

West Deptford Middle School
675 Grove Road
West Deptford, NJ 08066-1999
February 11, 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 Christopher Strano, President, followed by the Pledge of Allegiance and a Moment of Silence.

Mr. Strano, President, 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. Lisa Eckley (*left at 8:11pm*)
Dr. Brian Gotchel
Mr. Peter Guzzetti
Mr. David Kline
Mr. Christopher Strano

Absent

Dr. Thomas Lee
Mrs. Amy DeGirolamo

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

PRESIDENT'S REMARKS

Motion by Brockway, seconded by Eckley to approve the minutes of January 28, 2013, Reorganization Meeting.

Motion carried 7-0.

COURTESY EXTENDED TO VISITORS

SUPERINTENDENT'S REPORT

- HIB Report
- Enrollment Update

GENERAL BUSINESS

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

1. Motion by Guzzetti, seconded by Brockway to approve the regular bill list of February 11, 2013 totaling \$1,131,264.48, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried 7-0.

(Exception: Brockway abstained on Purchase Order No. 13-2526)

2. Motion by Guzzetti, seconded by Brockway to approve a Budget Work Session for Saturday, February 23, 2013, 9am in the West Deptford Middle School, 675 Grove Road, West Deptford, New Jersey; this is a work session only for the purpose of reviewing the 2013-2014 budget; no formal action will be taken at this time.

Motion carried 7-0.

3. Motion by Guzzetti, seconded by Brockway to approve the end-of-month bill list for January 2013 totaling \$83,243.90, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried 7-0.

4. Motion by Guzzetti, seconded by Brockway to approve the payroll of January 2013 totaling \$2,573,817.99 with funds available as documented in the Board Office.

Motion carried 7-0.

5. Motion by Guzzetti, seconded by Brockway to approve the contract with Educational Data Services, Inc., 236 Midland Avenue, Saddle Brook, New Jersey 07663, for school year 2013-2014, in the amount of \$9,400 for maintenance and licensing fee.

NOTE:

Back-up was available.

Motion carried 7-0.

6. Motion by Guzzetti, seconded by Brockway to approve revising the Board Meeting calendar to reschedule the February 25, 2013 Board Meeting to March 4, 2013, cancel the March 11 meeting and to approve advertising these changes.

NOTE:

The revised date will enable the Board of Education to approve the tentative 2013-2014 budget with accurate state aid figures included

Motion carried 7-0.

A. **FINANCE** – continued

7. Motion by Guzzetti, seconded by Brockway to approve accepting the following for Grant No. 13000059 for Program Title EE4NJ-CO03:

- Supplement Funding Allocated by RFP No. 13-C003: \$17,200
- Extension of Grant Agreement’s Time Frame:
 - Start Date: 10/01/2012
 - End Date: 09/30/2013

NOTE:

Back-up was available.

Motion carried 7-0.

8. Motion by Guzzetti, seconded by Brockway to approve the cafeteria bill list of February 11, 2013 totaling \$46,706.93, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried 7-0.

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

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
O'Neil, Kristin	NJDOE Meeting	01/30/2013	No Cost
O'Neil, Kristin	Minority Consortium	02/05/2013	No Cost
O'Neil, Kristin	Super Kids Reading Program	02/06/2013	No Cost
O'Neil, Kristin	Curriculum Consortium	02/08/2013	No Cost
Burr, Aaron	NJSIAA Girl's Bowling Championship	02/13/2013	\$95.00
Canna, Erin	School Counselor Workshop	02/13/2013	No Cost
Elliott, Michele	Curriculum Work Day	02/13/2013	\$95.00
Newman, Lauren	NJSIAA Girl's Bowling Championship	02/13/2013	\$95.00
Sawyer, Meredith	Math Curriculum Writing	02/13/2013	\$95.00
Bride, Bettina	Bankbridge Meeting	02/13/2013	\$4.28
Purvenas, Jodi	Curriculum Work Day	02/13/2013	\$95.00
De Francis, Jamie	Bankbridge Meeting	02/14/2013	\$6.50
Bride, Bettina	Garfield Park Academy	02/14/2013	\$17.88
Bride, Bettina	YALE Meeting	02/20/2013	\$5.65
Drummond, Mark	DECA State Competition Chaperone	02/25/2013	\$95.00
Newman, Lauren	DECA State Competition Chaperone	02/25/2013	\$95.00
Kulbacki, Peter	Rutgers Irrigation Systems Repair & Maintenance	02/25/2013	\$245.00
Martinez, Angel	Rutgers Irrigation Systems Repair & Maintenance	02/25/2013	\$245.00
Drummond, Mark	DECA State Competition Chaperone	02/26/2013	\$95.00
Newman, Lauren	DECA State Competition Chaperone	02/26/2013	\$95.00
Cohill, Sally	Safer Schools for a Better Tomorrow	02/28/2013	No Cost
Corbitt, R. Karry	School Safety Training	02/28/2013	No Cost
Izzo-Caballero, Jeannine	Spanish Trip	02/28/2013	\$95.00
Folsom, Clyde	Frank Glazier Football Clinic	03/01/2013	\$95.00

A. **FINANCE** – continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Martinez, Angel	Rutgers Irrigation Scheduling	03/08/2013	\$195.00
Sanford, April	SURE Summit	03/21/2013	No Cost
Fairchild, Cheryl	Lifetime Strategies	03/22/2013	\$200.00
Gismondi, Brian	Senior Trip	03/25/2013	No Cost
Gismondi, Brian	Senior Trip	03/26/2013	No Cost
Fairchild, Cheryl	Dealing with the Difficult Child	03/27/2013	\$150.00
Fanelli, Michael	NJDOE School Security Workshop	02/28/2013	\$10.00
Dougherty, Ryan	PowerSchool Scheduling Training	02/11/2013	\$300.00
Newman, Lauren	Girl's Bowling	02/11/2013	\$47.50
Dougherty, Ryan	PowerSchool Scheduling Training	02/12/2013	\$300.00
Baillie, James	Rowan Workshop	02/13/2013	No Cost
Sharpless, Kristie	Spanish Trip	02/28/2013	\$95.00

Motion carried 6-0-1.
(Abstain-Brockway)

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

1. Motion by Eckley, seconded by Guzzetti to approve a 15-hour field experience placement for the following student from Camden County College for the spring semester 2013:

STUDENT NAME	MAJOR	COOPERATING TEACHER	SCHOOL	GRADE/SUBJ.
Brittany Landolfi	Education	Kimberly Long	Oakview	Kindergarten

Motion carried 7-0.

2. Motion by Eckley, seconded by Guzzetti to approve the Student Council Officers to visit the 2013 Young Leaders Conference at Gloucester County College in Sewell, NJ on Friday, March 15, 2013 from 7:45am to 2pm; Ms. Foster and Ms. Kelly (Student Council Advisors) will escort West Deptford High School Students to visit the venue.

Motion carried 7-0.

3. Motion by Eckley, seconded by Guzzetti to approve the participation of all Oakview Students in a Service Learning Project under the direction of Patti Ardito to collect donations (based on specific needs) for those still affected by Hurricane Sandy.

NOTE:

Service Learning Projects are part of the Social Studies Curriculum.

Motion carried 7-0.

B. **CURRICULUM** – continued

4. Motion by Eckley, seconded by Guzzetti to approve six eighth grade students to attend the Women in Technology Fair on Wednesday, March 13, 2013 at Gloucester County College under the supervision of Janice Hurff; transportation will be provided from budgeted funds.

Motion carried 7-0.

5. Motion by Eckley, seconded by Guzzetti to approve the All South Jersey Junior High Band members to attend practice on February 12, 19, 26 (snow date), 2013 and March 1, 2013 from 8:15am to 2pm at Mainland Regional High School, Linwood, NJ and March 2 and 3, 2013 at Fernwood Middle School, Egg Harbor, NJ.

NOTE:

West Deptford Middle School is cooperating with Deptford Township to share in the costs and chaperoning for the students' for transportation to the practices and performances. Funds have been budgeted for this.

Motion carried 7-0.

6. Motion by Eckley, seconded by Guzzetti to retroactively approve a trip to Mainland Regional High School in Linwood, NJ on February 6, 2013 from 2:15pm to 9pm for members of the All South Jersey Band; Mr. Fanelli will chaperone this trip; funds have been allocated from the Middle School budget.

Motion carried 7-0.

7. Motion by Eckley, seconded by Guzzetti to approve the practicum placement of Erin Shappelle, Occupational Therapist in West Deptford Schools, under the direction of Stephanie Soltner, West Deptford Occupational Therapist, beginning April 10, 2013 and continuing through May 8, 2013.

Motion carried 7-0.

8. Motion by Eckley, seconded by Guzzetti to approve the practicum placement of Megan Williamson, Occupational Therapist in West Deptford Schools, under the direction of Stephanie Soltner, West Deptford Occupational Therapist, beginning February 27, 2013 and continuing through April 3, 2013.

Motion carried 7-0.

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 accepting the notice of resignation of Linda Stranahan, Assistant Site Leader at Red Bank Schools, effective February 15, 2013.

NOTE:

Back-up was available.

Motion carried 7-0.

2. Motion by Eckley, seconded by Cargill to approve the following teachers to participate in the Kindergarten Orientation program for parents to be held on Tuesday evening, March 19, 2013 at pm at Green-Fields School for a total cost of \$1,320, funded by District Parent Workshop account.

10 teachers x \$44 per hour x 3 hours (1.5 hours prep; 1.5 hours present) = \$1,320

<u>Green-Fields</u>	<u>Oakview</u>	<u>Red Bank</u>
Beth Andaloro	Kimberly Labbree	Brielle Bullock
Dawn Corino	Kimberly Long	Ashley Schuckert
Christina Giannone	Kimberly Meginniss	
Joanna Minardi	Grace Bauer	

Motion carried 7-0.

3. Motion by Eckley, seconded by Cargill to amend the motion of January 28, 2013 hiring Mark Segall as a High School Substitute Replacement Chemistry Teacher pending completion of all district and state requirements, effective **January 25, 2013** through February 27, 2013; and to establish compensation for services at B.A. Level 1; \$55,024 pro-rated; **without benefits.**

Motion carried 7-0.

4. Motion by Eckley, seconded by Cargill to approve the Emergent Hire of Craig McGuckin as a Substitute Custodian/ Substitute Bus Driver for the 2012-2013 school year, effective pending completion of all district and state requirements; and to establish compensation for services at \$85 per day; without benefits.

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. Interim approval is to be obtained from the Gloucester County Department of Education. No new employee can begin employment without this interim approval.
3. Back-up was available.

Motion carried 7-0.

C. **TEACHERS & PERSONNEL** – continued

5. Motion by Eckley, seconded by Cargill to approve the following School Improvement Panels (ScIP) as required by the TEACHNJ Act:

WDHS:

Administrator: Brian Gismondi

Administrator: Kelly Saia

Teacher: Julia Holloway

WDMS:

Administrator: Mike Fanelli

Administrator: Jon Burnham

Administrator: Rich Badt

Teacher: Rebecca Headley

Green-Fields:

Administrator: Jon Cohen

Administrator: Cheryl Fairchild

Teacher: Michelle Elliott

Oakview:

Administrator: Sally Cohill

Administrator: Kristin O’Neil

Teacher: Noreen Mikulski

Red Bank:

Administrator: Karry Corbitt

Administrator: Tim Cammarota

Teacher: Nicole Brizill

Motion carried 7-0.

6. Motion by Eckley, seconded by Cargill to approve the McREL (Mid-continent Research for Education and Learning) Teacher Evaluation Framework and the McREL Principal Evaluation Framework as the observation and evaluation systems to be used to evaluate all teachers, assistant principals and principals beginning with the 2013-2014 school year. As per the TEACH NJ Act and DOE guidelines all districts are required to officially adopt state-approved frameworks for both teacher and principal evaluations.

NOTE:

1. The district has participated in the EE4NJ pilot for the past two years and all teachers and evaluators have been trained on the McREL Teacher Evaluation Framework. All teacher observations and evaluations have been conducted using this framework beginning in 2011.
2. Back-up is attached.

Motion carried 7-0.

C. **TEACHERS & PERSONNEL** – continued

7. Motion by Eckley, seconded by Cargill to approve the selection of Erin M. Pence, Chemistry Teacher at West Deptford High School, as the West Deptford School District's 2013-2014 Teacher of the Year, following the rules and requirements of the program sponsored by the State Department of Education for New Jersey Teacher of the Year.

NOTE:

1. The approved Teacher of the Year selection will also be the District's candidate to enter the Gloucester County selection process for County Teacher of the Year. Winners of the county program will go on to compete at the state level.
2. Ms. Pence's application was presented at the Board Meeting by Mr. Kitchenman.

Motion carried 5-0-2.
(Abstain-Brockway, Cargill)

8. Motion by Eckley, seconded by Cargill to approve, effective immediately, Jill Ward, Middle School Teacher as a Substitute Teacher for the High School Evening Alternative Program to be compensated at a rate of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried 7-0.

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 February 11, 2013 meeting of the Board of Education.

Motion carried 7-0.

2. Motion by Cargill, seconded by Brockway to retroactively acknowledge the decision of the parent of Student ID#7955672477, to home-school their child, effective January 28, 2013.

NOTE:

Back-up was available.

Motion carried 7-0.

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

3. Motion by Cargill, seconded by Brockway to approve, retroactive to January 29, 2013, 10 hours of home instruction per week for Student ID#20429, classified Eligible for Special Education and Related Services – SLD; services to be provided by West Deptford Staff; reimbursement for services rendered to be at a rate of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried 7-0.

4. Motion by Cargill, seconded by Brockway to acknowledge the decision of the parents of Student ID#9183975889 , to home-school their child, effective immediately.

NOTE:

Back-up was available.

Motion carried 7-0.

5. Motion by Cargill, seconded by Brockway to approve Ms. Amanda Schramm to provide two hours of homebound instruction for Student ID#17429.

Motion carried 7-0.

6. Motion by Cargill, seconded by Brockway to approve, retroactive to January 16, 2013, up to ten hours of home instruction weekly for Student ID#16028, 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 of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried 7-0.

7. Motion by Cargill, seconded by Brockway to approve, up to 14 hours of home instruction for Student ID#18059, classified Eligible for Special Education and Related Services – OHI; services to be provided by West Deptford Staff; reimbursement for services rendered to be a rate of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried 7-0.

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

8. Motion by Cargill, seconded by Brockway to approve, retroactive to February 4, 2013, 10 hours of home instruction weekly for Student ID#50112, classified Eligible for Special Education and Related Services – MD; services to be provided by Brookfield Schools; reimbursement for special services to be at a rate of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried 7-0.

9. Motion by Cargill, seconded by Brockway to approve, effective February 8, 2013, the out-of-district placement of Student ID#140022, classified Eligible for Special Education and Related Services – OHI at GCSSSD Bankbridge Regional School, South Campus at a tuition rate of \$16,965 for the remainder of the school year.

NOTE:

1. Student transferred into West Deptford from Greenwich Township; placement at Bankbridge is maintained as per the IEP Team.
2. This is a budgeted expense.

Motion carried 7-0.

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

1. Motion by Brockway, seconded by Gotchel to formally recognize the 2012-2013 West Deptford High School Baseball Trip to Georgetown, Maryland on April 13, 2013.

NOTE:

1. The team trip is being sponsored by the West Deptford Superbooster Inc.
2. The team will compete in a game on Saturday, April 13, 2013 versus Georgetown Prep of Maryland.
3. Back-up was available.

Motion carried 7-0.

2. Motion by Brockway, seconded by Gotchel to approve 37 Championship Jackets at the set \$80 amount for the members of the 2012-2013 Group II South Jersey State Championship West Deptford Football Squad.

Motion carried 7-0.

3. Motion by Brockway, seconded by Gotchel to approve 17 Championship Plaques at the set \$20 amount for returning members of 2012-2013 Group II South Jersey State Championship West Deptford Football Squad.

Motion carried 7-0.

E. **ATHLETIC, BAND & CAFETERIA – continued**

4. Motion by Brockway, seconded by Gotchel to approve a donation by the West Deptford Home Run Club of the following items at the approximate cost of \$1,731 for use by the West Deptford High School Baseball Team during the upcoming 2012-2013 season: Baseballs, Baseball Hats, Line Up Cards, Baseball Screens and Ball Basket.

NOTE:

Back-up was available.

Motion carried 7-0.

5. Motion by Brockway, seconded by Gotchel to approve the West Deptford High School Spring Sports Schedule for the upcoming NJSIAA Scholastic Sports Season 2012-2013.

NOTE:

Back-up was available.

Motion carried 7-0.

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

1. Motion by Gotchel, seconded by Eckley to approve the use of facilities by outside organizations as noted below.
 - (A) West Deptford Cheerleading to use the Middle School Gym on June 10, 11, 17 and 18, 2013 from 5:45pm to 8:15pm; at no charge to the organization.
 - (B) West Deptford Youth Lacrosse to use the High School Athletic Fields on Mondays through Thursdays from March 4, 2013 through May 30, 2013 from 5:30pm to 8:30pm at no charge to the organization.

Motion carried 7-0.

2. Motion by Gotchel, seconded by Eckley to approve the use of the school facilities by the Township of West Deptford for the purpose of the following elections:
 - Primary Election – June 4, 2013
 - General Election – November 5, 2013Polls will be open from 6am to 8pm for Primary and General Elections.

NOTE:

Back-up was available.

Motion carried 7-0.

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

1. Motion by Kline, seconded by Guzzetti to approve revised Regulation 2431.1, “Emergency Procedures for Athletic Practices and Competitions,” first reading.

Regulation 2431.1 is MANDATED

NOTE:

1. Regulation 2431.1 has been updated to include some specific training requirements for coaches and a Catch-all provision for any training required by law, code or the Superintendent.
2. Back-up was available.

Motion carried 7-0.

2. Motion by Kline, seconded by Guzzetti to approve revised Policy 8505, “School Nutrition,” first reading.

Policy 8505 is MANDATED

NOTE:

1. Policy 8505 has been revised to reflect the updates regarding milk offerings.
2. Back-up was available.

Motion carried 7-0.

3. Motion by Kline, seconded by Guzzetti to approve revised Regulation 2431.2, “Medical Examination to Determine Fitness for Participation in Athletics,” first reading.

Regulation 2431.2 is MANDATED

NOTE:

1. Regulation 2431.2 has been revised to provide Boards the option to include cheerleading in the definition of programs of athletic competition and require the same medical examination as required of student-athletes participating in interscholastic athletics and intramurals.
2. Back-up was available.

Motion carried 7-0.

4. Motion by Kline, seconded by Guzzetti to approve revised Policy 6480, “Purchase of Food Supplies,” first reading.

Policy 6480 is MANDATED

NOTE:

1. Policy 6480 has been revised to be consistent with the new Code provision that includes some additional details regarding the process to be used in purchasing food supplies.
2. Back-up was available.

Motion carried 7-0.

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

5. Motion by Cargill, seconded by Kline to **table** revised Bylaw 0132, “Executive Authority,” first reading.

Bylaw 0132 is RECOMMENDED

NOTE:

1. Bylaw 0132 has been revised to include waiver language from provisions of the No Child Left Behind Act.
2. Back-up was available.

Motion carried 7-0.

6. Motion by Kline, seconded by Guzzetti to approve revised Policy 2431, “Athletic Competition,” first reading.

Policy 2431 is MANDATED

NOTE:

1. Policy 2431 has been revised to be consistent with recent legislation that added cheerleading to the “interscholastic athletic” definition for sports-related concussion and head injury safeguards.
2. Back-up was available.

Motion carried 7-0.

7. Motion by Kline, seconded by Guzzetti to approve revised Policy 2415, “No Child Left Behind Program,” first reading.

Policy 2415 is MANDATED

NOTE:

1. Policy 2415 has been revised to include waiver language from provisions of the No Child Left Behind Act.
2. Back-up was available.

Motion carried 7-0.

COURTESY EXTENDED TO VISITORS

The following persons addressed the Board:

- Mary Beth Kirschling
- Barbara Knoblock

Mrs. Eckley left the meeting.

Motion by Brockway, seconded by Cargill 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 6-0.

The Board recessed at 7:50pm.

The Board convened Closed Session at 8:00pm.

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

Motion carried 6-0.

The Board reconvened Open Session at 8:35pm.

ACTION AFTER CLOSED SESSION:

- Motion by Cargill, seconded by Guzzetti to approve the Closed Session minutes of January 28, 2013.

Motion carried 5-0-1.
(Abstain-Brockway)

- Motion by Brockway, seconded by Cargill to adjourn the meeting at 8:36pm.

Motion carried 6-0.

William H. Thompson
Assistant Superintendent for Business/Board Secretary