

Agenda
March 22, 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
6:00 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

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

Quorum_____

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: Docket # CO-2019-177
- ☒ 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: To enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.
Board action needed: Yes Time _____
- 2) Recommendation: Return to **Regular Session**.
Board action needed: Yes Time _____

C. Flag Salute

D. Adoption of Agenda

Recommendation: Adoption of the agenda, **as presented**.

Board action needed: Yes

E. Approval of Minutes

Recommendation: Approve the regular and executive session minutes dated **February 8, 2023, as submitted**.

Board action needed: Yes

2. Presentations

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

1) **Walter Hill School**

Grade 6

- Lily Zlatkin
- Isabella Woratyla
- Chloe Iyoob
- Max Stinger
- Addison Dena

2) **Charles G. Harker School**

Grade 3

- Logan Calloway (December 2022)
- Bianca Ponce-Hasbun
- David Skow

Grade 4

- Isabella Rodriguez
- Owen Dering

Grade 5

- Lennon Forczek
- Margaret DeAngelo

3) **Gov. Charles Stratton School**

Grade 1

- Dylan Novak
- Tess Smith

Grade 2

- Jennder Velasquez Carrillo
- Aliyana Caraballo

4) **Margaret Clifford School**

Preschool

- Jaymes Torres
- James Manz
- Becker Recinos

Kindergarten

- Michael Pepe

B. 2022 Patriots Pen Essay Recognition- Mrs. Janice George

- Harper Wimberg- 1st Place Winner
- Maria Gonzalez-Torner- 2nd Place Winner

3. Communication

A. Superintendent

"A Community dedicated to inspiring life-long learners"

1) Superintendent Updates

2) District Enrollment

a) Report, **as submitted**

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

3) Correspondence.

- a) [Thank you- Milissa Mastella](#)
- b) [Thank you- Wendy Dominik](#)
- c) [Thank you- Stephanie Shainline](#)
- d) [Thank you- Deb Statile](#)

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4) OPRA Log

Document (s) Requested	Who Requested	Date Received	Date Completed
Electronic Copy of the specifications or any other documents associated with this project: Project Title: Special Legal Counsel Bid Number: 2023-1 Posting Date: 3/17/2023	Patricia Manarin, Public Records Requests, Deltek, Inc.	March 20, 2023	March 21, 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.

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4. Action Items

Personnel/Finance/Negotiations Committee

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

Negotiations Committee Meeting Report, (Chairperson) Natalie Baker

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

A. Personnel- Recommendation: Approve the following personnel items, as listed:

Name	Position/ Cert	Salary	Budget Acct #	Action	Effective Date
1- Kristen Stranahan	Teacher	-	-	Resignation	July 1, 2023
2- Diane Maholik	Teacher	-	-	Resignation	March 9, 2023
3- Marlaina Spicer	Teacher	-	-	Resignation	April 15, 2023
4- Lindsay Rieger	Teacher	-	-	Resignation	May 1, 2023
5- Mr. Steven Jakubowski	Business Administrator	-	-	Resignation	May 21, 2023
6- Employee ID # 4948	Teacher	-	-	Resignation	March 31, 2023- the S/W Board of Education is waiving the 60 day notice provision
7- Staff ID # 4949	Staff Member	-	-	Paternity Leave	April 1, 2023-May 1, 2023
8- Staff ID # 4287	Teacher	-	-	Medical Leave	March 23, 2023-April 24, 2023
9- Staff ID # 4880	Teacher	-	-	Change in Medical/Maternity Leave	March 6, 2023- September 1, 2023/utilizing remaining sick days/Requesting 12 sick days from sick bank/12 weeks FMLA
10- Victoria Williams	Student	-	-	Full year Clinical Practice Field Placement under the direction of Laura Hubbard	September 1, 2023- December 21, 2023 and January 2, 2024-April 19, 2024
11- Cheri Kershner	1:1 Nurse	BA/Step 2/ \$52,180	11-000-213- 104-000-00- 050	New Hire 1:1 Nurse for Out of District Students	Pending completion of ALL State required paperwork
12- Kelley Breheny	Speech Language Specialist	MA/Step 4 \$56,484	11-000-216- 100-000-00- 080	New Hire	July 1, 2023/Pending completion of ALL state required paperwork
13- Megan Peek	Substitute Nurse	\$225/day	11-000-213- 104-000-00	New Hire	March 23, 2023
14- Dana Warner	Teacher	-	-	Requesting day without pay	March 17, 2023

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15- Maria McGinley	Teacher	-	-	Requesting 2 days without pay	April 18 & 24, 2023
16- Tara O'Neill	Secretary	-	-	Requesting 3 days without pay	May 4, 5, 8, 2023
17- Christina Panebianco	Transportation Coordinator	\$56,919 (prorated)	11-000-270-160-000-00	Additional position and duties	March 23, 2023

B. Workshops- Recommendation: Approve the following workshops, as listed:

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Stacey Stewart	95 Phonics Core Program, Virtual Training	March 21, 2023/8:00 am – 3:30 pm	\$110	\$0
2- Lorraine Campbell	Hot Issues in School Law	May 4, 2023/9:00 am – 3:00 pm	\$0 (NJPSA Membership)	\$0
3- Katie Dimenna, Justine Leash, Stephanie Sparks	American Occupational Therapy Association Annual Conference, Virtual	June 1-2, 2023/8:30 am- 3:30 pm	\$275/person	\$0
4- Jennifer Boston, Jennifer Griffin-Garcia, Jamie Flick, Carolynne Sandy, Jackie Traini	Model Schools Conference	June 25-28, 2023/Orlando Florida	\$945/person	Not to exceed \$2055
5- Dr. Walter Kappeler	NJAS/NJAPSA Spring Leadership Conference 2023/Atlantic City	May 17-19, 2023	\$0	TBD

C. **Recommendation:** Approve the Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of [January 2023](#) and [February 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 [January 2023](#) and [February 2023](#). The Reconciliation Report and Board Secretary's Report are in agreement for the month of **January 2023 and February 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: For payment of **March 2023 regular and addendum bills** in the amount of **\$1,806,776.05** and payment of **February 2023** payroll in the amount of **\$1,483,268.62, as submitted.**
- E. Recommendation: Approve the Line-Item Transfer for **February 2023** in the amount of **\$17,830.04, as submitted.**
- F. Recommendation: Accept the 2021-2022 Report of Audit, **as submitted.**
- G. Recommendation: Approve to accept the Audit and Corrective Action Plan whereas the Swedesboro-Woolwich School District remedies excess funds exceeding Net Cash Resources for Fund 60 from the 2021-2022 audit, as submitted.
- H. Recommendation: Approve the Comprehensive Equity Plan Statement of Assurance for the 2023-2024 school year, **as submitted.**
- I. Recommendation: Approve the SWSD CP Pilot Payment Agreement between the Township of Woolwich and the Swedesboro-Woolwich School District, **as submitted.**
- J. Recommendation: Approve to withdraw \$100,000 from Maintenance Reserve for use in the 2023-2024 Budget.
- K. Recommendation: Approve the following Resolution to Appropriate Capital Reserve Funds, **as submitted:**

Resolution Appropriate Capital Reserve Funds

Whereas, the Swedesboro-Woolwich Board of Education, County of Gloucester, desires to advance the following capital project: Upgrade by either replacing or repairing HVAC Systems in the following schools: Clifford, Stratton, Harker, and Hill School; construction and related professional fees in association with the SSB-VEEVR grant for \$676,645 for the 2023-2024 school year; and

Whereas, capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

Whereas, the Swedesboro-Woolwich Board of Education acknowledges that State support for capital projects is not currently available, and

Whereas, the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as "otherwise" eligible, and

Whereas, by declaring a capital project as "otherwise" eligible, the Swedesboro-Woolwich Board of Education hereby declares that the above-mentioned project will be supported with local capital reserve funds.

Now Therefore Be It Resolved, that the Swedesboro-Woolwich Board of Education hereby declares the above referenced project as "otherwise" eligible and directs the School Business Administrator to request Department of Facilities approval, and

Be it Further Resolved, that the Swedesboro-Woolwich Board of Education hereby appropriates \$676,645 from its capital reserve fund to support the cost of this project.

Board action needed: Yes (Roll Call Required)

Natalie Baker	Julie Dickson	Tamara McGovern
Vivian Lane	Erin Carroll	Kathryn Beaver
Laurie Cecala-Read	Marie Barbara	Gina Azzari

Adoption of Tentative 2023-2024 School District Budget Statement

Recommendation:

- A. BE IT RESOLVED**, motion to approve and submit the tentative 2023-2024 school district budget to the County Office of Education:

General Fund	\$	31,302,504
Special Revenue Fund	\$	403,433
Debt Service Fund	\$	3,334,344

BE IT FURTHER RESOLVED, that there should be raised for the General Fund Tax Levy of \$16,627,259 for the ensuing School Year (2023-2024) and a Debt Service Tax Levy of \$2,836,966 and

- B. WHEREAS**, school district policy and N.J.A.C. 6A:23B-1.2(b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2023-2024 school year; and

NOW, THEREFORE, BE IT RESOLVED, that the Swedesboro-Woolwich School District Board of Education, in the County of Gloucester, New Jersey hereby establishes the school district travel maximum for the 2023-2024 school year at the sum of \$55,000 and;

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BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Board action needed: Yes (Roll Call Required)

Natalie Baker	Julie Dickson	Tamara McGovern
Vivian Lane	Erin Carroll	Kathryn Beaver
Laurie Cecala-Read	Marie Barbara	Gina Azzari

Curriculum, Policy, Community Relations Committee

Committee Meeting Report, (Chairperson) Natalie Baker

- A. Recommendation: Approve **HIB, as submitted**.
- B. Recommendation: Approve the revised [2023-2024 school calendar](#), as submitted.
- C. Recommendation: Approve the Harker students' participation in the Woolwich Township's Spring Clean Community Day on April 1, 2023.
- D. Recommendation: Approve the following staff members to provide Homebound Instruction, at the contracted rate of \$38 per hour:
- Haylee Dawson (#3188017814)
 - Morgan Baals (#3188017814)
- E. Recommendation: Approve Haylee Dawson to provide support for 6th grade Fitness Club for #6954266199, at the contracted rate of \$38 per hour.
- F. Recommendation: Approve Dream Hickman to provide support for 6th grade dance, at the contracted rate of \$25 per hour.
- G. Recommendation: Approve Brookfield to provide Hospital-Based instruction for #2840585080, per existing contractual agreement at \$38 per hour.
- H. Recommendation: Approve Guilhermina Veiga to conduct Educational Assessments as needed, at \$325 per evaluation and \$70 per hour for meeting attendance.
- I. Recommendation: Approve the following Ready, Set, Grow Kindergarten Camps for the 2023-2024 school year, as per contract rate of \$38/hour

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Teacher (s)	School/Grades	Club Name	Dates
1- Lisa Bitterman & Stacey Stewart	Incoming Kindergarten	Ready, Set, Grow Kindergarten Camp	July 10-13, 2023/9-11:30 am
2- Lisa Bitterman & Stacey Stewart	Incoming Kindergarten	Ready, Set, Grow Kindergarten Camp	July 17-20, 2023/9-11:30 am
3- Tyla Cielenski	Incoming Kindergarten	Ready, Set, Grow Kindergarten Camp	July 31-August 3, 2023/9-11:30 am
4- Tyla Cielenski	Incoming Kindergarten	Ready, Set, Grow Kindergarten Camp	August 7-10, 2023/9-11:30 am
5- Anne Dorety (Spring 2023)	3 rd - 5 th	Spring Conservation Club	Various dates March 2023-May 2023
6- Anne Dorety	4 th - 6 th	Conservation Club	July 5, 12, 19, 26 & Aug 2, 9, 16, 23 12-2pm
7- Anne Dorety	2 nd & 3 rd	Jr. Conservation Club	July 5, 12, 19, 26 & Aug 2, 9, 16, 23 9-11am
8- Kylie Crompton & Tyla Cielinski	K-5 Students studying English as a second language	ESL Under the Sea Club	Weeks of July 10-August 14 M/T/W 8:30-10:30am
9- Nick Leypoldt & Dan Owen	4 th - 6 th	Kickball	July 10-August 16 M/T/W 12-2pm
10- Megan Tatem	4 th - 6 th	NBA Math Hoops	Weeks of July 17 and 24 M/T/W/R 12:30-2:30pm
11- Tara Roberto	5 th	Monarch Mondays	Mondays from July 17-August 14 9:30-11:30am
12- Chris Lewis	5 th - 6 th	Soft Sitters Club	Weeks of July 14 & July 24 M/T/W/R 9:00-11:00 am
13- Morgan Moore	2 nd	Animal Adventure Camp	Weeks of July 17, 24, 31 M/T/W 9:00-11:30am

Board action needed: Yes (Roll Call Required)

Natalie Baker

Julie Dickson

Tamara McGovern

Vivian Lane

Erin Carroll

Kathryn Beaver

Laurie Cecala-Read

Marie Barbara

Gina Azzari

Operations

Buildings and Grounds, Long Range Plans, Technology, Transportation

Committee Meeting Report, (Chairperson) Julie Dickson

A. Facility Usage Requests

Recommendation: 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- Swedesboro-Woolwich High School Reunion Committee	Hill	October 28, 2023/12:00 pm-4:00 pm	Swedesboro High School Graduates tour
2- Swedesboro-Woolwich Little League	Harker Fields	March 23, 2023-June 19, 2023	Evenings and Saturdays
3- Kiddie Garden Preschool	Hill MPR	June 16, 2023/5:00 pm-8:00 pm	Preschool Graduation
4- Woolwich Twp Police Department	TBD	July 19, 2023/6:00-7:00 pm July 24 -28, 2023/7:00 am-4:00	Parent Meeting

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	TBD	pm	Police Youth Academy
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- B. **Recommendation:** Approve Spiezle Architectural Group Inc to submit the following **Other Capital Projects** to the NJDOE, **as submitted.**

Board action needed: Yes (Roll Call Required)

Natalie Baker	Julie Dickson	Tamara McGovern
Vivian Lane	Erin Carroll	Kathryn Beaver
Laurie Cecala-Read	Marie Barbara	Gina Azzari

5. Old Business

EXECUTIVE SESSION

RECESS INTO EXECUTIVE SESSION – If Needed

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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:

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- ☐ 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: Docket # CO-2019-177

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- ☒ 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.

Recommendation: To enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.

Board action needed: Yes

Time _____

Recommendation: Return to **Regular Session**.

Board action needed: Yes

Time _____

Delegates:

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

6. Adjournment

Recommendation: Approve the adjournment of meeting.

Board action needed: Yes

Time: _____

Respectfully submitted,



Mr. Steven Jakubowski
Board Secretary/SBA

Next Meeting(s).

April 26, 2023- Public Hearing/Budget Adoption
Board/Committee Meetings as scheduled