

West Deptford Middle School
675 Grove Road
West Deptford, NJ 08066-1999
July 15, 2013

The Regular Meeting of the Board of Education of the Township of West Deptford was held at the above date and place at 7:00pm.

The meeting was called to order by Ginny Brockway, Vice President, followed by the Pledge of Allegiance and a Moment of Silence.

Mrs. Brockway announced: Notice of this meeting has been provided by letter dated 03 January 2013 to the Gloucester County Times, Camden Courier Post and the West Deptford Municipal Clerk. Public notice was also posted in the West Deptford Municipal Building on 03 January 2013.

In Attendance

Mrs. Ginny Brockway
Mrs. Kate Cargill
Mrs. Amy DeGirolamo
Mrs. Lisa Eckley
Dr. Brian Gotchel
Mr. Peter Guzzetti
Mr. David Kline
Dr. Thomas Lee

Absent

Mr. Christopher Strano

Also present: Kevin A. Kitchenman, Superintendent
William H. Thompson, Assistant Superintendent for Business/Board Secretary

PRESIDENT'S REMARKS

Motion by Cargill, seconded by Kline to approve the minutes of June 24, 2013 Regular Meeting.

Motion carried 8-0.

COURTESY EXTENDED TO VISITORS

SUPERINTENDENT'S REPORT

- Elementary Initiatives – Dr. Kristin P. O'Neil
- Revised School Calendar
- School Choice Applications

GENERAL BUSINESS

A. **FINANCE** – GUZZETTI, Brockway, Cargill (Alternate: Eckley)

1. Motion by Guzzetti, seconded by Cargill to approve the updated Resolution reflecting accounts and designating signatures authorized to sign necessary checks and warrants for the school district and naming The Bank as the Depository of School Monies for the 2013-2014 school year.

NOTE:

Back-up was available.

Motion carried 8-0.

(Exception: Brockway abstained on Purchase Order No. 13-3692)

2. Motion by Guzzetti, seconded by Cargill to approve the cafeteria bill list of July 16, 2013 totaling \$57,176.98, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried 8-0.

3. Motion by Guzzetti, seconded by Cargill to approve the payroll of June 2013 totaling \$2,832,364.39 with funds available as documented in the Board Office.

Motion carried 8-0.

4. Motion by Guzzetti, seconded by Cargill to approve the regular bill list of July 15, 2013 totaling \$650,549.51, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried 8-0.

5. Motion by Guzzetti, seconded by Cargill to pursuant to NJAC 6A:23-A-16:10(c)4, the West Deptford Board of Education certifies that as of May 2013 and after review of the Secretary's Monthly Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been overexpended in violation of NJAC 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.

Motion carried 8-0.

6. Motion by Guzzetti, seconded by Cargill to pursuant to NJAC 6A:23A-16.10(c)3, I certify that as of May 2013, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the West Deptford Board of Education pursuant to NJSA 18A:22-8.1 and NJSA 18A:22-8.2, and no budgetary line item account has been overexpended in violation of NJAC 6A:23A-16.10(c)4. And, in accordance with NJAC 6A:23A-16.10(c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month ending May 2013.

Motion carried 8-0.

A. **FINANCE** – continued

7. Motion by Guzzetti, seconded by Cargill to approve the May 2013 transfers.

Motion carried 8-0.

8. Motion by Guzzetti, seconded by Cargill to accept the bid results for the Joint Purchasing Agreement with Penns Grove Township Board of Education for Milk, Juice, Dairy, and/or Ice Cream Products for the 2013-2014 school year awarding the following:

- Hy Point Dairy Farms, Inc.
425 Beaver Valley Road
Wilmington, DE, 19803.

Motion carried 8-0.

9. Motion by Guzzetti, seconded by Cargill to accept the bid results for the Joint Purchasing Agreement with Penns Grove Township Board of Education for Baked Goods for the 2013-2014 school year awarding the following:

- Bimbo Foods, Inc.
3996 Paxton Street, Harrisburg, PA 17111
- Deluxe Bakery
680 E. Clements Bridge Road
Runnemede, NJ 08078

Motion carried 8-0.

10. Motion by Guzzetti, seconded by Cargill to approve a Special Meeting of the Board of Education for the purpose of training on Monday, August 12, 2013 at 5:30pm in the West Deptford Middle School, prior to the Regular Meeting Scheduled for 7pm; no action will be taken at the Special Meeting.

Motion carried 8-0.

11. Motion by Guzzetti, seconded by Cargill to approve applying for the No Child Left Behind Act of 2001, Consolidated Formula Subgrant for fiscal year 2014 (project period July 1, 2013 to June 30, 2014).

Title I, Part A	\$195,175
Title II-A	97,728
Title III, Part A: English Lang. Acq.	<u>4,121</u> [consortium]
Total Allocation	\$297,024

Motion carried 8-0.

A. **FINANCE** – continued

12. Motion by Guzzetti, seconded by Cargill to approve a Parental transportation contract for the 2013-2014 E.S.Y. and regular school year, with the parent of Student ID#1737 at a rate of \$73.63 per day; the student is placed out-of-district at the LARC School.

Motion carried 8-0.

13. Motion by Guzzetti, seconded by Cargill to approve the following expenditures for workshops and travel expenses:

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
O'Neil, Kristin	NJDOE - Student Growth Objectives	7/16/2013	No Cost
O'Neil, Kristin	NJDOE - Student Growth Objectives	7/18/2013	No Cost
Galdo, Donna	NJDOE - Certified Staff Training	7/16/2013	No Cost

Motion carried 8-0.

B. **CURRICULUM** – DeGIROLAMO, Eckley, Lee (Alternate: Guzzetti)

1. Motion by DeGirolamo, seconded by Eckley to approve Thomas Shown, Certified SMART Trainer, Teach SMART NJ, Pitman, NJ, to provide two days of SMARTBoard training on August 19 & 20, 2013 from 9am to 1pm; total cost \$1,400; funded by District Staff Development monies.

Motion carried 8-0.

2. Motion by DeGirolamo, seconded by Eckley to retroactively approve EIRC , Mullica Hill, NJ, as training provider for McREL Principal Evaluation workshop to administrative staff on July 9, July 10, July 11, 2013, total cost \$3,966.67, funded by District Staff Development monies.

Motion carried 8-0.

3. Motion by DeGirolamo, seconded by Eckley to approve EIRC, Mullica Hill, NJ, as training provider for “Classroom Instruction That Works” to new staff on July 31, August 1 and August 2, 2013 from 8:00am to 3:00pm, total cost \$9,300, funded by EE4NJ Grant monies.

Motion carried 8-0.

4. Motion by DeGirolamo, seconded by Eckley to approve EIRC, Mullica Hill, NJ, as training provider for McREL Technical Assistance and Coaching , Oct. 3, Oct. 8, Oct. 10, Oct. 16, Oct. 18, Oct. 22 and Oct. 24, 2013 (7 days), total cost \$9,975, funded by EE4NJ Grant monies.

Motion carried 8-0.

A. **FINANCE** – continued

5. Motion by DeGirolamo, seconded by Eckley to approve New Grange School of Princeton, Inc. Princeton, NJ, as training provider for Foundations 2 Workshop, July 24, 2013, from 8:30am-3:30pm, total cost \$2,400, funded by District Staff Development monies.

Motion carried 8-0.

C. **TEACHERS & PERSONNEL** – ECKLEY, Cargill, Kline (Alternate: Guzzetti)

The following motions have been recommended by the Superintendent of Schools.

1. Motion by Eckley, seconded by Cargill to approve the below-listed stipends for the 2013-2014 Musical Department:

<u>Position</u>	<u>Name</u>	<u>Step</u>	<u>Amount</u>
Musical Director	William Yerkes	3	TBD
Asst. Musical Director	Allison Sheppard	3	TBD
Business Manager	Thomas Kershaw	3	TBD
Choreographer	Joey Quaile	3	TBD
Orchestra Conductor	Christopher Adams	3	TBD
Costumes	Katie Knoblock	2	TBD
Lighting/Set Design	Shawn McGovern	3	TBD
Stage Manager	Mary Rossiter	3	TBD

Motion carried 8-0.

2. Motion by Eckley, seconded by Cargill to approve the petition of Jennifer Hawkins, Green-Fields Third Grade Teacher, for a maternity leave of absence beginning September 30, 2013 and terminating circa October 22, 2013, during which time 16 days of her sick days will be utilized.

NOTE:

Back-up was available.

Motion carried 8-0.

3. Motion by Eckley, seconded by Cargill to approve the petition of Jennifer Hawkins for a 12-week leave of absence under the provisions of the Family Leave Act immediately following her maternity leave of absence and extending until the 12 weeks expire, approximately January 22, 2014.

NOTE:

Back-up was available.

Motion carried 8-0.

C. **TEACHERS & PERSONNEL** – continued

4. Motion by Eckley, seconded by Cargill to approve the petition of Jennifer Hawkins for a Child-Rearing Leave of absence commencing upon termination of the FLA provisions, for the period January 23, 2014 to February 28, 2014.

NOTE:

Back-up was available.

Motion carried 8-0.

5. Motion by Eckley, seconded by Cargill to approve the appointment of the individual listed below as High School Department Chairpersons for the 2013-2014 school year; compensation for services to be determined:

NAME	DEPT	STEP	SAL	MS	# TCHS	AMT	TOTAL	EQUIP	STIPEND
Kershaw, Michael	Fine Arts	4	TBD	--	4	TBD	TBD	TBD	TBD
Decker, Linda	Health/ PE	4	TBD	--	6	TBD	TBD	TBD	TBD
Seeley, Michael	Math	2	TBD	TBD	9	TBD	TBD	TBD	TBD
Czekalski, Stephen	English	4	TBD	TBD	8	TBD	TBD	TBD	TBD
Rockwell, Patrick	Social Studies	4	TBD	TBD	8	TBD	TBD	TBD	TBD
Pustie, Mike	Science	4	TBD	TBD	9	TBD	TBD	TBD	TBD
Quindlen, Ellen	Guidance	4	TBD	TBD	4	TBD	TBD	--	TBD
Homan, Andrea	World Lang	4	TBD	--	6	TBD	TBD	TBD	TBD
Kirschner, Ray	Applied Technology	4	TBD	--	5	TBD	TBD	TBD	TBD
Holloway, Julia	Special Ed	2	TBD	TBD	10	TBD	TBD	--	TBD

Motion carried 8-0.

6. Motion by Eckley, seconded by Cargill to approve the revised version of the 2013-2014 School Calendar.

NOTE:

Back-up was available.

Motion carried 8-0.

7. Motion by Eckley, seconded by Cargill to approve a voluntary transfer for Kim Long from Oakview Part-time Kindergarten Teacher to an Oakview Full-time Second Grade Teacher for the 2013-2014 school year; and to establish compensation for services at a rate to be determined; with benefits.

Motion carried 8-0.

C. **TEACHERS & PERSONNEL** – continued

8. Motion by Eckley, seconded by Cargill to approve the following staff to attend “Classroom Instruction That Works,” July 31, August 1 and 2, 2013, 8:00am-3:00pm, total cost, \$7,920 funded by District Staff Development monies:

10 Staff x 3 days x 6 hrs/day x \$44 = \$7,920

New High School Math Teacher
Karen Baker-Zlatkin
Lisa Broder
Stephanie Kraemer
Ashley Christman
Jessica Costantini
Brittany Goldstein
Sharon McCool
Rachel Ricci
Kelly Schwering

Motion carried 8-0.

9. Motion by Eckley, seconded by Cargill to approve appointing Jon Cohen as the District Homeless Liaison for the 2013-2014 school year.

Motion carried 8-0.

10. Motion by Eckley, seconded by Cargill to **table**, effective 8/1/2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Ryan Dougherty as Oakview Elementary School Principal, and to establish compensation for services to be at Level A Step 1; at a rate to be determined (pro-rated); with benefits.

NOTE:

1. Per the new regulation from the Office of Criminal History, emergent hiring is only permitted for three months. At the end of this period, if an approval letter has not yet been received regarding the criminal history check, the Commissioner of Education must be petitioned for an extension of two months.
2. Interim approval is to be obtained from the Gloucester County Department of Education. No new employees can begin employment without this interim approval.
3. Action was taken on this item after Closed Session.

Motion carried 8-0.

C. **TEACHERS & PERSONNEL** – continued

11. Motion by Eckley, seconded by Cargill to approve, effective September 1, 2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Alexandra Gretch as a Child Study Team Speech Language Specialist, and to establish compensation for services to be at M.A. Level 4; at a rate to be determined; with benefits.

NOTE:

1. Per the new regulation from the Office of Criminal History, emergent hiring is only permitted for three months. At the end of this period, if an approval letter has not yet been received regarding the criminal history check, the Commissioner of Education must be petitioned for an extension of two months.
2. Interim approval is to be obtained from the Gloucester County Department of Education. No new employees can begin employment without this interim approval.

Roll Call Vote:

Yes: DeGirolamo, Eckley, Gotchel, Guzzetti, Kline, Lee, Cargill, Brockway

No: ---

Abstain: ---

12. Motion by Eckley, seconded by Cargill to amend the motion of June 10, 2013 petition of Kim Danze, Activities/Athletic Office Secretary for a medical leave of absence commencing on June 10, 2013 and **terminating July 9, 2013.**

Motion carried 8-0.

13. Motion by Eckley, seconded by Cargill to approve Lynn Zoll, West Deptford High School Nurse Aide at a rate to be determined for Sport Physical approval and processing during the Summer 2013 period retroactively from July 10, 2013 to August 30, 2013 for the Fall 2013 West Deptford High School Scholastic Sports Season.

NOTE:

Mrs. Zoll will assist with our 2 Sport Physical Nights along with School Doctor David Gehring. Additionally, she will assist processing forms and revising the “eligible” list for the Fall Start Up.

Motion carried 8-0.

14. Motion by Eckley, seconded by Cargill to approve Julie Persicketti, West Deptford High School Nurse Aide at a rate to be determined for Sport Physical approval and processing during the Summer 2013 period retroactively from July 10, 2013 to August 30, 2013 in preparation for the Fall 2013 West Deptford High School Scholastic Sports Season.

NOTE:

Mrs. Persicketti will assist with our 2 Sport Physical Nights along with the West Deptford High School Nurse, Lynn Zoll and School Doctor David Gehring. Additionally, she will be processing forms and revising the “eligible” list for the Fall Start Up.

Motion carried 8-0.

C. **TEACHERS & PERSONNEL** – continued

15. Motion by Eckley, seconded by Cargill to approve, effective September 1, 2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Eric S. Jerome, as a Middle School Applied Technology Teacher, and to establish compensation for services to be at M.A. Level 5; at a rate to be determined; with benefits.

NOTE:

1. Per the new regulation from the Office of Criminal History, emergent hiring is only permitted for three months. At the end of this period, if an approval letter has not yet been received regarding the criminal history check, the Commissioner of Education must be petitioned for an extension of two months.
2. Interim approval is to be obtained from the Gloucester County Department of Education. No new employees can begin employment without this interim approval.

Roll Call Vote:

Yes: Eckley, Gotchel, Guzzetti, Kline, Lee, Cargill, DeGirolamo, Brockway
No: ---
Abstain: ---

16. Motion by Eckley, seconded by Cargill to approve, effective September 1, 2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Nicole English as the Oakview and Red Bank Elementary School Physical Education Teacher, and to establish compensation for services to be at B.A. Level 14; at a rate to be determined; with benefits.

NOTE:

1. Per the new regulation from the Office of Criminal History, emergent hiring is only permitted for three months. At the end of this period, if an approval letter has not yet been received regarding the criminal history check, the Commissioner of Education must be petitioned for an extension of two months.
2. Interim approval is to be obtained from the Gloucester County Department of Education. No new employees can begin employment without this interim approval.

Roll Call Vote:

Yes: Eckley, Gotchel, Guzzetti, Kline, Lee, Cargill, DeGirolamo, Brockway
No: ---
Abstain: ---

D. **NEGOTIATIONS, PUPIL PLACEMENT, PROGRESS & WELFARE** – CARGILL, Brockway, Gotchel (Alternate: DeGirolamo)

1. Motion by Cargill, seconded by Gotchel to approve 30 hours of home instruction for Student ID#24221 from July 15, 2013 through August 29, 2013 as per doctor's recommendation; services to be provided by Kim Meginniss, Oakview Kindergarten Teacher at a rate to be determined.

Motion carried 8-0.

E. **ATHLETIC, BAND & CAFETERIA** – BROCKWAY, Gotchel, Lee (Alternate: Guzzetti)

1. Motion by Gotchel, seconded by Lee to approve Tim Campbell to the position of Assistant Winter Track Coach for the 2013-2014 Winter Season at a Step 3 Salary at a rate to be determined.

NOTE:

Mr. Campbell has performed as an Assistant Spring Track Coach for the past 7 seasons as well as volunteering to assist Coach Drummond and Coach Cooper during the Fall Cross Country seasons.

Motion carried 8-0.

2. Motion by Gotchel, seconded by Lee to approve the official start of Fall practices for the 2013-2014 scholastic sports season on August 19, 2013.

Motion carried 8-0.

3. Motion by Gotchel, seconded by Lee to approve Mike Seeley to the position of Assistant Bowling Coach for the Winter 2013-2014 sports season at a Step 1 salary at a rate to be determined.

NOTE:

Mr. Seeley, Boy's Tennis Head Coach and Math Department Chair at West Deptford High School, will assist Coach Burr with the Girls/Boys' Bowling Teams.

Motion carried 8-0.

F. **PROPERTY, BUILDINGS & TRANSPORTATION** – GOTCHEL, DeGirolamo, Lee (Alternate: Eckley)

1. Motion by Gotchel, seconded by DeGirolamo to approve the use of facilities by outside organizations as noted below:
 - (A) Girl Scout Troop 65622 to use the Green-Fields All-Purpose Room on Fridays from October 4, 2013 to June 5, 2014 (bi-weekly) from 6:30pm to 8pm; at no charge to the organization.
 - (B) West Deptford Football Parents Association to use the Middle School Cafeteria on October 4, 2013 from 4pm to 11pm; at no cost to the organization.
 - (C) West Deptford Middle School PTO to use the Middle School Cafeteria on February 7, 2014 from 2pm to 11pm; at no charge to the organization.
 - (D) Hessian Woods Girl Scouts Daisy Troop to use the Green-Fields All-Purpose Room on Wednesdays from September 11, 2013 to June 11, 2014 (bi-weekly) from 6:30pm to 7:45pm; at no charge to the organization.
 - (E) Girls Scouts Troop 63232 to use the Oakview Art Room on Wednesdays from September 11, 2013 to June 11, 2013 from 6:30 pm to 8:30pm; at no charge to the organization.

Motion carried 8-0.

2. Motion by Gotchel, seconded by DeGirolamo to approve the use of the school facilities by the Township of West Deptford for the purpose of the following elections:

-Special Primary Election – August 13, 2013

-Special General Election – October 16, 2013

Polls will be open from 6am to 8pm for the Special Primary and General Primary Elections.

NOTE:

Back-up was available.

Motion carried 8-0.

G. **POLICY & COMMUNITY RELATIONS** – KLINE, DeGirolamo, Guzzetti (Alternate: Lee)

1. Motion by Kline, seconded by DeGirolamo to approve the withdrawal of the district's application to participate in the School Choice Program for the 2014-15 school year.

Motion carried 5-3.

(No-Guzzetti, Gotchel, Eckley)

COURTESY EXTENDED TO VISITORS

Motion by Eckley, seconded by Lee to adopt the following resolution to hold a closed session meeting after the completion of all agenda items in order to have the opportunity to discuss sensitive personnel issues, negotiations, student discipline issues, and litigation.

RESOLUTION

WHEREAS: Matters pertaining to sensitive personnel issues, negotiations, student discipline issues and litigation are proper topics for closed sessions under the Public Meetings Act, therefore, be it

RESOLVED: to hold a Closed Meeting of the West Deptford Board of Education for said purposes, and

BE IT FURTHER RESOLVED:
to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board of Education.

BOARD OF EDUCATION OF THE
TOWNSHIP OF WEST DEPTFORD
IN THE COUNTY OF GLOUCESTER

Vice President

ATTEST:

Secretary

Motion carried 8-0.

The Board recessed at 8:05pm.

The Board convened Closed Session at 8:10pm.

Motion by Cargill, seconded by Kline to reconvene Open Session.

Motion carried 8-0.

The Board reconvened Open Session at 8:29pm.

ACTION AFTER CLOSED SESSION:

- Motion by Cargill, seconded by Kline to approve the Closed Session minutes of June 24, 2013.

Motion carried 8-0.

- **Item C., 10**

Motion by Eckley, seconded by Cargill to approve, effective 8/1/2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Ryan Dougherty as Oakview Elementary School Principal, and to establish compensation for services to be at Level A Step 1; at a rate to be determined (pro-rated); with benefits.

NOTE:

1. Per the new regulation from the Office of Criminal History, emergent hiring is only permitted for three months. At the end of this period, if an approval letter has not yet been received regarding the criminal history check, the Commissioner of Education must be petitioned for an extension of two months.
2. Interim approval is to be obtained from the Gloucester County Department of Education. No new employees can begin employment without this interim approval.

Roll Call Vote:

Yes: Gotchel, Guzzetti, Kline, Lee, Cargill, DeGirolamo, Eckley

No: ---

Abstain: Brockway

- Motion by Eckley, seconded by Kline to adjourn the meeting at 8:31pm.

Motion carried 8-0.

William H. Thompson
Assistant Superintendent for Business/Board Secretary