

DELSEA REGIONAL HIGH SCHOOL DISTRICT  
FRANKLINVILLE, NEW JERSEY 08322

**ORDER OF BUSINESS AND AGENDA**  
**DELSEA REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION**  
**JANUARY 8, 2020**  
**REGULAR BOARD OF EDUCATION MEETING**  
**DELSEA MIDDLE SCHOOL – 7:30 P. M.**

**\*Subject to change**

**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 candidate was elected as a result of the November 2019 Annual School Election and will be made part of the minutes

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

- Desiree Miller
- William DiMatteo
- David Piccirillo

**4. Administration of Oaths**

**5. Board Nomination for President**

- A. Recommend that the Board open the nominations for president
- B. Recommend that the Board close nominations for president
- 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 board policies and regulations
- B. I make a motion to appoint \_\_\_\_\_ as delegate to the New Jersey School Boards Association for 2020
- C. I make a motion to appoint \_\_\_\_\_ as the alternate delegate to the New Jersey School Boards Association for 2020
- D. I make a motion to appoint \_\_\_\_\_ as delegate to the Gloucester County School Boards Association

- E. I make a motion to appoint \_\_\_\_\_ as the 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 the curriculum and textbooks
- H. I make a motion to approve the Board of Education Regular Meeting and Special Meeting Dates and Times
- I. 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
  - 1. Discussion of Code of Ethics

**8. Presentations**

- A. Teacher of the Year

**9. Reading of the Minutes**

- A. Regular Session 12/4/19
- B. Executive Session 12/4/19

**10. Communications**

- A. None

**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 - Ms. Kathie Catucci - Chairperson**

*(All hiring is pending completion of required state paperwork)*

- 1. I make a motion to approve the following non-teaching staff hires as listed:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>	<u>Effective</u>
Jake Patterson	Part-time Grounds	N/A	\$14.50/per hour	1/9/20
Timothy Runyon	Full-time Custodian	N/A	\$14.50/per hour	1/9/20

- 2. I make a motion to approve the following retirement as listed:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
William Porch	Mathematics Teacher	6/30/20

3. I make a motion to approve the following Schedule B Non-Athletic position at a previously approved rate for the 2019-2020 school year as listed:

<u>Activity</u>	<u>Name</u>	<u>Action</u>
<b>School Play - High School: Costume Mistress</b>	Emma Arroyo	Assign

4. 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>
Nicole Pratt <i>(secretary)</i>	12/10/19 through 6/30/20 <i>(intermittent leave)</i>	N/A	12/10/19 through 6/30/20 <i>(intermittent leave)</i>	Paid leave N/A Unpaid leave for all dates used
Jessica Ebinger <i>(teacher)</i>	6/1/20 through 11/25/20	6/1/20 through 6/19/20 <i>(benefit 3 weeks)</i>	9/2/20 through 11/25/20 <i>(benefit 12 weeks)</i>	Paid leave 6/1/20 through 6/19/20 Unpaid leave 9/2/20 through 11/25/20
Dr. Melissa Smith <i>(teacher)</i>	12/2/19 through 3/2/20	12/2/19 through 3/2/20 <i>(benefit 12 weeks)</i>	12/2/19 through 3/2/20 <i>(benefit 12 weeks)</i>	Paid leave 12/2/19 through 3/2/20 Unpaid leave N/A
Donna Scarpa <i>(transportation)</i>	12/2/19 through 3/2/20	12/2/19 through 3/2/20 <i>(benefit 12 weeks)</i>	12/2/19 through 3/2/20 <i>(benefit 12 weeks)</i>	Paid leave 12/2/19 through 1/27/20 Unpaid leave 1/27/20 through 3/2/20
Thomas Wagner <i>(transportation)</i>	12/16/19 through 3/9/20	12/16/19 through 3/9/20 <i>(benefit 12 weeks)</i>	12/16/19 through 3/9/20 <i>(benefit 12 weeks)</i>	Paid leave 12/16/19 through 3/9/20 Unpaid leave N/A

5. I make a motion to approve the payment, up to \$20.00 (*chaperone fee*) to Kathy D'Alfonso, one-to-one paraprofessional to attend Cinemark and Deptford Mall Rewards Program on December 19th, 2019

**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 2019. 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 18A:17-36 and 18A:17-9 for the month of November 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2019
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 2019
6. I make a motion to approve the following bills as listed:

i.	<u>Operating</u>	\$1,243,244.44
ii.	<u>Cafeteria, Athletic, &amp; Postage Bills</u>	\$112,810.55
ii.	<u>Hand Checks</u>	\$48,267.81

**C. Education - Ms. Diane Trace - 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 &amp; Tolls</u>	<u>Lodging &amp; Meals</u>	<u>Total</u>
Michael Nicholson	NJSPA/FEA, Monroe Twp., NJ	Assistant Principal/Vice Principal 2020 Expo	1/10/20	No Cost			No Cost
Pamela DeRose	West Deptford, NJ	The Art of India and Tibet	1/17/20	No Cost		\$10.50	\$10.50
Kathleen Assini	NJDOE	Equity in Action Workshop	1/23/20	No Cost	\$41.30		\$41.30

<u>Name</u>	<u>Location</u>	<u>Workshop</u>	<u>Date</u>	<u>Reg. Fee</u>	<u>Mileage &amp; Tolls</u>	<u>Lodging &amp; Meals</u>	<u>Total</u>
Shannon Godfrey	Camden County College, Blackwood, NJ	Teaching the New Jersey Science Standards on a Shoe-String Budget Workshop	1/29/20	\$149.00	\$11.20		\$160.20
•Dr. Melissa Williams •Michael Nicholson •Jackie Scerbo •Shane McNichol •Candace Wright •Leslie Rodriguez •Larry Holdcraft •Jessica Graham	Rowan University, Camden, NJ	Climate Team Learning Lab	2/5/20 & 2/6/20	No Cost	\$19.60 - \$29.40 \$23.80 \$36.96 \$39.06 \$35.98 \$14.14		\$19.60 - \$29.40 \$23.80 \$36.96 \$39.06 \$35.98 \$14.14
David Junkerman	Cook Student Center, New Brunswick, NJ	Athletic Field Maintenance	2/11/20 & 2/12/20	\$395.00	\$66.00	\$65.00	\$526.00
Ashley Caspermeyer	Online	From the Sixties to Now: Using Music to Explore Issues of Race, Gender, and Sexuality in Contemporary American History	3/9/20 - 4/21/20	\$99.00			\$99.00
Leslie Rodriguez Michael Amos Maureen Smashey	Golden Nugget, Atlantic City, NJ	NJ Pupil Transportation Conference	3/26/20 & 3/27/20	\$350.00 \$350.00 \$350.00	\$36.40 \$29.75 \$36.40		\$386.40 \$379.75 \$386.40
†Dr. Melissa Williams †Dr. Piera Gravenor	The Palace at Somerset Park, Somerset, NJ	NJASA Women's Leadership Conference 2020	3/26/20 & 3/27/20	\$389.00 \$389.00	\$66.35 -		\$455.35 \$389.00

(† Paid for with Title II monies) (▲ Paid for with Title I monies) (► Paid for with Perkins) (● Paid for with School Climate Grant)

2. I make a motion to approve the new course proposal/revisions as listed:
  - a. CAD (Computer Aided Design) (*revisions*)
  - b. CAE (Computer Aided Engineering) (*revisions*)
  - c. CAE II (Computer Aided Engineering II) (*new*)

**D. Policy - Mr. David Piccirillo - Chairperson**

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

<u>Policy #8600</u>	Student Transportation - <i>Revised</i>
<u>Reg #8600</u>	Student Transportation - <i>Revised</i>
<u>Policy #9210</u>	Parent Organizations - <i>Revised</i>
<u>Policy #9400</u>	Media Relations - <i>New</i>

**E. Athletic - Mr. Garry Lightfoot - Chairperson**

1. I make a motion to approve the following athletic positions for the 2019-2020 school year as listed:

*(All coach hiring is pending completion of required state paperwork)*

<u>Name</u>	<u>Sport</u>	<u>Action</u>
Thomas Keller	Assistant Boys Tennis Coach	Assign
Mason Maxwell	Volunteer Wrestling Coach	Assign
Tara Heffner	Assistant Freshman Softball	Assign
Misty Russo	Head Girls Soccer Coach	Resign

2. I make a motion to approve the following coaches to chaperone the baseball and softball teams to Myrtle Beach, S.C. March 17th through March 21st as listed:

Christian Cortese	Vincent Londino	Matthew Murschell
Matt DeCesari	Greg Lopez	Robert Parks
Scott Gutelius	Tori Miller	Joseph Smith

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

1. None

**G. Cafeteria - Tina DeSilvio - Chairperson**

1. I make a motion to approve the following cafeteria report for November 2019 as listed:

<b>Total Income</b>	\$ 75,816.55
<b>Total Expense</b>	\$(67,185.08)
<b>Net Income or (Loss)</b>	\$ 8,631.48
<b>Average Daily Attendance</b>	1619
<b>Average Daily Participation</b>	803
<b>Percentage of Participation</b>	50%

**H. Transportation - Mr. Harry Kennedy - Chairperson**

1. I make a motion to approve the following 2019-2020 transportation jointures as listed:
  - a. Township of Franklin School District
  - b. Newark School District
  - c. Gloucester County Special Services School District

**I. Superintendent's Report**

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

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Name</u></b>
1/11/20 1/25/20 2/1/20	Kingsway Regional High School - Mock Trial Competitions	Christopher Bryan
1/14/20	American Airlines Tour at Philadelphia International Airport	Christopher Gehringer
1/14/20	Atlantic City Electric, Mays Landing - Job Shadowing	David Daigle
1/15/20	Northeast Pre-Cast, Millville - Job Shadowing	David Daigle
1/22/20	Gloucester County Justice Complex - Mock Trial Competitions	Christopher Bryan
1/29/20	Gloucester County Justice Complex - Mock Trial Competitions	Christopher Bryan

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

<u>Initials</u>	<u>DOB</u>	<u>Township</u>	<u>Classification</u>	<u>School</u>	<u>Contracted Educational Tuition - Per Diem</u>
N-H.P.	3/15/02	Franklin	SLD	Pineland Learning Center	\$302.00

3. Recommend the Board acknowledge the receipt of the December 2019 HS/MS HIB report as presented
4. Recommend the Board approve the November 2019 HS/MS HIB report as presented last month
5. 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:** 12/6/19 & 12/10/19  
**Times:** 7:15 am & 9:15 am  
**Locations:** Pulled Alarm & Lockout - H.S.

**Dates:** 12/18/19 & 12/20/19  
**Times:** 10:51 am & 8:40 am  
**Locations:** Cafeteria & Lockout - M.S.

13. **Executive Board Member's Report - Ms. Kathie Catucci - Chairperson**

A. Legislative Update



- 14. **School Business Administrator's Report**
  - A. Recommend the Board approve the 2018-2019 Comprehensive Annual Financial Report
  - B. Recommend the Board approve the 2018-2019 Auditor's Management Report
  - C. Recommend the Board approve the 2018-2019 Audit Synopsis
  - D. Recommend the Board approve the 2018-2019 IDEA carryover money in the amount of \$23,980
  
- 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 the appropriate administrator(s) or staff member(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 the 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 \_\_\_\_\_PM 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:

- 1. None

**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 8, 2020

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Joseph Collins, Board Secretary

**19. Adjournment**

PG/mc  
Encl.