

**Minutes**  
**November 10, 2021**  
**Swedesboro-Woolwich Board of Education**  
*"A Community dedicated to inspiring life-long learners"*  
**Gov. Charles Stratton School**  
**15 Fredrick Boulevard**  
**Woolwich Township, NJ 08085**  
**6:00 Executive Session**  
**Regular Session to Follow**

---

**1. Opening**

A. Call to Order

**Open Public Meeting Act.** *Adequate notice of this meeting of the board of education of the Swedesboro-Woolwich School District has been provided in accordance with the certification of notice by the secretary of the board, which shall become part of the minutes of this meeting.*

B. Roll Call

<input checked="" type="checkbox"/>	Mrs. Gina Azzari, School Board President	All Committees
<input checked="" type="checkbox"/>	Mrs. Natalie Baker, School Board Vice President	(Chair) Curriculum, (Chair) Negotiations, Personnel/Finance Committees
<input checked="" type="checkbox"/>	Mrs. Jaclyn Dopke	(Chair) Personnel/Finance, Negotiations Committees
<input checked="" type="checkbox"/>	Mrs. Deborah Allen	(Chair) Operations Committee
	Mrs. Rosella Musumeci	Personnel/Finance, Negotiations Committee
	Mrs. Julie Dickson	Operations Committee
	Mrs. Tamara McGovern	Curriculum Committee
<input checked="" type="checkbox"/>	Ms. Vivian Lane	Curriculum, Negotiations Committees
	Mrs. Erin Carroll	Operations Committee

Quorum: 5-4/6:00 pm

Other's Present:

Dr. Walter Kappeler, Superintendent of Schools  
Mr. Steven Jakubowski, School Business Administrator, Board Secretary  
Mr. Taylor Ruilova, School Board Solicitor  
Mr. Joel Brown, Chief Information Officer  
Ms. Christina Panebianco, Assistant Board Secretary

Mrs. Julie Dickson arrived at 6:02 pm making quorum 6-3
---

**EXECUTIVE SESSION**

**RECESS INTO EXECUTIVE SESSION – If Needed**

**WHEREAS**, the Open Public Meetings Act authorizes boards of education to meet in closed executive session under certain circumstances, and

**WHEREAS**, the Open Public Meetings Act requires the Swedesboro-Woolwich School District Board of Education (the "Board") to adopt a resolution at a public meeting to go into closed executive session; now therefore:

**BE IT RESOLVED** by the Board that it is necessary to meet in closed executive session to discuss certain items, including the following:

- Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: HIB
- Matters in which the release of information would impair the right to receive government funds, and specifically: \_\_\_\_\_
- Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically: \_\_\_\_\_
- Matters concerning negotiations, and specifically: \_\_\_\_\_
- Matters involving the purchase of real property and/or the investment of public funds, and specifically: \_\_\_\_\_
- Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically: \_\_\_\_\_
- Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: \_\_\_\_\_
- Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: Personnel
- Matters involving quasi-judicial deliberations, and specifically: \_\_\_\_\_

**BE IT FURTHER RESOLVED** that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

**BE IT FURTHER RESOLVED** that the Board anticipates the executive session to last approximately 30 minutes. The Board will return to open session to conduct business at the conclusion of the executive session.

- 1) Recommendation: Dopke/Allen approve to enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.  
Board action needed: Yes Time: 6:03 pm  
(All yes, motion to carry 6-0)
  
- 2) Recommendation: Allen/Dopke approve to return to **Regular Session.**  
Board action needed: Yes Time: 6:29 pm  
(All yes, motion to carry 6-0)

C. Flag Salute

D. Adoption of Agenda

Recommendation: Allen/Dopke approve the adoption of the agenda, **as amended.**  
(Change to the Walter Hill PTO Donations under Personnel & Finance)  
Board action needed: Yes  
(All yes, motion to carry 6-0)

E. Approval of Minutes

Recommendation: Dopke/Allen approve the regular and executive session minutes dated **October 13, 2021**, as submitted.  
Board action needed: Yes  
(Motion to carry 5-0-1- Dopke abstained)

## 2. Presentations

A. Stellar Comets of the Month- **October 2021**

1) **Walter Hill School**

Grade 6

- Alessia Lentini
- Bryn Jespersen
- Jordyn Thompson

2) **Charles G. Harker School**

Grade 3

- Brandon Molter
- Bella Small

Grade 4

- Gabriella Gatta
- Bria Fauntleroy

Grade 5

- Luke Gilliland
- Ariana Khokhar

3) **Gov. Charles Stratton School**

Grade 1

- Chase Jolly
- Zoe Fusco

Grade 2

- Keaton Lesser
- Molly Biggs

4) **Margaret Clifford School**

Preschool

- Cameron Villone
- Isla Shine

Kindergarten

- Annie Abbott
- Jaxon Melone

B. Recognition to the following students for raising money in response to the devastation caused by the recent tornadoes:

- Katherine Hansbury
- John Hansbury

C. PTO Contribution Presentations to School Principals

D. [Start Strong](#)- Jamie Flick

*Board president, Mrs. Azzari, asked do we have data on how our students are compared to other districts in the area?*

*Mrs. Flick explained that the S/W school district tested early and the other districts are still collecting the data. Once the information becomes available she will share with the board.*

*Board member, Mrs. Dopke, asked how many more assessments are you expecting between now and the end of the school year?*

*Mrs. Flick explained that the Spring Benchmark and Link-It will be given 2 more times this year.*

### 3. **Communication**

A. Superintendent

*“A Community dedicated to inspiring life-long learners”*

---

1) Superintendent Updates

November 10, 2021 Board Meeting Shout Outs!

- Thank you to the Harker Staff for being very patient with dismissal.
- Congratulations to Harker's Teacher of the year, Tara Roberto.
- Congratulations to Harker's Education Support Professional of the Year, Angela Blomquist
- Thank you to the PTO for a wonderful fundraiser! The Boosterthon Team was awesome and the Harker students enjoyed their time with them.
- Thank you to Angela Blomquist for her tireless work as contact tracing spilled into fall break. Your dedication is greatly appreciated and does not go unnoticed.
- Welcome back, Gene Gould. The Harker Family missed you! We are glad you are back and feeling great!
- Big Thanks to Tom Maguire and Mel Ingersoll for making all of our new classroom moves so seamless
- A huge shout out Helene Santillo, Kenyetta DiSandro and all of the PTO folks who made Stratton's Book Fair and Boosterthon so incredibly successful
- Congratulations to Ryane Dougherty - Stratton's Teacher of the Year and to Justina Funchion - Stratton's Educational Support Person of the Year. A very well deserved honor for both of these excellent folks
- Thanks to Laurie Gattuso, April Pfeiffer, Donna Moore, Denise Barr and Christina D'Ameilo for all of the extra effort that you have put in to support our students
- Congratulations to Kelly Woronicak - Hill's Teacher of the Year and to Caroline Canora - Hill's Educational Support Person of the Year. Certainly a well deserved honor for both of these tremendously dedicated staff members.
- Congratulations to our 20 Hill School Peer Mediation students, who were recently selected and trained at the end of October. Also, a big thank you to Ms. Shainline and Mr. Forlano for organizing and implementing this wonderful program for our school and students.
- Thank you to our Hill Staff and students for decorating your classroom and office doors for Halloween. It was a lot of fun for everyone!

**Minutes**  
**November 10, 2021**  
**Swedesboro-Woolwich Board of Education**  
*"A Community dedicated to inspiring life-long learners"*

---

- Thank you to our PTO for organizing the Hill school's fundraiser program this fall. Many students benefited from selling mums and desert kits. It was a great new fundraiser idea, and a huge success!
- Congratulations to Clifford School Teacher of the Year Ms. Erin Meddick and Clifford School Educational Support Professional of the Year Ms. Cortney Sharman! Very well deserved!
- Thank you to the entire PTO for their support and organization of the Clifford School's very successful Boosterthon and Book Fair!
- Thank you to the Clifford Comet Community for coming out for our Fall Festival Parade! The weather couldn't "Rain" on our parade!

Superintendent Updates

- Recognized all of our veterans in the community.
- Thank you to the PTO. The numbers that were presented tonight are mind blowing.
- Thank you to our Custodial and Maintenance Staff who worked very hard during out Fall Break.
- Pediatric Vaccination Clinic at the Stratton School on November 29<sup>th</sup> 6-8 pm and second dose on December 20<sup>th</sup> from 6-8 pm.
- Thank you to Jamie for the data analysis she provided tonight. Also, for putting together a tremendous Professional Development for the staff.

2) District Enrollment

a) Report, **as submitted**

[Clifford](#)  
[Stratton](#)  
[Harker](#)  
[Hill](#)

3) OPRA Log

Document (s) Requested	Who Requested	Date Received	Date Completed
1- The school district's most recent base contract agreement and any corresponding contract addendums for custodial services.  If custodial services are provided in house, please provide written	Sarah Qureshi, Research Analyst SEIU 32BJ	October 11, 2021	October 26, 2021

**Minutes**  
**November 10, 2021**  
**Swedesboro-Woolwich Board of Education**  
*"A Community dedicated to inspiring life-long learners"*

<p>confirmation.</p> <p>If custodial services are currently the subject of an open RFP or invitation to bid, please provide a copy of the RFP or invitation to bid.</p>			
<p>2- Mailroom records for the 2021 tax year in relation to the postage meter lease agreement. A copy of the lease that shows the type of mailing equipment, monthly/quarterly payment, and date of the signed agreement. A copy of the most recent invoice or purchase order. Any package training software if applicable.</p>	<p>James Roberts, TriState Office</p>	<p>October 27, 2021</p>	<p>November 10, 2021</p>

**B. District Administration**

**1) Administrator’s Monthly Board Reports, as submitted**

[Clifford](#)  
[Stratton](#)  
[Harker](#)  
[Hill](#)  
[Technology](#)  
[Special Services](#)  
[Curriculum & Instruction](#)  
[Maintenance](#)

**Public Comments/Visitors**

Pursuant to the Open Public Meetings Act, this meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the district. Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer.

Any person who wishes to speak is requested to give their name, municipality of residence, and group affiliation, if any, at the beginning of their comments. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via email.

If questions or comments pertain to litigation, student or personnel matters, the Board asks that you email the Superintendent after the meeting since the Board does not, pursuant to Open Public Meetings Act, discuss or respond to these items in public.

- 1- Ms. Laurie Cecala-Read- Woolwich Twp- Ms. Cecala-Read wanted to thank Dr. Kappeler and the board for holding the Pediatric Vaccination Clinic.
- 2- Mrs. Eileen Healey- SWEA President- Mrs. Healey wanted to thank the board for their help with moving forward with the contract. Mrs. Healey also wanted to stress how hard the staff has been working and asked what can be done to help them?

**4. Action Items**

**Personnel/Finance/Negotiations Committee**  
**Personnel & Finance Committee Meeting Report, as presented**  
**Negotiations Committee Meeting Report, as presented**

- **Nursing Stipend for Contract Tracing**
- **COVID Testing for Staff**
- **ESIP: Request for Proposal**
- **ESSER ARP**
- **Budget Planning Calendar**

*Upon the recommendation of the Superintendent the following Personnel Matters are presented for Board Approval:*

**A. Personnel- Recommendation:** Dopke/Allen approve the following personnel items, as listed:

<b>Name</b>	<b>School</b>	<b>Position/ Cert</b>	<b>Salary</b>	<b>Budget Acct #</b>	<b>Action</b>	<b>Effective Date</b>
1- Mrs. Cheryl Mervine	Harker	Teacher	-	-	Requesting day without pay	November 22, 2021
2- Ms. Cristina D'Amelio	District	Behavioral Specialist	-	-	Medical Leave	October 27, 2021- November 28, 2021
3- Ms. Rebecca Finley	Stratton	Clinical Practice	-	-	Clinical Practice with Patrick Titus	Spring 2022- March 14, 2022- April 28, 2022
4- Ms. Rebekah Schultz	Harker	Clinical Practice	-	-	Clinical Practice with Kelsey Minniti	Spring 2022- January 18, 2022- March 15, 2022
5- Ms. Jessica Tunstall	Stratton	Clinical Practice	-	-	Clinical Practice with Janeen Buirch	80 Days from January 3, 2022 through May 2022

**B. Stipends- NONE TO REPORT**

<b>Name</b>	<b>School</b>	<b>Stipend Position</b>	<b>Amount of Stipend</b>

**\*Contingent upon the COVID 19 Activity Level Report**

**C. Workshops- Recommendation:** Dopke/Allen approve the following workshops, as listed:

<b>Name</b>	<b>Workshop</b>	<b>Date &amp; Time</b>	<b>Cost</b>	<b>Estimated Travel Cost</b>



**Minutes**  
**November 10, 2021**  
**Swedesboro-Woolwich Board of Education**  
*"A Community dedicated to inspiring life-long learners"*

1- Mr. Steve Jakubowski	NJASBO 2021-2022	September 30, 2021	\$25.00	\$0
		November 18, 2021	\$100.00	
		November 30, 2021	\$25.00	
		December 14, 2021	\$100.00	
		February 1, 2022	\$25.00	

C. Recommendation: Dopke/Allen approve the [Board Secretary's Report](#) in accordance with 18A: 17-36 and 18A: 17-9 for the month of **September 2021**. 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, and

Approve the [Reconciliation Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of **September 2021**. The Reconciliation Report and Board Secretary's Report are in agreement for the month of **September 2021**.

Whereas, the Board Secretary in accordance with N.J.A.C. 6A:23A-16.10(c) 2 certifies that there are no changes in revenue amounts or revenue sources, and

Whereas, the Board of Education certifies- pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 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 account 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.

D. Regular, Payroll, Cafeteria & Addendum Bills

Recommendation: Dopke/Allen approve for payment of **November 2021 regular and addendum bills** in the amount of **\$1,464,001.15** and payment of **October 2021 payroll** in the amount of **\$1,404,589.63, as submitted**.

E. Recommendation: Dopke/Allen approve the Line Item Transfer for **October 2021** in the amount of **\$62,535.15, as submitted**.

F. Recommendation: Dopke/Allen approve to accept the following donations from the Swedesboro-Woolwich PTO:

- Clifford School \$10,412.68
- Stratton School \$20,404.95
- Harker School \$21,853.84
- Hill School \$ 6,728.00
- Fall Book Fair Profit to date \$ 9,034.45

G. Recommendation: Dopke/Allen approve the district's [Budget Planning Calendar](#) for the 2022-2023 budget year, **as submitted**.

H. Recommendation: Dopke/Allen approve Mrs. Sandra Mitcho, retired June 2021, to be reimbursed for 87 unused sick days, in the amount of \$1,240, as per contract.

I. Recommendation: Dopke/Allen approve Energy Savings Improvement Program (ESIP) request for proposal (RFP), **as submitted**.

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 6-0)

Mrs. Jaclyn Dopke-Y

Mrs. Rosella Musumeci

Mrs. Deborah Allen-Y

Mrs. Natalie Baker-Y

Mrs. Julie Dickson-Y

Mrs. Tamara McGovern

Ms. Vivian Lane-Y

Mrs. Erin Carroll

Mrs. Gina Azzari-Y

### **Curriculum, Policy, Community Relations Committee**

#### **[Committee Meeting Report](#), as presented**

- ***Policy Updates***
- ***Fundraising***
- ***Start Strong- Jamie Flick***
- ***Budget Planning Calendar***

A. HIB Reports

Recommendation: Dopke/Allen approve HIB, **as submitted**.

B. Recommendation: Dopke/Allen approve the HIB Self-Assessment for the following schools, as submitted:

- [Clifford](#)
- [Stratton](#)
- [Harker](#)
- [Hill](#)

C. Recommendation: Dopke/Allen approve the [Swedesboro-Woolwich School District Safe Return to In-Person Instruction and Continuity of Services Plan update](#), **as submitted**.

D. Recommendation: Dopke/Allen approve Jessie Deopp to provide Homebound Instruction for #9290827059, per IEP at the contracted rate of \$38.00 per hour.

E. Recommendation: Dopke/Allen approve the School Safety and Security Plan Annual Review Statement of Assurance for the 2020-2021 school year, **as submitted**.

F. Recommendation: Dopke/Allen approve the following policy for 1<sup>st</sup> reading, **as submitted**:

- [1648.14](#) Safety Plan for Healthcare Settings in School
- [5751](#) Sexual Harassment of Students

G. Recommendation: Dopke/Allen approve the following policy for 2<sup>nd</sup> reading, **as submitted**:

- [1648.13](#) School Employee Vaccination Requirements
- [2425](#) Emergency Virtual or Remote Instruction

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 6-0)

Mrs. Jaclyn Dopke-Y	Mrs. Rosella Musumeci	Mrs. Deborah Allen-Y
Mrs. Natalie Baker-Y	Mrs. Julie Dickson-Y	Mrs. Tamara McGovern
Ms. Vivian Lane-Y	Mrs. Erin Carroll	Mrs. Gina Azzari-Y

### Operations

#### Buildings and Grounds, Long Range Plans, Technology, Transportation

##### Committee Meeting Report, as presented

- **ESIP: Request for Proposal**
- **Nutri-Serve- Breakfast Program update**
- **Mercury Testing Update**
- **Clean Water :Lead” Testing Update**

A. Facility Usage Requests

Recommendation: Dopke/Allan approve Facility Usage Requests, as listed.

(Subject to submission of Insurance Certificate, and 501 documentation, and no conflict with school district activities)

Organization	School/Location	Date & Time	Activity
1- Mystique Juniors LLP	Harker Gym	Thursday evenings from 7:00-8:30 pm/January 6, 2022-April 28, 2022	Youth Volleyball Training
2- Greater Swedesboro Business Assoc.	Hill Parking Lot	November 27, 2021/8:00 am-3:00 pm	Parade staging area
3- SWSA	Clifford, Stratton & Hill	Thursday Nights and Saturday Afternoons/December 16, 2021- March 5, 2022	Soccer Winter Training

**\*\*Contingent upon the COVID 19 Activity Level Report\*\***

*Board member, Mrs. Dopke, asked if we are still in yellow for COVID 19 Activity Level Report and have we been stable at yellow?*

*Dr. Kappeler explained that yes, we are still at yellow and the trend is continuing to go down.*

- B. Recommendation: Dopke/Allen approve the Comprehensive Maintenance Plan for the 2021-2022 school year, **as submitted**.
- C. Recommendation: Dopke/Allen approve the Annual Maintenance Budget Amount Worksheet (M-1), **as submitted**.
- D. Recommendation: Dopke/Allen approve the Cleaning Services Agreement between Andrews & Company, LLC and The Swedesboro-Woolwich Board of Education for the 2021-2022 school year, **as submitted**.
- E. Recommendation: Dopke/Allen approve the following Bus Evacuation Reports, **as submitted**.
- [Clifford](#)
  - [Stratton](#)
  - [Stratton- Non-Transported Students](#)
  - [Harker](#)
  - [Hill](#)
  - [Hill- Non-Transported Students](#)

Board action needed: Yes (Roll Call Required)

(Motion to carry 6-0 for A-B, D-E; 5-0-1 for C- Dickson abstained)

Mrs. Jaclyn Dopke-Y

Mrs. Rosella Musumeci

Mrs. Deborah Allen-Y

Mrs. Natalie Baker-Y

Mrs. Tamara McGovern

Ms. Vivian Lane-Y

Mrs. Erin Carroll

Mrs. Gina Azzari-Y

Mrs. Julie Dickson-

(Yes for A-B, D-E; abstain from C)

**Delegates:**

- a. NJSBA – Mrs. Gina Azzari
- b. GCSBA – Mrs. Natalie Baker

**6. Adjournment**

Recommendation: Dopke/Allen approve the adjournment of meeting.

Board action needed: Yes

Time: 7:19 pm

(All yes, motion to carry 6-0)

Respectfully submitted,



**Mr. Steven Jakubowski**  
**Board Secretary/SBA**

**Next Meeting(s).**

**December 8, 2021**

**Board/Committee Meetings as scheduled**