Minutes
January 16, 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>Name</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jaclyn Dopke, School Board President</td>
<td>All Committees</td>
</tr>
<tr>
<td>Mrs. Lauren Ibbotson, School Board Vice President</td>
<td>(Chair) Curriculum Personnel/Finance, Negotiations</td>
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<tr>
<td>Mrs. Rosella Musumeci</td>
<td>(Chair) Operations, Negotiations Committee</td>
</tr>
<tr>
<td>Mrs. Michelle VanDiehl</td>
<td>(Chair) Negotiations, Personnel/Finance Committee</td>
</tr>
<tr>
<td>Mr. Kenneth Morris</td>
<td>(Chair) Personnel/Finance 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>
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<tr>
<td>Vacancy</td>
<td>Operations Committee</td>
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</tbody>
</table>

Quorum: 6:04 pm/ 6-2

*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: BOE Conflict Chart

☑ 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.
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1) Recommendation: Ibbotson/VanDiehl approve to enter into Executive Session for the purpose of discussing/reviewing items as noted above.
   Board action needed: Yes
   (All yes, motion to carry: 6-0)
   Time: 6:04 p.m.

2) Recommendation: Ibbotson/Azzari approve to return to Regular Session.
   Board action needed: Yes
   (All yes, motion to carry: 6-0)
   Time: 6:32 p.m.

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: 6-0)

E. Approval of Minutes
   Recommendation: VanDiehl/Ibbotson approve the regular and executive session minutes dated December 12, 2018 and January 2, 2019, as submitted.
   Board action needed: Yes
   (Motion to carry December minutes: 4-0-2, Allen/Azzari abstain)
   (Motion to carry January minutes: 6-0)

2. Presentations
   A. Stellar Comet of the Month-
      1) Walter Hill School
         Grade 6
         November 2018
         Ella Godek
         Ava Alexander
         Cole Stocks
         Natalia Cudnik

         December 2018
         Jacob Powell
         Shane Murphy
         Sophia Counsellor
         Andi Beach
2) **Charles G. Harker School**  
**November 2018**  
Grade 3  
Jordyn Thompson  
Jeremiah Perez  
Grade 4  
Edward Carter Frey  
Liberty Dunn  
Grade 5  
Samuel Hofacker  
Grace Westburg  

**December 2018**  
Grade 3  
Robert Ferris  
Ava Fanelli  
Grade 4  
Samantha Lauwers  
Jackson Kaiser  
Grade 5  
Olivia Modarelli  
Mason Corey  

3) **Gov. Charles Stratton School**  
**November 2018**  
Grade 1  
Elijah Coxe  
Ariana Rodriguez  
Grade 2  
Adam Gross  
Addison Dena  

**December 2018**  
Grade 1  
Zyarah Fauntleroy  
Macklin Gregory  
Grade 2  
Wesley Cheshire  
Hadley Burke
4) Margaret Clifford School  
**November 2018**  
Bailey Fitzpatrick  
Brayden McKenna  
Charlize Boone  
William Tyrrell  
Finn Murphy  

**December 2018**  
Lindsay Rosa  
Benjamin Oberg  
Neel Nambiar  
Paisley Smith

3. **Communication**

   A. Superintendent

   “A Community dedicated to inspiring life-long learners”

   1) Superintendent Updates

   Congratulations to our TOY:  
   Clifford – Pam Moore  
   Stratton – Corrin Sellen  
   Harker - Tracey Beyrodt  
   Hill – Michelle Markellos

   The Principals and I were able to surprise them with flowers last week! They will be formally honored at a later meeting date. Currently we have elections for the Educational Support Person of the Year. Voting is open through Thursday, Jan. 24th at 11 p.m.

   Shout out to the FLL. They did an amazing job at their competition. I’m proud to share the amount of growth made in one year’s time. One part of the competition that dealt with their student made robot, their robot earned them a total of 20 points at the competition, and this year it earned them 67 points. That's amazing growth. They also used scratch programming to create video games. They chose the following problem to solve: ways in which to support the mental and emotional health of astronauts out in space for a long period of time.
Shout out to Admin. Team for participating in the NJDOE Admin. Pilot. The NJDOE has been on site to work with the admin. (They were even so kind to humor me as well as the NJDOE by welcoming an on-site visit one day before the break!) We have a Pilot team and they are attending state level meetings to learn more about the process. They even had the opportunity to engage in dialogue with the new commissioner Dr. Lamont Repollet.

Shout out to the district and our community heroes for raising $1990 to be donated to CHOP.

Shout out to our Harker Santa Claus & Singing Reindeer for bringing some singing fun to the Harker School before the winter break. That is not to exclude all of those involved In the Clifford School’s very competitive, Ugly Sweater contest (the winning duo’s costumes are still proudly displayed in their classroom… and a formal winning acceptance speech for the annual outstanding Stratton kazoo concert led by the Stratton school staff.

Shout out to Ms. Denham, Mrs. Hill, Lauren Ryan, Steph Sparks, Donna Demareo, Joan Armano, Sonia Hamaty, Ann Dorety, Crystal Thompson, and Christina D’Amilio, for providing their classes with real world experiences and hands on authentic learning opportunities. This year their classes visited the mall and went shopping. The students learned about money, decision making, and engaged in real world social skill learning lessons. The smiles on their faces were priceless!

Shout out to Kelly Woronicak for really digging into the entrepreneurial philosophy in her math classes. This past month students created their own business proposals that analyzed the cost of materials, labor, profit and mark up factors. They then created their products: duct tape pencil cases. Their marketing campaigns were really creative: TAPP – Technologically advanced pencil patches, the BAG-yardigans –the bag selling friends, Peas in a Pouch – give peas a chance, and of course the Perfect Pouches. Unfortunately, no one wanted to sell theirs b/c they liked them so much, so they won’t make much money. But that is real world learning at its best!

Shout out to all staff during the holiday season. There were several staff members who really went over and above for the kids in their classrooms and our district. One actually reached out to me to get permission for something on a Sunday morning, as I sat there having breakfast with my family with tears in my eyes. The staff was amazing this holiday season. They were so spirited and festive and really played the roles of some very special elves this year.
Shout out to Bill Murray and our district maintenance staff. They were here on Sunday taking care of our grounds to ensure that we were snow and ice free for Monday morning. Please keep them in your warm thoughts this weekend as we may get another round of winter weather.

Shout out to the entire Stratton School Staff & Students today. Today is the 80th day of school and they came to school in style – all dressed a little like Madonna in their 80’s attire. Some of the cutest pictures were taken today to celebrate 80 days of learning and growth.

Final reminder: This Thurs. the Harlem Wizards will be vs. The Comet All Stars.

2) District Enrollment
   a) Report, as submitted
      Clifford
      Stratton
      Harker
      Hill

3) Correspondence.

4) OPRA Log- None

B. District Administration
   1) 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.

Lynne Bussott – 122 East Ave, Swedesboro – Spoke about the 2019 Unless project, which will focus on reducing waste and landfills. Her class has partnered with Curb My Clutter to arrange home pickups in Woolwich for donation items. The project deadline is 3/31/19 The class will present at a future BOE meeting to discuss their efforts.

Dr. O’Neil: Thanked Mrs. Bussott for leading the project and loves how practical this real-world project is for our students.

4. Action Items

Personnel/Finance/Negotiations Committee
Committee Meeting Report, as presented
- Personnel-unfilled maintenance and PT Spanish teacher
- SWAA Contract is signed and complete
- 6/30/18 Audit deadline is now 2/13/19
- Budgeting for 2019-20 is underway

The following Personnel Matters are presented for Board Approval:
A. Recommendation: VanDiehl/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>1- Ms. Christina Elko</td>
<td>Clifford</td>
<td>Teacher</td>
<td>$49,682</td>
<td>11-215-100-101-000-00-070</td>
<td>New Hire - change from LTS to contract employee</td>
<td>Retroactive, effective January 1, 2019</td>
</tr>
<tr>
<td>2- Ms. Rachel Titus</td>
<td>District</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Complete 40 hour practicum with Justine Leash through University of Delaware</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>3- Ms. Christie McNevin</td>
<td></td>
<td>Paraprofessional</td>
<td>-</td>
<td>-</td>
<td>Medical/Maternity</td>
<td>Beginning on or</td>
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### Minutes

**January 16, 2019**

**Swedesboro-Woolwich Board of Education**

“A Community dedicated to inspiring life-long learners”

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<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>4- Ms. Paula Luciani</td>
<td>Administrative Support Staff</td>
<td>Leave before February 4, 2019-returning on or around May 15, 2019. Will be using 5 sick days prior and 20 sick days after birth</td>
<td>Day without pay May 10, 2019</td>
<td></td>
</tr>
<tr>
<td>5- Ms. Ashlea M. Freer</td>
<td>Speech Therapist</td>
<td>MA Step 1 – Prorated .4 FTE/ $20,712.80</td>
<td>PT – 2 days per week Pending certification</td>
<td></td>
</tr>
<tr>
<td>6- Ms. Cheryl Mervine</td>
<td>Teacher</td>
<td>-</td>
<td>Medical LOA</td>
<td>Approx. Jan 28, 2019 to approx. Jun 13, 2019</td>
</tr>
<tr>
<td>7- Ms. Joan Armano</td>
<td>Paraprofessional</td>
<td>-</td>
<td>Medical LOA extension</td>
<td>From Jan 3, 2019 to Jan 18, 2019</td>
</tr>
<tr>
<td>8- Ms. Jessie Clifford</td>
<td>Teacher</td>
<td>Maternity leave</td>
<td>Using 20 sick days from Jan 2, 2019 to Jan 30, 2019. LOA beginning Jan 31 to March 29, 2019</td>
<td></td>
</tr>
<tr>
<td>9- Ms. Angela Bloomquist</td>
<td>Student Teacher</td>
<td>Student Teacher with Mike Forlano</td>
<td>Jan 8, 2019 to April 15, 2019</td>
<td></td>
</tr>
<tr>
<td>10- Mr. Brandon Williams and Ms. McKenzie Short</td>
<td>Student Teacher</td>
<td>HPE Junior Field Experience with Eileen Mission</td>
<td>Feb 13, 20, 27 and March 6, 13, 2019</td>
<td></td>
</tr>
<tr>
<td>11- Ms. Jessica Tunstall</td>
<td>Student Teacher</td>
<td>Elementary Ed practicum with Andrea Brozina-Dahlberg and Julie Donahue</td>
<td>Jan 15 to May 5, 2019</td>
<td></td>
</tr>
<tr>
<td>12- Mrs. Jamie Flick</td>
<td>District Administration</td>
<td>$120,000</td>
<td>Salary adjustment for Administration Certificate</td>
<td>January 17, 2019</td>
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**B. Recommendation:** VanDiehl/Ibbotson approve the following workshops, as listed

<table>
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<tr>
<th>Staff Member</th>
<th>Workshop</th>
<th>Date &amp; Time</th>
<th>Cost</th>
<th>Estimated Travel Cost</th>
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</thead>
<tbody>
<tr>
<td>1- Mrs. Maria Sohn</td>
<td>Techspo</td>
<td>January 31, 2019 &amp; February 1, 2019</td>
<td>$450</td>
<td>$0</td>
</tr>
<tr>
<td>2- Dr. Scott Hogan, Ms. Lindsay Rieger, Ms. Sarah Henthorn, Mr. Ryan McVeigh, Ms. Denise Squibb</td>
<td>Differentiated Data Analysis Workshop</td>
<td>May 29, 2019</td>
<td>$180/person</td>
<td>$0</td>
</tr>
<tr>
<td>3- Mrs. Jamie Flick, Mrs. Dana Teague</td>
<td>Techspo</td>
<td>January 31, 2019-February 1, 2019</td>
<td>$450/person</td>
<td>$129.36/person</td>
</tr>
</tbody>
</table>
C. **Recommendation:** VanDiehl/Ibbotson approve the Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 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/Ibbotson approve payment of January 2019 regular and addendum bills in the amount of $659,112.34 and December 2018 payroll in the amount of $1,270,648.03, as submitted.

E. **Recommendation:** VanDiehl/Ibbotson approve the Line Item Transfer for November 2018 in the amount of $20,790, as submitted.

F. **Recommendation:** VanDiehl/Ibbotson approve Statement of Assurance regarding the use of Paraprofessional Staff for the 2018-2019 school year, as submitted.

G. **Recommendation:** VanDiehl/Ibbotson approve the Before/After Care contract between the Swedesboro-Woolwich Board of Education and Comet Care effective July 1, 2019, as submitted.
H. Recommendation: VanDiehl/Ibbotson approve the Ratification of the SWAA Contract, as submitted

I. Recommendation: VanDiehl/Ibbotson approve the resolution for the Swedesboro-Woolwich School District to renew the School Health Insurance Fund, as submitted.

J. Recommendation: VanDiehl/Ibbotson approve the School Health Insurance Fund Indemnity and Trust Agreement from January 1, 2019 through June 30, 2021, as submitted

K. Recommendation: VanDiehl/Ibbotson approve the acceptance of Ivory family donation in the amount of $200.

L. Recommendation: VanDiehl/Ibbotson approve the acceptance of the following donations from the Swedesboro-Woolwich Parent Teacher Organization (PTO):
   - $3,860 to Harker for kiln
   - $6,660 to Stratton for poster machine

M. Recommendation: VanDiehl/Ibbotson approve the Business Administrator to conduct a fair and open procurement process for the following goods and/or services:
   - Landscaping
   - Snow removal
   - Custodial Services

N. Recommendation: VanDiehl/Ibbotson approve Lorraine Campbell to assume the position of Drama Club advisor in place of Cheryl Mervine due to a medical leave of absence, as per contract.

O. Recommendation: VanDiehl/Ibbotson approve Mrs. Healey and Mrs. Forur to assume the position of Kindness Club advisor (50% each) in place of Cheryl Mervine due to a medical leave of absence, as per contract.

P. Recommendation: VanDiehl/Ibbotson approve Mrs. Kylie Crompton and Mr. Nicholas Leypoldt to assist with Homework Help as needed for the 2018-2019 school year, as per contract.

Q. Recommendation: VanDiehl/Ibbotson approve Jan Hill to be substitute support (8259587163) for Harker Basketball, as needed, as per contract.
Board action needed: Yes (Roll Call Required)
(Motion to carry: 6-0 A-C, E-F, H-K, M-Q; 5-0-1 Azzari abstained from D, VanDiehl abstained from G & L)

Mrs. Lauren Ibbotson-Y  Mrs. Rosella Musumeci
Mr. Kenneth Morris-Y    Dr. Charles Ivory       Mrs. Deborah Allen-Y
Mrs. Gina Azzari-Y to all except abstain D     Mrs. Jaclyn Dopke-Y
Mrs. Michelle VanDiehl-Y to all except abstain G & L

Curriculum, Policy, Community Relations Committee
Committee Meeting Report, as presented
• District Calendar for 2019-20 aligned with Kingsway
• Raw scores for PARCC, reviewed areas for curriculum to improve

A. HIB Reports
   Recommendation: Ibbotson/VanDiehl approve HIB, as submitted.

B. Recommendation: Ibbotson/VanDiehl approve Mrs. Green’s class to attend a field trip to Washington Township High School and Chick-Fil-A with the ABA classes on Friday February 1, 2019.

C. Recommendation: Ibbotson/VanDiehl approve Brookfield Schools to provide Hospital-Based Instruction for (9243034351) & (5761382637) per IEP, as submitted.

D. Recommendation: Ibbotson/VanDiehl approve Home-School (parent instruction) for student #82870390148 for the remainder of the 2018-2019 school year, as submitted.

E. Recommendation: Ibbotson/VanDiehl approve the Job Description for Teacher Aide (Paraprofessional), as submitted.

F. Recommendation: Ibbotson/VanDiehl approve the Job Description for Lunchroom/Playground/Clerical (LPC) Aide, as submitted.

G. Recommendation: Ibbotson/VanDiehl approve Melissa Tirpack and Jennifer Connell to provide ICR PD for district teachers on January 24, 2019 at the rate of $500 per instructor.
H. Recommendation: Ibbotson/VanDiehl approve the Tentative School Calendar for the 2019-2020 school year, as submitted.

Note: Motion was amended to switch April 10th with April 13th on the calendar.

Board action needed: Yes (Roll Call Required)
(Motion to carry: 6-0 A-E, G-H; 5-1 F)
Mrs. Lauren Ibbotson-Y Mrs. Rosella Musumeci Mrs. Michelle VanDiehl-Y
Mr. Kenneth Morris-Y Dr. Charles Ivory Mrs. Deborah Allen-Y
Mrs. Gina Azzari-Y

Operations
Buildings and Grounds, Long Range Plans, Technology, Transportation
Committee Meeting Report, as presented
• Review of department reports
• Multiple project updates that will determine future capital projects
  • Harker/Hill security cameras are complete
  • Comet Care contract is being extended for three years

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.

Earl Burak – 220 New Sweden Rd, Woolwich – Asked if there are standard operating procedures for board or staff to respond to phone calls or emails. How much time is allowed to return them? Does anyone check during vacations or during interim between Board Presidents? Urged the board to institute standard operating procedures.
Board President Dopke explained the procedure that was followed in transitioning board members/presidents and that she gained access to the public board email account upon her appointment as president.

Mr. Burak - Further commented that the audience outnumbers the board, but how do you get more interest in public attendance? Is the board aware of the new bus laws coming into play and who will be responsible for compliance?

SBA Mr. DeStratis explained that meeting schedules are posted annually in the newspaper, as well as monthly on the front door of each school. The district website is updated as necessary. The district is aware of new bus driver requirements and all our drivers are on contract or shared services. Their employers are expected to adhere and comply to all changes in the laws on our behalf.

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

6. Adjournment

   Recommendation: VanDiehl/Azzari approve the adjournment of meeting.
   Board action needed: Yes                                       Time: 7:17 p.m.

   (All yes, motion to carry: 6-0)

Respectfully submitted,

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s).
February 13, 2019
Board/Committee Meetings as scheduled