

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

The Special Meeting for the purpose of training was held prior to the Regular Meeting of the Board of Education of the Township of West Deptford and was held at the above date and place at 5:30pm.

The meeting was called to order by Christopher Strano, President, followed by the Pledge of Allegiance and a Moment of Silence.

Mr. Strano announced: Notice of this meeting has been provided by letter dated 22 August 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 22 August 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
Mr. Christopher Strano

Absent

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

COURTESY EXTENDED TO VISITORS

The Board convened to the scheduled New Jersey School Boards Association training session given by Theresa Lewis, NJSBA Field Service Representative from 5:30pm to 7:02pm.

The Board recessed at 7:02pm.

The Board reconvened Open Session at 7:10pm at which time the Regular Meeting commenced.

SUPERINTENDENT'S REPORT

- HIB Report
- Enrollment

GENERAL BUSINESS

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

1. Motion by Guzzetti, seconded by Brockway to approve the cafeteria bill list of October 15, 2013 totaling \$58,583.73, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

2. Motion by Guzzetti, seconded by Brockway to approve the regular bill list of October 15, 2013 totaling \$592,502.14, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

3. Motion by Guzzetti, seconded by Brockway to approve the payroll of September 2013 totaling \$2,556,409.71 with funds available as documented in the Board Office.

Motion carried unanimously.

4. Motion by Guzzetti, seconded by Brockway to approve the 2014-2015 Budget Calendar.

NOTE:

Back-up was available.

Motion carried unanimously.

5. Motion by Guzzetti, seconded by Brockway to approve the June 30, 2013 end-of-year bill list totaling \$14,376.86, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

6. Motion by Guzzetti, seconded by Brockway to approve the three-year Comprehensive Maintenance Plan for 2012-2013 through 2014-2015.

NOTE:

Back-up was available.

Motion carried unanimously.

A. **FINANCE** – continued

7. Motion by Guzzetti, seconded by Brockway to approve a Transportation Jointure Agreement with Gateway Regional School District for the 2013-2014 school year for Route GW-26, Route GW-29, Route GW-30, Route GW-31, Route GW-34, Route GW-35, Route GW-38, GW-39 and Route GW-42 for a total cost of \$168,269.16.

NOTE:

The Agreement is for transportation of West Deptford students attending Archbishop Damiano, Homeless students, Larc School, Clearview High School, Bancroft/Haddonfield, Hollydell, YALE and Bankbridge Elementary.

Motion carried unanimously.

8. Motion by Guzzetti, seconded by Brockway to approve pursuant to NJAC 6A:23-A-16:10(c)4, the West Deptford Board of Education certifies that as of August 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 unanimously.

9. Motion by Guzzetti, seconded by Brockway to approve pursuant to NJAC 6A:23A-16.10(c)3, I certify that as of August 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 August 2013.

Motion carried unanimously.

10. Motion by Guzzetti, seconded by Brockway to approve the August 2013 transfers.

Motion carried unanimously.

11. Motion by Guzzetti, seconded by Brockway to approve the following expenditures for workshops and travel expenses.

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Jost, Barry	Accel Reader Workshop	10/1/2013	\$95.00
Badt, Richard	Closing the Achievement Gap	10/1/2013	\$24.84
Lattanzio, Casey	Diverse Learner Workshop	10/1/2013	\$95.00

A. **FINANCE** – continued

11., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Grossmann, Venise	Accel Reader Workshop	10/1/2013	\$95.00
Kelly, Kirsten	Achievement Gap	10/1/2013	\$95.00
Burr, Aaron	Closing the Achievement Gap	10/1/2013	\$95.00
Breece, Bridgette	NJNCAG Workshop	10/1/2013	\$95.00
Jasper, Dawn	Yearbook Work Session	10/1/2013	\$95.00
Tortu-Sliwecki, Phyllis	Yearbook Work Session	10/1/2013	\$95.00
Stanwood, Eric	REN Learning	10/2/2013	\$95.00
Anderson, Debra	Accelerated Math Workshop	10/2/2013	\$95.00
Epley, Alayna	Accelerated Math Workshop	10/2/2013	\$95.00
Chambers, Patrice	Accelerated Math Workshop	10/2/2013	\$95.00
Goldstein, Brittany	Accelerated Math Workshop	10/2/2013	\$95.00
Pavone, Amy	Reading Street Training	10/3/2013	\$95.00
Morrell, Jason	McRel Training	10/3/2013	No Cost
Costantini, Jessica	Reading Street Training	10/3/2013	\$47.50
Christian, Ashely	Reading Street Training	10/3/2013	\$95.00
Schwering, Kelly	Reading Street Training	10/3/2013	\$95.00
Barney, Nicole	Reading Street Training	10/3/2013	\$47.50
Morrell, Jason	McRel Training	10/4/2013	No Cost
Heckler, Mary	Rowan Literacy	10/4/2013	No Cost
Susco, Dawn	Rowan Literacy Consortium	10/4/2013	No Cost
Wajid, Elise	Rowan Literacy Consortium	10/4/2013	No Cost
Cross, Brian	Camp Mason	10/7/2013	\$95.00
Trampé, Christine	Camp Mason	10/7/2013	\$14.26
Barney, Nicole	Fundations Level K	10/7/2013	\$47.50
Back, Jessica	Fundations Training	10/7/2013	\$47.50
Morrell, Jason	McRel Training	10/7/2013	No Cost
Cross, Brian	Camp Mason	10/8/2013	\$95.00
Trampé, Christine	Camp Mason	10/8/2013	\$14.26
Cross, Brian	Camp Mason	10/9/2013	\$95.00
Trampé, Christine	Camp Mason	10/9/2013	\$14.26
Saia, Kelly	NJCTAG Workshop	10/9/2013	No Cost
Cross, Brian	Camp Mason	10/10/2013	\$95.00
Trampé, Christine	Camp Mason	10/10/2013	\$14.26
Morrell, Jason	McRel Training	10/10/2013	No Cost
Ramagli, Kristen	SGO Workshop	10/10/2013	\$95.00
Cross, Brian	Camp Mason	10/11/2013	\$95.00
Trampe, Christine	Camp Mason	10/11/2013	\$14.26
Newman, Lauren	DECA Trip	10/15/2013	\$95.00
Zoll, Lynn	School Health Conference	10/16/2013	\$95.00
Morrell, Jason	NJSIAA Meeting	10/16/2013	No Cost
O'Neil, Kristin	HIB Training	10/16/2013	No Cost
Bride, Bettina	Autism Annual Conference	10/18/2013	\$225.00
O'Neil, Kristin	Curriculum Consortium	10/18/2013	\$3.10
Holloway, Julia	ICR	10/18/2013	No Cost
Lyons, Stacey	Math Curriculum	10/18/2013	\$95.00

A. **FINANCE** – continued

11., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Dahl, Suzanne	Math Curriculum	10/18/2013	\$95.00
Campana, Margaret	Math Curriculum	10/18/2013	\$95.00
Canna, Erin	St. Joe's Counselor Meeting	10/18/2013	No Cost
Susco, Dawn	Rowan Literacy Consortium	10/18/2013	No Cost
Wajid, Elise	Rowan Literacy Consortium	10/18/2013	No Cost
Sanford, April	TLC Networking Meeting	10/18/2013	No Cost
Bonzella, Nicole	Traumatic Loss Coalition	10/18/2013	No Cost
O'Neil, Kristin	Anti-Bullying NJDOE Workshop	10/21/2013	\$3.10
Wajid, Elise	Curriculum Consortium	10/21/2013	No Cost
Susco, Dawn	LA Curriculum	10/21/2013	No Cost
Hitchner, Jennifer	LA Curriculum	10/21/2013	\$95.00
Hall, Myron	School Boards Convention	10/22/2013	\$130.72
Rumaker, William	School Boards Convention	10/22/2013	\$95.00
O'Neil, Kristin	School Boards Convention	10/22/2013	\$110.09
Kitchenman, Kevin	NJSBA Convention	10/22/2013	\$127.02
Burke, Brendan	Cross Country Meet	10/22/2013	\$47.50
Thompson, William	School Boards Convention	10/22/2013	\$121.22
Cross, Thomas	Cross Country Meet	10/22/2013	\$47.50
Tucci, Thomas	NJSBA Workshop	10/22/2013	\$137.50
Trasatti, Debra	School Boards Convention	10/22/2013	\$121.22
Romeo, Danielle	I&RS	10/23/2013	\$95.00
Hall, Myron	School Boards Convention	10/23/2013	\$130.72
Meginniss, Kimberly	Common Core	10/23/2013	\$209.00
Seher, Beth	I&RS	10/23/2013	\$95.00
MacLuskie, Lynne	I&RS	10/23/2013	\$95.00
Capocci, TeresaLynn	I&RS	10/23/2013	\$95.00
MacMillan, Jennifer	I&RS	10/23/2013	No Cost
Sexauer, Theone	Intervention and Referral Services	10/23/2013	\$165.00
Holloway, Julia	Intervention and Referral Services	10/23/2013	\$95.00
Beck, Nancy	I&RS	10/23/2013	No Cost
Rumaker, William	School Boards Convention	10/23/2013	\$95.00
O'Neil, Kristin	School Boards Convention	10/23/2013	\$110.09
Kitchenman, Kevin	NJSBA Convention	10/23/2013	\$127.02
Thompson, William	School Boards Convention	10/23/2013	\$121.22
Tucci, Thomas	NJSBA Workshop	10/23/2013	\$137.50
Trasatti, Debra	School Boards Convention	10/23/2013	\$121.22
Lattanzio, Casey	SGO Workshop	10/24/2013	\$95.00
Weber, Nancy	SGO Workshop	10/24/2013	\$95.00
Bonzella, Nicole	College Fair at Riverwinds	10/24/2013	No Cost
Canna, Erin	College Fair at Riverwinds	10/24/2013	No Cost
Beck, Nancy	GCPMSCA Meeting	10/24/2013	No Cost
MacMillan, Jennifer	GCPMSCA Meeting	10/24/2013	No Cost
Kitchenman, Kevin	NJSBA Convention	10/24/2013	\$127.02
Pappalardo, Gaetan	Writing in CCSS Workshop	10/24/2013	\$195.00
Thompson, William	School Boards Convention	10/24/2013	\$121.22

A. **FINANCE** – continued

11., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Hall, Myron	School Boards Convention	10/24/2013	No Cost
Trasatti, Debra	School Boards Convention	10/24/2013	\$121.22
Cohen, Jonathan	Common Core	10/25/2013	No Cost
Corbitt, R. Karry	Common Core	10/25/2013	No Cost
Morrell, Jason	McRel Training	10/25/2013	No Cost
Newman, Lauren	Wharton School of Business Seminar	10/25/2013	\$95.00
Sbar, Sharon	YALE IEP	10/25/2013	\$11.78
Ramagli, Kristen	Collaboration with Linda Decker	10/28/2013	\$95.00
Newman, Lauren	DECA Trip	10/28/2013	\$95.00
Quindlen, Ellen	College Admission Counseling	10/29/2013	\$37.20
Seeley, Michael	Common Core	10/31/2013	\$95.00
Holloway, Julia	Common Core	10/31/2013	\$274.00
Berth, Christina	Common Core	10/31/2013	\$274.00
Cech, Colleen	A Walk Through Grief Workshop	11/4/2013	\$126.00
Badt, Richard	Closing the Achievement Gap	11/4/2013	\$24.84
Morrell, Jason	McRel Training	11/4/2013	No Cost
Morrell, Jason	McRel Training	11/14/2013	No Cost
O'Neil, Kristin	Curriculum Consortium	11/15/2013	\$3.10
Cech, Colleen	ASAP Regional Meeting	11/18/2013	No Cost
Morrell, Jason	McRel Training	11/25/2013	No Cost
MacMillan, Jennifer	I&RS	12/5/2013	No Cost
Beck, Nancy	I&RS	12/5/2013	No Cost
Susco, Dawn	Rowan Literacy Consortium	12/6/2013	No Cost
Wajid, Elise	Rowan Literacy Consortium	12/6/2013	No Cost
O'Neil, Kristin	Curriculum Consortium	12/13/2013	\$3.10
Drummond, Mark	DECA Trip	1/8/2014	\$95.00
MacMillan, Jennifer	I&RS	1/8/2014	No Cost
Beck, Nancy	I&RS	1/8/2014	No Cost
Wajid, Elise	Rowan Literacy Consortium	1/10/2014	No Cost
Cech, Colleen	ASAP Regional Meeting	1/17/2014	No Cost
O'Neil, Kristin	Curriculum Consortium	1/17/2014	\$3.10
Holloway, Julia	Rutgers Workshop	1/24/2014	\$260.00
Seeley, Michael	Rutgers Workshop	1/24/2014	\$260.00
MacMillan, Jennifer	I&RS	2/5/2014	No Cost
Beck, Nancy	I&RS	2/5/2014	No Cost
O'Neil, Kristin	Curriculum Consortium	2/14/2014	\$3.10
Saia, Kelly	BER Workshop	2/18/2014	\$229.00
Holloway, Julia	Flipped Classroom Workshop	2/18/2014	\$323.00
Falcone, Jaclyn	Flipped Classroom Workshop	2/18/2014	\$323.00
Wajid, Elise	Rowan Literacy Consortium	2/21/2014	No Cost
MacMillan, Jennifer	I&RS	3/6/2014	No Cost
Beck, Nancy	I&RS	3/6/2014	No Cost
Cech, Colleen	Prevention Network Conference	3/7/2014	\$100.00
Wajid, Elise	Rowan Literacy Consortium	3/14/2014	No Cost

A. **FINANCE** – continued

11., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Cech, Colleen	ASAP Regional Meeting	3/17/2014	No Cost
O'Neil, Kristin	Curriculum Consortium	3/21/2014	\$3.10
MacMillan, Jennifer	I&RS	4/9/2014	No Cost
Beck, Nancy	I&RS	4/9/2014	No Cost
Wajid, Elise	Rowan Literacy Consortium	4/11/2014	No Cost
Cech, Colleen	ASAP Regional Meeting	5/16/2014	No Cost
MacMillan, Jennifer	I&RS	5/29/2014	No Cost
Beck, Nancy	I&RS	5/29/2014	No Cost
O'Neil, Kristin	Title I Meeting	10/15/2013	No Cost
Berry, Karen	School Trip Duffield's Farm	10/17/2013	No Cost
Donner, Kris	School Trip Duffield's Farm	10/17/2013	No Cost
Gill, Emily	School Trip Duffield's Farm	10/17/2013	No Cost
Mellohusky, Patricia	School Trip Duffield's Farm	10/17/2013	No Cost
Falcone, Jaclyn	ICR Professional Development	10/18/2013	\$95.00
Farreny, Kerri	I&RS	10/23/2013	\$95.00
Soltner, Stephanie	Pediatric Yoga Seminar	10/24/2013	No Cost
Bonzella, Nicole	Symposium for School Counselors	10/25/2013	\$139.00
Baillie, James	HESAA Workshop	10/30/2013	No Cost
Canna, Erin	ExxonMobile Trip	11/1/2013	No Cost
Drummond, Mark	Josten's Workshop	11/1/2013	\$95.00
Farreny, Kerri	I&RS	12/5/2013	\$95.00
Farreny, Kerri	I&RS	1/8/2014	\$95.00
Farreny, Kerri	I&RS	2/5/2014	\$95.00
Farreny, Kerri	I&RS	3/6/2014	\$95.00
Farreny, Kerri	I&RS	4/9/2014	\$95.00
Farreny, Kerri	I&RS	5/29/2014	\$95.00

Motion carried unanimously.

12. Motion by Guzzetti, seconded by Brockway to approve New York Life to be a vendor for life insurances and retirement planning.

Motion carried unanimously.

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

1. Motion by DeGirolamo, seconded by Eckley to approve the “Staff Model for the Delivery of School Health Services” for the 2013-2014 school year.

NOTE:

Back-up was available.

Motion carried unanimously.

2. Motion by DeGirolamo, seconded by Eckley to approve a field trip to Exley’s Farm in Sewell, NJ for all Pre-School and Kindergarten Oakview Students, Teachers, Classroom Aides and the Nurse on October 22, 2013; the AM Session will leave at 9:15am and return by 11:15am and the PM Session will leave at 12:45am and return by 2:45pm; at no cost to the Board of Education.

NOTE:

1. The rain date for this trip will be October 24, 2013.
2. Students will have an opportunity to engage in activities promoting social interaction and appropriate play, including selecting a pumpkin and going on a hayride through the farm. Students will also be reviewing what animals we can find on a farm and reading literature about pumpkins in their classrooms.

Motion carried unanimously.

3. Motion by DeGirolamo, seconded by Eckley to approve the Key Club to visit the Brightview Woodbury Lake Assisted Living Facility, Woodbury, NJ on Thursdays, October 17, October 31, November 14, December 12, 2013 and January 16, February 13, March 13, April 10 and May 8, 2014 from 2:30pm to 4:30pm; at no cost to the Board of Education.

NOTE:

Ms. Kathleen Yeager (Key Club Advisor) will escort 20 West Deptford High School students.

Motion carried unanimously.

4. Motion by DeGirolamo, seconded by Eckley to approve an excursion to ExxonMobil Paulsboro Technical Center for STEM High School Outreach Day for Young Women on Friday, November 1, 2013 from 8:30am to 1:30pm; Ms. Canna will accompany 7 students.

Motion carried unanimously.

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 following substitute teacher for the 2013-2014 school year, pending completion of all district and state requirements:

Idler, Renae M.

NOTE:

1. Per the new regulations 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. The state has rescinded the waiver process to N.J.A.C. 6A:9-6.5(c) for the hiring of substitute teachers; therefore, either the candidates CHRU approval letter or an Emergent Hire form must accompany each substitute application.

Motion carried unanimously.

2. Motion by Eckley, seconded by Cargill to approve the following substitute administrative assistant for the 2013-2014 school year, pending completion of all district and state requirements:

Schmidt, Jamie R.

NOTE:

Ms. Schmidt is currently a substitute teacher for the District; as such, she does not require emergent hiring.

Motion carried unanimously.

3. Motion by Eckley, seconded by Cargill to approve Jodi Thayres, Young Eagles Clerk, for a medical leave of absence beginning on October 21, 2013 and terminating on November 11, 2013, during which accumulated sick days will be used.

NOTE:

Back-up was available.

Motion carried unanimously.

4. Motion by Eckley, seconded by Cargill to approve, retroactive to September 9, 2013, hiring Nancy O'Hara as a substitute Young Eagles Care Provider.

Motion carried unanimously.

5. Motion by Eckley, seconded by Cargill to approve June Trace as a substitute Young Eagles Care Provider at the approved rate of \$11.63 per hour; without benefits.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

6. Motion by Eckley, seconded by Cargill to approve, retroactive to September 27, 2013, the request of Cheryl Ungemach, Red Bank LPC Aide, for a medical leave of absence commencing on September 27, 2013 through October 25, 2013, during which accumulated sick days will be utilized.

NOTE:

Back-up was available.

Motion carried unanimously.

7. Motion by Eckley, seconded by Cargill to approve the following activity for the 2013-2014 school year:

<u>ACTIVITY</u>	<u>TEACHER</u>	<u>MEETINGS</u>	<u>Amount</u>
Wheelabrator	Casey Lattanzio	32	TBD

Motion carried unanimously.

8. Motion by Eckley, seconded by Cargill to approve, effective October 16, 2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Katharine Doherty as the Alternative School Special Education Instructional Aide; 18 hours per week; and to establish compensation for services at a rate to be determined; without 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. This is a budgeted expense.
4. Back-up was available.

Motion carried unanimously.

9. Motion by Eckley, seconded by Cargill to approve, effective October 16, 2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Stephanie Bonner as a Middle School Special Education One-on-One Aide for Student ID#19863; at 29.5 hours per week; and to establish compensation for services at a rate to be determined; without 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. This is a budgeted expense.
4. Back-up was available.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

10. Motion by Eckley, seconded by Cargill to approve, effective October 16, 2013, the Emergent Hire for the 2013-2014 school year, pending completion of all district and state requirements, of Timothy Jaep as a Green-Fields Elementary School Special Education Instructional Aide; at 29.5 hours per week; and to establish compensation for services at a rate to be determined; without 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. This is a budgeted expense.
4. Mr. Jaep will be replacing Bridgette Shannon.
5. Back-up was available.

Motion carried unanimously.

11. Motion by Eckley, seconded by Cargill to approve Jessica Winter as Red Bank Literacy Coach Substitute Replacement Teacher, pending completion of all district and state requirements, beginning October 16, 2013 and terminating on a date to be determined; and to establish compensation for services at B.A. Level 1 (pro-rated); 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.
3. Ms. Winter will be covering the maternity leave of Nicole Brizill.
4. Back-up was available.

Motion carried unanimously.

12. Motion by Eckley, seconded by Cargill to approve the following substitute teacher for the 2013-2014 school year, pending completion of all district and state requirements:

Graig, Alyson A.

NOTE:

1. Per the new regulations 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. The state has rescinded the waiver process to N.J.A.C. 6A:9-6.5(c) for the hiring of substitute teachers; therefore, either the candidates CHRU approval letter or an Emergent Hire form must accompany each substitute application.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

13. Motion by Eckley, seconded by Cargill to approve the following staff to present a “Kindergarten Open House” on Monday, October 28, 2013, from 6:00pm-8:00pm at Oakview School. Teaching staff, specialists and administration will be available to answer questions regarding such areas as the new reading series, Reading Street; Foundations and handwriting; phonemic awareness and early reading skills; speech and language development; math curriculum and number sense; and occupational therapy, funded by District monies.

17 staff x 2 hours x TBD/per hour =TBD

Kim Long	Stacey Dimeo
Grace Bauer	Kim Meginniss
Kim Labbree	Nicole Barney
Ashley Schuckert	Brielle Bullock
Lynn Davis	Stephanie Soltner
Adrienne Boucher	Mary Heckler
Joy Hill	Joanna Minardi
Jessica Back	Beth Andaloro
Dawn Corino	

Motion carried unanimously.

14. Motion by Eckley, seconded by Cargill to approve adjusting, effective October 30, 2013, the salary of Elise Wajid, Green-Fields Literacy Coach, to reflect attainment of advanced degree status; M.A.+30 Level 10; rate to be determined.

NOTE:

Back-up was available.

Motion carried unanimously.

15. Motion by Eckley, seconded by Cargill to approve the Emergent Hire for the 2013-2014 school year, effective pending completion of all district and state requirements, of Joelle C. Melendez as a Substitute Custodian and to establish compensation for services at \$85 per day; without 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. Back-up was available.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

16. Motion by Eckley, seconded by Cargill to approve the below-listed staff members as Club Advisors for the 2013-2014 school year:

<u>ACTIVITY</u>	<u>ADVISORS</u>	<u>MTGS</u>	<u>STIPEND</u>
First Grade Math Clubs (3)	Cheryl Micciche	16	TBD
	Adrienne Boucher	16	TBD
	Janice Williams	24	TBD
First Grade Phonics/Phonemic Awareness Club	Sue Combs	24	TBD
*Kindergarten Sound/Letter Club	Brielle Bullock And Joy Hill	16	TBD

**Meeting in between Kindergarten Sessions; late bus transportation not required. All other clubs to be held after school.*

Motion carried unanimously.

17. Motion by Eckley, seconded by Cargill to approve the before/after-school Foundations Club to assist Oakview At Risk 2nd Grade students who recently moved into the District or need extra reinforcement and support to learn the basic markings, sound cards and drills that were taught in Level I; Stacey Pappalardo will be the advisor of this club; two days per week; 8 sessions; total cost of \$261.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

18. Motion by Eckley, seconded by Cargill to approve the following substitute administrative assistant for the 2013-2014 school year, pending completion of all district and state requirements:

Beaver, Barbara A.

NOTE:

Mrs. Beaver is retiring this year; as such, she does not require emergent hiring and will avoid paying the fingerprinting fee by being approved prior to her retirement.

Motion carried unanimously.

19. Motion by Eckley, seconded by Cargill to approve, accepting with regret, notice of retirement from Barbara A. Beaver, Middle School Administrative Assistant, effective January 1, 2014.

NOTE:

Back-up was available.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

20. Motion by Eckley, seconded by Cargill to approve the following substitute teacher for the 2013-2014 school year, pending completion of all district and state requirements:

Conway, Veronica L.

NOTE:

1. Per the new regulations 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. The state has rescinded the waiver process to N.J.A.C. 6A:9-6.5(c) for the hiring of substitute teachers; therefore, either the candidates CHRU approval letter or an Emergent Hire form must accompany each substitute application.

Motion carried unanimously.

21. Motion by Eckley, seconded by Cargill to approve the below-listed faculty members as Club/Program Advisors/Teachers for the 2013–2014 school year; stipend and prorated overload amounts TBD.

ACTIVITY	ADVISOR/TEACHER	MTGS	STIPEND	OVERLOAD
Safety Patrol	John McKeown	24	TBD	
School Store	Marggy Campana	*100	TBD	
Extended School Day		**Four days per week – 1 day planning		¾ Overload Prorated from 11/11/13-5/9/13
4 th Grade Literacy	Heather Sherman			
4 th Grade Math	Stacey Lyons			
3 rd Grade Literacy	Kim Monsu			
3 rd Grade Math	Nicole Dixon			
Remedial Math – 3 rd Gr. (before school)	Kim Monsu	3 days per week		3/5 Overload Prorated from 11/11/13-5/9/13
Remedial Math – 4 th Gr. (before school)	Jamie Everwine			
	Nicole Dixon			
Remedial Math – 4 th Gr. (before school)	Stacey Lyons			

*Approx. 100 Meetings – morning and afternoon

**Approx. 107 Meetings, 4 days per week plus one day planning

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

22. Motion by Eckley, seconded by Cargill to approve the request of Dawn Susco, Green-Fields Literacy Coach, for a maternity leave of absence beginning December 12, 2013 and terminating on January 27, 2014, during which time accumulated sick days will be utilized.

NOTE:

Back-up was available.

Motion carried unanimously.

23. Motion by Eckley, seconded by Cargill to approve the request of Dawn Susco for a 12-week leave of absence under the provisions of the Family Leave Act following her maternity leave of absence, beginning on January 28, 2014 and extending until the 12 weeks expire, April 22, 2013.

NOTE:

1. Mrs. Susco will return to work on April 28, 2014.
2. Back-up was available.

Motion carried unanimously.

24. Motion by Eckley, seconded by Cargill to approve the petition of Lisa Exley, Green-Fields 4th Grade Teacher, for four days of an absence without pay on November 4 through November 7, 2013, as per Board Policy 4431.

NOTE:

1. Board Policy 4431 states that the Board of Education will consider petitions which are considered “Once in a Lifetime” situations with the expectation that no staff member would request such consideration more frequently than once during a 5 year interval.
2. Back-up was available.

Motion carried unanimously.

25. Motion by Eckley, seconded by Cargill to approve the petition of Jennifer Hitchner, Green-Fields Special Education Teacher, for two days of an absence without pay on November 26 and November 27, 2013, as per Board Policy 4431.

NOTE:

1. Board Policy 4431 states that the Board of Education will consider petitions which are considered “Once in a Lifetime” situations with the expectation that no staff member would request such consideration more frequently than once during a 5-year interval.
2. Back-up was available.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

26. Motion by Eckley, seconded by Cargill to approve before/after-school Kindergarten Clubs to assist Oakview at-risk half-day Kindergarten students to receive extra reinforcement and support with fundamental literacy skill either before or after school; clubs will be run by Kim Meginniss, Nicole Barney and Kim Labbree; two days per week; 16 sessions; total cost \$1,566 (\$522 each).

NOTE:

This is a budgeted expense.

Motion carried unanimously.

27. Motion by Eckley, seconded by Cargill to approve the following personnel as mentor team for newly-hired teacher Amy Pavone, Green-Fields 3rd Grade Substitute Replacement Teacher, who possesses a Certificate of Eligibility with Advanced Standing; at no cost to the Board of Education.

Mentor Team

Karry Corbitt, Principal
Kristin P. O’Neil, Chief Academic Officer
Michele Elliot, Mentor Teacher

Motion carried unanimously.

28. Motion by Eckley, seconded by Cargill to amend the motion of August 26, 2013 approving the request of Melissa Castone for a 12-week leave of absence under the provisions of the Family Leave Act immediately following her maternity leave of absence **commencing on October 4, 2013** and terminating on approximately January 9, 2014.

Motion carried unanimously.

29. Motion by Eckley, seconded by Cargill to approve the following staff as substitute teachers for the West Deptford High School Alternative School for the 2013-2014 school year.

Mike Seeley	Patti Ritorto
Courtney Stetson	Andrea Kappre

Motion carried unanimously.

30. Motion by Eckley, seconded by Cargill to approve the below-listed staff member as Club Advisor for the 2013–2014 school year:

ACTIVITY	ADVISOR	MTGS.	STIPEND
First Grade Enrichment Literacy Club	Janice Cirone	24	TBD

Motion carried unanimously.

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

1. Motion by Cargill, seconded by Brockway to affirm that the West Deptford Board of Education is in receipt of the District Harassment, Intimidation and Bullying monthly report as presented by the Superintendent, and is in agreement with all actions taken in regard to the incidents reported at the October 15, 2013 meeting of the Board of Education.

Motion carried unanimously.

2. Motion by Cargill, seconded by Brockway to approve, retroactive to September 5, 2013; 10 hours of home instruction weekly for Student ID#15605; classified Eligible for Special Education and Related Services – OHI; services to be provided by West Deptford Staff; reimbursement for services rendered to be at a rate to be determined.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

3. Motion by Cargill, seconded by Brockway to approve, retroactive to September 12, 2013, 10 hours of home instruction weekly for Student ID#10422; classified Eligible for Special Education and Related Services – MD; services to be provided by West Deptford Staff; reimbursement for services rendered to be at a rate to be determined.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

4. Motion by Cargill, seconded by Brockway to approve, retroactive to September 3, 2013, 10 hours of home instruction weekly for Student ID#14089; classified Eligible for Special Education and Related Services – MD; services to be provided by New Hope; reimbursement for services rendered to be at a rate of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

5. Motion by Cargill, seconded by Brockway to approve, retroactive to September 26, 2013, 10 hours of home instruction weekly for Student ID#13133; classified Eligible for Special Education and Related Services – OHI; services to be provided by West Deptford Staff; reimbursement for services rendered to be at a rate to be determined.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

D. **NEGOTIATIONS, PUPIL PLACEMENT, PROGRESS & WELFARE** – continued

6. Motion by Cargill, seconded by Brockway to **table** the three-year contract between the West Deptford Board of Education and the West Deptford Education Association effective July 1, 2013 through June 30, 2016.

NOTE:

- Back-up was available.
- Action was taken on this item after discussion in Closed Session.

Motion carried 8-0-1.

(Abstain-Lee)

7. Motion by Cargill, seconded by Brockway to approve ten hours of home instruction weekly for West Deptford Middle School Student ID#19939; services to be provided by West Deptford Staff member; services rendered to be at a rate to be determined; effective immediately through November 8, 2013.

Motion carried unanimously.

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

1. Motion by Brockway, seconded by Gotchel to approve Robert Creamer, as Strength Training Coordinator for the 1st Marking Period of the 2013-2014 school calendar at a stipend of \$1,483 (pro-rated).

NOTE:

Mr. Creamer will provide supervision during the 1st Quarter Monday through Friday.

Motion carried 5-4.

(No-Brockway, Kline, DeGirolamo, Lee)

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) Women’s Club of West Deptford to use the High School Cafeteria, chairs for 200 (seating plan will be provided a few days before the event); tables for refreshments and registration and hand-held microphone on May 21, 2014 from 5pm to 9pm; at no charge to the organization.
 - (B) West Deptford High School Football Parents Association to use the Middle School Cafeteria, music speakers, wireless microphone and system to hook up iPod for music on November 9, 2013 from 5pm to 10:30pm; no tables except for 2 along the end of where the food serving line is; at no cost to the organization.
 - (C) West Deptford High School Boys’ Lacrosse to use the Middle School Cafeteria, SmartBoard for Bingo, Bingo Equipment, machine for bingo balls, microphone and table on April 25, 2014 from 6pm to 11pm; at no cost to the organization.
 - (D) DECA to use the High School Library on October 15, 2013 from 2:10pm to 3pm; at no charge to the organization.

Motion carried unanimously.

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

1. Motion by Kline, seconded by DeGirolamo to approve the revised Observation and Annual Evaluation forms for the following positions to align with the language of the Teach NJ Law:
 - Child Study Team
 - Speech/Occupational Therapy
 - Instructional Aide

NOTE:

Back-up was available.

Motion carried unanimously.

G. **POLICY & COMMUNITY RELATIONS** – continued

2. Motion by Kline, seconded by DeGirolamo to approve new Regulation 5300, “Automated External Defibrillators (AEDS),” first reading.

Regulation 5300 is **MANDATED**

NOTE:

1. Regulation 5300 new guides provide the minimum requirements of an Emergency Action Plan as outlined in the recently approved new law (Janet’s Law) effective September 1, 2014.
2. Back-up was available.

Motion carried unanimously.

3. Motion by Kline, seconded by DeGirolamo to approve revised Policy 5300, “Automated External Defibrillators (AEDS),” first reading.

Policy 5300 is **MANDATED**

NOTE:

1. Policy 5300 new guides provide the minimum requirements of an Emergency Action Plan as outlined in the recently approved new law (Janet’s Law) effective September 1, 2014.
2. Back-up was available.

Motion carried unanimously.

4. Motion by Kline, seconded by DeGirolamo to approve new Policy 7523, “School District Provided Technology Devices to Pupils,” first reading.

Policy 7523 is **SUGGESTED**

NOTE:

1. Policy 7523 gives some general provisions for providing technology devices to pupils.
2. Back-up was available.

Motion carried unanimously.

5. Motion by Kline, seconded by DeGirolamo to approve new Policy 7522, “School District Provided Technology Devices to Staff Members,” first reading.

Policy 7522 is **SUGGESTED**

NOTE:

1. Policy 7522 gives some specific guidance to staff members from school districts that are currently providing them with technology devices (laptops, tablets, etc.).
2. Back-up was available.

Motion carried unanimously.

G. **POLICY & COMMUNITY RELATIONS** – continued

6. Motion by Kline, seconded by DeGirolamo to approve revised Policy 7434, “Smoking in School Buildings and on School Grounds,” first reading.

Policy 7434 is **MANDATED**

NOTE:

1. Policy 7434 has been revised to clarify the definition of school grounds to include grandstands, support buildings, etc.
2. Back-up was available.

Motion carried unanimously.

7. Motion by Kline, seconded by DeGirolamo to approve revised Policy 5533, “Pupil Smoking,” first reading.

Policy 5533 is **MANDATED**

NOTE:

1. Policy 5533 has been revised to expand the definition of smoking to include electronic smoking devices.
2. Back-up was available.

Motion carried unanimously.

8. Motion by Kline, seconded by DeGirolamo to approve new Policy 5120, “Assignment of Pupils,” first reading.

Policy 5120 is **MANDATED**

NOTE:

1. New Policy 5120 addresses classroom placement of twins or higher order multiples.
2. Back-up was available.

Motion carried unanimously.

9. Motion by Kline, seconded by DeGirolamo to approve Regulation 3232, “Tutoring Services,” first reading.

Regulation 3232 is **SUGGESTED**

NOTE:

1. Regulation 3232 has been revised to be consistent with the new Policy Guide.
2. Back-up was available.

Motion carried unanimously.

G. **POLICY & COMMUNITY RELATIONS** – continued

10. Motion by Kline, seconded by DeGirolamo to approve new Policy 3232, “Tutoring Services,” first reading.

Policy 3232 is **SUGGESTED**

NOTE:

1. New Policy 3232 indicates any contract entered into by the parent of a pupil for tutoring services by a staff member does not place any responsibility, liability or obligations on the school district.
2. Back-up was available.

Motion carried unanimously.

11. Motion by Kline, seconded by DeGirolamo to approve revised Bylaw 0000.02, “Introduction,” first reading.

Bylaw 0000.02 is **MANDATED**

NOTE:

1. Bylaw 0000.02 is being revised to comply with title updates within the statutes and administrative codes.
2. Back-up was available.

Motion carried unanimously.

12. Motion by Kline, seconded by DeGirolamo to approve revised Bylaw 0000.01, “Introduction,” first reading.

Bylaw 0000.01 is **MANDATED**

NOTE:

1. Bylaw 0000.01 is being revised to comply with title updates within the statutes and administrative codes.
2. Back-up was available.

Motion carried unanimously.

13. Motion by Kline, seconded by DeGirolamo to approve revised Regulation 5512, “Harassment, Intimidation or Bullying Investigation Procedure,” first reading.

Regulation 5512 is **MANDATED**

NOTE:

1. Regulation 5512 has been revised to reflect some of the revisions in the Policy Guide.
2. Back-up was available.

Motion carried unanimously.

G. **POLICY & COMMUNITY RELATIONS** – continued

14. Motion by Kline, seconded by DeGirolamo to approve revised Policy 5512, “Harassment, Intimidation and Bullying,” first reading.

Policy 5512 is **MANDATED**

NOTE:

1. Policy 5512 has been revised to incorporate updates provided by the NJDOE.
2. Back-up was available.

Motion carried unanimously.

15. Motion by Kline, seconded by DeGirolamo to approve revised Policy 4124, “Employment Contract,” first reading.

Policy 4124 is **RECOMMENDED**

NOTE:

1. Policy 4124 has been revised to remove the provision that indicates a non-tenured support staff member’s contract may include a probationary employment period.
2. Back-up was available.

Motion carried unanimously.

16. Motion by Kline, seconded by DeGirolamo to approve new Policy 3373, “Tenure Upon Transfer or Promotion,” first reading.

Policy 3373 is **RECOMMENDED**

NOTE:

1. New Policy 3373 has been developed to give guidance to the revised TEACHNJ Act.
2. Back-up was available.

Motion carried unanimously.

17. Motion by Kline, seconded by DeGirolamo to approve new Policy 3372, “Teaching Staff Member Tenure Acquisition,” first reading.

Policy 3372 is **RECOMMENDED**

NOTE:

1. New Policy 3372 has been developed to give guidance to the revised TEACHNJ Act.
2. Back-up was available.

Motion carried unanimously.

G. **POLICY & COMMUNITY RELATIONS** – continued

18. Motion by Kline, seconded by DeGirolamo to approve new Policy 3144.3, “Suspension Upon Certification of Tenure Charge,” first reading.

Policy 3144.3 is **RECOMMENDED**

NOTE:

1. New Policy 3144.3 has been developed for guidance in the area of suspension of tenured staff members upon certification of tenure charges.
2. Back-up was available.

Motion carried unanimously.

19. Motion by Kline, seconded by DeGirolamo to approve new Policy 3144.12, “Certification of Tenure Charges,” first reading.

Policy 3144.12 is **MANDATED**

NOTE:

1. Policy 3144.12 has been developed to be consistent with the new statute requiring the Superintendent to file tenure charges of inefficiency.
2. Back-up was available.

Motion carried unanimously.

COURTESY EXTENDED TO VISITORS

Motion by Brockway, seconded by Guzzetti 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

President

ATTEST:

Secretary

Motion carried unanimously.

The Board recessed at 7:51pm.

The Board convened Closed Session at 8pm.

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

Motion carried unanimously.

The Board reconvened Open Session at 8:48pm.

ACTION AFTER CLOSED SESSION:

• **Item D.6**

Motion by Cargill, seconded by Brockway to approve ratifying the three-year contract between the West Deptford Board of Education and the West Dept8ford Education Association effective July 1, 2013 through June 30, 2016.

NOTE:

- Back-up was available.
- Action was taken on this item after discussion in Closed Session.

Motion carried 8-0-1.

(Abstain-Lee)

The Board recessed at 8:49pm.

The Board reconvened Open Session at 8:59pm.

The Board conducted a tour of the Middle School building from 8:59pm to 9:40pm.

Motion by Guzzetti, seconded by DeGirolamo to adjourn the meeting at 9:40pm.

Motion carried unanimously.

William H. Thompson
Assistant Superintendent for Business/Board Secretary