Minutes
February 13, 2019
Swedesboro-Woolwich Board of Education
“A Community dedicated to inspiring life-long learners”
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

<table>
<thead>
<tr>
<th></th>
<th>All Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jaclyn Dopke, School Board President</td>
<td>(Chair) Curriculum Personnel/Finance, Negotiations</td>
</tr>
<tr>
<td>Mrs. Lauren Ibbotson, School Board Vice President</td>
<td>(Chair) Operations, Negotiations Committee</td>
</tr>
<tr>
<td>Mrs. Rosella Musumeci</td>
<td>(Chair) Negotiations, Personnel/Finance Committee</td>
</tr>
<tr>
<td>Mrs. Michelle VanDiehl</td>
<td>(Chair) Personnel/Finance Committee</td>
</tr>
<tr>
<td>Mr. Kenneth Morris</td>
<td>Curriculum Committee</td>
</tr>
<tr>
<td>Dr. Charles Ivory</td>
<td>Curriculum Committee</td>
</tr>
<tr>
<td>Mrs. Deborah Allen</td>
<td>Curriculum Committee</td>
</tr>
<tr>
<td>Mrs. Gina Azzari</td>
<td>Operations Committee</td>
</tr>
<tr>
<td>Mr. William Martz</td>
<td>Operations Committee</td>
</tr>
</tbody>
</table>

Quorum: 8-1/6:01 pm

Mrs. Azzari arrived at meeting to @ 6:03 pm to make quorum 9-0

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
Ms. Christina Panebianco, Assistant School Board Secretary

C. Reading of Oath to Office – Newly Elected Members (Publicly read oath)
   • Mr. William Martz

D. Code of Ethics, as submitted
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: ______________________________

☑ 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: SWEA Contract, ULP AR-2019-14, CO-2018-261, File # 7060

☑ 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

☐ 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:** VanDiehl/Ibbotson approve to enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.
   - **Board action needed:** Yes
   - **Time:** 6:03 pm
   - (All yes, motion to carry: 9-0)

2) **Recommendation:** VanDiehl/Ibbotson Return approve to **Regular Session**.
   - **Board action needed:** Yes
   - **Time:** 6:31 pm
   - (All yes, motion to carry: 9-0)

E. Flag Salute

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

G. Approval of Minutes
   - **Recommendation:** Ibbotson/VanDiehl approve the regular and executive session minutes dated **January 16, 2019**, **as submitted**.
   - **Board action needed:** Yes
   - (All yes, motion to carry: 9-0)

2. **Presentations**

   A. Stellar Comet of the Month- **January 2019**
      1) **Walter Hill School**
         - Grade 6
         - Katelynn Bailey
         - Yulia Bidula
         - Gregg Campbell
         - Adam Dittert

      2) **Charles G. Harker School**
         - Grade 3
         - Emily Sciubba
         - Gavin Wiggins
         - Grade 4
         - Quincy Gregory
         - Autumn Herring
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Grade 5
Anton Buhaievska
Zoe Rengepis

3) Gov. Charles Stratton School
Grade 1
Christian Baus
Brianna Herring
Grade 2
Zachary Shah
Emily Scarlett

4) Margaret Clifford School
Preschool
Jayden Abraham
Liam Moran
Kindergarten
Alexis Glowiak
Jackson Shallis

B. E-Rate Program Presentation: Mr. Joel Brown

3. Communication

A. Superintendent

“A Community dedicated to inspiring life-long learners”

• Superintendent Updates
  • We will be introducing a new award at the next BOE mtg. This award will happen two times a year. It’s called the SOARING COMET. It’s about growth and recognizing the top 5 / 6 (if there is a tie) students in each building (not per grade) who have demonstrated the most growth at the mid-year point and end of the year.
  • Shout out to Laura Hubbard! Once again, Laura will be presenting at the NAEA National Conference. This year her session is entitled, “Collaborative Lessons that Connect Students of All Abilities through the Power of Inclusion.”
  • We made the news two times over the past month:
    o S/W Students Are Recycling to Save the Planet
    o Harker Students Mathleague.org Champions
  • Shout out to Jan Hill’s Functional Living Class! The students have opened a Comet Café where they are now serving coffee to the staff. The students are practicing social skills,
and learning about food prep, money management, and mathematical concepts! They are serving their customers, counting their creamers, etc... Mrs. Hill and Mrs. Denham are doing a phenomenal job with developing/growing this program

- **Guidance Staff:**
  Next week the Guidance Staff have organized ‘No Name Calling Week’ and Kindness Week throughout the District.

- **Shout out** to the Hill School & Mike Forlano, Colleen Pastic, for starting a Student Led Peer Mediation Group. The 6th grade student peer mediators experienced two full days of training and they are preparing to begin.

- **Shout out to our Educational Support Staff Winners for 2018 - 2019!**
  - Clifford: Helen Fromm
  - Stratton: Deb Statile
  - Harker: Jo Anna Gahrs
  - Hill: Loraine Leypoldt

- **District Enrollment**
  - Report, **as submitted**

  Clifford
  Stratton
  Harker
  Hill

- **Correspondence.**
  - Thank you- Ray Buffington
  - Thank you- Jackie Traini

- **OPRA Log-None to report**

**B. District Administration**

- **Administrator’s Monthly Board Reports, as submitted**

  Clifford
  Stratton
  Harker
  Hill
  Technology
  Special Services
  Curriculum & Instruction
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 7:30 pm whichever occurs first.

Mr. Craig Frederick- 3 Blue Spruce Lane, Woolwich Twp., NJ 08085
Introduced himself as the Woolwich Township Liaison between Woolwich Township Council and the Swedesboro-Woolwich Board of Education. If any board member has any ideas that can help at the township level to please reach out.

4. Action Items

Personnel/Finance/Negotiations Committee

Personnel & Finance Committee Meeting Report, as presented

- Maintenance Staff
- Custodial is going out for bid again
- Budget- 1st pass through with feedback from department heads. The board would like the items that were not addressed last year to be a priority. They will go through a few drafts before the final one is completed. Also, still waiting to hear what monies we will be receiving from the state.

Negotiations Committee Meeting Report, as presented

- Held our first meeting with the Union
- 1st joint session will be held in 2 weeks, February 27, 2019
A. Recommendation: VanDiehl/Dopke to approve the 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>Ms. Donna Wilgus</td>
<td>Stratton</td>
<td>Paraprofessional</td>
<td>-</td>
<td>-</td>
<td>Day without pay</td>
<td>May 16, 2019</td>
</tr>
<tr>
<td>Ms. Sheena Snitcher</td>
<td>Stratton</td>
<td>Aces Teacher</td>
<td>-</td>
<td>-</td>
<td>Medical Leave</td>
<td>February 14, 2019-March 4, 2019</td>
</tr>
<tr>
<td>Mr. Zack Kaminski</td>
<td>District</td>
<td>RCGC Student</td>
<td>-</td>
<td>-</td>
<td>10 hours of Spring Field Placement</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Ms. Faith Ricigliano</td>
<td>District</td>
<td>RCGC Student</td>
<td>-</td>
<td>-</td>
<td>10 hours of Spring Field Placement</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Ms. Jackalyn Elwell</td>
<td>District</td>
<td>RCGC Student</td>
<td>-</td>
<td>-</td>
<td>10 hours of Spring Field Placement</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Ms. Christina Hammond</td>
<td>Clifford</td>
<td>Teacher</td>
<td>MA Step 4 $52,982</td>
<td>11-214-100-101-000-00-070</td>
<td>Lane change</td>
<td>February 14, 2019</td>
</tr>
<tr>
<td>Ms. Donna Bentancur</td>
<td>Clifford and Hill</td>
<td>Cafeteria Substitute</td>
<td>$11.25/hour</td>
<td>11-000-262-107-000-00</td>
<td>New Hire-LPC Sub</td>
<td>February 14, 2019-pending criminal history</td>
</tr>
<tr>
<td>Ms. Mehreen Durrani</td>
<td>District</td>
<td>Cafeteria Substitute</td>
<td>$11.25/hour</td>
<td>11-000-262-107-000-00</td>
<td>New Hire-LPC Sub</td>
<td>February 14, 2019-pending criminal history</td>
</tr>
<tr>
<td>Ms. Amanda Seal</td>
<td>Harker</td>
<td>Elementary K-6</td>
<td>$88.00/day first 9 days $175 from day 10</td>
<td>11-120-100-101-000-00-080</td>
<td>New Hire-LTS for Lauren Savas</td>
<td>January 28, 2019-June 2019</td>
</tr>
<tr>
<td>Mr. Keith Doster</td>
<td>District</td>
<td>Maintenance</td>
<td>$53,000</td>
<td>11-000-261-100-000-00</td>
<td>New Hire</td>
<td>February 19, 2019</td>
</tr>
<tr>
<td>Ms. Marie Barbara</td>
<td>Clifford</td>
<td>Paraprofessional</td>
<td>-</td>
<td>-</td>
<td>Resignation</td>
<td>February 19, 2019</td>
</tr>
</tbody>
</table>

Board member, Michelle VanDiehl addressed Marie Barbara in regards to her resignation on how she will be deeply missed and wishing her luck with her where ever her endeavors take her.

B. Recommendation: VanDiehl/Dopke to approve the 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>Dr. Scott Hogan</td>
<td>Learning Science’s Formative Assessment</td>
<td>July 29-31, 2019</td>
<td>$659</td>
<td>TBD</td>
</tr>
<tr>
<td>Mrs. Carolynne Sandy &amp; Mrs. Jackie Traini</td>
<td>Building Expertise</td>
<td>June 11-14, 2019</td>
<td>$619/person</td>
<td>$900/person</td>
</tr>
<tr>
<td>Mrs. Eileen Mission &amp; Mr. Patrick Titus</td>
<td>101 Strategies for Strengthening Your Physical Education Program</td>
<td>February 5, 2019</td>
<td>$259/person</td>
<td>$0</td>
</tr>
</tbody>
</table>
C. Recommendation: VanDiehl/Dopke approve the Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2018. 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


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: VanDiehl/Dopke approve payment of February 2019 regular and addendum bills in the amount of $1,050,842.31 and January 2019 payroll bills in the amount of $1,277,684.34, as submitted.

E. Recommendation: VanDiehl/Dopke approve the Line Item Transfer for December 2018 in the amount of $257,086, as submitted.

F. Recommendation: VanDiehl/Dopke approve the Swedesboro-Woolwich School District to allow Larc School to provide free lunches to our children as an integral part of the educational program for the 2019-2020 school year, as submitted. Board member, Mr. Morris, wanted to know what Larc School lunches were. Mr. DeStratis explained to the board that it is a yearly agreement where LARC School builds in the price of meals in the tuition for our students who attend their school. The state requires us to sign the agreement.

G. Recommendation: VanDiehl/Dopke approve the Business Administrator to conduct a fair and open procurement process for the following goods and/or services:
- Food Service Management Company
H. **Recommendation**: VanDiehl/Dopke approve the following Tuition Reimbursements for the 2018-2019 school year, as submitted.

I. **Recommendation**: VanDiehl/Dopke approve Stephanie Fanelli as the 2nd grade drama director, as per contract.

*Board member, Michelle VanDiehl, gave a shout out to Ms. Fanelli and thanked her for serving as the drama club advisor.*

**Board action needed**: Yes (Roll Call Required)

(Motion to carry A-C & E-I all yes 9-0; D-8-0-1 Azzari abstained)

Mrs. Lauren Ibbotson-Y  
Mrs. Rosella Musumeci-Y  
Mrs. Michelle VanDiehl-Y  
Mr. Kenneth Morris-Y  
Dr. Charles Ivory-Y  
Mrs. Deborah Allen-Y  
Mrs. Gina Azzari-Y  
Mr. William Martz-Y  
Mrs. Jaclyn Dopke-Y

(Y for A-C & E-I; Abs for D)

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

- **Curriculum Goals**: get the new members up to speed with where we are
- **National School Counsellor Week**: so a shout out to them and each school took the lead on recognizes their counsellor
- **Working on getting us on a 5 year curriculum cycle**
- **Curriculum department met with Woodbury Schools to see how they are using the American Reading Program**

A. **HIB Reports**

**Recommendation**: Ibbotson/VanDiehl approve HIB, as submitted.

B. **Recommendation**: Ibbotson/VanDiehl approve Clifford Heart Healthy Night on February 19, 2019 from 6-7:30 pm.

C. **Recommendation**: Ibbotson/VanDiehl approve Dr. Seuss Night on March 19, 2019 from 6-7:30 pm.

D. **Recommendation**: Ibbotson/VanDiehl approve Kindergarten Round Up Night on March 5, 2019 from 6:30-8:00 pm (Snow date March 12, 2019).

**Board action needed**: Yes (Roll Call Required)

(All yes, motion to carry: 9-0)

Mrs. Lauren Ibbotson-Y  
Mrs. Rosella Musumeci-Y  
Mrs. Michelle VanDiehl-Y
Operations Committee
Buildings and Grounds, Long Range Plans, Technology, Transportation

Committee Meeting Report, as presented

- Discussed department reports
- No project updates
- Custodial Contract- issues with current company. Going out for bid
- ERATE Program

A. Facility Usage Requests
Recommendation: VanDiehl/Musumeci approve Facility Usage Requests for the 2018-2019 school year, as listed.
(Subject to submission of Insurance Certificate, and 501 documentation, and no conflict with school district activities)

<table>
<thead>
<tr>
<th>Organization</th>
<th>School/Location</th>
<th>Date &amp; Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Camp IDEA</td>
<td>Stratton</td>
<td>July 15, 2019 through August 2, 2019 8:00am to 3:30 pm</td>
<td>Summer Camp</td>
</tr>
<tr>
<td>2- Blooming Buds</td>
<td>Clifford</td>
<td>June 3-5, 2019 10-10:30 am June 6, 2019 5:30-8:00 pm</td>
<td>PreK Practice and Graduation</td>
</tr>
<tr>
<td>3- Swedesboro-Woolwich Little League</td>
<td>Harker/Stratton</td>
<td>March 2019-June 2019 5-8 pm</td>
<td>Practices and Games</td>
</tr>
<tr>
<td>5- Woolwich Twp Police Department</td>
<td>Harker</td>
<td>July 17, 2019 - 5:30pm-7:30 pm July 22-26</td>
<td>Parent meeting for Camp-Cafeteria Police Youth Camp- Gym and 1 classroom</td>
</tr>
</tbody>
</table>

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

Mrs. Lauren Ibbotson-Y  Mrs. Rosella Musumeci-Y  Mrs. Michelle VanDiehl-Y
Mr. Kenneth Morris-Y  Dr. Charles Ivory-Y  Mrs. Deborah Allen-Y
Mrs. Gina Azzari-Y  Mr. William Martz-Y  Mrs. Jaclyn Dopke-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.

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☐ 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:
☑ 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: SWEA Contract, ULP-AR-2019-14, CO-2018-261, File # 7060
☑ 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
☐ Matters involving quasi-judicial deliberations, and specifically:
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Recommendation: VanDiehl/Ibbotson approve to enter into Executive Session for the purpose of discussing/reviewing items as noted above.

Board action needed: Yes Time: 7:29 pm
(All yes, motion to carry 9-0)

Mrs. Azzari left meeting at 9:15 pm to make quorum 8-0

Mr. Martz & Mr. Morris left meeting at 9:44 pm to make quorum 6-0

Recommendation: Ibbotson/Musumeci Return to Regular Session.

Board action needed: Yes Time: 9:56 pm
(All yes, motion to carry 6-0)

Delegates:
  a. NJSBA – Mrs. Jaclyn Dopke
  b. GCSBA – Mrs. Lauren Ibbotson

6. Adjournment

Recommendation: VanDiehl/Dopke approve the adjournment of meeting.

Board action needed: Yes Time: 9:57 pm
(All yes, motion to carry 6-0)

Respectfully submitted,

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s):
March 13, 2019
Board/Committee Meetings as scheduled