

West Deptford Middle School
675 Grove Road
West Deptford, NJ 08066-1999
November 12, 2012

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 26 April 2012 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 26 April 2012.

In Attendance

Mrs. Ginny Brockway (left at 7:45pm)
Mrs. Kate Cargill
Mrs. Amy DeGirolamo
Mrs. Lisa Eckley
Dr. Brian Gotchel
Mr. Peter Guzzetti
Mr. Donald Hicks (left at 7:45pm)
Mr. James Mehaffey
Mr. Christopher Strano

Absent

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

PRESIDENT'S REMARKS

Motion by Hicks, seconded by Eckley to approve the minutes of October 22, 2012, Regular Meeting.

Motion carried unanimously.

COURTESY EXTENDED TO VISITORS

SUPERINTENDENT'S REPORT

- HIB Report
- Enrollment

GENERAL BUSINESS

A. **FINANCE – CARGILL**, Guzzetti, Mehaffey (Alternate: Eckley)

1. Motion by Cargill, seconded by Guzzetti to approve the regular bill list of November 12, 2012 totaling \$499,491.83, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

(Exception: Brockway abstained on Purchase Order No. 13-1607)

2. Motion by Cargill, seconded by Guzzetti to approve the payroll of October 2012 totaling \$2,590,133.98 with funds available as documented in the Board Office.

Motion carried unanimously.

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

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
COBB, CINDY	GC School Nurses Association	11/07/2012	No Cost
Lee, Kimberly	GC School Nurses Association	11/07/2012	No Cost
Pilarz, Kathleen	Understanding Human Trafficking of Children	11/07/2012	No Cost
Sanford, April	Human Trafficking	11/07/2012	No Cost
Breece, Bridgette	Bancroft - Autism and Transition to Adulthood	11/09/2012	No Cost
Pacini, Joan	Bancroft - Autism and Transition to Adulthood	11/09/2012	No Cost
English, Nicole	The Cooper Bone and Joint Institute	11/13/2012	\$40.00
Cohen, Jonathan	SAM Project	11/14/2012	\$50.00
Sbar, Sharon	LARC Meeting	11/14/2012	\$3.10
Pilarz, Kathleen	The Power of Affect	11/16/2012	\$375.00
Sbar, Sharon	Autism Workshop	11/16/2012	\$135.00
Pilarz, Kathleen	The Power of Affect	11/17/2012	\$375.00
Bonzella, Nicole	G&T Trip to Rutgers	11/19/2012	No Cost
Quindlen, Ellen	G&T Trip to Rutgers	11/19/2012	No Cost
Jasper, Dawn	Yearbook Workshop	11/20/2012	No Cost
Sbar, Sharon	Bankbridge Meeting	11/26/2012	\$5.75
Fairchild, Cheryl	GCASE Meeting	11/30/2012	\$6.20
Shannon, John	NJ Green Expo	12/04/2012	\$83.35
Shannon, John	NJ Green Expo	12/05/2012	\$83.35
Shannon, John	NJ Green Expo	12/06/2012	\$83.35
Fairchild, Cheryl	Diversity Workshop	12/18/2012	\$6.20
Ervin, James	Boiler License Test	11/13/2012	No Cost
Christo, Jeffrey	River Balley Museum	11/16/2012	\$47.50
Cottone, Richard	River Balley Museum	11/16/2012	\$47.50
Tortu-Sliwecki, Phyllis	Yearbook Workshop	11/20/2012	\$95.00
Beane, Jan	NJ Librarian Conference	11/30/2012	\$206.35
Durham-Dick, Toni	GC Counselors Meeting	12/05/2012	No Cost
Cardillo, Robin	I&RS	12/06/2012	\$95.00

A. **FINANCE** – continued

3., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Lindia, Lynette	I&RS	12/06/2012	\$95.00
Flores, Melissa	PBSIS Training	12/12/2012	\$47.50
Grossmann, Venise	GSSPA Talon Trip	12/17/2012	\$95.00
Flores, Melissa	PBSIS Training	01/15/2013	\$47.50
Durham-Dick, Toni	GC Counselors Meeting	02/07/2013	No Cost
Holloway, Julia	EIRC Workshop	02/08/2013	\$95.00
Flores, Melissa	PBSIS Training	02/12/2013	\$47.50
Flores, Melissa	PBSIS Training	03/11/2013	\$47.50
Durham-Dick, Toni	GC Counselors Meeting	04/11/2013	No Cost
Flores, Melissa	PBSIS Training	04/23/2013	\$47.50
Flores, Melissa	PBSIS Training	05/28/2013	\$47.50
Durham-Dick, Toni	GC Counselors Meeting	06/07/2013	No Cost

Motion carried 8-0-1.
(Abstain-Brockway)

4. Motion by Cargill, seconded by Guzzetti to approve applying for Carryover Funds not used in the NCLB-12 grant period to be applied to the NCLB-13 grant.

NCLB Title I, Part A
\$26,915

NCLB Title II-A
\$24,020

Motion carried unanimously.

B. **CURRICULUM** – **ECKLEY**, DeGirolamo, Hicks (Alternate: Guzzetti)

1. Motion by Eckley, seconded by DeGirolamo to approve a student teaching field experience request for the following student from Wilmington University for the 2012-2013 school year to begin January 2, 2013 through April 12, 2013.

<u>Student Name</u>	<u>Cooperating Teacher</u>	<u>School</u>	<u>Grade/Subj.</u>
Alana Fulton	Mary Mack	Red Bank	Grade 2

Motion carried unanimously.

B. **CURRICULUM** – continued

2. Motion by Eckley, seconded by DeGirolamo to approve the Middle School 7th and 8th Grade Choir to perform at Auletto's Caterers on December 11, 2012 from 12pm to 2:30pm; Mrs. Rabbai and Mr. Kappre will chaperone the students; transportation will be provided through student activities.

NOTE:

Our WDMS Choir has been invited to perform for the Gloucester County Senior Holiday Luncheon.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – MEHAFFEY, Eckley, Cargill (Alternate: Brockway)

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

1. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Teacher for the 2012-2013 school year, pending completion of all district and state requirements:

Schmenger, Kurt T.

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 Mehaffey, seconded by Eckley to approve the hiring, effective immediately, of Stephen Burbage as a Substitute Custodian, pending completion of all district and state requirements, for the 2012-2013 school year, 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 unanimously.

C. **TEACHERS & PERSONNEL** – continued

3. Motion by Mehaffey, seconded by Eckley to amend the motion of June 25, 2012 approving the petition of Kristin Osgood-Lamelas, High School Graphic Art Teacher, for a maternity leave of absence commencing on **October 23, 2012 and terminating December 4, 2012, during which time 27 sick days will be utilized.**

Motion carried unanimously.

4. Motion by Mehaffey, seconded by Eckley to amend the motion of June 25, 2012 approving the petition of Kristin Osgood-Lamelas for a 12 week leave of absence under the provisions of the Family Leave Act immediately following her maternity leave of absence **commencing on December 5, 2012 and terminating approximately on March 06, 2013.**

Motion carried unanimously.

5. Motion by Mehaffey, seconded by Eckley to amend the motion of August 27, 2012 approving the hire Jacqueline Roth as a High School Fine Arts Long Term Substitute Replacement Teacher pending completion of all district and state requirements from **October 23, 2013 through March 6, 2013**; and to establish compensation for services at B.A. Level 1, \$55,024.

Motion carried unanimously.

6. Motion by Mehaffey, seconded by Eckley to approve, retroactive to October 18, 2012, the petition of Mary Sweeney, Child Study Team Administrative Assistant, for a medical leave of absence commencing on October 18, 2012 and terminating on December 14, 2012; sick, personal and vacation days will be utilized through October 26, 2012 then she will be at a no pay status.

NOTE:

Back-up was available.

Motion carried unanimously.

7. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Teacher for the 2012-2013 school year, pending completion of all district and state requirements:

Romaine, Dana 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 candidate's CHRU approval letter or an Emergent Hire form must accompany each substitute application.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

8. Motion by Mehaffey, seconded by Eckley to approve the request of Kenneth Holovachuk, Green-Fields Instructional Aide, for five days absence without pay on November 26, 2012 through November 30, 2012 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 expectations 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.

9. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Teacher for the 2012-2013 school year, pending completion of all district and state requirements:

Ainsworth, Brenda 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.

10. Motion by Mehaffey, seconded by Eckley to approve adjusting, effective November 30, 2012, the salary of Denise Leaf, Child Study Team Learning Consultant, to reflect attainment of advanced degree status; M.A. + 30 Level 14; \$77,882.

NOTE:

Back-up was available.

Motion carried unanimously.

11. Motion by Mehaffey, seconded by Eckley to amend the motion of August 13, 2012 approving Lauren Riggs, Green-Fields School Fourth Grade Teacher, for a maternity leave of absence to end on **December 12, 2012** to account for the two (2) days that school was closed following Hurricane Sandy on October 29 and 30, 2012; during this time, accumulated sick time will be utilized.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

12. Motion by Mehaffey, seconded by Eckley to amend the motion of August 13, 2012 approving Heather Sherman, Green-Fields School Fourth Grade Teacher, for a maternity leave of absence to end on **November 29, 2012** to account for the two (2) days that school was closed following Hurricane Sandy on October 29 and 30, 2012; During this time, accumulated sick time will be utilized.

Motion carried unanimously.

13. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Teacher for the 2012-2013 school year, pending completion of all district and state requirements:

Terry, Patricia

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.

14. Motion by Mehaffey, seconded by Eckley to approve the following staff members to teach after-school tutorials for the 2012-2013 school year at Red Bank School and to establish compensation for services as noted:

TEACHER	ASSIGNMENT	MEETINGS	STIPEND
Nicole Brizill	2 nd Grade Literacy	32	\$1,042
Cheryl Micciche	2 nd Grade Literacy	32	\$1,042
Susan Combs	2 nd Grade Literacy	16	\$522
Joy Hill	2 nd Grade/Kdg Literacy	32	\$1,042
Brielle Bullock	Kdg Literacy	16	\$522
Sue Nelson	2 nd Grade Math	32	\$1,042
Janice Williams	Homework Club	32	\$1,042
Janice Cirone	Homework Club	32	\$1,042
Jill Schwantes	Citizenship Club	16	\$522

Motion carried unanimously.

15. Motion by Mehaffey, seconded by Eckley to approve the finalized evaluation of the Superintendent for the 2011-2012 School Year.

NOTE:

Back-up was available.

Motion carried 7-0-2.
(Abstain-Hicks, Brockway)

C. **TEACHERS & PERSONNEL** – continued

16. Motion by Mehaffey, seconded by Eckley to approve the following personnel as mentor team for newly-hired Long-term Substitute Replacement Teacher Christopher Nuss, Green-Fields Teacher, who possesses a Certificate of Eligibility with Advanced Standing; at no cost to the Board of Education.

Mentor Team

Jonathan Cohen, Principal

Linda Clark, Mentor Teacher

Kristin O’Neil, Director of Curriculum and Instruction

NOTE:

As per the latest regulations from the SDOE, the provisionally-certified teacher will be responsible for payment to the mentor in the amount of \$550.

Motion carried unanimously.

17. Motion by Mehaffey, seconded by Eckley to approve the hiring of Kristy Huepfel as the 5th Grade Class Advisor for the 2012-2013 school year at a step one salary of \$1,998.

Motion carried unanimously.

18. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Teacher for the 2012-2013 school year, pending completion of all district and state requirements:

Golan, Ariel R.

NOTE:

Ms. Golan is presently a Literacy Coach for the District; as such, she does not require emergent hiring.

Motion carried unanimously.

19. Motion by Mehaffey, seconded by Eckley to approve the emergent hire of Sue Iraldi, High School Hall/Café/Clerical Aide, pending completion of all district and state requirements, for the 2012-2013 school year, and to establish compensation for services at \$10.80 per hour; 24.5 hours per week; 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 unanimously.

C. **TEACHERS & PERSONNEL** – continued

20. Motion by Mehaffey, seconded by Eckley to amend the motion of October 9, 2012 approving the below-listed faculty members as Club/Program Advisors for the 2012-2013 school year:

<u>ACTIVITY</u>	<u>ADVISOR</u>	<u>MTGS</u>	<u>STIPEND</u>
Homework Club 4 th	<u>Lauren Uzdavinis</u>	24	\$781
Homework Club 3 rd	<u>Jennifer Hitchner</u>	24	\$781

Motion carried unanimously.

21. Motion by Mehaffey, seconded by Eckley to approve, retroactive to September 10, 2012, the petition of Diane Brinkman, Middle School Custodian, for a medical leave of absence commencing on September 10, 2012 and terminating on November 26, 2012; during which accumulated sick time will be utilized.

NOTE:

Back-up was available.

Motion carried unanimously.

D. **NEGOTIATIONS, PUPIL PLACEMENT, PROGRESS & WELFARE** – GOTCHEL, Cargill, Mehaffey (Alternate: DeGirolamo)

1. Motion by Gotchel, seconded by Cargill 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 November 12, 2012 meeting of the Board of Education.

Motion carried unanimously.

2. Motion by Gotchel, seconded by Cargill to approve, effective October 22, 2012, the out-of-district placement of Student ID#12969, classified Eligible for Special Education and Related Services – E.D., at Gloucester County Special Services School District, Bankbridge Regional School – North Campus at a tuition rate of \$32,310.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

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

3. Motion by Gotchel, seconded by Cargill to approve, retroactive to October 16, 2012, acknowledging the decision of K.F. to home-school her child, Student ID#17446.

NOTE:

Back-up was available.

Motion carried unanimously.

E. **ATHLETIC, BAND & CAFETERIA – BROCKWAY**, Hicks, Gotchel (Alternate: Mehaffey)

1. Motion by Brockway, seconded by Hicks to approve Kristine Costino as a Volunteer Assistant Swimming Coach for the 2012-2013 Winter season.

NOTE:

Coach Costino returns for her 3rd season as a volunteer coach.

Motion carried unanimously.

2. Motion by Brockway, seconded by Hicks to approve Erica Harmon to the position of Volunteer Assistant Softball Coach for the upcoming 2012-2013 season.

NOTE:

Coach Harmon returns to assist in 2012-2013.

Motion carried unanimously.

3. Motion by Brockway, seconded by Hicks to approve Christine Williams to the position of Volunteer Assistant Softball Coach for the upcoming 2012-2013 Spring WDHS Softball season.

NOTE:

Coach Williams will again be assisting at the JV Level in 2013.

Motion carried unanimously.

4. Motion by Brockway, seconded by Hicks to approve the WDHS Winter Sports Schedule for the upcoming NJSIAA Scholastic Sports season 2012-2013.

NOTE:

Back-up was available.

Motion carried unanimously.

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

5. Motion by Brockway, seconded by Hicks to approve Concert Band, Concert Choir, Marching Band and Jazz to travel to Boston, Massachusetts and surrounding areas from May 29, 2012 through June 2, 2013.

NOTE:

Mr. Kershaw and Mr. Yerkes will escort WDHS students to perform and tour at the above mentioned venues. Itinerary and exact venues will be confirmed shortly. District buses will transport students to and from 30th Street Station, Philadelphia, PA. The Board of Education will provide transportation costs.

Motion carried unanimously.

6. Motion by Brockway, seconded by Hicks to approve Anthony Rizzolo to the position of Volunteer Assistant Wrestling Coach for the upcoming 2012-2013 WDHS Winter Sports season.

NOTE:

1. Coach Rizzolo was an accomplished Deptford wrestler from 2004-2008, TCNJ and GCC.
2. Back-up was available.

Motion carried unanimously.

7. Motion by Brockway, seconded by Hicks to approve Steve Czekalski to the position of Volunteer Assistant Winter Track Coach for the upcoming 2012-2013 Winter season.

NOTE:

Coach Czekalski returns to help with Winter Track while still serving as an assistant during the Spring Track season.

Motion carried unanimously.

8. Motion by Brockway, seconded by Hicks to approve Tracy Dobkowski to the position of Assistant Winter Track Coach for the upcoming 2012-2013 Winter Season at a Step 1 salary of \$2,299.

NOTE:

1. Coach Dobkowski was a WDHS and Rutgers University – Camden Cross Country, Winter Track and Spring Track alumnus.
2. Back-up was available.

Motion carried unanimously.

9. Motion by Brockway, seconded by Hicks to approve Marlee Schramm to the position of Volunteer Assistant Softball Coach for the upcoming 2012-2013 Spring season.

NOTE:

Marlee Schramm is an alumnus of West Deptford High School Softball having completed a stellar four year career in 2007 with the Eagles and recently serving as assistant coach in successful season with WDHS Field Hockey.

Motion carried unanimously.

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

10. Motion by Brockway, seconded by Hicks to approve Danielle Fisher to the position of Assistant Softball Coach for the upcoming 2012-2013 Spring season at a Step 1 salary of \$3,261.

NOTE:

Coach Fisher is a member of the WDHS faculty and will move from Field Hockey to Softball.

Motion carried unanimously.

F. **PROPERTY, BUILDINGS & TRANSPORTATION** – **HICKS**, Brockway, DeGirolamo (Alternate: Eckley)

1. Motion by Hicks, seconded by Brockway to approve the use of facilities by outside organizations as noted below:
 - A. West Deptford Cheerleading Association to use the Middle School Gym on November 10 & 17, 2012 from 8:30am to 3pm, at no charge to the organization.
 - B. West Chapter #5 Board of Basketball Officials to use the High School Gym on November 17, 2012 from 8:30am to 12pm, at no charge to the organization.

Motion carried unanimously.

G. **POLICY & COMMUNITY RELATIONS** – **GUZZETTI**, Mehaffey, DeGirolamo (Alternate: Cargill)

1. Motion by Guzzetti, seconded by Mehaffey to approve revised Policy 2415.04, "Parental Involvement," first reading.

NOTE:

1. Policy 2415.04 is being revised to meet the recommendations of the Edujobs/Federal programs monitoring term that conducted an audit of our programs in June 2012.
2. Back-up was available.

Motion carried unanimously.

2. Motion by Guzzetti, seconded by Mehaffey to approve accepting the Statement of Assurance and District Performance Reviews as part of the QSAC monitoring process for the 2012-2013 school year.

NOTE:

Back-up was available.

Motion carried unanimously.

COURTESY EXTENDED TO VISITORS

Motion by Mehaffey, seconded by Gotchel 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.

Motion by Mehaffey, seconded by Eckley reconvene Open Session.

Motion carried 7-0.

The Board reconvened Open Session at 8:27pm.

ACTION AFTER CLOSED SESSION

- Motion by Mehaffey, seconded by Eckley to adjourn the meeting at 8:29pm.

Motion carried 7-0.

William H. Thompson
Assistant Superintendent for Business/Board Secretary