

West Deptford Middle School
675 Grove Road
West Deptford, NJ 08066-1999
February 27, 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 10 May 2011 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 10 May 2011.

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

Motion by Hicks, seconded by Mehaffey to approve the minutes of February 13, 2012, Regular Meeting.

Motion carried unanimously.

COURTESY EXTENDED TO VISITORS

The following persons addressed the Board:

- Jennifer Mayer
- Michelle Femney
- Melissa Liles

SUPERINTENDENT'S REPORT

- HIB Report
- Monthly Reports
- Thank You Letter

GENERAL BUSINESS

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

1. Motion by Cargill, seconded by Guzzetti to approve the regular bill list of February 27, 2012 totaling \$338,404.24, with funds available as documented in the Board Office, pending final review by the Finance Committee Chairperson.

Motion carried unanimously.

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

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Layton, Vincent	Wrestling Tournament	2/24/2012	\$95.00
Beck, Nancy	I&RS Meeting	2/28/2012	No Cost
Farreny, Kerri	I&RS Meeting	2/28/2012	\$95.00
Lindia, Lynette	I&RS Meeting	2/28/2012	\$95.00
MacLuskie, Lynne	I&RS Meeting	2/28/2012	\$95.00
MacMillan, Jennifer	I&RS Meeting	2/28/2012	No Cost
Schultes, Michelle	ESL Workshop	2/28/2012	No Cost
Seher, Beth	I&RS Meeting	2/28/2012	\$95.00
Hitchner, Jennifer	IEP Writing Day	2/29/2012	\$95.00
Verdinelli, Karen	IEP Writing Day	2/29/2012	\$95.00
Creamer, Robert	IEP Meeting	3/1/2012	\$47.50
Cech, Colleen	NJ Prevention Network Conference	3/2/2012	No Cost
Creamer, Robert	IEP Meeting	3/2/2012	\$47.50
Davis, Jody	NHS Blood Drive	3/2/2012	\$95.00
Harvey, Corey	Frank Glazier Clinic	3/2/2012	\$95.00
Rockwell, Patrick	Frank Glazier Clinic	3/2/2012	\$95.00
Sanford, April	NJ Prevention Network Conference	3/2/2012	No Cost
Sbar, Sharon	AR Crescent Hill Ac.	3/2/2012	\$8.99
Lindia, Lynette	IEP Writing Day	3/5/2012	\$47.50
Brizill, Nicole	Students First Meeting	3/7/2012	No Cost
Laughlin, Kathleen	Students First Meeting	3/7/2012	No Cost
McGlinn, Kristy	Students First Meeting	3/7/2012	\$47.50
Micciche, Cheryl	Students First Meeting	3/7/2012	\$47.50
Walsh, Lauren	Students First Meeting	3/7/2012	\$47.50
MacMillan, Jennifer	Positive School Climate	3/14/2012	\$75.00
Anderson, Debra	IEP Meeting	3/16/2012	\$95.00
Heckler, Mary	Rutgers Reading Conference	3/16/2012	No Cost
Beck, Nancy	I&RS Meeting	3/16/2012	No Cost
Cardillo, Robin	I&RS Meeting	3/16/2012	\$95.00
Farreny, Kerri	I&RS Meeting	3/16/2012	\$95.00
Lindia, Lynette	I&RS Meeting	3/16/2012	\$95.00
MacLuskie, Lynne	I&RS Meeting	3/16/2012	\$95.00
MacMillan, Jennifer	I&RS Meeting	3/16/2012	No Cost
Seher, Beth	I&RS Meeting	3/16/2012	\$95.00
Lindia, Lynette	IEP Writing Day	3/19/2012	\$47.50
Stuart, Jennifer	IEP Day	3/19/2012	\$95.00

A. **FINANCE** – continued

2., continued ,

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Sbar, Sharon	Bankbridge Meeting	3/23/2012	\$4.55
Cech, Colleen	South Jersey SAC Meeting	3/26/2012	No Cost
Dimeo, Stacey	I&RS Meeting	3/27/2012	No Cost
Bride, Bettina	Bankbridge Meeting	3/28/2012	\$3.92
Mathiesen, Katherine	WDFPL Take Down Art Show	3/30/2012	\$95.00
Rabbai, Marilyn	Middle School Choral Festival at Rowan	4/18/2012	\$47.50
Page, Margaret	IEP Writing Day	4/19/2012	\$95.00
Bonzella, Nicole	GCPCA In-Service	4/20/2012	No Cost
Jasper, Dawn	Annual Spring Yearbook Workshop	4/25/2012	\$95.00
Bride, Bettina	YALE Meeting	5/8/2012	\$10.06
Bride, Bettina	Kingsway Learning Center Meeting	5/9/2012	\$11.61
Bride, Bettina	Bankbridge Meeting	5/15/2012	\$4.74
Durham-Dick, Toni	HIB Meeting	5/24/2012	No Cost
Folino, Robin	Practical Therapy Techniques	2/27/2012	No Cost
Chambers, Patrice	Differentiated Instruction	3/6/2012	\$95.00
Pacini, Joan	IEP Day	3/8/2012	\$47.50
Corsi, Andrea	IEP Meeting	3/9/2012	\$15.06
Burnham, Jon	Math Institute	3/19/2012	No Cost

Motion carried unanimously.

3. Motion by Cargill, seconded by Guzzetti to approve the contract with the Educational Data Services, Inc., 236 Midland Avenue, Saddle Brook, New Jersey 07663, for the school year 2012-2013 in the amount of \$9,400 for maintenance and licensing fee.

NOTE:

Back-up was available.

Motion carried unanimously.

4. Motion by Cargill, seconded by Guzzetti to approve the below-listed Resolution adopting the 2012-2013 tentative budget.

General Fund	\$43,204,742
Special Revenue Fund	\$ 1,025,253
Debt Service Fund	\$ 1,053,063
TOTAL BASE BUDGET	\$45,286,058

BE IT FURTHER RESOLVED, to raise a General Fund Tax Levy of \$29,006,176, and to raise a Debt Service Fund Tax Levy of \$911,581.

Motion carried unanimously.

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

1. Motion by Eckley, seconded by DeGirolamo to approve the Honors U.S. History Class to attend Fort Delaware State Park in Delaware City, Delaware on Tuesday, May 15, 2012 from 8am to 2pm; at no cost to the Board of Education.

NOTE:

Ms. Theone Sexauer, West Deptford High School History Teacher along with 4 parent chaperones will accompany 50 students to attend the above-mentioned venue; students will pay for buses.

Motion carried unanimously.

2. Motion by Eckley, seconded by DeGirolamo to approve the West Deptford High School Jazz Band to perform an instrument assembly at Oakview School on Wednesday, March 14, 2012; students will depart at 1pm for set up and perform at 2pm for the students.

Motion carried unanimously.

3. Motion by Eckley, seconded by DeGirolamo to approve Team 7A's trip to the Statue of Liberty and Ellis Island on Tuesday, May 22, 2012 from 8am to 6pm; chaperoned by Mrs. Hennis, Mrs. Ward, Mrs. Purul, Mrs. Weber and Mr. Baker; costs will be covered by a donation from the West Deptford Middle School PTO as well as a charge of \$15 per person for tickets and transportation.

Motion carried unanimously.

4. Motion by Eckley, seconded by DeGirolamo to approve Team 7B's trip to the Statue of Liberty and Ellis Island on Wednesday, May 30, 2012 from 8am to 6pm; chaperoned by Mrs. Seher, Mrs. Lattanzio, Mrs. Thurston, Mr. Penny and Ms. Murphy; costs will be covered by a donation from the West Deptford Middle School PTO as well as a charge of \$15 per person for tickets and transportation.

Motion carried unanimously.

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

1. Motion by Mehaffey, seconded by Eckley to approve adjusting, effective March 1, 2012, the salary of Joel Crane, High School Science Teacher, to reflect attainment of advanced degree status; M.A. Level 11; \$67,619.

NOTE:

Back-up was available.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

2. Motion by Mehaffey, seconded by Eckley to approve the following Substitute Teacher for the 2011-2012 school year, pending completion of all district and state requirements:

Rubini, Loredana G.

Wyatt, Michael G.

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.

3. Motion by Mehaffey, seconded by Eckley to approve, retroactive to February 17, 2012, William Rumaker, for the High School Alternative School, as the Architectural Designs Teacher; and to establish compensation for services at \$44 per hour; 2.5 hours per week.

NOTE:

This elective was added as a result of increased enrollment in the Alternative School.

Motion carried unanimously.

4. Motion by Mehaffey, seconded by Eckley to approve, accepting with regret, the resignation of Kimberly Onorato, Green-Fields LPC Aide, retroactive to February 24, 2012.

NOTE:

Back-up was available.

Motion carried unanimously.

5. Motion by Mehaffey, seconded by Eckley to approve expanding the hours for the High School Non-Instructional Aides listed below from 24 hours per week to 29 hours per week; without benefits.

Mary Brewer

Carol Bell

NOTE:

The above hours are available through the recent resignation from Arnold Shannon.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

6. Motion by Mehaffey, seconded by Eckley to approve the petition of Melanie Szeg, Green-Fields Third Grade Teacher, for a maternity leave of absence beginning May 2, 2012 and terminating June 30, 2012, during which time 35 accumulated sick days will be utilized.

NOTE:

Back-up was available.

Motion carried unanimously.

7. Motion by Mehaffey, seconded by Eckley to approve the petition of Melanie Szeg for a 12-week leave of absence under the provisions of the Family Leave Act immediately following her maternity leave of absence (September 4, 2012) and extending until the 12 weeks expire, approximately November 27, 2012.

NOTE:

Back-up was available.

Motion carried unanimously.

8. Motion by Mehaffey, seconded by Eckley to approve the petition of Melanie Szeg for a Child-Rearing Leave of absence commencing upon termination of the FLA provisions, for the period November 28, 2012 to March 22, 2013.

NOTE:

1. Melanie Szeg is scheduled to return to work on March 25, 2013.
2. Back-up was available.

Motion carried unanimously.

9. Motion by Mehaffey, seconded by Eckley to approve participation by West Deptford Schools in the 2011-2012 Governor's Teacher Recognition Program/Educational Services Professionals Program (GTRP/ESPP).

Motion carried unanimously.

10. Motion by Mehaffey, seconded by Eckley to approve the Emergent Hire of Michael Thompson as a Substitute Custodian for the 2011-2012 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 unanimously.

C. **TEACHERS & PERSONNEL** – continued

11. Motion by Mehaffey, seconded by Eckley to approve the Emergent Hire of Dylan Harrell as a Substitute Custodian for the 2011-2012 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 unanimously.

12. Motion by Mehaffey, seconded by Eckley to approve, effective February 28, 2012, the voluntary transfer of Jamie Everwine, changing her status from a Part-time Green-Fields Kindergarten Teacher to a Full-time Green-Fields Special Education Multiply Disabled Teacher for the remainder of the 2011-2012 school; and to establish compensation for services at B.A. Level 1; \$54,268 pro-rated.

Motion carried unanimously.

13. Motion by Mehaffey, seconded by Eckley to approve, effective March 1, 2012, the change in status of Dawn Corino from a Part-time Green-Fields Kindergarten Teacher to a Full-time Green-Fields Kindergarten Teacher for the remainder of the 2011-2012 school year, and to establish compensation for services at B.A. Level 2; \$54,668 pro-rated.

Motion carried unanimously.

14. Motion by Mehaffey, seconded by Eckley to approve, effective February 28, 2012, up to an additional 5 hours per week if necessary for Michelle Thomasson as a Substitute Bus Aide.

NOTE:

1. Ms. Thomasson will fill in on the District Special Education Van when the regular aide is absent.
2. Ms. Thomasson is currently an aide at Green-Fields Elementary School.

Motion carried unanimously.

15. Motion by Mehaffey, seconded by Eckley to approve, effective March 1, 2012, the voluntary transfer of Kimberly Monsu, Long-term Special Education Teacher for the Multiply Disabled Class to a Full-time Green-Fields Special Education Teacher for the remainder of the 2011-2012 school year and to establish compensation for services at M.A. Level 1; \$56,439 pro-rated.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

16. Motion by Mehaffey, seconded by Eckley to approve the selection of Julia E. Holloway, Special Education Teacher at West Deptford High School, as the West Deptford School District's 2012-2013 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 approve 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 competed at the state level.
2. Ms. Holloway's application will be presented at the Board Meeting by Mr. Kitchenman.

Motion carried unanimously.

17. Motion by Mehaffey, seconded by Eckley to approve, retroactive to February 14, 2012, hiring Marjorie Heger as a Short-term Substitute Replacement Teacher for the Green-Fields Special Education Multiply Disabled Class through March 2, 2012; and to establish compensation for services at a rate of B.A. Level 1; \$54,268 pro-rated; without benefits.

NOTE:

Marjorie Heger is currently a district substitute teacher; as such, she does not require Emergent Hiring.

Motion carried unanimously.

18. Motion by Mehaffey, seconded by Eckley to approve hiring Ms. Aimee Boucher to provide state mandated CPR instruction to 15 Spring Coaches at \$10 per Certification Card at a total cost of \$150.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

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

1. Motion by Brockway, 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 February 27, 2012 meeting of the Board of Education.

Motion carried unanimously.

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

2. Motion by Brockway, seconded by Cargill to approve, retroactive to January 25, 2012, 10 hours of home instruction weekly for Student ID#16591, classified Eligible for Special Education and Related Services – O.H.I.; services to be provided by Education, Inc.; reimbursement for services rendered to be at a rate of \$44 per hour.

NOTE:

This is a budgeted expense.

Motion carried unanimously.

3. Motion by Brockway, seconded by Cargill to approve, retroactive to February 21, 2012, 10 hours of home instruction weekly for Student ID#12409, classified Eligible for Special Education and Related Services – O.H.I.; 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.

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

1. Motion by Brockway, seconded by Hicks to approve the West Deptford High School Spring Sports Schedule for the upcoming NJSIAA Scholastic Sports season 2011-2012.

NOTE:

Back-up was available.

Motion carried unanimously.

2. Motion by Brockway, seconded by Hicks to rescind the motion of June 27, 2011 approving Joel Robinson as the Volleyball Club Advisor for the 2011-2012 school year.

NOTE:

Mr. Robinson will be unable to fulfill this position and has acquired suitable faculty replacement to maintain the Volleyball Club.

Motion carried unanimously.

3. Motion by Brockway, seconded by Hicks to approve William Rumaker, West Deptford High School Wood Shop Teacher, to the Advisor Position for the Volleyball Club for 2011-2012; meeting 24 times at a stipend of \$781.

Motion carried unanimously.

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

4. Motion by Brockway, seconded by Hicks to approve Erica Harmon to the position of Volunteer Assistant Softball Coach for the upcoming 2011-2012 Spring Season.

NOTE:

1. Coach Harmon is a former West Deptford High School Alumus and former West Deptford High School Softball Assistant Coach and is currently a 1:1 Aide in the West Deptford Middle School.
2. Back-up was available.

Motion carried unanimously.

5. Motion by Brockway, seconded by Hicks to approve Jason Williams to the position of Part-time Assistant Baseball Coach at Step 3 salary of \$1,934 for the upcoming 2011-2012 Spring Season.

NOTE:

1. Coach Williams is a former West Deptford High School Baseball player and returns for a second stint as a baseball coach for West Deptford High School.
2. Back-up was available.

Motion carried unanimously.

6. Motion by Brockway, seconded by Hicks to approve Justin Mendek to the position of Volunteer Assistant Baseball Coach for the upcoming 2011-2012 Spring Season.

NOTE:

- Mr. Mendek returns from the 2010-2011 West Deptford High School Baseball Coaching Staff in the same volunteer capacity for 2011-2012.

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

The following person addressed the Board:

- Melissa Mikolajczak

Motion by Hicks, seconded by Mehaffey to adjourn the meeting at 7:37pm.

Motion carried unanimously.

William H. Thompson
Assistant Superintendent for Business/Board Secretary