

Minutes
April 24, 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 checked="" type="checkbox"/>	Gina Azzari, School Board President	All Committees
<input checked="" type="checkbox"/>	Natalie Baker, School Board Vice President	(Chair) Curriculum, (Chair) Negotiations, Personnel/Finance Committees
<input checked="" type="checkbox"/>	Julie Dickson	(Chair) Operations Committee
<input checked="" type="checkbox"/>	Erin Carroll	Curriculum Committee
<input checked="" type="checkbox"/>	Laurie Cecala-Read	Operations Committee
<input checked="" type="checkbox"/>	Marie Barbara	(Chair) Personnel/Finance Committee, Negotiations
	Tamara McGovern	Curriculum Committee
<input checked="" type="checkbox"/>	Alfred Beaver	Operations Committee
<input checked="" type="checkbox"/>	Kenneth Riley	Personnel/Finance Committees, Negotiations

Quorum: 8-1/6:00 pm

Other's Present:

Dr. Kristin Kellogg, Superintendent of Schools
Mr. Robert Miles, School Business Administrator, Board Secretary
Mr. Joel Brown, Chief Information Officer
Ms. Christina Panebianco, Assistant Board Secretary

C. Flag Salute

D. Adoption of Agenda

Recommendation: Baker/Barbara approve the adoption of the agenda, **as amended.**
(Personnel addition)

Board action needed: Yes
(All yes, motion to carry 8-0)

McGovern arrived to meeting at 6:02 pm making the quorum 9-0
--

E. Approval of Minutes

Recommendation: Baker/Beaver approve the regular and executive session minutes dated **March 20, 2024, as submitted.**

Board action needed: Yes
(Motion carries 8-0-1 Azzari abstained)

2. Presentations

Stellar Comet Award

Each month, the staff 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- **March 2024**

1) **Walter Hill School**

Grade 6

- Keegan Johnson
- Michael Laird
- Braylee Gacutan
- Reese Spencer

2) **Charles G. Harker School**

Grade 3

- Cole Novak
- Paisley Smith

Grade 4

- Alexander Kleinhenz

- Audrina Dikmak

Grade 5

- Donald Souder
- Brogan Burke

3) **Gov. Charles Stratton School**

Grade 1

- Oliver Schwoyer
- Aubrey Johnson

Grade 2

- Wayland Taylor
- Clara Vasta

4) **Margaret Clifford School**

Kindergarten

- Ezekiel Carlton
- Knox Gangemi
- Anneliese Krewer
- Isaac Espana Merand

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: Dickson/Baker approve to enter into **Executive Session** for the purpose of discussing/reviewing items as noted above.
Board action needed: Yes Time: 6:18 pm
 (All yes, motion to carry 9-0)
- 2) Recommendation: Baker/Dickson approve to return to **Regular Session**.
Board action needed: Yes Time: 7:00 pm
 (All yes, motion to carry 9-0)

3. Communication

A. Superintendent

“A Community dedicated to inspiring life-long learners”

- 1) Superintendent Updates
 - Shout Outs!
 - Thank you to Mr. Wojciechowski for organizing a wonderful STEAM Night and thank you to the committee for planning great activities for the children.
 - Thank you to Mr. Lockman and Mrs. Mission for organizing the Kids Heart Challenge. The Harker School raised \$6,900.27.

- Congratulations to the Harker School for being featured on Channel 6 News for the Read Across America event with FURever as Friends.
- Thank you to Lauren Fox for organizing the Music in our Schools Month song battle.
- Thank you to our Abilities Awareness Ambassadors- Linsley Shainline, Danielle Murphy, Meghan Green, and Laura Hubbard.
- Congrats to our second-grade performers in Lady Lindy! Thank you, Mrs. Michaela Counsellor and Miss Morgan Moore, for directing.
- Thank you to Nick Leypoldt for running a successful 6th grade trip. Everyone had a very good time!
- Thank you to Dan Owen and Emily Gretz for all their hard work in the production of our school play Seussical Jr.
- Shout out to the Walter Hill ELA department on being recognized and interviewed by reps from Rutgers University working for the DOE to discuss classroom promising practices
- Thank you to the Kindergarten Team Leads for organizing the Kindergarten Field Trip to the Please Touch Museum in Philadelphia! The first field trip in many years was a success!
- Thank you to the PreK Team Leads for planning and organizing the PreK Field Trip to the Cohansick Zoo! Everyone is so excited!! And Mrs. Traini is excited the snake isn't coming to Clifford this year!!
- Thank you to the PTO for a very successful PTO Coin Drive and Book Fair! We are looking forward to helping increase the teacher's classroom libraries!
- Thank you to the PTO for providing Soft Pretzels to the Kindergarten students when they returned from their field trip!
- Shout out to the PreK for hosting Nursery Rhyme Night! It was a great family event
- Thank you to the Clifford staff members who volunteered for Nursery Rhyme Night!
- Happy Administrative Support Day and National Bus Driver Day- thank you for all you do!

- 2) District Enrollment
a) Report, **as submitted**

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

B. District Administration

- 1) Administrator's Monthly Board Reports, **as submitted**

[Clifford](#)

[Stratton](#)
[Harker](#)
[Hill](#)
Technology
[Special Services](#)
[Curriculum & Instruction](#)
[Maintenance](#)

Public Comments/Visitors- None to Report

Public Hearing, Presentation, & Adoption of the 2024-25 Annual Budget

1. PRESENTATION OF THE 2024-25 BUDGET

- 2. PUBLIC COMMENT** this meeting will now be open to members of the public who wish to speak or make comment on the 2024-25 budget. 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.
- 3. BE IT RESOLVED**, that the Swedesboro-Woolwich School District Board of Education in the County of Gloucester, New Jersey adopts the following resolution to approve the 2024-25 Annual School District Budget. The Board also accepts the New Jersey Department of Education notification of 2024-25 State Aid and authorizes the administration to make minor adjustments to the budget as required by the Executive County Superintendent.

WHEREAS, the School Funding Reform Act of 2008 required the submission of an itemized budget to the Executive County Superintendent of Schools by March 20, 2024;

WHEREAS, the Executive County Superintendent has reviewed the budget documents and has approved them;

WHEREAS, the Board has the opportunity to modify this budget at the public hearing on April 24, 2024;

WHEREAS, the Board authorizes the School Business Administrator/Board Secretary to submit the following 2024-25 annual school budget and accepts the New Jersey Department of Education notification of 2024-25 State Aid;

WHEREAS, supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations;

NOW THEREFORE BE IT RESOLVED, that the Board approves the following 2024-2025 annual school budget as follows:

Swedesboro-Woolwich Board of Education

“A Community dedicated to inspiring life-long learners”

CATEGORY	GENERAL FUND	SPECIAL REVENUE FUND	DEBT SERVICE FUND	TOTAL
2024-25 Total Expenditures	\$31,737,150	\$421,105	\$3,325,769	\$35,484,024
Less: Anticipated Revenues	\$13,368,328	\$421,105	\$495,029	\$14,284,462
Taxes to be Raised	\$18,368,822	\$0	\$2,830,740	\$21,199,562

WHEREAS, the Swedesboro-Woolwich School District recognizes the need to utilize a healthcare adjustment in the amount of **\$226,155*** to increase the general fund tax levy above the (2%) cap due to an increase in health benefit costs; and

WHEREAS, the Swedesboro-Woolwich School District recognizes the need to utilize banked cap in the amount of **\$1,182,863*** to increase the general fund tax levy above the (2%) cap. The district has fully exhausted all eligible statutory spending authority and must exercise this increase for the purpose of staff retainment and delivery of services. The district intends to complete said purposes by June 2024; and

WHEREAS, the Swedesboro-Woolwich School District authorizes travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3(a)1, to a maximum of expenditure of **\$45,830** for all staff and board of education members.

WHEREAS, the General Fund Budget, in accordance with N.J.A.C. 6A:23A-8.1, includes the following appropriations:

- Legal \$45,000
- Architect/Engineer/Other \$18,451
- Physician \$7,012
- Auditor \$37,000
- Negotiator \$10,000

***Note:** In comparison to the tentative budget that was submitted to the County on 3/20/24, the healthcare adjustment has been decreased by \$9,270 due to a recalculation, which brings this total to \$226,155. To offset this change, the use of banked cap has been increased by \$9,270, which brings this total to \$1,182,863. This equates to a net change of zero and the general fund tax levy remains \$18,368,822.

Agenda
April 24, 2024
Swedesboro-Woolwich Board of Education
“A Community dedicated to inspiring life-long learners”

Board action needed: Yes (Roll Call Required)

Motioned: Dickson

Seconded: Baker

(All yes, motion to carry 9-0)

Natalie Baker-Y

Julie Dickson -Y

Erin Carroll-Y

Laurie Cecala-Read-Y

Marie Barbara-Y

Tamara McGovern-Y

Alfred Beaver-Y

Kenneth Riley-Y

Gina Azzari-Y

Budget Questions:

Board President, Mrs. Gina Azzari, thanked Mr. Miles for a well-presented budget and how well and crystal clear everything was through the whole budget process.

Al Beaver wanted to thank Mr. Miles and Dr. Kellogg and their strong leadership roles through the process

Laurie Cecala-Read asked Mr. Miles if non paper payment will be rolled out next year. Dr. Kellogg explained that we will be rolling out a new program next year via online payment system.

Ken Riley wanted to mention that \$356,000 coming out of the dividend and it is a one-time revenue source and will not be available to us next year. Dr. Kellogg explained that there are ideas on the table to help make the difference up, specifically transportation.

Dr. Kellogg mentioned that tonight is Mr. Miles last meeting with the Swedesboro-Woolwich BOE. She wished him well and thanked him for all his hard work.

Eileen Healey, SWEA President, wanted to thank Mr. Miles for the open-door policy and appreciates all he has done.

Can the SWEA have a breakdown of salaries?

Mr. Miles explained it will be on the itemized list that will be posted on the website.

Action Items

Personnel/Finance/Negotiations Committee

Personnel & Finance Committee Meeting Report, (Chairperson) Marie Barbara

- ***Superintendent Evaluation***
- ***Board Certification***
- ***2024 NJSBA Conference***
- ***Excess Surplus***
- ***Various Cost Saving Measures***

Negotiations Committee Meeting Report, (Chairperson) Natalie Baker

- ***Updated Bereavement Leave***

Upon the recommendation of the Superintendent the following Personnel Matters are presented for Board Approval:

A. **Personnel- Recommendation:** McGovern/Barbara approve the following personnel items, as listed:

Name	Position/ Cert	Salary	Budget Acct #	Action	Effective Date
1- Laurie Gattuso	Paraprofessional	-	-	Retirement	July 1, 2024
2- Julie Steinman	Teacher	-	-	Retirement	November 1, 2024
3- Ada Kreutzer	Teacher	-	-	Requesting day without pay	May 28, 2024
4- Staff ID # 4922	Maintenance	-	-	Medical Leave	February 29, 2024-April 15, 2024
5- Korey Jeffries	Business Administrator	-	-	Amended Contract	-
6- Staff ID # 4428	Admin Support	-	-	FMLA	February 27, 2024-May 29, 2024

B. **Workshops- Recommendation:** McGovern/Barbara approve the following workshops, as listed:

Name	Workshop	Date & Time	Cost	Estimated Travel Cost
1- Andrea Santos & Rebecca Murray	NJSCA Spring Conference	April 19, 2024 8:00am-3:00pm	\$0	\$0
2- Jennifer Boston	NJExcel Model 4	July 1, 2024 through June 30, 2025	\$3,000	\$0

C. **Recommendation:** McGovern/Barbara approve the [Board Secretary's Report](#) in accordance with 18A: 17-36 and 18A: 17-9 for the month of **February 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

Swedesboro-Woolwich Board of Education

"A Community dedicated to inspiring life-long learners"

Approve the [Reconciliation Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of **February 2024**. The Reconciliation Report and Board Secretary's Report are in agreement for the month of **February 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: McGovern/Barbara approve for payment of **April 2024 regular and addendum bills** in the amount of **\$1,345,187.53** and payment of **March 2024 payroll** in the amount of **\$1,551,700.85, as submitted**.

E. Recommendation: McGovern/Barbara approve the **Line-Item Transfer** for **March 2024** in the amount of **\$674,228.68, as submitted**.

F. Recommendation: McGovern/Barbara approve the following voided check reports, **as submitted**.

- [6th Student Activity Account](#)
- [General, Enterprise and Cafeteria Accounts](#)

G. Recommendation: McGovern/Barbara approve the withdrawal of \$9,381 from Capital Reserve in order to erase the deficit for the same amount in the Debt Service Fund.

Note: This action is being taken based on the consultation and recommendation of both the district auditor and County BA.

H. Recommendation: McGovern/Barbara approve Robert Miles as the Business Administrator from Monday May 6, 2024 through May 17, 2024 at the rate of \$70/hour.

I. Recommendation: McGovern/Barbara approve Pat Austin, retired Business Administrator, to serve as a mentor for Kory Jeffries for beginning May 20, 2024- June 30-, 2025, at the hourly rate of \$70/hour, not to exceed \$5,000.

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 9-0)

Natalie Baker-Y

Julie Dickson -Y

Erin Carroll-Y

Laurie Cecala-Read-Y

Marie Barbara-Y

Tamara McGovern-Y

Alfred Beaver-Y

Kenneth Riley-Y

Gina Azzari-Y

Curriculum, Policy, Community Relations Committee

Committee Meeting Report, (Chairperson) Natalie Baker

- ***Abilities Awareness Month***
- ***Take Your Child to Work Day***
- ***Summer Clubs***
- ***Reviewed NJ School Performance Report***

A. HIB Reports

Recommendation: McGovern/Riley approve **HIB, as submitted.**

B. Recommendation: McGovern/Riley approve the following job descriptions, **as submitted**:

- [Chief Information Officer](#)
- [Lunch/Playground Aide](#)

C. Recommendation: McGovern/Riley approve the Renaissance Committee Fundraiser at the Walter Hill School from May 1, 2024-May 31, 2024. They will collect used sneakers through [gotsneakers.com](https://www.gotsneakers.com) and will earn money for every pair turned in.

D. Recommendation: McGovern/Riley approve (#3188017814) to attend out of district placement at Brookfield school, as per IEP.

E. Recommendation: **(TABLED)** Approve 2 presenters from Amplify to present *Deepen Your Knowledge of Science of Reading* at the May 24, 2024 In-Service, at the cost of \$5,000.

Note: Payment will be provided by Title IV Funds

(Motion to table: Beaver/McGovern- all yes, motion to carry 9-2)

Board President, Gina Azzari, she is very excited for this program but is curious as to why we are paying for this from a curriculum company we are currently piloting with. Therefore, the board decided to table this until more information is gathered.

F. Recommendation: McGovern/Riley approve Camden County College to present at the May 24, 2024 In-Service. Topics will include *Dyslexia Screening and Decodable Texts: A Bridge Not a Destination* and *High Level Math Engagement Strategies*, at the cost of \$2,400.

Note: Payment will be provided by Title IV Funds

Swedesboro-Woolwich Board of Education

"A Community dedicated to inspiring life-long learners"

G. Recommendation: McGovern/Riley approve the following staff and substitute staff for ESY for 2024, as per contract rate \$25/hour for paraprofessionals and \$38/hour for teachers, **as submitted**.

H. Recommendation: McGovern/Riley approve the following staff members to attend Summer 2024 IEP meetings, as needed, as per contract rate of \$38/hour, **as submitted**.

I. Recommendation: McGovern/Riley approve Field Trip Request for the Kindergarten Class to visit the Stratton School for Fly-Up Presentation on May 28, 2024 from 9:30am-10:30am.

Note: Payment for the use of buses to be provided by Boosterthon Funds.

J. Recommendations: McGovern/Riley approve the Bilingual Psychological/Education Assessment by New Hope Psychological Services (Gujarati) for student (#9030) at the rate of \$1275.

Board action needed: Yes (Roll Call Required)

(Motion carried: A & B- 9-0; C 8-1- McGovern No; D & F 9-0; G 8-0-1

Beaver abstained; H-J 9-0)

Natalie Baker-Y

Julie Dickson -Y

Erin Carroll-Y

Laurie Cecala-Read-Y

Marie Barbara-Y

Kenneth Riley-Y

Gina Azzari-Y

Tamara McGovern

(No for C- yes for the rest)

Alfred Beaver

(Abstain from G- yes for the rest)

McGovern left meeting at 7:45 pm making the quorum 8-1

Operations

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

- *Stratton Wall has been fixed*
- *Hill Playground has been taken down/ New Ninja Playgourn d*
- *Lawn RFP*

A. Facility Usage Requests

Recommendation: Baker/Beaver 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- Woolwich Twp Police	Harker School	July 29, 2024-July 31, 2024	Youth Police Camp

B. Recommendation: Approve the following Front Door Bus Evacuation Drills, **as submitted:**

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

C. Recommendation: Baker/Beaver approve Four Seasons Landscaping as lawn maintenance service from May 1, 2024 through December 31, 2025.

Note: Please click [here](#) to view the Evaluation & Recommendation of the Award Form.

D. Recommendation: Baker/Beaver approve the following Disposal of Property:

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

Board action needed: Yes (Roll Call Required)

(All yes, motion to carry 8-0)

Natalie Baker-Y

Julie Dickson -Y

Erin Carroll-Y

Laurie Cecala-Read-Y

Marie Barbara-Y

Tamara McGovern

Alfred Beaver-Y

Kenneth Riley-Y

Gina Azzari-Y

Delegates:

- a. NJSBA – Mrs. Gina Azzari
- b. GCSBA – Mrs. Natalie Baker

6. Adjournment

Recommendation: Baker/Beaver approve the adjournment of meeting.
Board action needed: Yes Time: 7:52 pm
(All yes, motion to carry 8-0)

Respectfully submitted,



Mr. Robert Miles
Board Secretary/SBA

Next Meeting(s).

May 8, 2024

Board/Committee Meetings as scheduled