

**Agenda**  
**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**

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**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

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

Quorum\_\_\_\_\_

F. Flag Salute

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

Motion to nominate:

Other nominations:

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

Opportunity for nominees to present their individual strengths and credentials- **if needed.**

Board action needed: Yes (Roll Call Required)

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

|                                                     |
|-----------------------------------------------------|
| <b>Turn meeting over to the new Board President</b> |
|-----------------------------------------------------|

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

Motion to nominate:

Other nominations:

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

Opportunity for nominees to present their individual strengths and credentials- **if needed.**

Board action needed: Yes (Roll Call Required)

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

I. **Board Committee Appointments**

- **Curriculum Committee**  
(Curriculum, Policy & Community Relations)
- **Operations Committee**  
(Building & Grounds, Long Range, Technology & Transportation)
- **Personnel Committee**  
(Finance & Personnel)
- **Negotiations Committee**

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**2. Action Items**

- A. Recommendation: Motion to open regular meeting.  
Board action needed: Yes
- B. Recommendation: Approve the adoption of the agenda, **as presented**.  
Board action needed: Yes
- C. Recommendation: Upon the recommendation of the Superintendent, approve the following Personnel Items, as listed:

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

- D. Recommendation: 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)

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

**3. Appointments for 2022-2023 School Year- Resolutions**

- A. Recommendation: 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 |

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|                                          |                                                                        |
|------------------------------------------|------------------------------------------------------------------------|
| 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: Approve the following Personnel Services as listed:

| <b>Employee Name</b>         | <b>Type of Service</b>                                                                                                                                       |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 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                                                                                                                               |

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|                            |                                        |
|----------------------------|----------------------------------------|
| 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: Approve the following positions as Signatories for the Districts Banking Accounts:

Superintendent: Dr. Walter Kappeler  
Business Administrator: Mr. Steven Jakubowski  
Board President: TBD

- D. Recommendation: Approve the Resolution approving the utilization of manual checks written pursuant to board [policy #6470](#), **as submitted**.
- E. Recommendation: Approve collection and maintenance of Pupil Records (as per FERPA).
- F. Recommendation: 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: Approve procurement of goods and services through State Contracts.
- H. Recommendation: Approve the Investment and Transfer of Funds.
- I. Recommendation: 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: Approve the following Official Banking Depositories:
- Fulton Bank  
Bank of New York  
JP Morgan  
TD Bank  
Depository Trust Company

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- K. Recommendation: Approve the Chart of Accounts.
- L. Recommendation: Approve the use of Facsimile Signatures, **as listed**.  
Superintendent- Dr. Walter Kappeler  
School Business Administrator- Mr. Steven Jakubowski  
Board President- TBD
- M. Recommendation: Approve the official newspaper of the district for the calendar year as the South Jersey Times.
- N. Recommendation: Approve the District Policy Manual as previously approved by the Board of Education.
- O. Recommendation: Approve all existing Curriculum as previously approved by the Board of Education.
- P. Recommendation: Approve the following Representatives:  
New Jersey School Boards Association \_\_\_\_\_ TBD  
Gloucester County School Boards Association \_\_\_\_\_ TBD
- Q. Recommendation: Approve the Schedule of the Regular and Special School Board Meeting dates, **as listed**.

|                              |           |                                |
|------------------------------|-----------|--------------------------------|
| Wednesday January 4, 2023    | 6:00 p.m. | Reorganization Meeting         |
| 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         |

Board action needed: Yes (Roll Call Required)

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

### **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.

### **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: \_\_\_\_\_

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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: \_\_\_\_\_
- ☐ 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 – TBD
- b. GCSBA – TBD

**6. Adjournment**

Recommendation: Approve the adjournment of meeting.

Board action needed: Yes

Time: \_\_\_\_\_

**Respectfully submitted,**



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

**Next Meeting(s).**

**January 18, 2023**

**Board/Committee Meetings as scheduled**