



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

MINUTES

**April 8, 2014
7:00 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 7:00 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 Central Record, 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-N/A	Mrs. Campbell-absent
Mrs. Falcone	Mrs. Carrington	Mr. Lee
Mrs. Mason	Mrs. Warner	Mr. Kolojejchick
Mr. Trongone	Mr. Domin	Mr. Sahli

**Recognitions &
Presentations**

1. Spartans of the month for March:

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

6th Grade: Sara Tuddenham, Sasha Tuddenham
7th Grade: Shannon Lydic, Julia Ziegler
8th Grade: Joey Sandoval, Conor Ryan

2. Student Representative: Jessica Maute and Karly Borden (*Attachment*)

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 Mr. Kolojejchick, seconded by Mrs. Mason, and approved by roll call vote with Mrs. Warner abstaining including Executive Session discussion the following minutes:

March 11, 2014 Regular and Executive Session (*Attachment*)

- Correspondence**
1. Article in the Inquirer Newspaper-Character Education is Part of the Curriculum.(*Attachment*)
 2. Eileen Dachnowicz-Character Education (*Attachment*)
 3. Nina Kemps-NJASECD Vice President (*Attachment*)

Finance Motion made by Mr. Kolojejchick and seconded by Mrs. Mason and approved unanimously by roll call vote Items 1-7:

1. Bills to be paid. Bills paid for April, 2014, in the amount of \$133,095.44. (*Attachment F-1*)
2. Certification of Business Administrator. Pursuant to NJAC 6A:23-2.11(c) 3, I certify that as of March 31, 2014, 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, 2014 as follows:

Increased- \$0.00
Decreased- \$0.00

Frank Domin
Business Administrator

April 8, 2014
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, 2014, 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 February 2014. (*Attachment F-3*)
5. Board Secretary's Report. Approve report for February 2014. (*Attachment F-4*)
6. Interaccount Transfers. Ratify and affirm transfers in the amount of \$41,200.03 (*Attachment F-5*)

7. Approve January 2014 payroll in the amount of \$230,027.62; February 2014 payroll in the amount of \$235,775.03; and March 2014 payroll in the amount of \$263,731.49. (*Attachment F-6,7,8*)

Finance Appointments Motion made by Mr. Kolojejchick, seconded by Mrs. Carrington to accept and approve unanimously by roll call vote Items J-N and P-Z tabling Item O until May meeting:

- J. Appointment of Board Secretary and Custodian of Records (OPRA):**
Approve motion to appoint Mr. Frank Domin as Board Secretary and Custodian of Records for the 2014-2015 school year.
- K. Appointment of Affirmative Action Officer:** Approve motion to appoint Mr. Brett Thorp of the Gibbsboro School District as the Affirmative Action Officer for the 2014-2015 school year.
- L. Appointment of Right To Know Officer:**
Approve motion to appoint the Mrs. Lois Leonberg of the Gibbsboro School District as the Right To Know Officer for the 2014-2015 school year.
- M. Appointment of Attendance Officer:**
Approve motion to appoint Mrs. Carol DiDonato as the Attendance Officer for the 2014-2015 school year.
- N. Appointment of Integrated Pest Management Coordinator:**
Approve motion to appoint Mr. Brett Thorp as the Integrated Pest Management Coordinator for the 2014-2015 school year.
- O. Tabled until May Meeting-Appointments for 2014-2015 school year:**

1. Business Administrator	Mr. Frank Domin	\$13,318
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.	\$13,500
6. Insurance Broker	Leonard O'Neill	
7. Dentist	Eric Forte, DMD	

- P. Depository:**
Approve motion to designate the following depositories for the 2014-2015 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

Approve motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2014-2015 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 2014-2015 school year.

Approve motion to establish the following tuition rates for the 2014-2015 school year.

- | | |
|-------------------------------|----------|
| 1. Half Day Preschool | \$6,000 |
| 2. Full Day MD | \$12,500 |
| 3. Resource Center | \$12,000 |
| 4. Extended School Year (ESY) | |
| i. Teacher | \$2,730 |
| ii. Aide | \$ 910 |
| iii. Speech | \$ 650 |
| Total | \$4,290 |

S. Travel Limitations for the 2014-2015 school year.

Approve motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2014-2015 school year.

T. Authorization to Award Contracts for the 2014-2015 school year.

Approve motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with NJ Statutes for the 2014-2015 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 2014-2015 school year.

Approve motion to authorize the following personnel to sign checks for the 2014-2015 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 2014-2015 school year.

Approve motion to authorize the payment of bills between Board of Education Meetings for the 2014-2015 school year.

- W. Authorization to Establish Petty Cash Funds for the 2014-2015 school year.**
Approve motion to authorize establishment of petty cash funds in the amount not to exceed \$250 for the 2014-2015 school year.
- X. Approval of Parliamentary Procedure for the 2014-2015 school year.**
Approve 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 2014-2015 school year.
- Y. Establishment of Meeting Dates:**
Approve motion to approve meeting dates of Board – Second Tuesday of each month at 7:00 pm and accept meeting schedule attached.
- Z. Approve 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, telegraphed, 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:
 - 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.

Finance Motion made by Mr. Kolojejchick, seconded by Mrs. Mason to accept and approve unanimously by roll call vote the Items AA-DD:

- AA. Approve and 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. Approve official school website at **www.GibbsboroSchool.org**

CC. Code of Ethics:

Approve to adopt the Code of Ethics as attached.

DD. District Organizational Chart.

Approve the Gibbsboro Board of Education's organizational chart as attached.

Policy

First Reading

None

Second Reading/Public Hearing, Final Adoption

None

Committee Reports

Camden County School Board
New Jersey School Boards
Municipal Alliance
Educational Services Commission

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

Barbara Shelton asked if there was a decision concerning food items for parties. Mr. Trongone said that a letter had been drafted the following day and he will check and let her know.

SUPERINTENDENT'S REPORT:

For Your Information: Report-A:

1. AchieveNJ Update
2. Walk to School Day
3. PARCC Update

Motion made by Mrs. Falcone, seconded by Mr. Kolojejchick to accept and approve unanimously by roll call vote the Administration Items B-C:

Administration: Accept and approve Administration Report Report-B:

1. Math Curriculum-Grades 6-8
2. Approve ABR Report (*Attachment SR-1*)

Superintendent's Monthly Report: Accept and approve Monthly Report Report-C (*Attachment SR-2*)

Motion made by Mr. Kolojejchick, seconded by Mrs. Mason to accept and approve unanimously by roll call vote the Administration Items D:

Personnel Report: Accept and Approve Personnel Report (*Attachment SR-3*)
Report-D

Motion made by Mrs. Mason, seconded by Mrs. Carrington to accept and approve unanimously by roll call vote the Administration E:

Principal's Report: Accept and Approve Principal's Report (*Attachment SR-4*)
Report-E

NON-PUBLIC
EXECUTIVE SESSION None

Whereas: Matters pertaining to sensitive personnel issues and negotiations are proper topics for closed sessions under the Public Meetings Act, therefore be it

Resolved: to hold a Closed Meeting of the Gibbsboro Board of Education for said purposes and

Be It Further Resolved: to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board.

Gibbsboro Board of Education

Frank Domin

Secretary

**RETURN TO PUBLIC
SESSION**

Motion made by Mr. Kolojejchick, seconded by Mrs. Mason and approved by roll call vote to close Executive Session at 8:55 p.m.

OLD BUSINESS

None

NEW BUSINESS

Motion made by Mr. Kolojejchick, seconded by Mrs. Carrington to accept and approve unanimously New Business items A through H.

- A. Motion to approve annual Membership Agreement with the Camden County Elementary League for the 2014-2015 school year. *Attachment NB-1*
- B. Motion to approve contract with Interactive Kids for consultation services for the remainder of the 2013-2014 school year. *Attachment NB-2*
- C. Approve contract for School Psychologist for 2013-2016. *Attachment NB-3*
- D. Approve contract for School Social Worker for 2013-2016. *Attachment NB-4*
- E. Approve contract for Learning Disabilities Teacher Consultant for 2013-2016. (*Attachment NB-5*)
- F. Motion to approve Resolution in support of Safe Routes to School. (*Attachment NB-6*)

- G. Recommend approval of the Extended School Year program, positions and rates. (*Attachment NB-7*)
- H. Motion to approve the use of five classrooms by Berlin Borough for the summer program from July 7 to August 7, 2014.

MEETING
ADJOURNED

Having no further business, on motion made by Mr. Kolojejchick, seconded by Mrs. Carrington and unanimously approved by roll call vote to adjourn the meeting at 7:30 pm.

Next Meeting: May 6, 2014 Public Hearing followed immediately with Regular Meeting
Location: Media Center
Time: 7:00 p.m.

Respectfully submitted,
Frank Domin