



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

MINUTES

**April 21, 2015
7:30 p.m.**

"Together Everyone Achieves More"

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 7:30 pm.

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

Roll Call

Members Present:

Mrs. Miller	Mrs. Balut	Mr. Alexander
Mrs. Falcone	Mrs. Carrington	Mr. Lee
Mrs. Mason	Mrs. Warner	Mr. Kolojejchick
Mr. Trongone	Mr. Domin	Mr. Thorp

**Recognitions &
Presentations**

1. Spartans of the Month for March:

Mr. Thorp congratulated each of the students and invited them to come before the Board as he read their respective teacher recommendations.

March-Integrity	
Grade 6	Jyoti Kumar
Grade 7	Sara Tuddenham
Grade 8	Joseph Leonard

Public Participation

Mrs. Miller opened the meeting to the public 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 one came forward

Approval of Minutes

Motion made by Mrs. Falcone, seconded by Mrs. Mason and approved unanimously by roll call vote to approve following minutes:

March 10, 2015 Regular Session (*Attachment*)

Correspondence

1. NJSBA County Meeting May 5th, 2015 notification that two Board members will be receiving acknowledgements. Peggy Mason for 20 years' service as a Board member and Joyce Miller for her years of service.

Finance

Motion made by Mrs. Balut and seconded by Mr. Kolojejchick and approved unanimously by roll call vote Items 1-8:

1. Bills to be paid. Ratify and affirm April Bills to be Paid in the amount of \$137,933.23 (*Attachment F-1*)
2. Certification of Business Administrator. Pursuant to NJAC 6A:23-2.11(c) 3, I certify that as of March 31, 2015, no budgetary line item account has obligations and payments (contractual 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 31, 2015 as follows:

Increased- \$0.00

Decreased- \$0.00

Frank Domin
Business Administrator

April 21, 2015
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 31, 2015, 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 report for March 2015. (*Attachment F-3*)
5. Board Secretary's Report. Approve report for March 2015. (*Attachment F-4*)
6. Payroll. Approve March 2015 in the amount of \$245,231.31. (*Attachment F-5*)
7. Inter-account Transfer. Approve inter-account transfers in the amount of \$5,275.61 (*Attachment F-6*)
8. School Insurance Group. Approve the 2015 NJ School Insurance Group Safety Grant entitlement of \$2,310.00 and authorize the Business Administrator to submit the grant application.

Motion made by Mrs. Balut and seconded by Mrs. Mason and approved unanimously by roll call vote Items J through CC:

- J. Appointment of Board Secretary and Custodian of Records (OPRA): Approved motion to appoint Mr. Frank Domin as Board Secretary and Custodian of Records for the 2015-2016 school year.

- K. Appointment of Affirmative Action Officer: Approved motion to appoint Mr. Brett Thorp of the Gibbsboro School District as the Affirmative Action Officer for the 2015-2016 school year.
- L. Appointment of Right To Know Officer:
Approved motion to appoint the Mrs. Lois Leonberg of the Gibbsboro School District as the Right To Know Officer for the 2015-2016 school year.
- M. Appointment of Attendance Officer:
Approved motion to appoint Mrs. Carol DiDonato as the Attendance Officer for the 2015-2016 school year.
- N. Appointment of Integrated Pest Management Coordinator:
Approved motion to appoint Mr. Brett Thorp as the Integrated Pest Management Coordinator for the 2015-2016 school year.
- O. Appointments for 2015-2016 school year:
Approved motion to appoint the following:
- | | | |
|---------------------------|-------------------------------------|------------|
| 1. Business Administrator | Frank Domin | \$13,584 |
| 2. Solicitor | Ronald Sahli | \$85.00/hr |
| 3. Medical Officer | Dr. April Bright(Cooper University) | |
| CST | | \$100/hr |
| Sport/Regular Physicals | | \$150/hr |
| 4. Treasurer | Beth Ann Coleman | \$1,740 |
| 5. Auditor | Homan & Frenia, P.C. | \$14,000 |
| 6. Insurance Broker | Leonard O'Neill | |
| 7. Dentist | Eric Forte, DMD | |
- P. Depository:
Approved motion to designate the following depositories for the 2015-2016 school year.
1. Columbia Bank
 2. New Jersey Cash Management
 3. Any other depository more beneficial to the district
- Q. Tax Shelter Annuity Company's/Brokers
Approved motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2015-2016 school year.
1. AXA Equitable
 2. Vanguard
 3. Lincoln Financial
 4. Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district
- R. Annual Tuition Rates for the 2015-2016 school year.
Approved motion to establish the following tuition rates for the 2015-2016 school year.
- | | |
|--------------------------------|----------|
| 1. Half Day Preschool Disabled | \$18,000 |
| 2. Half Day Preschool | \$11,661 |

3. Full Day MD	\$23,396
4. Resource/Pull Out	\$12,000
5. Extended School Year (ESY)	
i. Teacher	\$2,730
ii. Aide	\$ 910
iii. Speech	\$ 650
Total	\$4,290

- S. Travel Limitations for the 2015-2016 school year.
Approved motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2015-2016 school year.
- T. Authorization to Award Contracts for the 2015-2016 school year.
Approved motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with NJ Statutes for the 2015-2016 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).
- U. Authorization to Sign Warrants (Checks) for the 2015-2016 school year.
Approved motion to authorize the following personnel to sign checks for the 2015-2016 school year.
1. President of the Board of Education
 2. Superintendent
 3. Business Administrator
 4. Administrative Secretary
 5. Treasurer
- V. Authorization of Payment of Bills between BOE Meetings for the 2015-2016 school year.
Approved motion to authorize the payment of bills between Board of Education Meetings for the 2015-2016 school year.
- W. Authorization to Establish Petty Cash Funds for the 2015-2016 school year.
Approved motion to authorize establishment of petty cash funds in the amount not to exceed \$250 for the 2015-2016 school year.
- X. Approval of Parliamentary Procedure for the 2015-2016 school year.
Approved 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 2015-2016 school year.
- Y. Establishment of Meeting Dates:
Approved motion to approve meeting dates of Board – Second Tuesday of each month at 7:30 pm and accept meeting schedule attached.
- Z. Adopted 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 either the following two newspapers:
 - i. The Record Breeze
 - ii. 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.
- AA. Approved motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:
- i. Existing Board Policy Manual, Bylaws and Regulations
 - ii. 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.
 - iii. All textbook series currently in use and previously approved library books
- BB. Approved official school website at www.GibbsboroSchool.org
- CC. District Organizational Chart:
Approved motion to adopt the Gibbsboro Board of Education's organizational chart (*Attachment*).

Policy

Motion made by Mrs. Balut, seconded by Mrs. Warner to accept and approve unanimously by roll call to approve the following 9 policies:

First Reading

0134: Board Self-Evaluation
0152: Board Officers
2622: Student Assessment (M)
3212: Attendance (M)
4212: Attendance (M)
3218: Substance Abuse (M)
4218: Substance Abuse (M)
5200: Attendance (M)
8630: Bus Driver/Bus Aide Responsibility (M)

Second Reading/Public Hearing, final adoption

None

Committee Reports

Camden County School Delegate Assembly Discussed.

New Jersey School Boards- None for this meeting

Municipal Alliance- None for this meeting

Educational Services Commission

Public Participation No one came forward

SUPERINTENDENT'S REPORT:

For Your Information: Superintendent Trongone updated the Board Report-A:

1. AchieveNJ Update
2. QSAC
3. PARCC Update

Administration: Report-B:

None

Superintendent's Monthly Report: Report-C (*Attachment SR-1*)

Motion made by Mrs. Falcone, seconded by Mr. Kolojejchick and approved unanimously by roll call vote the Superintendent's Monthly Report.

Personnel Report: Report-D (*Attachment SR-2*)

Motion made by Mr. Kolojejchick, seconded by Mrs. Carrington and approved unanimously by roll call vote the Personnel Report.

Principal's Report: Report-E

Motion made by Mr. Kolojejchick, seconded by Mrs. Warner and approved unanimously by roll call vote the Principal's Report. (*Attachment SR-3*)

Special Education Report: Report-F

Motion made by Mr. Kolojejchick, seconded by Mrs. Mason and approved unanimously by roll call vote the Special Education Report. (*Attachment SR-4*)

NON-PUBLIC
EXECUTIVE SESSION None for this meeting

OLD BUSINESS None for this meeting

NEW BUSINESS Motion made by Mrs. Miller, seconded by Mrs. Balut to accept and approve unanimously by roll call vote to pass Resolution #2, 4-15:

Resolution #2, 4-15 : Pension and Health Benefits reform and authorize the Business Administrator to forward to the 6th Legislative Districts representatives.

Motion made by Mrs. Miller, seconded by Mr. Kolojejchick to accept with regrets the resignation of Mr. Trongone, Superintendent, effective July 1, 2015.

MEETING
ADJOURNED Having no further business, on motion made by Mr. Kolojejchick, seconded by Mr. Lee and unanimously approved by roll call vote to adjourn the meeting at 8:00pm.

Next Meeting: **May 5, 2015**

Location: **Media Center**

Time: **7:00p.m. Public Hearing followed immediately with Regular Meeting**

Respectfully submitted,
Frank Domin