

Minutes
January 4, 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
6:00pm Regular Session

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. [Election Results](#), as submitted.

C. Reading of Oaths to Office- Newly Elected Members
(Publicly read oaths)

- Julie Dickson
- Natalie Baker
- Marie Barbara

D. Code of Ethics, [as submitted](#)

E. Roll Call

<i>Board Member</i>	<i>Term Expires</i>
<input checked="" type="checkbox"/> Gina Azzari	2024
<input checked="" type="checkbox"/> Natalie Baker	2025
<input checked="" type="checkbox"/> Marie Barbara	2025
Kathryn Beaver	2023
<input checked="" type="checkbox"/> Laurie Cecala-Read	2024
<input checked="" type="checkbox"/> Erin Carroll	2024
<input checked="" type="checkbox"/> Julie Dickson	2025
<input checked="" type="checkbox"/> Vivian Lane	2023
Tamara McGovern	2023

Quorum: 7-2/6:00 pm

F. Flag Salute

G. **Nominations for the position of Board President.**

Motion to nominate: Julie Dickson nominated Gina Azzari

Other nominations: N/A

Motion to close the nominations for the position of Board President:

Barbara/Cecala-Read

(All yes, motion to carry 7-0)

Board action needed: Yes (Roll Call Required)

Gina Azzari-Y

Natalie Baker-Y

Marie Barbara-Y

Kathryn Beaver

Erin Carroll-Y

Laurie Cecala-Read-Y

Julie Dickson-Y

Vivian Lane-Y

Tamara McGovern

Turn meeting over to the new Board President

H. **Nominations for the position of Vice-President.**

Motion to nominate: Gina Azzari nominated Natalie Baker

Other nominations: N/A

Motion to close the nominations for the position of Board Vice President: Cecala-Read/Dickson

(All yes, motion to carry 7-0)

Board action needed: Yes (Roll Call Required)

Gina Azzari-Y

Natalie Baker-Y

Marie Barbara-Y

Kathryn Beaver

Erin Carroll-Y

Laurie Cecala-Read-Y

Julie Dickson-Y

Vivian Lane-Y

Tamara McGovern

I. **Board Committee Appointments**

- **Curriculum Committee**

(Curriculum, Policy & Community Relations)

- (Chairperson) Natalie Baker
- Kathryn Beaver
- Tamara McGovern

- **Operations Committee**

(Building & Grounds, Long Range, Technology & Transportation)

- (Chairperson) Julie Dickson
- Laurie Cecala-Read

- Erin Carroll
- **Personnel Committee**
(Finance & Personnel)
 - (Chairperson) Vivian Lane
 - Natalie Baker
 - Marie Barbara
- **Negotiations Committee**
 - (Chairperson) Natalie Baker
 - Marie Barbara
 - Vivian Lane

2. Action Items

A. Recommendation: Baker/Dickson approve motion to open regular meeting.

Board action needed: Yes

(All yes, motion to carry 7-0)

B. Recommendation: Baker/Lane approve the adoption of the agenda, **as amended**.

(Adding Facilities Request under Section 3)

Board action needed: Yes

(All yes, motion to carry 7-0)

C. Recommendation: Upon the recommendation of the Superintendent, Barbara/Baker approve the following Personnel Items, as listed:

NAME	SCHOOL	POSITION/ CERT	SALARY	BUDGET ACCT #	ACTION	EFFECTIVE DATE
1- Alayna Pasztalaniec	District	BCBA	MA/Step2/\$61,262	11-000-219- 104-000-00	New Hire	Pending completion of ALL state required paperwork
2- Kyle Rouh	District	Maintenance	-	-	Resignation	On or before February 25, 2023

D. Recommendation: Barbara/Baker approve the transfer of unanticipated excess 2021-2022 revenue in the amount of \$400,000 from general fund into capital reserve in the amount of \$300,000 and into maintenance reserve in the amount of \$100,000 as of 6/30/2022, per audit.

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 7-0)

Gina Azzari-Y

Natalie Baker-Y

Marie Barbara-Y

Kathryn Beaver

Erin Carroll-Y

Laurie Cecala-Read-Y

Julie Dickson-Y

Vivian Lane-Y

Tamara McGovern

3. Appointments for 2022-2023 School Year- Resolutions

A. Recommendation: Baker/Barbara approve the following Professional Services as listed:

Company Name	Type of Service
1- Comegno Law Group, P.C	School Solicitor
2- McManimon, Scotland & Baumann, LLC	Bond counsel
3- Phoenix Advisors Financial Group, LLC	Financial Advisory Services
4- Inspira Health Network Medical Group, P.C. (formerly known as DePersia Medical Group)	Medical Inspector/ School Doctors, Staff
5- Advocare Pediatrics Medical Group	Medical Inspector/ School Doctors, Students
6- Garrison Architects	School Architect
7- Holt, McNally & Associates	School District Auditor
8- Lakeview Financial	403b Provider
9- Coastal Environmental Compliance, LLC	Environmental Services
10- Integrity Consulting Group	Insurance Broker of Record- Employee Health Benefits
11- Conner, Strong & Buckelew	Insurance Broker of Record- Property & Casualty & Workers Compensation
12- SJ Services	Custodial Services
13- Madden & Madden, LLC	Special Counsel

B. Recommendation: Baker/Barbara approve the following Personnel Services as listed:

Employee Name	Type of Service
1- Mr. Steven Jakubowski	School Board Secretary
2- Mr. Steven Jakubowski	Public Agency Compliance Officer
3- Mr. Steven Jakubowski	Custodian of Records
4- Mr. Steven Jakubowski	Authorize to award contracts up to bid threshold of \$17,500, and set quote threshold at 15% (\$2,625) of bid threshold amount for the 2022-2023 school

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	year
5- Mrs. Christina Panebianco	Assistant Board Secretary @ \$125/meeting
6- Mr. Joseph Murray	Assistant Technology Support @ \$100/meeting
7- Mrs. Debbie Gambino	Officer for Reconciling Monthly Accounts
8- Mr. Joshua Stow	Integrated Pest Management
9- Mr. Joshua Stow	Right to Know Officer
10- Mr. Keith Doster	Indoor Air Quality Designee
11- Mrs. Heather Worrell	Affirmative Action Compliance Officer for Personnel
12- Mrs. Heather Worrell	Homeless Liaison
13- Mrs. Heather Worrell	Truancy and Attendance Officer
14- Mrs. Heather Worrell	504 Officer
15- Mrs. Jamie Flick	Data Coordinator
16- Mr. Steven Jakubowski	School Safety Specialist
17- Mr. Joel Brown	Safety Coordinator
18- Mrs. Lorraine Campbell	HIB Coordinator/Municipal Alliance Rep

- C. Recommendation: Baker/Barbara approve the following positions as Signatories for the Districts Banking Accounts:
 Superintendent: Dr. Walter Kappeler
 Business Administrator: Mr. Steven Jakubowski
 Board President: Gina Azzari
- D. Recommendation: Baker/Barbara approve the Resolution approving the utilization of manual checks written pursuant to board [policy #6470](#), as submitted.
- E. Recommendation: Baker/Barbara approve collection and maintenance of Pupil Records (as per FERPA).
- F. Recommendation: Baker/Barbara approve readopting any existing contracts and agreements, including maintenance/warranty, to which the School Board is a party and where continuation is authorized by law.
- G. Recommendation: Baker/Barbara approve procurement of goods and services through State Contracts.

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- H. Recommendation: Baker/Barbara approve the Investment and Transfer of Funds.
- I. Recommendation: Baker/Barbara approve establishing the following Petty Cash funds for the district:
- | | |
|-----------------|----------|
| Superintendent | \$300.00 |
| Board Office | \$500.00 |
| Clifford School | \$100.00 |
| Stratton School | \$250.00 |
| Harker School | \$250.00 |
| Hill School | \$150.00 |
- J. Recommendation: Baker/Barbara approve the following Official Banking Depositories:
- Fulton Bank
 - Bank of New York
 - JP Morgan
 - TD Bank
 - Depository Trust Company
- K. Recommendation: Baker/Barbara approve the Chart of Accounts.
- L. Recommendation: Baker/Barbara approve the use of Facsimile Signatures, **as listed**.
- Superintendent- Dr. Walter Kappeler
 - School Business Administrator- Mr. Steven Jakubowski
 - Board President- Gina Azzari
- M. Recommendation: Baker/Barbara approve the official newspaper of the district for the calendar year as the South Jersey Times.
- N. Recommendation: Baker/Barbara approve the District Policy Manual as previously approved by the Board of Education.
- O. Recommendation: Baker/Barbara approve all existing Curriculum as previously approved by the Board of Education.
- P. Recommendation: Approve the following Representatives:
- New Jersey School Boards Association: Gina Azzari
 - Gloucester County School Boards Association: Natalie Baker
- Q. Recommendation: Baker/Barbara approve the [Schedule](#) of the Regular and Special School Board Meeting dates, **as listed**.

Wednesday January 4, 2023	6:00 p.m.	Reorganization Meeting
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Wednesday January 18, 2023	6:00 p.m.	Regular Meeting
Wednesday February 8, 2023	6:00 p.m.	Regular Meeting
Wednesday March 22, 2023	6:00 p.m.	Regular Meeting
Wednesday April 26, 2023	6:00 p.m.	Budget Hearing/Regular Meeting
Wednesday May 10, 2023	6:00 p.m.	Regular Meeting
Wednesday June 14, 2023	6:00 p.m.	Regular Meeting
Wednesday July 26, 2023	6:00 p.m.	Board Retreat
Wednesday August 9, 2023	6:00 p.m.	Regular Meeting
Wednesday September 13, 2023	6:00 p.m.	Regular Meeting
Wednesday October 11, 2023	6:00 p.m.	Regular Meeting
Wednesday November 15, 2023	6:00 p.m.	Regular Meeting
Wednesday December 13, 2023	6:00 p.m.	Regular Meeting
Wednesday January 3, 2024	6:00 p.m.	Reorganization Meeting

R. Recommendation: Baker/Barbara approve H.E.L.P., Inc., to use the Clifford School on January 16, 2023 from 10:30-4:00 for their Annual Martin Luther King Celebration.

Board action needed: Yes (Roll Call Required)

Gina Azzari-Y

Natalie Baker-Y

Marie Barbara-Y

Kathryn Beaver

Erin Carroll-Y

Laurie Cecala-Read-Y

Julie Dickson-Y

Vivian Lane-Y

Tamara McGovern

Public Comments/Visitors- None to Report

Delegates:

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

6. Adjournment

Recommendation: Baker/Barbara approve the adjournment of meeting.

Board action needed: Yes

Time: 6:13 pm

(All yes, motion to carry 7-0)

Respectfully submitted,



Mr. Steven Jakubowski
Board Secretary/SBA

Next Meeting(s).

January 18, 2023

Board/Committee Meetings as scheduled