# CHERRY HILL PUBLIC SCHOOLS Cherry Hill, New Jersey

#### BOARD OF EDUCATION WORK SESSION AND/OR SPECIAL MEETING MINUTES

April 8, 2014

A Board of Education Work Session and/or Special Meeting of the Cherry Hill Township Board of Education was held in the Malberg Administration Bldg. on April 8, 2014.

The meeting was called to order by Mrs. Judge at 6:00 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 April 3, 2014.
- (B) TRANSMITTED NOTICE TO THE COURIER POST AND THE PHILADELPHIA INQUIRER ON April 3, 2014.
- (C) TRANSMITTED NOTICE WITH THE CLERK OF CHERRY HILL TOWNSHIP ON April 3, 2014.

A roll call recorded the following Board Members as present:

Mrs. Sherrie L. Cohen
Dr. J. Barry Dickinson
Mrs. Carol A. Matlack
Mr. Eric Goodwin
Mrs. Kathy Judge

Mrs. Colleen Horiates - absent Mr. Steven Robbins - absent

Student Representatives:

Lydia George-Koku, H. S. East Ryan Gallagher, H. S. West

Also in attendance were: Dr. M. Reusche, Mr. P. Green, Esq., Mr. J. Devereaux, Dr. J. Meloche, Ms. N. Adrian, Mr. D. Bart, Mr. P. Todd, Ms. L. Weathington and Mrs. B. Wilson (Dr. J. Cafagna – Executive Session only).

Board of Education Work Session and Special Action Meeting Minutes April 8, 2014

Mrs. Judge read the following notice in accordance with the Open Public Meetings Act at 6:00 P.M.

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

Mrs. Cohen and Mr. Roth seconded a motion to go into regular Session at 7:05 p.m.

Mrs. Judge called the Board of Education Work Session and Special meeting to order in public session from the Executive Session.

Mrs. Judge led the Pledge of Allegiance.

Public Discussion:

There being no public discussion, Mrs. Judge 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 on pages 3 through 15 which follow.

#### 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.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs.

The Superintendent recommends the following:

- 1. Approval of Attendance at Conferences and Workshops for the 2013-2014 school year
- 2. Approval of Transportation Agreement

# ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2013-2014 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:

#	NAME	CONFERENCE	DATE	NOT TO EXCEED
A	LaCoyya Weathington Central	Sexual Harassment, Employment Discrimination & Affirmative Action, Monroe Twp., NJ	4/28/14 (date changed - previously BOE approved 9/24/13)	\$188.22 Registration/Tolls/ Mileage/Parking General Funds

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#### A. CURRICULUM & INSTRUCTION

.,	MANG	COMPEDENCE	D 4 (E)	COST
#	NAME	CONFERENCE	DATE	NOT TO EXCEED
В	Cheryl Melleby West H.S.	DECA Int'l. Career Development Conference, Atlanta, Georgia	5/3-7, 2014	\$1727.40 Registration/Air/ Airport Transfers/ Meals General Funds
С	Heidi Brunswick West H.S.	DECA Int'l. Career Development Conference, Atlanta, Georgia	5/3-7, 2014	\$1727.40 Registration/Air/ Airport Transfers/ Meals General Funds
D	Peggy Hager East H.S.	DECA Int'l. Career Development Conference, Atlanta, Georgia	5/3-7, 2014	\$1727.40 Registration/Air/ Airport Transfers/ Meals General Funds
Е	Greg deWolf East H.S.	DECA Int'l. Career Development Conference, Atlanta, Georgia	5/3-7, 2014	\$1727.40 Registration/Air/ Airport Transfers/ Meals General Funds
F	Kathy Ford East H.S.	DECA Int'l. Career Development Conference, Atlanta, Georgia	5/3-7, 2014	\$1727.40 Registration/Air/ Airport Transfers/ Meals General Funds

# ITEM 2. APPROVAL OF TRANSPORTATION AGREEMENT

Resolved, that the Cherry Hill Board of Education approves the Transportation Agreement with the parents of student 2000608 and authorizes its President and Secretary to execute same on behalf of the Board.

Motion Mrs. Matlack Second Mr. Klukoff Vote Ayes - 7 No - 0 Mrs. Horiates – absent Mr. Robbins - absent

#### 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 education resources as well as preventive maintenances and ongoing facilities improvement in all schools.
- Enhance communication with and outreach to internal and external stakeholders.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs

The Superintendent recommends the following:

1. Approval of Bill List

#### ITEM 1. FINANCIAL REPORTS

#### **APPROVAL OF BILL LIST**

It is recommended that the Bill List dated April 8, 2014 in the amount of \$1,173,367.56 be approved as submitted.

Motion:	Mr.Roth	Second:	Mr. Goodwin	Vote: Aye	s - 7	No - 0
Mrs. Ho	riates – abse	nt				
Mr. Rob	bins – absen	t				
EXCEP:	ΓΙΟΝ:					
Item <u>#1</u>	(Approval of	f Bill List - Co	ooper Health System	<u>m</u> )		
Motion_	Mr. Roth	Seco	ond Mr.Goodwin	Vote Ayes - 6	No - (	<u>) – 1</u> *
*Mrs. Ju	dge abstaine	ed due to a cor	iflict of interest wit	th Cooper Health S	System	
Mrs. H	oriates – abs	ent		-	•	
Mr. Ro	bbins – abse	nt				

#### SPECIAL ACTION AGENDA

**April 8, 2014** 

#### C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

#### **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 education resources as well as preventive maintenance and ongoing facilities improvement in all schools.
- Enhance communication with and outreach to internal and external stakeholders.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs

The Superintendent recommends the following:

- 1. Termination of Employment—Certificated
- 2. Termination of Employment—Non-Certificated
- 3. Appointments—Certificated
- 4. Appointments—Non-Certificated
- 5. Assignment/Salary Change—Certificated
- 6 Assignment/Salary Change—Non-Certificated
- 7. Other Compensation—Certificated
- 8. Other Compensation—Non-Certificated
- 9. Other Motions
- 10. Approval of Sidebar Agreement

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

(a) Resignations

#### **RECOMMENDATION:**

It is recommended 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>	Assignment	Effective Date	Reason
Jill Davila	Kilmer5 Resource Room/Kingston5 Kindergarten Inclusion (\$52,878)	7/01/14	Personal
Bradley Smith	Rosa-Special Education (\$53,108)	7/01/14	Personal
Amy Walsh	Mann-Special Education (\$54,368)	7/01/14	Personal
Portia Fudala	CHHS West-Science (\$73,479)	7/01/14	Personal
Elisa Batterman-Sutton	Barton-Resource Room (\$101,060)	7/01/14	Retirement
Matthew Carr	CHHS East-English (\$101,060)	7/01/14	Retirement
Betsey Kirk	Kingston-Grade 4 (\$97,169)	7/01/14	Retirement

#### C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

# ITEM 1. TERMINATION OF EMPLOYMENT—CERTIFICATED - continued

(a) Resignations - continued

<u>Name</u>	<u>Assignment</u>	Effective Date	Reason
Valerie Furlong	Stockton/Cooper-Special	7/01/14	Retirement

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

(a) Resignations

# **RECOMMENDATION:**

It is recommended that the separation from employment of the following employee be approved for the reason listed and all resignations listed are hereby accepted on the dates listed below.

<u>Name</u>	<u>Assignment</u>	Effective Date	Reason
Bobbet Lattie	CHHS West-Exceptional Educational Assistant (\$13,836)	3/28/14	Personal
Edwige Luma	Sharp-Program Aide, SACC	3/24/14	Personal
Holly Johnson	Beck-Educational Assistant (\$10,943)	4/07/14	Personal
Jamie Swartz	Paine-Educational Assistant (\$10,211)	4/01/14	Personal

#### C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

#### ITEM 3. APPOINTMENTS—CERTIFICATED

(a) Regular

#### **RECOMMENDATION:**

It is recommended that the persons listed be appointed to the positions indicated in accord with the data presented.

Name	Assignment	Effective Date	Salary
Eileen Tronosky	Carusi-Language Arts (Replacement substitute for E. Nieradka on leave of absence-budget #11-130-100-101-45-0100)	3/27/14-6/30/14 (revised for dates)	\$48,377 prorated (Bachelors-step 1)
Natalie Wolf	Carusi-Language Arts (Replacement substitute for O. Minio on leave of absence-budget #11-130-100-101-45-0100)	5/01/14-6/30/14	\$48,377 prorated (Bachelors-step 1)
Jamie Swartz	Paine-Special Education (Replacement substitute for D. Hawkey on leave of absence-budget #11-212-100-101-27-0100)	4/01/14-6/30/14	\$48,377 prorated (Bachelors-step 1)

#### (b) Environmental Education Resident Program

#### **RECOMMENDATION:**

Clifford Ireland be approved as a substitute for the Environmental Education Resident Program for the 2013-14 school year effective 3/01/14-6/01/14 at the rate of 1/187 of starting salary per diem for \$247.47 Tuesday through Thursday and \$75 for Friday. Monies budgeted from account #11-130-100-66-2000.

### (c) Environmental Education Resident Program

#### **RECOMMENDATION:**

It is recommended that Amy Tomalin be approved to provide Occupational therapy services for the 2013-14 Environmental Education Resident Program from 10/22/13-10/24/13 at the rate of \$29.73/hr (not to exceed 12.5 hrs-total \$371.63). Monies budgeted from account #11-130-100-101-66-2000.

# C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

# ITEM 3. APPOINTMENTS—CERTIFICATED - continued

(d) <u>Co-Curricular</u>

Name	Assignment	Effective Date	<u>Stipend</u>
Charles Simmons	CHHS East-Volunteer, LaCrosse	4/08/14-6/30/14	
Joseph Cucinotti	CHHS East-Assistant Coach, Boys Tennis (budget #11-402-100- 100-50-0101)	9/01/13-6/30/14	\$2398

# ITEM 4. APPOINTMENTS—NON-CERTIFICATED

(a) Regular

# **RECOMMENDATION:**

It is recommended that the persons listed be appointed to the positions indicated in accord with the data presented.

<u>Name</u>	Assignment	Effective Date	Hourly Rate/ Salary
Olimpia Espinal	CHHS East-Cleaner (Replacing P. Cuevas-budget #11-000-262-50-0100)	3/26/14-6/30/14	\$28,179 prorated
Sharon Zbik	Sharp-Educational Assistant (Replacing D. Travers-30 hrs/wk-budget #11- 204-100-106-30-0100)	3/31/14-6/30/14	\$9.25
Steffy Joseph	Harte-Educational Assistant (Replacing D. Sarkees-30 hrs/wk-budget #11- 213-100-106-09-0100)	3/31/14-6/30/14	\$9.25

#### C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

# ITEM 4. APPOINTMENTS—NON-CERTIFICATED - continued

(b) Substitute Educational Assistant

#### **RECOMMENDATION:**

It is recommended that the persons listed be approved as substitute educational assistants effective 4/09/14-6/30/14. Monies budgeted from account #11-190-100-106-98-0150.

Name Name Name Name

Emily Priest Michelle Swartz Steven Sharofsky Karen Iuliucci

#### ITEM 5. ASSIGNMENT/SALARY CHANGE—CERTIFICATED

(a) Reassignment

# **RECOMMENDATION:**

It is recommended that the person listed be approved for a reassignment for the 2013-14 school year.

<u>Name</u>	<u>From</u>	<u>To</u>	Effective Date	<u>Salary</u>
Richard Miscioscia	Carusi- Assistant Principal (budget #11-000-240-103- 45-0100)	Stockton-Acting Principal (Replacement acting principal for E. DeJesus-Woodruff on leave of absence-budget #11-000-240-103-33- 0100)	4/01/14-8/25/14 (revised for dates)	\$110,000 prorated

#### C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

#### ITEM 6. ASSIGNMENT/SALARY CHANGE—NON-CERTIFICATED

(a) Reassignment

# **RECOMMENDATION:**

It is recommended that the person listed be approved for a reassignment for the 2013-14 school year.

<u>Name</u>	<u>From</u>	<u>To</u>	Effective Date	<u>Salary</u>
Sheri Desjardins	Knight- Educational Assistant (budget #11-204-100-106- 21-0100)	Malberg-Student Registration (budget #11-000- 211-100-63-0100)	4/28/14-6/30/14	\$32,000 prorated
Wanda Toledo	CHHS West- Cleaner (budget #11-000-262-100- 61-0100)	Barclay-Cleaner (budget #11-000- 262-100-61-0100)	4/09/14-6/30/14	\$28,523 prorated (includes \$344 for boiler license)

# ITEM 7. OTHER COMPENSATION—CERTIFICATED

(a) Payment for Additional Class

#### **RECOMMENDATION:**

It is recommended that the person listed be approved for teaching an additional class at Beck Middle School in accord with the data presented.

<u>Name</u>	Effective Date	<u>Salary</u>
Ramona Bregatta	2/17/14-4/11/14 (revised for dates)	\$3441

#### C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

#### ITEM 7. OTHER COMPENSATION—CERTIFICATED

(b) Parent Son/Daughter Human Growth And Development

# **RECOMMENDATION:**

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

<u>Name</u>	<u>School</u>	<u>Date</u>
Marci Shapiro Goldman	Sharp (budget #11-120-100-101-30-0101)	4/08/14 4/24/14

#### ITEM 8. OTHER COMPENSATION—NON-CERTIFICATED

(a) Additional Compensation—Overnight Trip

## **RECOMMENDATION:**

It is recommended that the persons listed be approved to serve as one-on-one educational assistants for Beck Middle School students on the 7<sup>th</sup> grade overnight trip to the Liberty Science Center effective beginning 5:00 p.m. on 2/20/14 and ending at 11:00 a.m. on 2/21/14. Total compensation for the overnight trip is 15.5 hours. Monies budgeted from account #11-190-100-106-40-0101. In addition, a rate of \$22.50/24 hour period shall be paid in accordance with EACH contract. Additionally, any hours above 40 shall be compensated at 1.5 time the regular hourly rates. (revised for wording)

Name Name

Jessica Broomfield Stacy Silberman

#### **ITEM 9. OTHER MOTIONS**

#### **RECOMMENDATION:**

**Resolved,** upon the recommendation of the superintendent of schools, that the Cherry Hill Board of Education withholds the employment and adjustment salary increment of staff member #4463 effective for the 2014-15 school year.

# C. <u>HUMAN RESOURCES/NEGOTIATIONS</u>

# ITEM 10. APPROVAL OF SIDEBAR AGREEMENT

It is recommended that the sidebar between the Cherry Hill Board of Education and the Cherry Hill Education Association be approved effective 4/07/14.

Motion Mrs. Matlack Second Mrs. Cohen Vote Ayes - 7 No - 0

Mrs. Horiates – absent Mr. Robbins - absent

## 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.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs.

The Superintendent recommends the following:

- 1. Approval of Revised 2013-2014 Calendar
- 2. Waiver of Procedure F-3: Secondary Field Trips
- 3. Resolution to Affirm HIB Decision

#### ITEM 1. APPROVAL OF REVISED 2013-2014 CALENDAR

#### **RECOMMENDATION:**

It is recommended that the 2013-2014 calendar be revised as a result of unprecedented winter weather consistent with the provisions of NJAC 6A:32-8.3 (b) and (e). Included in this revision are two additional Saturday Sessions for the Class of 2014.

#### ITEM 2. WAIVER OF PROCEDURE F-3: SECONDARY FIELD TRIPS

#### **RECOMMENDATION:**

It is recommended that the procedure be waived to accommodate the trip listed below.

School	Trip	Location	Dates	# School Days
				Missed
Cherry Hill	DECA National	Atlanta, Ga.	May 3-7, 2014	3
High School	Conference			
East and West				

#### ITEM 3. RESOLUTION TO AFFIRM HIB DECISION

Resolved, that the Cherry Hill Board of Education affirms the written hearing decision in HIB Incident Number 13-14:127, and directs the Superintendent to provide a copy of the decision to the parents of both affected pupils herewith.

Motion Mr. Goodwin Second Mrs. Cohen Vote Ayes - 7 No - 0

Mrs. Horiates – absent Mr. Robbins – absent

#### **EXCEPTION:**

Item #3 Motion Mr. Goodwin Second Mrs. Cohen Vote Ayes - 6 No - 0 - 1\*

\*Mrs. Judge abstained

Mrs. Horiates - absent

Mr. Robbins - absent

# 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 education resources as well as preventive maintenances and ongoing facilities improvement in all schools.
- Enhance communication with and outreach to internal and external stakeholders.
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**NO ITEMS** 

Board of Education Work Session and Special Action Meeting Minutes April 8, 2014

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

The proposed Action Agenda for April 29, 2014 which is included as Appendix A was reviewed. The Board agreed to move the items on the agenda.

#### Second Public Discussion

A speaker thanked the board for discussing the computer science course.

Mrs. Cohen made and Dr. Dickinson seconded a motion to adjourn at 7:39 P.M.

Respectfully submitted,

James Devereaux Assistant Superintendent Business/Board Secretary

# memorandum

**Date: April 2, 2014** 

**To:** Members, Board of Education

From: Dr. Maureen Reusche, Superintendent

#### **AGENDA**

# EXECUTIVE SESSION 6:00 PM SPECIAL ACTION MEETING—7:00 PM BOARD WORK SESSION—Immediately following Special Action

April 8, 2014 - Malberg Board Room

#### **BOARD OF EDUCATION COMMITTEES**

#### <u>Curriculum & Instruction Committee Members</u> (yellow)

Chairperson: Carol Matlack

Administrative Liaison: Joseph Meloche, LaCoyya Weathington

Committee Members: Eric Goodwin, Steve Robbins

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

Chairperson: Elliott Roth

Administrative Liaison: James Devereaux

Committee Members: Seth Klukoff, Colleen Horiates, J. Barry Dickinson

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

Chairperson: Colleen Horiates

Administrative Liaison: Nancy Adrian

Committee Members: Sherrie Cohen, Kathy Judge, Carol Matlack

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

Chairperson: Steve Robbins – Policy, Eric Goodwin – Legislative

Administrative Liaison: Maureen Reusche

Committee Members: Sherrie Cohen, J. Barry Dickinson

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

Chairperson: Seth Klukoff

Administrative Liaison: James Devereaux

Committee Members: Kathy Judge, Carol Matlack, Elliott Roth

PRES	<u>SENTATIONS</u>
<b>BOA</b>	RD WORK SESSION
•	First Public Discussion (Agenda Items -up to three minutes per person)
<u>NEW</u>	BUSINESS
•	Second Public Discussion (up to three minutes per person)

#### 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.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs.

The Superintendent recommends the following:

- 1. Attendance at Conferences and Workshops for the 2013-2014 school year
- 2. Approval of Contract for 2013-2014 School Year

# ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2013-2014 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:

#	NAME	CONFERENCE	DATE	COST NOT TO EXCEED
A	Maureen Reusche Central	NJASA/NJAPSA 32 <sup>nd</sup> Annual Spring Conference, Atlantic City, NJ	May 21-23, 2014	\$601.57 Registration/Mileage/ Tolls/Parking General Funds

# A. CURRICULUM & INSTRUCTION

# ITEM 1. APPROVAL OF ATTENDANCE AT CONFERENCES AND WORKSHOPS FOR THE 2013-2014 SCHOOL YEAR-continued

#	NAME	CONFERENCE	DATE	COST NOT TO EXCEED
В.	Michael Nuzzo Central	Updates & Workshop for School Security, Atlantic City, NJ	May 29-30, 2014	\$258.52 Registration/Lodging/ Mileage/Tolls/Parking General Funds
С	Maureen Reusche Central	Garden State Coalition of Schools 23 <sup>rd</sup> Annual Meeting, Monroe Twp., NJ	May 28, 2014	\$95.51 Registration/Mileage/ Tolls General Funds
D	Carol Matlack Central	Garden State Coalition of Schools 23 <sup>rd</sup> Annual Meeting, Monroe Twp., NJ	May 28, 2014	\$96.49 Registration/Mileage/ Tolls General Funds
Е	Kathy Judge Central	Garden State Coalition of Schools 23 <sup>rd</sup> Annual Meeting, Monroe Twp., NJ	May 28, 2014	\$96.11 Registration/Mileage/ Tolls General Funds
F	Joseph Meloche Central	Garden State Coalition of Schools 23 <sup>rd</sup> Annual Meeting, Monroe Twp., NJ	May 28, 2014	\$95.51 Registration/Mileage/ Tolls General Funds
G	Richard Booth Marlkess	Certified Playground Inspectors Course and Exam, Middletown, NJ	May 12-14, 2014	\$560.00 Registration General Funds

#### A. CURRICULUM & INSTRUCTION

#### ITEM 2. APPROVAL OF CONTRACT FOR 2013-2014 SCHOOL YEAR

<u>Camden County Educational Services Commission IDEA B Services for Non-Public Schools</u>

**RESOLVED,** that the Cherry Hill Board of Education approves a contract with the Camden County Educational Services Commission for provision of Educational Services for IDEA B for the period September 1, 2013 through June 30, 2014 in the amount not to exceed \$160,298.00 on file in the business office, and authorizes its Assistant Superintendent, Business/Board Secretary to execute same on behalf of the Board.

The following services will be provided by the Commission under this Contract.

#### Not to Exceed

Instructional Assistants 2 – FT	Camden Catholic High	\$58,950
Instructional services	St. Andrews	\$2,500
Instructional Assistant 2.5 days per week	King's Christian	\$15,000
Resource Room Teacher 1 day per week	Politz Foundation	\$15,900
Instructional Assistants 8.5 days per week	Resurrection	\$55,916
School Counselor .5 day per week	Resurrection	\$12,032.
	Total	\$160,298

PO #14-05751

#### B. BUSINESS AND FACILITIES

- 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.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs.

#### The Superintendent recommends the following:

- 1. Financial Reports
- 2. Resolutions
- 3. Resolution for the Award of Bids
- 4. Resolution for the Award of Transportation
- 5. Resolution for the Award of Change Orders
- 6. Resolution Amending Authorization of Network Service Agreement between Cherry Hill Board of Education and Comcast Business Communications LLC.
- 7. Acceptance of Donations

#### ITEM 1. FINANCIAL REPORTS

- a) BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR FEBRUARY 2014
- b) LINE ITEM TRANSFER REPORTS FOR THE MONTH OF FEBRUARY 2014
- c) FOOD SERVICE OPERATING STATEMENT FOR FEBRUARY 2014
- d) SACC FINANCIAL REPORT FOR FEBRUARY 2014
- e) DISBURSEMENT OF FUNDS
- f) APPROVAL OF BILL LIST

#### ITEM 2. RESOLUTIONS

- a) RESOLUTION AUTHORIZING THE USE OF AWARDED VENDORS THROUGH STATE CONTRACT
- b) RESOLUTION AUTHORIZING THE USE OF AWARDED VENDORS THROUGH EDUCATIONAL DATA SERVICES
- c) APPROVAL OF AMENDED ARCHITECT OF RECORD AGREEMENT

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

a) #SPEDT-040814 BUS ROUTES-SPECIAL EDUCATION – ESY (4-8-14)

#### B. BUSINESS AND FACILITIES

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

- a) ROUTE #Q-YAMT Y.A.L.E. SCHOOL ATLANTIC (MULLICA TWP., NJ)
- b) ROUTE #Q-TA TITUSVILLE ACADEMY, TITUSVILLE, NJ
- c) ROUTE #Q-OF1 ORCHARD FRIENDS SCHOOL, RIVERTON, NJ
- d) ROUTE #BN-3W BANCROFT ELEMENTARY SCHOOL, HADDONFIELD, NJ WHEEL CHAIR

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

a) BID #BRHRR-72710 – ROOFTOP HVAC EQUIPMENT REPLACEMENT AND ROOF RESTORATION AT BECK MIDDLE SCHOOL (7-27-10)

ITEM 6. RESOLUTION AMENDING AUTHORIZATION OF NETWORK
SERVICE AGREEMENT BETWEEN CHERRY HILL BOARD OF EDUCATION AND
COMCAST BUSINESS COMMUNICATIONS LLC

#### ITEM 7. ACCEPTANCE OF DONATIONS

#### B. BUSINESS AND FACILITIES

The Superintendent recommends the following:

#### ITEM 1. FINANCIAL REPORTS

#### a) <u>BOARD SECRETARY'S CERTIFICATION AND TREASURER'S</u> REPORT FOR FEBRUARY 2014

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of February 28, 2014 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 February 28, 2014 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 FEBRUARY 2014

It is recommended that the 2013/2014 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 FEBRUARY 2014

It is recommended that the Operating Statement for Cherry Hill Food Services for the months ending February 2014 be accepted as submitted.

#### d) SACC FINANCIAL REPORT FOR FEBRUARY 2014

It is recommended that the Financial Report for the Cherry Hill School Age Child Care Program for the months of February 2014 be accepted as submitted.

# B. <u>BUSINESS AND FACILITIES</u>

# ITEM 1. FINANCIAL REPORTS

# e) <u>DISBURSEMENT OF FUNDS</u>

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

# f) APPROVAL OF BILL LIST

It is recommended that the bill list dated be approved as submitted.

, 2014 in the amount of \$

#### B. BUSINESS AND FACILITIES

#### ITEM 2. RESOLUTIONS

# a) RESOLUTION AUTHORIZING THE USE OF AWARDED VENDORS THROUGH STATE CONTRACT

WHEREAS, the Cherry Hill Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State Contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Cherry Hill Board of Education has the need on a timely basis to purchase goods and services utilizing State Contracts; and

WHEREAS, the Cherry Hill Board of Education may enter into contracts with the referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State Contracts.

NOW, THEREFORE, BE IT RESOLVED, the Cherry Hill Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors as listed below for the 2013/2014 school year pursuant to all conditions of the individual State Contracts; and

BE IT FURTHER RESOLVED, that James J. Devereaux, Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and

BE IT FURTHER RESOLVED, that the expiration date of the contracts between the Cherry Hill Board of Education and the referenced State Contract Vendors not to exceed the amounts stated shall be as follows:

Contract Number	<u>Vendor</u>	Commodity/ Service	New Jersey State Contract Expiration Date	Amount Not to Exceed
75721	H A Dehart & Son Inc.	Snow plow parts, and grader and loader blades	1-19-15	\$20,000
74880	EB Fence, LLC	Fence, chain link (install & replace)	5-31-14	50,000
73740	Marlton NAPA Auto Parts	Automotive parts for heavy duty vehicles	3-17-15	40,000
85580	Griffith Electric Supply Co	Electrical Equipment And Supplies North, Central And South Regions	12-31-15	100,000

# B. <u>BUSINESS AND FACILITIES</u>

# ITEM 2. RESOLUTIONS

b) RESOLUTION AUTHORIZING THE USE OF AWARDED VENDORS THROUGH EDUCATIONAL DATA SERVICES

INFORMATION TO BE READY PENDING REVIEW.

c) APPROVAL OF AMENDED ARCHITECT OF RECORD AGREEMENT

Motion to accept Architect of Record's (Becica Associates) proposals for Automatic Fire Detection and Alarm System Replacement, Exterior Wall Renovations at Rosa Middle School, and Generator Installation/Replacement.

## ITEM 3. RESOLUTION FOR THE AWARD OF BIDS

a) #SPEDT-040814 BUS ROUTES-SPECIAL EDUCATION – ESY (4-8-14)

INFORMATION TO BE READY FOR ACTION MEETING. Bid opens April 8<sup>th</sup>.

# B. <u>BUSINESS AND FACILITIES</u>

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

a) ROUTE #Q-YAMT – Y.A.L.E. SCHOOL ATLANTIC (MULLICA TWP., NJ)

#### **RECOMMENDATION:**

Quotes were solicited by the Transportation Department with the low quote coming from Holcomb Bus Service, Inc. It is recommended that prior administrative approval be ratified for Holcomb Bus Service Inc. to transport (1) one classified student to/from school as listed below.

Route: Q-YAMT / Quote

School: Y.A.L.E. School Atlantic (Mullica Twp., NJ)

Company: Holcomb Bus Service, Inc.

Date(s): 4/2/14 thru 6/20/14 Cost per diem: \$264.00

Aide cost: \$50.00

Total # of days: (51) Fifty-One

Total Cost: \$16,014.00

PO# 14-06497

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

#### b) ROUTE #Q-TA – TITUSVILLE ACADEMY, TITUSVILLE, NJ

#### **RECOMMENDATION:**

Quotes were solicited by the Transportation Department with the low quote coming from En Route Bus Service, LLC. It is recommended that approval be granted for En Route Bus Service, LLC to transport (1) one McKinney Vento student residing in Cherry Hill, NJ to/from Titusville Academy in Titusville, NJ as listed below.

Route: Q-TA/ Quote

School: Titusville Academy, Titusville, NJ Company: En Route Bus Service, LLC

Date(s): 5/1/14 thru 6/20/14 Cost per diem: \$325.00

Total # of days: Forty one (41)

Total Cost: \$13,325.00

PO#14-06498

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

# B. <u>BUSINESS AND FACILITIES</u>

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

c) ROUTE #Q-OF1 – ORCHARD FRIENDS SCHOOL, RIVERTON, NJ

#### **RECOMMENDATION:**

Quotes were solicited by the Transportation Department with the low quote coming from McGough Bus Company, Inc. It is recommended that prior administrative approval be ratified for McGough Bus Company, Inc. to transport (1) one classified student to/from Orchard Friends School as listed below.

Route: Q-OF1/ Quote

School: Orchard Friends School, Riverton, NJ Company: McGough Bus Company, Inc.

Date(s): 4/11/14 thru 6/20/14 Cost per diem: \$295.00

Total # of days: Forty five (45)

Total Cost: \$13,275.00

PO#14-06499

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

d) <u>ROUTE #BN-3W – BANCROFT ELEMENTARY SCHOOL, HADDONFIELD,</u> NJ – WHEEL CHAIR

#### **RECOMMENDATION:**

It is recommended that prior administrative approval be ratified for Hillman's Bus Service, Inc. to transport one classified student on a wheel chair van as listed below.

Route: BN-3W/ Wheel chair van

School: Bancroft Elementary School, Haddonfield, NJ

Company: Hillman's Bus Service, Inc.

Original Route: BN-3 Original Bid: # 5127

Date(s): 3/24/14 thru 5/9/14 Cost per diem: \$55.00 Total # of days: (30) Thirty Total Cost: \$1,650.00

P.O. #14-06500

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

#### B. BUSINESS AND FACILITIES

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

a) <u>BID #BRHRR-72710 – ROOFTOP HVAC EQUIPMENT REPLACEMENT AND</u> ROOF RESTORATION AT BECK MIDDLE SCHOOL (7-27-10)

#### **INFORMATION:**

Board approval is requested for Change Order 004 to be issued to A. A. Duckett, Glassboro, NJ to provide a credit for construction deficiencies (deduct \$18,000.00) at Beck Middle School. Original purchase order #14-02981 to be reduced by \$18,000.00 with this change order.

#### **RECOMMENDATION:**

Resolved, upon recommendation of the Assistant Superintendent, Business and Architect, that the Board approves Change Order 004 to A. A. Duckett, Glassboro, NJ to provide a credit to the Board for construction deficiencies at Beck Middle School (deduct \$18,000.00) and that the original purchase order #14-02981 be reduced by \$18,000.00 based upon this change order.

Original PO #11-02981

Account Code: 30 000 450 450 40 8012

# ITEM 6. RESOLUTION AMENDING AUTHORIZATION OF NETWORK SERVICE AGREEMENT BETWEEN CHERRY HILL BOARD OF EDUCATION AND COMCAST BUSINESS COMMUNICATIONS LLC

WHEREAS, on February 25, 2014, the Cherry Hill Board of Education approved a contract with Comcast Business Communications, LLC ("Comcast") for provision of managed network services to the Cherry Hill Public School District for an initial term of 24 months at a total cost of \$59,636.02 per month; and

WHEREAS, the final contract cost has subsequently been determined to be \$42,227.00 per month for basic Ethernet Private Line Services, Ethernet Dedicated Internet Services and local telephone service;

NOW, THEREFORE, BE IT

RESOLVED, that the Board's February 25, 2014 resolution be and is hereby amended to reflect a final contract cost of \$42,227.00 per month for provision of managed network services by Comcast during the initial term of its contract; and be it

FURTHER RESOLVED, that all other terms of the Board's February 25, 2014 resolution awarding the contract to Comcast are hereby ratified and affirmed as originally adopted.

# B. BUSINESS AND FACILITIES

# ITEM 7. ACCEPTANCE OF DONATIONS

<u>SCHOOL</u>	DONATION	GROUP OFFERING <u>DONATION</u>	<u>VALUE</u>
West HS	1 Life Fit Leg Curl Machine 1 Life Fit Plate Laden Squat Press 2 Life Fit ISO Bench Press	Philadelphia Phillies	\$3,000 \$3,900 \$4,000
Johnson ES	Monetary for Johnson ES Community Garden	Darden Restaurant Foundation c/o Sustainable Cherry Hill	\$1,000
Mann ES	Monetary for 2 Smartboards	Mann PTA	\$11,020
District STAR Games	Monetary Donation for STAR Games	Cherry Hill Education Foundation	\$5,000
Barton ES	Monetary for Resource Texts	Cherry Hill Education Foundation	\$1,346
Cooper ES	Monetary for National Geographic Engage Reading program	Cherry Hill Education Foundation	\$4,700
Sharp ES	Monetary for Resource Books	Cherry Hill Education Foundation	\$2,029
Carusi MS	Monetary for Yamaha Baritone Saxophone	Cherry Hill Education Foundation	\$4,250
Carusi MS	Monetary for 75 Logitech –H540 On-Ear Headsets	Cherry Hill Education Foundation	\$3,345
Rosa MS	Monetary for Epson PL93XGA LCD 2600 LUM Projector	Cherry Hill Education Foundation	\$612

#### C. <u>HUMAN RESOURCES/NEGOTIATONS</u>

#### **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 education resources as well as preventive maintenance and ongoing facilities improvement in all schools.
- Enhance communication with and outreach to internal and external stakeholders.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs

The Superintendent recommends the following:

- 1. Appointments—Certificated
- 2. Leaves of Absence—Certificated
- 3. Leave of Absence—Non-Certificated
- 4. Approval of Job Description
- 5. Approval of Revised Job Description

#### ITEM 1. APPOINTMENTS—CERTIFICATED

(a) Student Teaching

#### **RECOMMENDATION:**

It is recommended that the persons listed be approved for student teaching in accord with the data presented.

<u>Name</u>	College/University	Effective Dates	Cooperating Teacher/School
Sarah Roadside	Rider	1/26/15-5/07/15	Tracy Cooper/CHHS West

#### C. <u>HUMAN RESOURCES/NEGOTIATONS</u>

# <u>ITEM 1. APPOINTMENTS—CERTIFICATED</u> - continued

(b) Mentor Teachers

#### **RECOMMENDATION:**

It is recommended that the teacher listed be approved as a mentor in accord with the data presented. Monies budgeted from account #'s 11-120-100-101-98-0102/#11-130-100-101-98-0102/#11-140-100-101-98-0102.

<u>Name</u>	<u>Protégé</u>	<u>School</u>	<u>Amount</u>	Effective Dates
Janine Cooney	Kristin McGrath	CHHS East	\$550 prorated	2/20/14-6/30/14

(c) Substitute Teachers

### **RECOMMENDATION:**

It is recommended that the persons listed be approved as substitute teachers for the 2013-14 school year effective 4/29/14-6/30/14. Monies budgeted from account #11-120-00-101-98-0150/#11-130-100-101-98-0150/#11-140-100-101-98-0150/#11-000-213-104-98-0150.

Name	Name	<u>Name</u>
Dawn Lanuez	Lisa Mainor	John Rosser

(d) Extended School Year Program

#### **RECOMMENDATION:**

It is recommended that the persons listed be approved for the 2014 extended school year program effective 6/23/14-7/31/14. Monies budgeted from account #11-204-100-101-71-0102.

Name	<u>Assignment</u>	Amount	
Gail Ward	Teacher in Charge	\$500	
Melissa Gallagher	Teacher in Charge	\$500	

# C. <u>HUMAN RESOURCES/NEGOTIATONS</u>

# ITEM 2. LEAVES OF ABSENCE—CERTIFICATED

(a) Leave of Absence, With/Without Pay

#### **RECOMMENDATION:**

It is recommended 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>	Effective Date
Michael Cheeseman	Paine-Media Specialist	Leave with pay 2/19/14-2/25/14
Natalie Stanzione	Beck-Special Education	Leave without pay 5/05/14-5/09/14
Caryn Lipkowitz	Carusi-Humanities	Leave with pay 3/13/14-4/04/14; without pay 4/04/14-4/18/14 (revised)
Janet Boecklen	Stockton-Special Education	Leave without pay 2/03/14-5/02/14; without pay 5/05/14-6/30/14 (leave extended)
Kimberly Blinsinger	Mann/Woodcrest-Music	Leave with pay 5/19/14-6/30/14
Paula Saillard	CHHS East-World Language	Leave with pay 4/10/14-5/09/14
Dina Campbell-Mathis	CHHS West-Special Education	Leave with pay 6/13/14-6/30/14

# ITEM 3. LEAVES OF ABSENCE—NON-CERTIFICATED

(a) Leave of Absence, With/Without Pay

# **RECOMMENDATION:**

It is recommended that the persons listed be approved for a leave of absence, with/without pay in accord with the data presented.

<u>Name</u>	Assignment	Effective Date
Cathy Korngut Timika Smalls	Barclay-Educational Assistant Kilmer-Educational Assistant	Leave without pay 4/21/14-4/25/14 Leave with pay 3/04/14-3/28/14; without pay 3/31/14-until a
		determination is made regarding a return to work date
Keila Rosado	Malberg-HR Coordinator	Intermittent leave without pay 3/24/14-6/30/14

# C. <u>HUMAN RESOURCES/NEGOTIATONS</u>

# ITEM 4. APPROVAL OF JOB DESCRIPTION

# **RECOMMENDATION:**

It is recommended that the job description listed be approved as presented effective 4/30/14.

• Teacher Coordinator

# ITEM 5. APPROVAL OF REVISED JOB DESCRIPTION

## **RECOMMENDATION:**

It is recommended that the revised job descriptions listed be approved as presented effective 4/30/14.

- Assistant Shift Manager Night Shift (Custodial and Maintenance)
- Coordinator of Research and Assessment

# 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.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs.

The Superintendent recommends the following:

- 1. First Reading of Policy
- 2. Approval of Harassment/Intimidation/Bullying Investigation Decisions

### ITEM 1. FIRST READING OF POLICIES

- Draft Policy 4111: Recruitment, Selection and Hiring (Certificated)
- Draft Policy 4211: Recruitment, Selection and Hiring (Certificated)
- Draft Policy 5131.5: Vandalism/Violence

#### **RECOMMENDATION:**

It is recommended that the policies listed above be approved for first reading as submitted.

# ITEM 2. 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:

Incident Report No.	Board Determination	Incident Report No.	Board Determination
13-14:148			
13-14:149			
13-14:150			

#### E. <u>STRATEGIC PLANNING</u>

#### **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.
- Enhance relationships with internal stakeholders through effective hiring and retention practices and staff training programs.

**NO ITEMS**