Minutes
January 2, 2019
Swedesboro-Woolwich Board of Education
“A Community dedicated to inspiring life-long learners”
Gov. Charles Stratton School
15 Fredrick Boulevard
Woolwich Township, NJ 08085
6:30 Regular Session

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. Deborah Allen
   - Mrs. Gina Azzari
   - Mrs. Jaclyn Dopke

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. Deborah Allen</td>
<td>2022</td>
</tr>
<tr>
<td>Mrs. Gina Azzari</td>
<td>2022</td>
</tr>
<tr>
<td>Mrs. Jaclyn Dopke</td>
<td>2022</td>
</tr>
<tr>
<td>Mrs. Lauren Ibbotson</td>
<td>2020</td>
</tr>
<tr>
<td>Dr. Charles Ivory</td>
<td>2019</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>
<tr>
<td>Vacancy</td>
<td>2019</td>
</tr>
</tbody>
</table>

Quorum: 8-0/6:37 p.m.
F. Flag Salute

G. **Nominations for the position of Board President.**  
Motion to nominate: VanDiehl/Ibbotson nominate Mrs. Jaclyn Dopke

Other nominations: None

Motion to close the nominations for the position of Board President:  
VanDiehl/Ibbotson – (All yes, motion to carry: 8-0)

Opportunity for nominees to present their individual strengths and credentials.  
Mrs. Dopke thanked the board for the nomination and is looking forward to working  
with all of them in the next year.

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

Mrs. Jaclyn Dopke-Y    Mrs. Rosella Musumeci-Y    Mrs. Michelle VanDiehl-Y  
Mrs. Lauren Ibbotson-Y    Mr. Kenneth Morris-Y    Dr. Charles Ivory-Y  
Mrs. Deborah Allen-Y    Mrs. Gina Azzari-Y

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

H. **Nominations for the position of Vice-President.**  
Motion to nominate: Dopke/VanDiehl nominate Mrs. Lauren Ibbotson

Other nominations: None

Motion to close the nominations for the position of Board Vice President: Ivory/Dopke  
(All yes, motion to carry: 8-0)

Opportunity for nominees to present their individual strengths and credentials.

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

Mrs. Jaclyn Dopke-Y    Mrs. Rosella Musumeci-Y    Mrs. Michelle VanDiehl-Y  
Mrs. Lauren Ibbotson-Y    Mr. Kenneth Morris-Y    Dr. Charles Ivory-Y  
Mrs. Deborah Allen-Y    Mrs. Gina Azzari-Y
I. Board Committee Appointments

Mrs. Dopke explained the need for an additional committee this year to solely handle negotiations and maximize the strengths of the board members

- **Curriculum Committee**
  (Curriculum, Policy & Community Relations)
  - Mrs. Lauren Ibbotson (Chairperson)
  - Mrs. Debbie Allen
  - Dr. Charles Ivory
  - Mrs. Jaclyn Dopke

- **Operations Committee**
  (Building & Grounds, Long Range, Technology & Transportation)
  - Mrs. Rosella Musumeci (Chairperson)
  - Mrs. Gina Azzari
  - Mrs. Jaclyn Dopke
  - Vacancy

- **Personnel Committee**
  (Finance, Personnel)
  - Mr. Ken Morris (Chairperson)
  - Mrs. Lauren Ibbotson
  - Mrs. Michelle VanDiehl
  - Mrs. Jaclyn Dopke

- **Negotiations Committee**
  - Mrs. Michelle VanDiehl (Chairperson)
  - Mrs. Lauren Ibbotson
  - Mrs. Rosella Musumeci
  - Mrs. Jaclyn Dopke

J. **Recommendation**: Ivory/VanDiehl motion to approve the adoption of the agenda, as presented.

(All yes, motion to carry: 8-0)
### 2. Appointments for 2018-2019 School Year - Resolutions

#### A. Recommendation: VanDiehl/Ibbotson Approve the following Professional Services as listed:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Type of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Comegno Law Group, P.C</td>
<td>School Solicitor</td>
</tr>
<tr>
<td>2- Schwartz, Simon, Edelstein &amp; Celso, LLC</td>
<td>Special Counsel</td>
</tr>
<tr>
<td>3- McManimon, Scotland &amp; Baumann, LLC</td>
<td>Bond Counsel</td>
</tr>
<tr>
<td>4- Phoenix Advisors Financial Group, LLC</td>
<td>Financial Advisory Services</td>
</tr>
<tr>
<td>5- DePersia Medical Group</td>
<td>Medical Inspector/ School Doctors, Staff</td>
</tr>
<tr>
<td>6- Advocare Pediatrics Medical Group</td>
<td>Medical Inspector/ School Doctors, Students</td>
</tr>
<tr>
<td>7- Garrison Architects</td>
<td>School Architect</td>
</tr>
<tr>
<td>8- Petroni &amp; Associates LLC</td>
<td>School District Auditor</td>
</tr>
<tr>
<td>9- Lakeview Financial</td>
<td>403b Provider</td>
</tr>
<tr>
<td>10- Environmental Designs, Inc</td>
<td>Environmental Services</td>
</tr>
</tbody>
</table>

#### B. Recommendation: VanDiehl/Ibbotson Approve the following Personnel Services as listed:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Type of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Mr. Christopher DeStratis</td>
<td>School Board Secretary</td>
</tr>
<tr>
<td>2- Mr. Christopher DeStratis</td>
<td>Public Agency Compliance Officer</td>
</tr>
<tr>
<td>3- Mr. Christopher DeStratis</td>
<td>Custodian of Records</td>
</tr>
<tr>
<td>4- Ms. Christina Panebianco</td>
<td>Assistant Board Secretary @ $100/meeting</td>
</tr>
<tr>
<td>5- Ms. Debbie Gambino</td>
<td>Officer for Reconciling Monthly Accounts</td>
</tr>
<tr>
<td>6- Mr. Bill Murray</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>7- Mr. Bill Murray</td>
<td>Right to Know Officer</td>
</tr>
<tr>
<td>8- Mr. Walter Sandy</td>
<td>Indoor Air Quality Designee</td>
</tr>
<tr>
<td>9- Ms. Heather Worrell</td>
<td>Affirmative Action Compliance Officer for Personnel</td>
</tr>
</tbody>
</table>
C. **Recommendation:** VanDiehl/Ibbotson approve the following positions as Signatories for the Districts Banking Accounts:
   - Superintendent: Dr. Kristin O’Neil
   - Business Administrator: Mr. Christopher DeStratis
   - Board President: Mrs. Jaclyn Dopke

D. **Recommendation:** VanDiehl/Ibbotson approve the Resolution approving the utilization of manual checks written pursuant to board policy #6470, as submitted.

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

F. **Recommendation:** VanDiehl/Ibbotson 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 2018-2019 school year.

G. **Recommendation:** VanDiehl/Ibbotson approve readopting any existing contracts and agreements, including maintenance/warranty, to which the School Board is a party and where continuation is authorized by law.

H. **Recommendation:** VanDiehl/Ibbotson approve procurement of goods and services through State Contracts.

I. **Recommendation:** VanDiehl/Ibbotson approve the Investment and Transfer of Funds.

J. **Recommendation:** VanDiehl/Ibbotson 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

K. **Recommendation:** VanDiehl/Ibbotson approve the following Official Banking Depositories:
   - Fulton Bank
   - Bank of New York
**L. Recommendation**: VanDiehl/Ibbotson approve the Chart of Accounts.

**M. Recommendation**: VanDiehl/Ibbotson approve the use of Facsimile Signatures, as listed.

Superintendent- Dr. Kristin O’Neil  
School Business Administrator- Mr. Christopher DeStratis  
Board President- Mrs. Jaclyn Dopke

**N. Recommendation**: VanDiehl/Ibbotson approve the official newspaper of the district for the calendar year as the South Jersey Times.

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

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

**Q. Recommendation**: VanDiehl/Ibbotson approve the following Representatives:  
New Jersey School Boards Association: Mrs. Jaclyn Dopke  
Gloucester County School Boards Association: Mrs. Lauren Ibbotson

**R. Recommendation**: VanDiehl/Ibbotson 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 2, 2019</td>
<td>6:30 p.m.</td>
<td>Reorganization Meeting</td>
</tr>
<tr>
<td>Wednesday January 16, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday February 13, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday March 13, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday April 10, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday May 1, 2019</td>
<td>6:00 p.m.</td>
<td>Budget Meeting</td>
</tr>
<tr>
<td>Wednesday May 15, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday June 12, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday July 17, 2019</td>
<td>6:00 p.m.</td>
<td>Board Retreat</td>
</tr>
<tr>
<td>Wednesday August 7, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday September 11, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday October 9, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday November 13, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Wednesday December 4, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
</tr>
</tbody>
</table>
Thursday January 2, 2020 | 6:30 p.m. | Reorganization Meeting

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

(Motion to carry: Yes 7-0-1 for A.1-A.2, A.4-A.10 (Abs-Azzari), Yes 6-1-1 for A.3 (Abs-Azzari, No-Dopke), Yes 8-0 for B-J, L-R; Yes 7-0-1 for K (Abs-Morris))

- Mrs. Rosella Musumeci-Y
- Mrs. Michelle VanDiehl-Y
- Mrs. Lauren Ibbotson-Y
- Mrs. Deborah Allen-Y
- Dr. Charles Ivory-Y
- Mr. Kenneth Morris
  (Yes for A-J, L-R; abstain for K)
- Mrs. Gina Azzari
  (Yes for B-R; abstain for A)
- Mrs. Jaclyn Dopke
  (Yes for A-R, except No for A.3)

**Public Comments/Visitors**

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, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via e-mail. 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 7:15 pm whichever occurs first.
3. **Adjournment:**
   Ivory/VanDiehl motion to approve adjournment of the meeting.
   Board action needed: Yes
   Time: 6:57 p.m.
   (All yes, motion to carry 8-0)

4. **Motion to Open Regular Meeting:**
   Ibbotson/VanDiehl motion to approve open of regular meeting.
   Board action needed: Yes
   Time: 6:57 p.m.
   (All yes, motion to carry 8-0)

5. **Board Member Vacancy Candidates**
   a. Public interviews for board vacancy candidates
      i. William Martz
      ii. Al Beaver

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: __________________________ Personnel, Board Vacancy

☐ 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: Ibbotson/VanDiehl approve to enter into Executive Session for the purpose of discussing/reviewing items as noted above.
Board action needed: Yes Time 7:09 p.m.
(All yes, motion to carry 8-0)

Recommendation: VanDiehl/Musumeci approve return to Regular Session.
Board action needed: Yes Time 7:47 p.m.
(All yes, motion to carry 8-0)

Delegates:

a. NJSBA – Mrs. Jaclyn Dopke
b. GCSBA – Mrs. Lauren Ibbotson

A. Recommendation: Ibbotson/VanDiehl approve the appointment of new board member Mr. William Martz, for the unexpired term of Craig Frederick, expiring on 12/31/19.

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

Recommendation: VanDiehl/Ibbotson approve the adjournment of meeting.
Board action needed: Yes

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

Respectfully submitted,

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s):
January 16, 2019
Board/Committee Meetings as scheduled