

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, JUNE 20, 2019 AT THE MARY S. SHOEMAKER SCHOOL LIBRARY AT 7:00 P.M.

CALL TO ORDER

Mrs. Miller, Vice President, called the meeting to order at 7:00 p.m.

READING OF STATEMENT OF NOTICE

Mrs. Miller 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

Mrs. Miller then led the group in the pledge of allegiance to the flag.

ROLL CALL:

Members Present: Mr. Kinney, Mrs. Miller, Mr. Morris, Dr. Nielsen, Mr. Pennal, Ms. Wojciechowski (arrived at 8:10 p.m.), and Mr. Zigo.

Members absent: Mr. Carney, Mrs. Chiarelli, Mrs. Madiraca, and Dr. Stanton.

Also Present: Mrs. Virginia M. Grossman, Superintendent of Schools and Mrs. Deborah Lake, Acting Board Secretary in Mrs. Chin's absence.

Administrators Present: None.

APPROVAL OF MINUTES

Motion to approve the following minutes as recommended by the School Business Administrator:

May 16, 2019 – Work Session and Executive Session Minutes.

May 23, 2019 – Regular Meeting and Executive Session Minutes.

Motion made by: Michael Kinney

Motion seconded by: Travis Zigo

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Travis Zigo – Yes

SUPERINTENDENT'S REPORT – Mrs. Grossman presented to the Board of Education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents which have been submitted on the New Jersey Department of Education's incident reporting system for the 2nd half of the 2018-2019 school year.

RECOGNITION

Middle School Teacher of the Year - Mrs. Grossman and Mrs. Miller recognized and congratulated Mr. Don Dunner, Middle School Teacher of the Year.

Mary Shoemaker School Young Wolverine of the Month - Mrs. Grossman introduced the Young Wolverine of the Month for June: John Felizzi

AUDIENCE PARTICIPATION (Agenda Items Only) - None

INSTRUCTION/CURRICULUM

Motion to approve the following as recommended by the Superintendent:

Professional Development for members of the Woodstown-Piles Grove Regional Board of Education, including the Superintendent and the Business Administrator, to attend the 2019 Annual Workshop in Atlantic City from 10/21/2019 through 10/24/2019. Cost: Registration - \$1,600; Hotel - \$1,710 (4 rooms).

Woodstown-Piles Grove Regional School District to participate in the approved inter school athletic program sponsored by the NJSIAA for the 2019-2020 school year.

Renewal of the New Jersey State Interscholastic Athletic Association membership for the 2019-2020 school year. Cost of membership - \$2,150.

Field Trips as follows:

Class of 2020 Senior Trip to Walt Disney World and Universal Studios in Orlando Florida from 4/28/2020 through 5/2/2020. NOTE: At least 113 (67%) of the students have made a \$250 deposit for the trip.

Child Study Team Field Trip List for June. (see page 425)

High School Field Trip List for June. (see page 426)

Fundraiser list for the month of June. (see page 427)

Students for homebound instruction:

Student ID	Approximate Date(s)
818686269	5/1-6/19

HIB Report - Harassment, Intimidation and Bullying report dated 5/11/2019 through 6/14/2019 and to provide notification letters as required to the parents/guardians advising that this information has been provided to the Board of Education.

Motion made by: Anne Nielsen

Motion seconded by: Floyd Pennal

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

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

Field Experience Practicum Placement:

Student	College	Staff	Location	From	Hours
Vayda Elcheck	Rowan	Christine Nowmos	Shoemaker	9/2019 - 11/2019	20
Lisa Harkisheimer	Rowan	Christine Nowmos	Shoemaker	9/2019 - 11/2019	20
Kelly Henderson	Rowan	Christine Nowmos	Shoemaker	9/2019 - 11/2019	20

Motion made by: Anne Nielsen

Motion seconded by: Amy Wojciechowski

Voting

Eileen C. Miller – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

ADMINISTRATION/PERSONNEL

Motion to approve the following as recommended by the Superintendent:

Leave of absence for Michelle Spaventa from approximately 10/23/2019 through 1/3/2020.

Revised Master Teacher job description including name change to Teacher on Special Assignment.

New Staff

Anticipated hiring of 3 full time custodians. – The Board reviewed and a recommendation will be presented at the July Board meeting.

Certify that two (2) 18/19 Merit Goals for Rose Wang Chin, SBA/BA have been satisfied, comprised of one (1) quantitative merit criterion and one (1) qualitative merit criterion and to approve the submission of this resolution to the Salem County Executive County Superintendent.

Approval of the 2019-2020 contract for Rose Wang Chin, Business Administrator. Salary - \$120,000. NOTE: This has been approved by the Executive County Superintendent as required.

Approval of the following as Paraprofessionals for the 2019-2020 school year:

Kathy Parks	Karen Malos	Holly Booth	Toni Dorrell
Marianne Wurmbach	Kris Dudzinski	Christina Jones	Donna Swilinski
Caroline Little	Eileen Piccone	Bertha Hyman	Reggie Teemer
Angela Hughes	Mary McCracken	Marcy Turner	Deb Hite

Extra Duty Appointments as follows: (see page 428 through 430)
 SLA 2019 Summer Program funded through McKinney-Vento.
 CST Extra Duty Staff. - includes summer hours and ESY
 High School Extra Duty Staff Summer hours.

2019-2020 Substitute List. (see page 431)

High School Athletics Volunteer List for the month of June. (see page 432)

Motion made by: Travis Zigo

Motion seconded by: Amy Wojciechowski

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

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

Extra Duty Appointments for June as follows: (see page 433 through 435)

- Mary Shoemaker
- Middle School
- William Roper School

Volunteers for William Roper Volunteer List – June (see page 436)

Motion made by: Travis Zigo

Motion seconded by: Amy Wojciechowski

Voting

- Eileen C. Miller – Yes
- Anne Nielsen – Yes
- Floyd Pennal – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – 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).

Pursuant to N.J.A.C. 6A:23A-16.10 (c)3, I certify that as of April 30, 2019, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Woodstown-Piles Grove 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 April 30, 2019, preliminary final Report of the Treasurer of School Funds for the 2018-2019 school year is in agreement with the April 30, 2019, preliminary Report of the Board Secretary, pending audit.

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, that the Woodstown-Piles Grove Regional Board of Education certifies that as of April 30, 2019, 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 May 2019, additional hand check payments for May 2019, and payment list for the month of June 2019.

Transfer of funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month of April 2019.

Additional financial reports as follows:

- Student Activities and Athletics for the month of May 2019.
- Scholarships for the month of May 2019.
- Odyssey of the Mind for the month of May 2019.
- Cafeteria Report for the month of May 2019.
- Woodstown Community School for the month of May 2019.

Motion made by: Floyd Pennal

Motion seconded by: Michael Kinney

Voting

- Michael Kinney – Yes
- Eileen C. Miller – Yes
- Richard C. Morris – Yes
- Anne Nielsen – Yes
- Floyd Pennal – Yes
- Amy Wojciechowski – Yes
- Travis Zigo – Yes

Motion to approve the following as recommended by the School Business Administrator:

Authorize the School Business Administrator to pay any and all bills up through June 30, 2019 that would affect the credit worthiness of the school district. This bill list will be submitted at the next Regular Board Meeting scheduled for July 25, 2019.

Contract with Pineland Learning Center for the attendance of student NJSmart #3025993161 beginning July 8, 2019 for Extended School Year and for the 2019-2020 school year, for a total of 210 days, and a total cost of \$63,420.00.

Resolution to authorize the School Business Administrator to transfer Capital Reserve as follows:

- WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and
- WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June

by board resolution, and
WHEREAS, the Woodstown-Pilesgrove Regional School District Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and
WHEREAS, the Woodstown-Pilesgrove Regional School District Board of Education has determined that up to \$500,000 is available for such purpose of transfer;
NOW THEREFORE BE IT RESOLVED the Woodstown-Pilesgrove Regional School District Board of Education hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution to authorize the School Business Administrator to transfer Maintenance Reserve as follows:
WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and
WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and
WHEREAS, the Woodstown-Pilesgrove Regional School District Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and
WHEREAS, the Woodstown-Pilesgrove Regional School District Board of Education has determined that up to \$500,000 is available for such purpose of transfer;
NOW THEREFORE BE IT RESOLVED, the Woodstown-Pilesgrove Regional School District Board of Education hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Resolution to authorize the School Business Administrator to transfer Tuition Reserve as follows:
WHEREAS, N.J.S.A. 6A:23A-14.4 permits a Board of Education, at any time, to establish a Tuition reserve account by board resolution; and,
WHEREAS, the account shall be established and held in accordance with GAAP and shall be subject to annual audit; and
WHEREAS, the funds in the Tuition reserve account shall be for up to 10 percent of the estimated tuition cost in the contract year for an anticipated tuition adjustment in the second year following the contract; and
NOW THEREFORE BE IT RESOLVED, the Woodstown-Pilesgrove Regional School District Board of Education hereby authorizes the district's School Business Administrator to establish said account consistent with all applicable laws and regulations in the amount of \$386,000.

Renewal of summer transportation contracts with Gloucester County Special Services School District as follows: (Note: These routes may contain students from other districts and therefore the cost per diem will be pro-rated accordingly by Gloucester County Special Services School District):
SS454A for Summer STAND program, beginning July 1, 2019 through August 1, 2019, Monday through Thursday (exception of July 4th) 8:30 a.m. to 11:30 a.m. for a total of 19 days at \$197.71 per day, plus a 7% administrative fee. Cost will be paid through the McKinney-Vento Supplemental Grant.

SS454B for Mary S. Shoemaker School Extended School Year program beginning July 1, 2019 through August 1, 2019, Monday through Thursday (exception of July 4th) 8:30 a.m. to 11:30 a.m. for a total of 19 days at \$197.71 per day, plus a 7% administrative fee. Cost will be paid through the McKinney-Vento supplemental Grant.

SS412 for students NJSmart #1709115870, #5508166782, #2597878993, #2106346771, #8692232997 & #8771327877 at a total route cost of \$429.01 per diem, plus a 7% administrative fee.

Contract with Gloucester County Special Services School District for bidded transportation route Y1480 for student NJSmart #6216115392 beginning June 3, 2019 to the end of the 2018-2019 school year at \$555.00 per diem, plus a 7% administrative fee. This route replaces Route #Y1476 which was previously approved at the May Board meeting.

Accept a donation of 12 fishing rods to the Woodstown Fishing Club from Michael Iaconelli valued at \$1,200.00.

Reject all bids for the advertised RFP for Electrical Troubleshooting Repair & Installation Services. (#WPRSD-ES-2019-20-001). (Note: Services will be obtained through the ESCNJ Co-op Bid #ESCNJ 18-19-77 at a lower cost. (see page 437 through 438)

Dispose of listed obsolete technology equipment. Recycling will be provided by Technology Exchange Inc., of Newtown PA. (see page 439 through 443)

Contract with Edmentum for the purchase of EdOptions Academy software in the amount of \$35,000. This purchase qualifies for Proprietary Purchases ("Computer Software - Proprietary - Educational/Academic - Supplements Textbooks") (N.J.S.A. 18A:18A-5(a) (5)). Edmentum EdOptions Academy is a set of on-line Advanced Placement (AP) courses. The requesting administrator has certified that:

There is compelling reason and value to the public and the school district in the following ways: the coursework will afford students the opportunity to take additional AP courses; this software will support students taking and passing the AP exams, based on historical evidence of success; the software is affordable for our District; Woodstown High School students have familiarity with the product due to past utilization.

The computer software is on-line AP courses that supplement current AP offerings by broadening the scope of the AP courses and standards-based instruction. The computer software will be used as a supplement to textbooks or reference material (N.J.S.A. 18A:18A-2(r)).
The requesting administrator has obtained a proprietary letter from the vendor certifying that the computer software is proprietary (N.J.S.A. 18A:18A-5(a) (5))

Child Study Team contracted service providers for the 2019-2020 school year as recommended by Mrs. Martinez, CST Director. (Note: The Therapy Services RFP opening scheduled for June 11, 2019 yielded several new vendors. (see page 444)

Authorize submission of the ESEA application for Fiscal Year 2020, and accept the grant award of these funds upon the subsequent approval of the FY 2020 ESEA application.

Contract with Joe Biluck from GraMin Consulting Services, LLC as our district's facility consultant, effective July 1, 2019 through June 30, 2020 at a per diem of \$350.00 up to 4 days per week. This cost will be charged to the referendum line 30-000-400-390-01-R2 and the general fund 11-000-262-330-06-DIS.

E2E Exchange Services Agreement for the period beginning July 1, 2019 through June 30, 2020 in the amount of \$2,950.00 for Category One and \$1,250.00 for Category Two (3% of Category Two funding with a minimum of \$1,250.00)

Motion made by: Floyd Pennal

Motion seconded by: Michael Kinney

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – No to GraMin Consulting Services only.

Amy Wojciechowski – Yes

Travis Zigo – Yes

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

Applications for Dual Use of Education Space at the Mary Shoemaker School for rooms 108,111 and 129 for the 2019-2020 school year.

Accept a donation to the William Roper Memorial Fund from Ms. Carol Roper Schlegel in the amount of \$300.00.

Request from an administrative team member to allow her child (NJSmart #1700907196) to attend the Woodstown-Pilesgrove Regional School District for the 2019-2020 school year in accordance with Board Policy #5111, and the Woodstown-Pilesgrove Administrators Association Agreement (WPAA) at an administrative fee of \$6,479.00.

Contract with Pineland Learning Center for the attendance of student NJSmart #5528401090 beginning July 8, 2019 for Extended School Year and for the 2019-2020 school year, for a total of 210 days, at \$63,420.00 plus a 1:1 aide in the amount of \$40,950.00 for a total cost of \$104,370.00.

Request to apply for the following grants to enhance the Mary Shoemaker School playground:

W.K. Kellogg Foundation

Kaboom

Good Sports

PNC

Albertsons

Motion made by: Floyd Pennal

Motion seconded by: Amy Wojciechowski

Voting

Eileen C. Miller – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

POLICY - None

OLD BUSINESS – None

NEW BUSINESS – Mr. Kinney stated that Senator Sweeney has an initiative to merge school district's and Salem County is at the top of that list. Mr. Kinney handed out a salary guide, comparing Woodstown and Upper Pittsgrove and shared his concern over the salary gap. He stated that Upper Pittsgrove is in the process of creating a Non-Binding Resolution and will share once complete. Mrs. Grossman stated that she is not in favor of Senator Sweeney's initiative.

REPORTS

School Business Administrator – Mrs. Grossman reported on the following in Mrs. Chin's absence:
Cafeteria profit for the month of May \$8,600. Year-to-date profit is \$39,000
Initiatives for next year include added time for breakfast and adjusted snack time.

Administrators monthly reports for June 2019.

Building Reports for the month as follows:

- Suspension for April and May
- Enrollments for May
- Fire/Security Drill for May

BOARD REPORTS

President -- Mrs. Miller reported on the following:

- 8th Grade promotion ceremony and Senior graduation ceremony were wonderful events. The Class of 2019 gift was a set of 4 steel picnic tables.
- Board Self Evaluation. Mrs. Miller will be sharing a link this summer for Board members to participate.

Sending Districts

Upper Pittsgrove Township -- Mr. Michael Kinney stated that they have cut one teacher position and are sharing a speech teacher with Alloway.

Alloway Township -- Mr. Richard Morris stated that his Board is currently working on their Superintendent and evaluations. 8th grade graduation went well.

Liaison Reports

NJSBA Delegate Report – Mrs. Miller reported that she is no longer on the Board of Delegates.

SACC Report – Mrs. Madiraca was not in attendance.

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

PTO Report – Mr. Zigo reported on the following:

- Update on fundraising.
- School kits order.
- Teacher appreciation week.
- Upcoming school fairs.
- Odyssey of the Mind donations.
- Summer reading challenge.
- Upcoming events and summer meeting dates.

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

CARE Report – Mr. Pennal had nothing to report.

Marlton Recreation League Report – Mr. Zigo had nothing to report.

Pilesgrove Township Report – In Dr. Nielsen stated that Pilesgrove Township does not support the consolidation of county school districts.

Woodstown Borough Report – Ms. Wojciechowski had nothing to report.

AUDIENCE PARTICIPATION – Non-agenda Items. – None

IMPORTANT DATES

- July 18, 2019 – Work Session, 6:00 p.m., Board Office Conference Room
- July 25, 2019 – Regular Board Meeting, 7:00 p.m., Mary Shoemaker School Library
- August 15, 2019 – Work Session, 6:00 p.m., Board Office Conference Room
- August 22, 2019 - Regular Board Meeting, 7:00 p.m., Mary 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 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. (8:15 p.m.)

Motion made by: Amy Wojciechowski

Motion seconded by: Michael Kinney

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motion to resume the public portion of the meeting at 8:25 p.m.

Motion made by: Michael Kinney

Motion seconded by: Amy Wojciechowski

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

ADJOURNMENT

Motion to adjourn this meeting at 8:27 p.m.

Motion made by: Amy Wojciechowski

Motion seconded by: Anne Nielsen

Voting

Michael Kinney – Yes

Eileen C. Miller – Yes

Richard C. Morris – Yes

Anne Nielsen – Yes

Floyd Pennal – Yes

Amy Wojciechowski – Yes

Travis Zigo – Yes

Respectfully submitted,

Mrs. Deborah S. Lake
Acting Board Secretary

Approved by Motion of the Board

Date

Signature /SBA