

DELSEA REGIONAL HIGH SCHOOL DISTRICT
FRANKLINVILLE, NEW JERSEY 08322

ORDER OF BUSINESS AND AGENDA
DELSEA REGIONAL HIGH SCHOOL DISTRICT
JANUARY 3, 2024
REGULAR BOARD OF EDUCATION MEETING
DELSEA MIDDLE SCHOOL MEDIA CENTER – 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 candidates were elected as a result of the November 2023 Annual School Election and will be made part of the minutes

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

Franklin Township

- Cheryl Beck - 2,816 votes
- Frank Borelli - 3,121 votes
- Barbara Doherty - 101 votes

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 2024
- C. I make a motion to appoint _____ as the alternate delegate to the New Jersey School Boards Association for 2024

- 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. Roll Call

9. Presentations

- A. Bipartisan Safer Communities Grant Partnership with Jefferson Health - Dr. Anthony Fitzpatrick

10. Reading of the Minutes

- A. Regular Session - 12/6/23

11. Communications

- A. Board Letter

12. 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.

13. Committees:

A. Personnel - Mr. Frank Borelli - Chairperson

(All hiring is pending completion of required state paperwork)

- 1. I make a motion to approve the following non-teaching staff hires for 2023-2024 as listed:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Christina Weber	Bookkeeper/Payroll Clerk	\$40,000/year <i>(Prorated)</i>	1/22/24 <i>(Or sooner)</i>
Autumn Smith	Bus Driver	\$21.66/hour	1/2/24

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Susan Tiernan (<i>retirement</i>)	Middle School English Teacher	7/1/24
Jessica Kaufman (<i>resignation</i>)	High School Science Teacher	2/19/24

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

<u>Employee</u>	<u>Leave Requested</u>	<u>Paid/Unpaid Days</u>	<u>Federal Medical Leave Act</u>	<u>State Medical Leave Act</u>
Barry Levy (<i>Transportation</i>)	12/7/23 through 1/8/24	Paid leave 12/7/23 through 1/8/24	N/A	N/A
Priscilla Martinez (<i>Paraprofessional</i>)	1/31/24 through 3/18/24	Paid leave 1/31/24 through 3/18/24	N/A	N/A
Melissa Smith (<i>Child Study Team</i>)	12/4/23 through 3/4/24	Paid leave 12/4/23 through 12/14/23 Unpaid leave 12/15/23 through 3/4/24	12/15/23 through 3/4/24	12/15/23 through 3/4/24

4. I make a motion to approve Patricia Gaetano as a teacher for Alternative School & Bookbinder School for the 2023-2024 school year at a previously approved rate
5. I make a motion to approve the following clubs with their volunteer advisors as listed:

<u>Volunteer</u>	<u>Club Name</u>	<u>School</u>
Mackenzie Miller	<u>Trivia Club</u>	HS
Alexa Happ Sabrina Boyle	<u>STEM (Outreach Program in partnership with Rowan University through the FEM club)</u>	HS

B. Budget and Finance - Mr. Joseph Darminio -

- 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. 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
- 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 2023. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2023.

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 2023
6. I make a motion to approve the following bills as listed:

i.	<u>Operating Bills</u>	\$1,250,202.33
ii.	<u>Hand Checks</u>	\$79,042.61
iii.	<u>Cafeteria & Athletic Bills</u>	\$86,471.46

C. Education - Mr. Charles DeWoody - 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>
Tara Heffner	Virtual	2nd Y3 Anti-Bias Training Session with Dr. Dana Crawford	12/1/23	No Cost			No Cost
Melissa Haigh Daniel Cardona	Rowan University	NJSCA Winter Conference	1/5/24	\$35.00 \$35.00	\$6.58 \$3.71		\$41.58 \$38.71
Melissa Pilitowski <i>(Previously approved, revision to cost)</i>	Rowan University	NJSCA Winter Conference	1/5/24	\$35.00			\$35.00
Sabrina Boyle	Rowan University	High School Data Science	1/9/24	\$199.00	\$4.78		\$203.78
Pamela DeRose	Virtual	Ideation 101 - Next Level Creativity for All Students	1/12/24	\$35.00			\$35.00
Pamela DeRose	Virtual	Teaching AP@Art & Design - Proven Methods for Guaranteed Success	1/12/24	\$65.00			\$65.00

<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>
Dr. Lisa Niemi Tara Heffner	Virtual	Meet with David Yusem of Oakland Unified School District	1/19/24	No Cost			No Cost
Jackie Scerbo	Williamstown Middle School	Winter Inclusion Leadership Conference	1/19/24	\$175.00			\$175.00
Scott McCarron	Atlantic City	NJMEA State Conference	2/22/24 - 2/24/24	\$90.00	\$149.26		\$239.26
Christina Leto	Virtual	Best Strategies for Strengthening Your Students' COMMUNICATIVE PROFICIENCY in the Target Language	1/23/24	\$279.00			\$279.00
+ Melissa Pilitowski + Dr. Lisa Niemi + Melissa Haigh + George Clark + Michele DePasquale	Kean University	In-Person Circle Training	2/7/24	No Cost	- \$106.16 \$100.24 \$100.20 \$100.20		- \$106.16 \$100.24 \$100.20 \$100.20
Francis Ciociola Dr. Piera Gravenor	Virtual	Rowan Institute for Educational Leadership Winter Symposium	2/9/24	\$99.00 \$99.00			\$99.00 \$99.00
Tina Basile-Feoli	Holiday Inn, East Windsor	Association of Student Assistance Professionals of NJ	2/29/24 - 3/1/24	\$250.00	\$61.10	\$146.00	\$457.10
Brianna Rucci	The Palace at Somerset Park	Women's Leadership Conference 2024	3/18/24 - 3/19/24	\$419.00	\$71.44	\$402.00	\$892.44
Jessica Urban Kelly Martino Lauren Holding	Delsea Middle School	Threat Assessment Training	4/18/24	No Cost			No Cost

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

(* Paid for with Restorative Justice Grant)

- I make a motion to approve the following staff to participate in the Restorative Justice in Education program at \$30.00 per hour (*Paid for with grant*) as listed:

Michele DePasquale	Melissa Haigh	Dr. Lisa Niemi
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- I make a motion to approve the following graduate coursework as listed:

<u>Name</u>	<u>Course</u>	<u>Cost</u>
Brianna Rucci	Qualitative Research	\$918.00
Brianna Rucci	Strategic Operation Planning and Innovation	\$918.00

- I make a motion to approve submission of the Amended FY2024 Perkins grant amount with additional awarded funds of \$8,190.00

D. Policy - - Chairperson

- I make a motion to approve on first reading the following policies and regulations as listed:

<u>Policy 3161</u>	Examination for Cause - <i>Revised</i>
<u>Policy 4161</u>	Examination for Cause - <i>Revised</i>
<u>Policy 3212</u>	Attendance (M) - <i>Revised</i>
<u>Regulation 3212</u>	Attendance (M) - <i>New</i>
<u>Policy 4212</u>	Attendance (M) - <i>Revised</i>
<u>Regulation 4212</u>	Attendance (M) - <i>New</i>

E. Athletic/Activities - Mr. Garry Lightfoot - Chairperson

(All hiring is pending completion of required state paperwork)

- I make a motion to approve the following athletic positions for the 2023-2024 school year as amended:

<u>Name</u>	<u>Sport</u>	<u>Action</u>
Victoria Miller	Freshman Girls Basketball Coach	Assign
Dr. Anthony Fitzpatrick	Volunteer Boys & Girls Swim Coach	Assign
Robert Briles	Head Flag Football Coach	Assign
Kaylee Smallets	Air Rifle Team Volunteer	Assign

- I make a motion to approve Spring Girls Flag Football a non NJSIAA sport

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
Franklin Township Basketball Pictures - Joseph Ingram	MS Cafeteria	1/5/24	5:00 pm - 8:30 pm
Franklin Township Little League Softball & Baseball Pictures - Matt Decesari	MS Cafeteria	3/26/24 & 3/27/24	5:00 pm - 8:00 pm
Renaissance Club Murder Mystery Dinner - Lisa Dolby & Ashley Caspermeyer	HS Cafeteria	4/26/24	4:30 pm - 10:00 pm
Mother's Day Designer Bag Bingo - Robin Bishop (MS VIP)	HS Cafeteria	5/4/24	9:00 am - 3:00 pm

^Custodial & transportation costs required

G. Cafeteria - Mrs. Ellen Gaglianone - Chairperson

1. I make a motion to approve the following cafeteria report for November 2023

Total Income	\$79,367.26
Total Expense	\$(71,893.33)
Net Income or (Loss)	\$7,473.93
Average Daily Attendance	1590
Average Daily Participation	697
Percentage of Participation	44%

H. Transportation - Mrs. Cheryl Beck - Chairperson

1. None

I. Superintendent's Report

1. 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</u>
M.I.	1/5/08	Delsea	Autism	YALE School - Southeast Campus	\$362.03/diem
D.Z.	1/28/11	Delsea	OI	Home Instruction	N/A

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

<u>Date</u>	<u>Location</u>	<u>Name</u>
1/10/23	Rowan Planetarium - SAVE HS & MS	Abigale Jones & Lisa Dolby
1/11/24	Alloy Silverstein Accountants and Advisors, Cherry Hill - College Accounting Students	Renetta Meddick
1/13/24	Cabelas, P.A. - Anglers Club	Keith Allonardo
1/19/24	Wood Lanes, Pilesgrove - SAVE Transitions	Lisa Dolby
1/27/24 & 2/3/24	Kingsway High School - Mock Trial Competition	Christopher Bryan
1/31/24 & 2/7/24	Gloucester County Courthouse - Mock Trial Competition	Christopher Bryan

3. Recommend the Board approve the Rowan School Regionalization Institute to perform the feasibility study with a cost not to exceed \$100,000
4. Recommend the Board approve the enrollment of employee Sara Jones' child into the 7th grade at Delsea Middle School for the 2024-2025 school year at a fee per unit agreement
5. Recommend the Board approve the November 2023 HS/MS HIB report as presented last month
6. Recommend the Board acknowledge the receipt of the December 2023 HS/MS HIB report as presented
7. 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. Dr. Berner
 2. Mr. Schoudt
 3. Mrs. Rucci
 - i. Principals' Educational Activities
 1. High School
 2. Middle School
 - j. Nurses' Reports
 1. High Schools
 2. Middle School

- k. Guidance
- l. Maintenance
- m. Fire Drills/Crisis Drills:

<u>HIGH SCHOOL</u>	<u>Fire Drill</u>	<u>Crisis Drill</u>
Dates:	12/21/23	12/13/23
Times:	10:00 am	11:45 am
Locations:	Main Panel	Lockdown Drill

<u>MIDDLE SCHOOL</u>	<u>Fire Drill</u>	<u>Crisis Drill</u>
Dates:	12/14/23	12/13/23
Times:	10:02 am	11:47 am
Locations:	D-Wing	Lockdown Drill

- 14. **Student Board Member Report -**
 - A. Update
- 15. **Executive Board Member's Report - Mr. Frank Borelli - Chairperson**
 - A. Legislative Update
- 16. **School Business Administrator's Report**
 - A. Recommend the Board approve the 2024/2025 Budget calendar as presented
- 17. **Old Business**
 - A.
- 18. **New Business**
 - A.
- 19. **Citizens - (Time limit 3 minutes per group or individual not being represented by a group)**

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- 20. **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 the 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.

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, 2024

Joseph Collins, Board Secretary

16. Adjournment

PG/mc
Encl.