

**HAINESPORT TOWNSHIP BOARD OF EDUCATION MINUTES**

**Regular Meeting  
December 21, 2017  
7:30pm Conference Room**

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**1. Call to Order**

Meeting called to order at 7:32pm by Board President Morelli.

**2. Flag Salute**

**3. Statement of Open Public Meeting Compliance**

In compliance with the Open Public Meeting Act, public notices of this meeting have been given by the Business Administrator in the following manners:

- A. Posted written notice on the official bulletin board at the Municipal Building on January 6, 2017.
- B. Mailed written notice to the Burlington County Times and to the Courier Post on January 6, 2017.
- C. Filed written notice with the Clerk of Hainesport Township on January 6, 2017.
- D. Filed written notice with the members of this body.
- E. Mailed written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charges fixed for such service.

**4. Roll Call**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>	<b>Late Arrival</b>
Michael Morelli, President	X		
Mary-Jean Kneringer, Vice President	X		
Jason Cardonick		X	
Jeffrey Duda	X		
Rosa Guilardi		X	
Kristin Jakubowski	X		
Samir Patel		X	
Keith Peacock	X		
Peter Scarpati	X		

- Joseph R. Corn, Chief School Administrator
- Michael Blake, School Business Administrator/Board Secretary

**5. District Mission Statement**

Board President Morelli reconvened the meeting at 7:32pm with the reading of the district mission statement:

The Mission of Hainesport Township School District is to provide a safe, supportive and challenging educational environment in an atmosphere that enables each child to develop intellectually, emotionally, physically, and socially in a fiscally responsible manner.

**6. PTO Report & Student Government Report**

Report	Presenter
PTO Report	Kathy Paz
Student Government Report	Jordan Cottone

**PTO:**

- Holiday breakfast was a success
- Holiday parties are tomorrow
- Mini-grants were approved
- Additional \$2,000 for flexible seating has been allocated
- Gym banners look amazing along with mural in cafeteria

**SGA:**

- Green and White Night want to expand it
- Conference at TCNJ on 1/10
- Winter Formal on the horizon

**7. Recognition/Presentation**

1. None at this time

**8. Public Participation (Action Items Only)**

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate staff member, followed by building level administration, and then the Superintendent of Schools PRIOR to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level.

**A. Motion to Open Meeting for Public Comment**

RECOMMEND that the Board of Education open the meeting to receive comment from the public present.

Motion	Second	All in Favor	All Opposed
Mr. Peacock	Mr. Scarpati	6	0

Motion Carries       Motion Fails      Time: 7:36 PM

All meetings must be open to the public at all times except for those meetings at which certain excepted matters are discussed. However, the right of the public to be present at the meeting should not be confused with public participation. The public body (Board of Education) retains the right to permit, regulate or prohibit active participation of the public at any meeting. (N.J.S.A. 10:4-12(a)).

This meeting will now be open to the public, however, if your questions or comments pertain to litigation, students, personnel, or negotiations, the Board requests that you see the Superintendent after the meeting since those items cannot be discussed in public.

- None at this time

**B. Motion to Close Meeting from Public Comment**

RECOMMEND that the Board of Education close the meeting for public comment and return to session.

Motion	Second	All in Favor	All Opposed
Mr. Peacock	Mrs. Jakubowski	6	0

Motion Carries       Motion Fails      Time: 7:37 PM

**9. Approval of Minutes**

Motion for the Hainesport Township Board of Education to Approve the minutes of the following meeting(s):

Item	Meeting Date	Type	Attach.
1.	11/16/17	Regular Meeting (Executive Session)	M-1
2.	11/16/17	Regular Meeting(Open Session)	M-2

Roll Call on Action Item #1-2:

Board Member	Motion	Second	Yes	No	Abstain	Absent
Michael Morelli			X			
Mary-Jean Kneringer		X	X			
Jason Cardonick						X
Jeffrey Duda			X			
Rosa Guilardi						X
Kristin Jakubowski			X			
Samir Patel						X
Keith Peacock			X			
Peter Scarpati	X		X			

Motion Carries       Motion Fails      Time: 7:37pm

**10. Superintendent’s Report**

Discussion Items – Mr. Joseph R. Corn, Superintendent

1. Music performance at Chick-fil-a was marvelous. Portion of sales went to the school.
2. Holiday concert on 12/20 was very impressive.

Action Items – Motion to approve the Superintendent’s Report:

Item	Report	Attach
1.	Affirm, Reject, or Modify the monthly HIB Report	SR-1
2.	Code of Conduct	SR-2
3.	Enrollment Report	SR-3

Roll Call on Action Items #1-3:

Board Member	Motion	Second	Yes	No	Abstain	Absent
Michael Morelli			X			
Mary-Jean Kneringer		X	X			
Jason Cardonick						X
Jeffrey Duda			X			
Rosa Guilardi						X
Kristin Jakubowski			X			
Samir Patel						X
Keith Peacock	X		X			
Peter Scarpati			X			

Motion Carries       Motion Fails      Time: 7:40pm

**11. STUDENT SERVICES & COMMUNITY RELATIONS:**

A. Student Services Committee Report:                      Mr. Corn

- The committee met on Wednesday, December 13th and discussed the action items below.

B. Motion to approve the following Student Services action items upon the recommendation of the Superintendent:

*Curriculum (NJSLS)*

Item	Curriculum	Attach
1.	Talented and Gifted (TAG)	SS-1

Roll Call on Resolution #1:

Board Member	Motion	Second	Yes	No	Abstain	Absent
Michael Morelli			X			
Mary-Jean Kneringer		X	X			
Jason Cardonick						X
Jeffrey Duda			X			
Rosa Guilardi						X
Kristin Jakubowski			X			
Samir Patel						X
Keith Peacock	X		X			
Peter Scarpati			X			

Motion Carries       Motion Fails      Time: 7:43pm

**12. HUMAN RESOURCES**

A. Human Resources Committee Report:                      Mary-Jean Kneringer

- The committee met on Wednesday, November 13th and discussed the action items.

Motion for the Hainesport Township Board of Education to add action item #8

Motion	Second	All in Favor	All Opposed
Mrs. Kneringer	Mrs. Jakubowski	6	0

Motion Carries       Motion Fails      Time: 7:43pm

B. Motion to approve the following Human Resources action items upon the recommendation of the Superintendent:

*Faculty and Staff*

Item	Description
1.	Approve Scott Stipa for 12 hours of Science curriculum writing. Mr. Stipa will be compensated at the rate of \$38.15 per hour.

\*Ratify and Affirm

\*\* To be Prorated

*Retirements/Resignations/Leaves of Absence*

Item	Name	Position	Type of Leave	Date
2.	Sharon Correa	Middle School LA	Unpaid Leave Extended 12/31/17 to 1/30/18 Return date 1/31/18	12/4/17

**Lateral Salary Guide Movement**

item	staff member	Current Step	New Step	Effective Date
3.	Kelly Drinkard	MA - Step J \$56,539.00	MA+12 - Step J \$57,365.00	1/1/2018
4.	Devin Kane	BA - Step F \$49,944.00	BA+12 - Step F \$50,771.00	1/1/2018

**Professional Development**

Item	Program	Location	Date(s)	Hour(s)/Miles/Tolls	Cost	Attendee
5.	School Nurses: Enhance Effective Medical Emergency Response	Voorhees, NJ	1/26/18	8:30 am - 3:15 pm	\$295.00	Ms. Hess

\*Cost includes travel, and lodging.

\*\*Ratify and Affirm

**Resignation**

Item	Description
6.	Accept Anita Friedman’s letter of retirement effective on or before January 30, 2018, with regrets.

\*Ratify and Affirm

\*\* To be Prorated

**Additional Volunteers for 2017-18**

Item	Name
7.	George Dick

**Lateral Salary Guide Movement**

Item	Staff Member	Current Step	New Step	Effective Date
8.	Andrea Cahill	BA+ 36 - Step H \$53,693.00	MA - Step H \$54,840.00	1/1/2018

**Roll Call on Action Items #1-8:**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Michael Morelli			X			
Mary-Jean Kneringer	X		X			
Jason Cardonick						X
Jeffrey Duda			X			
Rosa Guilardi						X
Kristin Jakubowski			X			
Samir Patel						X
Keith Peacock			X			
Peter Scarpati		X	X			

Motion Carries       Motion Fails      Time: 7:44pm

**13. FINANCE :**

A. Finance Committee Report:      Pete Scarpati, Chair

- The committee met on Tuesday, November 12 and discussed the action items.

B. Motion to approve the following Finance action items upon the recommendation of the Superintendent:

Item	Report Type	Attach
1.	Board Secretary's Report for November 2017.	FI-1
2.	Treasurer's Report for November 2017.	FI-2
3.	Appropriation Adjustment Journal for November 2017.	FI-3
4.	Board of Education Monthly Certification of Funds for November 2017.	
5.	Cash Management Report for November 2017.	FI-4
6.	Payment of bills for the month of November 2017.	FI-5
7.	Student Activity Account for November 2017.	FI-6
8.	Cafeteria Report for November 2017	FI-7
9.	Accept the 2016-2017 School Year Audit Report	
10.	Accept the Corrective Action Plan	FI-8
11.	Renewal of agreement with Phoenix Advisors, LLC for continuing disclosure agent and independent registered municipal advisor of record services for the fiscal year ending June 30, 2018 at a cost of \$850	

*Field Trips*

Item	Date	Time	Grade/Group	Destination	Cost	Coordinator
12.	3/26/18	8:30 am - 2:00 pm	8th grade	RVR High School	Buses	Ms. Rothkopf
13.	3/17/18	7:00 am - 7:00 pm	7 & 8 grades TAG	Woodstown High School	\$235.00 + Buses	Ms. Venuto
14.	3/7/18	8:45 am - 2:00 pm	4th grade TAG	Memorial School	Buses	Ms. Venuto
15.	4/10/18	10:30 am - 1:30 pm	Preschool	Popcorn Park Zoo	Buses	Ms. Phogat

\*Total cost for trip

\*\*Cost per Student

\*\*\* Revised date

*Fundraisers*

Item	Date	Description	Coordinator
16.	**12/14/17	Chick Fil A - Hershey Park Trip (7 & 8)	Ms. Cahill

**\*\*Ratify and Affirm**

- Mr. Morelli asked about the funding for next year.
  - Mr. Blake answered

Roll Call on Action Items #1-16

Board Member	Motion	Second	Yes	No	Abstain	Absent
Michael Morelli			X			
Mary-Jean Kneringer			X			
Jason Cardonick						X
Jeffrey Duda			X			
Rosa Guilardi						X
Kristin Jakubowski			X			
Samir Patel						X
Keith Peacock		X	X			
Peter Scarpati	X		X			

Motion Carries       Motion Fails      Time: 7:51pm

**14. FACILITIES & TECHNOLOGY:**

- A. Facilities Committee Report:      Keith Peacock, Chair
- The committee met on Tuesday, November 14 and discussed the items on the agenda. The sewer project is complete and the building looks fantastic.
- B. Motion to approve the following Facilities action items upon the recommendation of the Superintendent:

*Drills*

Item	Drill	Date	Time
1.	Fire Drill - November	11/29/17	2:15 pm
2.	Evacuation Drill - November	11/21/17	9:01 am
3.	Fire Drill-December	12/1/17	1:05 pm
4.	Lock-Down Drill -December	12/8/17	1:10 pm

*Agreement*

Item	Description
5.	Preventive Maintenance agreement with West Jersey Air Conditioning & Heating Company for the HVAC units, filters, and belts for the period of 1/1/18 to 12/31/18 in the amount of \$13,485.00

*Use of Facilities\**

Item	Date	Time	Activity	Area Requested	Point of Contact
6.	5/31/18	8:30 am - 3:30 pm	MARE	Stage	Mr. Goldberg
7.	6/1/18	8:30 am - 3:30 pm	MARE	Stage	Mr. Goldberg
***8.	Tuesdays starting on 12/5/17	6:00 - 9:00 pm	Mt. Laurel Basketball	Gym	Ms.Milley

*\*All approval of use of facilities is contingent upon district receipt of proper documentation including proof of insurance & availability of area with respect to previously approved request.*

**\*\* Revised Date**

**\*\*\*Ratify and Affirm**

- Mr. Morelli asked about the building cleanliness.
  - Mr. Corn and Mr. Blake answered.
- Mr. Scarpati asked if there was a drill the other day.
  - Mr.Corn answered.

Roll Call on Action Items #1-8:

Board Member	Motion	Second	Yes	No	Abstain	Absent
Michael Morelli			X			
Mary-Jean Kneringer			X			
Jason Cardonick						X
Jeffrey Duda			X			
Rosa Guilardi						X
Kristin Jakubowski		X	X			
Samir Patel						X
Keith Peacock	X		X			
Peter Scarpati			X			

Motion Carries       Motion Fails      Time: 7:54pm

**15. PUBLIC PARTICIPATION:**

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate staff member, followed by building level administration, and then the Superintendent of Schools PRIOR to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level.

**A. Motion to Open Meeting for Public Comment**

RECOMMEND that the Board of Education open the meeting to receive comment from the public present.

Motion	Second	All in Favor	All Opposed
Mr. Peacock	Mrs. Kneringer	6	0

Motion Carries       Motion Fails      Time: 7:54 PM

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This meeting will now be open to the public, however, if your questions or comments pertain to litigation, students, personnel, or negotiations, the Board requests that you see the Superintendent after the meeting since those items cannot be discussed in public.

- Liz Flanders(Hainesport Resident)-> Concert was great, Banners looks fantastic, and great to hear finances are in good order.
- Kathy Paz (Hainesport Resident)-> Thank you for the support and happy holidays.

**B. Motion to Close Meeting from Public Comment**

RECOMMEND that the Board of Education close the meeting for public comment and return to session.

Motion	Second	All in Favor	All Opposed
Mr. Peacock	Mr. Duda	6	0

Motion Carries       Motion Fails      Time: 7:57 PM

**16. NEW BUSINESS:**

- Mr. Morelli thanked the staff for everything they do and happy holidays.

**17. INFORMATION, FUTURE PLANNING ITEMS & DATES TO REMEMBER:**

1. Jan. 1, 2018 New Year’s Day - School Closed
2. Jan 3, 2018 District Reorganization Meeting
3. Jan. 15, 2018 Dr. Martin Luther King, Jr. - School Closed
4. Feb. 7, 2018 Spring Conferences - Early Dismissal for Students
5. Feb. 16, 2018 All Staff In-Service Day - School Closed for Students
6. Feb. 19, 2018 Presidents’ Day - School Closed

**18. Adjournment to Executive Session**

Executive Session is not necessary at this time.

**19. RETURN TO OPEN SESSION, if necessary:**

n/a

**20. ADJOURNMENT**

Motion	Second	All in Favor	All Opposed
Mr. Peacock	Mrs. Kneringer	7	0

Motion Carries       Motion Fails      Time: 7:59 PM

Respectfully submitted,



Michael Blake  
School Business Administrator/Board Secretary

