

BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue  
Beverly, New Jersey 08010  
[www.beverlycityschool.org](http://www.beverlycityschool.org)

REGULAR MEETING

Beverly City School  
March 16, 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 6, 2016. 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 Richard Wolbert.

3. Roll Call

Stacey Atkinson	Absent	Jean Wetherill	Present
Mary Ellen Knudson	Present	Mary Wolbert	Present
Ronald Murphy	Absent	Richard Wolbert	Present
Mary Smith-Jones	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 five (5) member of the public present at the meeting.

5. Board Member Comments on the Agenda

There were no Board member comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. Student Recognition

An award and tee shirts were given to Seneca Curtis and Elijah Randolph for being "Upstanders" These students stood up for their fellow students instead of standing aside and doing nothing, their actions were recognized this evening.

8. Welcome Palmyra Superintendent and Board President

The Palmyra Superintendent and the Board President attended the meeting to give the Beverly Board of Education an update on their school. There were discussions on the strategic plan , test scores and HIB incidents.

9. A motion was made by Jean Wetherill and seconded by Mary Smith-Jones to approve the minutes for the Regular meeting on February 17, 2016.

Roll Call

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

MONTHLY FINANCIALS/CONTRACTS:

10. Consent Agenda:


A motion was made by Mary Smith-Jones and seconded by Jean Wetherill 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.

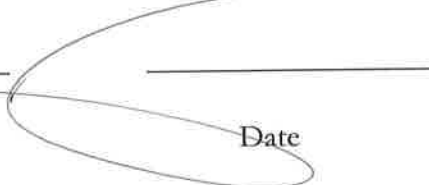
A.MOTION: To accept the financial Report of the Secretary for the month ending February 2016: Balance on hand \$2,110,266.11.

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 February 2016, 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.

 \_\_\_\_\_  
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 February 2016, 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 February 2016.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of February 2016.

D. MOTION: To approve the purchase orders in the amount of \$194,483.54 for the month of March 2016.

E. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills totaling \$248,793.44 for the month of March 2016 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.

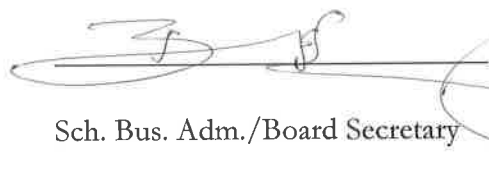
F. MOTION: To approve the gross payroll wages for the pay period ending February 15, 2016 in the amount of \$138,214.88 and for the pay period ending February 29, 2016 in the amount of \$148,653.60 in the total amount of \$286,868.48 for the month of February 2016.

G.MOTION: To accept the financial Report of the Secretary for the month ending December 2015: Balance on hand \$2,465,648.55.

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 December 2015, 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.

  
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 December 2015, 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.

H.MOTION: To accept the financial report of the Treasurer of School Monies ending December 2015.

I. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of December 2015.

Roll Call

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

FINANCIALS/CONTRACTS:

11. Consent Agenda:

A motion was made by Mary Smith-Jones and seconded by Mary Ellen Knudson to approve the following action items A through G 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 the Board to authorize George M. Gahles to be added as a signer on the General Account.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the transportation to Citizen’s Bank Park on May 18, 2016. Transportation provided by Laurel Enterprises in the amount of \$350.00.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the transportation to the Spirit of Philadelphia for the 8<sup>th</sup> Grade dinner dance. Transportation provided by Laurel Enterprises in the amount of \$275.00.

D.MOTION: To approve the following 2015-2016 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
Garfield Park Academy	1	\$50,814.00	9/1/2015-6/30/2016	Change in placement from BCSSSD, prorated tuition	\$50,814.00

E. MOTION: RESOLVED, That the tentative budget for the 2016-2017 school year be adopted in the CURRENT EXPENSE FUND 10 amount of \$6,810,533, SPECIAL REVENUE FUND 20 in the amount of \$583,991, and DEBT SERVICE FUND 40 in the amount of \$79,194.

FURTHER, be it resolved that \$2,845,921 should be raised for the GENERAL FUND and \$79,194 should be raised for the DEBT SERVICE FUND for the 2016-2017 school year.

FURTHER, be it resolved that the revenues for the 2016-2017 school year be adopted in the amounts of CURRENT EXPENSE FUND 10 in the amount of \$6,810,533, SPECIAL REVENUE FUND 20 in the amount of \$583,991 and DEBT SERVICE FUND 40 in the amount of \$79,194.

BE IT RESOLVED, that the Beverly City Board of Education accept Categorical Special Education State Aid of \$170,576; Categorical Security Aid of \$87,320; Adjustment Aid of \$840,178; Categorical Transportation Aid of \$193,173; Equalization Aid of \$2,420,975; PARCC Readiness/Pupil Growth Aid of \$10,080 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 20, 2016 at 8:00 p.m. for the purpose of holding a special public hearing on the 2016-2017 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 \$150.00 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 \$20,000.00 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 2016-2017 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 2016-2017 School Year at the sum of:

Professional		Services:
Attorney(s):	\$30,000	
Auditor:	\$20,000	
Treasurer of School Monies	\$4,200	
OT/PT/Speech	\$40,000	
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.

F.MOTION: BE IT RESOLVED, that the Board of Education approve to appoint the following listed staff members as Affirmative Action Officers for 2016-2017. Those listed shall comprise the District's Affirmative Action Team, which is authorized to implement the Comprehensive Equity Plan, monitor and report progress towards plan goals and objectives annually, conduct related training for certificated and non-certificated staff members, parents, students and other stake holders, investigate all complaints to coordinate with the District Section 504/Title IX Officer, and to provide additional information in support of the District's efforts to comply:

Ms. Kerri Lawler – District Section 504

Ms. Elizabeth Giacobbe – District Title IX (for business/contract matters)

G. MOTION: BE IT RESOLVED, that the Board of Education approve the Inclusive Technology Solutions, LLC, contract for a 1 hour webinar rate of \$400.00 and additional services on an as needed basis. (see attachment)

Roll Call

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

PERSONNEL:

12. Consent Agenda:

A motion was made by Mary Ellen Knudson and seconded by Mary Wolbert to approve the following action items A through J 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 March 2016.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Tevin Gibson, as Paraprofessional, effective March 24, 2016.

K. MOTION: BE IT RESOLVED, that the Board of Education approve Rachel Fox as Teacher, BA, Step #1, at the salary of \$49,326.00, retroactive March 15, 2016.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Marcella Field as Paraprofessional, Step #11, at the rate of \$16.49 per hour, effective March 21, 2016.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Homebound Instruction for 1 student beginning March 10, 2016 to March 24, 2016 and on an as needed basis, up to 10 hours a week at the rate of \$40.00 per hour.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Sandy Coyne to conduct Homebound Instruction effective March 10, 2016.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Elizabeth Giacobbe for paid FMLA Child Adoption Leave using accumulated given days beginning April 4, 2016 to April 8, 2016. Total FMLA entitlement is 12 weeks leave within a 12 month period measured forward from the date of first FMLA leave usage.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Susan Milliner as Paraprofessional, Step #7, at the rate of \$13.86 per hour, for 1 and ½ hours per day, retroactive March 11, 2016.

I. MOTION: BE IT RESOLVED, that the employment contract of Julie Schulin is hereby terminated, effective May 13<sup>th</sup>, 2016;

BE IT FURTHER RESOLVED, that Julie Schulin be placed on administrative leave, with pay, effective immediately and through the final day of her employment.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Julia Velasquez as Paraprofessional, Step #7, at the rate of \$13.86 per hour, retroactive March 15, 2016.

Roll Call

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

FIELD TRIP:

13. Consent Agenda:

A motion was made by Mary Ellen Knudson and seconded by Mary Smith-Jones to approve the following action items A through D 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 the Student Government field trip to IPlay America in Freehold, NJ on June 1, 2016, 20 students and 3 chaperones, in the total amount of \$618.85. The trip will be funded from the Student Government account.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the 8<sup>th</sup> Grade Dinner Dance to the Spirit of Philadelphia in Philadelphia, PA on June 14, 2016, 15 students and 10 chaperones, in the total amount of \$1,380.12. The dance will be fundraised by Melanie Kranz.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Intramurals field trip to Citizen's Bank Park in Philadelphia, PA on May 18, 2016, 30 students and 2 chaperones, in the total amount of \$495.00 to be paid out of the student activity account through fundraising. The district will provide the bus fee.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the field trip to the NJ State Museum in Trenton, NJ on April 13, 2016, 41 students and 6 chaperones, there will be no cost to the district. Transportation cost will be provided from a grant.

Roll Call

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

PROFESSIONAL DEVELOPMENT:

14. 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 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 the professional development for Larissa Druding to attend the RAC-Middle School ELA Workshop at the Gloucester County Fire Academy on March 24, 2016 and another date TBD in May 2016. There will be no cost to the district.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the professional development for Meredith Lokan to attend the 2016 Primary Educators Conference on April 8, 2016 in Mullica Hill, NJ in the total amount of \$149.00.

Roll Call

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

CURRICULUM:

15. Consent Agenda:

A motion was made by Mary Ellen Knudson and seconded by Mary Wolbert to approve the following action items A through C 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 the Comprehensive Equity Plan.

B.MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the Comprehensive Equity Plan.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Extended School Year Program beginning June 27, 2016 through July 28, 2016. PreK-7<sup>th</sup> grade, Monday through Thursday, 8:30 AM – 12:30 PM.

Roll Call

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

POLICIES:

16. A motion was made by Mary Ellen Knudson and seconded by Mary Smith-Jones: BE IT RESOLVED, that the Board of Education approve the second reading of Policy 1140 – Affirmative Action Program.

There were no comments during the public comment section.

#### Roll Call

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

#### 17. Old Business

There was on old business for the month.

#### 18. New Business

There was no new business for the month.

#### 19. Superintendent's Report

##### A. Enrollment Report

##### B. Attendance Report

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

##### C. Nurse's 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:

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

##### F. Drill:

- February 22, 2016 – Fire Drill – 3 minutes
- February 29, 2016 – Shelter in Place Drill – 8:52 A.M.
- March 9, 2016 – Fire Drill – 2 minutes 20 seconds

20. Correspondence

There was no correspondence for the month.

21. Board Comments

There were no comments from the Board of Education.

22. Public Comments

The open to the public comment portion of the meeting began at 7:52 p.m. and closed at 8:00 p.m.

Leigh-Ann Esaia, 605 Lake, Beverly NJ, talked about the PTA's endeavors and noted that he robotics program is now fully funded.

23. A motion was made by Mary Ellen Knudson and seconded by Mary Wolbert: BE IT RESOLVED, that the Board adjourn to closed session for the purpose of discussing a litigation matter. The subject matter of the Board's discussion will be disclosed when the reasons for confidentiality have subsided. It is estimated that the closed session will last 10 minutes, after which action will not be taken.

Roll Call

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

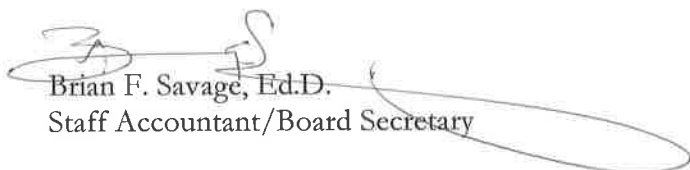
24. Adjournment

A motion was made by Mary Ellen Knudson and seconded by Mary Smith-Jones to adjourn the Board of Education Meeting at 8:19 p.m.

Roll Call

Stacey Atkinson	Absent	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