

ORDER OF BUSINESS AND AGENDA
DELSEA REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION
JANUARY 3, 2018
REGULAR BOARD OF EDUCATION MEETING
DELSEA MIDDLE SCHOOL – 7:30 P. M.

1. Call to order - 7:30 P.M.

As Board Secretary of the Delsea Regional High School District Board of Education, I hereby certify that all provisions of the “Open Public Meeting Law”, P.L. 1975, Chapter 231 have been met. Notice of this meeting was mailed to *South Jersey Times*, *The Sentinel* and *The Daily Journal* as well as the Municipal Clerks of Elk and Franklin Townships.

2. Pledge of Allegiance

3. SECRETARY BOARD OF EDUCATION: Joseph Collins

For the information of the Board, the following candidates were elected as a result of November 2017 Annual School Election and will be made part of the minutes

A. Elected to a full 3 year term as listed:

- Kathie Catucci
- James Kelly
- Harry Kennedy

4. Administration of Oaths

5. Board Nomination for President

- A. Recommend that the Board open the nominations for president
- B. Recommend that the Board motion for nominations be closed
- C. Recommend that the Board cast the Ballot

PRESIDENT BOARD OF EDUCATION: Newly Elected

6. Board Nominations for Vice President

- A. I make a motion to open nominations for vice-president
- B. I make a motion to close nominations for vice-president
- C. I make a motion for the Secretary to cast the ballot

7. Reorganization Items and Appointments (President reads motion)

- A. I make a motion to adopt all existing and pending board policies for the 2017-2018 school year
- B. I make a motion to appoint a delegate to the New Jersey School Boards Association for 2018
- C. I make a motion to appoint an alternate delegate to the New Jersey School Boards Association for 2018

- D. I make a motion to appoint a delegate to the Gloucester County School Boards Association
- E. I make a motion to appoint an alternate delegate to the Gloucester County School Boards Association
- F. I make a motion to approve parliamentary procedures for Board meetings
- G. I make a motion to approve all Board policies
- H. I make a motion to approve the curriculum and textbooks for the 2018-2019 school year
- I. I make a motion to approve the Board of Education Regular Meeting and Special Meeting Dates and Times
- J. For the information of the Board the School Ethics Act and Code for School Board Members, pursuant to N.J.S.A. 18A:12-24.1 et seq., have been distributed. Each member of the Board of Education shall sign an acknowledgement of receipt for the Code of Ethics. This acknowledgement of receipt assures that each Board of Education member has read and become familiar with the Code of Ethics

8. Presentations

- A. Teachers of the Year
- B. Introduction of new staff

9. Reading of the Minutes

- A. Regular Session 12/6/17
- B. Executive Session 12/6/17

10. Communications

- A.

11. Citizens (time limit 3 minutes per group or individual not being represented by a group)

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator(s) or staff members(s). Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted. Please remember that the Board is limited in its ability to respond to the public on the following matters: personnel, anticipated and pending litigation, negotiations, attorney-client privilege, unwarranted invasion of individual privacy, tactics and techniques in protecting safety and property of the public.

12. Committees:

A. Personnel - Mr. Greg Coffin - Chairperson

(All hiring is pending completion of required state paperwork)

- 1. I make a motion to approve the change in degree status for Brian DuBois from Step 18⁺ BA to Step 18⁺ BA+15 - effective February 1, 2018
- 2. I make a motion to approve Brandy Duppel as middle school night time security at a previously approved rate - effective January 4, 2018
- 3. I make a motion to increase the substitute custodian pay rate from \$9.00 per hour to \$10.50 per hour - effective January 3, 2018
- 4. I make a motion to approve the retirement resignation of Janet Hill as a custodian - effective January 1, 2018

5. I make a motion to approve the following leaves of absence as listed:

<u>Employee</u>	<u>Leave Requested</u>	<u>Federal Medical Leave Act</u>	<u>State Medical Leave Act</u>	<u>Sick Days</u>
Paul Montalto (maintenance)	12/8/17 through 3/2/18	12/8/17 through 3/2/18 (benefit 12 weeks)	12/8/17 through 3/2/18 (benefit 12 weeks)	Paid leave 12/8/17 through 3/2/18 Unpaid leave N/A
Marie Dewalt (transportation)	12/5/17 through 3/5/18	12/5/17 through 3/5/18 (benefit 12 weeks)	12/5/17 through 3/5/18 (benefit 12 weeks)	Paid leave 12/5/17 through 3/5/18 Unpaid leave N/A

B. Budget and Finance - Mr. James Kelly - Chairperson

1. I make a motion to approve the Board Secretary Report in accordance with 18A:17-36 and 18A: 17-9 for the month of November 2017. 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
2. I make a motion to approve the Treasurer's Report in accordance with 8A:17-36 and 18A:17-9 for the month of November 2017. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2017
3. I make a motion to approve, in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2, the certification of the Board Secretary that there are no changes in anticipated revenue amounts or revenue sources
4. I make a motion to approve the Board of Education Certification - pursuant to N.J.A.C. 6A:23A - 16.10 (c) 4. We certify 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 accounts 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
5. I make a motion to approve the Report of Transfers for November 2017
6. I make a motion to approve the following bills as listed:

i.	<u>Operating</u>	569,004.81
ii.	<u>Hand Checks</u>	526,987.88
iii.	<u>Cafeteria and Athletic Bills</u>	72,529.73

C. Education - Mr. Nicholas Christian - Chairperson

1. I make a motion to approve the following clinics/workshops as listed:

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage & Tolls</u>	<u>Lodging & Meals</u>	<u>Total</u>
†Karen Armistead	Camden County College	NJCEE - South Middle School Student Leadership Institute	1/4/18	No Cost	\$9.30		\$9.30
David Doyle	Rowan University	PLTW	1/10/18	No Cost			No Cost
†Kevin Thibault	Harrah's Resort, Atlantic City	Techspo	1/25/18 - 1/26/18	\$425.00	\$37.90	\$99.00	\$561.90
†Lakishia Powell	Harrah's Resort, Atlantic City	Techspo	1/25/18 - 1/26/18	\$425.00	\$30.01	\$99.00	\$559.01
Scott McCarron	New Brunswick	NJMEA Annual Music Educators Conference	2/22/18 - 2/23/18	\$200.00	\$45.90		\$245.90
Vincent DuBeau	New Brunswick	NJMEA Annual Music Educators Conference	2/22/18 - 2/23/18	\$85.00	\$47.37		\$132.37
Tina Basile	RCGC	Points Penalties Pills	2/23/18	No Cost			No Cost
Sam Teague	Atlantic City	NJSBGA Expo 2018	3/12/18 - 3/14/18	\$200.00	\$102.45		\$302.45

(†Paid for with Title II monies) (▲ Paid for with Title I monies) (► Paid for with Perkins)

2. I make a motion to approve the following course name changes as listed:

<u>Current Name</u>	<u>New Name</u>
Ceramics 1 & 2	3D Arts 1 & 2
Marketing 1	Marketing Applications
Marketing 2	Marketing Management

3. I make a motion to approve a new course proposal for Tomorrow's Teachers 2 for the 2018-2019 school year

4. I make a motion to approve the following Rowan University students for the spring semester practicum in teaching and learning as listed:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>	<u>School</u>
Peter Walski	3/19, 3/21, 3/26, 3/28, 4/2, 4/4, 4/9, 4/11, 4/16, 4/18, 4/23/18	Health & PE	Matt Murschell	MS
Tabitha Mackenzie	3/19, 3/21, 3/26, 3/28, 4/2, 4/4, 4/9, 4/11, 4/16, 4/18, 4/23/18	Health & PE	Elizabeth Putz	MS
Kyle Louis	1/17/18 - 4/25/18	Physics	Frank McCulley	HS
Kyle Louis	9/4/18 - 12/22/18	Physics	Adam Stewart	HS
Mikela Biester	2/7, 2/14, 2/21, 2/28, 3/7, 3/21, 3/28/18	Art	Pamela DeRose	HS
Christina Conte	2/7, 2/14, 2/21, 2/28, 3/7, 3/21, 3/28/18	Art	Pamela DeRose	HS
Robert Cox	2/7, 2/14, 2/21, 2/28, 3/7, 3/21, 3/28/18	Art	Pamela DeRose	HS

5. I make a motion to approve the following Rowan students for field placement as listed:

<u>Name</u>	<u>Dates</u>	<u>Subject</u>	<u>Cooperating Teacher</u>	<u>School</u>
Bonnie Callahan	3/6/18	Music	Vincent DuBeau	HS
Amanda Chiaro	3/6/18	Music	Vincent DuBeau	HS
Zebadiah Coombs	3/6/18	Music	Vincent DuBeau	HS
Irvell Jean	3/6/18	Music	Vincent DuBeau	HS
Caela Johnson	3/6/18	Music	Vincent DuBeau	HS
Ryan Mcateer	3/6/18	Music	Vincent DuBeau	HS
Austin James Beaulieu	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Michael Gerard Binkins	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Mariah Dawn Cottrell	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS

Justin Tyler Feliciano	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Kevin Gehringer	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Valerie Hamburg	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Samuel Harasink	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Erik Matthew Krebl	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS
Julianne Smith	2/13/18, 2/20/18, 2/27/18	Music	Scott McCarron	HS

6. I make a motion to approve Rowan student athletic trainer Kerry Boothe to complete her spring 2018 Residency II assignment under the supervision of Kevin Briles

D. Policy - Ms. Kathie Catucci - Chairperson

1. I make a motion to abolish the following policies as listed:

Policy# 403	Substitutes/On Call Employees
Policy# 417	Substitute Pay
Policy# 425	Clothing Allowance

2. I make a motion to approve on first reading the following policies as listed:

Policy# 4111	Creating Position - <i>Revised</i>
Policy# 4145	Layoffs - <i>Replaces Policy# 406</i>
Policy# 4152	Withholding an Increment - <i>Replaces Policy# 412</i>
Policy# 4340	Grievance - <i>Replaces Policy# 414</i>
Policy# 4411	Placement on Guide Step - <i>Replaces Policy# 415</i>
Policy# 4413	Overtime Compensation - <i>Replaces Policy# 416</i>
Policy# 4432	Sick Leave - <i>Replaces Policy# 420</i>
Policy# 4433	Vacation - <i>Revised Policy# 424</i>
Policy# 4436	Personal Leave - <i>Replaces Policy# 421</i>
Policy# 9161	Crowd Control - <i>Replaces Policy# 716 and Revised Policy# 426</i>

E. Athletic - Mr. Garry Lightfoot - Chairperson

1. I make a motion to approve the following athletic positions as listed:
(All coach hiring is pending completion of required state paperwork)

<u>Name</u>	<u>Sport</u>	<u>Action</u>
Lamar Helms	Volunteer Indoor Track & Field Coach	Assign
Lamar Helms	Volunteer Girls Track & Field Coach	Assign
Kristina Fragoso	Site Manager MS Basketball	Assign

2. I make a motion to approve the girls basketball trip to NYC on February 9, 2018

F. Building and Grounds - Mr. William DiMatteo - Chairperson

1. I make a motion to approve the following facility requests as listed:
(All approvals are pending insurance certificates)

Name of Person/Organization	Facilities Requested	Date Requested	Time
Aura Talent Show - Jen Barrett	HS Auditorium	1/30/18	5:00 pm -10:00 pm
Reutter Field Day - Dennis Burlingame	Stadium & Track	5/31/18 <i>(rain date 6/4/18)</i>	7:00 am -1:00 pm
Franklin Twp. Little League - Tom Schofield	JV Baseball & Softball Fields	3/12/18 - 6/8/18	5:30 pm - 9:00 pm

G. Cafeteria - Mr. Thomas Tobin - Chairperson

1. I make a motion to approve the following cafeteria report for November 2017 as listed:

Total Income	61,541.26
Total Expense	(69,760.47)
Net Income or (Loss)	(8,219.21)
Average Daily Attendance	1519
Average Daily Participation	1102
Percentage of Participation	73%

H. Transportation - Mr. David Piccirillo - Chairperson

1. None

I. Superintendent's Report

1. Recommend the Board approve the following field trips in accordance with our fee schedule and educational significance as listed:

Date	Location	Name
1/4/18	NJ Consortium for Excellence & Equity Student Workshop, HS & MS - Camden County College	Shane McNichol
1/19/18	RCGC - Accuplacer Test	Jane Fiducioso
1/26/18	Deptford Mall - Career Development Competition	Gary Nelson
2/8/18 & 2/22/18	Coriell Medical Research - Science	Shannon Godfrey Karen MacGuigan

2. Recommend the Board approve the following special education tuition student placement as listed:

Initials	DOB	Township	Classification	School	Contracted Educational Tuition - Per Diem
D.A.	2/4/01	Franklin	OI	Home Instruction	N/A

3. Recommend the Board approve the New Jersey Department of Education QSAC Equivalency Application
4. Recommend the Board acknowledge the receipt of the January 2018 HS/MS HIB report as presented
5. Recommend the Board approve the December 2017 HS/MS report as presented last month
6. District Reports
 - a. Teacher Observations
 - b. Enrollment
 - c. Attendance:
 1. HS
 2. MS
 - d. Suspension:
 1. HS
 2. MS
 - e. Transportation
 - f. T&E/Curriculum/Monitoring/Staff Development
 - g. CST
 - h. Supervisors' Reports
 1. Mrs. Ferrucci
 2. Mr. Schoudt
 3. Mrs. Lomon

- i. Principals' Educational Activities
 - 1. High School
 - 2. Middle School
- j. Nurses' Reports
 - 1. High School
 - 2. Middle School
- k. Guidance
- l. Maintenance
- m. Fire Drills/Crisis Drills:

Dates: 12/12/17 & 12/22/17
Times: 2:55 pm & 8:15 am
Locations: Gym Lobby & Lockout - H.S.

Dates: 12/19/17 & 12/21/17
Times: 10:35 am & 9:50 am
Locations: Cafeteria & Lockout - M.S.

13. Executive Board Member's Report - Mr. Dave Piccirillo - Chairperson

- A. Legislative Update

14. School Business Administrator's Report

- A. Recommend the Board approve the 2016-2017 Comprehensive Annual Financial Report
- B. Recommend the Board approve the 2016-2017 Auditor's Management Report
- C. Recommend the Board approve the 2016-2017 Corrective Action Plan
- D. Recommend the Board approve the 2016-2017 Audit Synopsis
- E. Recommend the Board approve the Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees for the calendar year ending December 31, 2017

15. Old Business

- A.

16. New Business

- A.

17. Citizens - (Time limit 3 minutes per group or individual not being represented by a group)

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with appropriate administrator(s) or staff members(s). Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted. Please remember that the Board is limited in its ability to respond to the public on the following matters: personnel, anticipated and pending litigation, negotiations, attorney-client privilege, unwarranted invasion of individual privacy, tactics and techniques in protecting safety and property of the public.

18. Executive Session

A. I make a motion to enter Executive Session to discuss matters as listed, not to be made public at this time:

**DELSEA REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION
Resolution Authorizing Executive Session**

WHEREAS, N.J.S.A. 10:4-12 allows for Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Delsea Regional High School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately _____ p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Delsea Regional High School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-1:

A. Negotiations

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Joseph Collins, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Delsea Regional High School District Board of Education at their reorganization and regular meeting held on January 3, 2018,

Joseph Collins, Board Secretary

19. Adjournment

PG/mc
Encl.