

BEVERLY CITY BOARD OF EDUCATION

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

RE-ORGANIZATION/REGULAR MEETING

Beverly City School
January 6, 2016

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 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 is writing on January 8, 2015. 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.

The Pledge of Allegiance was led by Brian F. Savage.

Brian F. Savage, Board Secretary opened the meeting and announced the official results of the election.

There were three (3) members of the public present at the meeting.

3. Secretary administered oath for members of the Board of Education to Mary Smith-Jones, Mary Ellen Knudson and Mary Wolbert.

4. Roll Call

Stacey Atkinson	Present	Jean Wetherill	Present
Mary Ellen Knudson	Present	Mary Wolbert	Present
Ronald Murphy	Absent	Richard Wolbert	Present
Mary Smith-Jones	Present		

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

5. Nomination for the office of President.

The Board Secretary called for nominations for President.

Mary Ellen Knudson motioned and Stacey Atkinson seconded the nomination of Richard Wolbert for President of the Board of Education.

Dr. Savage asked for any other nominations. There were none. The nominations for President were closed.

A motion was made by Mary Ellen Knudson motioned and seconded by Stacey Atkinson to elect Richard Wolbert as the President of the Board of Education.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Abstained
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

6. Nomination for the office of Vice President.

The Board President called for nominations for Vice President.

Mary Ellen Knudson motioned and Mary Wolbert seconded the nomination of Stacey Atkinson for Vice President of the Board of Education.

Dr. Savage asked for any other nominations. There were none. The nominations for Vice President were closed.

A motion was made by Mary Ellen Knudson and seconded by Mary Wolbert to elect Stacey Atkinson as the Vice President of the Board of Education.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

7. The new officers assumed the office immediately.

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

9. Board Member Comments on the Agenda

There were no comments from the Board Members on the agenda.

10. Public Comment on Agenda Items Only

There were no comments from the public on the agenda.

PERSONNEL:

11. Consent Agenda:

A motion was made by Mary Ellen Knudson and seconded by Jean Wetherill to approve the following action items A and B will be considered under consent agenda. Any item requiring further discussion may be pulled from the consent agenda and acted upon separately

A.MOTION: To approve the gross payroll wages for the pay period ending December 15, 2015 in the amount of \$136,658.41 and for the pay period ending December 30, 2015 in the amount of \$158,580.07 in the total amount of \$295,238.48 for the month of December.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Rosalind Johnson as Librarian/Media Specialist, MA Step 12 at the salary of \$63,466.00 effective, February 18, 2016.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

RE-ORGANIZATION:

12. Consent Agenda:

A motion was made by Jean Wetherill and seconded by Mary Smith-Jones to approve the following action items A through M will be considered under a consent agenda. Items A and M were pulled from the consent agenda and will be acted upon separately

A. MOTION: That board members be appointed to the following committees:

Operations	_____
Curriculum/Technology	_____
Community Relations	_____
Policy/Legislative	_____

B. 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.

C. 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.

D.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.

E.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.

F.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.

G. 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 2016.

H. 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;

I. MOTION: Approval of Depositories:

BE IT RESOLVED, that the Board of Education approve 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. XXXXXXXX340	School Activity Account Dr. Brian F. Savage – Board Secretary Elizabeth Giacobbe – Superintendent George M. Gahles – Business Administrator
Acct No. XXXXXXXX357	Payroll Account Dr. Brian F. Savage – Board Secretary Pablo D. Canela – Treasurer of School Monies
Acct No. XXXXXXXX365	Agency Account Dr. Brian F. Savage – Board Secretary Pablo D. Canela – Treasurer of School Monies
Acct No. XXXXXXXX373	General Account Dr. Brian F. Savage – Board Secretary Pablo D. Canela – Treasurer of School Monies Richard Wolbert – Board President
Acct No. XXXXXXXX390	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 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

J. 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.

K. MOTION: BE IT RESOLVED, that the Board of Education approve that Stacey Atkinson be named delegate and that Mary Ellen Knudson be named alternate to the New Jersey School Boards Association and legislative representative, and Mary Ellen Knudson be named delegate and Jean Wetherill be named alternate to the Burlington County School Board Association for the calendar year 2016.

L. 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, Bentley Avenue, on:

January 20, 2016
February 17, 2016
March 16, 2016
April 20, 2016
May 11, 2016
June 22, 2016
July 20, 2016
August 17, 2016
September 21, 2016
October 19, 2016
November 16, 2016
December 21, 2016
January 4, 2017 (1st Wednesday of month Re-org)

M. MOTION: BE IT RESOLVED, that the Board of Education approve the CAFR/Audit.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

13. A motion was made by Jean Wetherill and seconded by Stacey Atkinson BE IT RESOLVED, that the Board of Education approve the CAFR/Audit.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

14. CURRICULUM INSTRUCTION:

A motion was made by Stacey Atkinson and seconded by Mary Ellen Knudson BE IT RESOLVED, that the Board of Education approve the confirmation of submission for the HIB-ITP report to the New Jersey Department of Education.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

15. FIELD TRIP:

A motion was made by Mary Ellen Knudson and seconded by Mary Smith-Jones BE IT RESOLVED, that the Board of Education approve the field trip to the Alice Paul Institute, 128 Hooton Road, Mt. Laurel, NJ 08054 for 18 students and 3 chaperones on January 22, 2016. The trip will be funded through a grant and will need to pay for a bus.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

16. PROFESSIONAL DEVELOPMENT:

A motion was made by Mary Ellen Knudson and seconded by Jean Wetherill BE IT RESOLVED, that the Board of Education approve the professional development for Donna Groves to attend the Concepts, Skills, and Problem Solving Workshop on January 22, 2016 in Mt. Laurel, NJ. There will be no cost to the district.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

17. Old Business

Brian F. Savage will confirm if New Jersey School Boards Association received the Beverly City Goals.

18. New Business

There was no new business for the month.

19. Correspondence

Burlington County Executive Superintendent of Schools informed the Beverly City Board of Education that they are eligible for a seat on the Palmyra Board of Education.

20. Board Comments

There were no Board comments for the month.

21. Public Comments

The open to the public comment portion of the meeting began at 8:00 p.m. and closed at 8:00 p.m.

There were no comments from the Public.

22. Adjournment

A motion was made by Mary Ellen Knudson and seconded by Mary Smith-Jones to adjourn the Board of Education Meeting at 8:01 p.m.

Roll Call

Stacey Atkinson	Affirmative	Jean Wetherill	Affirmative
Mary Ellen Knudson	Affirmative	Mary Wolbert	Affirmative
Ronald Murphy	Absent	Richard Wolbert	Affirmative
Mary Smith-Jones	Affirmative		

Respectfully submitted:



Brian F. Savage, Ed.D.
Staff Accountant/Board Secretary