Agenda
June 8, 2022
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

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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. Roll Call

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

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 **May 11, 2022, as submitted.**
Board action needed: Yes

2. Presentations

A. Stellar Comet of the Month- **May 2022**

1) **Walter Hill School**
Grade 6
- Jax Mower
- Kelley Kline
- Mia Hnosko

2) **Charles G. Harker School**
Grade 3
- Annabella Incollingo
- Isaac DeOssie

Grade 4
- Genna Aiken
- Rajay Pryce
- Addison Hoover (April 2022)
- Carter Libercci (April 2022)

Grade 5
- Hope Thwaite
- Matthew Olsen

3) **Gov. Charles Stratton School**
Grade 1
- Jacob Miller

- Ada Lu

Grade 2

- Bryce Weber
- Jaretzy Reyes

4) **Margaret Clifford School**

Preschool

- Kosisochukwu Dim
- Nathan Russo
- Alexander McAliley
- Jacob Viereck
- Nashid Amin (April 2022)

Kindergarten

- Marcela DeOssie (April 2022)

B. Recognition Ceremony for the following staff members retiring in the 2021-2022 school year:

- Cindy Hoagland
- William Murray
- Mary Hottenrott
- Cheryl Mervine
- Ray Buffington
- Jenna Gross
- Robert Titus
- Audrey McSwiggan
- Helen Fromm
- JoAnna Gahrs

C. 2021-2022 Teacher of the Year Recognition:

- Tara Roberto- Charles Harker School

D. 2021-2022 Education Support Person of the Year Recognition:

- Justina Funchion- Charles Stratton School
- Angela Blomquist- Charles Harker School
- Caroline Canora- Walter Hill School

E. VFW Recognition for Gloucester County Teacher of the Year- Lynne Bussott

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.

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.

4. Action Items

Personnel/Finance/Negotiations Committee

Personnel & Finance Committee Meeting Report, (Chairperson) Ms. Vivian Lane
Negotiations Committee Meeting Report, (Chairperson) Mrs. 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	School	Position/ Cert	Salary	Budget Acct #	Action	Effective Date
1- Ms. Paulette Gonzalez	Harker	Admirative and Curriculum Receptionist/Clerk	$30,000	11-000-240-105-000-00-080	New Hire	August 22, 2022
2- Ms. Paula Luciano	Clifford	Secretary to the Principal	$38,250	11-000-240-105-000-00-070	Position Change to Principal Secretary	August 22, 2022
3- Ms. Alice Wheaton	District	Substitute Nurse	$225/day	11-000-213-104-000-00	New Hire	September 1, 2022 (pending completion of ALL state required paperwork)
4- Dr. Jennifer Garcia-Griffin	District	Instructional Facilitator	$86,000	11-000-221-102-000-00	New Hire	July 1, 2022 (pending completion of ALL state required paperwork)
5- Ms. Anna Baldwin	Hill	Teacher	Step 1/$51,780	20-487-100-100-000-00	New Hire	September 1, 2022 (pending completion of ALL state required paperwork)
6- Ms. Candice Kennedy	Clifford	Teacher	-	-	Adjustment to maternity leave	June 1, 2022-January 1, 2023
7- Ms. Gwen Waggoner	Harker	Speech Language Therapist	-	-	Maternity Leave	October 28, 2022-March 16, 2023/requesting to use approximately 5 sick days prior to birth and 20 days after birth
8- Ms. Cortney Sharman	District	School Counselor	-	-	Resignation	July 1, 2022
9- Ms. Lauren Henry	Hill	Teacher	-	-	Resignation	July 1, 2022
10- Ms. Megan Tatam	Harker	Teacher	MA+15/Step 1 $53,873	11-230-100-101-000-00-080	Lane change to MA+15	June 9, 2022

11- Ms. Christina McClernan	Clifford	Teacher	MA/Step 4 $53,973	11-215-100-101-000-00-070	Lane change to MA	September 1, 2022
12- Ms. Sarah Perez	Harker	Clinical Practice	-	-	Full Year Clinical Practice under the direction of Joanne Ferrara	September 6, 2022-december 14, 2022 & January 17, 2023-May 5, 2023

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

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Ms. Rachel Ryman	NASW 2022 National Conference (PD Webinars)	Self-Study	$170	$0
2- Mrs. Lorraine Campbell	HIB New Law, New Year	July 20, 2022	$125	$0

C. Recommendation: Approve the **Board Secretary's Report** in accordance with18A: 17-36 and 18A: 17-9 for the month of **April 2022.** 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 **April 2022**. The Reconciliation Report and Board Secretary's Report are in agreement for the month of **April 2022.**

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 **June 2022** **regular and addendum bills** in the amount of **$629,378.28** and payment of **May 2022** payroll in the amount of **$1,404,076.27**, **as submitted**.

E. Recommendation: Approve the **Line Item Transfer** for **May 2022** in the amount of **$235,453.09, as submitted**.

F. Recommendation: Approve the **Tuition Reimbursements** for the 2021-2022 school year, **as submitted**.

G. Recommendation: Approve the following Petty Cash funds for the district for the 2022-2023 school year:

Superintendent:	$300.00
Board Office:	$500.00
Clifford School:	$100.00
Stratton School:	$250.00
Harker School:	$250.00
Hill School:	$150.00

H. Recommendation: Approve the following positions as Signatories for the District Banking Accounts for the 2022-2023 school year:
Superintendent: Dr. Walter Kappeler
Business Administrator: Mr. Steven Jakubowski
Board President: Mrs. Gina Azzari

I. Recommendation: Approve the use of Facsimile Signatures for the 2022-2023 school year, as listed:
Superintendent: Dr. Walter Kappeler
School Business Administrator: Mr. Steven Jakubowski
Board President: Mrs. Gina Azzari

J. Recommendation: Approve the following Official Banking Depositories for the 2022-2023 school year:
Fulton Bank
Bank of New York
JP Morgan
TD Bank
Depository Trust Company

K. Recommendation: Approve the following bank accounts at Fulton Bank of New Jersey and the corresponding duly elected or appointed officers as signatories for the 2022-2023 school year:

Account Description	Signers
General Account	Board President, Business Administrator, Superintendent
Salary Account	Board President, Business Administrator, Superintendent
Agency Account	Board President, Business Administrator, Superintendent

New Elementary Account	Board President, Business Administrator, Superintendent
Cafeteria Account	Board President, Business Administrator, Superintendent
Unemployment Account	Board President, Business Administrator, Superintendent
Capital Reserve Account	Board President, Business Administrator, Superintendent
Enterprise Account	Board President, Business Administrator, Superintendent
Flexible Spending Account	Board President, Business Administrator, Superintendent
6th Grade Honors Account	Business Administrator, Hill Principal, Hill Part-Time Secretary
Stratton Student Account	Business Administrator, Stratton Principal, Stratton Principal Secretary
Harker Student Account	Business Administrator, Harker Principal, Harker Assistant Principal, Harker Principal Secretary
Clifford Student Account	Business Administrator, Clifford Principal, Transportation Coordinator
S/W BOE-Grow Crimm Account	Board President, Business Administrator, Superintendent
S/W BOE-Elementary Crimm Account	Board President, Business Administrator, Superintendent
S/W BOE-General Crimm Account	Board President, Business Administrator, Superintendent

L. Recommendation: Approve to apply for the **ESEA Grants** for the 2022-2023 year, **as submitted**.

- Title I Part A Basic $ 77,825
- Title II Part A $ 27,678
- Title III $ 10,386
- Title III Immigrant $ 0
- Title IV $ 10,000

Total Allocation $125,889

M. 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 2020-2021 audit, **as submitted.**

N. Recommendation: Approve the resolution to enter into a cooperative pricing agreement with the Camden County Educational Services Commission, for the provision and performance of goods and services for its members.

O. Recommendation: Approve all existing contracts and agreements including maintenance/warranty, to which the School Board is party and where continuation is authorized by law for the 2022-2023 school year.

P. Recommendation: Approve the transfer of unanticipated excess current year revenue in the amount not to exceed $500,000 from the general fund into the maintenance reserve and/or capital reserve, per auditor recommendation. Note: Final amount to be determined by auditor recommendation and board discussion in the Fall of 2022.

Q. Recommendation: Approve the resolution authorizing contracts with approved state contract vendors for The Board of Education:

WHEREAS, the Swedesboro-Woolwich Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29 (c) may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Swedesboro-Woolwich Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Swedesboro-Woolwich Board of Education, intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Swedesboro-Woolwich Board of Education authorizes the Purchasing Agent to purchase certain goods or services from approved New Jersey State Contract Vendors for the 2022-2023 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the duration of the contracts between the Swedesboro-Woolwich Board of Education and the State Contract Vendors shall be July 1, 2022 to June 30, 2023.

_____ _____
Date Approved Business Administrator/Board Secretary

R. Recommendation: Approve the following Professional Services for the 2022-2023 school year, **as listed**:

Company Name	Type of Service

1- Comegno Law Group, P.C	School Solicitor
2- McManimon, Scotland & Baumann, LLC	Bond counsel
3- Madden & Madden, LLC	Special Counsel
4- Phoenix Advisors Financial Group, LLC	Financial Advisory Services
5- Inspira Health Network Medical Group, P.C. (formerly known as DePersia Medical Group)	Medical Inspector/ School Doctors, Staff
6- Advocare Pediatrics Medical Group	Medical Inspector/ School Doctors, Students
7- Garrison Architects	School Architect
8- Holt, McNally & Associates	School District Auditor
9- Lakeview Financial	403b Provider
10- Coastal Environmental Compliance, LLC	Environmental Services
11- Integrity Consulting Group	Insurance Broker of Record- Employee Health Benefits
12- Conner, Strong & Buckelew	Insurance Broker of Record- Property & Casualty & Workers Compensation
13- Andrews & Company	Custodial- July & August 2022/$36,185/month

S. Recommendation: Approve the South Jersey Times as the official newspaper of the district for the 2022-2023 school year.

T. Recommendation: Approve **Systems 3000, Inc** as the district's accounting and personnel software for the 2022-2023 school year in the amount of $19, 894, **as submitted.**

U. Recommendation: Approve Chart of Accounts for the 2022-2023 school year.

V. Recommendation: Approve the following Personnel services for the 2022-2023 school year, **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 year
5- Mrs. Christina Panebianco	Assistant Board Secretary @ $100/meeting
6- Mr. Joseph Murray	Assistant Technical Support @ $100/meeting
7- Ms. Nancy Christoff	Wellness Champion @ $950 stipend
8- Mrs. Debbie Gambino	Officer for Reconciling Monthly Accounts
9- Mr. Josh Stow	Integrated Pest Management
10- Mr. Josh Stow	Right to Know Officer
11- Mr. Walter Sandy	Indoor Air Quality Designee
12- Mrs. Heather Worrell	Affirmative Action Compliance Officer for Personnel
13- Mrs. Heather Worrell	Homeless Liaison
14- Mrs. Heather Worrell	Truancy and Attendance Officer
15- Mrs. Heather Worrell	504 Officer
16- Dr. Walter Kappeler	Data Coordinator
17- Mr. Steven Jakubowski	Safety Specialist
18- Mr. Joel Brown	Safety Coordinator
19- Mrs. Lorraine Campbell	HIB Coordinator/Municipal Alliance Rep

W. Recommendation: Approve the following staff members to continue as LPC's at the Clifford School for the 2022-2023 school year:

- Jennifer Cardamone
- Kelly Weick
- Donna Bentacur
- Ritika Vinayak

X. Recommendation: Approve Mr. Buffington, retiring in June, payment of unused sick days to be paid for unused sick days at the maximum payout of $8,000, to be paid in January 2023.

Y. Recommendation: Approve collection and maintenance of Pupil Records (per FERPA) for the 2022-2023 school year.

Z. Recommendation: Approve the following: Pursuant to PL 2015, **Chapter 47** the Swedesboro-Woolwich Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 for the 2022-2023 school year, **as submitted**.

AA. Recommendation: Approve the **MOU** (Memorandum of Understanding) between New Jersey State Police, Office of Emergency Management (NJOEM) and the Swedesboro-Woolwich Board of Education for the 2022-2023 school year, **as submitted**.

Board action needed: Yes (Roll Call Required)

Mrs. Rosella Musumeci	Mrs. Natalie Baker	Mrs. Julie Dickson
Mrs. Tamara McGovern	Ms. Vivian Lane	Mrs. Erin Carroll
Mrs. Kathryn Beaver	Mrs. Laurie Cecala-Read	Mrs. Gina Azzari

Curriculum, Policy, Community Relations Committee

***Committee Meeting Report*, (Chairperson) Mrs. Natalie Baker**

A. Recommendation: Approve **HIB**, **as submitted**.

B. Recommendation: Approve the **HIB District and School Grade Report** for the 2020-2021 school year, **as submitted**.

C. Recommendation: Approve the **Revised 2022 School Board Meeting Calendar**, **as submitted.**

D. Recommendation: Approve the **Revised 2022-2023 School Calendar, as submitted.**

E. Recommendation: Approve Lindsay Rieger to work ESY Program, at the contracted hourly rate $38/hr.

F. Recommendation: Approve the Application for Tuition Reimbursement for State Responsible Homeless Children for the 2021-2022 school year.

G. Recommendation: Approve the following Teachers/Related Services to attend summer IEP meetings, as needed, as the contracted rate of $38/hr:

- Rebekah Schultz
- Eileen Healey
- Lauren Denham
- Lori Taylor
- Cindy Charlton
- Stephanie Sparks
- Lynne Bussott
- Michaela Counsellor
- Amanda Seal

H. Recommendation: Approve **Beth Laube** to provide LDTC services for the 2022-2023 school year, as needed, **as submitted**.

I. Recommendation: Approve **Colleen McKnight** to provide LDTC services for the 2022-2023 school year, as needed, **as submitted**.

J. Recommendation: Approve the following Clifford Field Trips for the 2022-2023 school year:
- PreK- G & G Farm- Fall 2022
- PreK- Cohanzick Zoo visit to Clifford- Spring 2023
- ABA- Rock the Spectrum in Audobon- TBD
- Kindergarten- Please Touch Museum- Spring 2023

K. Recommendation: Approve the following Harker Field Trips for the 2022-2023 school year:
- 3rd Grade- Camden Aquarium, Camden NJ- Spring 2023
- 4th Grade- Ft. Mifflin, Philadelphia PA- Spring 2023
- 5th Grade- Barclay Farmstead: A Living History Museum, Cherry Hill NJ- Spring 2023
- Elementary School Band Festival- June 2023
- ABA- Deptford Mall, Deptford NJ- December 2022
- ABA- Wood Lanes, Woodstown NJ- Spring 2023

Board action needed: Yes (Roll Call Required)

Mrs. Rosella Musumeci	Mrs. Natalie Baker	Mrs. Julie Dickson
Mrs. Tamara McGovern	Ms. Vivian Lane	Mrs. Erin Carroll
Mrs. Kathryn Beaver	Mrs. Laurie Cecala-Read	Mrs. Gina Azzari

Operations

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

A. Recommendation: Approve **EPIC Environmental Services, LLC** to perform waste classification and concrete borings sampling for the mercury-containing all purpose room floors in both the Walter Hill and Charles Stratton schools, **as submitted**.

B. Recommendation: Approve the **2022-2023 Joint Transportation Agreement** between Holcomb Bus Service, CO and the Swedesboro-Woolwich School District, **as submitted**

C. 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- Kingsway Youth Basketball	District Gyms	October 2022-March 2023	Practices & Games

****Contingent upon the COVID 19 Activity Level Report****

Board action needed: Yes (Roll Call Required)

Mrs. Rosella Musumeci	Mrs. Natalie Baker	Mrs. Julie Dickson
Mrs. Tamara McGovern	Ms. Vivian Lane	Mrs. Erin Carroll
Mrs. Kathryn Beaver	Mrs. Laurie Cecala-Read	Mrs. Gina Azzari

5. Old Business

EXECUTIVE SESSION
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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).
July 20, 2022
Board/Committee Meetings as scheduled