



**GIBBSBORO ELEMENTARY SCHOOL DISTRICT
Regular Meeting of the Board of Education**

MINUTES

**April 24, 2012
7:00 p.m.**

"Together Everyone Achieves More"

Meeting Location:
Media Center
Gibbsboro School
37 Kirkwood Road
Gibbsboro, NJ 08026

MEETING OPENED: Public Session

Meeting Called to order: Mrs. Miller opened the meeting at 7:00 pm.

Statement of Open Meeting Compliance

In accordance with the New Jersey Open Public Meetings Act, annual notice of time, date, and location of this meeting was delivered to the Courier Post and Record Breeze, and posted at the municipal building of the Borough of Gibbsboro, and on the official school bulletin board.

Flag Salute

Everyone participated in the Pledge of Allegiance

Motion

Motion made by Mr. Kolojejchick, seconded by Mrs. Warner to approve Marilyn Harrington as Secretary Pro Tem for the purpose of recording the minutes of this meeting.

Roll Call

Members Present:

Mrs. Miller
Mrs. Falcone
Ms. Moy
Mr. Sahli-n/a
Mr. Thorp

Mrs. Balut
Mr. Norbury-7:16
Mrs. Mason
Mr. Trongone

Mrs. Campbell-absent
Mr. Kolojejchick
Mrs. Warner
Mr. Domin

**Recognition &
Presentations**

1. Spartans of the Month for March:
 - Grade 6 Michael DiGiovanni, Domenick Ferriolo
 - Grade 7 Brooke Stafford, Kristine Scimone
 - Grade 8 Taina Fernandez, Brady Flannery
2. NJ Schools of Character Program Award was presented to the Board by Mr. Thorp
3. Student Representative: Brooke DiGiovanni (*Attachment RP-1*)

Public Participation

Mrs. Miller opened the meeting to the public at 7:15 stating this is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or telephone of any action the Board does take.

No Public

Approval of Minutes Motion made by Mr. Falcone, seconded by Mr. Kolojejchick, and approved by roll call vote with Mrs. Miller abstaining, to approve the following minutes:

March 13, 2012 Regular and Executive Session

Motion made by Mr. Falcone, seconded by Mr. Kolojejchick, and approved by roll call vote with Mrs. Balut and Mrs. Moy abstaining, to approve the following minutes:

March 27, 2012 Public Hearing

Correspondence (*Attachment C-1*)

Finance Motion made by Mrs. Balut and seconded by Mrs. Moy and approved unanimously by roll call vote Items 1-6:

1. Bills to be paid. April 2012 bills to be paid in the amount of \$134,510.29.
(*Attachment F-1*)
2. Certification of Business Administrator. Pursuant to NJAC 6A:23-2.11(c)3, I certify that as of March 30, 2012, no budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the Gibbsboro Board of Education pursuant to NJSA 18A:22-8.1 and NJSA18A:22-8.2 and no budgetary line item account has been over-expended in violation of NJAC 6:23-2.12(a)1.

In accordance with NJAC 6A:23A-16.10(c)2, it is certified that anticipated revenue has changed for the month ending March 30, 2012 as follows:

Increased- \$0.00
Decreased- \$0.00

Frank Domin
Business Administrator

April 24, 2012
Date

3. Certification of Board of Education. Pursuant to NJAC 6A:23A-16.10(c)4, the Gibbsboro Board of Education certifies that as of March 30, 2012, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (a)1, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Treasurer's Report. Approve reports for February and March 2012.
5. Board Secretary's Report. Approve reports for February and March 2012
6. Interaccount Transfers. Approve Interaccount transfer in the amount of \$800.00

Motion Motion made by Mrs. Falcone, seconded by Mrs. Moy and unanimously approved by roll call vote to approve K to II.

- K. Appointment of Board Secretary and Custodian of Records (OPRA):**
Consider a motion to appoint Mr. Frank Domin as Board Secretary and Custodian of Records for the 2012-2013 school year.
- L. Appointment of Affirmative Action Officer:** Consider a motion to appoint Mr. Brett Thorp of the Gibbsboro School District as the Affirmative Action Officer for the 2012-2013 school year.
- M. Appointment of Right To Know Officer:**
Consider a motion to appoint the Mrs. Lois Leonberg of the Gibbsboro School District as the Right To Know Officer for the 2012-2013 school year.
- N. Appointment of Attendance Officer:**
Consider a motion to appoint Mrs. Carol DiDonato as the Attendance Officer for the 2012-2013 school year.
- O. Appointment of Integrated Pest Management Coordinator:**
Consider a motion to appoint Mr. Brett Thorp as the Integrated Pest Management Coordinator for the 2012-2013 school year.
- P. Appointments for 2012-2013 school year:**
Consider a motion to approve the following professional services:
- | | | |
|---------------------------|-----------------------|-----------|
| 1. Business Administrator | Mr. Frank Domin | \$12886 |
| 2. Solicitor | Ronald W. Sahli | \$85/hr |
| 3. Medical Officer | Dr. William Sharrar | |
| CST | | \$100/hr. |
| Sports/Regular physicals | | \$150/hr. |
| 4. Treasurer | Beth Ann Coleman | \$1,740 |
| 5. Auditor | Holman & Frenia, P.C. | \$12,550 |
| 6. Insurance Broker | Leonard O'Neill | |
| 7. Dentist | Eric Forte, DMD | |
- Q. Depository:**
Consider a motion to designate the following depositories for the 2012-2013 school year.
- i. Columbia Bank
 - ii. New Jersey Cash Management
 - iii. Any other depository more beneficial to the district
- R. Tax Shelter Annuity Company's/Brokers**
Consider a motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2012-2013 school year.
- iv. AXA Equitable
 - v. Vanguard
 - vi. Lincoln Financial
 - vii. Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district

S. Annual Tuition Rates for the 2012-2013 school year.

Consider a motion to establish the following tuition rates for the 2012-2013 school year.

viii. Half Day Preschool	\$6,000
ix. Full Day MD	\$12,500
x. Resource Center	\$12,000
Extended School Year (ESY)	
xi. Teacher	\$2,730
xii. Aide	\$ 910
xiii. Speech	\$ 650
xiv. Total	\$4,290

T. Travel Limitations for the 2012-2013 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2012-2013 school year.

U. Authorization to Award Contracts for the 2012-2013 school year.

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with NJ Statutes for the 2012-2013 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract).

V. Authorization to Sign Warrants (Checks) for the 2012-2013 school year.

Consider a motion to authorize the following personnel to sign checks for the 2012-2013 school year.

- xv. President of the Board of Education
- xvi. Superintendent
- xvii. Business Administrator
- xviii. Administrative Secretary
- xix. Treasurer

W. Authorization of Payment of Bills between BOE Meetings for the 2012-2013 school year.

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2012-2013 school year.

X. Authorization to Establish Petty Cash Funds for the 2012-2013 school year.

Consider a motion to authorize establishment of petty cash funds in the amount not to exceed \$250 for the 2012-2013 school year.

Y. Approval of Parliamentary Procedure for the 2012-2013 school year.

Consider a motion to adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the 2012-2013 school year.

Z. Establishment of Meeting Dates:

Consider a motion to approve meeting dates of Board – Second Tuesday of each month at 7:00 pm and accept meeting schedule attached.

AA. Consider the adoption of the following resolution:

(Required under the Sunshine Law)

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, telegrammed, faxed or hand delivered to two newspapers designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Gibbsboro as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary on the bulletin board located in the Gibbsboro School.
2. All advance written notices of Board meetings shall be given to the following two newspapers:

The Record Breeze

The Courier Post Newspaper

3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.
4. The schedule of regular official Board meetings and regular Board work sessions for the period from and after this meeting until the May 2013 meeting shall be in accordance with the list annexed hereto, designating the dates, times, and places of such meetings.

BB. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:

1. Existing Board Policy Manual, Bylaws and Regulations
2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
3. All textbook series currently in use and previously approved library books

CC. Motion to approve official school website at www.GibbsboroSchool.org

DD. Motion to approve attached resolution for the Educational Services Commission.

EE. Motion to extend representative to the Camden County Educational Services Commission until reorganization in January 2013.

FF. Motion to extend representatives to the following through reorganization in January 2013.:

4. New Jersey School Boards – Mrs. Campbell, Mrs. Warner
5. Camden County School Boards – Mrs. Mason
6. Municipal Alliance – Susan Backal

GG. Code of Ethics:

Motion to adopt the Code of Ethics as attached.

HH. Camden County Elementary League.

Resolution to approve membership in the Camden County Elementary League for interscholastic sporting activities for the 2012-2013 school year.

II. District Organizational Chart.

Motion to approve the Gibbsboro Board of Education's organizational chart as attached.

Policy

Motion made by Mrs. Warner, seconded by Mr. Norbury and approved unanimously by roll call vote to approve the following policies for second reading:

Second Reading/Public Hearing, Final Adoption

- 9270 Home Schooling and Equivalent Education
- 1631 Residency Requirement for Person Holding School District Office, Employment or Position
- 2431 Athletic Competition
- 3324 Right of Privacy
- 4324 Right of Privacy
- 5117 Interdistrict Public School Choice
- 5600 Pupil Discipline Code of Conduct
- 7510 Use of School Facilities
- 8613 Waiver of Pupil Transportation

Committee Reports

Camden County School Board- No report
New Jersey School Boards- May 19th Delegate Assembly
Municipal Alliance- No report
Educational Services Commission- No Report

Public Participation Mrs. Miller opened the meeting to the Public.

No Public

SUPERINTENDENT'S REPORT:

For Your Information

Report-A:

1. Tuition Program at Haddonfield
2. QSAC Visit- May 21
3. Memo from NJDOE- Educator Evaluation System Implementation Update

Superintendent Monthly

Report-B:

Motion made by Mr. Kolojejchick, seconded by Mrs. Moy and approved unanimously by roll call vote to accept and approve the Superintendent's Report B. (*Attachment S-1*)

Personnel Report

Report-C:

Motion made by Mr. Norbury, seconded by Mrs. Mason and approved by roll call vote to accept and approve the Superintendent's Report C with Mr. Kolojejchick abstaining. (*Attachment S-2*)

Principal's Report

Report D:

Motion made by Mr. Kolojejchick, seconded by Mrs. Warner and approved unanimously by roll call vote to accept and approve the Superintendent's Report D. *(Attachment S-3)*

NONPUBLIC

EXECUTIVE SESSION: None.

OLD BUSINESS

Mrs. Miller updated the Board on the Superintendent/Board Evaluation process.

NEW BUSINESS

None.

MEETING

ADJOURNED

Having no further business, on motion made by Mrs. Falcone, seconded by Mr. Norbury and unanimously approved by roll call vote to adjourn the meeting at 7:45 pm.

Next Meeting:

May 15, 2012 Regular Meeting

Location:

Media Center

6:30 pm

**Respectfully submitted,
Frank Domin**