

West Deptford Middle School
675 Grove Road
West Deptford, NJ 08066-1999
December 17, 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
Mrs. Kate Cargill
Mrs. Amy DeGirolamo
Mrs. Lisa Eckley
Dr. Brian Gotchel
Mr. Peter Guzzetti
Mr. Donald Hicks
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

- Recognition of service to the Board of Education, West Deptford Township Schools and the citizens of West Deptford:
 - Donald W. Hicks
 - James P. Mehaffey

Motion by Hicks, seconded by Cargill to approve the minutes of November 26, 2012, Regular Meeting.

Motion carried unanimously.

COURTESY EXTENDED TO VISITORS

SUPERINTENDENT'S REPORT

- School Security Update
- HIB Report
- Enrollment Figures
- Random Drug Test Results
- Audit Summary Report – Robert Marrone, Bowman and Company

GENERAL BUSINESS

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

1. Motion by Cargill, seconded by Guzzetti to approve the payroll of November 2012 totaling \$2,643,446.08 with funds available as documented in the Board Office.

Motion carried unanimously.

2. Motion by Cargill, seconded by Guzzetti to approve the regular bill list of December 17, 2012 totaling \$1,143,330.93, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

(Exception: Brockway abstained on PO Nos. 13-1985 and 13-1683)

3. Motion by Cargill, seconded by Guzzetti to approve accepting the 2012 audit report with the following recommendation:

2012-1: That the District review all open encumbrances at fiscal end and liquidate them during the subsequent year in a timely manner.

Motion carried unanimously.

4. Motion by Cargill, seconded by Guzzetti to approve canceling the following checks from the Warrant Account:

Check Number	Check Date	Check Amount
5804	01/25/2010	\$225.00
6376	03/08/2010	\$50.00
6878	05/24/2010	\$52.00
7323	06/28/2010	\$80.00
7893	09/27/2010	\$229.00
8266	09/24/2010	\$172.00
8353	09/30/2010	\$51.00
9677	02/28/2011	\$170.00

Motion carried unanimously.

A. **FINANCE** – continued

5. Motion by Cargill, seconded by Guzzetti to approve the Corrective Action Plan as outlined below.

WEST DEPTFORD BOARD OF EDUCATION-CORRECTIVE ACTION PLAN FOR
FISCAL YEAR ENDED JUNE 30, 2012

RECOMMENDATION	CORRECTIVE ACTION	IMPLEMENTATION	INDIVIDUAL RESPONSIBLE	COMPLETION DATE
2012-1 The District review all open encumbrances at fiscal year end and liquidate them during the subsequent year in a timely manner.	The Assistant Superintendent for Business along with the Accounts Payable Clerk will review open encumbrances at year to determine which shall be cancelled and which shall be paid. Open encumbrances needing to be paid will be liquidated prior to September 30th of the following year.	Effective with the next year end, the Assistant Superintendent for Business along with the Accounts Payable Clerk will review open encumbrances at year to determine which shall be cancelled and which shall be paid. Open encumbrances needing to be paid will be liquidated prior to September 30th of the following year.	Assistant Superintendent for Business Account Payable Clerk	6/30/2012

Motion carried unanimously.

6. Motion by Cargill, seconded by Guzzetti to approve re-advertising the Reorganization Meeting for the West Deptford Board of Education for January 2, 2013 at 7pm in the West Deptford Middle School Library, 675 Grove Road, West Deptford, New Jersey.

NOTE:

The Reorganization Meeting was previously advertised for January 3, 2013.

Motion carried unanimously.

7. Motion by Cargill, seconded by Guzzetti to approve the submission of the Individuals with Disabilities Education Act, Part B (IDEA-B) FY'2013 Combined Basic and Preschool Flow-Through Grant Application; total amount of Basic Entitlement is \$758,300 and the total amount of Preschool Entitlement is \$35,652.

Motion carried unanimously.

8. Motion by Cargill, seconded by Guzzetti to approve the October 2012 Expenditure and Revenue Report and to approve and certify that the October 2012 Expenditure Report, after review of the secretary's monthly financial report (appropriations sections), and upon consultation with the appropriate district officials, to the best of our knowledge contain no major accounts or funds which have been overexpended in violation of NJAC 6A:23A-16.10(c)4 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Motion carried unanimously.

A. **FINANCE** – continued

9. Motion by Cargill, seconded by Guzzetti to approve the report of the Secretary and the Treasurer of School Monies for the month of October 2012 and that said reports are in agreement.

Motion carried unanimously.

10. Motion by Cargill, seconded by Guzzetti to approve the October 2012 transfers.

Motion carried unanimously.

11. Motion by Cargill, seconded by Guzzetti to approve the cafeteria bill list of December 17, 2012 totaling \$23,043.72, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

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

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
O'Neil, Kristin	Ren Learning	12/7/2012	No Cost
Jasper, Dawn	NYC Trip	12/12/2012	\$95.00
Tortu-Sliwecki, Phyllis	NYC Trip	12/12/2012	\$95.00
Quindlen, Ellen	GCPA Meeting	12/14/2012	No Cost
Newman, Lauren	DECA Regional Conference	1/7/2013	\$190.00
Holloway, Julia	DECA Regional Conference	1/7/2013	\$95.00
Newman, Lauren	DECA Regional Conference	1/8/2013	\$190.00
Cohen, Jonathan	CCSSA Seminar	1/9/2013	\$150.00
Hawkins, Jennifer	CCSSA Seminar	1/9/2013	\$245.00
Dahl, Suzanne	Students First	1/15/2013	\$44.50
Beck, Nancy	GCPMSCA Meeting	1/24/2013	No Cost
Dimeo, Stacey	Students First	1/29/2013	No Cost
Beaver, John	TECHSPO	1/31/2013	\$187.50
Fulginiti, Joseph	TECHSPO	1/31/2013	\$187.50
Knecht, Robert	TECHSPO	2/1/2013	\$187.50
Lutner, John	TECHSPO	2/1/2013	\$187.50
Porter, Carolyne	What's New in YA Literature Workshop	2/7/2013	\$324.00
Scheetz, Jill	EPAC Meeting	2/14/2013	\$95.00
Romeo, Danielle	Rowan Literacy Consortium	2/22/2013	\$95.00
Cech, Colleen	SAC Meeting	3/11/2013	No Cost
Scheetz, Jill	EPAC Meeting	3/11/2013	\$95.00
Romeo, Danielle	Rowan Literacy Consortium	3/15/2013	\$95.00
Dimeo, Stacey	Students First	3/19/2013	No Cost
Scheetz, Jill	EPAC Meeting	4/8/2013	\$95.00
Dimeo, Stacey	Students First	4/23/2013	\$95.00
Romeo, Danielle	Rowan Literacy Consortium	4/26/2013	\$95.00
Cech, Colleen	SAC Meeting	5/10/2013	No Cost

A. **FINANCE** – continued

12., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Scheetz, Jill	EPAC Meeting	6/11/2013	\$95.00
Fontaine, Geralyn	Closing the Achievement Gap	12/18/2012	\$95.00
Falcone, Jaclyn	DECA Competition	1/7/2013	\$95.00
Burnham, Jon	Math Workshop	1/9/2013	\$230.00
Schmidt, Lauren	AMTNJ Conference	1/9/2013	\$319.99
Breece, Bridgette	AMTNJ Conference	1/9/2013	\$325.00
Fanelli, Michael	NJNCAG Chaperone	1/10/2013	\$12.00
SINCAVAGE, KRISTIN	NJNCAG Chaperone	1/10/2013	\$95.00
Verdinelli, Karen	Students First	1/15/2013	\$47.50
Beck, Nancy	I&RS	1/18/2013	No Cost
Cardillo, Robin	I&RS	1/18/2013	\$95.00
MacLuskie, Lynne	I&RS	1/18/2013	\$95.00
Tucci, Thomas	TECHSPO	1/31/2013	\$375.00
Kitchenman, Kevin	TECHSPO	1/31/2013	\$526.62
Tucci, Thomas	TECHSPO	2/1/2013	\$375.00
Kitchenman, Kevin	TECHSPO	2/1/2013	\$526.62
Dixon, Nicole	Ipad Training Course	2/11/2013	\$225.00
Bride, Bettina	Autism Workshop	2/21/2013	\$213.11
Bride, Bettina	Autism Workshop	2/22/2013	\$213.11
Golan, Ariel	Reading and Writing Conference	4/12/2013	\$150.00
Binck, Catherine	School Transportation Supervisors Conference	4/15/2013	\$370.99
Binck, Catherine	School Transportation Supervisors Conference	4/16/2013	\$370.99
Dimeo, Stacey	Students First	5/21/2013	No Cost

Motion carried unanimously.

13. Motion by Cargill, seconded by Guzzetti to approve accepting a donation of \$130 from Denise R. Campo for the purpose of supporting the activities of Mrs. Sanker’s classroom at Mrs. Sanker’s discretion.

NOTE:

Back-up was available.

Motion carried unanimously.

14. Motion by Cargill, seconded by Guzzetti to approve accepting the June 30, 2012 audit report as presented by Bowman & Company.

NOTE:

1. Mr. Robert Marrone of Bowman & Company will present the audit to the Board of Education.
2. Recommendations will be read and accepted.
3. Summary of Audit Report will be available to the public.
4. Back-up was available.

Motion carried unanimously.

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

1. Motion by Eckley, seconded by DeGirolamo to approve a 45 hour field experience for the following student from Rutgers University for the spring semester 2013 during the period January 28, 2013 through May 3, 2013.

STUDENT'S NAME	MAJOR	COOPERATING TEACHER	SCHOOL
Richard Wallach	Social Studies	Theone Sexauer	West Deptford High School

Motion carried unanimously.

2. Motion by Eckley, seconded by DeGirolamo to approve the Gay/Straight Alliance Club to visit Brunswick Bowling Alley in Deptford, NJ on Wednesday, December 19, 2012 from 2:30pm to 5:15pm.

NOTE:

Ms. Amy Vassallo, club advisor, will escort West Deptford High School students to visit the above-mentioned venue; at no cost to the Board of Education.

Motion carried unanimously.

3. Motion by Eckley, seconded by DeGirolamo to approve the Key Club to visit the Eleanor Corbett House in Elk Twp., NJ on Wednesday, January 30, 2013 from 5pm to 8pm; at no cost to the Board of Education.

NOTE:

Ms. Yeager, the Key Club Advisor will escort 10 West Deptford High School students to visit the above-mentioned venue.

Motion carried unanimously.

4. Motion by Eckley, seconded by DeGirolamo to approve amending the motion of November 12, 2012 approving 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/SUBJECT</u>
Alana Fulton	<u>Sue Combs</u>	Red Bank	Grade 2

Motion carried unanimously.

5. Motion by Eckley, seconded by DeGirolamo to approve DECA to attend the Southern Region DECA Competition at Crown Plaza Hotel, Cherry Hill, NJ on Monday, January 7, 2013 from 7:30am to 6pm; at no cost to the Board of Education.

NOTE:

1. Lauren Newman, the DECA Advisor will escort West Deptford High School students to visit the above-mentioned venue.
2. Jackie Falcone and Nicole Bonzella will also chaperone the competition.

Motion carried unanimously.

B. **CURRICULUM** – continued

6. Motion by Eckley, seconded by DeGirolamo to approve Spanish IV, Spanish IV Honors and AP Spanish to attend the Spanish Repertory Theatre in New York City on Thursday, February 28, 2013 from 7am to 5pm.

NOTE:

Kristie Sharpless (High School Spanish Teacher) along with Jeannine Izzo-Caballero will escort High School Students to attend the play “In the Time of the Butterflies” at the above-mentioned venue; at no cost to the Board of Education.

Motion carried unanimously.

7. Motion by Eckley, seconded by DeGirolamo to approve Team 6A Trip to Camp Mason, Hardwick, NJ from Wednesday, October 9, 2013 to Friday, October 11, 2013; Mr. Fanelli and Mr. Burnham will chaperone the trip; the trip will be paid for by the students attending.

Motion carried unanimously.

8. Motion by Eckley, seconded by DeGirolamo to approve Team 6B Trip to Camp Mason, Hardwick, NJ from Monday, October 7, 2013 to Wednesday, October 9, 2013; Mr. Fanelli and Mr. Burnham will chaperone the trip; the trip will be paid for by the students attending.

Motion carried unanimously.

9. Motion by Eckley, seconded by DeGirolamo to approve a trip to Camden County College, Blackwood, NJ on Thursday, January 10, 2013 from 8:30am to 2:30pm; selected students will attend the Middle School Consortium for the New Jersey Network to Close the Achievement Gap; Students will be chaperoned by Mr. Fanelli and Ms. Sincavage; funds have been allocated for this activity.

Motion carried unanimously.

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

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

1. Motion by Mehaffey, seconded by Eckley to retroactively approve the petition of Diane Almond, Green-Fields Cafeteria Worker, for a medical leave of absence from November 26, 2012 and a date to return to be determined within six weeks; during which accumulated sick days will be utilized.

NOTE:

Back-up was available.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

2. Motion by Mehaffey, seconded by Eckley to approve the petition of Jaclyn Falcone, High School Math Teacher, for a maternity leave of absence commencing on April 8, 2013 and terminating on May 17, 2013, during which time her sick days will be utilized.

NOTE:

Back-up was available.

Motion carried unanimously.

3. Motion by Mehaffey, seconded by Eckley to approve the increase of LPC Aide weekly hours, on an as needed basis, for Lisa Rohrman and Carol Axelrod to serve in the capacity of Substitute Bus Aide.

NOTE:

Given that bus aides are in the same category as LPC Aides, the hourly rates would remain the same; however, the weekly hours paid would increase when serving as a Substitute Bus Aide.

Motion carried unanimously.

4. Motion by Mehaffey, seconded by Eckley to approve hiring Vicki Szatkowski as a Substitute Custodian and to establish compensation for services at \$85 per day; without benefits.

NOTE:

Ms. Szatkowski is currently an Aide and Bus Driver for the District; as such, she does not require Emergent Hiring.

Motion carried unanimously.

5. Motion by Mehaffey, seconded by Eckley to amend the motion of November 26, 2012 to reflect a change in the Red Bank After School Tutorial Program:

<u>TEACHER</u>	<u>ASSIGNMENT</u>	<u>MEETINGS</u>	<u>STIPEND</u>
Sue Nelson	2 nd Grade Math	32	\$1,042

Motion carried unanimously.

6. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Instructional Aide 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.

C. **TEACHERS & PERSONNEL** – continued

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

Segall, Mark L.
White, Ashley E.

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.

8. Motion by Mehaffey, seconded by Eckley to retroactively approve the request of Laurie Rocco, a Green-Fields LPC Aide, for a medical leave of absence commencing on December 10, 2012 through December 21, 2012; 8.5 of these 10 days will be without pay.

NOTE:

1. Ms. Rocco is scheduled to return after the Winter Break on January 2, 2013.
2. Back-up was available.

Motion carried unanimously.

9. Motion by Mehaffey, seconded by Eckley to retroactively approve a 37.22% overload beginning September 1, 2012 and ending January 30, 2013 for Maria Casciotta to teach 8th Grade Language Arts at a stipend of \$1,693.61.

Motion carried unanimously.

10. Motion by Mehaffey, seconded by Eckley to amend the motion of November 12, 2012 approving, 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 January 10, 2013**; 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.

C. **TEACHERS & PERSONNEL** – continued

11. Motion by Mehaffey, seconded by Eckley to approve, effective January 2, 2013, the voluntary transfer of Joanne Fidell, Red Bank One-on-One to Oakview Special Education Classroom Aide.

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 December 17, 2012 meeting of the Board of Education.

Motion carried unanimously.

2. Motion by Gotchel, seconded by Cargill to approve, retroactive to October 5, 2012, the out-of-district placement of Student ID#10643, classified Eligible for Special Education and Related Services – ED at Strang School, at a tuition rate of \$46,227.15.

NOTE:

1. This is a budgeted expense.
2. Student was previously placed in an out of state placement.

Motion carried unanimously.

3. Motion by Gotchel, seconded by Cargill to approve, retroactive to December 4, 2012, 10 hours of home instruction weekly for Student ID#14312, 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 unanimously.

4. Motion by Gotchel, seconded by Cargill to approve, retroactive to November 14, 2012, 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 Foundation; reimbursement for services rendered to be at a rate of \$450 per week.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

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

5. Motion by Gotchel, seconded by Cargill to retroactively approve 10 hours of homebound instruction for Student ID#17147 beginning December 3, 2012 through December 23, 2012 to be provided by Jackie Argo (4 hours) and Lauren Schmidt (6 hours).

Motion carried unanimously.

6. Motion by Gotchel, seconded by Cargill to approve, retroactive to July 2, 2012 through June 30, 2013, contracting with Bancroft for the following services for Student ID#1740, classified for Special Education and Related Services – AUT., Direct 1:1 ABA (Applied Behavior Analysis) Therapy with a total projected cost of \$5,600 and for Student ID#14402, classified for Special Education and Related Services – M.D., Direct 1:1 ABA Therapy with a total projected cost of \$18,000.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

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

1. Motion by Brockway, seconded by Hicks to approve the purchase of 22 Championships Jackets for the West Deptford High School Marching Band, TOB Atlantic Coast Group II Champions, at a cost of \$80 per jacket for a total cost of \$1,760 to the Board of Education.

Motion carried unanimously.

2. Motion by Brockway, seconded by Hicks to approve the purchase of 50 Championship Plaques for the West Deptford High School Marching Band, TOB Atlantic Coast Group II Champions, at a cost of \$20 per plaque for a total cost of \$1,000 to the Board of Education.

NOTE:

Students that received a jacket during the 2010-2012 school years championship will receive a plaque in lieu of an additional jacket purchase.

Motion carried unanimously.

3. Motion by Brockway, seconded by Hicks to approve James P. Shields as a Volunteer Assistant Coach with the West Deptford Middle School Wrestling Team for the 2012-2013 school year.

Motion carried unanimously.

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

4. Motion by Brockway, seconded by Hicks to approve Anthony Vitale as Assistant Baseball Coach for the upcoming 2013 Spring West Deptford High School Baseball season at a Step 3 salary of \$3,717.

NOTE:

Coach Vitale returns for a 5th season with West Deptford High School Baseball coaching the freshmen squad.

Motion carried unanimously.

5. Motion by Brockway, seconded by Hicks to approve Steven Jakubowski as Assistant Baseball Coach for the upcoming 2013 Spring West Deptford High School Baseball season at a Step 2 salary of \$3,464.

NOTE:

Coach Jakubowski returns for a second season with the JV squad.

Motion carried unanimously.

6. Motion by Brockway, seconded by Hicks to approve Brendan Scannell to the position of Volunteer Assistant Wrestling Coach for the upcoming 2012-2013 West Deptford High School Winter Sports season.

NOTE:

1. Brendan Scannell wrestled for Haddonfield High School and most recently assisted at Audubon High School.
2. Back-up was available.

Motion carried unanimously.

7. Motion by Brockway, seconded by Hicks to approve Matt Enuco to the position of Part-time Assistant Baseball Coach for the upcoming 2012-2013 Spring season at a Step 2 salary of \$1,807.

NOTE:

1. Mr. Enuco played high school baseball at Glassboro and also competed at Rowan University.
2. Back-up was available.

Motion carried unanimously.

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

No action taken.

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

No action taken.

COURTESY EXTENDED TO VISITORS

Motion by Cargill, seconded by Eckley to approve the Closed Session minutes of November 26, 2012.

Motion carried unanimously.

Motion by Mehaffey, seconded by Hicks to adjourn the meeting at 8:24pm.

Motion carried unanimously.

William H. Thompson
Assistant Superintendent for Business/Board Secretary