

CHERRY HILL PUBLIC SCHOOLS  
Cherry Hill, New Jersey

BOARD OF EDUCATION WORK SESSION AND SPECIAL ACTION MEETING MINUTES

May 9, 2017

A Board of Education Work Session and Special Meeting of the Cherry Hill Township Board of Education was held in the Malberg Administration Bldg. on May 9, 2017.

The meeting was called to order by Dr. Dickinson 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 May 4, 2017.
- (B) TRANSMITTED NOTICE TO THE COURIER POST AND THE PHILADELPHIA INQUIRER ON MAY 4, 2017.
- (C) TRANSMITTED NOTICE WITH THE CLERK OF CHERRY HILL TOWNSHIP ON MAY 4, 2017.

A roll call recorded the following Board Members as present:

|                       |                        |
|-----------------------|------------------------|
| Mr. Eric Goodwin      | Mrs. Jane Scarpellino  |
| Mrs. Kathy Judge      | Mrs. Ruth Schultz      |
| Mrs. Carol A. Matlack | Mr. Ken Tomlinson      |
| Mrs. Lisa Saidel      | Dr. Edward Wang        |
|                       | Dr. J. Barry Dickinson |

Student Representatives:

|                          |                        |
|--------------------------|------------------------|
| Kaitlyn Boyle, H.S. East | Molly Burch, H.S. West |
|--------------------------|------------------------|

Also in attendance were: Dr. J. Meloche, Mr. P. Green, Esq., Mrs. L. Shugars, Dr. J. Campisi, Ms. N. Adrian, Mr. D. Bart, Mrs. L. Ridgway, Mrs. L. Weathington, Dr. F. Mahan, Mrs. B. Wilson and Mr. T. Carter.

Board of Education Work Session and Special Action Meeting Minutes  
May 9, 2017

Dr. Dickinson 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, HUMAN RESOURCES MATTER AND NEGOTIATIONS. IT IS EXPECTED THAT THE MATTERS DISCUSSED IN CLOSED SESSION SHALL BE MADE PUBLIC AS SOON AS THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS.

Dr. Dickinson led the Pledge of Allegiance.

Mrs. Matlack made and Mrs. Judge seconded a motion to adjourn to Executive Session for matters pertaining to student matters, human resources matter and negotiations at 6:30 P.M. All Board members present voted in favor of the motion.

Dr. Dickinson called the Board of Education Work Session and Special Action meeting to order in public session from the Executive Session at 7:16 P.M.

Presentations:

Mrs. Wilson and Dr. Meloche recognized Mascot Student Volunteers from High Schools East and West.

The "Eastside" (East School Newspaper) staff and advisor, Mr. Greg Gagliardi were also honored by Mrs. Wilson and Dr. Meloche.

Public Discussion:

The floor was opened for public discussion. There being no public discussion, Dr. Dickinson 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.

Board of Education Work Session and Special Action Meeting Minutes  
May 9, 2017

Dr. Dickinson called the Board Work Session to order from the Special Action meeting.

The proposed Action Agenda for May 23, 2017 which is included as Appendix A was reviewed. The Board agreed to move the items on the agenda.

New Business:

Dr. Dickinson opened the floor for a second public discussion.

Second Public Discussion:

Several community members commented on the current educational programs, creation of a magnet school at the Middle School level, full day kindergarten, the relationship between East and West High Schools, maintaining Rosa as a Middle School and the condition of school facilities.

Mr. Goodwin made and Mrs. Saidel seconded a motion to adjourn at 8:40 P.M. All Board members present voted in favor of the motion.

Respectfully submitted,

Lynn E. Shugars  
Assistant Superintendent  
Business/Board Secretary

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**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 and 2017-2018 School Years
2. Approval of Virtua Health Intern Program at West High School
3. Approval of Family Friendly Proposal for 2017-2018 School Year

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 AND 2017-2018 SCHOOL YEARS**

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:

| <b><u>#</u></b> | <b><u>NAME</u></b>                               | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> | <b><u>COST NOT TO EXCEED</u></b>  |
|-----------------|--|---|--------------------|---|
| A               | LaCoyya<br>Weathington<br>Malberg                | Special Education Law<br>Symposium, Lehigh<br>University, PA        | 6/19-22, 2017      | \$1,559.59<br>Registration/Lodging/<br>Mileage/Parking/<br>Meals<br>CHASA Funds |
| B               | Fred Brockman<br>Delaware Valley<br>Foxman Torah | School Climate & Anti-<br>Bullying Conference,<br>Atlantic City, NJ | 5/25/17            | \$167.84<br>Registration/Mileage/<br>Tolls<br>Title IIA Funds                   |

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**A. CURRICULUM & INSTRUCTION**

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 AND 2017-2018 SCHOOL YEARS-CONTINUED**

| <b><u>#</u></b> | <b><u>NAME</u></b>            | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> | <b><u>COST NOT TO EXCEED</u></b>                 |
|-----------------|-------------------------------|---|--------------------|--|
| C               | Joseph Campisi<br>Malberg     | edTPA Professional<br>Development Workshop,<br>Glassboro, NJ          | 5/22/17            | \$14.63<br>Travel<br>General Funds               |
| D               | Lynn Shugars<br>Malberg       | NJSBA School Security and<br>Safety Conference, W.<br>Windsor, NJ     | 6/2/17             | \$99.00<br>Registration<br>General Funds         |
| E               | Carol Matlack<br>Board Member | Garden State Coalition of<br>Schools Annual Meeting,<br>Jamesburg, NJ | 5/31/17            | \$97.24<br>Registration/Mileage<br>General Funds |
| F               | Neil Burti<br>Harte           | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$85.00<br>Registration<br>General Funds         |
| G               | Jennifer Carey<br>Harte       | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$85.00<br>Registration<br>General Funds         |
| H               | Sara Egan<br>Harte            | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$85.00<br>Registration<br>General Funds         |
| I               | Kevin Flood<br>Harte          | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$85.00<br>Registration<br>General Funds         |
| J               | Linda Patterson<br>Knight     | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$60.00<br>Registration<br>General Funds         |
| K               | Paula Pennington<br>Knight    | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$60.00<br>Registration<br>General Funds         |
| L               | Jane Rickansrud<br>Knight     | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$85.00<br>Registration<br>General Funds         |
| M               | Eugene Park<br>Knight         | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$85.00<br>Registration<br>General Funds         |
| N               | Kirk Rickansrud<br>Paine      | NJASECD Conference &<br>Awards Ceremony,<br>Lawrenceville, NJ         | 5/19/17            | \$60.00<br>Registration<br>General Funds         |
| O               | Tony Saporito<br>Malberg      | FBI Community Information<br>Session, Philadelphia, PA                | 5/17/17            | \$6.00<br>Rail<br>General Funds                  |
| P               | Joseph Campisi<br>Malberg     | FBI Community Information<br>Session, Philadelphia, PA                | 5/17/17            | \$6.00<br>Rail<br>General Funds                  |

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**A. CURRICULUM & INSTRUCTION**

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 AND 2017-2018 SCHOOL YEARS-CONTINUED**

| <b><u>#</u></b> | <b><u>NAME</u></b>           | <b><u>CONFERENCE</u></b>                               | <b><u>DATE</u></b> | <b><u>COST NOT TO EXCEED</u></b>  |
|-----------------|------------------------------|--|--------------------|---|
| Q               | Shilpa Dave Mann             | edTPA Professional Development Workshop, Glassboro, NJ | 5/22/17            | \$12.89<br>Mileage<br>General Funds                                       |
| R               | Christine Miller East        | PA Academy of Fine Arts, Cape May, NJ                  | 5/18-21, 2017      | \$646.03<br>Registration/Mileage<br>Title II Funds                        |
| S               | Bernadette Calnon-Buote East | PA Academy of Fine Arts, Cape May, NJ                  | 5/18-21, 2017      | \$646.03<br>Registration/Mileage<br>Title II Funds                        |
| T               | Lisa Campisi Woodcrest       | edTPA Professional Development Workshop, Glassboro, NJ | 5/22/17            | \$15.50<br>Mileage<br>General Funds                                       |
| U               | Sherri Adamson West          | Tri-State Project Based Learning Summit, Somerset, NJ  | 5/24/17            | \$149.00<br>Registration<br>Title I Funds                                 |
| V               | Jessica Semar West           | Tri-State Project Based Learning Summit, Somerset, NJ  | 5/24/17            | \$149.00<br>Registration<br>Title I Funds                                 |
| W               | Elizabeth Begley West        | Tri-State Project Based Learning Summit, Somerset, NJ  | 5/24/17            | \$149.00<br>Registration<br>Title I Funds                                 |
| X               | Leslie Wallace West          | Tri-State Project Based Learning Summit, Somerset, NJ  | 5/24/17            | \$149.00<br>Registration<br>Title I Funds                                 |
| Y               | Timothy Querns West          | Tri-State Project Based Learning Summit, Somerset, NJ  | 5/24/17            | \$149.00<br>Registration<br>Title I Funds                                 |
| Z               | LaCoyya Weathington Malberg  | McKinney-Vento Homeless Education Workshop, Sewell, NJ | 5/23/17            | \$9.98<br>Mileage<br>General Funds  |
| Aa              | Jared Peltzman Johnson       | 2017 National Principals Conference, Philadelphia, PA  | 7/10-11, 2017      | \$318.76<br>Registration/Mileage/<br>Tolls/Parking<br>General Funds       |
| Bb              | Violeta Katsikis Malberg     | 2017 National Principals Conference, Philadelphia, PA  | 7/10-11, 2017      | \$347.52<br>Registration/Mileage/<br>Tolls/Parking/Meals<br>General Funds |
| Cc              | Farrah Mahan Malberg         | 2017 National Principals Conference, Philadelphia, PA  | 7/10-11, 2017      | \$347.52<br>Registration/Mileage/<br>Tolls/Parking/Meals<br>General Funds |

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**A. CURRICULUM & INSTRUCTION**

**ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2016-2017 AND 2017-2018 SCHOOL YEARS-CONTINUED**

| <b><u>#</u></b> | <b><u>NAME</u></b>        | <b><u>CONFERENCE</u></b>                              | <b><u>DATE</u></b> | <b><u>COST NOT TO EXCEED</u></b>  |
|-----------------|---------------------------|---|--------------------|---|
| Dd              | Rebecca Metzger Malberg   | 2017 National Principals Conference, Philadelphia, PA | 7/10-11, 2017      | \$742.52<br>Registration/Mileage/<br>Tolls/Parking/Meals<br>CHASA Funds |
| Ee              | Allison Staffin West      | 2017 National Principals Conference, Philadelphia, PA | 7/9-11, 2017       | \$476.00<br>Registration/Rail/<br>Meals<br>CHASA Funds                  |
| Ff              | Kwame Morton West         | 2017 National Principals Conference, Philadelphia, PA | 7/9-11, 2017       | \$623.00<br>Registration/Rail/<br>Meals<br>CHASA Funds                  |
| Gg              | Rebecca Tiernan Kilmer    | 2017 National Principals Conference, Philadelphia, PA | 7/10-11, 2017      | \$590.00<br>Registration<br>CHASA Funds                                 |
| Hh              | Mary Ellen Sigman Johnson | 2017 National Principals Conference, Philadelphia, PA | 7/10-11, 2017      | \$318.76<br>Registration/Mileage/<br>Tolls/Parking<br>General Funds     |

**ITEM 2. APPROVAL OF VIRTUA HEALTH INTERN PROGRAM AT WEST HIGH SCHOOL**

It is requested that the Board approve a partnership between Cherry Hill High School West and Virtua Health, Inc. designed for rising seniors pursuing a career in healthcare. Experiences in the healthcare profession in the state of the art learning lab and exposure to experimental learning opportunities will be provided. This item was discussed at the April 3, 2017 C&I Committee Meeting.

**ITEM 3. APPROVAL OF FAMILY FRIENDLY PROPOSAL FOR 2017-2018 SCHOOL YEAR**

It is recommended that the Family Friendly Proposal (renewal package) and acceptance of funding from the State of New Jersey be approved as submitted for the 2017-2018 school year.

**Resolution #171-5'17**

Motion:  Mrs. Saidel  Second:  Mrs. Matlack  Vote:  Ayes - 9 No - 0

Exceptions:

Item # 1(e) Approval of Attendance at Conferences and Workshops for the 2016-2017 and 2017-2018 School Years

Motion:  Mrs. Saidel  Second:  Mrs. Matlack  Vote:  Ayes - 8 No - 0-1\*

\*Mrs. Matlack abstained due to a conflict of interest.

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**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 Lists

**ITEM 1. APPROVAL OF BILL LISTS**

It is recommended that the 1<sup>st</sup> Bill List dated May 9, 2017 in the amount of \$765,811.97, the 2<sup>nd</sup> Bill List in the amount of \$3,487,812.88 dated May 9, 2017 and the 3<sup>rd</sup> Bill List in the amount of \$373,817.23 be approved as submitted.

Motion: Mr. Goodwin Second: Mrs. Matlack Vote: Ayes - 9 No - 0

Exceptions:

Item #1 Approval of Bill Lists (Cooper Health System)

Motion: Mr. Goodwin Second: Mrs. Matlack Vote: Ayes - 8 No - 0-1\*

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

Item #1 Approval of Bill Lists (CDW)

Motion: Mr. Goodwin Second: Mrs. Matlack Vote: Ayes - 8 No - 0-1\*

\*Mrs. Saidel abstained due to a conflict of interest with CDW.

Item #1 Approval of Bill Lists (Bayada Home Health Care)

Motion: Mr. Goodwin Second: Mrs. Matlack Vote: Ayes - 8 No - 0-1\*

Mrs. Schultz abstained due to a conflict of interest with Bayada Home Health Care.

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

Motion: Mr. Goodwin Second: Mrs. Matlack Vote: Ayes - 8 No - 0-1\*

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



**SPECIAL ACTION AGENDA**

May 9, 2017

**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. Contract Renewals—Certificated-Offer of Employment
6. Contract Renewals—Certificated
7. Contract Renewals—Non-Certificated
8. Assignment/Salary Change—Non-Certificated
9. Other Compensation—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>Location</u> | <u>Assignment</u>     | <u>Salary</u> | <u>Effective Date</u> | <u>Reason</u> |
|----------------|-----------------|-----------------------|---------------|-----------------------|---------------|
| Megan Curtis   | Johnson         | Special Education     | \$54,368      | 7/01/17               | Personal      |
| Mary Funaro    | CHHS West       | Media Specialist      | \$56,246      | 7/01/17               | Retirement    |
| Kimberly Hall  | Mann            | 2 <sup>nd</sup> Grade | \$64,481      | 7/01/17               | Personal      |
| Michelle Mader | Carusi          | Special Education     | \$48,987      | 9/01/17               | Personal      |
| Janice Simpson | CHHS West       | Special Education     | \$48,777      | 9/01/17               | Personal      |
| David Thomas   | CHHS East       | Science               | \$49,560      | 7/01/17               | Personal      |
| Fred Wood      | CHHS East       | Science               | \$103,312     | 7/01/17               | Personal      |

**SPECIAL ACTION AGENDA**

May 9, 2017

**C. HUMAN RESOURCES/NEGOTIATIONS**

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

(a) Resignations

**RECOMMENDATION:**

Be it resolved that 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>Location</u> | <u>Assignment</u>        | <u>Salary/Hrly</u><br><u>Rate</u> | <u>Effective</u><br><u>Date</u> | <u>Reason</u> |
|--------------------------|-----------------|--------------------------|-----------------------------------|---------------------------------|---------------|
| Jean Fisher              | Harte           | Educational<br>Assistant | \$11,547                          | 5/10/17                         | Personal      |
| Jennifer<br>Loudenslager | Woodcrest/Harte | Teacher, SACC            | \$13.92                           | 4/24/17                         | Personal      |
| Mary McKenzie            | CHHS East       | Secretary                | \$51,028                          | 8/01/17                         | Retirement    |

**ITEM 3. APPOINTMENTS—CERTIFICATED**

(a) Regular

No appointments at this time.

(b) Title I—Circle Club

**RECOMMENDATION:**

Be it resolved that the persons listed be approved to serve as Circle Club Substitutes Supervisors once a week effective on or about 4/24/17 - on or about 6/02/17, at the rate of \$42.60/hr (1.5 hrs/wk- not to exceed \$63.90/wk and \$2175 total) Monies budgeted from account # 20-233-100-101-55-0101.

| <u>Name</u>            | <u>Name</u>           | <u>Name</u>        | <u>Name</u>     |
|------------------------|-----------------------|--------------------|-----------------|
| Rachel Amsden          | Lisa Besser           | Jeanine Caplan     | Kevin Finn      |
| Bridget Garrity-Bantle | Karen Howard          | Sarah Jamrogowicz  | Erik Ball       |
| Michael Mancinelli     | Dina Campbell Mathias | Katelyn McWilliams | Caroline Babula |
| Aaron Burt             | Chelsea Ronayne       |                    |                 |

(c) Substitute Nurse – Senior Trip

**RECOMMENDATION:**

Be it resolved that Andrea Gurst from Cherry Hill High School West be approved as a substitute nurse at the Class of 2017 Senior Trip from 5/24/17-5/28/17 at the rate of \$120 per day and \$120 per night (not to exceed \$1,080). Monies budgeted from account #11-140-100-101-55-0101.

**SPECIAL ACTION AGENDA**

May 9, 2017

**C. HUMAN RESOURCES/NEGOTIATIONS**

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

(d) AP Exams

**RECOMMENDATION:**

Be it resolved the persons listed be approved to proctor AP exams from 5/01/17-5/12/17 in accord with the data presented.

**CHHS East-budget #11-190-100-106-66-0104**

| <u>Name</u>      | <u>Assignment</u>             | <u>Stipend Amount</u> |
|------------------|-------------------------------|-----------------------|
| Margaret Regan   | AP Coordinator                | \$5200                |
| Carly Friedman   | Assistant AP Coordinator      | \$1200                |
| Carol Cook       | AP Clerical Assistant         | \$700                 |
| Cathleen Enderle | AP Pre-Administration/Proctor | \$420                 |
| Laurie Grossman  | AP Pre-Administration/Proctor | \$420                 |
| Letitia Schuman  | AP Pre-Administration/Proctor | \$420                 |
| Roberto Figueroa | AP Proctor                    | \$320                 |
| Darren Gamel     | AP Proctor                    | \$320                 |
| Eileen Lynch     | AP Proctor                    | \$320                 |
| Yolanda McClain  | AP Proctor                    | \$320                 |
| Tracye Walsh     | AP Proctor                    | \$320                 |

**CHHS West-budget #11-190-100-106-66-0104**

| <u>Name</u>      | <u>Assignment</u>        | <u>Stipend Amount</u> |
|------------------|--------------------------|-----------------------|
| Melissa Franzosi | AP Coordinator           | \$3200                |
| Lisa Saffici     | AP Assistant Coordinator | \$1000                |
| Donna Kane       | AP Clerical Assistant    | \$500                 |
| Margaret Strimel | AP Proctor/Assistant     | \$300                 |
| Nicholas Caputi  | AP Proctor               | \$200                 |
| Brittany Gibbs   | AP Proctor               | \$200                 |
| Keisha Nelson    | AP Proctor               | \$200                 |
| Todd Powers      | AP Proctor               | \$200                 |
| Michelle Pryor   | AP Proctor               | \$200                 |
| Barbara Rakoczy  | AP Proctor               | \$200                 |
| Cynthia Snowden  | AP Proctor               | \$200                 |

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

(a) Regular

No appointments at this time.

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 5. CONTRACT RENEWALS—CERTIFICATED-OFFER OF EMPLOYMENT**

(a) Offer of Employment-Non-Tenured Teaching Staff

**RECOMMENDATION:**

Be it resolved that the following resolution be adopted:

**RESOLUTION**

**IT IS RESOLVED** by this Board of Education that the non-tenured teaching staff members listed in Section A of Ms. Adrian's report dated May 6, 2017, which is on file in the office of Human Resources, be given a written offer of a contract for employment for the 2017-2018 school year; and

**BE IT FURTHER RESOLVED** that said written offer contract a provision that the staff member accept such offer in writing on or before the first day of June 2017; and

**BE IT FURTHER RESOLVED** that any contract resulting from the aforementioned offer shall be in writing and in a form heretofore used by this Board of Education.

**ITEM 6. CONTRACT RENEWALS—CERTIFICATED**

(a) CHEA (revised)

Be it resolved that the following resolution be adopted:

**RESOLVED** that this Board hereby authorize the renewal of contracts for tenured/non-tenured teachers affiliated with the Cherry Hill Education Association bargaining unit for the 2017-18 year, effective 9/01/17-6/30/18.

(b) CHASA (revised)

**RECOMMENDATION:**

Be it resolved that the principals/assistant principals listed in Ms. Adrian's report dated May 9, 2017, which shall become part of the official minutes of this meeting, who are affiliated with the Cherry Hill Association of School Administrators bargaining unit be reemployed for the 2017-18 year, effective 7/01/17-6/30/18.

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 6. CONTRACT RENEWALS—CERTIFICATED** - continued

(c) Non-Affiliated Certificated Employees

**RECOMMENDATION:**

Be it resolved that the non-affiliated employees in the following positions listed in Ms. Adrian's report dated May 9, 2017, which shall become part of the official minutes of this meeting, be appointed for the 2017-18 year effective 7/01/17-6/30/18 and that their salary payments based on the 2016-17 rates be continued until salary guidelines have been established and approved.

|                                  |                                 |                              |
|----------------------------------|---------------------------------|------------------------------|
| Assistant Business Administrator | School Psychologist Consultants | Speech Therapist Consultants |
| Assistant Superintendents        | Social Worker Consultants       | LDT-C Consultants            |
| Directors                        |                                 |                              |

(d) Homebound/Supplemental Instructor

**RECOMMENDATION:**

Be it resolved that the teachers listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Education Association bargaining unit be approved for homebound and supplemental instruction for the 2017-18 fiscal school year.

(e) Substitute Teachers/Nurses

**RECOMMENDATION:**

Be it resolved that the employees listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, be approved for the 2017-18 school year.

(f) Substitute Teachers/ESY Program

**RECOMMENDATION:**

Be it resolved that the teachers listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Education Association bargaining unit be approved to substitute during the 2017 ESY Summer Program.

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 7. CONTRACT RENEWALS—NON-CERTIFICATED**

(a) Secretaries - (CHEA) (revised)

**RECOMMENDATION:**

Be it resolved that the secretarial personnel listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Education Association bargaining unit be reemployed for the 2017-18 year, effective 7/01/17-6/30/18.

(b) Support Staff - (CHEA) (revised)

**RECOMENDATION:**

Be it resolved that the employees listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Education Association bargaining unit be reemployed for the 2017-18 year, effective 7/01/17-6/30/18.

(c) Technology Staff - (CHEA) (revised)

**RECOMENDATION:**

Be it resolved that the employees listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Education Association bargaining unit be reemployed for the 2017-18 year, effective 7/01/17-6/30/18.

(d) CHASP (revised)

**RECOMMENDATION:**

Be it resolved that the employees listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Supervisory Association bargaining unit, be reemployed for the 2017-18 school year, effective 7/01/17-6/30/18.

**SPECIAL ACTION AGENDA**

May 9, 2017

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 7. CONTRACT RENEWALS—NON-CERTIFICATED - continued**

(e) Non-Affiliated Employees

**RECOMMENDATION:**

Be it resolved that the non-affiliated employees in the following positions listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of this official meeting, be appointed for the 2017-18 year and that their salary payments based on the 2016-17 rates be continued until salary guidelines have been established and approved.

|                                  |                                 |                                   |
|----------------------------------|---------------------------------|-----------------------------------|
| Accountant                       | High School Student Supervisors | Supervisors/Assistant Supervisors |
| Administrative Assistants        | Managers/Assistant Managers     | Technology                        |
| Assistant Director of Technology | Public Information Officer      | Transportation Coordinators       |
| Clerk                            | School Supportive Assistants    | Transportation Facilitators       |
| COTA                             | Secretaries                     | Travel Trainer                    |
| Coordinators                     | Senior Accountant               | Treasurer of Monies               |
| Directors                        | Student Advocates               |                                   |

(f) Supportive (revised)

**RECOMMENDATION:**

Be it resolved that the employees listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Supportive Staff Association bargaining unit be reemployed for the 2017-18 school year effective 7/01/17-6/30/18.

(g) Campus Police (revised)

**RECOMMENDATION:**

Be it resolved that the employees listed in Ms. Adrian's report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Cherry Hill Campus Police Association bargaining unit, be reemployed for the 2017-18 school year, effective 9/01/17-6/30/18.

**SPECIAL ACTION AGENDA**

May 9, 2017

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 7. CONTRACT RENEWALS—NON-CERTIFICATED** – continued

(h) Educational Assistants (revised)

**RECOMMENDATION:**

Be it resolved that the employees listed in Ms. Adrian’s report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the Educational Association of Cherry Hill bargaining unit, be reemployed for the 2017-18 school year, effective 9/01/17-6/30/18.

(i) Substitute Secretaries

**RECOMMENDATION:**

Be it resolved that the employees listed in Ms. Adrian’s report dated May 9, 2017, which shall become a part of the official minutes of this meeting, be approved for the 2017-18 school year.

(j) Substitute Educational Assistants/ESY Program

**RECOMMENDATION:**

Be it resolved that the educational assistants listed in Ms. Adrian’s report dated May 9, 2017, which shall become a part of the official minutes of this meeting, who are affiliated with the EACH bargaining unit be approved to substitute during the 2017 ESY Summer Program.

**ITEM 8. 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 data presented.

| <u>Name</u>      | <u>From</u>  | <u>To</u>  | <u>Effective Date</u> | <u>Hourly Rate</u> |
|------------------|--|--|-----------------------|--------------------|
| Sharen Hoffman   | Cooper/Sharp – SACC, Teacher II (budget #60-990-320-101-58-0001)   | Cooper/Paine – SACC, Teacher II (budget #60-990-320-101-58-0001) | 4/07/17-6/30/17       | \$12.62            |
| Kathleen Shevlin | Woodcrest – SACC, Aide (\$11.71/hr-budget #60-990-320-106-58-0001) | Stockton – SACC, Aide (budget #60-990-320-106-58-0001)           | 10/01/16-6/30/17      | \$11.71            |



**SPECIAL ACTION AGENDA**

May 9, 2017

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 8. ASSIGNMENT/SALARY CHANGE—NON-CERTIFICATED** - continued

(a) Reassignment - continued

| <u>Name</u>        | <u>From</u>  | <u>To</u>   | <u>Effective Date</u> | <u>Hourly Rate</u> |
|--------------------|--|---|-----------------------|--------------------|
| Kassandra Brinkman | Sharp – SACC, Teacher II (\$11.55/hr-budget #60-990-320-101-58-0001) | District – SACC, Substitute Teacher II (budget #60-990-320-101-58-0001) | 9/13/16-6/30/17       | \$11.00            |

(b) Salary Adjustment

**RECOMMENDATION:**

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

| <u>Name</u>    | <u>Assignment</u>                                    | <u>Salary</u>                                |   | <u>Effective</u> |
|----------------|--|--|---|------------------|
|                |  | <u>From</u>                                  | <u>To</u>   |                  |
| Aurora Nunez   | Barton – Cleaner (budget #11-000-262-100-03-0100)    | \$31,297 (includes \$344 for boiler license) | \$30,953 prorated                                     | 5/01/17-6/30/17  |
| Ricardo Rivera | Cleaner – CHHS East (budget #11-000-262-100-50-0100) | \$30,953                                     | \$31,297 prorated (includes \$344 for boiler license) | 4/28/17-6/30/17  |

**ITEM 9. OTHER COMPENSATION—CERTIFICATED**

(a) Parent Son/Daughter Human Growth And Development

**RECOMMENDATION:**

It is recommended that the staff member listed be paid \$35.00 for conducting a Parent Son/Daughter Program in an elementary school in conjunction with the course on Human Development in accord with the data presented.

| <u>Name</u>       | <u>School</u> | <u>Budget #</u>        | <u>Effective Date</u> |
|-------------------|---------------|------------------------|-----------------------|
| Michael Jankaitis | Kilmer        | 11-120-100-101-15-0101 | 6/07/17               |

Motion      Mrs. Judge      Second      Mrs. Saidel      Vote      Ayes - 9      No - 0

**SPECIAL ACTION AGENDA**

May 9, 2017

**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. Approval of Harassment/Intimidation/Bullying Investigation Decisions
2. Approval of Harassment/Intimidation/Bullying Hearing Decisions

**ITEM 1. APPROVAL OF HARASSMENT/INTIMIDATION/BULLYING INVESTIGATION DECISIONS**

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 investigations:

| <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: 2597                | Pulled                     | 16-17: 2801                | Affirmed                   | 16-17: 2854                | Affirmed                   |
| 16-17: 2710                | Affirmed                   | 16-17: 2807                | Affirmed                   | 16-17: 2863                | Affirmed                   |
| 16-17: 2729                | Affirmed                   | 16-17: 2809                | Affirmed                   | 16-17: 2867                | Affirmed                   |
| 16-17: 2744                | Affirmed                   | 16-17: 2812                | Affirmed                   | 16-17: 2871                | Affirmed                   |
| 16-17: 2746                | Affirmed                   | 16-17: 2813                | Affirmed                   | 16-17: 2872                | Affirmed                   |
| 16-17: 2747                | Affirmed                   | 16-17: 2819                | Affirmed                   | 16-17: 2878                | Affirmed                   |
| 16-17: 2779                | Affirmed                   | 16-17: 2820                | Affirmed                   | 16-17: 13                  | Affirmed                   |
| 16-17: 2780                | Affirmed                   | 16-17: 2824                | Affirmed                   | 16-17: 14                  | Affirmed                   |
| 16-17: 2789                | Affirmed                   | 16-17: 2826                | Affirmed                   | 16-17: 15                  | Affirmed                   |
| 16-17: 2790                | Affirmed                   | 16-17: 2831                | Affirmed                   | 16-17: 16                  | Affirmed                   |
| 16-17: 2797                | Affirmed                   | 16-17: 2832                | Affirmed                   | 16-17: 17                  | Affirmed                   |

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

Resolved, that the Cherry Hill Board of Education approves and adopts the written HIB appeal decision in HIB Incident Number 16-17:2378, affirming the Board’s prior determination that the actions did constitute HIB, and directs the Superintendent to provide a copy of the decision to the parents of the affected pupils.

Motion:  Mrs. Scarpellino  Second:  Mrs. Saidel  Vote:  Ayes - 9 No - 0

Exceptions:

Item #1 – Approval of Harassment/Intimidation/Bullying Investigation Decisions (Report #16-17: 15)

Motion:  Mrs. Scarpellino  Second:  Mrs. Saidel  Vote:  Ayes - 8 No - 0-1\*

\*Mrs. Saidel abstained due to a conflict of interest.

**SPECIAL ACTION AGENDA**

**May 9, 2017**

**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**

# memorandum

**Date:** May 3, 2017

**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**  
**May 9, 2017 - Malberg Board Room**

## **BOARD OF EDUCATION COMMITTEES**

### **Curriculum & Instruction Committee Members (yellow)**

Chairperson: Lisa Saidel

Administrative Liaison: Farrah Mahan

Committee Members: Carol Matlack, Ruth Schultz, Ken Tomlinson, Jr.

### **Business & Facilities Committee Members (blue)**

Chairperson: Eric Goodwin

Administrative Liaison: Lynn E. Shugars

Committee Members: J. Barry Dickinson, Ken Tomlinson, Jr., Edward Wang

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

Chairperson: Kathy Judge

Administrative Liaison: Nancy Adrian

Committee Members: Eric Goodwin, Jane Scarpellino, Edward Wang

### **Policy & Legislation Committee Members (green)**

Chairperson: Jane Scarpellino

Administrative Liaisons: Joe Campisi, Donald Bart

Committee Members: J. Barry Dickinson, Jane Scarpellino

### **Strategic Planning (buff)**

Chairperson: Carol Matlack

Administrative Liaison: Joe Meloche, Lynn E. Shugars

Committee Members: J. Barry Dickinson, Kathy Judge, Lisa Saidel

**BOARD WORK SESSION**

**May 9, 2017**

**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**

**May 9, 2017**

### **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. Resolution Approving Agreements for the 2017/2018 School Year
2. Approval of Attendance at Conferences and Workshops for the 2016-2017 School Year

#### **ITEM 1. RESOLUTION APPROVING AGREEMENTS FOR THE 2017/2018 SCHOOL YEAR**

##### **1a) AN AGREEMENT BETWEEN THE CHERRY HILL BOARD OF EDUCATION AND THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT TO PROVIDE K-12 EDUCATIONAL AND THERAPEUTIC SERVICES**

**WHEREAS**, the Board has determined, based upon the recommendation of its Administration, that it is in its best interests to enter into an agreement with the Burlington County Special Services School District ("BCSSSD") for the provision of K-12 educational and therapeutic services; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Cherry Hill Board of Education approves the provision of K-12 educational and therapeutic services by BCSSSD, a special education public school district, via an agreement between the Board and BCSSSD for the 2017/2018 school year; and be it

**FURTHER RESOLVED**, that the Board authorizes its President and Secretary to execute an agreement with BCSSSD upon final approval of the agreement's form by the Board Secretary

**BOARD WORK SESSION**

**May 9, 2017**

**A. CURRICULUM & INSTRUCTION**

**ITEM 2. 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:

| <b><u>#</u></b> | <b><u>NAME</u></b>          | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> | <b><u>COST<br/>NOT TO EXCEED</u></b>      |
|-----------------|-----------------------------|---|--------------------|---|
| A               | Michelle Smith<br>Malberg   | Performance Matters NJ User<br>Group, Englishtown, NJ                               | 6/7/17             | \$33.45<br>Travel<br>General Funds        |
| B               | James Wence<br>Malberg      | Performance Matters NJ User<br>Group, Englishtown, NJ                               | 6/7/17             | \$33.45<br>Travel<br>General Funds        |
| C               | Scott Goldthorp<br>Malberg  | Performance Matters NJ User<br>Group, Englishtown, NJ                               | 6/7/17             | \$33.45<br>Travel<br>General Funds        |
| D               | Patrick McHenry<br>Malberg  | Performance Matters NJ User<br>Group, Englishtown, NJ                               | 6/7/17             | \$33.45<br>Travel<br>General Funds        |
| E               | Violeta Katsikis<br>Malberg | Performance Matters NJ User<br>Group, Englishtown, NJ                               | 6/7/17             | \$33.45<br>Travel<br>General Funds        |
| F               | Joseph Campisi<br>Malberg   | 32 <sup>nd</sup> Annual Educational<br>Policy & School Law<br>Seminar, Lincroft, NJ | 6/2/17             | \$57.19<br>Mileage/Tolls<br>General Funds |

## **BOARD WORK SESSION**

May 9, 2017

### **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:*

- A. Approval of Appointments
  - B. Approval of Reaffirmation of Policies, Actions, Rules and Regulations
  - C. Approval of Resolution – Educational Services
  - D. Approval of Resolution – Board Meeting Advertisements
  - E. Approval of Bank Accounts and Bank Signatories
  - F. Approval of Tax Receipt Schedule
1. Financial Reports
  2. Resolutions
  3. Resolution for the Award of Bids
  4. Resolution for the Award of Transportation
  5. Acceptance of Donations

*The Superintendent recommends the following:*

#### **A. APPROVAL OF APPOINTMENTS**

##### **1. Appointment of Board Secretary/Assistant Board Secretary**

It is recommended that Lynn Shugars be appointed Board Secretary and Lisa Ridgway be appointed Assistant Board Secretary for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

##### **2. Treasurer of School Monies**

It is recommended that Debra DiMattia be appointed Treasurer of School Monies for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

##### **3. Affirmative Action Officer**

It is recommended that LaCoyya Weathington, Director of Pupil Services, be appointed Affirmative Action Officer for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.



## **BOARD WORK SESSION**

**May 9, 2017**

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

#### **A. APPROVAL OF APPOINTMENTS continued**

#### **4. Public Agency Compliance Officer**

It is recommended Lynn E. Shugars, Assistant Superintendent/Business, Board Secretary be appointed Public Agency Compliance Officer for this Board of Education for bid specifications, construction contracts and procurement, and professional and service contracts for a term commencing July 1, 2017 through June 30, 2018.

#### **5. Section 504 Officer/ADA Officer**

It is recommended that LaCoyya Weathington, Director of Pupil Services, be appointed as Section 504 Officer/ADA Officer for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

#### **6. Title IX Officer**

It is recommended that LaCoyya Weathington, Director of Pupil Services, be appointed as Title IX Officer for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

#### **7. Substance Awareness Coordinator**

It is recommended that LaCoyya Weathington, Director of Pupil Services, be appointed as Substance Awareness Coordinator for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

#### **8. Homeless Liaison**

It is recommended that LaCoyya Weathington, Director of Pupil Services, be appointed as Homeless Liaison for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

#### **9. Indoor Air Quality Program Certifier**

It is recommended that Thomas Carter, Director of Facilities, be appointed as the designated person to review and certify the Indoor Air Quality Program for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

#### **10. Asbestos Management and NJ PEOSH Officer/Coordinator**

It is recommended that Thomas Carter, Director of Facilities, be appointed as the designated person for this Board of Education for Asbestos Management and NJ PEOSH matters for a term commencing July 1, 2017 through June 30, 2018.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**A. APPROVAL OF APPOINTMENTS - continued**

**11. Integrated Pest Management Coordinator and IPM Plan**

It is recommended that Thomas Carter, Director of Facilities, be appointed as Integrated Pest Management (“IPM”) Coordinator for this Board of Education for a term commencing July 1, 2017 through June 30, 2018, and that the Board approve the District IPM Plan for the 2017/2018 school year.

**12. Right to Know Officer**

It is recommended that Thomas Carter, Director of Facilities be appointed as the District Right to Know Officer for this Board of Education for a term commencing July 1, 2017 through June 30, 2018.

**13. Custodian of Records**

It is recommended that Lynn E. Shugars, Assistant Superintendent Business/Board Secretary be appointed as the District’s Custodian of Records (*N.J.S.A.47:1A-1 et seq.*) commencing July 1, 2017.

**14. Appointment - Healthcare Insurance Portability & Accountability Act (HIPAA) Officer**

It is recommended that Nancy Adrian, Director of Human Resources, be designated as the Healthcare Insurance Portability & Accountability Act (HIPAA) compliance officer for the 2017/2018 school year.

**15. Appointment – Chemical Hygiene Officer**

It is recommended that Scott Goldthorp, Supervisor of Curriculum & Instruction, be designated as the Chemical Hygiene Officer for the 2017/2018 school year.

**16. Designation of Official Newspaper**

It is recommended that the Courier Post and the Philadelphia Inquirer be designated as the official newspapers for the Cherry Hill Board of Education.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**A. APPROVAL OF APPOINTMENTS - continued**

**17. Purchasing Agent**

**BE IT RESOLVED** that pursuant to the Public School Contracts Law (*N.J.S.A. 18A:18A-1 et seq*), that Lynn E. Shugars, Assistant Superintendent, Business/Board Secretary, shall serve as the “Contracting Agent” of this school district for the 2017/2018 school year.

**BE IT FURTHER RESOLVED** that pursuant to *N.J.S.A. 18A: 18A-3*, the Assistant Superintendent, Business/Board Secretary, is hereby empowered to make, negotiate, and award any and all purchases, contracts, and agreements for the performance of any work or services, or the furnishing or hiring of materials or supplies where the cost or price thereof does not exceed \$40,000.00 and \$18,800.00 for pupil transportation contracts (as amended from time to time) in a fiscal year, without public advertising for bids and bidding, and in accordance with the provisions of this resolution.

**BE IT FURTHER RESOLVED** that pursuant to *N.J.S.A. 18A:18A-37c.*, the Assistant Superintendent, Business/Board Secretary is authorized to award any contract or agreement, the aggregate cost or price of which is estimated at less than fifteen percent (15%) of the required bidding threshold, without soliciting competitive quotations.

**18. Solicitor**

**WHEREAS**, the Public School Contracts Law (*N.J.S.A. 18A: 18A-1, et seq*) authorizes the awarding of a contract for “Professional Services” without competitive bidding.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Township of Cherry Hill, County of Camden, that Paul Green, of the law firm of Schenck, Price, Smith & King, LLP (“SPSK”), 220 Park Avenue, Florham Park, New Jersey 07932, be appointed the Solicitor of this Board for the period July 1, 2017 through June 30, 2018 to provide comprehensive legal services ordinarily provided by an Attorney at Law of the State of New Jersey in accordance with the terms and conditions more specifically set forth in the Retainer Agreement between the parties. Said Paul Green, is a person authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of this State, to wit; the profession of law. These professional services are necessary and are required by the Board of Education; and be it

**FURTHER RESOLVED**, that the requisite summary of the contract award shall be published once in an official newspaper of record for the District in accordance with the requirements of *N.J.S.A. 18A:18A-5a.(1)*.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**A. APPROVAL OF APPOINTMENTS - continued**

**19. Architect of Record**

**WHEREAS**, the Public School Contracts Law (*N.J.S.A. 18A:18A-1 et seq*) authorizes the awarding of a contract for “Professional Services” without competitive bidding;

**NOW, THEREFORE, BE IT RESOLVED** that the firm of Becica Associates, LLC is hereby appointed as Architect of Record to the District commencing July 1, 2017, through June 30, 2018.

**FURTHER RESOLVED**, that the requisite summary of the contract award shall be published once in an official newspaper of record for the District in accordance with the requirements of *N.J.S.A. 18A:18A-5a.(1)*.

This effort and additional services will be performed on a pre-determined fixed fee and/or time and material basis in accordance with the schedule of rates presented in their 2017 proposal.

**20. RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH TTI ENVIRONMENTAL, INC. FOR PROVISION OF ENVIRONMENTAL SERVICES**

**WHEREAS**, the Cherry Hill Board of Education requires the services of an appropriately licensed and qualified environmental services company to provide industrial hygiene services, environmental consulting, and safety and health training services; and

**WHEREAS**, the Board has previously engaged the services of TTI Environmental, Inc. (“TTI”) to provide such services, and finds that continuing the services of TTI Environmental, Inc. will result in the provision of the required services in an efficient and cost effective manner; and

**WHEREAS**, TTI Environmental, Inc. is qualified to provide the services, which constitute professional services within the meaning of the Public School Contracts Law; and

**WHEREAS**, the Board, pursuant to its authority under *N.J.S.A. 18A:18A-5a(1)*, may negotiate and award a contract for professional services without the necessity of public advertising for bids and bidding therefor;

**NOW, THEREFORE, BE IT RESOLVED**, that the Cherry Hill Board of Education awards a non-exclusive contract to TTI Environmental, Inc. for the 2017/2018 school year for the provision of industrial hygiene services relating to asbestos and indoor air quality monitoring and sampling, environmental consulting, and safety and health training services, on a time and materials basis in accordance with TTI Environmental, Inc.’s proposal dated May 2, 2017; and be it

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**A. APPROVAL OF APPOINTMENTS - continued**

**20. RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH TTI ENVIRONMENTAL, INC. FOR PROVISION OF ENVIRONMENTAL SERVICES continued**

**FURTHER RESOLVED**, that the Board President and Assistant Superintendent-Business/Board Secretary are authorized to execute the contract with TTI Environmental, Inc.; and be it

**FURTHER RESOLVED**, that the requisite summary of the contract award shall be published once in an official newspaper of record for the District in accordance with the requirements of *N.J.S.A.* 18A:18A-5a.(1).

**21. Tax Shelter Annuity Companies and Disability Insurance Companies**

It is recommended that the Board of Education approves the following list of TSA representatives that are authorized for payroll deductions and the list of Disability Insurance companies that are authorized for payroll deductions.

**TAX SHELTER ANNUITIES**

Equitable  
Lincoln Investment  
Met Life  
Valic - (AIG)  
State of New Jersey Division of Pensions  
The Legend Group  
Vanguard (Grandfathered-closed TSA)

**DISABILITY INSURANCE**

Aetna  
Prudential Ins. Co. of America - CHEA  
American General Insurance  
Prudential Ins. Co. of America - CHASA  
AFLAC

**22. Ratification of Paid Bills and Budget Transfers**

It is recommended that Lynn E. Shugars, Assistant Superintendent, Business/Board Secretary be authorized to execute payment of bills and budget transfers prior to Board Approval. Such actions will be made when necessary to facilitate the normal operations of the district and shall be presented at the next Board Action meeting for ratification.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**A. APPROVAL OF APPOINTMENTS - continued**

**23. Insurance Broker of Record**

It is recommended that Conner Strong & Buckelew, 40 Lake Center Executive Park, 401 Rt. 73 North, Suite 300, Marlton, NJ be appointed Insurance Broker of Record for the Board of Education for a term commencing July 1, 2017 through June 30, 2018.

**FURTHER RESOLVED**, that the requisite summary of the contract award shall be published once in an official newspaper of record for the District in accordance with the requirements of *N.J.S.A. 18A:18A-5a.(1)*.

**24. RESOLUTION TO APPROVE BOND COUNSEL**

**WHEREAS**, the Cherry Hill Board of Education (the “Board”) has determined that it is necessary to retain the services of Bond Counsel; and

**WHEREAS**, said services are in the nature of professional services pursuant to *N.J.S.A. 18A:18A-5* and, therefore, a contract for said services may be negotiated and awarded without public bidding; and

**WHEREAS**, the Board has determined that the law firm of Wilentz, Goldman & Spitzer, P.A. is qualified to provide such legal services, and that appointment of such firm is in the best interest of the School District and will result in provision of the highest quality services at a fair and competitive price;

**NOW, THEREFORE, BE IT, RESOLVED**, that the Cherry Hill Board of Education hereby appoints Lisa Gorab of the firm of Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey (“Wilentz”) as Bond Counsel in accordance with the terms of Wilentz’s proposal, continuing for a term of twelve months from the date of this resolution; and be it

**FURTHER RESOLVED**, that the Board approves the Bond Counsel Services Agreement with Wilentz on file in the office of the Assistant Superintendent, Business/Board Secretary and authorizes its President and Secretary to execute same on behalf of the Board; and be it

**FURTHER RESOLVED**, that the requisite summary of the contract award shall be published once in an official newspaper of record for the District in accordance with the requirements of *N.J.S.A. 18A:18A-5a.(1)*.

**25. OMNI GROUP 403(B) TPA AND 457(b)**

Motion to renew the annual services agreement with the OMNI GROUP for the 2017/2018 school year as administrator for the 403B Plan and the 457(b) Plan.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**A. APPROVAL OF APPOINTMENTS - continued**

**26. A RESOLUTION AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT TO PHOENIX ADVISORS, LLC FOR CONTINUING DISCLOSURE AGENT SERVICES AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR**

**WHEREAS**, the Cherry Hill Board of Education (the “Board”) has determined that it requires the services of a qualified financial advisor to provide continuing disclosure agent services, management advice, guidance and assistance in connection with financing of various projects; and

**WHEREAS**, the services are in the nature of an extraordinary unspecifiable service (“EUS”) and not subject to public bidding per *N.J.S.A.* 18A:18A-5(a)(2), in that the need for expertise, extensive training and proven reputation in the field of endeavor are critical and essential to the project for which the contract is being awarded, and the services are of such a qualitative nature that the performance of the services cannot be reasonably described by written specifications; and

**WHEREAS**, the anticipated total expenditure for the services is in any event below the bid threshold established by the Public School Contracts Law; and

**WHEREAS**, Phoenix Advisors, LLC has the necessary background and expertise to effectively provide such service and has previously provided such services to the Board in an effective and efficient manner;

**NOW THEREFORE, BE IT, RESOLVED**, upon the recommendation of the Assistant Superintendent, Business/Board Secretary, the Board hereby approves a contract between the Board and Phoenix Advisors, LLC for the provision of continuing disclosure agent and financial advisor services in accordance with the terms of their proposal, at a total cost not to exceed Seventeen Thousand Five Hundred Dollars (\$17,500) for the period July 1, 2017 through June 30, 2018; and be it

**FURTHER RESOLVED**, that the Board President and Secretary are authorized to execute an Agreement with Phoenix Advisors, LLC on behalf of the Board of Education upon final approval of the form of any such Agreement by the Board Solicitor; and be it

**FURTHER RESOLVED** that the District shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and stating that the Resolution and Agreement will be on file and available for public inspection in the office of the Board.

**27. RESOLUTION TO APPROVE SCHOOL PHYSICIAN**

INFORMATION TO BE READY PENDING REVIEW.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**B. APPROVAL OF REAFFIRMATION OF POLICIES, ACTIONS, RULES AND REGULATIONS**

**1. POLICIES**

It is recommended that it be resolved that the policies, actions, rules and regulations, participation in NJSIAA adopted by prior Boards of Education of the Cherry Hill School District, which were in effect immediately prior to this Board Meeting, be reaffirmed and adopted by the Board of Education.

**2. CODE OF ETHICS**

It is recommended that the Board adopt and sign the Code of Ethics Form. The School Ethics Act and Code of Ethics for School Board Members has been received and discussed; and that the Policies and Procedures regarding training of District Board of Education members has been adopted; and that each Board of Education member acknowledges receipt of the Code of Ethics for School Board Members and has become familiar with the Code of Ethics.

**C. APPROVAL OF RESOLUTION – EDUCATIONAL SERVICES**

BE IT HEREBY RESOLVED that the Cherry Hill Township Board of Education has approved continuation of its membership in the Camden County Educational Services Commission, a consortium of school districts, for the purpose of providing:

- I.D.E.A. Services for Non-Public Schools subject to separate agreement
- Compensatory Education, Handicapped Pupil Services and Homebound Instruction for Non-Public Schools pupils as provided under Chapters 192 and 193 per the general services contract
- Aid in Lieu of Transportation per the general services contract
- Non-Public Transportation per the general services contract
- District Homebound Instruction per the general services contract
- Child Study Team Evaluations per the general services contract



**BOARD WORK SESSION**

**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**D. APPROVAL OF RESOLUTION – BOARD MEETING ADVERTISEMENTS**

**WHEREAS**, the Cherry Hill Board of Education is directed to meet at least once every two months during the period in which the schools in the district are in session (*N.J.S.A 18A:10-6*), and

**WHEREAS**, the Open Public Meetings Act requires posting and dissemination of the annual notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board, and the posting and dissemination within seven days of any subsequent revision to the schedule of regular meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education, that the following notice of regularly scheduled meetings be adopted:

Notice is hereby given that a Regular Meeting of the Cherry Hill Board of Education will be held on or about the second and fourth Tuesday of each month, as more specifically listed below;

1. That the notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 45 Ranoldo Terrace, Cherry Hill, New Jersey;

2. That the aforesaid notice shall be mailed to the Courier Post and the Philadelphia Inquirer, the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act;

3. That the aforesaid notice be filed with the Clerk of Cherry Hill Township;

4. That the regular meetings of the Cherry Hill Board of Education during the period of July 2017 through June 2018 shall be listed as follows.

**BOARD WORK SESSION**  
**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**D. APPROVAL OF RESOLUTION – BOARD MEETING ADVERTISEMENTS**  
continued

**MONTHLY RESOLUTION – BOARD MEETING ADVERTISEMENTS REGULAR  
OFFICIAL PUBLIC MEETINGS**

All such meetings to be held at 7:00 p.m. at the Malberg Administration Building. Formal official action may be taken at such meetings on any and all business involving the school district.

| <b><u>Date 2017</u></b> | <b><u>Location</u></b> | <b><u>Date 2018</u></b> | <b><u>Location</u></b> |
|-------------------------|------------------------|-------------------------|------------------------|
| July 25                 | Malberg                | January 23              | Malberg                |
| August 22               | Malberg                | February 27             | Malberg                |
| September 26            | Malberg                | March 27                | Malberg                |
| October 17              | Malberg                | April 24                | Malberg                |
| November 28             | Malberg                | May 22                  | Malberg                |
| December 19             | Malberg                | June 26                 | Malberg                |

**Organization Meeting will be held on January 3, 2018**

**REGULAR MONTHLY WORK SESSIONS**

All such meetings will be BOARD WORK SESSIONS and/or Special Meetings to be held at 7:00 p.m. at the Malberg Administration Building, 45 Ranoldo Terrace, Cherry Hill, New Jersey, unless noted to be different. Formal action may be taken on the matters on Special Meeting Agendas. The purpose of these meetings, to the extent now known, involves a review of the agenda for the next scheduled Regular Monthly Meeting.

| <b><u>Date 2017</u></b> | <b><u>Location</u></b> | <b><u>Date 2018</u></b> | <b><u>Location</u></b> |
|-------------------------|------------------------|-------------------------|------------------------|
| July 11 – COW           | Malberg                | January 9               | Malberg                |
| August 8                | Malberg                | February 13             | Malberg                |
| September 12            | Malberg                | March 13                | Malberg                |
| October - none          | Malberg                | April 10 – COW          | Malberg                |
| November 14             | Malberg                | May 8                   | Malberg                |
| December 5 – COW        | Malberg                | June 12                 | Malberg                |

COW – Committee of the Whole

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**E. APPROVAL OF BANK ACCOUNTS AND BANK SIGNATORIES**

It is recommended that Republic Bank be designated the official bank depository for the following Board accounts:

| <b>Account</b>                                    | <b>Account #</b> | <b>No. of Signatures</b> | <b>Signatories</b>   |
|---|------------------|--------------------------|--|
| Current Account                                   | 1364383          | 3 of 3                   | Board President, Board Vice President, Secretary of the Board of Education, Treasurer  |
| Payroll Account                                   | 1364405          | 1 of 1                   | Treasurer  |
| Agency Account                                    | 1364413          | 1 of 3                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Treasurer                     |
| Food Service Account                              | 1364588          | 2 of 4                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Accountant, Senior Accountant |
| Student Activity Fund Account (Middle/Elementary) | 1364537          | 2 of 4                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Accountant, Senior Accountant |
| Student Activity Fund Account (High School East)  | 1364553          | 2 of 3                   | Principal, Asst. Principal-Activity Fund, Coordinator of Student Activities  |
| Student Activity Fund Account (High School West)  | 1364561          | 2 of 3                   | Principal, Asst. Principal-Activity Fund, Coordinator of Student Activities  |
| Unemployment Trust Account                        | 1364545          | 2 of 4                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Accountant, Senior Accountant |
| Capital Reserve Account                           | 1364456          | 2 of 4                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Accountant, Senior Accountant |

**BOARD WORK SESSION**

**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**E. APPROVAL OF BANK ACCOUNTS AND BANK SIGNATORIES continued**

| <b>Account</b>                               | <b>Account #</b> | <b>No. of Signatures</b> | <b>Signatories</b>  |
|--|------------------|--------------------------|---|
| Internal Service Fund - Prescription Account | 1364502          | 2 of 4                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Accountant, Senior Accountant                            |
| School Age Child Care/STEP                   | 1364464          | 2 of 5                   | Asst. Superintendent Business/Board Secretary, Asst. Business Administrator/Asst. Board Secretary, Accountant, Senior Accountant, Principal of Barclay/SACC |
| Elizabeth Conner Scholarship Account         | 1364472          | 1 of 1                   | Assistant Superintendent Business/Board Secretary   |
| Kauffman Scholarship Account                 | 1364480          | 1 of 1                   | Assistant Superintendent Business/Board Secretary   |

**BOARD WORK SESSION**  
**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**E. APPROVAL OF BANK ACCOUNTS AND BANK SIGNATORIES continued**

Petty Cash Account

It is recommended that the following petty cash funds be established:

| School                      | Amount | Person Responsible  | Purpose           |
|-----------------------------|--------|---------------------|-------------------|
| Barclay Elementary School   | \$100  | Principal           | General           |
| Barton Elementary School    | \$100  | Principal           | General           |
| Cooper Elementary School    | \$100  | Principal           | General           |
| Harte Elementary School     | \$100  | Principal           | General           |
| Johnson Elementary School   | \$100  | Principal           | General           |
| Kilmer Elementary School    | \$100  | Principal           | General           |
| Kingston Elementary School  | \$100  | Principal           | General           |
| Knight Elementary School    | \$100  | Principal           | General           |
| Mann Elementary School      | \$100  | Principal           | General           |
| Paine Elementary School     | \$100  | Principal           | General           |
| Paine Elementary School     | \$100  | Principal           | Life Skills Coach |
| Sharp Elementary School     | \$100  | Principal           | General           |
| Stockton Elementary School  | \$100  | Principal           | General           |
| Woodcrest Elementary School | \$100  | Principal           | General           |
| Beck Middle School          | \$150  | Principal           | General           |
| Carusi Middle School        | \$150  | Principal           | General           |
| Rosa Middle School          | \$150  | Principal           | General           |
| Alternative HS              | \$100  | Principal           | General           |
| East HS                     | \$200  | Principal           | General           |
| West HS                     | \$1200 | Principal           | Job Coach         |
| West HS                     | \$200  | Assistant Principal | General           |
| Security                    | \$100  | Director            | General           |
| Building/Grounds            | \$400  | Director            | General           |

**BOARD WORK SESSION**  
**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**F. APPROVAL OF TAX RECEIPT SCHEDULE**

| <u>Month and Day Payable</u>    | <u>General Fund</u> | <u>Debt Service</u> |
|---------------------------------|---------------------|---------------------|
|                                 | _____               | _____               |
| Total July through<br>December, |                     |                     |
|                                 | _____               | _____               |
| TOTAL                           | =====               | =====               |

INFORMATION TO BE READY PENDING REVIEW.

**BOARD WORK SESSION**

May 9, 2017

**B. BUSINESS AND FACILITIES**

**ITEM 1. FINANCIAL REPORTS**

a) **BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR MARCH 2017**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of March 31, 2017 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 March 31, 2017 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 MARCH 2017**

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).

c) **FOOD SERVICE OPERATING STATEMENT FOR MARCH 2017**

It is recommended that the Operating Statement for Cherry Hill Food Services for the months ending March 2017 be accepted as submitted.

d) **SACC FINANCIAL REPORT FOR MARCH 2017**

It is recommended that the Financial Report for the Cherry Hill School Age Child Care Program for the months of March 2017 be accepted as submitted.

**BOARD WORK SESSION**  
**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**ITEM 1. FINANCIAL REPORTS** continued

e) DISBURSEMENT OF FUNDS

| <u>FUND</u>    | <u>AMOUNT</u> | <u>REPORT DATED</u> |
|----------------|---------------|---------------------|
| Payroll & FICA | \$            | Payroll Dates:      |
| Food Service   | \$            |                     |
| SACC           | \$            | thru                |
| Grand Total    | \$            |                     |

f) APPROVAL OF BILL LIST

It is recommended that the 1st bill list dated \_\_\_\_\_, 2017 in the amount of \$ \_\_\_\_\_ be approved as submitted.



# BOARD WORK SESSION

May 9, 2017

## **B. BUSINESS AND FACILITIES**

### **ITEM 2. RESOLUTIONS**

#### a) SCHOOL BUS EMERGENCY EVACUATION SECOND DRILLS REPORT

| <b><u>SCHOOL</u></b>        | <b><u>DATE &amp; TIME</u></b> | <b><u>SCHOOL LOCATION</u></b> | <b><u>ROUTES</u></b>                           | <b><u>WALKERS</u></b> | <b><u>PRINCIPAL/ SUPERVISOR</u></b> |
|-----------------------------|-------------------------------|-------------------------------|--|-----------------------|-------------------------------------|
| Alternative High School     | 4/3/17 2:15pm                 | 45 Ranoldo Terrace            | AV1-6  | All Transported       | Dr. Lawyer Chapman                  |
| High School East            | 4/19/17 6:50am                | 1750 Kresson Road             | E1-32, EW1-8, QMDM2                            | n/a                   | Mr. Matt LaGrou                     |
| High School West            | 3/22/17 7:30am                | 2101 Chapel Avenue            | WE1-4, W--16, CHV65,CHV66-69                   | n/a                   | Dr. Matt Covington                  |
| Beck Middle School          | 4/4/17 8am & 9:30am           | 950 Cropwell Road             | B1-19, CHV2-5, 25                              | n/a                   | Mr. Sidney Dawson                   |
| Carusi Middle School        | 4/5/17 8:05am                 | 315 Roosevelt Drive           | C1-20, CHV8, CHV11, Q-CWC1                     | n/a                   | Dr. John Cafagna                    |
| Rosa Middle School          | 3/28,29/17 8:15am             | 485 Browning Lane             | R1-21, CHV10, CHV22, CHV24, CHV74              | All Transported       | Mr. George Zografos                 |
| Barclay Pre-School          | 3/30/17 9am & 1pm             | 1220 Winston Way              | BCV4,5,8,9,10,11,12,13,14,15,17,18,19,20,22-27 | n/a                   | Ms. Karen Rockhill                  |
| Barton Elementary School    | 4/5/17 10:30am                | 223 Rhode Island Avenue       | CB1-8, CHV12, CHV21, CHV26                     | Yes                   | Mr. Sean Sweeney                    |
| Cooper Elementary School    | 2/23/17 9:15am                | 1960 Greentree Road           | CHV15,16,18,19,20, JC1,2                       | Yes                   | Ms. Patrice Taylor                  |
| Harte Elementary School     | 3/1/17 9:05am                 | 1909 Queen Ann Drive          | BH1-4, CHV13,34,35,36,37,                      | n/a                   | Dr. Neil Burti                      |
| Johnson Elementary School   | 4/4/17 9am                    | 500 Kresson Road              | JJ1-JJ10, CHV28, CHV32, CHV79                  | Yes                   | Mr. Jared Peltzman                  |
| Kilmer Elementary School    | 4/5/17 8:55am                 | 2900 Chapel Avenue            | JK1-7, TP5                                     | Yes                   | Mrs. Rebecca Tiernan                |
| Kingston Elementary School  | 3/8/17 8:55am                 | 320 Kingston Road             | KG1-2, CHV38-42                                | n/a                   | Dr. William Marble                  |
| Knight Elementary School    | 4/5/17 8:45am                 | 140 Old Carriage Road         | RK1-6  | n/a                   | Mr. Eugene Park                     |
| Mann Elementary School      | 3/13/17 3:15pm                | 150 Walt Whitman Boulevard    | HM1,2,3,5, CHV49-52                            | Yes                   | Ms. Shilpa Dave'                    |
| Paine Elementary School     | 4/18/17 8:35am                | 4001 Church Road              | TP1-4,6,8, CHV53-56                            | Yes                   | Mr. Michael Cheeseman               |
| Sharp Elementary School     | 3/23/17 8:40am                | 300 Old Orchard Road          | JS1,3,5, CHV27, CHV57-62                       | n/a                   | Mr. Ric Miscioscia                  |
| Stockton Elementary School  | 4/5/17 9am                    | 200 Wexford Drive             | RS1-6,9, CHV63, CHV64, CHV76, CHV77, BCV6      | n/a                   | Mr. Nick Baldoni                    |
| Woodcrest Elementary School | 3/20/17 8:40am                | 400 Cranford Drive            | CHV71-73, WC2-6                                | n/a                   | Mr. Jonathan Cohen                  |

**BOARD WORK SESSION**  
**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**ITEM 3. RESOLUTION FOR THE AWARD OF BIDS**

- a) #1617-16 – CRAWL SPACE MODIFICATIONS AND RELATED WORK AT BARTON ELEMENTARY SCHOOL (5-16-17)
  
- b) #1718-2 STUDENT TRANSPORTATION SERVICES TO AND FROM SCHOOL – REGULAR EDUCATION – IN-DISTRICT – 2017/2018 SCHOOL YEAR (4-25-17)
  
- c) #1718-5 – STUDENT TRANSPORTATION SERVICES TO AND FROM SCHOOL – SPECIAL EDUCATION – IN DISTRICT – 2017/2018 SCHOOL YEAR (4-25-17)
  
- d) #1718-6 – STUDENT TRANSPORTATION SERVICES TO AND FROM SCHOOL – SPECIAL EDUCATION – EXTENDED SCHOOL YEAR 2017/2018 SCHOOL YEAR (4-25-17)
  
- e) #1718-7 – STUDENT TRANSPORTATION SERVICES TO AND FROM SCHOOL – SPECIAL EDUCATION – OUT OF DISTRICT – 2017/2018 SCHOOL YEAR (4-25-17)

BID INFORMATION TO BE READY FOR ACTION MEETING PENDING REVIEW.

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

**RECOMMENDATION:**

It is recommended that prior administrative approval be ratified for the following:

| School                        | Route | Original Route | Bus Company      | # of students | Effective Date   | # Days | Route Cost per diem | Aide Cost per diem | Total Cost |
|-------------------------------|-------|----------------|------------------|---------------|------------------|--------|---------------------|--------------------|------------|
| Mercer High School (Jointure) | HS94  | n/a            | Rick Bus Company | 1             | 12/15/16-6/28/17 | n/a    | n/a                 | n/a                | \$1,887.90 |

**BOARD WORK SESSION**  
**May 9, 2017**

**B. BUSINESS AND FACILITIES**

**ITEM 5. ACCEPTANCE OF DONATIONS**

| <u>SCHOOL</u>                         | <u>DONATION</u>   | <u>GROUP OFFERING DONATION</u>   | <u>VALUE</u> |
|---------------------------------------|---|----------------------------------|--------------|
| East                                  | Monetary- To be used for costs for VEX World Championship       | Pepsi Cola & National Brands     | \$1,000      |
| East                                  | Monetary- To be used for costs for VEX World Championship       | Jason A. Ravitz                  | \$1,000      |
| East                                  | Monetary- To be used for costs for VEX World Championship       | Quad Construction Company        | \$1,000      |
| Cherry Hill School District CST Dept. | Monetary- 2017 S.T.A.R Games                                    | Cherry Hill Education Foundation | \$3,017*     |
| Carusi                                | Monetary- To be used for SMART Board for Music Theory Classroom | Carusi PTA                       | \$5,555      |

\*Unexpended funds will be returned to Cherry Hill Education Foundation

**BOARD WORK SESSION**

**May 9, 2017**

**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. Leaves of Absence—Certificated
6. Leaves of Absence—Non-Certificated
7. Assignment/Salary Change—Certificated
8. Approval of Revised Job Description
9. Other Motions

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

- (a) Resignations

No resignations at this time.

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

- (a) Resignations

No resignation at this time.

**ITEM 3. APPOINTMENTS—CERTIFICATED**

- (a) Regular

No appointments at this time.

**BOARD WORK SESSION**

**May 9, 2017**

**C. HUMAN RESOURCES/NEGOTIATIONS**

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

(b) Classroom Observation

**RECOMMENDATION:**

Be it resolved that the person listed be approved for a classroom observation in accord with the data presented.

| <u>Name</u>    | <u>College/University</u> | <u>Effective Dates</u> | <u>Cooperating Teacher/School</u> |
|----------------|---------------------------|------------------------|-----------------------------------|
| Darby O'Rourke | Rosemont                  | 5/01/17-6/01/17        | Lisa Gilbert/Sharp                |

(c) Student Teaching

**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> |
|-----------------|---------------------------|------------------------|-----------------------------------|
| Rebecca Forrest | Rider                     | 9/06/17-12/14/17       | Wendy Sullivan/Barton             |

(d) Special Education Practicum

**RECOMMENDATION:**

Be it resolved that the persons listed by approved for Special Education Practicum placement in accord with the data presented.

| <u>Name</u>   | <u>College/University</u> | <u>Effective Dates</u> | <u>Cooperating Teacher/School</u> |
|---------------|---------------------------|------------------------|-----------------------------------|
| Lisa Sadowski | Rutgers                   | 7/10/17-8/10/17        | Ashely Szwajkowski/Johnson        |

(e) School Rotation for CHOP Psychiatry

**RECOMMENDATION:**

Be it resolved that Stacy McAllister who is Psychiatry fellow at The Children's Hospital of Philadelphia be approved for a school rotation with Theresa Molony/Elementary-Middle Schools as the cooperating supervisor effective 4/17/17-6/25/17.

**BOARD WORK SESSION**

**May 9, 2017**

**C. HUMAN RESOURCES/NEGOTIATIONS**

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

(a) Regular

No appointments at this time.

(b) Summer SACC Substitutes

**RECOMMENDATION:**

Be it resolved that the persons listed be approved for the Summer SACC program effective 6/20/17-8/31/17. Monies budgeted from account #60-990-320-101-58-0001.

| <u>Name</u>        | <u>Assignment</u>             | <u>Hourly Rate</u> |
|--------------------|-------------------------------|--------------------|
| Anna DeMarco       | Cooper-Substitute Teacher, II | \$17.26            |
| Jennifer Fasbinder | Cooper-Substitute Teacher II  | \$22.27            |
| Jessica Filipponi  | Cooper-Substitute Teacher II  | \$17.26            |
| Nicole Gilbert     | Cooper-Substitute Teacher II  | \$19.56            |

**ITEM 5. 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>  |
|---------------------------|--|--|
| Kristin Bradford          | CHHS West – Health & PE                | Leave with pay 5/12/17-6/09/17;<br>Leave without pay 6/12/17-6/30/17<br>(revised for dates)              |
| Victoria Fieni            | Stockton – 5 <sup>th</sup> Grade       | Leave with pay 3/27-17-3/31/17;<br>Leave with pay 5/22/17-6/14/17;<br>Leave without pay 6/15/17-10/13/17 |
| Christine<br>Guglielmucci | Cooper – 5 <sup>th</sup> Grade         | Leave without pay 9/01/17-12/08/17   |
| Shanna Hetzell            | Carusi – Speech Language<br>Specialist | Leave with pay 4/04/17-4/14/17;<br>Leave without pay 4/17/17-5/23/17<br>(revised for dates)              |
| Heather Holland           | Stockton – Special Education           | Leave with pay 6/05/17-6/30/17   |
| Michele Kains             | District – ESL                         | Leave with pay 4/17/17-5/19/17<br>(revised for dates)  |

**BOARD WORK SESSION**

May 9, 2017

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 5. LEAVES OF ABSENCE—CERTIFICATED** - continued

(a) Leave of Absence, With/Without Pay - continued

| <u>Name</u>       | <u>Assignment</u>                 | <u>Effective Date</u>   |
|-------------------|-----------------------------------|---|
| Elise Kaplow      | Cooper – Teacher Coach            | Leave with pay 3/15/17-4/21/17(am);<br>Leave without pay 4/21/17(pm)-5/31/17<br>(revised for dates) |
| John Lauk         | Kilmer/Johnson – Health & PE      | Leave with pay 4/18/17-5/09/17;<br>Leave without pay 5/10/17-6/13/17                                |
| Alison McCartney  | Malberg – Teacher Coach           | Leave with pay 5/15/17-6/15/17;<br>Leave without pay 6/16/17-11/17/17                               |
| Michael Skalski   | Woodcrest – 5 <sup>th</sup> Grade | Leave with pay 4/17/17-5/03/17  |
| Martina Wilkerson | Rosa – LDTC                       | Leave with pay 1/06/17-1/18/17;<br>Leave without pay 4/20/17-7/6/17<br>(revised for dates)          |

**ITEM 6. 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>  |
|-------------------|-------------------------------------|--|
| Stephanie Brooks  | Rosa – Educational<br>Assistant     | Leave with pay 4/17/17-4/24/17(am);<br>Leave without pay 4/24/17(pm)                 |
| Alice Fossell     | CHHS West – Cleaner                 | Leave with pay 4/18/17-4/21/17;<br>Leave without pay 4/22/17-5/02/17                 |
| Patricia Fowler   | Malberg – HR Coordinator            | Leave with pay 5/1/17-5/30/17(am);<br>Leave without pay 5/30/17(pm)-6/30/17          |
| Katrina Knott     | Harte – Educational<br>Assistant    | Leave without pay 4/17/17-4/26/17;<br>Intermittent leave without pay 4/27/17-6/30/17 |
| David Shade       | Marlkress – Maintenance             | Leave with pay 3/30/17-5/29/17 (revised for date)                                    |
| Cynthia Valentino | Stockton – Educational<br>Assistant | Leave without pay 4/05/17-5/19/17  |
| Joseph Vennell    | Carusi – Cleaner                    | Leave without pay 5/12/17-6/26/17  |
| Robert Zeligson   | Paine – SACC, Teacher               | Leave without pay 2/03/17-3/28/17  |

**BOARD WORK SESSION**

**May 9, 2017**

**C. HUMAN RESOURCES/NEGOTIATIONS**

**ITEM 7. ASSIGNMENT/SALARY CHANGE—CERTIFICATED**

(a) Reassignment

**RECOMMENDATION:**

Be it resolved that the person listed be reassigned for the 2017-18 school year in accord with the data presented.

| <u>Name</u>          | <u>From</u>  | <u>To</u>   | <u>Effective Date</u> | <u>Salary</u> |
|----------------------|--|---|-----------------------|---------------|
| R. Matthew Covington | CHHS West- Assistant Principal (budget #11-000-240-103-55-0100)          | CHHS East-Assistant Principal (budget # 11-000-240-103-50-0100) | 7/01/17-6/30/18       | \$145,517     |
| Louis Papa           | CHHS West- Assistant Principal (budget #11-000-240-103-55-0100)          | CHHS East-Assistant Principal (budget # 11-000-240-103-50-0100) | 7/01/17-6/30/18       | \$140,144     |
| Donean Chinn-Parker  | CHHS East-Assistant Principal (budget # 11-000-240-103-50-0100)          | CHHS West- Assistant Principal (budget #11-000-240-103-55-0100) | 7/01/17-6/30/18       | \$125,494     |
| John Burns           | CHHS East-Assistant Principal (budget # 11-000-240-103-50-0100)          | CHHS West- Assistant Principal (budget #11-000-240-103-55-0100) | 7/01/17-6/30/18       | \$135,078     |
| Rebecca Metzger      | Malberg-Supervisor of Special Education (budget #11-000-221-104-71-0100) | CHHS East-Assistant Principal (budget # 11-000-240-103-50-0100) | 7/01/17-6/30/18       | \$120,990     |

**ITEM 8. APPROVAL OF REVISED JOB DESCRIPTIONS**

**RECOMMENDATION:**

Be it resolved that the revised job description listed be approved as presented effective 4/19/17.

- Director of Operations
- Director of Facilities Management

**ITEM 9. OTHER MOTIONS**

(a) First Reading of Revised Policy

| <u>Draft Policy Number</u> | <u>Title</u>                    |
|----------------------------|---------------------------------|
| 1510                       | Americans with Disabilities Act |

**RECOMMENDATION:**

Be it resolved that the policies listed be approved for first readings as presented.



**BOARD WORK SESSION**

**May 9, 2017**

**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. First Reading of Policies
2. Approval of Revised 2017-2018 and 2018-2019 District Calendars

**ITEM 1. FIRST READING OF POLICIES**

- Draft Bylaw 0000.02: Introduction
- Draft Policy 2415.06: Unsafe School Choice Option
- Draft Policy 8350: Records Retention (New)

**RECOMMENDATION:**

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

**ITEM 2. APPROVAL OF REVISED 2017-2018 and 2018-2019 DISTRICT CALENDARS**

**RECOMMENDATION:**

It is recommended that the revised 2017-2018 and 2018-2019 district calendars previously approved on June 28, 2016 be approved as presented.

## **BOARD WORK SESSION**

May 9, 2017

### **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"**

The Superintendent recommends the following:

1. Approval of New Mission Statement

#### **Cherry Hill Public School District Mission Statement**

We shall provide all children with an education that develops open-minded thinkers with the strong academic and interpersonal skills to thrive in an ever-changing world and make it a better place for all.

#### **Belief Statements**

Because we value high quality education, we believe:

- All students can and will learn
- All learning must be standards-based, challenging, relevant, and developmentally appropriate
- All students need positive relationships with faculty and staff members
- All learning must occur in safe and secure environments
- All staff will dedicate themselves to supporting student achievement
- A variety of instructional modalities and technology tools must be used to accomplish student learning

Because we value creative, open-minded thinking, we believe:

- Students must be prepared to explore multiple perspectives
- Students must be able to analyze new ideas in ways that show healthy skepticism
- Students must be able to communicate respectfully with people from different cultures and backgrounds
- Students must have the opportunity to demonstrate proper respect, responsibility, and positive citizenship in their schools and community

Because we strive to produce well-prepared, inspired graduates, we believe:

- Students must graduate from our district ready and prepared to enter college and/or careers
- Schools must partner with families and our community to foster lifelong learning
- Students must be supported in their efforts to master social and emotional skills
- Students must be supported in their efforts to develop and pursue meaningful goals
- Staff must be supported in their efforts to grow professionally and to enhance their knowledge and improve their skills