

MAY 5, 2011

REORGANIZATION MEETING BOARD OF EDUCATION

THURSDAY, MAY 5, 2011 - 7:00 O’CLOCK P.M.

GLOUCESTER CITY JR. SR. HIGH SCHOOL MEDIA CENTER

OPENING STATEMENT: Opening Public Meetings Act
Presiding: Margaret M. McDonnell, Board Secretary

This meeting is being held in accordance with the Open Public Meetings Act. Notice of this meeting has been posted on the district website and published through written notice on the official school bulletin board at the Gloucester City Jr. Sr. High School Media Center, and at Mary Ethel Costello School, and through written notice to the Gloucester City News, the Courier Post, and the Gloucester City Clerk.

FLAG SALUTE

ELECTION RESULTS

- 1. The Secretary announces the results of the Annual School Election of April 27, 2011

THE RESULTS OF THE ANNUAL SCHOOL ELECTION OF APRIL 27, 2011 ARE AS FOLLOWS:

- * To vote on the following proposal:
PROPOSAL NO. 1

That there be raised for the General Fund \$3,283,237.00 for the ensuing school year 2011-2012.

Votes **415 YES**
Votes **218 NO**

- * To elect three (3) Members of the Board of Education for a three (3) year term:

FOR THE THREE (3) YEAR TERM:

Jacqueline Borger **428 Votes**
Kathleen McHugh **295 Votes**
Gina Levins **288 Votes**

The Oath of Office is administered to newly elected board members:

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| <u>Account Name</u> | <u>Required Signatures</u> | <u>Authorized Signers</u> |
|---|---|---|
| General Account | 1. President or Vice President 2. Treasurer 3. Business Admin. | Louisa W. Llewellyn Edward C. Hubbs Frank Robertson Margaret McDonnell |
| Investment Acct. | 1. Business Admin. | Margaret McDonnell |
| Payroll Account | 1. Treasurer | Frank Robertson |
| Social Security/ Pension Account | 1. Treasurer | Frank Robertson |
| Government Employees Trust Account | 1. Business Admin. | Margaret McDonnell |
| Cafeteria | 1. President or Vice Pres., 2. Business Admin. | Louisa W. Llewellyn Edward C. Hubbs Margaret McDonnell |
| MEC School Student Activities | 1. President 2. Treasurer 3. Business Admin. | Louisa W. Llewellyn William O'Kane Margaret McDonnell |
| GC High School Student Activities | 1. President 2. Treasurer 3. Business Admin. | Louisa W. Llewellyn Jack Don Margaret McDonnell |
| 3. <u>Official Newspapers:</u> | | Gloucester City News Courier Post |
| 4. <u>Treasurer of School Monies:</u> | | Frank Robertson |
| 5. <u>School Board Secretary:</u> | | Margaret M. McDonnell |
| 6. <u>504 Officer:</u> | | Nina Longer |
| 7. <u>Affirmative Action Officer:</u> | | Dr. Elizabeth Curry |
| 8. <u>Public Agency Compliance Officer:</u> | | Margaret M. McDonnell |
| 9. <u>Solicitor:</u> | | Parker McCay |
| 10. <u>Auditor:</u> | | Inverso & Stewart |
| 11. <u>Architect:</u> | | Regan Young England Butera |

- 12. Medical Inspector: Dr. Carl Vitola
- 13. Insurance Broker of Record-General: Conner Strong
- 14. Insurance Broker of Record-Dental: Brown & Brown Benefit Advisors
- 15. Qualified Purchasing Agent: Margaret M. McDonnell
And establish the bid threshold at \$36,000. pursuant to NJSA18A:18A-3a
- 16. Custodian of Records: Margaret M. McDonnell
- 17. Special Education Transportation And PL 192-193 Services: Camden County Educational Services Commission
- 18. Camden County Educational Commission Representative: Paul A. Spaventa, Superintendent

On the Motion of Mrs. McHugh, seconded by Mr. Hubbs to TABLE the following Motion. Motion was passed unanimously by members present.

APPOINTMENTS TO SCHOOL BOARDS ASSOCIATION COMMITTEES

The Superintendent recommends approval of the following appointments of committees for the 2011-2012 school year:

- 1. **New Jersey School Boards Association Delegate.** Appointment: _____
- 2. **New Jersey School Boards Association Alternate Delegate.** Appointment: _____
- 3. **New Jersey School Boards Association Urban Board Committee Delegate.** Appointment: _____
- 4. **New Jersey School Boards Association Urban Board Committee Alternate Delegate.** Appointment: _____
- 5. **Camden County School Boards Association Delegate.** Appointment: _____

6. **Camden County School Boards Association** Alternate Delegate.
 Appointment: _____

BOARD POLICIES AND PROCEDURES

Upon the recommendation of the Superintendent, Motion by Mr. Hubbs, seconded by Mrs. McHugh to approve the following Board Polices and Procedures for the 2011-2012 school year:

RCV# 4 – 10 votes yes. Motion approved.

1. Approve board compliance with the **Open Public Meetings Act**:

WHEREAS, the New Jersey Open Public Meetings Act, Chapter 231 of the Laws of 1975, requires adequate notice of all public meetings and specified the manner in which the same shall be accomplished and requires the publication of the time, date and place of said meetings; THEREFORE, BE IT RESOLVED by the Board of Education of the City of Gloucester City, in the County of Camden and the State of New Jersey, that the Notice attached hereto and made a part hereof, shall be published by the Secretary in the **GLOUCESTER CITY NEWS AND THE COURIER POST** and posted by the Secretary in accordance with said Act and given to any person requesting same in accordance with said Act.

2. Approve the following Notice and Schedule of Board of Education Meetings for 2011-2012:

NOTICE OF ANNUAL SCHEDULE OF REGULAR AND EXECUTIVE SESSION MEETINGS OF THE BOARD OF EDUCATION OF GLOUCESTER CITY FOR THE YEAR OF JUNE 2011 TO MAY 2012

Notice is hereby given by the Board of Education of the City of Gloucester City, Camden County, New Jersey, that the caucus and regular monthly meetings of the Board of Education shall be held at 7:00 o'clock P.M., prevailing time, on the following dates throughout the year of June 2011 to May 2012: All meetings will be held at the Gloucester City Jr. Sr. Media Center, 1300 Market Street, Gloucester City, New Jersey.

Board Caucus
 June 9, 2011
 July 26, 2011
 September 8, 2011
 October 6, 2011
 *November , 2011

Board Meeting
 June 14, 2011
 July 26, 2011
 September 13, 2011
 October 11, 2011
 *November 2011 (tentative)

| | |
|------------------|-------------------|
| December 8, 2011 | December 13, 2011 |
| January 5, 2012 | January 10, 2012 |
| February 9, 2012 | February 14, 2012 |
| March 8, 2012 | March 13, 2012 |
| April 2012 | April 2012 |

| | |
|-----------------|--------------------------|
| *Reorganization | *May, 2012 (tentative) |
|-----------------|--------------------------|

The reorganization meeting of the Board of Education shall be held at the foresaid place Thursday, *May 2012, at which time formal action will be taken on any and all business required to reorganize the Board of Education and any other business brought before the Board.

Notice is further given that Caucus Meetings of said Board of Education shall be held throughout the year of at the same time, dates, and place set forth above, and at which Executive Session meetings any and all business of, and any matters involving the Board of Education may be discussed, but no formal action shall be taken.

Members of the public are cordially invited to attend any or all of the aforesaid meetings or Caucus Sessions of the Board of Education

**** Discussion will take place on the July, August, November, and May Reorganization Board dates due to the school calendar.***

3. Adopt all existing Policies, rules, and regulations of the Gloucester City Board of Education.

4. Adopt the Board Member Code of Ethics
 1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
 3. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
 4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
 5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

5. Adopt School Choice Resolution

RESOLUTION OF THE GLOUCESTER CITY BOARD OF EDUCATION
RESTRICTING THE ENROLLMENT OF
ITS STUDENTS IN CHOICE SCHOOL DISTRICTS
PURSUANT TO N.J.S.A. 18A:36B-1 ET SEQ.

WHEREAS, N.J.S.A. 18A:36B-1 et seq. is known as the “Interdistrict Public School Choice Program Act” and was originally enacted by P.L. 1999 Chapter 413 (“Act”); and

WHEREAS, the Act was recently amended by P.L. 2010, Chapter 65 (“Amendment”); and

WHEREAS, the Amendment to the Act permits school districts to adopt a resolution to restrict the enrollment of its students in a Choice School District; and

WHEREAS, the Gloucester City Board of Education has determined that restricting enrollment of its students in a Choice School District is in the best interest of the Gloucester City School District’s students because of the adverse impact on programs, services operations and fiscal conditions, as well as diversity of the students of the school district.

NOW, THEREFORE, BE IT RESOLVED by the Gloucester City Board of Education that pursuant to the applicable provisions of the Amendment to the Act, the number of students of the Gloucester City eligible to be enrolled in a Choice School District is hereby restricted as follows:

1. No more than ten (10%) percent of the number of students per grade level per year may be enrolled in a Choice School District; and
2. No more than fifteen (15%) percent of the total number of students enrolled in the Gloucester City School District may be enrolled in a Choice School District.

This resolution shall be subject to the approval by the Commissioner of Education and/or his/her designee as required pursuant to the Amendment to the Act.

BUSINESS AND ADMINISTRATIVE PRACTICES

Upon the recommendation of the Superintendent, Motion by Mr. Hubbs, seconded by Mrs. Hugh to approve the following Business and Administrative Practices for the 2011-2012 school year:

RCV# 5 – 10 votes yes. Motion approved.

1. Establish the following Petty Cash funds for the 2011-2012 school year :

| | |
|-----------------------------------|--------|
| Mary Ethel Costello | 200.00 |
| Highland Park/Program for Success | 200.00 |
| High School | 200.00 |
| Facilities | 200.00 |
| Home Economics | 800.00 |
| Athletic Director | 500.00 |
| Board Office | 300.00 |
| Superintendent’s Office | 300.00 |
| Curriculum | 200.00 |
| Cold Springs School | 200.00 |

2. Approve participation in ACTS

Recommend continued participation in the Alliance for Competitive Telecommunication Services (ACTS) Cooperative Pricing Agreement with the Monmouth-Ocean Educational Services commission as the Lead Agency, for the purpose of purchasing telecommunication services at aggregated pricing.

Note: The current contract was awarded to Xtel Communications for the period 7/1/10 through 6/30/12.

3. Approve participation in ACES energy

Recommend continued participation in the Alliance for Competitive Energy Services (ACES) Cooperative Pricing System ID #E8801-ACESCPS with the New Jersey School Boards Association as the Lead Agency, for purpose of purchasing energy and energy services at aggregated pricing.

Note: The current contract was awarded to South Jersey Energy and extends 38 months from 4/2009 through 5/2012.

4. Approve participation in ACES gas

Recommend participation in the Alliance for Competitive Energy Services (ACES) Cooperative Pricing System with the New Jersey School Boards

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Association as the Lead Agency for purpose of purchasing natural gas and services at the aggregated pricing.

Note: The current contract was awarded to HESS Corporation for the period 4/1/10 through 5/31/12.

5. Approve participation in Camden County Cooperative Pricing Jointure

Approve participation in the Cooperative Pricing Jointure with Camden County for the 2011-2012 school year.

6. Approve participation in Camden County Elementary League

Approve district participation in the Camden County Elementary League for the 2011-2012 school year (as read).

MEMBERSHIP RESOLUTION CAMDEN COUNTY ELEMENTARY LEAGUE

The Board of Education of the School District of **GLOUCESTER CITY**, County of **CAMDEN**, State of New Jersey herewith enrolls **GLOUCESTER CITY JR. SR. HIGH SCHOOL** as a member of the Camden County Elementary League to participate in the approved interschool athletic program sponsored by the Camden County Elementary League.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. In adopting this Resolution, the Board of Education adopts as its own policy and agrees to be governed by, the Constitution Bylaws and Rules and Regulations of the Camden County Elementary League.

Administrative responsibility - The League must rely upon the voluntary compliance by its member schools in enforcing the standards set forth in the Bylaws and Constitution. Toward that end, the principal in each member school has the affirmative obligation to report to the Camden County Elementary League any violations of these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article XIII of the Bylaws, including the forfeiture of games or events. However, the failure to disclose a violation may be grounds for imposing additional sanctions upon the offending school.

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Date of Board Approval

Signature/Secretary Board of Education

Membership Resolution and a copy of the minutes must be filed by a participating Board of Education by May 31st each year to the League President.

7. Approve Out of District Educational Facilities Meals

Approve authorization of all Out of District Educational Facilities, including those listed below, to continue to provide meals at no cost to district students for reduced and/or paid meals for the 2011-2012 school year.

| | |
|--------------------------|----------------------------|
| Hampton Academy | Youth Consultation Service |
| Garfield Park Academy | Brookfield Elementary |
| Archway Program | LARC School |
| YALE School | Archbishop Damiano |
| Pineland Learning Center | Brookfield Academy |
| East Mountain | Kingsway |
| Crescent Hill Academy | Katzenbach |

8. Approve State Contract Vendors

Approve district purchases from the following state contract vendors for the 2011-2012 school year.

| <u>Vendor</u> | <u>#</u> | <u>Expires</u> |
|------------------------------------|----------|----------------|
| Action Office Supplies | 65590 | 8/31/11 |
| Apple Computers | M0483 | 3/31/14 |
| Becker's School Supplies | T0114 | 8/31/14 |
| CDW Government Inc. | M0483 | 8/31/14 |
| Commercial Interiors | T0408 | 9/30/11 |
| Dell Computer | M0003 | 8/31/14 |
| Dell Marketing LP | 70256 | 8/31/14 |
| Flaghouse, Inc. | 67389 | 8/31/11 |
| Flemington Buick Chev | T2754 | 4/13/12 |
| Flinn Scientific Inc. | 65621 | 8/31/11 |
| Gloucester Plumbing supp | T0207 | 8/31/12 |
| Hewlett Packard | M0483 | 8/31/14 |
| Konica Minolta Business (Heritage) | 52046 | 6/30/11 |
| Lakeshore Learning Materials | T0114 | 8/31/11 |
| Lenova US | M0483 | 8/31/14 |
| Oce North America | 51141 | 6/30/11 |
| Perma Bound | 65596 | 8/31/11 |
| Roberts Brothers | T0114 | 8/31/11 |
| School Specialty | T0114 | 8/31/11 |
| Staples | M0052 | 7/31/14 |

| | | |
|---------------------------|-------|---------|
| Supply Savor Corp | 57431 | 6/30/11 |
| Tanner Furniture | T0408 | 9/30/11 |
| WB Mason furniture | T0114 | 8/31/11 |
| GEA George Ely Associates | 59058 | 8/31/11 |
| Lenova US Inc. | 70263 | 8/31/14 |
| Winner Ford | T2754 | 4/13/12 |

9. Safety Committee for 2011-2012

Approve establishment of a Safety Committee for the Gloucester City School District for the 2011-2012 school year.

Committee

| | |
|----------------------------|--|
| Business Administrator: | Margaret McDonnell, Chairperson |
| Human Resource Generalist: | Karen McKinney |
| Nurse: | Linda Stewart |
| Superintendent: | Paul Spaventa |
| Facilities: | John Kenney |
| Principals: | William O’Kane, Jack Don, Victoria Ernst, Ken Wagstaff |

10. District Annual Maximum Travel Amount 2011-2012 Budget

Whereas the New Jersey Department of Education Division of Finance has instituted travel requirements which include the requirement for school districts to establish an Annual Maximum District Travel Amount for budget years beginning in 2006-2007,

Therefore, be it resolved that the Gloucester City Board of Education establish an Annual Maximum District Travel Amount of \$45,000.00 for the 2011-2012 budget year.

11. Employee Regular Business Travel Maximum Reimbursement

Recommend that the Board authorized an annual maximum reimbursement amount for regular business travel for which board approval is not required and establish the amount at \$1,500.00 per employee for Fiscal Year 2011-2012. Reference N.J.S.A. 6A:23A-7.3(b).

Note: Regular School District Travel is all regular official business travel, including attendance at meetings. (6A:23A1.2). It includes attendance at regularly scheduled instate county meetings and DOE sponsored or association sponsored events provided free of charge. It includes regularly scheduled in-state professional development activities with a registration fee that does not exceed \$100 per employee or board member.

12. Tuition Rates 2011-2012

Recommend the Board approve the following tuition rates for the 2011-2012 school year.

| | | |
|--|----|-----------|
| Pre-School Program (DOE rate) | \$ | 12,377.00 |
| Kindergarten | | 9,360.00 |
| Grades 1-5 | | 9,360.00 |
| Grades 6-8 | | 9,880.00 |
| Grades 9-12 | | 11,766.00 |
| Cognitive Mild | | 10,920.00 |
| LLD Learn/Lang Disab. | | 14,310.00 |
| BD Behavioral Disabilities | | 12,226.00 |
| MD Multiple Disabilities | | 14,247.00 |
| Resource Center (per period per student) | | 17.50 |

13. Approve Professional Services maximum spending.

In compliance with new fiscal accountability regulation N.J.A.C. 6A:23A-5.2 which requires that the board annually establish a maximum dollar limit for each type of professional services, and if it becomes necessary to exceed the established maximum dollar limit, the Superintendent shall recommend an increase in the maximum dollar amount, any increase shall require formal Board action, recommend the board approve the following:

| | <u>2010-2011</u> | <u>2011-2012</u> |
|---|------------------|------------------|
| Architectural Services (excluding SDA projects) | \$45,000.00 | \$ 45,000.00 |
| Architectural Services (SDA approved projects) | as approved | as approved |
| Auditor | \$ 30,000.00 | \$ 32,000.00 |
| Counseling Services | \$ 100,000.00 | \$ 100,000.00 |
| Insurance Broker (included in premium) | \$ - | \$ - |
| Legal Services | \$ 75,000.00 | \$ 75,000.00 |
| Medical Examiner | \$ 40,000.00 | \$ 40,000.00 |
| Occupational Therapy Services | \$ 80,000.00 | \$ 80,000.00 |
| Physical Therapy Services | \$ 80,000.00 | \$ 80,000.00 |
| Public Relations | \$ 5,000.00 | \$ 5,000.00 |

| RCV | #1 | #2 | #3 | #4 | #5 |
|---------------|----|----|----|----|----|
| Mr. Baker | Y | Y | Y | Y | Y |
| Mrs. Bittmann | Y | Y | Y | Y | Y |
| Mrs. Borger | Y | Y | Y | Y | Y |
| Mr. Darrow | Y | Y | Y | Y | Y |
| Mr. Levins | Y | Y | Y | Y | Y |
| Mr. Hagan | Y | Y | Y | Y | Y |
| Mr. Hubbs | Y | Y | Y | Y | Y |
| Mr. Marks | Y | Y | Y | Y | Y |
| Mrs. McHugh | Y | Y | Y | Y | Y |
| Ms. Llewellyn | Y | Y | Y | Y | Y |

ADJOURNMENT

TIME: 7:20 PM

This meeting was adjourned on the Motion of

Mr. Hubbs, seconded by Mrs. McHugh.

Motion was passed unanimously by members present.

Margaret M. McDonnell, Secretary