Minutes  
December 12, 2018  
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>Mr. Craig Frederick</td>
<td>All Committees</td>
</tr>
<tr>
<td>Mrs. Jaclyn Dopke</td>
<td>(Chair) Personnel/Finance, Curriculum</td>
</tr>
<tr>
<td>Mrs. Natalie Matthias</td>
<td>(Chair) Curriculum Committee</td>
</tr>
<tr>
<td>Mrs. Rosella Musumeci</td>
<td>Personnel/Finance Committee</td>
</tr>
<tr>
<td>Mr. Kevin Heffernan</td>
<td>Operations Committee</td>
</tr>
<tr>
<td>Mrs. Michelle VanDiehl</td>
<td>Personnel/Finance Committee</td>
</tr>
<tr>
<td>Mr. Kenneth Morris</td>
<td>(Chair) Operations Committee</td>
</tr>
<tr>
<td>Mrs. Lauren Ibbotson</td>
<td>Curriculum Committee</td>
</tr>
<tr>
<td>Dr. Charles Ivory</td>
<td>Operations Committee</td>
</tr>
</tbody>
</table>

Quorum: 6:02 pm/ 8-1

Mr. Kenneth Morris arrived at 6:05 p.m. making 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
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, Student Hearing _______
- 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
- 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:** Dopke/Ibbotson approve to enter into Executive Session for the purpose of discussing/reviewing items as noted above. 
   Board action needed: Yes  
   Time: 6:03 p.m.  
   (All yes, motion to carry: 8-0)

2) **Recommendation:** Matthias/Dopke approve to return to Regular Session. 
   Board action needed: Yes  
   Time: 6:34 pm  
   (All yes, motion to carry: 9-0)

C. Flag Salute

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

E. Approval of Minutes 
   **Recommendation:** Ibbotson/Heffernan approve the regular and executive session minutes dated **November 14, 2018**, as submitted.  
   Board action needed: Yes  
   (Motion to carry: 7-0-2/Dopke & Matthias abstain)

2. **Presentations**

   A. Recognition Ceremony to the following board members 
      a. Mr. Craig Frederick- Resigning December 31, 2018  
      b. Mr. Kevin Heffernan- Retiring December 31, 2018  
      c. Mrs. Natalie Matthias- Retiring December 31, 2018

3. **Communication**

   A. Superintendent

   “A Community dedicated to inspiring life-long learners”

1) Superintendent Updates 
   - As of January 2, 2019 all para positions and maternity leave positions are completely filled.
• Kingsway and SWSD are working on the 2019 – 2020 school year calendar right now.

• Our very own, Julie Dickson, represented SWSD and the NJEA on a commercial that promotes the great work of all Educational Support Professionals. It has been aired on MMR radio, BEN FM radio, and WOGL radio. Dr. O’Neil was lucky to catch the commercial one day as she was getting into her car to travel to another building.

• The District would like to share a very special and very THANKFUL SHOUT OUT to the following SWSD Teacher Leaders:
  - Sheena Snitcher
  - Stacey Stewart
  - Kari Foote
  - Silvia Cancila
  - Caroline Schooley
  - Lorraine Campbell
  - Kaitlyn Colleluori
  - Kelsey Minniti
  - Julie Donahue
  - Andrea Dahlberg
  - Cheryl Mervine
  - Michelle Markellos
  - Deb Hannold

• Thank you so much to the teachers who nominated students to be spotlighted in the next SJ Magazine. We were permitted to have students from different buildings so we are fortunate that two of our students will be featured in the next edition. Congratulations to 4th grade Ryan Duffy and 6th grader Soren Kipphut! It is wonderful to honor our students and celebrate our teachers!

• I am happy to inform you of the VFW Post 10886 Patriots Pen Winners for 2018.
  - 1st Place Tiffany D. Glover
  - 2nd Place Riley Lewin
  - Honorable Mention Katelynne Bailey

2) District Enrollment
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a) Report, as submitted

   Clifford
   Stratton
   Harker
   Hill

3) Correspondence.

   a) Thank you- Mrs. Berlin and Family

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>
<tbody>
<tr>
<td>1- Aramark Maintenance and/or Custodial Contract</td>
<td>Mr. William Murphy</td>
<td>11/20/2018</td>
<td>11/21/2018</td>
<td>.25 hour</td>
</tr>
</tbody>
</table>

B. District Administration

1) Administrator’s Monthly Board Reports, as submitted

   Clifford
   Stratton
   Harker
   Hill
   Technology
   Special Services
   Curriculum & Instruction

Public Comments/Visitors- None to Report

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
\(-\text{-- pm}\) whichever occurs first.

4. Action Items

**Personnel/Finance/Negotiations Committee**

*Committee Meeting Report, as presented*

- **Personnel Items**
- **SWAA Contract**
- **SWEA Contract**
- **Capital Reserve Transfer**
- **6/30/18 Audit**

A. Recommendation: Matthias/VanDiehl 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. Nancy Moore Gregal</td>
<td>Stratton</td>
<td>Paraprofessional</td>
<td>-</td>
<td>-</td>
<td>Extension of Medical Leave</td>
<td>Returning on or around January 2, 2019</td>
</tr>
<tr>
<td>2- Ms. Lauren Bussott</td>
<td>District</td>
<td>Cafeteria Sub</td>
<td>$11.25/hr</td>
<td>11-000-262-107-000-00</td>
<td>New Hire-Cafeteria Sub</td>
<td>December 13, 2018/pending criminal history</td>
</tr>
<tr>
<td>3- Ms. Jessie Clifford</td>
<td>Hill</td>
<td>Teacher</td>
<td>-</td>
<td>-</td>
<td>Medical/Maternity leave</td>
<td>Beginning on or before January 11, 2019- returning on or around April 12, 2019 Ms. Clifford will be using 2 sick days prior to birth and 20 sick days after birth</td>
</tr>
<tr>
<td>4- Mrs. Joan Armano</td>
<td>Harker</td>
<td>Paraprofessional</td>
<td>-</td>
<td>-</td>
<td>Medical Leave</td>
<td>January 3, 2019- January 9, 2019</td>
</tr>
<tr>
<td>5- Mrs. Christina Panebianco</td>
<td>District</td>
<td>Secretary</td>
<td>-</td>
<td>-</td>
<td>Medical Leave</td>
<td>Beginning on December 17, 2018 and returning on or before February 11, 2019</td>
</tr>
</tbody>
</table>

B. Recommendation: Matthias/VanDiehl 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>1- Mr. Joel Brown</td>
<td>TECHSPO</td>
<td>January 31, 2019- February 1, 2019</td>
<td>$450</td>
<td>$129.36</td>
</tr>
<tr>
<td>2- Mr. Timothy Wojciechowski</td>
<td>TECHSPO</td>
<td>January 31, 2019- February 1, 2019</td>
<td>$450</td>
<td>$0</td>
</tr>
</tbody>
</table>
C. **Recommendation:** Matthias/VanDiehl approve the [Board Secretary’s Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of **October 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

Approve the [Reconciliation Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of **October 2018**. The Reconciliation Report and Board Secretary’s Report are in agreement for the month of **October 2018**.

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:** Matthias/VanDiehl approve payment of **December 2018 regular and addendum bills** in the amount of **$875,714.81** and **November 2018 payroll** in the amount of **$1,268,382.96**, as submitted.

E. **Recommendation:** Matthias/VanDiehl approve for payment of Ratified Bills for **December 2018** in the amount of **$292.15**, as submitted.

F. **Recommendation:** Matthias/VanDiehl approve the [Line Item Transfer](#) for **October 2018** in the amount of **$68,464.37**, as submitted.

G. **Recommendation:** Matthias/VanDiehl approve the transfer of unanticipated excess 2017-2018 revenue in the amount of **$400,000** from the general fund into capital reserve as of 6/30/18, per audit.
H. **Recommendation**: Matthias/VanDiehl approve an increase to the District's Flexible Spending Account maximum Plan Year contribution from $2,550 to $2,700 for the next Plan Year, beginning January 1, 2019.

I. **Recommendation**: Matthias/VanDiehl approve the following staff members to participate in Crisis Intervention Training on November 12, 2018 from 3:30 pm – 8:30 pm, as per contract:
   - Christina Elko
   - Nicole Kay
   - April Pfeiffer
   - Nancy Sweeten
   - Cindy LaMonaca
   - Sonia Hamaty
   - Caroline Kier
   - Joan Armano
   - Donna DeMareo
   - Lauri Gattuso

J. **Recommendation**: Matthias/VanDiehl approve Ryan McVeigh to provide support for 5th grade students attending 6th grade socials on 11/30/2018, 2/22/2019 and 6/7/2019, per IEP, as per contract.

K. **Recommendation**: Matthias/VanDiehl approve Anne Dorety to support #8259587163 for Harker Basketball held on Tuesdays from December 18- March 12, per IEP, as per contract.

L. **Recommendation**: Matthias/VanDiehl approve the following stipend positions for the 2018-2019 school year at the rate of $950 per year:
   - Hill Talent Show Advisor- Kelly Woronicak
   - Harker Talent Show Advisor- Lorraine Campbell
   - People's Choice District Organizer- Lorraine Campbell
   - District Reporter- Cheryl Mervine

**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  Dr. Charles Ivory-Y  Mr. Craig Frederick-Y
Curriculum, Policy, Community Relations Committee

Committee Meeting Report, as presented

- LPC aide job description-Under review. Will be discussed again in January
  - District / School Performance Report Review
  - Attendance Data / Aesop
  - People’s Choice District Organizer (950)
  - 2018-2019 4th grade math action plan

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

B. Recommendation: VanDiehl/Ibbotson approve Mrs. Bussott’s class UNLESS
   Project to hold a clothing drive fundraiser through “Curb My Clutter”. Proceeds
   from collections will go to “Trees for GLTS (Golden Lion Tamarind) which will
   assist in efforts to provide trees in Brazil for this endangered species.

C. Recommendation: VanDiehl/Ibbotson approve Out of District Placement at
   Gloucester County Special Services for #9626297962, per IEP.

D. Recommendation: VanDiehl/Ibbotson approve Colleen McKnight for LDT/C
   Consulting Services Contract, as amended, for the 2018-2019 school year at the
   following rates:
   - Consultant and Mentorship Services $45.00/hour
   - Learning Evaluation Testing and Reporting $395.00/case
   (Please note: this contract was originally approved at the November 14, 2018
   meeting)

   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 Dr. Charles Ivory-Y  Mr. Craig Frederick-Y

Operations

Buildings and Grounds, Long Range Plans, Technology, Transportation

A. Facility Usage Requests
   Recommendation: Heffernan/Matthias approve Facility Usage Requests for the
   2018-2019 school year, as listed.
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“A Community dedicated to inspiring life-long learners”

(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- Summerfun Kids Camps</td>
<td>Harker</td>
<td>June 24, 2019-July 19, 2019 7:00am-6:00 pm</td>
<td>Summer Camp</td>
</tr>
<tr>
<td>2- Camp Invention</td>
<td>Harker</td>
<td>July 29, 2019-August 2, 2019 8:00 am-3:30 pm</td>
<td>Summer Camp</td>
</tr>
<tr>
<td>3- Historical &amp; Educational Lodge Hall Preservatory</td>
<td>Clifford</td>
<td>January 21, 2019 9:00 am-4:00 pm</td>
<td>MLK Celebration</td>
</tr>
</tbody>
</table>

Board action needed: Yes (Roll Call Required)
(Motion to carry: 8-0-1/VanDiehl abstained from A.2)
Mrs. Jaclyn Dopke-Y  Mrs. Rosella Musumeci-Y  Mrs. Natalie Matthias
Mr. Kevin Heffernan-Y Mr. Kenneth Morris-Y  Mrs. Lauren Ibbotson-Y
Dr. Charles Ivory-Y  Mr. Craig Frederick-Y
Mrs. Michelle VanDiehl- abstained from A.2

5. Old Business

Public Comments/Visitors- None to report
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.
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:

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- Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: _______ HIB, Suspension, Student Hearing _______
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- 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 60 minutes. The Board will return to open session to conduct business at the conclusion of the executive session.

Recommendation: Heffernan/Ibbotson 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 9-0)

Recommendation: Matthias/Heffernan approve to return to Regular Session.

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

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

6. Adjournment

Recommendation: Matthias/Heffernan approve the adjournment of meeting.

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

Respectfully submitted,

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s):
January 2, 2019
Board/Committee Meetings as scheduled