

Agenda
June 5, 2024
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

<input type="checkbox"/> Gina Azzari, School Board President	All Committees
<input type="checkbox"/> Natalie Baker, School Board Vice President	(Chair) Curriculum, (Chair) Negotiations, Personnel/Finance Committees
<input type="checkbox"/> Julie Dickson	(Chair) Operations Committee
<input type="checkbox"/> Erin Carroll	Curriculum Committee
<input type="checkbox"/> Laurie Cecala-Read	Operations Committee
<input type="checkbox"/> Marie Barbara	(Chair) Personnel/Finance Committee, Negotiations
<input type="checkbox"/> Tamara McGovern	Curriculum Committee
<input type="checkbox"/> Alfred Beaver	Operations Committee
<input type="checkbox"/> Kenneth Riley	Personnel/Finance Committees, Negotiations

Quorum _____

C. Flag Salute

D. Adoption of Agenda

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

Board action needed: Yes

2. Presentations

Stellar Comet Award is each month, the principal of each building selects students as Stellar Comets. Each building has developmentally appropriate criteria for selecting these students. For example, the student demonstrates respect for self and others, shows acts of kindness, demonstrates a positive attitude, exhibits positive conduct and follows school rules, puts forth full effort in all areas, and comes to school on time prepared for the day. Congratulations to all of our Stellar Comets!

A. Stellar Comet of the Month- **May 2024**

1) **Walter Hill School**

Grade 6

- Charles Price
- Sydney Westcott

2) **Charles G. Harker School**

Grade 3

- Connor Healey
- Zehra Karagoz

Grade 4

- Scarlett Wilson
- Lucas Liszewski

Grade 5

- Luis Medina Contreras
- Jaleigh Johnson

3) **Gov. Charles Stratton School**

Grade 1

- Evan Fisher
- Madeline O'Connor

Grade 2

- Rosalita Wilson
- Oliver Cahill

4) **Margaret Clifford School**

Preschool

- Gianna Aiken
- Anthony Schreyer

Kindergarten

- Nashid Amin
- Adyen Hardee

Swedesboro-Woolwich Board of Education

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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, Superintendent Evaluation
- 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_____

Approval of Minutes

Recommendation: Approve the regular and executive session minutes dated **May 8, 2024, as submitted**.

Board action needed: Yes

3. Communication

A. Superintendent

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- 1) Superintendent Updates
- 2) District Enrollment
 - a) Report, **as submitted**

[Clifford Stratton Harker Hill](#)

- 3) Correspondence.

Thank you- [Amy Hay](#)

Thank you- [Heather Deitch](#)

Thank you- [Heather Worrell & Family](#)

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) Marie Barbara

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- Staff ID # 5023	LDTTC	-	-	Maternity/Medical Leave	On or around September 3, 2024 through November 25, 2024
2- Staff ID # 4428	Admin Support	-	-	FMLA Extension	May 30, 2024-June 28, 2024
3- Staff ID # 4953	Teacher	-	-	Maternity Leave Extension	Revised return date September 16, 2024
4- Brad Gilmore	LTS	\$125/day for days 1-19 and \$200/day for days 20+	11-120-100-101-000-00-080	Long Term Sub for Staff ID #4610	September 1, 2024-December 31, 2024
5- Lisa Weber	LTS	\$125/day for days 1-19 and \$200/day for days 20+	11-120-100-101-000-00-050	Long Term Sub for Staff ID 4955	September 1, 2024- pending completion of ALL state required paperwork
6- Thomas Cerone	Teacher	-	-	Resignation	June 30, 2024
7- Korey Jeffries	Business Administrator	-	-	Amended Contract	2024-2025 School Year
8- Angela Blomquist	School Nurse	-	-	Requesting 3 days without pay	June 12-14, 2024
9- Dominic Russo	Maintenance	\$16.00/hour	11-000-261-100-000-00	Incorrect salary reported on Staff List from May 8, 2024 agenda	July 1, 2024
10- Edward Bancroft, Jr.	Maintenance	\$44,000	11-000-261-100-000-00	New Hire	On or around June 10, 2024- pending completion of ALL state required paperwork
11- Katrina Cahill	LP	\$15.13/hour	11-000-262-107-000-00	New Hire	2024-2025 School Year- pending completion of ALL state required paperwork
12- Sherly Mecwan	LP	\$15.13/hour	11-000-262-107-000-00	New Hire	2024-2025 School Year- pending completion of ALL state required paperwork
13- Dr. Kristin Kellogg	Superintendent	\$161,600	11-000-230-100-000-00	Salary	2024-2025 School Year

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

Swedesboro-Woolwich Board of Education

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Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Jackie Traini, Jennifer Boston, Stephanie Conti, Joanne Ferrera, Lynne Bussott, Ryane Dougherty, Alli Horn, Jess Zappasodi, Morgan Moore, Amanda Seal, Elenie Speis, Caroline Smith, Makenna Marucci, Allison Pitner, Megan Snyder, Staci Collins, Ashly DiTonno, Elisa Bitterman	Science of Reading Conference	Bellmawr NJ, August 28, 2024/9am-1pm	\$25/person	N/A
2- Lorraine Campbell	HIB Law Update: Back to School Edition	August 15, 2024/9am-3pm	\$125	\$0

C. Recommendation: Approve the **Board Secretary’s Report** in accordance with 18A: 17-36 and 18A: 17-9 for the month of **April 2024**. 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 2024**. The Reconciliation Report and Board Secretary’s Report are in agreement for the month of **April 2024**.

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 2024** regular and addendum bills in the amount of **\$1,820,960.72** and payment of **April 2024** payroll in the amount of **\$1,546,966.41, as submitted**.

E. Recommendation: Approve the **Line-Item Transfer** for **May 2024** in the amount of **\$302,950.78, as submitted**.

F. Recommendation: Approve the **Tuition Reimbursements** for the 2023-2024 school year, **as submitted**.

Swedesboro-Woolwich Board of Education

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G. Recommendation: Approve the [Fuel Service Shared Services Agreement](#) between the Swedesboro-Woolwich School District and Woolwich Township for the July 1, 2024 June 30, 2027 school years, **as submitted**.

H. Recommendation: Approve establishing the following Petty Cash funds for the district:

Superintendent	\$300.00
Board Office	\$500.00
Clifford School	\$100.00
Stratton School	\$200.00
Harker School	\$300.00
Hill School	\$100.00

I. Recommendation: Approve the following positions as Signatories for the Districts Banking Accounts for the 2024-2025 school year:

Superintendent: Dr. Kristin Kellogg
Business Administrator: Mr. Korey Jeffries
Board President: Mrs. Gina Azzari

J. Recommendation: Approve the use of Facsimile Signatures for the 2024-2025 school year:

Superintendent- Dr. Kristin Kellogg
School Business Administrator- Mr. Korey Jeffries
Board President- Mrs. Gina Azzari

K. Recommendation: Approve the following Official Banking Depositories for the 2024-2025 school year:

Fulton Bank
Bank of New York
JP Morgan
TD Bank
Depository Trust Company

L. Recommendation: Approve the following bank accounts at Fulton Bank of New Jersey and the corresponding duly elected or appointed officers as signatories for the 2024-2025 school year:

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

Swedesboro-Woolwich Board of Education

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Salary Account	Board President, Business Administrator, Superintendent
Agency 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
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, Principal Secretary
S/W BOE-Grow Crimm Account	Board President, Business Administrator, Superintendent

M. 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 2024-2025 school year.

N. Recommendation: Approve the following Professional Services for the 2024-2025 school year:

Company Name	Type of Service
1- Parker McCay	School Solicitor/Special Counsel
2- McManimon, Scotland & Baumann, LLC & Wilentz, Goldman & Spitzer	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

Swedesboro-Woolwich Board of Education

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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

O. Recommendation: Approve the South Jersey Times & Courier Post as the official newspapers of the district for the 2024-2025 school year.

P. Recommendation: Approve the following Personnel services for the 2024-2025 school year:

Employee Name	Type of Service
1- Mr. Korey Jeffries	School Board Secretary
2- Mr. Korey Jeffries	Public Agency Compliance Officer
3- Mr. Korey Jeffries	Custodian of Records
4- Mr. Korey Jeffries	Authorize to award contracts up to bid threshold of \$32,000, and set quote threshold \$4,800 of bid threshold amount for the 2024-2025 school year
5- Mrs. Christina Panebianco	Assistant Board Secretary @ \$125/meeting
6- Mr. Joseph Murray	Assistant Technical Support @ \$100/meeting
7- Ms. Nancy Christoff	Wellness Champion @ \$1100 stipend (Paid for by SHIF)
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. Keith Doster	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

Swedesboro-Woolwich Board of Education

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15- Mrs. Heather Worrell	504 Officer
16- Mrs. Jamie Flick	Data Coordinator
17- Mr. Korey Jeffries	Safety Specialist
18- Mrs. Lorraine Campbell	HIB Coordinator/Municipal Alliance Rep

Q. Recommendation: Approve collection and maintenance of Pupil Records (per FERPA) for the 2024-2025 school year.

R. 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 2024-2025 school year, **as submitted**.

S. 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 2024-2025 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, 2024 to June 30, 2025.

Curriculum, Policy, Community Relations Committee
Committee Meeting Report, (Chairperson) Natalie Baker

- A. Recommendation: Approve the [HIB District and School Grade Report](#) for the 2022-2023 school year, **as submitted**.
- B. Recommendation: Approve the Walter Hill School permission to solicit donations from local businesses and community members in the form of gift cards to give out prizes for our Renaissance Initiative for the 2024-2025 school year.
- C. Recommendation: Approve the [Administrative and curriculum Receptionist/Clerk](#) Job Description, **as submitted**.
- D. Recommendation: Approve [Gloucester County Special Service School District](#) to provide additional Remedial Services for Nonpublic IDEA students for the 2024-2025 school year, **as submitted**.
- E. Recommendation: Approve the [Annual Agreement for Professional Services with Cooper Health](#) for the 2024-2025 school year (\$450 per Neurological Evaluation), **as submitted**.
- F. Recommendation: Approve the [Out of District Placement](#) for (#7300464046) at Brookfield Schools for the remainder of the 2023-2024 school year, per IEP, **as submitted**.
- G. Recommendation: Approve [Camden County Educational Services Commission General Service Contract](#) for the 2024-2025 school year, **as submitted**.3
- H. Recommendation: Approve the [Annual Contract with Aveanna Healthcare](#) to provide 1-1 nursing support for the Out of District Placement (#7181905175), at the rate of \$75/hour RN and \$65/hour LPN, **as submitted**.
- I. Recommendation: Approve Kimberly Tucket to present Effective Co-Teaching Strategies on July 29, 2024 and August 27, 2024 from 9:30am-11:30am, at the rate of \$300/hour.
Please note: This will be paid with Title IV funds.
- J. Recommendation: Approve Amy Hay to provide summer speech services on an as needed basis, at the contract rate of \$38/hour.

- K. Recommendation: Approve Angela Landau to provide Homebound Instruction for (#1072278876), at the contract rate of \$38/hour
- L. Recommendation: Approve Tyla Cielinski for the ESL 2024 Summer Club at the Clifford School from July 1, 2024-August 1, 2024 Monday-Thursday 8am-12pm, as per contract rate of \$38/hour.
- M. Recommendation: Approve Heather Deitch to run Summer Library 2 days a week from 10am-12pm at the Stratton School from July 5, 2024-July 31, 2024. Heather Deitch will be granted an additional hour for program preparation and Library maintenance, at the contract rate of \$38/hour.
- N. Recommendation: Approve the following [staff members](#) to participate in Summer Professional Development Sessions, as per contracted rate (\$38/hour Teacher, \$25/hour Paraprofessional/Aide), **as submitted**.
- O. Recommendation: Approve the following [staff members](#) for summer curriculum updates as described, **as submitted**.
- P. Recommendation: Approve the following staff members for ESY 2024, at the contract rate of \$25/hour:
- Estafania Bell- Substitute
 - Meghan Egbert- Paraprofessional
 - Diamond Brown- Substitute
- Q. Recommendation: Approve the following staff to attend Summer IEP Meetings, as needed, at the contract rate of \$38/hour:
- Jessica Zappasodi
 - Amanda Seal
- R. Recommendation: Approve Angela Landau to provide Homebound Instruction for (#3188017814), at the contract rate of \$38/hour.

Board action needed: Yes (Roll Call Required)

Natalie Baker

Julie Dickson

Erin Carroll

Laurie Cecala-Read

Marie Barbara

Tamara McGovern

Alfred Beaver

Kenneth Riley

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- Headstrong Lacrosse	Harker	June 10, 2024-August 29, 2024	Practice

B. Recommendation: Approve the Technology [Disposal of Property](#), as submitted.

Please note: Y.A.L.E. School to arrange pickup in June

Board action needed: Yes (Roll Call Required)

Natalie Baker

Julie Dickson

Erin Carroll

Laurie Cecala-Read

Marie Barbara

Tamara McGovern

Alfred Beaver

Kenneth Riley

Gina Azzari

Swedesboro-Woolwich Board of Education

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EXECUTIVE SESSION

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

Swedesboro-Woolwich Board of Education

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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. Corey Jeffries
Board Secretary/SBA**

Next Meeting(s).

July 24, 2024

Board/Committee Meetings as scheduled