

West Deptford Middle School  
675 Grove Road  
West Deptford, NJ 08066-1999  
March 26, 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 21 February 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 21 February 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**

Motion by Hicks, seconded by Mehaffey to approve the minutes of March 12, 2012, Regular Meeting.

Motion carried unanimously.

**COURTESY EXTENDED TO VISITORS**

**SUPERINTENDENT'S REPORT**

- HIB Report
- Monthly Reports
- Budget Presentation

## **GENERAL BUSINESS**

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

1. Motion by Cargill, seconded by Guzzetti to approve the regular bill list of March 26, 2012 totaling \$459,852.60, 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 below-listed Resolution adopting the 2012-2013 budget.

General Fund	\$42,457,188
Special Revenue Fund	\$ 1,025,253
Debt Service Fund	<u>\$ 1,053,063</u>
TOTAL BASE BUDGET	\$44,535,504

BE IT FURTHER RESOLVED, to raise a General Fund Tax Levy of \$28,164,404, and to raise a Debt Service Fund Tax Levy of \$911,581.

Motion carried unanimously.

3. Motion by Cargill, seconded by Guzzetti to approve accepting \$21,971 from Race to the Top 3 (RTTT3) Grant for project period 2012-2015.

Motion carried unanimously.

4. Motion by Cargill, seconded by Guzzetti to amend Item A.9 of the July 18, 2011 meeting (to approve accepting the 2011-2012 transportation bid received from DeHart's for a total cost of \$1,799,345.56) to reflect the correct total amount of \$1,800,573.04.

Motion carried unanimously.

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

<b>EMPLOYEE</b>	<b>WORKSHOP</b>	<b>DATE</b>	<b>TOTAL COST</b>
McGlenn, Kristy	Kindergarten Screening	3/27/2012	\$47.50
Pappalardo, Stacey	Kindergarten Screening	3/27/2012	\$47.50
Bauer, Grace	Kindergarten Screening	3/28/2012	\$47.50
Falcone, Jaclyn	Rutgers Workshop	3/28/2012	\$95.00
Holloway, Julia	ICS Workshop	3/28/2012	\$95.00
Labbree, Kimberly	Kindergarten Screening	3/28/2012	\$47.50
Schultes, Lisa	Kindergarten Screening	3/28/2012	\$47.50
Long, Kimberly	Kindergarten Screening	3/29/2012	\$47.50
Sandy, Laura	Math Institute	3/30/2012	\$134.30

A. **FINANCE** – continued

5., continued

EMPLOYEE	WORKSHOP	DATE	TOTAL COST
Durham-Dick, Toni	Students' First	4/2/2012	No Cost
Laughlin, Kathleen	Students' First	4/2/2012	No Cost
Walsh, Lauren	Students' First	4/2/2012	\$47.50
Fairchild, Cheryl	Department of Education Workshop	4/3/2012	\$12.40
Berth, Christina	PD Meeting	4/3/2012	\$47.50
Costino, Kristine	IEP Writing Day	4/3/2012	\$47.50
Flores, Melissa	PD Meeting	4/3/2012	\$47.50
Kappre, Stephen	Rowan Choir Trip	4/3/2012	\$47.50
Rabbai, Marilyn	Rowan Choir Trip	4/3/2012	\$47.50
Sbar, Sharon	ABD Annual Review	4/3/2012	\$2.48
Scheetz, Jill	EPAC Meeting	4/4/2012	\$95.00
Fairchild, Cheryl	SEMI Regional Meeting	4/17/2012	\$12.40
Keller, Louise	SEMI Regional Meeting	4/17/2012	No Cost
Beane, January	Follett Spring Book Look	4/18/2012	No Cost
Corsi, Andrea	Diverse Populations Workshop	4/18/2012	No Cost
Leaf, Denise	Cultural Sensitivity Workshop	4/18/2012	No Cost
Holloway, Julia	County Teacher Recognition	4/19/2012	\$95.00
Mason, Kelley	County Teacher Recognition	4/19/2012	\$95.00
Schwantes, Jill	County Teacher Recognition	4/19/2012	No Cost
Sherman, Heather	County Teacher Recognition	4/19/2012	\$95.00
Wentz, Monica	County Teacher Recognition	4/19/2012	No Cost
Costino, Kristine	IEP Writing Day	4/23/2012	\$47.50
Stuart, Jennifer	ESL Access Testing	4/23/2012	\$95.00
O'Neil, Kristin	FOCUS: First things First	4/24/2012	\$31.00
Stuart, Jennifer	ESL Access Testing	4/25/2012	\$95.00
Tortu-Sliwecki, Phyllis	Balfour Yearbook Workshop	4/25/2012	\$95.00
Corsi, Andrea	Autism Conference	5/4/2012	\$93.08
Canna, Erin	In Demand Health Careers/Admissions	5/11/2012	No Cost
Christie, Elizabeth	Fort Pea Patch	5/15/2012	\$95.00
Sexauer, Theone	Fort Pea Patch	5/15/2012	\$95.00
Everwine, Jamie	IEP Writing Day	5/17/2012	\$95.00
Verdinelli, Karen	IEP Writing Day	5/17/2012	\$95.00
Kitchenman, Kevin	NJASA/NJSBA Spring Conference	5/21/2012	\$241.00
Kitchenman, Kevin	NJASA/NJSBA Spring Conference	5/22/2012	\$241.00
Kitchenman, Kevin	NJASA/NJSBA Spring Conference	5/23/2012	\$241.00
Corsi, Andrea	Garfield Park Academy Annual Reviews	6/5/2012	\$15.06

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

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

1. Motion by Eckley, seconded by DeGirolamo to approve clinical practice experience (student teaching) for the following student from Rutgers University for the 2012-2013 school year.

<u>Student Name</u>	<u>Cooperating Teacher</u>	<u>School</u>	<u>Grade/Subj.</u>	<u>Dates Req.</u>
Madalyn Brown	Beth Seher	WDMS	7 – L.A.	9/5-12/14/12

Motion carried unanimously.

2. Motion by Eckley, seconded by DeGirolamo to approve a field trip for Green-Fields Third Grade Students and Staff to the Edelman Planetarium at Rowan University in Glassboro, NJ; given the occupancy restrictions, classes will be scheduled to attend on April 2, 4 and 5, 2012 from 12:15pm to 2:30pm; through an honorarium, provided by the Planetarium’s namesake, the Edelman’s, Rowan University is waiving the entrance fees and the students will be paying for the costs associated with transportation.

Motion carried unanimously.

3. Motion by Eckley, seconded by DeGirolamo to approve a field trip for Red Bank First Grade Students to the Philadelphia Zoo on Tuesday, May 24, 2012 (rain date May 31, 2012) from 9:30am to 2:45pm; transportation and admission costs will be paid by parents; the trip will be chaperoned by First Grade Teachers at no cost to the Board of Education.

Motion carried unanimously.

4. Motion by Eckley, seconded by DeGirolamo to approve Dr. Eric Milou, Math Consultant, to present “Elementary Curriculum Writing for Math Grades 3-5,” June 25, 26, 27 and 28, 2012; at a cost of \$1,500 per day x 4 days = total cost \$6,000, funded by NCLB Title I monies.

Motion carried unanimously.

5. Motion by Eckley, seconded by DeGirolamo to approve three extended school year programs to service special education students; programs to run for a total of 20days from July 2, 2012 to August 2, 2012; 4 days per week; 4 hours per day; 8:30am to 12:30pm.

**NOTE:**

This is a budgeted expense.

Motion carried unanimously.



B. **CURRICULUM** – continued

6. Motion by Eckley, seconded by DeGirolamo to approve three extended school year programs for 3 to 5 year old P.S.D. students; programs to run for a total of 20 days from July 2, 2012 to August 2, 2012; 4 days per week; 2.5 hours per day; 8:30am to 11am.

**NOTE:**

This is a budgeted expense.

Motion carried unanimously.

7. Motion by Eckley, seconded by DeGirolamo to approve a field trip to the Franklin Institute for all Oakview Second Grade Students, Teachers and School Nurse on April 25, 2012 from 9:15am to 2pm; at no cost to the Board of Education.

**NOTE:**

Students have been studying the Solar System as part of the Science program and this would be a culminating activity.

Motion carried unanimously.

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

1. Motion by Mehaffey, seconded by Eckley to approve the following teachers to participate in the Kindergarten Screening to be held March 27, 28 and 29, 2012, occurring after their contracted day, funded by District Parent Workshop account.

3 teachers x \$44 per hour x 3 hours = \$396

Green-Fields

Beth Andaloro

Christina Farrell

Oakview

Kimberly Meginniss

Motion carried unanimously.

2. Motion by Mehaffey, seconded by Eckley to approve the following Elementary Workshop:

Curriculum Writing: "To complete/revise units and complete math maps for Grades 1 and 2," June 25 through June 29, 2012, total cost \$6,380, funded by District Curriculum Writing monies.

3 teachers x 27 hours x \$44/hr = \$3,564

Grade 1 – Jamie Schwantes

Monica Wentz

Jackie Kensil

2 teachers x 32 hours x \$44/hr. = \$2,816

Grade 2 – Cheryl Micciche

Jill Schwantes

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

3. Motion by Mehaffey, seconded by Eckley to approve the following Elementary Workshop:

Curriculum Writing: “Unpacking the evaluation standards,” on a date to be determined, total cost \$1,540, funded by District Curriculum Writing monies.

7 teachers x 5 hours x \$44/hr = \$1,540

Kristine Costino	Lauren Riggs	Gaetan Pappalardo
Noreen Mikulski	Cheryl Micciche	Dawn Susco
Jody Kempinski		

Motion carried unanimously.

4. Motion by Mehaffey, seconded by Eckley to approve the following Elementary Workshops:

Curriculum Writing: “Curriculum Organizational Meeting,” on a date to be determined, total cost \$352, funded by District Curriculum Writing monies.

Presenter: Cheryl Micciche, 1 hr. prep & 1 hr. present  
2 hrs x \$44/per hr. = \$88

6 teachers x 1 hour x \$44/hr = \$264

Grade 3 -Michelle Elliott	Grade 4 – Suzanne Dahl	Grade 5 – Kate Baldwin
Meredith Sawyer	Stacey Lyons	To be determined

Curriculum Writing: “Elementary Math Curriculum Writing Grades 3-5,” on dates to be determined in April/Mary, 19 hours; total cost, \$5,016, funded by District Curriculum Writing monies.

6 teachers x 19 hours x \$44/hr = \$5,016

Grade 3 -Michelle Elliott	Grade 4 – Suzanne Dahl	Grade 5 – Kate Baldwin
Meredith Sawyer	Stacey Lyons	To be determined

Curriculum Writing: “Elementary Math Curriculum Writing Grades 3-5 with Dr. Milou,” on June 25, 26, 27, and 28, 2012; and on June 29, 2012 “Math Curriculum Writing on their own,” each day from 8am-3pm; total cost \$7,920 funded by District Curriculum Writing monies.

6 teachers x 5 days x 6 hours per day x \$44/hr = \$7,920

Grade 3 -Michelle Elliott	Grade 4 – Suzanne Dahl	Grade 5 – Kate Baldwin
Meredith Sawyer	Stacey Lyons	To be determined

Motion carried unanimously.

C. **TEACHERS & PERSONNEL** – continued

5. 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:

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 candidate CHRU approval or an Emergent Hire form must accompany each substitute application.

Motion carried unanimously.

6. Motion by Mehaffey, seconded by Eckley to approve the emergent hiring of Amanda Donahue as a Middle School Substitute Replacement Fifth Grade Teacher from May 14, 2012 through June 30, 2012, pending completion of all district and state requirements; and to establish compensation for services at \$95 per day for 20 days and B.A. Level 1 \$54,268; prorated until June 30, 2012.

**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.

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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 March 26, 2012 meeting of the Board of Education.

Motion carried unanimously.

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

2. Motion by Gotchel, seconded by Cargill to approve retroactive to July 1, 2011 through June 30, 2012, contracting with Bancroft for the following services for Students ID#10345, classified for Special Education and Related Services – AUT. And Student ID#14402, classified for Special Education and Related Services – M.D., up to 4 hours per month of Autism Support for 12 months at \$150 per hour; 10 hours per week of 1:1 direct ABA in-home services for Student ID#10345 at \$50 per hour and 4 hours a week of 1:1 direct ABA in-home services for Student ID#14402 at \$50 per hour; for a projected total cost of \$48,000.

**NOTE:**

1. The contract from Bancroft was not received on time.
2. This is a budgeted expense.

Motion carried unanimously.

3. Motion by Gotchel, seconded by Cargill to approve retroactive to July 1, 2011 through July 1, 2011, contracting with Bancroft for the following services for Student ID#1740, classified Eligible for Special Education and Related Services – P.S.D., 3 hours of direct therapist hours at \$49 per hour for a projected cost of \$147.

**NOTE:**

1. The contract from Bancroft was not received on time.
2. The student only received one day of services from Bancroft.
3. This is a budgeted expense.

Motion carried unanimously.

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

1. Motion by Brockway, seconded by Hicks to approve the Middle School Track and Field Schedule for the 2011-2012 school year.

**NOTE:**

Back-up was available.

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.

(1) To amend the motion of December 12, 2011 approving Girl Scout Troop 64140 to use the Middle School Library **every Wednesday** from January 11, 2012 through June 13, 2012 from 6pm to 8pm; at no charge to the organization.

**NOTE:**

Troop 64140 was previously approved to meet every other Wednesday during this time period.

Motion carried unanimously.

2. Motion by Hicks, seconded by Brockway to approve the participation of Mr. Schwantes' Second Grade Students in the project by the Wheelabrator Symposium Team, with Robert Creamer, Middle School Teacher and Wheelabrator Advisor and Mr. Schwantes, Second Grade Teacher, in the plan to add perennial flowers to improve the appearance of the front of Oakview School.

**NOTE:**

The project was previously approved on November 14, 2011; Mr. Schwantes' Class has been invited to participate in the project.

Motion carried unanimously.

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

No action taken.

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**COURTESY EXTENDED TO VISITORS**

The following persons addressed the Board:

- Ernest Kraus
- Carol Hammell
- Denice DiCarlo

Motion by Hicks, seconded by Mehaffey to adjourn the meeting at 8:20pm.

Motion carried unanimously.

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William H. Thompson  
Assistant Superintendent for Business/Board Secretary