

CHERRY HILL PUBLIC SCHOOLS
Cherry Hill, New Jersey

EXECUTIVE SESSION

Malberg Administration Bldg.

December 13, 2016 @ 6:30 P.M.

AGENDA

Student Matters

- Review HIB case recommendations

Human Resources Matter

CHERRY HILL PUBLIC SCHOOLS
Cherry Hill, New Jersey

SPECIAL ACTION AGENDA

Malberg Administration Building – Board Room
December 13, 2016
7:00 PM

Meeting called to order by - _____

ROLL CALL

Mrs. Carol Matlack, President
Dr. J. Barry Dickinson, Vice President
Mr. Eric Goodwin
Mrs. Kathy Judge
Mr. Steven Robbins
Mr. Elliott Roth
Mrs. Lisa Saidel
Mrs. Jane Scarpellino
Mr. Ken Tomlinson, Jr.

Student Representatives to the Board of Education

Kaitlyn Boyle, H.S. East *Molly Burch, H.S. West*
Ezra Nugiel, H.S. East Alternate *Abby Spencer, H.S. West Alternate*

Dr. Joseph Meloche, Superintendent

Mrs. Lynn E. Shugars, Assistant Superintendent, Business/Board Secretary

Dr. Joseph Campisi, Assistant Superintendent, K-12

Dr. Farrah Mahan, Director of Curriculum

Mrs. LaCoyya Weathington, Director of Pupil Services

Ms. Nancy Adrian, Director of Human Resources

Mr. Donald Bart, Director of Support Operations

Mrs. Barbara Wilson, Public Information Officer

Mr. Paul Green – Board Solicitor

Pledge of Allegiance

Public Discussion (up to three minutes per person)

Presentations – Recognition - National History Day Team – Rosa Middle School

Audit Report– Scott Clelland, Wiss

Action Agenda

SPECIAL ACTION AGENDA
December 13, 2016

Board of Education Committees:

Curriculum & Instruction Committee Members (yellow)

Chairperson: Lisa Saidel

Administrative Liaison: Farrah Mahan

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

Business & Facilities Committee Members (blue)

Chairperson: J. Barry Dickinson

Administrative Liaison: Lynn E. Shugars

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

Negotiations, Human Resources & Litigation Committee Members (pink)

Chairperson: Kathy Judge

Administrative Liaison: Nancy Adrian

Committee Members: Eric Goodwin, Jane Scarpellino

Policy & Legislation Committee Members (green)

Chairperson: Steve Robbins

Administrative Liaisons: Joe Campisi, Donald Bart

Committee Members: J. Barry Dickinson, Jane Scarpellino

Strategic Planning (buff)

Chairperson: Elliott Roth

Administrative Liaison: Joe Meloche, Lynn E. Shugars

Carol Matlack, Kathy Judge, Lisa Saidel

SPECIAL ACTION AGENDA

December 13, 2016

A. CURRICULUM & INSTRUCTION

Board Goals

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

The Superintendent recommends the following:

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

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

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

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

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

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

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

SPECIAL ACTION AGENDA
December 13, 2016

A. CURRICULUM & INSTRUCTION

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

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

SPECIAL ACTION AGENDA

December 13, 2016

A. CURRICULUM & INSTRUCTION

ITEM 2. RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS

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

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

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

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

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

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

Motion: _____ Second: _____ Vote: _____

SPECIAL ACTION AGENDA

December 13, 2016

B. BUSINESS AND FACILITIES

Board Goals

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

The Superintendent recommends the following:

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

ITEM 1. APPROVAL OF BILL LIST

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

ITEM 2. RESOLUTION TO ACCEPT AUDIT REPORT

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

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

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

SPECIAL ACTION AGENDA

December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 4. RESOLUTION FOR THE AWARD OF CHANGE ORDERS

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

INFORMATION:

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

RECOMMENDATION:

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

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

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

SPECIAL ACTION AGENDA

December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 4. RESOLUTION FOR THE AWARD OF CHANGE ORDERS continued

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

INFORMATION:

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

RECOMMENDATION:

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

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

SPECIAL ACTION AGENDA

December 13, 2016

B. BUSINESS AND FACILITIES

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

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

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

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

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

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

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

Motion: _____ Second: _____ Vote: _____

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

Board Goals

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
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- **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—Non-Certificated
2. Appointments—Certificated
3. Appointments—Non-Certificated
4. Assignment/Salary Change—Non-Certificated
5. Other Compensation—Certificated

ITEM 1. TERMINATION OF EMPLOYMENT—NON—CERTIFICATED

(a) Resignations

RECOMMENDATION:

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

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

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 2. APPOINTMENTS—CERTIFICATED

(a) Co-Curricular

RECOMMENDATION:

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

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

(b) Family Friendly Program

RECOMMENDATION:

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

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

(c) Holiday SACC Program

RECOMMENDATION:

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

Name

Marci Shapiro-Goldman

(d) STEP Program – Site Monitors

RECOMMENDATION:

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

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 2. APPOINTMENTS—CERTIFICATED - continued

(e) Summer Enrichment Camp—Nurses

RECOMMENDATION:

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

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

(f) Summer Enrichment Camp—Teachers

RECOMMENDATION:

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

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

(g) STEP Program—Teachers

RECOMMENDATION:

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

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

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 3. APPOINTMENTS—NON-CERTIFICATED

(a) STEP Program – Site Monitors

RECOMMENDATION:

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

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

(b) Holiday SACC Program

RECOMMENDATION:

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

<u>Name</u>
Barbara Wilson

(c) STEP Program - Vendors

RECOMMENDATION:

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

<u>Name</u>	<u>Assignment</u>
Andrea Weeden	Color Me Mine
Damon Widmer	Mackenzie's Karate

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 4. ASSIGNMENT/SALARY CHANGE—NON-CERTIFICATED

(a) Reassignment

RECOMMENDATION:

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

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

*Voluntary request in change of position

ITEM 5. OTHER COMPENSATION—CERTIFICATED

(a) Payment to Presenters

RECOMMENDATION:

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

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

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 5. OTHER COMPENSATION—CERTIFICATED- continued

(b) Payment to Presenters-Title III

RECOMMENDATION:

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

Name

Name

Danielle DiRenzo

Lisa Seward

(c) Compensation for Litigation

RECOMMENDATION:

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

Name

Effective Date

Hourly Rate

Amy Graves

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

\$67.95 (not to exceed \$951.30)

Valerie McDonald

4 hours – 8/10/16
8 hours – 8/11/16

\$55.91 (not to exceed \$670.92)

SPECIAL ACTION AGENDA

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 5. OTHER COMPENSATION—CERTIFICATED- continued

(d) Payment for Additional Class

RECOMMENDATION:

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

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Effective Dates</u>	<u>Amount</u>
Lisa Aleardi	Math	CHHS West	1/02/17-2/01/17	\$1,868.68 prorated
Kevin Tully	Math	CHHS West	1/02/17-2/01/17	\$1,004.08 prorated
Melissa Wilkins	Math	CHHS West	1/02/17-2/01/17	\$1,026.53 prorated

Motion _____ Second _____ Vote _____

SPECIAL ACTION AGENDA

December 13, 2016

D. POLICY & LEGISLATION COMMITTEE

Board Goals

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

NO ITEMS

E. STRATEGIC PLANNING COMMITTEE

Board Goals

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

NO ITEMS

memorandum

Date: December 8, 2016

To: Members, Board of Education

From: Dr. Joseph Meloche, Superintendent

AGENDA

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

BOARD OF EDUCATION COMMITTEES

Curriculum & Instruction Committee Members (yellow)

Chairperson: Lisa Saidel

Administrative Liaison: Farrah Mahan

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

Business & Facilities Committee Members (blue)

Chairperson: J. Barry Dickinson

Administrative Liaison: Lynn E. Shugars

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

Negotiations, Human Resources & Litigation Committee Members (pink)

Chairperson: Kathy Judge

Administrative Liaison: Nancy Adrian

Committee Members: Eric Goodwin, Jane Scarpellino

Policy & Legislation Committee Members (green)

Chairperson: Steve Robbins

Administrative Liaisons: Joe Campisi, Donald Bart

Committee Members: J. Barry Dickinson, Jane Scarpellino

Strategic Planning (buff)

Chairperson: Elliott Roth

Administrative Liaison: Joe Meloche, Lynn E. Shugars

Committee Members: Carol Matlack, Kathy Judge, Lisa Saidel

BOARD WORK SESSION
December 13, 2016

BOARD WORK SESSION

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

NEW BUSINESS

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

BOARD WORK SESSION

December 13, 2016

A. CURRICULUM & INSTRUCTION

Board Goals

- **Continue to improve student achievement at all grade levels for all students and close achievement gaps where they exist.**
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- **Enhance communication with and outreach to internal and external stakeholders.**
- **Establish a strategic plan that identifies and categorizes the district’s needs through the development of “Cherry Hill Public Schools 2020: A clear vision for the future”**

The Superintendent recommends the following:

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

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

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

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

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

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

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

BOARD WORK SESSION

December 13, 2016

A. CURRICULUM & INSTRUCTION

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

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

ITEM 2. FIRST READING OF REVISED POLICY

- Draft Policy 2460: Special Education

RECOMMENDATION:

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

BOARD WORK SESSION

December 13, 2016

A. CURRICULUM & INSTRUCTION

ITEM 3. RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS

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

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

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

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

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

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

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

BOARD WORK SESSION

December 13, 2016

B. BUSINESS AND FACILITIES

Board Goals

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

The Superintendent recommends the following:

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

The Superintendent recommends the following:

ITEM 1. FINANCIAL REPORTS

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

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

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

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

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

BOARD WORK SESSION
December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 1. FINANCIAL REPORTS continued

c) FOOD SERVICE OPERATING STATEMENT FOR OCTOBER 2016

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

d) SACC FINANCIAL REPORT FOR OCTOBER 2016

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

e) DISBURSEMENT OF FUNDS

<u>FUND</u>	<u>AMOUNT</u>	<u>REPORT DATED</u>
Payroll & FICA	\$	Payroll Date:
Food Service	\$	/16
SACC	\$	/16 thru /16
Grand Total	\$	

f) APPROVAL OF BILL LIST

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

BOARD WORK SESSION
December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 2. RESOLUTIONS

a) SCHOOL BUS EMERGENCY EVACUATION FIRST DRILLS REPORT

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

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

BOARD WORK SESSION
December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 2. RESOLUTIONS continued

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

BOARD WORK SESSION

December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 2. RESOLUTIONS continued

b) **RESOLUTION APPROVING PRESCHOOL TUITION INCREASE**

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

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

ITEM 3. FIRST READING OF REVISED POLICY AND REGULATION

- Draft Policy and Regulation 6660: Student Activity Funds

RECOMMENDATION:

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

BOARD WORK SESSION

December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 4. RESOLUTION FOR THE AWARD OF TRANSPORTATION

a) MCKINNEY – VENTO / DCP&P

RECOMMENDATION:

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

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

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

BOARD WORK SESSION

December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 4. RESOLUTION FOR THE AWARD OF TRANSPORTATION continued

b) SHUTTLE

RECOMMENDATION:

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

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

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

BOARD WORK SESSION

December 13, 2016

B. BUSINESS AND FACILITIES

ITEM 5. RESOLUTION FOR THE AWARD OF CHANGE ORDERS

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

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

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

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

ITEM 8. ACCEPTANCE OF DONATIONS

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

BOARD WORK SESSION

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

Board Goals

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

The Superintendent recommends the following:

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

ITEM 1. TERMINATION OF EMPLOYMENT—CERTIFICATED

(a) Resignations

RECOMMENDATION:

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

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

BOARD WORK SESSION

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 2. TERMINATION OF EMPLOYMENT—NON—CERTIFICATED

(a) Resignations

RECOMMENDATION:

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

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

ITEM 3. APPOINTMENTS—CERTIFICATED

(a) Student Teacher

RECOMMENDATION:

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

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

BOARD WORK SESSION

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 3. APPOINTMENTS—CERTIFICATED - continued

(b) Field Experience

RECOMMENDATION:

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

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

(c) Mentors

RECOMMENDATION:

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

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

ITEM 4. LEAVES OF ABSENCE—CERTIFICATED

(a) Leave of Absence, With/Without Pay

RECOMMENDATION:

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

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

BOARD WORK SESSION

December 13, 2016

C. HUMAN RESOURCES/NEGOTIATIONS

ITEM 5. LEAVES OF ABSENCE—NON—CERTIFICATED

(a) Leave of Absence, With/Without Pay

RECOMMENDATION:

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

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

BOARD WORK SESSION

December 13, 2016

D. POLICIES & LEGISLATION COMMITTEE

Board Goals

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

The Superintendent recommends the following:

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

ITEM 1. SECOND READING OF REVISED POLICY

- Draft Policy 6521: Retirement

RECOMMENDATION:

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

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

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

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

BOARD WORK SESSION

December 13, 2016

E. STRATEGIC PLANNING

Board Goals

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

NO ITEMS