

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

**April 10, 2018
7:30 p.m.**

“Together Everyone Achieves More”



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

AGENDA

I. PUBLIC SESSION

A. Meeting Called to order

B. 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, the Borough of Gibbsboro, and posted on the official school bulletin board and district website.

C. Flag Salute

D. Oath of Office

E. Roll Call

F. Recognition & Presentations

1. Student Council Report
2. Environmental Plan / Progress on Sustainable School Plan
3. Doodle 4 Google Submissions / School Website

G. Public Participation – First Opportunity

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.

H. Approval of the Minutes

1. March 13, 2018 Regular Session [Attachment](#)
2. Special Meeting March 27, 2018 [Attachment](#)

I. Correspondence

1. Thank you letter from Operation Yellow Ribbon [Attachment](#)
2. Thank you letter for Lauer Memorial donation [Attachment](#)

J. Finance

1. a. Bills to be Paid for April in the amount of \$33,795.95. [Attachment](#)

- b. Ratify and Affirm Health Benefits for March in the amount of \$81,489.34.
- 2. Certification of Business Administrator. Pursuant to NJAC 6A:23A-16.10(c)3, I certify that as of February 28, 2018, 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 NJSA 18A:22-8.2 and no budgetary line item account has been over-expended in violation of NJCA 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 February 28, 2018, as follows:

- 1. Increased - \$0.00
- 2. Decreased - \$0.00

Valerie Carmody

April 10, 2018

Business Administrator

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 February 28, 2018, 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. Board Secretary's Reports. Approve reports for February. [Attachment 1Sec](#) [Attachment 2treas](#)
 - 5. Motion to approve March 2018 payroll in the amount of \$263,759.89. [Attachment](#)
 - 6. Motion to approve interaccount transfers in the amount of \$3,194.80. [Attachment](#)
- K.** Appointment of Board Secretary and Custodian of Records (OPRA):
Consider a motion to appoint Valerie Carmody as Board Secretary and Custodian of Records for the 2018-2019 school year.
 - L.** Appointment of Affirmative Action Officer: Consider a motion to appoint Mr. Jack Marcellus of the Gibbsboro School District as the Affirmative Action Officer for the 2018-2019 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 2018-2019 school year.
 - N.** Appointment of Attendance Officer:
Consider a motion to appoint Mrs. Carol DiDonato as the Attendance Officer for the 2018-2019 school year.
 - O.** Appointment of Integrated Pest Management Coordinator:
Consider a motion to appoint Mr. Dave Savidge as the Integrated Pest Management Coordinator for the 2018-2019 school year.

P. Appointments for the 2018-2019 school year:

- | | | |
|-----------------------------------|--|----------|
| 1. Interim Business Administrator | Valerie Carmody | \$19,055 |
| 2. Solicitor | Ronald Sahli | \$85/hr. |
| 3. Medical Officer | Dr. April Bright (Cooper Univ. Physicians) | |
| CST | | \$100/hr |
| Sports/Regular Physicals | | \$150/hr |
| 4. Auditor | Holman & Frenia | \$22,000 |
| 5. Insurance Broker | Leonard O'Neill | |
| 6. Dentist | Eric Forte, DMD | |

Q. Depository: Consider a motion to designate the following depositories for the 2018-2019 school year.

1. Columbia Bank
2. New Jersey Cash Management
3. 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 2018-2019 school year.

1. AXA Equitable
2. Vanguard
3. Lincoln Financial
4. Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district

S. Travel Limitations for the 2018-2019 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 to a maximum expenditure of \$15,000 for all staff and board members for the 2018-2019 school year.

T. Authorization to Award Contracts for the 2018-2019 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 2018-2019 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 2018-2019 school year.

Consider a motion to authorize the following personnel to sign checks for the 2018-2019 school year.

1. President of the Board of Education
2. Superintendent
3. Business Administrator
4. Administrative Secretary

- V. Authorization of Payment of Bills between BOE Meetings for the 2018-2019 school year. Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2018-2019 school year.
- W. Authorization to Establish Petty Cash Funds for the 2018-2019 school year. Consider a motion to authorize establishment of petty cash funds in the amount not to exceed \$250 for the 2018-2019 school year.
- X. Approval of Parliamentary Procedure for the 2018-2019 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 2018-2019 school year.
- Y. Establishment of Meeting Dates: *Attachment*
Consider a motion to approve meeting dates of Board – Second Tuesday of each month at 7:30 pm and accept meeting schedule attached.

- Z. 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:
 - i. Philadelphia Inquirer
 - ii. Courier Post
 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 2019 meeting shall be in accordance with the list annexed hereto, designating the dates, times, and places of such meetings.
- AA. 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
 - BB. Motion to approve official school website at www.gibbsboroschool.org.

- CC.** District Organizational Chart. [Attachment](#)
Motion to approve the Gibbsboro Board of Education’s organizational chart as attached.

DD. Policy
First Reading

Second Reading/Public Hearing, Final Adoption- N/A

EE. Committee Reports

1. Camden County School Board
2. New Jersey School Boards
3. Municipal Alliance [Attachment](#)
4. Educational Services Commission

FF. Public Participation

II. SUPERINTENDENT’S REPORT

A. For Your Information.

1. 2017-2018 School Calendar Revision [Attachment](#)

B. Administration

1. Superintendent Evaluation

C. Superintendent’s Monthly Report. Accept and approve Report. [Attachment](#)

D. Personnel Report. Accept and approve Report. [Attachment](#)

E. Special Education Report. Accept and approve Report. [Attachment](#)

F. General Education Report. Accept and approve Report. [Attachment](#)

III. NONPUBLIC EXECUTIVE SESSION

Whereas: Matters pertaining to sensitive personnel issues, negotiations, student discipline issues and litigation 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

Valerie Carmody

Secretary

IV. RETURN TO PUBLIC SESSION

V. OLD BUSINESS

VI. NEW BUSINESS

- A.** Motion to approve the annual Membership Resolution with the Camden County Elementary League for the 2018-2019 school year.
- B.** Motion to approve May 7, 2018 at 7:00 pm as the date for the Public Hearing for the 2018-2019 school budget followed by the regular May meeting.
- C.** Motion to approve summer 2018 PALS program. [Attachment](#) [Attachment Trips](#)

VII. MEETING ADJOURNED

Next Meeting: May 7, 2018 - Public Hearing for the Budget

Location: Media Center

Time: 7:00 p.m.

Next Meeting: May 7, 2018 – Regular Meeting

Location: Media Center

Time: 7:30 p.m.