



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School

6:00 PM

March 28, 2018

Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the Board President Richard Wolbert and the following was read. 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, 2018 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 Richard Wolbert.

3. Roll Call

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

4. Mr. Richard Wolbert, Board President opened the meeting.

Ms. Giacobbe, Superintendent of Schools and Dr. Savage, Staff Accountant/Board Secretary were also present.

There were six (6) member of the public present at the meeting.

5. Board Member Comments on the Agenda

There were no board comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. Student Recognition

The Board of Education was proud to announce the Upstanders for the month of March. The Upstanders for the month were Isabel Barbosn and Santos DeJesus. The Learner to Leader for the month of March was Valarie Ortiz Rivera.

8. A motion was made by Mary Wolbert and seconded by Donato Marable to approve the minutes for the Regular meeting on January 3, 2018 and February 21, 2018.



Roll Call

Stacey Atkinson	Absent	Mary Smith-Jones	Abstained
K. Lee Dixon	Affirmative, Abstained February 3, 2018 minutes	Mary Wolbert	Affirmative
Barbara Kelly	Absent	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

MONTHLY FINANCIALS/CONTRACTS:

9. Consent Agenda:

A motion was made by K Lee Dixon and seconded by Mary Smith Jones to approve 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: To accept the financial Report of the Secretary for the month ending January 2018: Balance on hand \$3,505,858.55

Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of January 2018, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

Brian F. Savage _____

Sch. Bus. Adm./Board Secretary

Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of January 2018, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.



B. MOTION: To accept the financial report of the Treasurer of School Monies ending January 2018.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of January 2018.

D. MOTION: To approve the purchase orders in the amount of \$58,017.19 for the month of March 2018.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$296,326.97 for the month of March 2018 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

F. MOTION: To approve the gross payroll wages for the pay period ending February 15, 2018 in the amount of \$149,342.25 and for the pay period ending February 28, 2018 in the amount of \$146,284.04 in the total amount of \$295,626.29 for the month of February 2018.

Roll Call

Stacey Atkinson	Absent	Mary Smith-Jones	Affirmative
K. Lee Dixon	Affirmative, Abstained on Item E	Mary Wolbert	Affirmative
Barbara Kelly	Absent	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

FINANCIALS/CONTRACTS:

10. Consent Agenda:

A motion was made by Mary Smith Jones and seconded by K Lee Dixon to approve the following action items A and B 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: RESOLVED, That the tentative budget for the 2018-2019 school year be adopted in the CURRENT EXPENSE FUND 10 amount of \$7,214,885, SPECIAL REVENUE FUND 20 in the amount of \$496,158 and DEBT SERVICE FUND 40 in the amount of \$81,894.

FURTHER, be it resolved that \$2,902,839 should be raised for the GENERAL FUND and \$81,894 should be raised for the DEBT SERVICE FUND for the 2018-2019 school year.



FURTHER, be it resolved that the revenues for the 2018-2019 school year be adopted in the amounts of CURRENT EXPENSE FUND 10 in the amount of \$7,214,885 SPECIAL REVENUE FUND 20 in the amount of \$496,158 and DEBT SERVICE FUND 40 in the amount of \$81,894

BE IT RESOLVED, that the Beverly City Board of Education accept Categorical Special Education State Aid of \$182,606, Categorical Security Aid of \$105,269, Adjustment Aid of \$778,657, Categorical Transportation Aid of \$193,173, and Equalization Aid of \$2,420,975 and

BE IT RESOLVED, that the School Business Administrator is authorized to advertise said tentative budget in the *Burlington County Times* in accordance with the format required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing will be held at the Beverly City School Media Center on Bentley Avenue, Beverly, New Jersey on Wednesday, April 25, 2018 at 8:00 p.m. for the purpose of holding a special public hearing on the 2018-2019 school budget.

WHEREAS, the Beverly City Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.3 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A: 23A-7.3 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$20,000 for all staff and board members.



WHEREAS, school district policy #9120 & #0177, NJAC 6A:23A-5.2(b) and NJAC 6A:23A-9.3(c)14 provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such public relations and professional services for 2018-2019 School Year.

NOW, THEREFORE BE IT RESOLVED, that the Beverly City Board of Education hereby establishes the school district public relations and professional services maximum for the 2018-2019 School Year at the sum of:

Professional Services:	
Attorney(s):	\$30,000
Auditor:	\$20,000
Treasurer of School Monies	\$4,500
OT/PT/Speech	\$45,000
School Physician:	\$1,000
Public Relations:	\$2,000 and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED that the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the food service management contract for Nutri-Serve Food Management, Inc. at the flat fee of \$12,290.75 for the 2018-2019 school year.

Roll Call

Stacey Atkinson	Absent	Mary Smith-Jones	Affirmative
K. Lee Dixon	Affirmative, Abstained on Item B	Mary Wolbert	Affirmative
Barbara Kelly	Absent	Richard Wolbert	Affirmative
Donato Marable	Affirmative		



PERSONNEL:

11. Consent Agenda:

A motion was made by K Lee Dixon and seconded by Mary Smith Jones to approve the following action items A through I 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: To approve the Sub Caller List:

BE IT RESOLVED, that the Board of Education approve the Sub Caller List for the month of April 2018.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Brooke Vermes, Teacher, effective March 23, 2018. (REVISED)

C. MOTION: BE IT RESOLVED, that the Board of Education approve Susan Mead as Teacher, BA Step #9, at the salary of \$55,868.00, effective March 12, 2018. (REVISED)

D. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Heather Gorney, Paraprofessional, effective April 13, 2018.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Michelle Granville return date from FMLA-Unpaid LOA effective March 12, 2018.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Douglas C. Hobson as substitute custodian, in the amount of \$14.00 per hour, effective March 29, 2018.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of George M. Gahles, as Part-Time Business Administrator for the 2018-2019 school year in the amount of \$55,903.00.

H. MOTION: BE IT RESOLVED, that the Board of Education approve James Trotman as substitute custodian, in the amount of \$14.00 per hour, retroactive March 27, 2018.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Lana Claire Fox, as Paraprofessional, Step #8, \$14.60 per hour, effective April 9, 2018.



Roll Call

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

PROFESSIONAL DEVELOPMENT:

12. A motion was made by Mary Smith Jones and seconded by K Lee Dixon to approve the following: BE IT RESOLVED, that the Board of Education approves the professional development for Elizabeth Giacobbe to attend the School Safety Specialist Certification Training on June 25th – 28th, 2018, in Robbinsville, NJ, there will be no cost to the district.

Roll Call

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

POLICIES:

13. A motion was made by Mary Smith Jones and seconded by K Lee Dixon to approve the following: BE IT RESOLVED, that the Board of Education approve the 2nd reading for the following policies:

- #1511 Board of Education Website/Accessibility
- #7425 Lead Testing of Water in Schools
- #9242 Use of Electronic Signatures
- #5516.01 Student Tracking Devices
- #7461 District Sustainability Policy
- #7424 Bed Bugs
- #7441 Electronic Surveillance in the School Building
- #7440 School District Security
- #8630 Bus Driver-Bus Aide Responsibility

The meeting was opened for public comment. There were no comments from the public on the policies being approved.



Roll Call

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

14. Old Business

There was no old business for the month.

15. New Business

There was no new business for the month.

16. Superintendent's Report

A. Enrollment Report: 294

B. Attendance Report

The report was included for review by the Board of Education.

C. Nurse' Report

The report was included for review by the Board of Education.

D. Discipline Report

The report was included for review by the Board of Education.

E. H.I.B. Incidents:

1 incidents reported: 0 were confirmed bullying, 1 determined to be non-HIB related or non-actionable HIB, and 0 inconclusive.

F. Drills:

- Shelter In Place Drill – March 15, 2018 - 9:43 AM



17. Correspondence

A letter from the Lumberton Board of Education was read congratulating the Beverly City School for their recent accomplishments and thanking the staff for allowing them to visit the school.

A letter from the Mayor of Beverly City was read congratulating the Beverly City School for their recent academic accomplishments.

18. Board Comments

There were no Board comments this month.

19. Public Comments

The public portion of the meeting was opened and closed at 6:29 p.m. There were no comments from the public.

20. Adjournment

A motion was made by Mary Smith Jones and seconded by K. Lee Dixon to adjourn the Board of Education Meeting at 6:30 p.m.

Roll Call

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

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary