

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON WEDNESDAY EVENING, DECEMBER 13, 2017 AT THE MARY S. SHOEMAKER SCHOOL LIBRARY AT 7:00 P.M.

CALL TO ORDER

Mr. Bates, President, called the meeting to order at 7:00 p.m.

READING OF STATEMENT OF NOTICE

Mr. Bates read aloud the following: The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Woodstown-Piles Grove Regional Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times, Elmer Times, Borough of Woodstown Municipal Hall, Township of Piles Grove Municipal Hall, general offices and faculty rooms of the district's four schools, the school district's central office, and with the Borough of Woodstown Clerk and the Township of Piles Grove Clerk.

ROLL CALL:

Members Present: Mr. Iacona, Mr. Kinney, Mrs. Miller, Mr. Morris, Mr. Pennal, Mr. Rattigan, Mrs. Spence-Lacy, Dr. Stanton, Ms. Wojciechowski, Mr. Zigo, and Mr. Bates.

Members absent: None.

Also Present: Mrs. Virginia M. Grossman, Superintendent of Schools and Mrs. Rose Wang Chin, School Business Administrator/Board Secretary.

Administrators Present: Dr. Hoopes, Ms. Pessolano, Ms. Cioffi and Mrs. Martinez.

FLAG SALUTE

Mr. Bates then led the group in the pledge of allegiance to the flag.

STUDENT RECOGNITION

Mary Shoemaker School Young Wolverines of the Month – Ms. Cioffi, Principal, introduced the Young Wolverines of the Month for December: Julianna Lindenmuth and Adrian Ibarra.

Woodstown Middle School Junior Wolverines of the Month – Ms. Pessolano, Principal, introduced the Junior Wolverines of the Month for December: Gavianne Waugh and Patrick Clemente.

Woodstown High School Wolverines of the Month – Dr. Hoopes, Principal, introduced and Wolverines of the Month for December: Lily Morris and Cody Wolf.

Board Recognition – Mrs. Grossman and Mr. Bates recognized and thanked exiting Board members Mrs. Valerie Spence-Lacy and Mr. Floyd Pennal for their years of service and dedication to the district.

APPROVAL OF MINUTES

Motion to approve the following minutes:
November 16, 2017 – Regular Meeting and Executive Session Minutes.

Motion made by: Eileen C. Miller

Motion seconded by: Ron Rattigan

Voting

Robert Iacona – Yes

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Floyd Pennal – Yes

Ron Rattigan – Yes

Valerie Spence-Lacy – Yes

Julie Stanton – Abstained

Amy Wojciechowski – Yes

Travis Zigo – Yes

Patrick Bates – Yes

PRESENTATION

Fiscal Year 2016-2017 Woodstown-Piles Grove Regional School District Annual Financial Audit – Mr. Fred Caltabiano of Bowman & Company presented the audit to the Board and reviewed the findings.

AUDIENCE PARTICIPATION – None.

EDUCATIONAL PROGRAMS COMMITTEE REPORT AND RECOMMENDATIONS -- Mrs. Valerie Spence-Lacy, Chairperson.

Motion to approve the following District and High School items:

Program of Studies - 2018-2019 SY: Approval of the revised Program of Studies for the 2018-2019 school year.

Approval of Kanyakorn Korsurat, an exchange student from Thailand, to attend the Woodstown-Piles Grove High School for the second semester of the 2017-2018 school year.

Approval of the December 2017 field trip list. (see page ____)

Rowan University student Mikaela Beister to begin a full year clinical practice in Art with Lori Raggio (high school) from 1/16/18 to 3/8/18 and 10/30/18 to 12/20/18.

Motion made by: Valerie Spence-Lacy

Motion seconded by: Eileen C. Miller

Voting

Robert locona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

Motion to approve the following Middle School, Shoemaker School, and Early Childhood Learning Center items (voting not applicable to sending district representatives):

Approval of the Harassment, Intimidation and Bullying report dated December 2017 and to provide notification letters as required to the parents/guardians advising that this information has been provided to the Board of Education.

Approval of the Middle School December 2017 field trip list. (see page ___)

Approval of the Shoemaker December 2017 field trip list. (see page ___)

Rowan University students to begin clinical practice as follows:

Mikaela Biester for a full year clinical practice in Art with Sue Chapman (Mary Shoemaker) from 3/13/18 to 5/8/18 and 9/4/18 to 10/25/18.

Kathleen Golden for clinical practice in Elementary Education with Jen Battaglia (Mary Shoemaker) from 1/16/18 to 5/4/18.

Ashley Haden for clinical practice in Elementary Education with Rebecca Schalick (Mary Shoemaker) from 1/16/18 to 5/4/18.

Motion made by: Valerie Spence-Lacy

Motion seconded by: Eileen C. Miller

Voting

Robert locona – Yes
Eileen C. Miller – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

POLICY COMMITTEE REPORT AND RECOMMENDATIONS -- Mr. Robert locona, Chairperson.

Motion to approve the following policies for first reading:
Policy 4111 Recruitment, Selection and Hiring - updated

Motion made by: Robert locona

Motion seconded by: Amy Wojciechowski

Voting

Robert locona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

PERSONNEL COMMITTEE REPORT AND RECOMMENDATIONS -- Mrs. Eileen Miller, Chairperson.

Motion to approve the following District and High School items as recommended by the Superintendent:

Approval of New Staff as follows (*all staff are approved pending criminal history and/or certification*):

Robert Sample as a part-time custodian (up to 25 hours per week) at the High/Middle School effective 12/18/2017. Hourly rate - \$14 per hour.

Luke Hanson as a part-time custodian (up to 25 hours per week) at the High/Middle School effective 12/18/2017. Hourly rate - \$14 per hour.

Mei Corbin as a part-time custodian (up to 25 hours per week) at the High/Middle School effective 12/14/2017. Hourly rate - \$14 per hour. NOTE: Ms. Corbin is currently a substitute custodian.

Sebastian (Tony) Tindley as a part-time custodian (week-ends) at the High/Middle School effective 12/14/2017. Hourly rate - \$14.65 per hour. NOTE: Mr. Tindley is currently a substitute custodian.

Approval of extra duty appointment of Katie Nicotra for field hockey support for a special education student NJSmart #6207902789 from 10/3/2017 through 11/1/2017 at \$32.00 per hour.

Approval of the December 2017 athletic appointment list. (see page ___)

Approval of Substitutes as follows:

Caroline Hathaway - substitute teacher at the High, Middle, Shoemaker Schools and the Roper Early Childhood Learning Center.

Alexis Giova - substitute paraprofessional at the High, Middle, Shoemaker Schools and the Roper Early Childhood Learning Center. NOTE: Ms. Giova is currently a part-time paraprofessional and is available to cover for staff after completing her regular hours.

Brie Stites - substitute teacher at the High, Middle, Shoemaker and Roper Early Childhood Learning Center. NOTE: Ms. Stites is completing a long-term substitute assignment and would like to continue substituting in the district.

Tara McQueston - substitute teacher at the High, Middle, Shoemaker and Roper Early Childhood Learning Center. NOTE: Ms. McQueston is currently a long-term substitute in a part-time teacher position.

Staci Clendining - substitute teacher at the High, Middle, Shoemaker and Roper Early Childhood Learning Center. NOTE: Ms. Clendining is currently a long-term substitute in a part-time teacher position.

Approval of the December 2017 high school volunteer list. (see page ___)

Approval of the following job descriptions:

Buildings and Grounds Custodian
Custodian
Electrical Mechanic
Maintenance

Motion made by: Eileen C. Miller

Motion seconded by: Travis Zigo

Voting

Robert Iacona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

Motion to approve the following Middle School, Shoemaker School, and Early Childhood Learning Center items as recommended by the Superintendent (voting not applicable to sending district representatives):

Acceptance of a retirement letter from Karen Lindenmuth as a Paraprofessional at the Middle School effective on July 1, 2018.

Approval to extend a maternity leave of absence for Jillian Dubois, Achieve Teacher Mary Shoemaker School, from December 8, 2017 to June 30, 2018.

Approval of New Staff as follows (*all staff are approved pending criminal history and/or certification*):

Marvonna Holmes as a part-time custodian (up to 25 hours per week) at the Roper Early Childhood Learning Center effective 12/14/2017. Hourly rate - \$14 per hour. NOTE: Ms. Holmes is currently a substitute.

Approval of Extra Duty approval as follows:

Middle School December 2017 extra duty list. (see page ___)

Approval of payment for the following Math Network Meeting Participants. Stipend - \$32/hour x 1 hour/person:

Chris Bialecki
Joanne Gloway
Don Dunner

Approval of Substitutes as follows:

Middle School - Brandy Ragan as a Long-Term Substitute Language Arts/English Teacher effective January 2, 2018. Salary - BA Step 1 (\$50,597), pro-rated. (Note: Ms. Ragan is in for Joe Hogan) (attachment)

Mary Shoemaker - Tara McQueston to complete the 2017-2018 school year as a Long-Term Substitute Teacher for Jillian Dubois. Salary as approved at the 9/28/2017 Board Meeting (BA Step 1, \$50,597 pro-rated to start date). NOTE: Ms. McQueston has been in for Ms. Dubois since 9/29/2017.

Approval of Volunteers as follows:

Roper Early Childhood Learning Center - Approval of the December 2017 volunteer list. (see page ___)

Mary Shoemaker - Approval of the December 2017 volunteer list. (see page ___)

Middle School - Approval of the December 2017 volunteer list. (see page ___)

Motion made by: Eileen C. Miller

Motion seconded by: Amy Wojciechowski

Voting

- Robert Iocona – Yes
- Eileen C. Miller – Yes
- Floyd Pennal – Yes
- Ron Rattigan – Yes
- Valerie Spence-Lacy – Yes
- Julie Stanton – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes
- Patrick Bates – Yes

FINANCE/FACILITIES/TRANSPORTATION COMMITTEE REPORT AND RECOMMENDATIONS -- Mr. Floyd Pennal, Chairperson.

Motion to approve the following financial reports (Note: Goal #3): (see Board Minutes Financial Back-up Binder for details).

Pursuant to N.J.A.C. 6A:23A-16.10 (c)3, I certify that as of November 30, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Woodstown-Pilesgrove Regional Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-16.10 (a)1.

Board Secretary

Date

The November 30, 2017, final Report of the Treasurer of School Funds for the 2017-2018 school year is in agreement with the November 30, 2017, final Report of the Board Secretary, pending audit.

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, that the Woodstown-Pilesgrove Regional Board of Education certifies that as of November 30, 2017, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

EFT's for November 2017, additional hand check payments for November 2017, and payment list for the month of December 2017.

Transfer of funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month of November 2017.

Additional financial reports as follows:

- Student Activities and Athletics for the month of November 2017.
- Scholarships for the month of November 2017.
- Odyssey of the Mind for the month of November 2017.
- Woodstown Community School for the month of November 2017.

Motion made by: Floyd Pennal

Motion seconded by: Travis Zigo

Voting

- Robert Iocona – Yes
- Michael Kinney – Yes
- Eileen C. Miller – Yes
- Richard C. Morris – Yes
- Floyd Pennal – Yes
- Ron Rattigan – Yes
- Valerie Spence-Lacy – Yes
- Julie Stanton – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes
- Patrick Bates – Yes

Motion to approve the following District and High School items:

Contract with Gloucester County Special Services School District for the attendance of the following students for the 2017-2018 school:

High School student NJSmart #1709115870 for the Multiple Disabilities program in the amount of \$37,800.00, plus a non-resident fee in the amount of \$3,000.00 for a total cost of \$40,800.00.

High School student NJSmart #8692232997 for the Multiple Disabilities program in the amount of \$37,800.00, plus a non-resident fee in the amount of \$3,000.00 plus a 1:1 assistant in the amount of \$39,960.00 for a total cost of \$80,760.00.

High School student NJSmart #4374457425 for the Behavioral Disabilities program in the amount of \$39,600.00, plus a non-resident fee in the amount of \$3,000.00 for a total cost of \$42,600.00.

Change order increase for Falasca Mechanical for the Woodstown HS/MS HVAC & Miscellaneous Renovations project in the amount of \$28,110.99.

ESEA Consolidated 2017-2018 grant award. (see page ___)

Approve and accept the Annual Audit for the Fiscal Year Ended June 30, 2017, as reviewed and discussed, including the Comprehensive Annual Financial Report (CAFR), recommendations, and the Corrective Action Plan. (see page ___)

Approval of TEC Elevator Inc. to furnish all materials and labor to tie in elevator card readers at the elevator controller for card readers at each landing. Total cost - \$3,624.00.

Contract with Salem County Vocational Technical School for the reimbursement to Woodstown-Pilesgrove Regional School District for providing a one-on-one aide to a Communications Academy student NJSmart #6644833659 in the amount of \$50,763.11 (salary and benefits) for the 2017-2018 school year.

Contract with Salem County Vocational Technical School for the reimbursement to Woodstown-Pilesgrove Regional School District for providing a one-on-one aide to a Communications Academy student NJSmart #6644833659 for 5 additional after school hours per week at a cost of \$15.00 per hour for the 2017-2018 school year.

Motion made by: Floyd Pennal

Motion seconded by: Valerie Spence-Lacy

Voting

Robert Iocona – Yes

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Floyd Pennal – Yes

Ron Rattigan – Yes

Valerie Spence-Lacy – Yes

Julie Stanton – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Patrick Bates – Yes

Motion to approve the following Middle School and Elementary School items (voting not applicable to sending district representatives):

Contract with Gloucester County Special Services School District for the attendance of the following students for the 2017-2018 school:

Middle School student NJSmart #1416288941 for the Multiple Disabilities program in the amount of \$37,800.00, plus a non-resident fee in the amount of \$3,000.00 plus a 1:1 assistant in the amount of \$39,960.00 for a total cost of \$80,760.00 prorated, effective September 1, 2017 through December 1, 2017.

Elementary School student NJSmart #2106346771 for the Multiple Disabilities program in the amount of \$37,800.00, plus a non-resident fee in the amount of \$3,000.00 for a total cost of \$40,800.00.

Elementary School student NJSmart #2597878993 for the Multiple Disabilities program in the amount of \$37,800.00, plus a non-resident fee in the amount of \$3,000.00 for a total cost of \$40,800.00.

Elementary School student NJSmart #5508166782 for the Multiple Disabilities program in the amount of \$37,800.00, plus a non-resident fee in the amount of \$3,000.00, plus a 1:1 assistant effective 10/20/17 in the prorated amount of \$33,300.00 for a total cost of \$74,100.00.

Elementary School student NJSmart #3234327410 for the Preschool Disabilities program, effective 10/24/17 in the prorated amount of \$34,040.00, plus a prorated non-resident fee in the amount of \$2,467.00, for a total cost of \$36,507.00.

Contract with Pineland Learning Center for the attendance of elementary school student NJSmart #5528401090, effective 11/14/17 in the prorated amount of \$39,712.00 for the remainder of the 2017-2018 school year.

Contract with Professional Education Services, Inc. to provide instructional services to elementary school student ID #290179 (NJSmart # not available) in the amount of \$32.00 per hour.

Contract with Lower Alloways Creek School District to accept one of their resident students into our Behavioral Disabilities program effective November 13, 2017 in the prorated amount of \$13,197.67 for the remainder of the 2017-2018 school year.

Revised contract with Gloucester County Special Services School District for route Y1178 to Pineland Learning Center for the addition of one elementary school student (NJ SMART # 5528401090) with an aide beginning November 14, 2017. Total route cost is \$273.75 per diem, plus a 7% administrative fee. This route contains students from other districts and therefore our cost per diem will be prorated accordingly by Gloucester County Special Services School District.

Addendum to route SLC-4 for an addition of 36 miles a day at \$1.00 per mile for an additional increase per diem of \$36.00. This route is to transport elementary school student (NJSMART# 3834386610) to and from school beginning November 27, 2017 through the remainder of the 2017-2018 school year.

Joint transportation agreement with Pittsgrove Township Board of Education for route SC-CUMB to transport one middle school student (NJSMART #1416288941) to Salem County Special Services School District – Cumberland Campus beginning December 4, 2017, through the remainder of the 2017-2018 school year at \$77.11 per diem for 123 days for a total cost of \$9,484.53.

Contract with Salem County Special Services School District for the attendance middle school student NJSmart #1416288941 for the Autistic Disabilities program in the prorated amount of \$27,687.00 (124 days), plus a 1:1 assistant in the prorated amount of \$26,479.00, effective December 4, 2017 through the remainder of the 2017-2018 school year.

Accept any and all donations in honor of Debra Mahoney to be deposited into the Debra Mahoney Fund to benefit the Mary S. Shoemaker School.

Motion made by: Floyd Pennal

Motion seconded by: Robert Iocona

Voting

Robert Iocona – Yes

Eileen C. Miller – Yes

Floyd Pennal – Yes

Ron Rattigan – Yes

Valerie Spence-Lacy – Yes

Julie Stanton – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Patrick Bates – Yes

OLD BUSINESS ITEMS – None.

NEW BUSINESS ITEMS

Restructuring of the Board of Education Committees – The Board discussed the current committee structure and the possibility of reducing the current four committees to three. The Policy committee items would be incorporated into the three remaining committees as they are relative to each committee.

Motion to approve by resolution, the Business Administrator to seek proposals for Food Service Management for the 2017-2018 school year.

Mrs. Grossman reviewed a five-year analysis of the deficit in the cafeteria fund and stated that the district cannot continue to support the cafeteria debt. Mrs. Wang Chin reviewed an analysis of the five-year loss, indicating a total of \$164,000 has been infused into the cafeteria program from the general fund and how those funds could have been used towards technology and curriculum.

Motion made by: Patrick Bates

Motion seconded by: Ron Rattigan

Voting

Robert Iocona – Yes

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Floyd Pennal – Yes

Ron Rattigan – Yes

Valerie Spence-Lacy – Yes

Julie Stanton – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Patrick Bates – Yes

Motion to accept the resignation of Valerie Spence-Lacy from the Board of Education effective December 31, 2017.

Motion made by: Patrick Bates

Motion seconded by: Eileen C. Miller

Voting

Robert Iocona – Yes

Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

OTHER REPORTS

Administrator's Monthly Reports.

President -- Mr. Pat Bates stated that thorough prep work and analysis helped the Board arrive at the right decision for the Food Service RFP.

Superintendent of Schools – Mrs. Virginia M. Grossman stated that the RFP made sense from a financial perspective; made sure the RFP was written such that our staff are taken care of; communication with all parties was clear and transparent.

Business Administrator -- Mrs. Rose Wang Chin thanked the food service staff for their attendance at the Board meeting to support the RFP.

SENDING DISTRICT REPORTS

Alloway Township -- Mr. Richard Morris had nothing to report.

Upper Pittsgrove Township -- Mr. Michael Kinney reported that teacher negotiations has begun.

SCHOOL AGE CHILD CARE (SACC) REPORT -- Mr. Robert locona had nothing to report.

DELEGATE REPORT – Mrs. Eileen Miller reported on the Delegate Assembly meeting held in November.

AG SCIENCE ADVISORY BOARD REPORT – Dr. Julie Stanton had nothing to report.

FUTURE MEETINGS

- January 4, 2018 – Re-Organization Board Meeting, 7:00 p.m., Mary S. Shoemaker School Library.

COMMUNICATIONS

Thank you card from Jessica Landolfi

FOR YOUR INFORMATION

Enrollment Reports.
Suspension Reports.

RECESS INTO EXECUTIVE SESSION I

The Open Public Meetings Act allows the Board to enter into executive session for confidential matters (N.J.S.A. 10:4-12b). Matters discussed in executive session will remain confidential until such time as the need for confidentiality no longer exists.

Motion that the Board of Education enter into executive session, by resolution, to discuss personnel and contracts. It is expected that the executive session will last approximately 30 minutes. The Board will reconvene in open public session immediately following. Formal action may or may not be taken as a result of the executive session. (8:20 p.m.)

Motion made by: Julie Stanton
Motion seconded by: Eileen C. Miller

Voting

Robert locona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion to resume the public portion of the meeting at 8:32 p.m.

Motion made by: Eileen C. Miller
Motion seconded by: Michael Kinney

Voting

Robert locona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes

Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

ADJOURNMENT

Motion to adjourn this meeting at 8:33 p.m.

Motion made by: Richard C. Morris

Motion seconded by: Eileen C. Miller

Voting

Robert locona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Floyd Pennal – Yes
Ron Rattigan – Yes
Valerie Spence-Lacy – Yes
Julie Stanton – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Patrick Bates – Yes

Respectfully submitted,

Mrs. Rose Wang Chin
SBA/BS

Approved by Motion of the Board

Date

Signature /SBA