



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue
Beverly, New Jersey 08010
www.beverlycityschool.org

RE-ORGANIZATION/REGULAR MEETING

Beverly City School
January 3, 2018

7:00 PM
Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Board Secretary Brian F. Savage. 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 4, 2017. A copy was also submitted to the Beverly Post Office.

Public agendas are available on the table as you enter the room. There is one full copy of the support documentation located in the binder next to the agendas. Please feel free to examine the binder, but please do not remove any items as a courtesy to other members of the public. Copies of all documents are available from the Business Office during regular business hours.

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 Pledge of Allegiance was led by Brian F. Savage

3. Roll Call

Stacey Atkinson	Present	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Present
Barbara Kelly	Present	Richard Wolbert	Present



4. The Secretary administered oath for the following members of the Board of Education:

Donato Marable
Richard Wolbert
Stacey Atkinson

The Secretary served as chairman for the election of officers.

The Board Secretary called for nominations for President.

5. Barbara Kelly nominated Richard Wolbert for President of the Board of Education. Donato Marable seconded and the motion carried on a roll call vote:

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

The Board Secretary called for nominations for Vice President.

6. Barbara Kelly nominated Stacey Atkinson for Vice President of the Board of Education. Donato Marable seconded and the motion carried on a roll call vote:

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

New officers assumed their office immediately.

7. President opened the meeting

8. Board Member Comments on the Agenda

There were no Board of Education comments on the agenda.



9. Public Comment on Agenda Items Only

There were no public comments on the agenda.

RE-ORGANIZATION:

10. Consent Agenda:

A motion was made by Stacey Atkinson and seconded by Mary Wolbert to approve the following action items A through M will be considered under consent agenda.

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 schools. 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 schools, 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 schools for personal gain or for the gain of friends.
- g. 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.
- 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 2018.

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:

Beneficial Bank

FURTHER RESOLVED that the Beverly City Board of Education maintain a Petty Cash Account at Beneficial 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 approves Beneficial Bank, Burlington, NJ be appointed as Depository for School funds including Operations, Cafeteria, Payroll, Payroll Agency, and Student Activities with the following signatures:



Acct No. XXXXXXX340 School Activity Account

Dr. Brian F. Savage – Board Secretary

Elizabeth Giacobbe – Superintendent

George M. Gahles – Business Administrator

Acct No. XXXXXXX357 Payroll Account

Dr. Brian F. Savage – Board Secretary

Pablo D. Canela – Treasurer of School Monies

Acct No. XXXXXXX365 Agency Account

Dr. Brian F. Savage – Board Secretary

Pablo D. Canela – Treasurer of School Monies

Acct No. XXXXXXX373 General Account

Dr. Brian F. Savage – Board Secretary

Pablo D. Canela – Treasurer of School Monies

Richard Wolbert – Board President

Acct No. XXXXXXX390 FSA Account

Dr. Brian F. Savage – Board Secretary

Diana Lange – Payroll Clerk

*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 agreement/s with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit/s 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
601 Bentley Avenue, Beverly, NJ 08010 T (609) 387-2200 F (609) 387-4447 beverlycityschool.org



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 Stacey Atkinson be named delegate and that Mary Smith Jones be named alternate to the New Jersey School Boards Association and legislative representative for the calendar year 2018.

K. MOTION: Be it resolved, that the regular meetings of the Board of Education of Beverly City, will be held in the school Library at 7:00 p.m. at the Beverly City School, [601 Bentley Avenue](#), on:

2018

February 21, 2018

March 14, 2018

April 25, 2018

May 9, 2018

June 20, 2018

July 18, 2018

August 15, 2018

September 19, 2018



October 17, 2018

November 14, 2018

December 19, 2018

2019

January 3, 2019

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

2018 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 dues for the Burlington County Curriculum Consortium in the amount of \$75 for the 2017-2018 school year.

Roll Call

601 Bentley Avenue, Beverly, NJ 08010 T (609) 387-2200 F (609) 387-4447 beverlycityschool.org



Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

PERSONNEL:

14. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Mary Wolbert to approve the following action items A and B which were considered under consent agenda.

A. NOTION: BE IT RESOLVED, that the Board of Education approve Brittney Kelley as S.T.E.A.M. (Science, Technology, Engineer, Art, Math) Club stipend position for the 2017-2018 school year in the amount of \$762, Tier 3.

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

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

PROFFESIONAL DEVELOPMENT

15. A motion was made by Stacey Atkinson and seconded by Barbara Kelly to approve the following action items A and B which were considered under consent agenda.

A. MOTION: BE IT RESOLVED, that the Board of Education approve the professional development for Cindy Arruda to attend the Guided Math to Differentiate Math Instruction Workshop in Cherry Hill, NJ on February 6, 2018 in the amount of \$259.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the professional development for Dorann Foglio, Karen Spratt, and Lisa Scarperia to attend the NJ Conference for PreK Teachers in Atlantic City, NJ on February 26, 2018 (Dorann and Lisa) and February 20, 2018 (Karen) in the amount of \$244 per person, in the total amount of \$732.00.



Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

CURRICULUM & INSTRUCTION:

16. A motion was made by Stacey Atkinson and seconded by Barbara Kelly to approve the following action items A and B which were considered under consent agenda.

A. MOTION: BE IT RESOLVED, that the Board of Education approve the Extended School Year Program beginning June 25, 2018 through July 31, 2018. PreK-7th grade, Monday – Thursday, 8:30 am – 12:30 pm.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Juan Mendez for home school instruction effective January 4, 2018.

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

17. Old Business

Board Goals will be discussed at the February Board of Education meeting.

18. New Business

The Administration will look into the website accessibility through a WAVE compliant review.

19. Correspondence

There was on correspondence for the month.

20. Board Comments

The Board of Education welcomed Donato Marable to the Board of Education.



21. Public Comments

The open to the public comment portion of the meeting began at 7:27 p.m. and closed at 7:27 p.m.

There were no comments from the public.

22. Adjournment

A motion was made by Barbara Kelly and seconded by Donato Marable to adjourn the Board of Education Meeting at 7:28 p.m.

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Absent	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary