	51,905,799				51,905,799
Capital outlay	2,522,563	12,520	4,797,374		7,332,457
<b>Debt Service:</b>					
Principal				3,315,000	3,315,000
Interest				604,300	604,300
Contribution to charter schools	188,431				188,431
<b>Total expenditures</b>	<b>190,490,364</b>	<b>5,555,446</b>	<b>4,797,374</b>	<b>3,919,300</b>	<b>204,762,484</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>3,910,888</b>	<b>-</b>	<b>(3,187,254)</b>	<b>-</b>	<b>723,634</b>
<b>Other financing sources (uses):</b>					
Transfers in	100,392		2,059,892		2,160,284
Transfers out	(2,059,892)		(100,392)		(2,160,284)
<b>Total other financing sources (uses)</b>	<b>(1,959,500)</b>	<b>-</b>	<b>1,959,500</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>1,951,388</b>	<b>-</b>	<b>(1,227,754)</b>		<b>723,634</b>
Fund balances, July 1	15,527,157	-	6,949,874	7,200	22,484,231
<b>Fund balances, June 30</b>	<b>\$ 17,478,545</b>	<b>\$ -</b>	<b>\$ 5,722,120</b>	<b>\$ 7,200</b>	<b>\$ 23,207,865</b>

Cherry Hill Township School District

Recommendations

June 30, 2016

We suggest the following:

**Administrative Practices and Procedures**

None

**Financial Planning, Accounting and Reporting**

- 2016-001-The School Age Child Care staff review and adhere to the District's policy to deposit all funds within a timely manner.
- 2016-002-The District ensure all costs that are reported on the extraordinary aid application are properly calculated and included.

**School Purchasing Programs**

None

**School Food Service**

None

**Student Body Activities**

- 2016-003-The high schools review the current Board policy and ensure that proper documentation is submitted to the vendor for the transaction to avoid sales tax. Additionally, we suggest the District board office perform a quarterly review of the high schools' cash disbursements ledgers to ensure adherence to the District's policy.
- 2016-004-The high schools continue to review the District policy as it relates to student activity purchases and the District provide additional guidance regarding what constitutes an appropriate student activity purchase to each of its high schools. Additionally, we suggest the District business office perform a quarterly review of the high schools' cash disbursements ledgers to ensure adherence to the District's policy.

**Application for State School Aid**

None

**Pupil Transportation**

None

**Facilities and Capital Assets**

None

**Miscellaneous**

None

**Status of Prior Year Findings-the following is repeated**

- The high schools continue to review the District policy as it relates to student activity purchases and the District provide additional guidance regarding what constitutes an appropriate student activity purchase to each of its high schools.

**CORRECTIVE ACTION PLAN**

**NAME OF SCHOOL** Cherry Hill Public Schools

**COUNTY** Camden

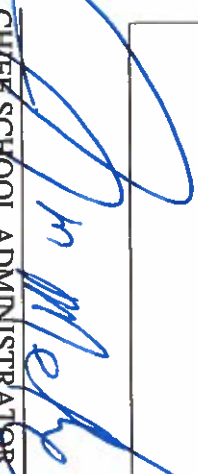
**TYPE OF AUDIT** Comprehensive Annual Financial Report

**DATE OF BOARD MEETING** December 13, 2016

**CONTACT PERSON** Lynn E. Shugars

**TELEPHONE NUMBER** (856) 429-5600

<b>RECOMMENDATION</b>	<b>CORRECTION ACTION APPROVED BY THE BOARD</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSONNEL RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
2016-001: School Age Child Care Program Staff shall review and adhere to District's policy to deposit all funds within a timely manner.	Business office staff will review deposit timelines with SACC program personnel. A check deposit machine will be ordered from District's bank in order to aid in more timely deposits. In the 2017-18 school year, SACC financial operations will be maintained on the District's accounting software program.	Review of deposit timelines, change in procedures.	Lynn Shugars and SACC program personnel.	December 2016
2016-002: District shall ensure all costs that are reported on the extraordinary aid application are properly calculated and included.	The business office will review the extraordinary aid application after it is completed by the Special Education Department and prior to submission to the State.	Additional business office oversight.	Lynn Shugars, CST staff and Business Office Staff	May 2017

  
**CHIEF SCHOOL ADMINISTRATOR**  
 c: County Superintendent

12-13-16  
**DATE**

  
**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR**

12-13-16  
**DATE**

**CORRECTIVE ACTION PLAN**

NAME OF SCHOOL Cherry Hill Public Schools

COUNTY Camden

TYPE OF AUDIT Comprehensive Annual Financial Report

DATE OF BOARD MEETING December 13, 2016

CONTACT PERSON Lynn E. Shugars

TELEPHONE NUMBER (856) 429-5600

RECOMMENDATION	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSONNEL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
2016-003: High school student activities staff shall review current Board policy and ensure proper documentation is submitted to vendor for the transaction to avoid sales tax. Additionally the Business Office will perform a quarterly review of the cash disbursement ledgers to ensure adherence to the District policy.	Policy and Regulation 6660 – Student Activities Fund is in the process of being revised and has been reviewed with Student Activity Fund Personnel. The avoidance of sales tax was reviewed and information will be shared with advisors.	Review/update policies; review of sales tax practices.	Lynn Shugars and Student Activities Fund personnel.	December 2016
2016-004: High Schools shall continue to review District policy as it relates to student activity purchases and the Business Office shall provide guidance regarding what constitutes an appropriate student activity purchase. The Business Office shall conduct a quarterly review of cash disbursement ledgers to ensure adherence to District policy.	Policy and Regulation 6660 – Student Activities Fund is in the process of being revised and has been reviewed with Student Activity Fund Personnel. The accounting software program will be updated. Business office review of disbursements will be implemented.	Review/update policies, change in procedures and additional oversight from Business office.	Lynn Shugars and Student Activities Fund personnel.	December 2016


  
 CHIEF SCHOOL ADMINISTRATOR Lynn E. Shugars DATE 12-13-16 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR Lynn E. Shugars DATE 12-13-16  
 of County Superintendent



**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district’s needs through the development of “Cherry Hill Public Schools 2020: A clear vision for the future”**

The Superintendent recommends the following:

1. Termination of Employment—Certificated
2. Termination of Employment—Non-Certificated
3. Appointments—Certificated
4. Appointments—Non-Certificated
5. Assignment/Salary Change—Non-Certificated
6. Other Compensation—Certificated

**ITEM 1. TERMINATION OF EMPLOYMENT—CERTIFICATED**

- (a) Termination of Employment

**RECOMMENDATION:**

It is recommended that employee #12393 be terminated effective 2/10/17 for reasons on file in the office of Human Resources.

**ITEM 2. TERMINATION OF EMPLOYMENT—NON—CERTIFICATED**

- (a) Resignations

**RECOMMENDATION:**

Be it resolved the separation from employment of the following employees be approved for the reasons listed and all resignations listed are hereby accepted on the dates listed below.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Caleb Bishop	Knight-Educational Assistant (\$11,298)	12/12/16	Personal
Joseph Oyola	Marlkress-Lead Auto Mechanic (\$52,000)	12/12/16	Personal

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 3. APPOINTMENTS—CERTIFICATED**

(a) Co-Curricular

**RECOMMENDATION:**

Be it resolved that the person listed be approved for a co-curricular position in accord with the data presented.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Stipend</u>
Margaret Strimel	CHHS West – Assistant Coach, Winter Track (budget #11-402-100-100-55-0101)	9/01/16-6/30/17	\$2402

(b) Family Friendly Program

**RECOMMENDATION:**

Be it resolved that the persons listed be approved as teachers for the family friendly program effective 12/14/16-6/09/17 at the rate of \$22.46/hr in accord with the data presented. Monies budgeted from account #60-990-320-107-58-0000.

<u>Name</u>	<u>Assignment</u>
Linda Weiss	Paine
Denise Roskey	Kilmer

(c) Holiday SACC Program

**RECOMMENDATION:**

Be it resolved that the person listed be approved as a nurse for the holiday SACC program at Cooper Elementary School effective 12/14/16-6/30/17 at the hourly rate of \$45.20. Monies budgeted from account #60-990-320-104-58-0008.

Name

Marci Shapiro-Goldman

(d) STEP Program – Site Monitors

**RECOMMENDATION:**

Be it resolved that David Sonnheim be approved as a site monitor for the STEP Program effective 12/14/16-6/16/17 at the rate of \$18.34/hr in accord with the data presented. Monies will be budgeted from account #60-990-320-100-58-0005.

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 3. APPOINTMENTS—CERTIFICATED** - continued

(e) Summer Enrichment Camp—Nurses

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for two planning meetings for the summer enrichment program at Woodcrest Elementary School for a maximum of 4 hours each person at the rate of \$45.20/hr. Monies budgeted from account #60-990-320-104-58-0007.

<u>Name</u>	<u>Name</u>	<u>Name</u>
Lillian Barna	Leeanne Kessel	Lynn Richter

(f) Summer Enrichment Camp—Teachers

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for the summer enrichment camp program at Woodcrest Elementary School effective 12/14/16-8/18/17 for a maximum of 4 hours each in accord with the data presented. Monies budgeted for account #60-990-320-101-58-0008.

<u>Name</u>	<u>Assignment</u>	<u>Hourly Rate</u>
Kathleen McEleney	Site Supervisor/Teacher	\$22.46
David Sonnheim	Teacher	\$18.34

(g) STEP Program—Teachers

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for the STEP program effective 12/14/16-6/16/17 at the elementary schools at the rate of \$45.20/hr. Monies budgeted from account #60-990-320-100-58-0004.

<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>
Asia Brown	Michael Brown	Lisa Campisi	Timothy Dempster
Michael Eng	Sarah Guy	Kimberly Hall	Daniel Herman
Cynthia Lanni	John Lauk	Kimberly McAllister	Michael Melograna
Joseph Meola	Jacquelynn Mulligan	Linda Pezzella	Michael Robinson
Jodi Rosenfeld	Justin Smith	Hamisi Tarrant	Jasmine Vale
Tessa Wellborn			

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 3. APPOINTMENTS—CERTIFICATED - continued**

(h) Regular

**RECOMMENDATION:**

Be it resolved that the person listed be approved for the position indicated in accord with the data presented.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Salary</u>
Christa Edolo	Rosa –Social Worker (replacing J. Crane- budget #11-000-219-104-71-0100)	On or about 12/21/16-6/30/17	\$57,303* (Masters, Step 9) prorated

\*11 month employee effective 7/01/17

**ITEM 4. APPOINTMENTS—NON-CERTIFICATED**

(a) STEP Program – Site Monitors

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for the STEP Program as Site Monitors effective 12/14/16-6/16/17 in accord with the data presented. Monies will be budgeted from account #60-990-320-100-58-0005.

<u>Name</u>	<u>Hourly Rate</u>
Jessica Filipponi	\$17.26
Shirley Armstrong	\$16.21
Dolores Franquiz	\$16.44
Susan Stoots-Dickenson	\$14.32
Hansa Kanzaria	\$16.56

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 4. APPOINTMENTS—NON-CERTIFICATED** - continued

(b) Holiday SACC Program

**RECOMMENDATION:**

Be it resolved that the person listed be approved for the Holiday SACC Program as a Teacher effective 12/14/16-6/30/17 at the rate of \$12.65/hr. Monies will be budgeted from account #60-990-320-101-58-0005.

Name

Barbara Wilson

(c) STEP Program - Vendors

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for the STEP Program as Vendors at the elementary schools effective 12/14/16-6/16/17. Monies will be budgeted from account #60-990-320-100-58-0004.

Name

Assignment

Andrea Weeden

Color Me Mine

Damon Widmer

Mackenzie's Karate

(d) Regular

**RECOMMENDATION:**

Be it resolved that the person listed be approved for the position indicated in accord with the data presented.

Name

Assignment

Effective Date

Salary

Lindsey Wells

Rosa-Secretary (Replacing C. Tomasetti budget #11-000-240-105-48-0100)

1/02/17-6/30/17

\*\$38,628  
prorated

\*Salary to be adjusted pending verification of previous employment

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 5. ASSIGNMENT/SALARY CHANGE—NON-CERTIFICATED**

(a) Reassignment

**RECOMMENDATION:**

Be it resolved that the person listed be reassigned for the 2016-17 school year in accord with the data presented.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>	<u>Salary</u>
Olga Rivera De Jimenez	Stockton – Lead Cleaner (\$32,532 includes \$992 for boilers license- budget #11-000-262-100-33-0100)	Beck – Cleaner* (budget #11-000-262-100-40-0100)	9/06/16-6/30/17	\$31,297 prorated (includes \$334 for boilers license)

\*Voluntary request in change of position

**ITEM 6. OTHER COMPENSATION—CERTIFICATED**

(a) Payment to Presenters

**RECOMMENDATION:**

Be it resolved that the persons listed be added to the previously approved list to present after school workshops at the rate of \$53.56/hr (not to exceed a total of \$49,703.68). Monies budgeted from Title IIA account #20-273-200-101-99-0101.

<u>Name</u>	<u>Effective Dates</u>
Joseph Boiler	1/02/17-5/31/17
Kristen Hildbrand	11/01/16-5/31/17 (omitted from previously approved agenda)
James DiCicco	11/17/16-5/31/17 (omitted from previously approved agenda)

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 6. OTHER COMPENSATION—CERTIFICATED-** continued

(b) Payment to Presenters-Title III

**RECOMMENDATION:**

Be it resolved that the persons listed be approved as presenters for the ESL Parent Reading Workshop effective 12/15/16 (1 night for two hours) at the rate of \$42.60/hr (not to exceed a total of \$170.40). Monies budgeted from Title III account #20-245-100-101-99-0101.

Name

Name

Danielle DiRenzo

Lisa Seward

(c) Compensation for Litigation

**RECOMMENDATION:**

Be it resolved that the teachers listed at Beck Middle School be compensated for participation in due process litigation (revised from previously approved agenda for effective date and not to exceed amount). Monies budgeted from account #11-000-219-104-71-0101.

Name

Effective Date

Hourly Rate

Amy Graves

1 hour – 7/14/16  
7.5 hours – 7/15/16  
5.5 hours – 8/10/16

\$67.95 (not to exceed \$951.30)

Valerie McDonald

4 hours – 8/10/16  
8 hours – 8/11/16

\$55.91 (not to exceed \$670.92)

**SPECIAL ACTION AGENDA**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 6. OTHER COMPENSATION—CERTIFICATED-** continued

(d) Payment for Additional Class

**RECOMMENDATION:**

Be it resolved that the additional class for persons listed be extended for teaching an additional class in accord with the data presented.

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Effective Dates</u>	<u>Amount</u>
Lisa Aleardi	Math	CHHS West	1/02/17-2/01/17	\$1868.68 prorated
Kevin Tully	Math	CHHS West	1/02/17-2/01/17	\$1004.08 prorated
Melissa Wilkins	Math	CHHS West	1/02/17-2/01/17	\$1026.53 prorated

Motion:  Mrs. Judge  Second:  Mrs. Saidel  Vote:  Ayes - 7 No - 0   
Mr. Goodwin left at 7:26 P.M.  
Mr. Robbins – absent



**SPECIAL ACTION AGENDA**

**December 13, 2016**

**D. POLICY & LEGISLATION COMMITTEE**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district's needs through the development of "Cherry Hill Public Schools 2020: A clear vision for the future"**

**NO ITEMS**

**E. STRATEGIC PLANNING COMMITTEE**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district's needs through the development of "Cherry Hill Public Schools 2020: A clear vision for the future"**

**NO ITEMS**

Board of Education Work Session and Special Action Meeting Minutes  
December 13, 2016

Mrs. Matlack called the Board Work Session to order from the Special Action meeting.

The proposed Action Agenda for December 20, 2016 which is included as Appendix A was reviewed. The Board agreed to move the items on the agenda.

Mrs. Matlack reported on a meeting held December 1, 2016 with Senate President Sweeney, Senator Beech and other state, local and district officials to discuss fair funding issues. Senator Sweeney spoke about his proposed funding plan. A six person commission will be formed to study fair funding. Dr. Meloche and Mrs. Matlack indicated Cherry Hill would like to be part of that commission.

Mr. Roth asked if Senator Sweeney indicated where additional funding (\$100 million per year for five years) would come from. Mrs. Matlack responded that he did not.

New Business:

Mrs. Judge invited Board members to join her at future Garden State Coalition of Schools meetings.

Mrs. Matlack opened the floor for a second public discussion.

Second Public Discussion:

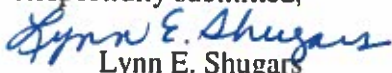
A speaker thanked the Board for all of the meetings they attend. Speaker is a Board member for an organization that promotes character education and commented that The Cherry Hill School District is very involved in character programs. The group recently did a seminar for Districts in Southern New Jersey on LGBT issues. Mr. Green (District attorney) presented at the seminar and did a wonderful job. The speaker thanked him for being there.

A speaker commented on being impressed by the programs at Kingston Elementary School. The speaker also asked if the District plans to test water annually.

A speaker asked about getting paid on a project he has done. He does not understand why he has not been paid.

Mrs. Matlack called the meeting to order from public discussion.

Mrs. Saidel made and Mrs. Judge seconded a motion to adjourn at 8:18 P.M. All Board members present voted in favor of the motion.

Respectfully submitted,  
  
Lynn E. Shugars  
Assistant Superintendent  
Business/Board Secretary

# memorandum

**Date:** December 8, 2016

**To:** Members, Board of Education

**From:** Dr. Joseph Meloche, Superintendent

## AGENDA

**EXECUTIVE SESSION 6:30 PM**  
**SPECIAL ACTION MEETING—7:00 PM**  
**BOARD WORK SESSION—Immediately following Special Action**  
**December 13, 2016 - Malberg Board Room**

## BOARD OF EDUCATION COMMITTEES

### Curriculum & Instruction Committee Members (yellow)

Chairperson: Lisa Saidel

Administrative Liaison: Farrah Mahan

Committee Members: Carol Matlack, Steve Robbins, Ken Tomlinson, Jr.

### Business & Facilities Committee Members (blue)

Chairperson: J. Barry Dickinson

Administrative Liaison: Lynn E. Shugars

Committee Members: Eric Goodwin, Elliott Roth, Ken Tomlinson, Jr.

### Negotiations, Human Resources & Litigation Committee Members (pink)

Chairperson: Kathy Judge

Administrative Liaison: Nancy Adrian

Committee Members: Eric Goodwin, Jane Scarpellino

### Policy & Legislation Committee Members (green)

Chairperson: Steve Robbins

Administrative Liaisons: Joe Campisi, Donald Bart

Committee Members: J. Barry Dickinson, Jane Scarpellino

### Strategic Planning (buff)

Chairperson: Elliott Roth

Administrative Liaison: Joe Meloche, Lynn E. Shugars

Committee Members: Carol Matlack, Kathy Judge, Lisa Saidel

**BOARD WORK SESSION**  
**December 13, 2016**

**BOARD WORK SESSION**

- First Public Discussion (Agenda Items -up to three minutes per person)

**NEW BUSINESS**

- Second Public Discussion (up to three minutes per person)

**BOARD WORK SESSION**

**December 13, 2016**

**A. CURRICULUM & INSTRUCTION**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district’s needs through the development of “Cherry Hill Public Schools 2020: A clear vision for the future”**

The Superintendent recommends the following:

1. Approval of Attendance at Conferences and Workshops for the 2016-2017 School Year
2. First Reading of Revised Policy
3. Resolution Approving Professional Services Agreements

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 SCHOOL YEAR**

WHEREAS, certain Cherry Hill School District employees have requested authorization to attend the conference(s)/workshop(s) listed below, and

WHEREAS, the attendance of each employee at the specified conference/workshop is educationally necessary, fiscally prudent and 1) directly related to and within the scope of the employee’s current responsibilities and the District’s professional development plan, and 2) critical to the instructional needs of the District or furthers the efficient operation of the District;

NOW, THEREFORE, BE IT RESOLVED, that the Cherry Hill Board of Education authorizes the attendance of the employees at the specified conferences/workshops listed below, and be it

FURTHER RESOLVED, that the Board hereby determines that the estimated expenses related to the authorized travel listed below are justified and THEREFORE authorizes payment of any registration fees and reimbursement of statutorily authorized travel expenditures to the designated employees, not to exceed District budgetary limitations and to be in accordance with the provisions of N.J.S.A. 18A:11-12, the District’s travel policy and procedures, State travel payment guidelines established by the Department of Treasury in NJOMB circular letter 08-13-OMB, and with guidelines established by the federal Office of Management and Budget:

<u>#</u>	<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>	<u>COST</u> <u>NOT TO EXCEED</u>
A	Cathleen Fargo Rosa	Zone of Regulations, Mt. Laurel, NJ	2/23-24, 2017	\$225.00 Registration General Funds

**BOARD WORK SESSION**

**December 13, 2016**

**A. CURRICULUM & INSTRUCTION**

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 SCHOOL YEAR-CONTINUED**

<u>#</u>	<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>	<u>COST NOT TO EXCEED</u>
B	Kevin Faller CHHS East	School Resource Officer Training, Freehold, NJ	3/13-17, 2017	\$412.00 Registration/Mileage General Funds
C	Joseph Meloche Malberg	2017 AASA National Conference on Education, New Orleans, Louisiana	3/1-4, 2017 (Previously approved 10/18/16, airfare increased)	\$2,378.59 Registration/ Air/Lodging/ Mileage/Meals/Tips General Funds
D	Sarah Thomas Cooper	Teasing and Bullying Training, New Brunswick, NJ	3/8/17	\$41.79 Mileage/Tolls General Funds
E	Sean Wolosin West HS	Dynamics of Healthcare, Stratford, NJ	3/9/17	\$7.13 Mileage General Funds
F	Elizabeth Endres East HS	Dynamics of Healthcare, Stratford, NJ	3/9/17	\$3.22 Mileage General Funds
G	Hilary Daniels Barton	Teaching Practices & Instructional Strategies that Position Students Closer to Excellence, New Brunswick, NJ	4/24/17	\$150.00 Registration General Funds

**ITEM 2. FIRST READING OF REVISED POLICY**

- Draft Policy 2460: Special Education

**RECOMMENDATION:**

It is recommended that the revised policy be approved for first reading as presented.

**BOARD WORK SESSION**

**December 13, 2016**

**A. CURRICULUM & INSTRUCTION**

**ITEM 3. RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS**

BETWEEN THE CHERRY HILL BOARD OF EDUCATION AND STARLIGHT HOME CARE AGENCY, INC. d/b/a STAR PEDIATRIC HOME CARE, AGENCY FOR THE PROVISION OF NURSING SERVICES

WHEREAS, effective July 1, 2016, the Cherry Hill Board of Education approved a professional services contract between the Board and Starlight Homecare Agency, Inc. d/b/a Star Pediatric Home Care Agency (hereinafter "Star Pediatric"), for the provision of nursing services and transportation as needed (the "Services") to specific District students for the period July 1, 2016 through June 30, 2017;

WHEREAS, due to an increased need for the Services, the Board must increase its expenditures by \$26,450 via Rider to the contract, increasing its expenditures under the contract from \$57,500 to \$83,950 for the 2016/2017 contract term, with no change to existing contract service rates; and

WHEREAS, Star Pediatric has agreed to the above change in the maximum contract amount;

NOW, THEREFORE, BE IT RESOLVED, that the total expenditure for the Services provided by Star Pediatric for the 2016/2017 contract term shall not exceed Eighty-Three Thousand Nine Hundred and Fifty Dollars (\$83,950), with no change to existing contract service rates; and be it

FURTHER RESOLVED, that the Board authorizes its President and Board Secretary to execute a Rider to the contract, incorporating the above expenditure limitation into the contract.

Account code: 11-000-217-320-71-0001

## **BOARD WORK SESSION**

**December 13, 2016**

### **B. BUSINESS AND FACILITIES**

#### **Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district's needs through the development of "Cherry Hill Public Schools 2020: A clear vision for the future"**

*The Superintendent recommends the following:*

1. Financial Reports
2. Resolutions
3. First Reading of Revised Policy and Regulation
4. Resolution for the Award of Transportation
5. Resolution for the Award of Change Orders
6. Approval of License Agreement for the Liacouras Center – Graduation H.S. East, June 15, 2017
7. Approval of License Agreement for the Liacouras Center – Graduation H.S. West, June 15, 2017
8. Acceptance of Donations

*The Superintendent recommends the following:*

#### **ITEM 1. FINANCIAL REPORTS**

##### **a) BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR OCTOBER 2016**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of October 31, 2016 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Cherry Hill Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Cherry Hill Board of Education certifies that as of October 31, 2016 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

##### **b) LINE ITEM TRANSFER REPORTS FOR THE MONTH OF OCTOBER 2016**

It is recommended that the 2016/2017 Budget be revised by the transfer of funds between line items as listed on the monthly transfer report. (Systems 3000 transfer report).



**BOARD WORK SESSION**  
**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 1. FINANCIAL REPORTS** continued

c) FOOD SERVICE OPERATING STATEMENT FOR OCTOBER 2016

It is recommended that the Operating Statement for Cherry Hill Food Services for the month ending October 2016 be accepted as submitted.

d) SACC FINANCIAL REPORT FOR OCTOBER 2016

It is recommended that the Financial Report for the Cherry Hill School Age Child Care Program for the months of October 2016 be accepted as submitted.

e) DISBURSEMENT OF FUNDS

<u>FUND</u>	<u>AMOUNT</u>	<u>REPORT DATED</u>
Payroll & FICA	\$	Payroll Date:
Food Service	\$	/16
SACC	<u>\$29,592.20</u>	11/18/16 thru 12/12/16
Grand Total	\$	

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f) APPROVAL OF BILL LIST

It is recommended that the Bill List dated \_\_\_\_\_, 2016 in the amount of \$ \_\_\_\_\_ be approved as submitted.

**BOARD WORK SESSION**  
**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 2. RESOLUTIONS**

a) SCHOOL BUS EMERGENCY EVACUATION FIRST DRILLS REPORT

WHEREAS, pursuant to N.J.A.C. 6A:27-11.2, all school bus emergency first drills have been successfully completed at all schools as indicated. Reports are kept on file in the Transportation Department office.

SCHOOL	DATE & TIME	SCHOOL LOCATION	ROUTES	WALKERS	PRINCIPAL/ SUPERVISOR
Alternative High School	9/14/16 7:30AM	45 Ranoldo Terrace	AV1-6	All Transported	Dr. Lawyer Chapman
High School East	10/25/16 6:50AM	1750 Kresson Road	E1-32, EW1-8, CHV75, QMRS2	Yes	Mr. Matt LaGrou
High School West	10/6/16 7:00AM	2101 Chapel Avenue	WE1-4, W1-16, CHV65-69	Yes	Dr. Matt Covington
Beck Middle School	11/17,18 8:00AM	950 Cropwell Road	B1-19, CHV2-5	Yes	Ms. Ramona Bregatta
Carusi Middle School	10/11/16 8:05AM	315 Roosevelt Drive	C1-20, CHV8,11, Q-CWC1	Yes	Dr. John Cafagna
Rosa Middle School	9/13,14 8:15AM	485 Browning Lane	R1-21, CHV10, CHV22, CHV24, CHV74	All Transported	Mr. George Guy
Barclay Pre-School	10/17/16 10AM & 1PM	1220 Winston Way	BCV-4,5,8,10,11,12,13,14,15,17,18,19,28	Yes	Ms. Karen Rockhill
Barton Elementary School	9/21/16 9:00AM	223 Rhode Island Avenue	CB1-8, CHV12,21,26	Yes	Mr. Sean Sweeney
Cooper Elementary School	10/6/16 9:15AM	1960 Greentree Road	JC1,2, CHV15,16,18,19,20	Yes	Mrs. Patrice Taylor
Harte Elementary School	9/26/16 9:00AM	1909 Queen Ann Drive	BH1-3, CHV34-37	Yes	Dr. Neil Burti
Johnson Elementary School	10/10/16 8:45AM	500 Kresson Road	JJ1-10, CHV28-32, CHV79	No	Mr. Jared Peltzman

**BOARD WORK SESSION**  
**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 2. RESOLUTIONS** continued

SCHOOL	DATE & TIME	SCHOOL LOCATION	ROUTES	WALKERS	PRINCIPAL/ SUPERVISOR
Kilmer Elementary School	10/6/16 9:00AM	2900 Chapel Avenue	JK1-7,	Yes	Mrs. Rebecca Tiernan
Kingston Elementary School	10/17/16 9:00AM	320 Kingston Road	CHV38-43, KG1,2	Yes	Dr. William Marble
Knight Elementary School	11/9/16 9:10AM	140 Old Carriage Road	RK1-6	Yes	Mr. Eugene Park
Mann Elementary School	10/18/16 8:40AM	150 Walt Whitman Boulevard	HM-1,2,3,5, CHV49-52	No	Dr. Shilpa Dave
Paine Elementary School	10/7/16 8:00AM	4001 Church Road	TP1-4,6,8, TPK-3, CHV53-56	Yes	Ms. Patricia Kovacs
Sharp Elementary School	9/27/16 8:40AM	300 Old Orchard Road	JS1,3,5, CHV27,57-62	Yes	Mr. Ric Miscioscia
Stockton Elementary School	9/29/16 9:10AM	200 Wexford Drive	RS1-5,9, CHV63,64,76,77, BCV-6	Yes	Mr. Nick Baldoni
Woodcrest Elementary School	10/24/16 9:30AM	400 Cranford Drive	WC2,4,5,6, CHV71-73	Yes	Mr. Jonathan Cohen

**BOARD WORK SESSION**  
**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 2. RESOLUTIONS** continued

b) **RESOLUTION APPROVING PRESCHOOL TUITION INCREASE**

It is recommended that the proposed tuition rates for Cherry Hill Public School's preschool program be increased and approved as follows:

2017/2018	\$2,000 (an increase of \$500)
2018/2019	\$2,500 (an increase of \$500)

**ITEM 3. FIRST READING OF REVISED POLICY AND REGULATION**

- Draft Policy and Regulation 6660: Student Activity Funds

**RECOMMENDATION:**

It is recommended that the revised policy and regulation be approved for first reading as presented.

**BOARD WORK SESSION**

**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 4. RESOLUTION FOR THE AWARD OF TRANSPORTATION**

a) MCKINNEY – VENTO / DCP&P

**RECOMMENDATION:**

Quotes were solicited with the low quote awarded. It is recommended that prior administrative approval be ratified for the following route to transport McKinney-Vento / DCP&P student(s):

<b>School</b>	<b>Route</b>	<b>Transport From</b>	<b>Bus Company</b>	<b># of students</b>	<b>Effective Dates</b>	<b># Days</b>	<b>Route Cost per diem</b>	<b>Aide Cost per diem</b>	<b>Total Cost</b>
Cherry Hill High School East	Q-AE1 / Quote M.Vento	Atco	Holcomb Bus Service, Inc.	1	11/21/16-2/28/17	62	\$222.00	n/a	\$13,764.00
J.F. Cooper Elementary School	Q-JFC1 / Quote DCP&P	Merchantville	Hillman's Bus Service, Inc.	1	12/5/16-6/16/17	125	\$69.00	n/a	\$8,625.00
Haddon Twp. HS & Rohrer MS	Q-HTWP1 / Quote M. Vento	Haddon Twp.	Hillman's Bus Service, Inc.	2	12/7/16-3/31/17	75	\$225.00	n/a	\$16,875.00

Account Code: 11-000-270-511-83-0001

**BOARD WORK SESSION**

**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 4. RESOLUTION FOR THE AWARD OF TRANSPORTATION** continued

b) SHUTTLE

**RECOMMENDATION:**

Quotes were solicited with the low quote awarded. It is recommended that prior administrative approval be ratified for the following shuttle:

<b>School</b>	<b>Route</b>	<b>Original Route</b>	<b>Bus Company</b>	<b># of students</b>	<b>Effective Dates</b>	<b># Days</b>	<b>Route Cost per diem</b>	<b>Aide Cost per diem</b>	<b>Total Cost</b>
Durand Academy	DA-X2 / Shuttle	n/a	Hillman's Bus Service, Inc	5	12/1/16 - 2/28/17 Mon-Thurs only	44	\$348.00	\$40.00	\$17,072.00

Account Code: 11-000-270-514-83-0001

**BOARD WORK SESSION**

**December 13, 2016**

**B. BUSINESS AND FACILITIES**

**ITEM 5. RESOLUTION FOR THE AWARD OF CHANGE ORDERS**

- a) BID #GENER-20150911 – EMERGENCY GENERATOR AND EXIT AND EMERGENCY LIGHTING REPLACEMENT (9-18-15)

**ITEM 6. APPROVAL OF LICENSE AGREEMENT FOR THE LIACOURAS CENTER – GRADUATION H.S. EAST, JUNE 15, 2017**

**ITEM 7. APPROVAL OF LICENSE AGREEMENT FOR THE LIACOURAS CENTER – GRADUATION H.S. WEST, JUNE 15, 2017**

ITEM 5, 6 AND 7 – INFORMATION TO BE READY FOR ACTION MEETING PENDING REVIEW.

**ITEM 8. ACCEPTANCE OF DONATIONS**

<u>SCHOOL</u>	<u>DONATION</u>	<u>GROUP OFFERING DONATION</u>	<u>VALUE</u>
Kilmer ES-	Monetary – Chrome Books (7)	Kilmer PTA	\$2,005
Beck MS –	Monetary – funds to be used for a course for teachers	Beck PTSA	\$8,000

**BOARD WORK SESSION**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district’s needs through the development of “Cherry Hill Public Schools 2020: A clear vision for the future”**

The Superintendent recommends the following:

1. Termination of Employment—Certificated
2. Termination of Employment—Non-Certificated
3. Appointments—Certificated
4. Leaves of Absence—Certificated
5. Leaves of Absence—Non-Certificated

**ITEM 1. TERMINATION OF EMPLOYMENT—CERTIFICATED**

(a) Resignations

**RECOMMENDATION:**

Be it resolved the separation from employment of the following employees be approved for the reasons listed and all resignations listed are hereby accepted on the dates listed below.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Kelly O’Neill	CHHS East – Math (\$64,481)	1/30/17	Personal



**BOARD WORK SESSION**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 2. TERMINATION OF EMPLOYMENT—NON—CERTIFICATED**

(a) Resignations

**RECOMMENDATION:**

Be it resolved the separation from employment of the following employee be approved for the reason listed and all resignations listed are hereby accepted on the dates listed below.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Amy Hinkle	Mann-Educational Assistant (\$11,226)	12/02/16	Personal

**ITEM 3. APPOINTMENTS—CERTIFICATED**

(a) Student Teacher

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for student teaching in accord with the data presented.

<u>Name</u>	<u>College/University</u>	<u>Effective Dates</u>	<u>Cooperating Teacher/School</u>
Melissa Callahan	Rider	1/23/17-5/04/17	Emily Batt/Harte
Lauren Murphy	Rider	1/23/17-3/17/17	Katie Foley/Knight
Lauren Murphy	Rider	3/20/17-5/04/17	Korrin Kennedy/Rosa (Math)
Lauren Murphy	Rider	3/20/17-5/04/17	Jennifer Wojs-Robbins/Rosa (Science)
Christopher Sheehan	Stockton	1/03/17-5/08/17	Joyce Doenges/Harte (revised for cooperating teacher)

**BOARD WORK SESSION**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 3. APPOINTMENTS—CERTIFICATED** - continued

(b) Field Experience

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for a field experience in accord with the data presented.

<u>Name</u>	<u>College/University</u>	<u>Effective Dates</u>	<u>Cooperating Teachers/School</u>
Shannon Huff	Stockton University	1/26/17-5/01/17	Stephanie Cayer/Kingston
Kathleen Wellington	Stockton University	1/26/17-5/01/17	Dawn Schafle/Kingston

(c) Mentors

**RECOMMENDATION:**

Be it resolved that the person listed be approved as a mentor in accord with the data presented.

<u>Name</u>	<u>Protégé</u>	<u>School</u>	<u>Effective Date</u>	<u>Amount</u>
Sherri Buttenbaum-Adamson	Chelsea Ronayne	CHHS West	11/14/16-6/30/17	\$550 prorated

**ITEM 4. LEAVES OF ABSENCE—CERTIFICATED**

(a) Leave of Absence, With/Without Pay

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for a leave of absence, with/without pay in accord with the data presented.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Elizabeth Shin	Beck–Music	Leave with pay 9/27/16-10/21/16; Leave without pay 10/22/16-1/01/17 (revised for dates)

**BOARD WORK SESSION**

**December 13, 2016**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 5. LEAVES OF ABSENCE—NON—CERTIFICATED**

(a) Leave of Absence, With/Without Pay

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for a leave of absence, with/without pay in accord with the data presented.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Susan Pestridge	CHHS East – Educational Assistant	Leave with pay 10/18/16-12/30/16 (revised for dates)
Allison Flanigan	CHHS East – Cleaner	Leave with pay 11/04/16-12/09/16 (revised for dates)

**BOARD WORK SESSION**

December 13, 2016

**D. POLICIES & LEGISLATION COMMITTEE**

**Board Goals**

- Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.
- Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.
- Enhance communication with and outreach to internal and external stakeholders.
- Establish a strategic plan that identifies and categorizes the district’s needs through the development of “Cherry Hill Public Schools 2020: A clear vision for the future”

The Superintendent recommends the following:

1. Second Reading of Revised Policy
2. Approval of Harassment/Intimidation/Bullying Investigation Decisions

**ITEM 1. SECOND READING OF REVISED POLICY**

- Draft Policy 6521: Retirement

**RECOMMENDATION:**

It is recommended that the revised policy be approved for second reading as presented.

**ITEM 2. APPROVAL OF HARASSMENT/INTIMIDATION/BULLYING INVESTIGATION DECISION**

Be it Resolved, that the Cherry Hill Board of Education approves issuance of written decisions affirming, rejecting or modifying the Superintendent’s determination in the following student HIB investigation:

<u>Incident Report No.</u>	<u>Board Determination</u>	<u>Incident Report No.</u>	<u>Board Determination</u>	<u>Incident Report No.</u>	<u>Board Determination</u>
16-17: 1956		16-17: 2004		16-17: 2052	
16-17: 1968		16-17: 2005		16-17: 2054	
16-17: 1981		16-17: 2024		16-17: 2067	
16-17: 1982		16-17: 2028		16-17: 2072	
16-17: 1984		16-17: 2037		16-17:	
16-17: 2002		16-17: 2049		16-17:	

**BOARD WORK SESSION**

**December 13, 2016**

**E. STRATEGIC PLANNING**

**Board Goals**

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
- **Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district's needs through the development of "Cherry Hill Public Schools 2020: A clear vision for the future"**

**NO ITEMS**