

Agenda
January 5, 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
6:00pm 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)

- Mrs. Gina Azzari
- Mrs. Kathryn Beaver
- Mrs. Erin Carroll

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

E. Roll Call

<i>Board Member</i>	<i>Term Expires</i>
☐ Mrs. Gina Azzari	2024
☐ Mrs. Natalie Baker	2022
☐ Mrs. Kathryn Beaver	2023
☐ Mrs. Erin Carroll	2024
☐ Mrs. Julie Dickson	2022
☐ Ms. Vivian Lane	2023
☐ Mrs. Tamara McGovern	2023
☐ Mrs. Rosella Musumeci	2022

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.

Board action needed: Yes (Roll Call Required)

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

Turn meeting over to the new Board President

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.

Board action needed: Yes (Roll Call Required)

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

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/CERT	SALARY	BUDGET ACCT #	ACTION	EFFECTIVE DATE
1- Mr. Thomas Maguire	District	Maintenance	-	-	Resignation	January 14, 2022

- D. Recommendation: Approve the following workshops, as listed:

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Mr. Steve Jakubowski	NJSBO Financial Planning	January 25, 2022	\$100	\$0

- E. Recommendation: Authorize the District Architect, Garrison Architects, to prepare and submit NJDOE - Other Capital Project applications for the gym floor replacement projects, and further authorize Garrison Architects to amend the districts Long Range Facility Plan to include these projects as well as perform a Major Plan Update to incorporate all projects currently under consideration by the District. The District further acknowledges that it will receive no state aid for the gym floor replacement.
- F. Recommendation: Approve the transfer of unanticipated excess 2020-2021 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 6/30/2021, per audit.

Board action needed: Yes (Roll Call Required)

Mrs. Gina Azzari
Mrs. Erin Carroll
Ms. Vivian Lane

Mrs. Natalie Baker
Mrs. Julie Dickson
Mrs. Tamara McGovern

Mrs. Kathryn Beaver
Mrs. Rosella Musumeci

3. Appointments for 2021-2022 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
6- Garrison Architects	School Architect
7- Holt, McNally & Associates	School District Auditor
8- Lakeview Financial	403b Provider
9- Environmental Designs, Inc	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- Andrews & Company	Custodial Services

B. Recommendation: 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 2021-2022 school year

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5- Mrs. Christina Panebianco	Assistant Board Secretary @ \$100/meeting
6- Mrs. Debbie Gambino	Officer for Reconciling Monthly Accounts
7- Mr. Bill Murray	Integrated Pest Management
8- Mr. Bill Murray	Right to Know Officer
9- Mr. Walter Sandy	Indoor Air Quality Designee
10- Mrs. Heather Worrell	Affirmative Action Compliance Officer for Personnel
11- Mrs. Heather Worrell	Homeless Liaison
12- Mrs. Heather Worrell	Truancy and Attendance Officer
13- Mrs. Heather Worrell	504 Officer
14- Dr. Walter Kappeler	Data Coordinator
15- Mr. Steven Jakubowski	Safety Specialist
16- Mr. Joel Brown	Safety Coordinator
17- 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:

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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
- 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 5, 2022	6:00 p.m.	Reorganization Meeting
Wednesday January 12, 2022	6:00 p.m.	Regular Meeting
Wednesday February 9, 2022	6:00 p.m.	Regular Meeting
Wednesday March 9, 2022	6:00 p.m.	Regular Meeting

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Wednesday April 6, 2022	6:00 p.m.	Regular Meeting
Wednesday April 27, 2022	6:00 p.m.	Budget Hearing
Wednesday May 11, 2022	6:00 p.m.	Regular Meeting
Wednesday June 8, 2022	6:00 p.m.	Regular Meeting
Wednesday July 27, 2022	6:00 p.m.	Board Retreat
Wednesday August 10, 2022	6:00 p.m.	Regular Meeting
Wednesday September 14, 2022	6:00 p.m.	Regular Meeting
Wednesday October 12, 2022	6:00 p.m.	Regular Meeting
Wednesday November 16, 2022	6:00 p.m.	Regular Meeting
Wednesday December 7, 2022	6:00 p.m.	Regular Meeting
Wednesday January 4, 2023	6:00 p.m.	Reorganization Meeting

Board action needed: Yes (Roll Call Required)

Mrs. Gina Azzari

Mrs. Natalie Baker

Mrs. Kathryn Beaver

Mrs. Erin Carroll

Mrs. Julie Dickson

Ms. Vivian Lane

Mrs. Tamara McGovern

Mrs. Rosella Musumeci

4. Presentations

A. Strategic Planning

- 1) Stevens Strategy
- 2) W.H. Adams Associates, LLC

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

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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: _____
- ☐ 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 _____

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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 12, 2022

Board/Committee Meetings as scheduled