

**BOARD OF EDUCATION  
OF  
WASHINGTON TOWNSHIP SCHOOL DISTRICT  
206 EAST HOLLY AVENUE  
SEWELL, NJ 08080-9931**

*The mission of the Washington Township Public Schools is to provide a safe educational environment for all students to attain the skills and knowledge specified in the New Jersey Core Curriculum Content Standards at all grade levels so as to ensure their full participation in our global society as responsible, self-directed, and civic-minded citizens.*

*Adopted by the Board of Education on August 18, 2008*

**AGENDA FOR WORK SESSION** - April 15, 2013

**I. OPENING - ROLL CALL**

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice on the official bulletin board at the Central Administration Building; mailing written notice to the **Courier Post** and the **South Jersey Times** and filing written notice with the Clerk of the Township of Washington on April 12, 2013.

**This meeting is being videotaped. Anyone not wishing to be seen on television may be excused.**

**PLEDGE OF ALLEGIANCE**

**II. PRESENTATIONS**

**To be  
presented at  
work session**

**Washington Township High School - World Language Dept.**  
New Jersey Department of Education (DOE) World Language

Coordinator, Cheri Quinlan, will provide an overview of the DOE's FLAP grant-funded initiative that Washington Township High School piloted during the last three years and will award certificates to participating teachers and selected students. The program is designed to investigate, implement and monitor best practice language acquisition methodologies that promote enhanced communicative student approaches, interactions and use of the target language in World Language classrooms.

**Teachers of the Year 2012-2013 School Year**

Recognition of the following Teachers of the year for the 2012-2013 school year:

**Bells Elementary**

Joanne M. Kowalski, Speech Teacher

**Birches Elementary**

Christina M. Cox, Special Education Teacher

**Grenloch Terrace Early Childhood Center**

Samantha Levine Dawson, School Psychologist

**Hurffville Elementary**

Nancy Leong, Music Teacher

**Thomas Jefferson Elementary**

Charles G. Vogt, Guidance Counselor

**Wedgwood Elementary**

Cindy M. Volpin, Guidance Counselor

**Whitman Elementary**

Inta Byers, Special Education Teacher

**Bunker Hill Middle School**

William J. McCloskey, 8<sup>th</sup> Grade English Teacher

**Chestnut Ridge Middle School**

Marie Proko, 8<sup>th</sup> Grade Social Studies Teacher

**Orchard Valley Middle School**

Karen Elgrissy, Health & Physical Education Teacher

**Washington Township High School**

Abigail D. Molotsky, English Teacher

Kimberly Gilligan, Health & Physical Education Teacher

**III. SCHOOL/COMMUNITY RELATIONS**

**Student Registration, Data Technology and Information Manager, Jan Giel**, will update the Board of Education with a report.

**IV. CORRESPONDENCE**

1. Letters of Discipline for the month of March, 2013: 9/10 High School (); 11/12 High School; Bunker Hill Middle School (); Chestnut Ridge Middle School (); Orchard Valley Middle School (); and elementary schools ().
2. Letter dated March 21, 2013, from Lorin Powell re: Grants for Just Kids Program.

**V. APPROVAL OF MINUTES: March 5, 12, 18, & 27, 2013**

**VI. LIAISON UPDATES**

**VII. OLD BUSINESS: BOARD - PUBLIC: AGENDA ITEMS ONLY**

**VIII. REPORT OF THE SUPERINTENDENT**

**Approval  
requested at  
work session**

1. Approval to affirm the Superintendent's recommendation on the HIB incidents reported in the March 27, 2013 HIB Report to the Board pursuant to Policy 5512.
2. Acceptance of fire drill reports and suspension reports as listed.
3. Approval of resolution declaring May *Better Hearing and Speech Month* by the American Speech

Language and Hearing Association.

4. Approval of resolution recognizing the week of May 12, 2013, as *Special Education Week* in the State of New Jersey.
5. Approval of 2013-2014 School Calendar.

**IX. REPORTS OF COMMITTEES**

**A. INSTRUCTION Joseph A. Vandenberg,  
Administrative Liaison**

**The Board Instructional Affairs Committee and the Administration recommend approval of the following:**

**Approval  
requested at  
work session**

1. Approval to submit the WTHS *Summer 2013 Attendance Completion Program Application* and to conduct the WTHS *Summer 2013 Attendance Completion Program*. (This program will be funded through a \$35 base student registration fee and \$10 per diem.)
2. Approval of the following Proposal for Improvement.
  - Basic Skills Improvement (Gr. 4-12):  
Scholastic Read 180

3. Approval of the following Textbook/Instructional Materials Adoption Requests.
  - Social Studies Electives (Gr. 9-12)
  - Scholastic Read 180 (Gr. 4-12)

**Approval  
requested at  
work session**

4. Approval to add the following destinations to the approved 2012-2013 Field Trip Destination List.
  - Cross Keys Place Outlot/Turnersville, NJ
  - Le Cafe Creperie/Cherry Hill, NJ
  - Nick's Pizza/Glassboro, NJ

- B. POLICY Joseph A. Vandenberg,  
Administrative Liaison

1. Readings of the following Administrative Procedures and Policies.

B	0132	Executive Authority	<a href="#">Attachment B.1</a>
P	2415	NCLB Programs	<a href="#">Attachment B.2</a>
P	2468	Independent Educational Evaluations	<a href="#">Attachment B.3</a>
P	3230	Outside Activities (Teaching Staff)	<a href="#">Attachment B.4</a>
R	3230	Outside Activities (Teaching Staff)	<a href="#">Attachment B.5</a>
P	3281	Inappropriate Staff Conduct (Teaching Staff)	<a href="#">Attachment B.6</a>
R	3281	Inappropriate Staff Conduct (Teaching Staff)	<a href="#">Attachment B.7</a>
P	4281	Inappropriate Staff Conduct (Support Staff)	<a href="#">Attachment B.8</a>
R	4281	Inappropriate Staff Conduct (Support Staff)	<a href="#">Attachment B.9</a>
P	4230	Outside Activities (Support Staff)	<a href="#">Attachment B.10</a>
R	4230	Outside Activities (Support Staff)	<a href="#">Attachment B.11</a>
P	6480	Purchase of Food Supplies	<a href="#">Attachment B.12</a>
P	6481	Purchase of Food Supplies (Deleted)	<a href="#">Attachment B.13</a>
P	8500	Food Services	<a href="#">Attachment B.14</a>
R	8500	Food Services (Delete)	<a href="#">Att. B.15</a>
P	8505	School Nutrition/Wellness	<a href="#">Attachment B.16</a>

**Second Reading:**

None at this time.

**C.     STUDENT ACTIVITIES/SERVICES                     **Janice M. Giel,**  
          Administrative Liaison**

Administration recommends approval of the following:

1.     Alternative school placements for the month of April 2013 per attached.
2.     Homeless, charter, and foster students for the month of April 2013 per attached.
3.     Approval of Proposal for Improvement for a Renaissance Mural in the High School Core hallway exiting the 11/12 wing provided by the Renaissance Club and the National Art Honor Society members.

**D.     HUMAN RESOURCES                     **Robert H. Goldschmidt,**  
          Administrative Liaison**

**Superintendent recommends acceptance/approval of the following:**

1.     Ms. Eileen Rosell's letter of retirement as Business Education Teacher, High School, as of June 30, 2013. Ms. Rosell has worked for the Washington Township School District for approximately 23 years.
2.     Ms. Pauline Mucci's letter of retirement as Special Education Assistant, High School, as of June 30, 2013. Ms. Mucci has worked for the Washington Township School District for approximately 25 years.
3.     Ms. Linda Ponter's letter of retirement as

Librarian, Wedgwood Elementary School, as of September 30, 2013. Ms. Ponter has worked for the Washington Township School District for approximately 21 years.

4. Ms. Cathleen Rudnick's letter of retirement as Art Teacher, Whitman Elementary School, as of June 30, 2013. Ms. Rudnick has worked for the Washington Township School District for approximately 33 years.
5. Ms. Sheila Pierce's letter of retirement as Secretary, Business Office, as of July 31, 2013. Ms. Pierce has worked for the Washington Township School District for approximately 34 years.

**The Superintendent recommends approval of the following:**

1. Paid sick leave for medical reasons for Christopher Varelli, Custodian, High School, beginning May 6, 2013 and ending June 17, 2013 (1/2 day). Unpaid leave of absence under the Family Leave Act, beginning June 17, 2013 (1/2 day) and ending August 30, 2013.
2. Paid sick leave for disability associated with childbirth for Jennifer Scancella, Teacher of Handicapped, Birches Elementary School, beginning May 20, 2013 and ending June 21, 2013. Unpaid leave of absence under the Family Leave Act, beginning September 1, 2013 and ending November 3, 2013.
3. Paid sick leave for disability associated with childbirth for Amanda Kowal, Teacher of Handicapped (PSD), GTECC, beginning June 16, 2013 and ending June 21, 2013. Unpaid leave of absence under the Family Leave Act,

beginning September 1, 2013 and ending November 24, 2013.

4. Paid sick leave for medical reasons for Robert Ruh, Bus Driver, Transportation, beginning March 18, 2013 and ending April 8, 2013. Unpaid leave beginning April 9, 2013 and ending May 15, 2013.

5. Rescind appointment for Nicole Eder, Specialized Instructional Assistant, GTECC, for the 2012/13 school year. (This item was previously approved by the Board of Education on March 27, 2013.)

**Approval  
requested at  
work session**

6. Accept the appointment of Evelyn Rivera, Part Time, Clerical Assistant, High School, for the 2012/13 school year effective April 17, 2013. 3.5 hrs/day, 5 days/week, \$10.88 per hour. (Replacing Karen Petner) (Acct. #11-000-000-240-00-105-16, Pos. #AST-0052).

**Approval  
requested at  
work session**

7. Accept the appointment of Kathleen Giardino, Part Time, Clerical Assistant, High School, for the 2012/13 school year effective April 17, 2013. 3.5 hrs/day, 5 days/week, \$10.88 per hour. (Replacing Christine Oller) (Acct. #11-000-000-240-00-105-17, Pos. #AST-0273).

**Approval  
requested at  
work session**

8. Accept the appointment of Dina Bourquin, Part Time, Job Coach, High School, for the 2012/13 school year effective April 22, 2013. 3.5 hrs/day, 5 days/week, \$17.14 per hour. (Replacing Barbara Finley) (Acct. #11-190-000-100-00-106-17, Pos. #JOB-0003).

9. REAPPOINTMENT OF TENURED CERTIFICATED TEACHING STAFF MEMBERS FOR 2013-14 SCHOOL YEAR. (WTEA)

RESOLVED that the Board of Education

reappoints, upon recommendation of the Superintendent of Schools, the tenured certificated teachers listed on the attached staffing list and that contracts be issued to them for the 2013/14 school year.

10. REAPPOINTMENT OF UNIT TENURED SECRETARIES FOR 2013-14 SCHOOL YEAR. (WTEA)

RESOLVED that the Board of Education reappoints, upon recommendation of the Superintendent of Schools, the unit tenured secretaries listed on the attached staffing list and that contracts be issued to them for the 2013/14 school year.

11. REAPPOINTMENT OF TENURED CERTIFIED DEPARTMENT SUPERVISORS FOR 2013-14 SCHOOL YEAR. (WTSA)

RESOLVED that the Board of Education reappoints, upon recommendation of the Superintendent of Schools, the tenured certified Department Supervisors listed on the attached staffing list and that contracts be issued to them for the 2013/14 school year.

12. REAPPOINTMENT OF UNIT TENURED CERTIFIED ADMINISTRATORS FOR 2013-14 SCHOOL YEAR. (WTPA)

RESOLVED that the Board of Education reappoints, upon recommendation of the Superintendent of Schools, unit tenured certified administrators listed on the attached staffing list and that contracts be issued to them for the 2013/14 school year.

13. REAPPOINTMENT OF NON-UNIT TENURED CERTIFIED ADMINISTRATORS FOR THE 2013-14 SCHOOL YEAR.

RESOLVED that the Board of Education reappoints, upon recommendation of the Superintendent of Schools, non-unit tenured certified administrators listed on the attached staffing list and that contracts be issued to them for the 2013/14 school year. Attachment

14. REAPPOINTMENT OF NON-UNIT STAFF MEMBERS FOR 2013-14 SCHOOL YEAR.

Accept the re-employment for the non-unit staff members listed on the attached staffing list for the 2013/14 school year. Attachment D.6 (To be distributed)

15. Accept the resolution, Authorized for Emergent Hiring.

**Approval  
requested at  
work session**

16. Accept the following Professional Development in accordance with A-5 per attached.

**Approval  
requested at  
Work session**

17. Accept the following Co-Curricular volunteer for the 2012/13 school year.
18. Accept the following student teaching/internships in Washington Township School District for the 2013/14 school year.
19. Accept the following substitute food service worker for the 2012/13 school year per approved substitute rate. (Acct. #60-910-000-310-46-110-00).

Lisa Mancuso

20. Information item: Positions presently vacant. Interviews are being conducted. Some of the positions may appear on the regular agenda.

E. FINANCE/FACILITIES Margaret F. Meehan,  
Administrative Liaison

The Board Business Affairs Committee and the Administration recommend approval of the following:

1. Board Secretary's report for the month ending March 2013.
2. Treasurer's financial report for the month of March 2013.
3. Board Secretary's Monthly Certification, Budgetary line Item status for the month of March 2013 as follows:

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of March 31, 2013 no line item account has encumbrances or expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Margaret F. Meehan Date  
Board Secretary

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Board certified that as of March 31, 2013 after review of the Board Secretary's and Treasurer's monthly financial reports, in the minutes of the board, that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b).

Margaret F. Meehan	Date
Board Secretary	

- #### 4. REQUISITION FOR TAXES

RESOLVED, that the amount of district taxes exclusive of the debt service requirements, needed to meet the obligations of this Board for the next eight (8) weeks is \$6,245,281.14. Township Council is hereby requested to place in the hands of the Treasurer of School Monies that amount on or before June 10, 2013.

5. Account transfers per attached.
6. April 2013 warrant bill list in the amount of \$\_\_\_\_\_.
7. April 2013 textbook lease bill list in the amount of \$\_\_\_\_\_.
8. April 2013 construction bill list in the amount of \$\_\_\_\_\_.
9. April 2013 Food Service bill list in the amount of \$\_\_\_\_\_.
10. March 2013 Food Service Financial Report.
11. Resolution to approve State Contract purchases per attached.
12. Disposal of Fixed Assets.
13. Approval of the Crowne Plaza, Cherry Hill, NJ as the venue for the 2013-2014 Washington Township High School Junior Prom on April 11, 2014.
14. Approval of the Sheraton Philadelphia Downtown Hotel as the venue for the 2013-2014 Washington Township High School Senior Prom on May 9, 2014.
15. Approval to change "No Show Fee" in

contract with Francis C. Meeteer, D.O., New Jersey IME Associates, LLC, to \$100.00.

16. Approval of the following bids:

- a.) 13-042 RFP - Data Integration Managed Services.
- b.) 13-043 Purchase/Installation of Doors and Door Frames for Thomas Jefferson Elementary School and for Washington Township High School 11/12 Wing. (Bid opening is April 19, 2013.)
- c.) 13-045 RFP - Solicitor for Legal Services.

For Informational Purposes:

Bid Renewals - Pending Acceptance of Renewal Request by Vendors:

- d.) 12-015 RFP - Snack Vending Machine Services, Renewal #2 - Tri-State Refreshments.
- e.) 12-016 - Repair/Maintenance of Food Service Equipment, Renewal #2 - American Kitchen Machinery & Repair Company.
- f.) 12-017 - Refrigeration Maintenance for Food Service, Renewal #2 - Marlee Contractors LLC.
- g.) 12-021 - Pest Control Services, Renewal #2 - Pest-A-Side Exterminating Company, Inc.
- h.) 12-025 - Student Transportation Service for Student/Coach Transportation Trips, Renewal #2 - Starr Tours.

- i.) 13-014 RFP - Payroll Services, Renewal #1 - PayServ, Inc.
- j.) 12-036 - Inspection/Testing Building Sprinklers, Kitchen Hoods, and Fire Extinguishers, Renewal #2 - Majek Fire Protection.
- k.) 12-044 - District-wide Security Systems Maintenance and Service, Re-Bid, Renewal #2 - Radar Security.
- l.) 13-020 - Maintenance/Service HVAC, Renewal #1 - Core Mechanical, Inc.
- m.) 13-013 - Elevator Full Service Maintenance Agreement, Renewal #1 - East Coast Elevator Service.

Bid Opening - April 30, 2013

- n.) 13-046 RFP - Temporary Certified Substitute Teacher and Substitute Support Staff Placement Services.
17. Resolution to approve participation / award of contract through Alliance for Competitive Energy Services (ACES) for electric - pending award of bid by ACES.

F. SPECIAL EDUCATION J. Michael Rolen,  
Administrative Liaison

The Board Instructional Affairs Committee and the Administration recommend approval of the following:

1. TUITION:

**NEW PLACEMENTS**

- a. One (1) emotionally disturbed student to Creative Achievement at a tuition rate of \$47,746.80 per year prorated from start date of March 21, 2013.

Student #304065

#### **RESCISSIONS**

- a. One (1) emotionally disturbed student to Deptford Township School District effective March 19, 2013.

Student # 303058

#### **ADDITIONS / CHANGES / CORRECTIONS**

- a. Change the tuition rate for one (1) preschool disabled student to Archbishop Damiano School Here We Grow Preschool from \$18,498.60 to \$18,500.00 prorated from start date of February 25, 2013. Approved at the March 2013 Board meeting.

Student #304642

#### **G. NEGOTIATIONS**

The Board Negotiations Committee and the Administration recommend approval of the following:

No business at this time.

#### **X. NEW BUSINESS**

#### **XI. OPEN TO THE PUBLIC**

#### **XII. MEETING ADJOURNED**