

Agenda
December 13, 2023
Swedesboro-Woolwich Board of Education
"A Community dedicated to inspiring life-long learners"
Gov. Charles Stratton School
15 Fredrick Boulevard
Woolwich Township, NJ 08085
6:30 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

Gina Azzari, School Board President	All Committees
<input checked="" type="checkbox"/> Natalie Baker, School Board Vice President	(Chair) Curriculum, (Chair) Negotiations, Personnel/Finance Committees
<input checked="" type="checkbox"/> Julie Dickson	(Chair) Operations Committee
Tamara McGovern	Curriculum Committee
Vivian Lane	(Chair) Personnel/Finance, Negotiations Committees
<input checked="" type="checkbox"/> Erin Carroll	Operations Committee
Kathryn Beaver	Curriculum Committee
<input checked="" type="checkbox"/> Laurie Cecala-Read	Operations Committee
<input checked="" type="checkbox"/> Marie Barbara	Personnel/Finance, Negotiations Committees

Quorum: 5-4/6:31 pm

Other's Present:

Dr. Kristin Kellogg, Superintendent of Schools
Mr. Robert Miles, School Business Administrator, Board Secretary
Mr. Joel Brown, Chief Information Officer
Ms. Christina Panebianco, Assistant Board Secretary

Swedesboro-Woolwich Board of Education
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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: _____
- 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.

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- 1) Recommendation: Barbara/Dickson approve To enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.
Board action needed: Yes Time: 6:33 pm
(All yes, motion to carry 5-0)

Tamara McGovern arrived to meeting at 6:38 pm making the quorum 6-3

- 2) Recommendation: Dickson/McGovern approve to return to **Regular Session**.
Board action needed: Yes Time: 6:54 pm
(All yes, motion to carry 6-0)

C. Flag Salute

On behalf of the Board of Education Mrs. Azzari, board president, welcomed Dr. Kristin Kellogg to the district and expressed how excited they are to be working with you.

D. Adoption of Agenda

Recommendation: Barbara/McGovern approve the adoption of the agenda, **as presented**.
Board action needed: Yes
(All yes, motion to carry 6-0)

E. Approval of Minutes

Recommendation: McGovern/Barbara approve the regular and executive session minutes dated November 8, 2023 and November 15, 2023, **as submitted**.
Board action needed: Yes
(All yes, motion to carry 6-0)

Vivian Lane arrived to meeting 7:07 pm making the quorum 7-2

2. Presentations

A. Stellar Comet of the Month- **November 2023**

1) **Walter Hill School**

Grade 6

- Brayden Strockbine
- Michael Robinson
- Adam Moucheyde
- Drea Bottone

2) **Charles G. Harker School**

Grade 3

- Alani Hertzog
- Dominic Conner

Grade 4

- Kevin McCabe
- Blakely Fleming

Grade 5

- Bryce Booker
- Bella Small

3) **Gov. Charles Stratton School**

Grade 1

- Anthony Casoli
- Sara Tyrrell

Grade 2

- Perla Espana-Merand
- Alijah Kennedy

4) **Margaret Clifford School**

Preschool

- Ryan Auger
- Bless Sotero-Stewart

Kindergarten

- Aubrey Higgins
- Zachary Hoffman

3. Communication

A. Superintendent

“A Community dedicated to inspiring life-long learners”

1) Superintendent Updates

- Thank you to Harker's Cheer Committee for planning some holiday fun for the faculty and staff.
- Thank you to the PTO for sponsoring the Holiday Shoppe.
- Thank you to the PTO for providing a Hot Cocoa Bar for the faculty and staff.
- Many thanks to those who volunteer to be guest readers at the Harker School. The students love when we have them!

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- Thank you to the ladies in the board office for all you do to support our schools.
- Thank you to the Stratton Maintenance team for all your help with the MANY activities in November and December.
- Thank you to Mrs. Titus and the Hill Student Council for participating in the Locke Avenue Park Clean up on 11/18.
- Thank you to Barbara Costantini, Barb Nitowski, Gayle Johnson, and Lisa Komadina for keeping our office at Hill running smoothly and lively.
- Thank you to Caroline Canora School Nurse at Hill for your dedication to our student's health and safety
- Thank you to Mrs. Zizzamia and Mrs. Richer for all their dedication towards the Renaissance Program at Hill.
- Thank you to all who volunteered to be guest readers for American Education Week at the Clifford School. The students were so excited!
- Thank you to the Clifford Staff for helping celebrate all our educators during American Education Week!
- Thank you to the PTO and the parent volunteers for a successful and fun Holiday Shop at the Clifford School!
- Shout out to Mrs. Buirch, Ms. Seal, and Ms. Zappasodi for organizing an Olympics themed culminating event for their Ancient Civilization unit. The students had a blast!
- Shout out to the PBSIS and School Culture and Climate Teams at Stratton for working together to make Stratton a fantastic place to work and learn.
- Shout out to Stratton's AED team for working together to ensure the safety of all who walk through our doors. Special thanks to Nurse Patty for her leadership and expertise.

2) District Enrollment

a) Report, **as submitted**

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

3) Correspondence

- [Thank You- Daria Roat](#)
- [Thank You- Jenine Peters & Family](#)
- [Thank You- Alli Horn](#)

- [Thank You- Donna DeForrest- Swedesboro High School All-Class Reunion Committee](#)

4) OPRA Log

Document (s) Requested	Who Requested	Date Received	Date Completed
<p>1- Would a representative please provide the information relating to the solicitation below? If available, please include any awarded contract documents and bid tabulation/results.</p> <p>Project Name: ESCO Roof Replacement Bid Number: 23K015B ECM-4 Due Date: 6/7/2023 Contract Number: Awarded Vendor Name: Awarded Vendor Address: Awarded Vendor Phone: Award Amount: Award Date: Start Date: End Date: Contract Terms: Contract Document:</p>	Rhea Mae Lumanog, Deltek, Inc.	December 6, 2023	December 15, 2023

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- Eileen Healey- SWEA President- Welcomed Dr. Kellogg to the district

4. Action Items

Personnel/Finance/Negotiations Committee

Personnel & Finance Committee Meeting Report, (Chairperson) Vivian Lane

Negotiations Committee Meeting Report, (Chairperson) Natalie Baker

- **Mid-Year Budget Review**
- **Increase State Aide**
- **Negotiations to begin January 2024**

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

A. Personnel- Recommendation: Lane/Baker approve the following personnel items, as listed:

Name	Position/ Cert	Salary	Budget Acct #	Action	Effective Date
1- Jean Owens	Paraprofessional	-	-	Requesting 2 days without pay	Monday May 20, 2024 & Tuesday May 21, 2024
2- Amelia Biermann & Caitlyn Erricheillo	Student Teachers- Rowan	-	-	Clinical Experience under the direction of Dee Conrad	Every Tuesday & Thursday from February 6, 2024-April 18, 2024
3- Gracie Hope Cutts & Samantha Flanders	Student Teachers- Rowan	-	-	Clinical Experience under the direction of Ashly DiTonno	Every Tuesday & Thursday from February 6, 2024-April 18, 2024
4- Elizabeth Gondek & Meghan Kryjer	Student Teachers- Rowan	-	-	Clinical Experience under the direction of Debbie Hannold	Every Tuesday & Thursday from February 6, 2024-April 18, 2024

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5- Lauren Krayger & Alexis Padilla	Student Teachers- Rowan	-	-	Clinical Experience under the direction of Tyla Cielinski	Every Tuesday & Thursday from February 6, 2024-April 18, 2024
6- Caroline Floyd	Student Teacher- Rowan	-	-	School Psychologist Practicum under the direction of Phenice Walker	January 2024-June 2024
7- Wendy Hernandez-Oropeza & Stephen Peplowski	Student Teachers- Rowan	-	-	Art Clinical Experience under the direction of Vanessa Paccione	Monday February 12 & 26, 2024 Monday March 4, 18 & 25, 2024 Monday April 1 & 8, 2024
8- Sophia Lerro	Student Teacher- Rowan	-	-	Art Clinical Experience under the direction of Laura Hubbard	Monday February 12 & 26, 2024 Monday March 4, 18 & 25, 2024 Monday April 1 & 8, 2024
9- Nicole Sharp	Student Teacher- Wilmington University	-	-	Clinical Practicum under the direction of Ellen Floyd	January 8, 2024- April 28, 2024
10- Amber Pearson	Student- Widener University	-	-	Occupational Therapy Field placement under the direction of Katie DiMenna	January 2024-June 2024
11- Kathryn Whitehead	LPC	\$14.13/hour	60-910-310-100-000-00	New Hire- LPC Substitute	December 14, 2023- Pending completion of ALL state required paperwork
12- Rebecca Casperson	LPC	\$14.13/hour	60-910-310-100-000-00	New Hire- LPC	December 18, 2023- Pending completion of ALL state required paperwork
13- Staff ID #4352	Teacher	-	-	FMLA	On or around February 1, 2024- June 17, 2024- staff requesting to utilize sick time, family illness days and personal days in addition to family leave
14- Staff ID # 4662	Teacher	-	-	Maternity Leave	On or around March 25, 2024- September 30, 2024- requesting use of 20 sick days after birth of child
15- Staff ID # 4148	Teacher	-	-	Intermittent FMLA	2023-2024 school year after utilizing 5 allotted family illness days
16- Staff ID # 4087	Teacher	-	-	Leave of Absence	November 13, 2023-January 1, 2024/staff member is using sick time

B. Workshops- Recommendation: Lane/Baker approve the following workshops, as listed:

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Joel Brown, Jamie Flick & Darrell Ford	TECHSPO 24	January 24-26, 2024	\$540	TBD

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- C. Recommendation: Lane/Baker approve the [Board Secretary's Report](#) in accordance with 18A: 17-36 and 18A: 17-9 for the month of **October 2023**. 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 **October 2023**. The Reconciliation Report and Board Secretary's Report are in agreement for the month of **October 2023**.

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: Lane/Baker approved for payment of **December 2023 regular and addendum bills** in the amount of **\$1,797,871.82** and payment of **November 2023** payroll in the amount of **\$1,567,397.12, as submitted**.

- E. Recommendation: Lane/Baker approve the [Line-Item Transfer](#) for **November 2023** in the amount of **\$14,023.14, as submitted**.

- F. Recommendation: Lane/Baker approve minimum wage increase to \$15.13, effective January 1, 2024.

- G. Recommendation: Lane/Baker approve the [addendum](#) to rates, found in [Exhibit A](#), to move all \$15.00/hour rates for ESS to \$15.13, effective January 1, 2023, **as submitted**.

- H. Recommendation: Lane/Baker approve to accept the [SDA Emergent Needs and Capital Maintenance in School Districts Grant](#) in the amount of \$35,727, **as submitted**.

- I. Recommendation: Lane/Baker approve the [ROD Grant Support of Receipt Funding Application](#), **as submitted**.

Note: Funds will be utilized to fix the Stratton MPR partition wall, which has been inoperable for years).

J. Recommendation: Lane/Baker approve to accept the High Impact Tutoring Grant in the amount of \$115,000.

Board action needed: Yes (Roll Call Required)

(Motion to carry 7-0 for A-C, E, F, H-J; 6-0-1 for G- Dickson abstained; 6-0-1 for D- Barbara abstained)

Natalie Baker-Y

Tamara McGovern-Y

Kathryn Beaver

Vivian Lane-Y

Erin Carroll-Y

Laurie Cecala-Read-Y

Gina Azzari

Marie Barbara- abstained from D yes for all others

Julie Dickson- abstained from G yes for all others

Curriculum, Policy, Community Relations Committee
Committee Meeting Report, (Chairperson) *Natalie Baker*

- *Tutoring Grant*
- *K-2 Assault Program*
- *IReady*
- *Project Elf*
- *MLK Art Contest*

A. Recommendations: Lane/McGovern approve the following policies for 2nd reading:

- [Policy # 2270](#) Religion in the Schools
- [Policy # 3161](#) Examination for Cause
- [Policy # 3212](#) Attendance
- [Policy # 3324](#) Right of Privacy
- [Policy # 3432](#) Sick Leave (Abolished)
- [Policy # 4161](#) Examination for Cause
- [Policy # 4212](#) Attendance
- [Policy # 4324](#) Right of Privacy
- [Policy # 4432](#) Sick Leave (Abolished)
- [Policy # 5111](#) Eligibility of Resident/Non-Resident Students
- [Policy # 5116](#) Education of Homeless Children and Youths
- [Policy # 8500](#) Food Services
- [Policy # 8540](#) School Nutrition (Abolished)
- [Policy # 8550](#) Meal Charges (Abolished)

B. Recommendation: Lane/McGovern approve the [Bi-Annual Statement of Assurance](#) regarding the Use of Paraprofessionals for the 2023-2024 school year, **as submitted**.

C. Recommendation: Lane/McGovern approve the Child Assault Prevention Information Program for K-2 parents to be held on January 11, 2024 from 6:00pm-7:00pm.

D. Recommendation: Lane/McGovern approve a Math Fun Family Night for K-2 Families on January 25, 2024 from 5:30pm-7:00pm

E. Recommendation: Lane/McGovern approve the [Walter Hill School Pretzel Sale Fundraiser](#) during the remainder of the 2023-2024 school year, **as submitted**.

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- F. Recommendation: Lane/McGovern approve the Marzano Administrative Evaluation Framework Tool for CAO, Instructional Facilitator, Director of Special Services, Administration and Instructional Coaches for the 2023-2024 school year.
- G. Recommendation: Lane/McGovern approve Hospital-Based Instruction for (#9350741368) in accordance with Brookfield Schools contract rate of \$38/hour.
- H. Recommendation: Lane/McGovern approve (#5131641876) as a Choice student in Logan Township School District for the 2024-2025 school year.
- I. Recommendation: Approve (#7498217703) for Out of District Placement at Burlington City School District for the remainder of the 2023-2024 school year.
- J. Recommendation: Lane/McGovern approve transportation for (#7498217703) to Burlington City School District at standard rate of .47 cents per mile (not to exceed 79 miles per day round trip and maximum yearly amount of \$4,418.47 bases on 119 days), as submitted.
- K. Recommendation: Lane/McGovern approve the [Request for Proposal for Tutoring Services](#), **as submitted**.
- L. Recommendation: Lane/McGovern approve the [Request for Proposal for Engineering Services](#), as submitted.
- M. Recommendation: Lane/McGovern approve the [NJQSAC District Performance Review](#) for the 2023-2024 school year, **as submitted**.

Board action needed: Yes (Roll Call Required)
(All yes, motion to carry 7-0)

Natalie Baker-Y

Julie Dickson-Y

Tamara McGovern-Y

Vivian Lane-Y

Erin Carroll-Y

Kathryn Beaver

Laurie Cecala-Read-Y

Marie Barbara-Y

Gina Azzari

Operations

Buildings and Grounds, Long Range Plans, Technology, Transportation
Committee Meeting Report, (Chairperson) Julie Dickson

- ***Discussed process for planting 20 Pine Trees at Stratton***
- ***New Floor Repairs***
- ***Bid closed on December 14, 2023 for Landscaping***

A. Facility Usage Requests

Recommendation: Barbara/McGovern 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- S/W Parks & Recs	Harker Cafeteria	March 22, 2024/6:30-8:30 pm	Mother & Son Mixer
2- Crystal Galvin	Harker Cafeteria	December 12, 2023	Cub Scouts Events
	Harker Cafeteria	December 7, 2023	
3- S/W Parks & Recs	Clifford MPR	December 15, 2023	Holiday Movie Night
4- S/W Little Theater	Harker Music Room and Stratton MPR/classroom	May 3, 2024-July 25, 2024	Rehearsals
5- Matt Kelly	Hill	Winter 2024	Quaker City String Band Practice- Rain Only

B. Recommendation: Barbara/McGovern approve the submission of the [2023-2024 Comprehensive Maintenance Plan](#), as submitted.

C. Recommendation: Barbara/McGovern approve the Annual [Maintenance Budget Amount Worksheet](#) (M-1) for the 2023-2024 school year, as submitted.

D. Recommendation: Barbara/McGovern approve the 2023-2024 [School Safety & Security Plan Statement of Assurance](#), as submitted.

E. Recommendation: Barbara/McGovern approve the District [2023-2024 School Safety & Security Plan](#), as submitted.

F. Recommendation: Barbara/McGovern approve the [NJSIG Amendment](#) for the safety grant award in the amount of \$2,433, as submitted.

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Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 7-0)

Natalie Baker-Y

Julie Dickson-Y

Tamara McGovern-Y

Vivian Lane-Y

Erin Carroll-Y

Kathryn Beaver

Laurie Cecala-Read-Y

Marie Barbara-Y

Gina Azzari

Delegates:

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

6. Adjournment

Recommendation: McGovern/Barbara approve the adjournment of meeting.

Board action needed: Yes

Time: 7:27 pm

Respectfully submitted,



Mr. Robert Miles
Board Secretary/SBA

Next Meeting(s).

January 3, 2024

Board/Committee Meetings as scheduled