

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, AUGUST 23, 2018 AT THE MARY S. SHOEMAKER SCHOOL LIBRARY AT 7:00 P.M.

CALL TO ORDER

Mr. Bates 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.

FLAG SALUTE

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

ROLL CALL:

Members Present: Mr. Iocona, Mr. Kinney, Mrs. Miller, Mr. Morris, Dr. Nielsen, Mrs. Wojciechowski, Mr. Zigo and Mr. Bates.

Members absent: Mrs. Chiarelli, Mr. Rattigan and Dr. Stanton.

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

Administrators Present: None.

APPROVAL OF MINUTES

Motion to approve the following minutes:

July 26, 2018 - Regular Meeting Minutes.

August 16, 2018 - Work Session and Executive Session Meeting Minutes.

Motion made by: Eileen C. Miller

Motion seconded by: Amy Wojciechowski

Voting

Robert Iocona – Yes

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Pat Bates – Yes

SUPERINTENDENT'S REPORT - None

AUDIENCE PARTICIPATION - None

INSTRUCTION/CURRICULUM

Motion to approve the following as recommended by the Superintendent:

2018-2019 evaluation models as follows:

Teachers - McRel

Administrators and Principals - NJ Principal Evaluation for Professional Learning

Business Office staff for Professional Development. (see page ___)

Rose Chin to attend the Public School Purchasing class at Rutgers University. Total cost - \$453.

Testing for High School 12th graders to begin at 10:30 am on 10/10/2018 due to the PSAT being given to all 10th graders and a select group of 11th graders.

Handbooks for the 2018-2019 school year as follows:

Cafeteria Handbook

High School Faculty Handbook

High School Advisor's Handbook

School Health Services Handbook

Motion made by: Amy Wojciechowski

Motion seconded by: Eileen C. Miller

Voting

Robert Iocona – Yes

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Pat Bates – Yes

Motion to approve the following as recommended by the Superintendent (voting not applicable to sending district representatives):

Handbooks for the 2018-2019 school year as follows:
William Roper School Parent Handbook.
William Roper School Faculty Handbook.
Mary Shoemaker Faculty Handbook.
Mary Shoemaker Parent Handbook.
Middle School Faculty Handbook

Submission of an application to the NJ Watershed Institute for a grant.

August 2018 field trip list. (see page ____)

Motion made by: Amy Wojciechowski

Motion seconded by: Eileen C. Miller

Voting

Robert Iocona – Yes

Eileen C. Miller – Yes

Anne Nielsen – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Pat Bates – Yes

ADMINISTRATION/PERSONNEL

Motion to approve the following items as recommended by the Superintendent:

Acceptance of the following resignations:

Resignation of Carol Althouse as the colorguard instructor for the 2018-2019 school year effective 8/16/2018. (NOTE: Stipend to be pro-rated for the time completed as of 8/16/2018.)

Retirement of Andrea Bramante effective 12/1/2018.

Extension of a leave of absence for Andrea Bramante to 12/1/2018.

New staff as follows: (Note: all appointments are pending criminal background check and certification.)

Jim Hackett as the School Treasurer from 7/1/2018 through 12/31/2018. Stipend - \$5,735 per year (pro-rated).

Kieran Keyser as a Long Term Substitute History Teacher for Julie Knight from 9/4/2018 through approximately 2/11/2019. Salary - MA, Step 1 (\$54,766 pro-rated).

Evelyn Porter as a Long Term Substitute Family and Consumer Teacher for Melissa Micheletti from 9/4/2018 through approximately 1/29/2019. Salary - BA, Step 1 (\$51,434 pro-rated).

Glenn Merkle as the Interim Athletic Director effective 9/1/2018 through 12/1/2018. Salary - \$43.75 per hour for up to 25 hours per week. (NOTE: If additional hours are needed, the Superintendent will review and approve them at the same hourly rate.)

Tara Heffner as a Long Term Substitute Psychologist for Jennifer McBride from 9/4/2018 through approximately 12/7/2018. Salary - MA, Step 1 (\$54,766 pro-rated).

Staff members to move on the salary guide for the 2018-2019 school year:

Gary Lowden from BA, Step 4 to BA +30, Step 4 (\$53,611)

Melissa Micheletti from BA+30, Step 8 to MA, Step 8 (\$57,285)

Joseph O'Brien from BA, Step 6 to BA+30, Step 6 (\$54,229)

Julie Knight from BA+30, Step 7 to MA, Step 7 (\$56,566)

Extra Duty Appointments as follows:

Kim Bokash - three (3) days during the summer of 2018 at her per diem rate.

High School extra duty appointments and corrected extra duty stipends previously submitted at the July meeting. (see page ____)

Substitute list for August 2018. (see page ____)

Volunteers as follows:

August 2018 athletic volunteer list. (see page ____)

August 2018 high school volunteer list. (see page ____)

Annual 2018-2019 School Administrator Appointments. (see page ____)

Sidebar agreement with the WPRSSA from 8/23/2018 through 6/30/2020. (see page ____)

Sidebar agreement with the WPREA from 8/23/18 through 6/30/2019. (see page ____)

Revised Master Teacher job description.

Motion made by: Robert Iocona

Motion seconded by: Travis Zigo

Voting

Robert Iocona – Yes

Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Anne Nielsen – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

Motion to approve the following as recommended by the Superintendent (voting not applicable to sending district representatives):

Resignations as follows:

Resignation of Alexis Giova as a paraprofessional at the Mary Shoemaker School effective 8/1/2018.

Rescind the appointment of Jennifer Quinn as a Long Term Substitute at the Roper School.
NOTE: Ms. Quinn has taken a position in another district.

New Staff as follows: (Note: All appointments are pending criminal background check and certification.
Middle School - Approval of Pamela Bergman as a Long Term Substitute Social Studies Teacher from 10/19/2018 through 6/30/2019. Salary - BA, Step 1 (\$51,434 pro-rated).

Middle School - Approval of Crystal Piro as a Long Term Substitute Science Teacher from 9/4/2018 through approximately Mid-January 2019. Salary - BA, Step 1 (\$51,434 pro-rated).

William Roper School - Approval of Tara McQueston as a Long Term Substitute Kindergarten Teacher from 9/4/18 to approximately 11/30/2018. Salary - BA, Step 1 (\$51,434 pro-rated).

Mary Shoemaker - Approval of Jessica Zaluske as a one (1) hour classroom aide 5 days per week effective 9/5/2018. Salary - \$10.05 per hour.

Extra Duty Appointments as follows:

Middle School revised August extra duty list. (see page ____)

Mary Shoemaker August extra duty list. (see page ____)

William Roper ECLC School August extra duty list. (see page ____)

Christine Carpenter, William Roper ECLC Dean of Students, to work up to five (5) days prior to 9/1/2018 with the approval of the Superintendent. Stipend - per diem rate (\$430.08 per day).

Substitutes as follows:

Johanna Riggins and Marcela Turner as substitutes for the Classroom Aide (1 hour/day) for the 2018-2019 school year.

Motion made by: Robert Iocona

Motion seconded by: Travis Zigo

Voting

Robert Iocona – Yes
Eileen C. Miller – Yes
Anne Nielsen – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

OPERATIONS/FINANCE

Motion to approve the following financial reports as recommended by the School Business Administrator: (see Board Minutes Financial Back-up Binder for details). **(Note: The Board Secretary Report, Treasurers Report, and Transfer List for the month of July will be presented at the September Board Meeting)**

EFT's for July 2018, additional hand check payments for July 2018, and payment list for the month of August 2018.

Additional financial reports as follows:

Student Activities and Athletics for the month of July 2018.

Scholarships for the month of July 2018.

Odyssey of the Mind for the month of July 2018.

Woodstown Community School for the month of July 2018.

Motion made by: Travis Zigo

Motion seconded by: Anne Nielsen

Voting

Robert Iocona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Anne Nielsen – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

Motion to approve the following as recommended by the School Business Administrator:
Submission of the 2018-2019 Perkins Grant.

Public School Works Memorandum of Understanding.

Resolution authorizing disposal of surplus property through GovDeals.com. (see page ___)

Dispose of listed obsolete technology equipment. Recycling will be provided by Sycamore International.

Renewal of the following transportation contracts with Gloucester County Special Services School District for the 2018-2019 School Year. (Note: Per diem cost are total route cost. Some of the routes contain students from other districts and therefore the cost per diem will be pro-rated accordingly by Gloucester County Special Services School District.):

1193A at \$159.72 total per diem route cost (plus 7% admin. cost) for multiple students. (Note: Per diem route cost will be shared with Alloway & Upper Pittsgrove School.)

1193B at \$101.35 total per diem route cost (plus 7% admin. cost) for multiple students. (Note: Per diem route cost will be shared with Alloway & Upper Pittsgrove School.)

Y1304 at \$400.96 total per diem route cost (plus 7% admin. cost) for students NJSMART# 1709115870, 8692232997, 2106346771, 5508166782, 2597878993.

Y1317 at \$109.63 total per diem route cost (plus 7% admin. cost) for multiple students.
Y521 at \$372.61 total per diem route cost (plus 7% admin. cost) for student NJSMART# 7181290307.

Y788 at \$295.93 total per diem route cost (plus 7% admin. cost) for student NJSMART# 3834386610.

Y794 at \$333.45 total per diem route cost (plus 7% admin. cost) for multiple students.

Y978 at \$142.83 total per diem route cost (plus 7% admin. cost) for multiple students.

S6204 at \$236.13 total per diem route cost (plus 7% admin. cost) for student NJSMART# 5175884585, 4971130297.

Contract with Gloucester County Special Services School District for the 2018-2019 School Year as follows. (Note: Per diem cost are total route cost. Some of the routes contain students from other districts and therefore the cost per diem will be pro-rated accordingly by Gloucester County Special Services School District.):

Y1416 at \$404.00 total per diem route cost, plus a 7% administrative fee for students NJSMART# 3025993161, 6216115392, 5528401090.

Y1422 at \$299.00 total per diem route cost, plus a 7% administrative fee for student NJSMART# 8687942115.

Y1429 at \$152.00 total per diem route cost, plus a 7% administrative fee for student NJSMART# 1083720456.

Y788 at \$295.93 total per diem route cost, plus a 7% administrative fee for student NJSMART# 5561404811.

Joint transportation agreement with Alloway Township Board of Education for the 2018-2019 School Year as follows:

Route HS2 at \$25.00 per diem for student NJSMART# 6062645622 at a total route cost of \$4,500.00.

Route AV1 at \$105.00 per diem for students NJSMART# 3834386610 & 6670522415 at a total route cost of \$18,900.00.

Contract with Xtel Communications, Inc. to replace existing phone hardware. Monthly cost is \$1,372.50 for a 60-month term. (Note: The term of this agreement runs concurrently with the contract for service that was approved at the April 2018 Board meeting. The 60-month term for both agreements will begin on the date this service is activated. The phones included in this agreement are provided as "Device as a Service" (Daas). This program allows for the replacement of any of the phones that malfunction during the course of the term. The program also allows for the upgrade of any of the phones. Xtel pricing is per Bid# RFP MRESC "Middlesex Regional Educational Services Commission" 15/16-36 ACT Hosted Phone Service.)

Revision to the Title I & Title IIA Instructor salaries for the 2017-2018 school year.

Joint transportation agreement with Alloway Township School District for routes 1193A & 1193B to transport full-time and share-time students to and from Salem County Vocational Technical School for the 2018-2019 school year. (Note: Alloway's share of the cost will be \$16,292.73 for the year.)

Joint transportation agreement with Upper Pittsgrove School District for routes 1193A & 1193B to transport full-time and share-time students to and from Salem County Vocational Technical School for the 2018-2019 school year. (Note: Upper Pittsgrove's share of the cost will be \$15,950.93 for the year.)

Joint transportation agreement with Upper Pittsgrove School district for the 2018-2019 school year to transport high school and middle school students to and from school as follows: (Total cost of \$10,595.94)

- WHS-3 in the amount of \$5,019.13
- WHS-6 in the amount of \$1,673.04
- WHS-9 in the amount of \$3,903.77

Joint transportation agreement with Penns Grove-Carney's Point Regional School District for route SHS06 at a per diem cost of \$50.00 for student (NJ SMART# 2464380751) at a total cost of \$9,000.00. Authorize submission of the ESEA Grant (Amendment 1) application for Fiscal Year 2019.

Terminate the previously approved shared services agreement with Salem Community College for Ryan Danner, Facilities Manager effective 8/24/2018.

Acceptance with gratitude, of a donation of \$2,600 from the Winter Track Parents for the winter track program for the 2018-2019 school year.

Expand the role of Joe Biluck from GraMin Consultants, LLC to include Interim Facility Manager and Facilities Consultant for up to 4 days per week at \$350 per day.

Joint transportation agreement with Alloway Township Board of Education for the 2018-2019 school year for the following routes:

Route HS-2 at \$25.00 per diem for student (NJSMART#6062645622) at a total route cost of \$4,500.00.

Route AV-1 at \$105.00 per diem for student (NJSMART#3834386610 & 6670522415) at a total route cost of \$18,900.00.

Authorize Garrison Architects (GA) to prepare and submit an NJDOE Other Capital Project application for the new scoreboard sign on the field hockey field. The District acknowledges that it will receive no State Aid, and the District further authorizes GA to amend its Long-Range Facility Plan to include this project.

Motion made by: Travis Zigo

Motion seconded by: Robert Iocona

Voting

- Robert Iocona – Yes
- Michael Kinney – Yes
- Eileen C. Miller – Yes
- Richard C. Morris – Abstained on Alloway transportation routes only.
- Anne Nielsen – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes
- Pat Bates – Yes

Motion to approve the following as recommended by the School Business Administrator (voting not applicable to sending district representatives):

Request from an administrative team member to allow her child (NJSmart #1700907196) to attend the Woodstown-Pilesgrove Regional School District for the 2018-2019 school year in accordance with Board Policy #5118, and the Woodstown-Pilesgrove Administrators Association Agreement (WPAA) at an administrative fee of \$6,307.00.

Contract with the Pilot School for the attendance of middle school student (NJSmart #3856396553) for the 2018-2019 school year in the amount of \$31,100.00

Contract with Camcor, Inc. to install 22 interactive TV panels at Mary Shoemaker for \$56,116.28. The total cost will be financed through Coretech Leasing for a 5-year term. Annual cost to Cortech Leading is \$12,357.93 per year for 5 years. (Note: Camcor, Inc., is a State contractor.)

Motion made by: Travis Zigo

Motion seconded by: Amy Wojciechowski

Voting

- Robert Iocona – Yes
- Eileen C. Miller – Yes
- Anne Nielsen – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes
- Pat Bates – Yes

POLICY

Motion to approve the following as recommended by the Superintendent:

First reading of the Woodstown-Pilesgrove Regional School District Policy and Procedures Manual.

Motion made by: Pat Bates

Motion seconded by: Eileen C. Miller

Voting

- Robert Iocona – Yes
- Michael Kinney – Yes
- Eileen C. Miller – Yes
- Richard C. Morris – Yes
- Anne Nielsen – Yes

Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

OLD BUSINESS ITEMS – None.

NEW BUSINESS ITEMS – None.

REPORTS

School Business Administrator – Mrs. Chin reported on the following:

- S&P rating
 - Revised outlook to stable; affirmed A+ rating; do not expect to change the rating over our 2-year outlook horizon
 - Outlook change reflects modest improvements to the district's financial position coupled with total general fund balance returning to positive levels
 - More conservative budgeting guided by a new management team
 - Better cost controls and recent, and sustainable, cost efficiencies
- State audit -- Extraordinary Aid (Sp Ed Aid); ASSA (Student Count); DRTRS (Transportation)
 - Audit focused on: data consistency; data analysis
 - Early indications: some process improvements identified Extraordinary Aid in prior years)
- 17/18 closing -- underway; pre-audit went well; early indications show an out-performance against budget

Administrators/Building Reports

Administrator monthly reports were presented.

BOARD REPORTS

President -- Mr. Bates was pleased that the community and the district worked together to achieve a solution for the winter track program. Mr. Bates also stated that he will be resigning his seat on the Board of Education as of August 30, 2018 due to moving out of the district.

Mr. Iocona indicated that he too will be resigning his seat on the Board of Education as of August 30, 2018 due to moving from Woodstown to Pilesgrove.

PRESENTATIONS

Mrs. Grossman presented Mr. Bates and Mr. Iocona with parting gifts.

Sending Districts

Upper Pittsgrove Township -- Mr. Michael Kinney shared the following:
Science labs have been completed.
Upper Pittsgrove State aid was cut by \$46,000.

Alloway Township -- Mr. Richard Morris stated that Alloway state aid was cut in the amount of \$80,000.

Liaison Reports

NJSBA Delegate Report – Mrs. Miller had nothing to report.

SACC Report – Mr. Iocona had nothing to report.

AG Advisory Council Report – Dr. Stanton was not in attendance.

PTO Report – Mr. Bates had nothing to report.

W-P School Foundation Report – Mrs. Chiarelli was not in attendance.

CARE Report – Ms. Wojciechowski had nothing to report.

Marlton Recreation League Report – Mr. Rattigan was not in attendance.

Pilesgrove Township Report – Dr. Nielsen had nothing to report. Mrs. Grossman stated that she has been in contact with the Mayor Eachus concerning shared services.

Woodstown Borough Report – Mr. Iocona had nothing to report.

AUDIENCE PARTICIPATION – Non-agenda Items. - None

IMPORTANT DATES

- September 4, 2018 – Staff In-Service Day
- September 5, 2018 – School Opens for Students
- September 20, 2018 – Work Session, 6:00 p.m., Board Office Conference Room
- September 27, 2018 – Regular Board of Education meeting, 7:00 p.m., Mary S. Shoemaker School Library

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 litigation and personnel matters. 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. (7:56 p.m.)

Motion made by: Eileen C. Miller
Motion seconded by: Anne Nielsen
Voting
Robert Iocona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Anne Nielsen – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion to resume the public portion of the meeting at 8:53 p.m.

Motion made by: Pat Bates
Motion seconded by: Eileen C. Miller
Voting
Robert Iocona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Anne Nielsen – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

ADJOURNMENT

Motion to adjourn this meeting at 8:53 p.m.

Motion made by: Pat Bates
Motion seconded by: Eileen C. Miller
Voting
Robert Iocona – Yes
Michael Kinney – Yes
Eileen C. Miller – Yes
Richard C. Morris – Yes
Anne Nielsen – Yes
Amy Wojciechowski – Yes
Travis Zigo – Yes
Pat Bates – Yes

Respectfully submitted,

Mrs. Rose Wang Chin
SBA/BS

Approved by Motion of the Board

Date

Signature /SBA

MINUTES OF THE EXECUTIVE MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, AUGUST 23, 2018 AT THE MARY S. SHOEMAKER SCHOOL LIBRARY AT 7:56 P.M.

Executive Session I at 7:56 p.m.

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 litigation and personnel matters. 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. (7:56 p.m.)

Motion made by: Eileen C. Miller
Motion seconded by: Anne Nielsen

Voting

- Robert Iocona – Yes
- Michael Kinney – Yes
- Eileen C. Miller – Yes
- Richard C. Morris – Yes
- Anne Nielsen – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes
- Pat Bates – Yes

Members Present: Mr. Iocona, Mr. Kinney, Mrs. Miller, Mr. Morris, Dr. Nielsen, Mrs. Wojciechowski, Mr. Zigo and Mr. Bates.

Members absent: Mrs. Chiarelli, Mr. Rattigan and Dr. Stanton.

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

DISCUSSION ITEMS:

Litigation – Referendum Update

- Provide an update of hurdles and next steps to move Referendum project forward
- District is incorporating advice from our Board attorney
- Provide an update re: the termination of PW Moss
- Discussed Joe Biluck’s expanded role (Referendum and Interim Facility Manager)

Personnel – Superintendent’s Contract

- Discussed the concept and construction methodology of the proposed 5-year prospective contract for Mrs. Grossman
- Mrs. Grossman left the room while the Board discussed next steps
- There were numerous positive comments from Board members present; e.g., dedication that Mrs. Grossman has demonstrated towards the District
- Decision to hold Special Meeting on 8/30/18 to continue discussion

ADJOURN AND RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion to resume the public portion of the meeting at 8:53 p.m.

Motion made by: Pat Bates
Motion seconded by: Eileen C. Miller

Voting

- Robert Iocona – Yes
- Michael Kinney – Yes
- Eileen C. Miller – Yes
- Richard C. Morris – Yes
- Anne Nielsen – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes
- Pat Bates – Yes

Respectfully submitted,

Mrs. Rose Wang Chin
SBA/BS

Approved by Motion of the Board

_____ Date

_____ Signature /SBA/BS