



**BEVERLY CITY BOARD OF EDUCATION**

**601 Bentley Avenue**

**Beverly, New Jersey 08010**

**[www.beverlycityschool.org](http://www.beverlycityschool.org)**

**RE-ORGANIZATION/REGULAR MEETING**

**Beverly City School**

**6:00 PM**

**January 4, 2024**

**Beverly City School Library**

**AGENDA**

**1. CALL TO ORDER**

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on January 5, 2023. A copy was also submitted to the Beverly Post Office.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.



2. The Secretary to administer oath for member of the Beverly City Board of Education:

Barbara Kelly  
Ariel Pina

3. Pledge of Allegiance

4. The Secretary to serve as chairman for the election of officers.

5. MOTION: BE IT RESOLVED, that the Beverly City Board of Education approve the nomination for the office of President

MOTION: That nominations for President be closed.  
(Board) (Vote or \*\*)

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan Roth	_____		

6. MOTION: BE IT RESOLVED, that the Board of Education approve the nomination for the office of Vice President

MOTION: That nominations for Vice President be closed.  
(Board) (Vote or \*\*)

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan Roth	_____		

7. MOTION: BE IT RESOLVED, that the Board of Education approve the new officers assume office immediately.

8. President opens meeting

9. Board Member Comments on the Agenda

10. Public Comment on Agenda Items Only



RE-ORGANIZATION:

11. Consent Agenda:

The following action items A through M will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: Recommend the Board approve the following item:

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Beverly City Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to the school. Desired changes should be brought about only through legal and ethical procedures.
- b. 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.
- c. I will confine my Board action to policy-making, 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.
- d. I will carry out my responsibility, not to administer the school, but, together with my fellow Board members, to see that they are well run.
- e. 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.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the school for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the school which, if disclosed, would needlessly injure individuals or the school. 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 school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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.

B. MOTION: To approve the adoption of rules, regulations, policies, and bylaws:

BE IT RESOLVED, that the Board of Education approve the rules, regulations, policies, and bylaws heretofore adopted by the Board of Education, as well as all supplements and corrections thereto, which set forth the policies of the Board of Education, be adopted and the above mentioned rules, regulations, policies and bylaws are adopted by reference thereto, the same as if they were spread upon the minutes of this meeting of the Beverly City Board of Education.



C.MOTION: To approve transfer of funds and hand checks:

BE IT RESOLVED, that the Board of Education approve to authorize the Board Secretary to transfer funds and issue hand checks to be ratified to the next Board of Education meeting.

D.MOTION: BE IT RESOLVED, that the Board of Education approve that The Burlington County Times and/or Courier Post be named for the printing of legal advertisements.

E.MOTION: To approve the Custodian of Public Records:

BE IT RESOLVED, that the Board of Education approve the Board Secretary be designated as the Custodian of Public Records for compliance with the Open Public Meetings Act, to serve until the next reorganization meeting.

F. MOTION: Recommend the Board approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the calendar year 2024.

G. MOTION: Recommend the Board approve the following item:

DEPOSITORIES:

RESOLVED that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Beverly City Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes;

FURTHER RESOLVED, that the following financial institutions are to be designated as the depositories of record for the Beverly City Board of Education accounts for the ensuing year:

WSFS Bank

FURTHER RESOLVED that the Beverly City Board of Education maintain a Petty Cash Account at WSFS Bank, with a maximum account balance of \$500 and a maximum per check expenditure of \$100.00;

H. MOTION: Approval of Depositories:

BE IT RESOLVED, that the Board of Education approve WSFS Bank, Burlington, NJ be appointed as Depository for School funds including Operations, Food Service, Payroll, Payroll Agency, and Student Activities with the following signatures:

Acct No. XXXXXX0340 School Activity Account  
Dr. Brian F. Savage – Board Secretary  
Dr. Elizabeth Giacobbe – Superintendent  
\_\_\_\_\_ – Board President



- \_\_\_\_\_ – Board Vice President
- Acct No. XXXXXX0357 Payroll Account
  - Dr. Brian F. Savage – Board Secretary
  - Pablo D. Canela – Treasurer of School Monies
- Acct No. XXXXXX0365 Payroll Agency Account
  - Dr. Brian F. Savage – Board Secretary
  - Pablo D. Canela – Treasurer of School Monies
- Acct No. XXXXXX0373 General Account
  - Dr. Brian F. Savage – Board Secretary
  - Pablo D. Canela – Treasurer of School Monies
- \_\_\_\_\_ – Board President
- \_\_\_\_\_ – Board Vice President
- Acct No. XXXXXX4390 FSA Account
  - Dr. Brian F. Savage – Board Secretary
  - Denise Chakan – Payroll Clerk
- Acct No. XXXXXX3457 Food Service Account
  - Dr. Brian F. Savage – Board Secretary
  - Dr. Elizabeth Giacobbe – Superintendent
- \_\_\_\_\_ – Board President
- \_\_\_\_\_ – Board Vice President
- Acct No. XXXXXX8499 Referendum/Capital Projects Account
  - Dr. Brian F. Savage – Board Secretary
  - Dr. Elizabeth Giacobbe – Superintendent
- \_\_\_\_\_ – Board President
- \_\_\_\_\_ – Board Vice President

\*Movement of funds from these accounts is accomplished via a wire transfer initiated by the School Business Administrator and/or the Board Secretary. Security measures are in place to verify outgoing wires are made to a preauthorized Beverly Board of Education account.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be authorized to enter into agreements with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits when appropriate.

AND FURTHER BE IT RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest



of the Board of Education

AND FURTHER BE IT RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the School Business Administrator, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation

I. MOTION: BE IT RESOLVED, that the Board of Education approve the adoption and continued use of the Charlotte Danielson Frameworks for Teaching (2011) for evaluation professional staff.

J. MOTION: BE IT RESOLVED, that the Board of Education approve that \_\_\_\_\_ be named delegate to the New Jersey School Boards Association and legislative representative.

K. MOTION: BE IT RESOLVED, that the regular meetings of the Board of Education of Beverly City, will be held in the Beverly City School Media Center at 6:00 p.m. at the Beverly City School, [601 Bentley Avenue](#), Beverly, NJ on:

2024

- February 15, 2024
- March 14, 2024
- April 2024 – No meeting
- May 2, 2024
- June 13, 2024 @5PM
- July 18, 2024
- August 15, 2024
- September 19, 2024
- October 17, 2024



- November 21, 2024
- December 19, 2024

2025

- January 9, 2025

Participation by the public at all meetings shall be at such time or times as set forth in the agenda of the meeting, or at the direction of the presiding officer, or both. The Burlington County Times and the Courier Post are hereby designated official newspapers for notices, and said notices may be sent to either newspaper or both newspapers as may be required under the provisions of the Open Public Meetings Act.

Brian F. Savage Ed.D.  
Staff Accountant/Board Secretary  
Beverly City Board Of Education  
Beverly, New Jersey

L. MOTION: Beverly City Board of Education COUNTY OF BURLINGTON

2024 CHECK AUTHORIZATION PRIOR TO BILLS LIST APPROVAL

BE IT HEREBY RESOLVED by the Beverly City Board of Education, County of Burlington, State of New Jersey that the School Business Administrator/Board Secretary/Treasurer is hereby authorized to pay any bills prior to insertion on the Bills List, contractual or otherwise, the holding of which, due to meeting schedules, deadlines, or the like, would cause financial harm to the School District; and,

BE IT FURTHER RESOLVED, said bills are hereby authorized to be paid upon presentation, and are to include but not be limited to the following:

PAYROLL  
INSURANCE  
CONTRACTUAL PAYMENTS  
DEBT SERVICE

NOW, THEREFORE, BE IT RESOLVED by the Beverly City Board of Education that authorization is hereby given that the foregoing list of bills may be prepaid prior to approval of the Bills List.

M. MOTION: BE IT RESOLVED, that the Board of Education approve to establish an advisory board for the food service.



Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan Roth	_____		

PERSONNEL:

12. Consent Agenda:

The following action items A through F will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe as the School Safety Specialist per Public Law 2017 Chapter 162.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Kerri Lawler as the School Data Coordinator.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Kathleen Kehlenbeck, Teacher, effective February 15, 2024.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Kimberly Deatore as long-term substitute teacher in the amount of \$250.00 per day retroactive January 2, 2024 through January 31, 2024.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Kimberly Deatore, Teacher, at the prorated salary of \$58,101.00, BA, Step #10, effective February 1, 2024 through June 30, 2024.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the termination of Dana Rosen, Teacher, effective January 4, 2024.

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		





CURRICULUM & INSTRUCTION:

13. MOTION: BE IT RESOLVED, that the Board of Education approve the 2024-2025 school year calendar.

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

14. Old Business

15. New Business

16. Correspondence

17. Board Comments

18. Public Comments

19. Adjournment

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

December 20, 2023

Dear Dr. Elizabeth Giacobbe and the Beverly City Board of Education,

It is with tremendous sadness that I am writing to inform you of my decision to resign from my role as the K-2 Self Contained teacher here at Beverly City School. Effective today Wednesday, December 20, 2023 and my last day of employment being Thursday, February 17, 2024. Which would fulfill my contractual 60 day notice agreement.

I've enjoyed my time here at Beverly City School and am grateful for the opportunities I've had to learn and grow within my career as a special education teacher. I'm confident that the experiences and skills I've gained here will continue to serve me well in my future endeavors.

Please let me know how I can assist in the handover of my responsibilities so I can help ensure a smooth transition for all of my students.

Thank you for your support and understanding regarding my decision. I appreciate the professionalism and camaraderie I've experienced here at Beverly City School. I will forever be grateful to be a part of the Beverly Family.

Best regards,



K. Kehlenbeck



**2024-2025 School Year Calendar**

**SEPTEMBER 2024**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 2024**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER 2024**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER 2024**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY 2025**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY 2025**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**MARCH 2025**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL 2025**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY 2025**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JUNE 2025**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**September**

New Teachers  
**SCHOOL CLOSED**  
 Staff Only  
 Open House 4PM-6PM  
 School Opens for Students

August 30  
 September 2  
 September 3 & 4  
 September 4  
 September 5

**October**

Student Dismissal 12:30 PM  
 Student Dismissal 12:30 PM  
 Student Dismissal 12:30 PM

October 11  
 October 14  
 October 31

**November**

Student Dismissal 12:30 PM  
 Parent Teacher Conference  
 1:15 PM – 3:15 PM  
 Parent Teacher Conference  
 1:15 PM – 3:15 PM & 5 PM – 7 PM  
 November 7 & 8  
 1<sup>st</sup> Marking Period Ends  
 Report Cards Issued  
 12:30 PM Dismissal for ALL  
**SCHOOL CLOSED**

November 4-6  
 November 4  
 November 5  
**SCHOOL CLOSED**  
 November 6  
 November 15  
 November 27  
 November 28 & 29

**December**

Winter Concert 7:00 PM  
 12:30 PM Dismissal for ALL  
**SCHOOL CLOSED**  
 Winter Recess

December 5  
 December 20  
 December 23 – January 3

**January**

**SCHOOL CLOSED**  
 Student Dismissal 12:30 PM  
**SCHOOL CLOSED**  
 2<sup>nd</sup> Marking Period Ends

January 1-3  
 January 17  
 January 20  
 January 29

**February**

Report Cards Issued  
 Student Dismissal 12:30 PM  
**SCHOOL CLOSED**

February 3  
 February 14  
 February 17

**March**

Student Dismissal 12:30 PM  
 Parent Teacher Conference  
 1:15 PM – 3:15 PM

March 19-21  
 March 19-20

**April**

Student Dismissal 12:30 PM  
**SCHOOL CLOSED – Spring Recess**  
 3<sup>rd</sup> Marking Period Ends  
 Report Cards Issued

April 17  
 April 18-25  
 April 3  
 April 10

**May**

Student Dismissal 12:30 PM  
**SCHOOL CLOSED**  
 Spring Concert 7:00 PM

May 23  
 May 26  
 May 29

**June**

Field Day  
 Student Dismissal 12:30 PM  
 Last Day for Students & Staff

June 6 (Rain Date June 9)  
 June 12-19  
 June 19

**Legend:**

12:30 PM Dismissal	School Closed
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O Staff Only

**Summary of Student/Staff Days:**

Month	Students	Staff	Month	Students	Staff
September	18	20	February	19	19
October	23	23	March	21	21
November	17	17	April	16	16
December	15	15	May	21	21
January	19	19	June	14	14
<b>Total</b>			<b>Students - 183</b>		
			<b>Staff - 185</b>		

In the event of emergency closings, the calendar will be adjusted by reducing President's Day Weekend, Memorial Day Weekend, and Spring Recess holiday and/or by adding days in June to fulfill the 180 day State requirement.

In-Service Days may be added as deemed necessary by the Board of Education.

\* - Added snow days if needed