Minutes
January 3, 2018
Swedesboro-Woolwich Board of Education
Gov. Charles Stratton School
15 Fredrick Boulevard
Woolwich Township, NJ 08085
6:30 p.m. Reorganization Meeting

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. Election Results, as submitted.

C. Reading of Oaths to Office – Newly Elected Members
(Publicly read oaths)

- Mrs. Lauren Ibbotson
- Mr. Robert Ferrell
- Mr. Kenneth Morris

D. Code of Ethics, as submitted

E. Roll Call

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jaclyn Dopke</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. Robert Ferrell</td>
<td>2020</td>
</tr>
<tr>
<td>Mr. Craig Frederick</td>
<td>2019</td>
</tr>
<tr>
<td>Mr. Kevin Heffernan</td>
<td>2018</td>
</tr>
<tr>
<td>Mrs. Lauren Ibbotson</td>
<td>2020</td>
</tr>
<tr>
<td>Mrs. Natalie Matthias</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. Kenneth Morris</td>
<td>2020</td>
</tr>
<tr>
<td>Mrs. Rosella Musumeci</td>
<td>2019</td>
</tr>
<tr>
<td>Mrs. Michelle VanDiehl</td>
<td>2019</td>
</tr>
</tbody>
</table>

Quorum: 8-1/6:35 p.m.
F. Flag Salute

G. **Nominations for the position of Board President.**

Dopke/VanDiehl nominate Mr. Craig Frederick

Other nominations: None

Dopke/Matthias close the nominations for the position of Board President.

Opportunity for nominees to present their individual strengths and credentials. Mr. Frederick welcomed the new board members. He addressed the board and said that they will continue with the current structure and they have some big tasks ahead. He also mentioned that they will continue to rotate the Stellar Comet presentations and other awards.

**Board action needed:** Yes (Roll Call Required)

(All yes, motion to carry: 8-0)

Mrs. Jaclyn Dopke - Y  Mrs. Rosella Musumeci  Mrs. Natalie Matthias - Y
Mr. Kevin Heffernan - Y  Mrs. Michelle VanDiehl - Y  Mrs. Lauren Ibbotson - Y
Mr. Robert Ferrell - Y  Mr. Kenneth Morris - Y  Mr. Craig Frederick - Y

**Turn meeting over to the new Board President**

H. **Nominations for the position of Vice-President.**

Matthias/Ibbotson nominate Mrs. Jaclyn Dopke

Other nominations: None

Matthias/Heffernan close the nominations for the position of Board Vice President:

Opportunity for nominees to present their individual strengths and credentials. Mrs. Dopke thanked the board for electing her as Vice President. She is looking forward to the upcoming year and mentioned there are some big tasks ahead.

**Board action needed:** Yes (Roll Call Required)

(All yes, motion to carry: 8-0)

Mrs. Jaclyn Dopke - Y  Mrs. Rosella Musumeci  Mrs. Natalie Matthias - Y
Mr. Kevin Heffernan - Y  Mrs. Michelle VanDiehl - Y  Mrs. Lauren Ibbotson - Y
Mr. Robert Ferrell - Y  Mr. Kenneth Morris - Y  Mr. Craig Frederick - Y

I. **Board Committee Appointments - 2018**

- **Curriculum Committee**
  
  (Curriculum, Policy & Community Relations)
  
  - Mrs. Natalie Matthias (Chairperson)
J. **Recommendation**: Approve the adoption of the agenda, *as presented*.
(All yes, motion to carry: 8-0)

2. **Appointments for 2017-2018 School Year - Resolutions**


   B. **Recommendation**: VanDiehl/Dopke approve Schwartz, Simon, Edelstein & Celso, LLC as Special Counsel.

   C. **Recommendation**: VanDiehl/Dopke approve McManimon, Scotland & Baumann, LLC as bond counsel.

   D. **Recommendation**: VanDiehl/Dopke approve Phoenix Advisors Financial Group, LLC. to continue to provide financial advisory services.

   E. **Recommendation**: VanDiehl/Dopke approve DePersia Medical Group as the Medical Inspector/ School Doctors for new employees.

   F. **Recommendation**: VanDiehl/Dopke approve Advocare Pediatrics Medical Group as the Medical Inspector/ School Doctors for students.


I. **Recommendation**: VanDiehl/Dopke approve the following positions as Signatories for the Districts Banking Accounts:
   - Superintendent: Dr. Kristin O’Neil
   - Business Administrator: Mr. Christopher DeStratis
   - Board President: Mr. Craig Frederick

J. **Recommendation**: VanDiehl/Dopke approve Lakeview Financial as the 403b provider.

K. **Recommendation**: VanDiehl/Dopke appoint Environmental Designs, Inc. for all Environmental Services.

L. **Recommendation**: VanDiehl/Dopke approve Mr. Christopher DeStratis as Board Secretary.

M. **Recommendation**: VanDiehl/Dopke approve Ms. Christina Panebianco as Assistant Board Secretary at the per meeting rate of $100.00.

N. **Recommendation**: VanDiehl/Dopke approve the Superintendent’s designee, Debbie Gambino, as the Officer for reconciling monthly accounts.

O. **Recommendation**: VanDiehl/Dopke approve the Resolution approving the utilization of manual checks written pursuant to board policy #3326, as submitted.

P. **Recommendation**: VanDiehl/Dopke approve Bill Murray as the Integrated Pest Management and Right to Know Officer.

Q. **Recommendation**: VanDiehl/Dopke approve Walter Sandy as Indoor Air Quality Designee.

R. **Recommendation**: VanDiehl/Dopke approve Heather Worrell as the Affirmative Action Compliance Officer for Personnel.

S. **Recommendation**: VanDiehl/Dopke approve Heather Worrell as the Homeless Liaison.

T. **Recommendation**: VanDiehl/Dopke approve Heather Worrell as the district’s truancy and attendance officer.

U. **Recommendation**: VanDiehl/Dopke approve collection and maintenance of Pupil Records (as per FERPA).

V. **Recommendation**: VanDiehl/Dopke approve to appoint Christopher DeStratis as the Public Agency Compliance Officer.

W. **Recommendation**: VanDiehl/Dopke approve to appoint Christopher DeStratis as Custodian of Records.
X. **Recommendation**: VanDiehl/Dopke approve Mr. Christopher DeStratis as Qualified Purchasing Agent (QPA) and authorize him to award contracts up to bid threshold of $40,000, and set quote threshold at 15% ($6,000) of bid threshold amount for the 2017-2018 school year.

Y. **Recommendation**: VanDiehl/Dopke approve readopting any existing contracts and agreements to which the School Board is a party and where continuation is authorized by law.

Z. **Recommendation**: VanDiehl/Dopke approve procurement of goods and services through State Contracts.

AA. **Recommendation**: VanDiehl/Dopke approve all existing maintenance/warranty contracts as previously approved by the Board of Education.

BB. **Recommendation**: VanDiehl/Dopke approve District Travel Policy.

CC. **Recommendation**: VanDiehl/Dopke approve the Investment of Funds.

DD. **Recommendation**: VanDiehl/Dopke approve the Transfer of Funds.

EE. **Recommendation**: VanDiehl/Dopke approve establishing the following Petty Cash funds for the district:

- Superintendent: $300.00
- Board Office: $300.00
- Clifford School: $100.00
- Stratton School: $250.00
- Harker School: $250.00
- Hill School: $150.00

FF. **Recommendation**: VanDiehl/Dopke approve the following Official Banking Depositories:

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

GG. **Recommendation**: VanDiehl/Dopke approve the Chart of Accounts.

HH. **Recommendation**: VanDiehl/Dopke approve the use of Facsimile Signatures, as listed.

- Superintendent- Dr. Kristin O’Neil
- School Business Administrator- Mr. Christopher DeStratis
- Board President- Mr. Craig Frederick
II. **Recommendation**: VanDiehl/Dopke approve the official newspaper of the district for the calendar year as the South Jersey Times.

JJ. **Recommendation**: VanDiehl/Dopke approve the District Policy Manual as previously approved by the Board of Education.

KK. **Recommendation**: VanDiehl/Dopke approve all existing Curriculum as previously approved by the Board of Education.

LL. **Recommendation**: VanDiehl/Dopke approve the following Representatives:
- New Jersey School Boards Association: Mr. Craig Frederick
- Gloucester County School Boards Association: Mrs. Jaclyn Dopke

MM. **Recommendation**: VanDiehl/Dopke approve the **Schedule** of the Regular and Special School Board Meeting dates, **as listed**.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday January 3, 2018</td>
<td>6:30 p.m.</td>
<td>Reorganization Meeting</td>
</tr>
<tr>
<td>Wednesday January 17, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Tuesday February 13, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday March 14, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday April 25, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting/Budget Hearing</td>
</tr>
<tr>
<td>Wednesday May 9, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday June 13, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday July 18, 2018</td>
<td>6:30 p.m.</td>
<td>Board Retreat</td>
</tr>
<tr>
<td>Wednesday August 8, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday September 12, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday October 10, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday November 14, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday December 12, 2018</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday January 2, 2019</td>
<td>6:30 p.m.</td>
<td>Reorganization Meeting</td>
</tr>
</tbody>
</table>

Mr. Frederick asked Business Administrator, Mr. Christopher DeStratis, to explain what, if any, changes were made to the appointments from last year.

Mr. DeStratis explained that the only change was the discontinuation of the Labor Attorney.
Board action needed: Yes (Roll Call Required)
(Motion to carry:  Yes 8-0 for A, B, D-EE, GG-MM; C-6-2 (No- Dopke & Frederick); FF- 7-0-1 (Abstain Morris)
Mrs. Rosella Musumeci      Mrs. Natalie Matthias-Y      Mr. Kevin Heffernan-Y
Mrs. Michelle VanDiehl-Y   Mrs. Lauren Ibbotson-Y      Mr. Robert Ferrell-Y
Mr. Kenneth Morris
(Yes for A-DD, GG-MM; abstain for FF)
Mrs. Jaclyn Dopke
(Yes for A, B, D-MM; No for C)
Mr. Craig Frederick
(Yes for A, B, D-MM; No for C)

Public Comments/Visitors- None

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. If a large group of people are present to speak, the presiding Board Officer may, at his/her discretion, limit the number of people allowed to speak.

Any person who wishes to speak is requested to give their name, address, and group affiliation, if any, at the beginning of their comments. The Board requests that each group that wishes to be heard choose one representative to speak on its behalf. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, but not to respond. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

This meeting will move into regular agenda items at the conclusion of the public comments or at -:-:-- pm whichever occurs first.

3. Adjournment:
   VanDiehl/Ibbotson motion to approve adjournment of the meeting.
   Board action needed: Yes
   Time: 6:56 p.m.
   (All yes, motion to carry 8-0)

4. Motion to Open Regular Meeting:
   Dopke/VanDiehl motion to approve open of regular meeting.
   Board action needed: Yes
   Time: 6:56 p.m.
   (All yes, motion to carry 8-0)
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: Personal Agenda Items, SWEA Grievance, Separation Agreement.

- 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.

Recommendation: Matthias/Dopke approve to enter into Executive Session for the purpose of discussing/reviewing items as noted above.

Board action needed: Yes

Time: 6:57 p.m.
Recommendation: VanDiehl/Ibbotson approve to return to Regular Session.
Board action needed: Yes   Time: 7:35 p.m.
(All yes, motion to carry 8-0)

5. Action Items

Personnel/Finance/Negotiations Committee

A. VanDiehl/Dopke approve the following personnel items, as listed:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>POSITION /CERT</th>
<th>SALARY</th>
<th>BUDGET ACCT #</th>
<th>ACTION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Kathleen Beaver</td>
<td>Harker</td>
<td>K-6, Reading Specialist &amp; TOH</td>
<td>-</td>
<td>-</td>
<td>Transfer half day to Harker ICR 3rd Grade</td>
<td>January 2, 2018</td>
</tr>
<tr>
<td>Ms. Ruth Suarez</td>
<td>Clifford</td>
<td>P3</td>
<td>-</td>
<td>-</td>
<td>Transfer to half day ACES</td>
<td>January 2, 2018</td>
</tr>
<tr>
<td>Ms. Dana Petrini</td>
<td>Clifford</td>
<td>P3, TOH</td>
<td>-</td>
<td>-</td>
<td>Transfer half day to Clifford IPS PreK</td>
<td>January 2, 2018</td>
</tr>
<tr>
<td>Ms. Laura Weeks</td>
<td>Hill</td>
<td>Teacher</td>
<td>-</td>
<td>-</td>
<td>Resignation</td>
<td>February 1, 2018</td>
</tr>
</tbody>
</table>

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

Mrs. Jaclyn Dopke-Y  Mrs. Rosella Musumeci  Mrs. Natalie Matthias-Y
Mr. Kevin Heffernan-Y  Mrs. Michelle VanDiehl-Y  Mrs. Lauren Ibbotson-Y
Mr. Robert Ferrell-Y  Mr. Kenneth Morris-Y  Mr. Craig Frederick-Y

6. Adjournment
Matthias/VanDiehl motion to approve adjournment of the meeting.
Board action needed: Yes   Time: 7:36 p.m.
(All yes, motion to carry 8-0)

Respectfully submitted,

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s).
January 17, 2018
Board/Committee Meetings as scheduled