

Agenda
November 10, 2021
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

☐ Mrs. Gina Azzari, School Board President	All Committees
☐ Mrs. Natalie Baker, School Board Vice President	(Chair) Curriculum, (Chair) Negotiations, Personnel/Finance Committees
☐ Mrs. Jaclyn Dopke	(Chair) Personnel/Finance, Negotiations Committees
☐ Mrs. Deborah Allen	(Chair) Operations Committee
☐ Mrs. Rosella Musumeci	Personnel/Finance, Negotiations Committees
☐ Mrs. Julie Dickson	Operations Committee
☐ Mrs. Tamara McGovern	Curriculum Committee
☐ Ms. Vivian Lane	Curriculum, Negotiations Committees
☐ Mrs. Erin Carroll	Operations Committee

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: _____
- ☒ 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 **October 13, 2021, as submitted**.

Board action needed: Yes

2. Presentations

A. Stellar Comets of the Month- **October 2021**

1) **Walter Hill School**

Grade 6

- Alessia Lentini
- Bryn Jespersen
- Jordyn Thompson

2) **Charles G. Harker School**

Grade 3

- Brandon Molter
- Bella Small

Grade 4

- Gabriella Gatta
- Bria Fauntleroy

Grade 5

- Luke Gilliland
- Ariana Khokhar

3) **Gov. Charles Stratton School**

Grade 1

- Chase Jolly

- Zoe Fusco

Grade 2

- Keaton Lesser
- Molly Biggs

4) **Margaret Clifford School**

Preschool

- Cameron Villone
- Isla Shine

Kindergarten

- Annie Abbott
- Jaxon Melone

B. Recognition to the following students for raising money in response to the devastation caused by the recent tornadoes:

- Katherine Hansbury
- John Hansbury

C. PTO Contribution Presentations to School Principals

D. Start Strong- Jamie Flick

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) OPRA Log

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Document (s) Requested	Who Requested	Date Received	Date Completed
1- The school district's most recent base contract agreement and any corresponding contract addendums for custodial services. If custodial services are provided in house, please provide written confirmation. If custodial services are currently the subject of an open RFP or invitation to bid, please provide a copy of the RFP or invitation to bid.	Sarah Qureshi, Research Analyst SEIU 32BJ	October 11, 2021	October 26, 2021
2- Mailroom records for the 2021 tax year in relation to the postage meter lease agreement. A copy of the lease that shows the type of mailing equipment, monthly/quarterly payment, and date of the signed agreement. A copy of the most recent invoice or purchase order. Any package training software if applicable.	James Roberts, TriState Office	October 27, 2021	November 10, 2021

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.

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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, as presented
Negotiations Committee Meeting Report, as presented

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- Mrs. Cheryl Mervine	Harker	Teacher	-	-	Requesting day without pay	November 22, 2021
2- Ms. Cristina D'Amelio	District	Behavioral Specialist	-	-	Medical Leave	October 27, 2021- November 28, 2021
3- Ms. Rebecca Finley	Stratton	Clinical Practice	-	-	Clinical Practice with Patrick Titus	Spring 2022- March 14, 2022- April 28, 2022
4- Ms. Rebekah Schultz	Harker	Clinical Practice	-	-	Clinical Practice with Kelsey Minniti	Spring 2022- January 18, 2022- March 15, 2022
5- Ms. Jessica Tunstall	Stratton	Clinical Practice	-	-	Clinical Practice with Janeen Buirch	80 Days from January 3, 2022 through May 2022

B. Stipends- Recommendation: Approve the following stipends for the 2021-2022 school year, as listed:

Name	School	Stipend Position	Amount of Stipend

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

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

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Mr. Steve Jakubowski	NJASBO 2021-2022	September 30, 2021 November 18, 2021 November 30, 2021 December 14, 2021 February 1, 2022	\$25.00 \$100.00 \$25.00 \$100.00 \$25.00	\$0

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- C. Recommendation: Approve the [Board Secretary's Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of **September 2021**. 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 **September 2021**. The Reconciliation Report and Board Secretary's Report are in agreement for the month of **September 2021**.

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 **November 2021 regular and addendum bills** in the amount of **\$1,464,001.15** and payment of **October 2021 payroll** in the amount of **\$1,404,589.63, as submitted**.

- E. Recommendation: Approve the Line Item Transfer for **October 2021** in the amount of **\$62,535.15, as submitted**.

- F. Recommendation: Approve to accept the following donations from the Swedesboro-Woolwich PTO:

• Clifford School	\$10,412.68
• Stratton School	\$20,404.95
• Harker School	\$21,853.84
• Hill School	\$ 7,846.00
• Fall Book Fair Profit to date	\$ 9,034.45

- G. Recommendation: Approve the district's [Budget Planning Calendar](#) for the 2022-2023 budget year, **as submitted**.

- H. Recommendation: Approve Mrs. Sandra Mitcho, retired June 2021, to be reimbursed for 87 unused sick days, in the amount of \$1,240, as per contract.

- I. Recommendation: Approve Energy Savings Improvement Program (ESIP) request for proposal (**RFP**), **as submitted**.

Board action needed: Yes (Roll Call Required)

Mrs. Jaclyn Dopke	Mrs. Rosella Musumeci	Mrs. Deborah Allen
Mrs. Natalie Baker	Mrs. Julie Dickson	Mrs. Tamara McGovern
Ms. Vivian Lane	Mrs. Erin Carroll	Mrs. Gina Azzari

Curriculum, Policy, Community Relations Committee
[Committee Meeting Report](#), as presented

A. HIB Reports

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

- B. Recommendation: Approve the HIB Self-Assessment for the following schools, as submitted:

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

- C. Recommendation: Approve the [Swedesboro-Woolwich School District Safe Return to In-Person Instruction and Continuity of Services Plan update](#), **as submitted**.

- D. Recommendation: Approve Jessie Deopp to provide Homebound Instruction for #9290827059, per IEP at the contracted rate of \$38.00 per hour.

- E. Recommendation: Approve the School Safety and Security Plan Annual Review Statement of Assurance for the 2020-2021 school year, **as submitted**.

- F. Recommendation: Approve the following policy for 1st reading, **as submitted**:

- [1648.14](#) Safety Plan for Healthcare Settings in School
- [5751](#) Sexual Harassment of Students

- G. Recommendation: Approve the following policy for 2nd reading, **as submitted**:

- [1648.13](#) School Employee Vaccination Requirements
- [2425](#) Emergency Virtual or Remote Instruction

Board action needed: Yes (Roll Call Required)

Mrs. Jaclyn Dopke	Mrs. Rosella Musumeci	Mrs. Deborah Allen
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Ms. Vivian Lane

Mrs. Julie Dickson
Mrs. Erin Carroll

Mrs. Tamara McGovern
Mrs. Gina Azzari

Operations

Buildings and Grounds, Long Range Plans, Technology, Transportation
Committee Meeting Report, as presented

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- Mystique Juniors LLP	Harker Gym	Thursday evenings from 7:00-8:30 pm/January 6, 2022-April 28, 2022	Youth Volleyball Training
2- Greater Swedesboro Business Assoc.	Hill Parking Lot	November 27, 2021/8:00 am-3:00 pm	Parade staging area
3- SWSA	Clifford, Stratton & Hill	Thursday Nights and Saturday Afternoons/December 16, 2021- March 5, 2022	Soccer Winter Training

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

B. Recommendation: Approve the Comprehensive Maintenance Plan for the 2021-2022 school year, **as submitted**.

C. Recommendation: Approve the Annual Maintenance Budget Amount Worksheet (M-1), **as submitted**.

D. Recommendation: Approve the Cleaning Services Agreement between Andrews & Company, LLC and The Swedesboro-Woolwich Board of Education for the 2021-2022 school year, **as submitted**.

E. Recommendation: Approve the following Bus Evacuation Reports, **as submitted**.

- [Clifford](#)
- [Stratton](#)
- [Stratton- Non-Transported Students](#)
- [Harker](#)
- [Hill](#)

- [Hill- Non-Transported Students](#)

Board action needed: Yes (Roll Call Required)

Mrs. Jaclyn Dopke
Mrs. Natalie Baker
Ms. Vivian Lane

Mrs. Rosella Musumeci
Mrs. Julie Dickson
Mrs. Erin Carroll

Mrs. Deborah Allen
Mrs. Tamara McGovern
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5. Old Business

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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).

December 8, 2021

Board/Committee Meetings as scheduled