

**BOARD OF EDUCATION  
GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**School Board Reorganization Meeting  
January 02, 2025**

Call to Order Education	Board Secretary, Michael Sloan, called the meeting of the Glassboro Board of to order at 6:00pm.
Statement of Public	Board Secretary, Michael Sloan, announced that the public notice of the meeting has been made Notice of Meeting in accordance with the New Jersey Open Meeting Act, Chapter 231, Laws of accordance with New Jersey Open Public Meetings Act 1975. Notice included the time, date, and place of the meeting and, to extent known, the agenda.
Flag Salute	The Flag Salute was given by all present.
Members Present	Ms. Briggs, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Ricci, Mr. Stephens, Ms. Volz  Also present: Superintendent Mark Silverstein, School Business Administrator Michael Sloan, Chief Academic Officer Craig Stephenson, Solicitor Susan Hodges
Members Absent	Ms. Longley, Dr. Tattersdill
Visitors	3
Administration of Oath of Office	Business Administrator, Michael Sloan, administered the Oath of Office to the newly appointed Board Members:  Ms. Briggs Ms. Dempster Mr. Hughes
Opportunity for Public to Address	Mr. Esgro motioned, Mr. Hughes second, that the floor be open to the public to address the Board regarding specific agenda items.
Roll Call Vote	YES: Ms. Briggs, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Ricci, Mr. Stephens, Ms. Volz  Motion Carried 7-0-0
Public Address	None
Close Opportunity for Public to Address	Mr. Esgro motioned, Ms. Dempster second, that the floor be close to the public regarding addressing the Board regarding the Board specific agenda items.
Roll Call Vote	YES: Ms. Briggs, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Ricci, Mr. Stephens, Ms. Volz  Motion Carried 7-0-0

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Adoption of Robert's Rules Of Order	Mr. Esgro motioned, Mr. Stephens second, to adopt Robert's Rules Of Order as official basis for the Conduct of Meetings. The motion was approved unanimously.
Adopt Board Policies Presently in Effect	Mr. Esgro motioned, Mr. Stephens second, that the Board adopt all Board Policies presently in effect for the 2024-2025 school year. The motion was approved unanimously.
Adopt Job Descriptions Presently in Effect	Mr. Esgro motioned, Mr. Stephens second, that the Board adopt all job descriptions presently in effect for the 2024-2025 school year. The motion was approved unanimously.
Election of Officers	
Open Nominations for President	Mr. Stephens motioned, Mr. Esgro second, to open the floor for nominations for the President of the Board of Education. The motion was approved unanimously.  Mr. Sloan asked for nominations for President.  Mr. Stephens nominated Mr. Ryan Hughes for President. Mr. Hughes declined the nomination due to time constraints. Mr. Hughes nominated Mr. Chris Esgro.
Close Nominations for President	Mr. Esgro motioned, Ms. Dempster second, to close the floor for nominations for the President of the Board of Education. The motion was approved unanimously.
Votes for Mr. Esgro	YES: Ms. Briggs, Ms. Dempster, Mr. Hughes, Ms. Ricci, Ms. Volz NO: Mr. Stephens
Open Nominations for Vice President	Mr. Hughes motioned, Mr. Esgro second, to open the floor for the Vice President of the Board of Education. The motion was approved unanimously.  Mr. Esgro asked for nominations for Vice President.  Ms. Volz nominated Mr. Ryan Hughes for Vice President. No other nominations were received.
Close Nominations for Vice President	Mr. Stephens motioned, Ms. Volz second, to close the floor for nominations for Vice President of the Board of Education. The motion was approved unanimously.
Votes for Mr. Hughes	YES: Ms. Briggs, Ms. Dempster, Mr. Hughes, Mr. Esgro, Ms. Ricci, Mr. Stephens, Ms. Volz

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Acknowledgement of  
Code of Ethics

Read by Board of Education President, Mr. Chris Esgro:  
Ms. Ricci motioned, Ms. Volz second, that the Board Members  
acknowledge receipt of and confirm having read the Code of Ethics.

Code of Ethics for School Board Members  
N.J.S.A 18:12-24.1

A school board member shall abide by the following Code of Ethics for School  
Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall 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 that 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 that 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. 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 the complaints at public meetings only after failure of an administrative solution.

This motion was approved unanimously.

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Appointments of  
Professional Services

Ms. Ricci moved, Ms. Volz second, to approve the appointments for professional services effective January 3, 2025 to December 31, 2025.

- a. Treasurer of School Monies – Darren Harris (R:1)
- b. Depositories for School Funds – Fulton Bank (R:2)
- c. Daily/Related Banking Services – Fulton Bank (R:3)
- d. Official Newspaper – South Jersey Times, Philadelphia Inquirer, Courier Post (R:4)
- e. School Board Solicitor – Parker McCay, P.A (R:5)
- f. School Board Bons Counsel Legal Services – Parker McCay, P.A (R:6)
- g. School Board Auditor – Holt McNally & Associates (R:7)
- h. School Physician Services – Dr. Josette Palmer, M.D. (R:8)
- i. School Psychiatric Services – Hewitt Psychiatric, PC., Dr. Andrew Savicky (R:9)
- j. Athletic Physicians – Reconstructive Orthopedics (R:10)
- k. Insurance Broker – Haines & Haines – T.C. Irons Agency (R:11)
- l. Health Benefits Broker – Allen Associates (R:12)
- m. Affirmative Action Officer – Craig Stephenson (R:13)
- n. Custodian of Records – Michael Sloan (R:14)
- o. 504 Coordinator – Catherine Torbik (R:15)
- p. Title IX Coordinator – Craig Stephenson (R:16)
- q. Integrated Pest Management Coordinator – Miguel Olivo (R:17)
- r. Asbestos Hazard Emergency Response Act – Environmental Design, Inc. (R:18)
- s. ADA Coordinator – Catherine Torbik (R:19)
- t. Qualified Purchasing Agent – Michael Sloan (R:20)
- u. Public Agency Compliance Officer – Michael Sloan (R:21)
- v. Right to Know Officer – Miguel Olivo (R:22)
- w. Indoor Air Quality Person – Miguel Olivo (R:23)
- x. Updating Bylaws, Policy, and Regulation Manuals – Strauss Esmay Associates, LLP. (R:24)
- y. 403b Tax Sheltered Annuities IRS Compliance – ONMI Third Party Administrator (R:25)
- z. School Safety Specialist – Yuna Park (R:26)
- aa. Tax Shelter Annuities – Lincoln Investment, Metropolitan Life, Equitable – AXA, Aspire Financial Services (R:27)
- bb. Nursing Services – Aveanna, Bayada, Star Pediatrics Home Care Agency (R:28)

The motion was approved unanimously.

A copy of the resolutions are attached (R:1 – R:28)

Appointment of  
Board Representatives

Mr. Stephens moved, Ms. Volz second, to approve the appointments for Board Representatives / Delegates

- a. Gloucester County School Boards' Association Delegate: Mr. Ryan Hughes
- b. Delegates Assembly Representative to NJSBA: Mr. Ryan Hughes  
Alternate: Mr. Chris Esgro

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- c. Borough Planning Board: Ms. Michele Ricci
- d. Urban Boards Representative: Mr. Ben Stephens  
Alternate Delegate: Ms. Michele Ricci
- e. Gloucester County Professional Development Delegate: Ms. Elizabeth Volz

The motion was approved unanimously.

Designation of Authorized Representative for State and Federal Projects

Ms. Volz moved, Mr. Stephens second, that the Superintendent and/or Business Administrator be designated as the Board's authorized representative for State and Federal Projects.

The motion was approved unanimously.

Approval of General Application for Federal Funds for Local Education Agencies, including Funding under P.L. #874

Ms. Volz moved, Mr. Stephens second that the Board authorize filing general applications for Federal funds for Local Education Agencies including funding under P.L. 874.

The motion was approved unanimously.

All State Contracted Vendors

Ms. Volz moved, Mr. Stephens second, that the Board approve all State contracted vendors for the period of January 1, 2025, through December 31, 2025.

The motion was approved unanimously.

Adoption of Calendar for Regular Business Meetings

Ms. Volz moved, Mr. Stephens second, that the Board adopt the calendar for regular business meetings for the period of January 1, 2025, through January 26, 2025. (R:29)

The motion was approved unanimously.

Re-Adopt the Mission and Vision Statement of the Glassboro School District

Ms. Volz moved, Mr. Stephens second, that the board re-adopt the Mission and Vision Statement of the Glassboro Public School District for the period of January 1, 2025, through December 31, 2025.

The motion was approved unanimously.

Approval of the Business Office Schedules/Rates

Ms. Volz moved, Mr. Stephens second, that the board approve the following Business Office Schedules/Rates for the period of January 1, 2025, through December 31, 2025.

- a. Chart of Accounts
- b. Petty Cash Fund
  - \$500 Board Office
  - \$300 CST – Career Based Instruction Program

The motion was approved unanimously.

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Authorization to Award Contracts up to Bid Threshold and Set Quote Threshold

Ms. Volz moved, Mr. Stephens second, that the Board approve authorization to award contracts up to bid threshold and set quote threshold for the period of January 1, 2025, through December 31, 2025.  
The motion was approved unanimously.

Mileage Reimbursement

Ms. Volz moved, Mr. Stephens second, that the Board approve the mileage reimbursement as provided under the Fiscal Accountability Regulations – Subchapter 7 for the period of January 1, 2025, through December 31, 2025.  
The motion was approved unanimously.

Curriculum

Ms. Volz moved, Mr. Stephens second, that the board approve the following instructional items for the 2024-2025 school year:

1. Curricula
2. District Assessment Overview
3. Five Year Curriculum Plan
4. Five Year Textbook Plan
5. Program of Courses

The motion was approved unanimously.

Committee Appointments

Ms. Volz moved, Ms. Dempster second, that the Board approve the 2025 Committee Assignments:

<b>Administration</b>	<b>Operations</b>	<b>Instruction</b>	<b>Superintendent Search</b>
June Longley	Lori Dempster	Elizabeth Volz	Lori Dempster
Ben Stephens	June Longley	Ryan Hughes	Ryan Hughes
Stacie Tattersdill	Michele Ricci	Natasha Briggs	Elizabeth Volz

The motion was approved unanimously.

Opportunity for Public to Address the Board of Education

Ms. Volz moved, Mr. Stephens second, that the floor be open to the public to address the board.

Roll Call Vote

YES: Ms. Briggs, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Ricci, Mr. Stephens, Ms. Volz

Motion Carried 7-0-0

Public Address

NONE

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Close Opportunity For Public to Address The Board Ms. Volz moved, Mr. Stephens second, that the floor be closed to the public regarding addressing the Board.

Roll Call Vote YES: Ms. Briggs, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Ricci, Mr. Stephens, Ms. Volz

Motion Carried 7-0-0

Adjournment Mr. Stephens moved, Ms. Dempster second, that the meeting be adjourned at 6:11pm.

Roll Call Vote YES: Ms. Briggs, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Ricci, Mr. Stephens, Ms. Volz

Motion Carried 7-0-0

Respectfully submitted,



Michael Sloan  
School Business Administrator/Board Secretary