Minutes
February 13, 2018
Swedesboro-Woolwich Board of Education
Gov. Charles Stratton School
15 Fredrick Boulevard
Woolwich Township, NJ 08085
6:00 Executive Session
6:30 Regular Session

1. Opening
   A. Call to Order
      
      **Open Public Meeting Act.** Adequate notice of this meeting of the board of education of the Swedesboro-Woolwich School District has been provided in accordance with the certification of notice by the secretary of the board, which shall become part of the minutes of this meeting.

      B. Roll Call

      | ☑ Mr. Craig Frederick, School Board President | All Committees |
      | ☐ Mrs. Jaclyn Dopke, School Board Vice President | (Chair) Personnel/Finance, Curriculum Committee |
      | ☑ Mrs. Natalie Matthias | (Chair) Curriculum Committee |
      | ☑ Mrs. Rosella Musumeci | Personnel/Finance Committee |
      | ☑ Mr. Kevin Heffernan | Operations Committee |
      | ☐ Mrs. Michele VanDiehl | Personnel/Finance Committee |
      | ☑ Mr. Kenneth Morris | (Chair) Operations Committee |
      | ☑ Mrs. Lauren Ibbotson | Curriculum Committee |
      | ☑ Mr. Robert Ferrell | Operations Committee |

      Quorum 7-2/6:00 pm

Other's Present

- Dr. Kristin O'Neil, Superintendent of Schools
- Mr. Christopher DeStratis, School Business Administrator, School Board Secretary
- Mr. Joel Brown, Chief Information Officer
EXECUTIVE SESSION
RECESS INTO EXECUTIVE SESSION – If Needed

WHEREAS, the Open Public Meetings Act authorizes boards of education to meet in closed executive session under certain circumstances, and

WHEREAS, the Open Public Meetings Act requires the Swedesboro-Woolwich School District Board of Education (the “Board”) to adopt a resolution at a public meeting to go into closed executive session; now therefore:

BE IT RESOLVED by the Board that it is necessary to meet in closed executive session to discuss certain items, including the following:

☑ Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: HIB, Suspension

☐ Matters in which the release of information would impair the right to receive government funds, and specifically:

☐ Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

☑ Matters concerning negotiations, and specifically: SWEA Contract & SWAA Contract

☐ Matters involving the purchase of real property and/or the investment of public funds, and specifically:

☐ Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

☐ Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

☑ Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: Personnel, SWEA Grievances

☐ Matters involving quasi-judicial deliberations, and specifically:

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board anticipates the executive session to last approximately 30 minutes. The Board will return to open session to conduct business at the conclusion of the executive session.
1) **Recommendation:** Heffernan/Matthias approve to enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.
Board action needed: Yes  
Time 6:01 pm  
(All yes, motion to carry 7-0)

**Board member Dopke arrived at 6:02 pm**
**Board member VanDiehl arrived at 6:06 pm**

2) **Recommendation:** Matthias/Dopke approve to return to **Regular Session**.
Board action needed: Yes  
Time 6:30 pm  
(All yes, motion to carry 9-0)

C. **Flag Salute**

D. **Adoption of Agenda**
   **Recommendation:** VanDiehl/Ibbotson approve adoption of the agenda, as presented.
   Board action needed: Yes  
   (All yes, motion to carry 9-0)

E. **Approval of Minutes**
   **Recommendation:** VanDiehl/Heffernan approve the regular and executive session minutes dated **January 17, 2018, as submitted.**
   Board action needed: Yes  
   (Motion to carry 8-0-1, Dopke abstain)

2. **Presentations**
   A. **Stellar Comet of the Month- January 2018**
      1) **Walter Hill School**
         Grade 6
         - Michael Mackin
         - Tiara VanMorter
         - Danae’ Pieters
         - Malin Cortright

      2) **Charles G. Harker School**
         Grade 3
         - Addison Freimanis
         - Jason Shallis
         Grade 4
Public Comments/Visitors

Pursuant to the Open Public Meetings Act, this meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the district. Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer. If a large group of people are present to speak, the presiding Board Officer may, at his/her discretion, limit the number of people allowed to speak.

Any person who wishes to speak is requested to give their name, address, and group affiliation, if any, at the beginning of their comments. The Board requests that each group that wishes to be heard choose one representative to speak on its behalf. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via e-mail. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after
the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

This meeting will move into regular agenda items at the conclusion of the public comments or at -:-:-- pm whichever occurs first.

3. Communication

A. Superintendent

1) Superintendent Updates
   - QSAC process is complete but will take a few months to receive the county report. FYI, 2013 data is being used in their report.
   - 3D printers are being used on various projects
   - Additional Coding Nights are scheduled
   - Revamped staff communication has begun via the Comet Connection. Great job by Admin to embrace and utilize this new tool to share information with staff.
   - Staff did a wonderful job with the Eagles’ parade, incorporating a variety of interesting related projects in the classroom. Attendance was awesome.
   - Kindergarten registration is up and running

2) District Enrollment
   a) Report, as submitted

   Clifford
   Stratton
   Harker
   Hill

3) Correspondence
   a) Nancy Moore-Gregal and Family- Thank you card
   b) The Dickson Family- Thank you card
   c) Amazing Place- Thank you card

4) OPRA Log

<table>
<thead>
<tr>
<th>Document (s) Requested</th>
<th>Who Requested</th>
<th>Date Received</th>
<th>Date Completed</th>
<th>Hours to complete</th>
</tr>
</thead>
</table>
B. District Administration

1) Administrator’s Monthly Board Reports, as submitted

Clifford Stratton
Harker
Hill
Technology
Special Services
Curriculum & Instruction

Board member Matthias asked about the Good Student Standing program, is it PBSIS related?

Superintendent O’Neil replied yes, roughly a monthly program.

Board member Matthias welcomed back Clifford Principal Flick from leave and offered thanks to Interim Principal Pfizenmayer.

4. Action Items

Personnel/Finance/Negotiations Committee
Committee Meeting Report, as presented

Board member Dopke provided committee report readout:
Discussion items included Personnel, SWEA grievances, cash management procedures, SWAA negotiations, 2018-19 school calendar and budget.

The following Personnel Matters are presented for Board Approval:
A. Dopke/Ibbotson approve the following personnel items, as listed:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>POSITION/ CERT</th>
<th>SALARY</th>
<th>BUDGET ACCT #</th>
<th>ACTION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1- Ms. Jeneen Harry</td>
<td>Harker</td>
<td>Cafeteria Aide</td>
<td>$11.00/hr</td>
<td>11-000-262-107-000-00</td>
<td>New Hire</td>
<td>2/14/2018</td>
</tr>
<tr>
<td>A.2- Ms. Melissa Olsen</td>
<td>Harker</td>
<td>Cafeteria Aide</td>
<td>$11.00/hr</td>
<td>11-000-262-107-000-00</td>
<td>New Hire</td>
<td>2/14/2018- pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>criminal history</td>
</tr>
<tr>
<td>A.3- Ms. Elizabeth Laube</td>
<td>Stratton</td>
<td>Learning Disabilities Teacher</td>
<td>-</td>
<td>-</td>
<td>Retirement</td>
<td>June 30, 2018</td>
</tr>
</tbody>
</table>
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Consultant

A.4- Ms. Tara Roberto
Harker
Teacher
- -
Maternity/ Medical Leave
April 27, 2018- September 2018. Ms. Roberto will be using 5 sick days before and 4 sick days after the baby is born.

A.5- Ms. Shari Nair
Stratton
Teacher
- -
Extension of Maternity/ medical leave
Extension through June 15, 2018 and using personal days from June 18-20 (pending changes in school calendar)

A.6- Ms. Lisa Davis
Hill
School Nurse
- -
Medical Leave
April 24, 2018-June 30, 2018

B. Dopke/Ibbotson approve the following workshops, as listed

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Workshop</th>
<th>Date &amp; Time</th>
<th>Cost</th>
<th>Estimated Travel Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1- Ms. Kelly Fox</td>
<td>13th Annual NJABA Conference</td>
<td>March 23, 2018</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>B.2- Ms. Carline Schooley, Ms. Lorraine Campbell, &amp; Ms. Silvia Cancila</td>
<td>NCTM Regional Conference</td>
<td>April 26-27, 2018</td>
<td>$405/person</td>
<td></td>
</tr>
<tr>
<td>B.3- Mr. Doug Tranz</td>
<td>NJ Music Educators Association State Conference</td>
<td>February 22-23, 2018</td>
<td>$170</td>
<td></td>
</tr>
<tr>
<td>B.4- Dr. Scott Hogan</td>
<td>2018 Anti-Bullying &amp; School Safety Conference</td>
<td>May 23-24, 2018</td>
<td>$199</td>
<td></td>
</tr>
<tr>
<td>B.5- Ms. Natasha Baus Ms. Melanie Ayers &amp; Kathy Dreger</td>
<td>NJSSNA Spring Conference</td>
<td>March 16-17, 2018</td>
<td>$224/person</td>
<td></td>
</tr>
<tr>
<td>B.6- Ms. Sheena Snitcher</td>
<td>Teach Like a Magician</td>
<td>April 27, 2018</td>
<td>$149</td>
<td></td>
</tr>
</tbody>
</table>

C. Recommendation: Dopke/Ibbotson approve the Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and

Approve the Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2017. The Reconciliation Report and Board Secretary’s Report are in agreement for the month of December 2017. Whereas, the Board Secretary in accordance with N.J.A.C. 6A:23A-16.10(c) 2 certifies that there are no changes in revenue amounts or revenue sources, and
Whereas, the Board of Education certifies pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C 6A: 23A-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

D. Regular, Payroll, Cafeteria & Addendum Bills

Recommendation: Dopke/Ibbotson approve for payment of **February 2018** regular and addendum bills in the amount of **$918,142.79** and payment for **January 2018** payroll in the amount of **$1,245,297.29**, as submitted.

E. **Recommendation**: Dopke/Ibbotson approve the **Line Item Transfer** for **December 2017** in the amount of **$138,302**, as submitted.

E. **Recommendation**: Dopke/Ibbotson approve the following **Tuition Reimbursements** for the 2017-2018 school year, as submitted.

F. **Recommendation**: Dopke/Ibbotson approve Maria Sohn for 5 hours of work in preparation for the 6th grade Coding night being held on Monday February 5, 2018, as per contract.

G. **Recommendation**: Dopke/Ibbotson approve Ashley Sermabeikian to present voluntary professional development to staff, not to exceed 6 hours, as per contract.

H. **Recommendation**: Dopke/Ibbotson approve the “Bootstrap” (math and computer coding activities) as an afterschool program at Walter Hill School.

I. **Recommendation**: Dopke/Ibbotson approve Kelly Wronicak and Maria Sohn to be co-advisors of Bootstrap Activity, as per contract.

J. **Recommendation**: Dopke/Ibbotson approve Kelsey Morgan as the Kindergarten assistant drama club advisor, as per contract.

K. **Recommendation**: Dopke/Ibbotson approve Erin Meddick to provide support for 3 children with IEP’s for Clifford Drama Club, as per contract.

L. **Recommendation**: Dopke/Ibbotson approve the following staff members to present voluntary professional development to staff, not to exceed 3 hours, as per contract:
   - Nicole Collins
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- Ryane Dougherty
- Debbie Hannold
- Marlaina Spicer
- Allegra Wilhelm

M. Recommendation: Dopke/Ibbotson approve the following Winter Afterschool clubs for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Advisor/Assistant Advisor</th>
<th>School &amp; Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- First Aid Club</td>
<td>Chris Lewis</td>
<td>5th Grade Harker Students</td>
<td>Afterschool</td>
</tr>
<tr>
<td>2- Yoga Fitness Club</td>
<td>Sarah Pagesy</td>
<td>3rd and 4th Grade Harker Students</td>
<td>Afterschool</td>
</tr>
<tr>
<td>3- Minecraft Club</td>
<td>Tim Wojciechowski</td>
<td>Harker Students</td>
<td>Afterschool</td>
</tr>
<tr>
<td>4- Scratch Club</td>
<td>Tim Wojciechowski</td>
<td>Harker Students</td>
<td>Afterschool</td>
</tr>
<tr>
<td>5- Yoga Club</td>
<td>Michelle Markellos</td>
<td>Hill Students</td>
<td>Afterschool</td>
</tr>
<tr>
<td>6- Drama Club</td>
<td>Kelsey Morgan</td>
<td>Kindergarten Students</td>
<td>Afterschool</td>
</tr>
</tbody>
</table>

Board action needed: Yes (Roll Call Required)
(All yes, motion to carry A.1-A.3, A.5-M, 9-0)
(Motion to carry A.4 8-0-1 Frederick abstained)

Mrs. Jaclyn Dopke-Y  Mrs. Rosella Musumeci-Y  Mrs. Natalie Matthias-Y
Mr. Kevin Heffernan-Y Mrs. Michelle VanDiehl-Y  Mr. Kenneth Morris-Y
Mrs. Lauren Ibbotson-Y Mr. Robert Ferrell-Y
Mr. Craig Frederick - Yes for A.1-A.3, A.5-M, abstain from A.4

Curriculum, Policy, Community Relations Committee
Committee Meeting Report, as presented

Board member Matthias provided committee report readout:
Discussion items included 6th grade report cards, policies for service animals/Title 1 & At-risk, and nursing, Alternate assessment plans for PARCC, 2018-19 school calendar and budget.

A. HIB Reports
Recommendation: VanDiehl/Dopke approve HIB, as submitted.
B. Recommendation: VanDiehl/Dopke approve Harker School to raise funds as an extension of the Harker School book of the year, Nuts to You, by Lynne Rae Perkins. Project includes collecting change and planting an Oak Tree. Total cost will be $400.00 for tree and installation.

C. Recommendation: VanDiehl/Dopke approve Hill's Environmental Club’s participation in a community clean-up on April 21, 2018. Funds from this program will be used towards the club’s AJ Meerwald trip.

D. Recommendation: VanDiehl/Dopke approve the revised 2018-2019 School Calendar, as submitted.

Board action needed: Yes (Roll Call Required)
(All yes, motion to carry 9-0)

Mrs. Jaclyn Dopke-Y  Mrs. Rosella Musumeci-Y  Mrs. Natalie Matthias-Y
Mr. Kevin Heffernan-Y  Mrs. Michelle VanDiehl-Y  Mr. Kenneth Morris-Y
Mrs. Lauren Ibbotson-Y  Mr. Robert Ferrell-Y  Mr. Craig Frederick-Y

Operations
Buildings and Grounds, Long Range Plans, Technology, Transportation
Committee Meeting Report, as presented

Board member Morris provided committee report readout:
Discussion items included a presentation by Mr. Joel Brown on the state of district technology, utility audit update, research for shared services of athletic fields with Woolwich Twp, 2018-19 school calendar and budget.

Board member Matthias asked for clarification about the contract for field use with Township.

Business Administrator DeStratis responded that we are only looking at a draft Shared Services Agreement at this time.

A. Facility Usage Requests
Recommendation: Dopke/Musumeci approve Facility Usage Requests for the 2017-2018 school year, as listed.
(Subject to submission of Insurance Certificate, and 501 documentation, and no conflict with school district activities)
B. Recommendation: Dopke/Musumeci approve the Disposal of Property for the Stratton School, as submitted.

Board action needed: Yes (Roll Call Required)
(All yes, motion to carry 9-0)

Mrs. Jaclyn Dopke-Y   Mrs. Rosella Musumeci-Y   Mrs. Natalie Matthias-Y
Mr. Kevin Heffernan-Y  Mrs. Michelle VanDiehl-Y  Mr. Kenneth Morris-Y
Mrs. Lauren Ibbotson-Y Mr. Robert Ferrell-Y      Mr. Craig Frederick-Y

5. Old Business

Public Comments/Visitors
Any person interested in making comments on any agenda item or other school district related topic is requested to give their name and address. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via e-mail. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public. This portion will end at the conclusion of the public comments or after 30 minutes whichever comes first.

Delegates:
   a. NJSBA – Mr. Craig Frederick
   b. GCSBA – Mrs. Jaclyn Dopke

6. Adjournment

Recommendation: Ibbotson/VanDiehl approve the adjournment of meeting.

Board action needed: Yes
Time: 7:15 pm

(All yes, motion to carry 9-0)

Respectfully submitted,
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Swedesboro-Woolwich Board of Education

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s).
March 14, 2018
Board/Committee Meetings as scheduled