

BOARD OF EDUCATION
GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

Reorganization Meeting
January 3, 2024

Call to Order	Assistant Board Secretary, Ms. Talisha Allison called the meeting to order at 6:00 p.m. in the Glassboro High School Media Center.
Statement of Public Notice of Meeting in Accordance with New Jersey Open Public Meetings Act	Ms. Talisha Allison announced that public notice of this meeting has been made in accordance with the New Jersey Open Public Meetings Act, Chapter 231, Law of 1975. Advanced public notice of this meeting was given December 14, 2022, including the time, date, and place of the meeting.
Members Present	Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Ricci, Mr. Smith, Mr. Stephens, Dr. Tattersdill, Ms. Volz, Superintendent Dr. Mark Silverstein, Assistant Business Administrator Talisha Allison, Chief Academic Officer Dr. Robert Preston, and Susan Hodges, Solicitor. Board Members elected for three years: Mr. Stephens, Dr. Tattersdill, and Ms. Volz.
Members Absent	none
Flag Salute	The Flag Salute was given to all present.
Administration of Oath	Solicitor, Ms. Susan Hodges administered the Oath of Office to recently elected Board Members: Mr. Stephens Dr. Tattersdill Ms. Volz
Adoption of Robert's Rules of Order	Mr. Esgro motioned, seconded by Ms. Volz 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	Ms. Esgro motioned, seconded by Mr. Stephens that the Board adopt all Board policies presently in effect for the 2023-2024 School Year. The motion was approved unanimously.
Adopt Job Descriptions Presently in Effect	Mr. Esgro motioned, seconded by Ms. Volz, to say the Board adopt all Job Descriptions presently in effect for the 2023-2024 School Year.
Election of Officers Open the Floor for Nominations for President	Mr. Esgro motioned, seconded by Mr. Stephens, to open the floor for nominations for President of the Board of Education. The motion was approved unanimously.

President

Ms. Allison asked for Nominations for President.

Mr. Hughes nominated Mr. Chris Esgro for President of the Board of Education. No other nominations were received.

Close the Floor for
Nominations for President

Mr. Stephens moved, seconded by Mr. Hughes that the floor be closed for Nominations for President of the Board of Education. No other Nominations were received.

Open the Floor for
Nominations of Vice
President

Mr. Esgro nominated Mr. Ryan Hughes for Vice President of the Board of Education. No other nominations were received.

Vice President

Close the Floor for
Nominations of Vice
President

Mr. Smith motioned, seconded by Mr. Stephens that the floor be closed for Nominations of Vice President of the Board of Education and that Mr. Hughes be nominated as Vice President.

The motion was approved unanimously.

Acknowledgement of
Code Of Ethics

Read by President Esgro

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

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.

Appointments-Professional Services

Treasurer of School Monies Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint Karyn Paccione as Treasurer of School Monies for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved by unanimous roll call vote.

A copy of the Resolution is attached *(R:1)*

Affirmative Action Officer Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Chief Academic Officer, Dr. Robert Preston as Affirmative Action Officer for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved by unanimous roll call vote.

A copy of the Resolution is attached. *(R:2)*

Title IX Coordinator Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint Chief Academic Officer, Dr. Robert Preston as Title IX Coordinator for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved by unanimous.

A copy of the Resolution is attached. *(R:3)*

504 Coordinator Mr. Hughes, seconded by Mr. Stephens that the Resolution to appoint Director of Special Services, Catherine Torbik as 504 Coordinator for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. (R:4)

ADA Coordinator

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Director of Special Services, Catherine Torbik as ADA Coordinator for the period of January 1, 2024 through December 31, 2024, be adopted.

The motion was approved by unanimous roll call vote.

A copy of the Resolution is attached. (R:5)

Purchasing Agent

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Michael Sloan as Purchasing Agent for the period of January 4, 2024 through December 31, 2024, be adopted.

The motion was approved by unanimous roll call vote.

A copy of the Resolution is attached. (R:6)

Custodian of Records

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Michael Sloan as Custodian of Records for the period of January 4, 2024 through December 31, 2024, be adopted.

The motion was approved by unanimous roll call vote.

A copy of the Resolution is attached. (R:7)

Public Agency Compliance Officer

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Michael Sloan as Public Agency Compliance Officer for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved by unanimous roll call vote.

A copy of the Resolution is attached. (R:8)

Right To Know Officer

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Richard Booth through January 19, 2024/ Miguel Olivo effective January 22, 2024 as Right to Know Officer for the period of January 1, 2024 through December 31, 2024, be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. (R:9)

Integrated Pest Management Coordinator

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Richard Booth through January 19, 2024/ Miguel Olivo effective January 22, 2024, as Integrated Pest Management Coordinator for the period of January 1, 2024 through December 31, 2024, be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:10)*

Designated Indoor Air Quality Person

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Richard Booth through January 19, 2024/ Miguel Olivo effective January 22, 2024, as Designated Indoor Air Quality Person for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:11)*

School Safety Specialist

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Craig Stephenson as School Security Specialist for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:12)*

Depositories for School Funds

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Republic Bank as Depositories for School Funds for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:13)*

Daily/Related Banking Services

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Republic Bank to provide Daily/Related Banking Services for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:14)*

Designation of Newspaper(s)

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution designating The South Jersey Times, The Philadelphia Inquirer and the Camden Courier Post as newspapers for legal advertisement, for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:15)*

School Board Solicitor/Bond Counsel

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Parker McCay, P.A. as School Board Solicitor/Bond Counsel for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:16)*

School Board Auditor

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Holt McNally & Associates, LLC as School Board Auditor for the period of January 1, 2024 through December 31, 2024 school year be adopted. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:17)*

Professional Sports Medicine Physician Services

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Reconstructive Orthopedics as Sports Medicine Physician Services for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:18)*

Professional Health Care Services

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Dr. Josette Palmer as Professional Health Care Physician Services for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached *(R:19)*

Insurance Broker – Haines & Haines

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution and Contract to appoint Haines & Haines – T.C. Irons Agency as Insurance Broker for the period of January 1, 2024 through December 31, 2024. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:20)*

Health Benefits Broker

Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint Allen Associates for the period of January 1, 2024 through December 31, 2024 be adopted. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:21)*

Professional Asbestos Hazard Emergency Response

Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint Environmental Design, Inc. as Asbestos Hazard Emergency Response Designated Agency for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:22)*

Tax Shelter Annuity Companies

Mr. Hughes moved, seconded by Mr. Stephens that the following companies be approved as Tax Sheltered Annuity Companies for the period of January 1, 2024 through December 31, 2024:

Lincoln Investment Metropolitan

AXA Equitable 403b

ASPIRE

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:23)*

Policy & Procedures Manual

Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint Strauss Esmay Associates, LLC, for updating Bylaws, Policy and Regulations Manuals for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:24)*

OMNI Third Party Administrator for 403b Plan Services

Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint OMNI Third Party Administrator for 403b Plan Services Tax Sheltered Annuities IRS Compliance for the period of January 1, 2024 through December 31, 2024 be adopted.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:25)*

Nursing Services

Mr. Hughes moved, seconded by Mr. Stephens, that the Resolution to appoint Aveanna, Bayada and Star Pediatrics Home Group for Nursing Services for the period of January 1, 2024 to December 31, 2024.

The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. *(R:26)*

Occupational and Physical Therapy Services

Mr. Hughes moved, seconded by Mr. Stephens that the Resolution to appoint Virtua Health Group for Occupational and Physical Therapy Services for the period of January 1, 2024 to December 31, 2024. The motion was approved unanimous roll call vote.

A copy of the Resolution is attached. (R:27)

Appointment of Board Representatives

Gloucester County School Boards' Association Delegate

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the appointment of Mr. Hughes as Gloucester County School Boards Association Representative for the period of January 1, 2024 through December 31, 2024.

The motion was approved by unanimous roll call vote.

Delegates Assembly Representative

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the appointment of Mr. Ryan Hughes as Legislative Representative to the New Jersey School Boards Association period of January 1, 2024, through December 31, 2024. Mr. Chris Esgro will be the alternate delegate.

The motion was approved by unanimous roll call vote.

Borough Planning Board

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the appointment of Mr. Steven Smith as Borough Planning Board Representative for the period of January 1, 2024 through December 31, 2024.

The motion was approved by unanimous roll call vote.

Urban Boards Representative

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the appointment of Mr. Ben Stephens as Urban Boards Delegate for the period of January 1, 2024 through December 31, 2024. Ms. Michele Ricci will be the alternate delegate.

The motion was approved by unanimous roll call vote.

Gloucester County Professional Development Delegate

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the appointment of Ms. Elizabeth Volz as Gloucester County Professional Development Representative for the period of January 1, 2024 through December 31, 2024.

The motion was approved by unanimous roll call vote.

January 3, 2024-Reorganization

Designation of Authorized Representative for State and Federal Projects

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

The motion was approved by unanimous roll call vote.

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

Mr. Hughes moved, seconded by Mr. Stephens that the Board authorize filing general applications for Federal Funds for Local Education Agencies including Funding under P.L. #874.

The motion was approved by unanimous roll call vote.

All State Contracted Vendors

Ms. Volz moved, seconded by Mr. Stephens that the Board approve all State Contracted Vendors for the period of January 1, 2024 through December 31, 2024.

The motion was approved by unanimous roll call vote.

Adoption of Calendar for Regular Business Meetings

Mr. Hughes moved, seconded by Mr. Stephens that the Board adopt the Calendar for Regular Business Meetings for the period of January 1, 2024 through January 24, 2025. (R:28)

The motion was approved by unanimous roll call vote.

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

Mr. Hughes moved, seconded by Mr. Stephens that the Board re-adopt the Mission and Vision Statement of the Glassboro School District for the period of January 1, 2023 through December 31, 2023.

The motion was approved by unanimous roll call vote.

Approval of the following Business Office Schedules/Rates:

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the following Business Office Schedules/Rates for the period of January 1, 2024 through December 31, 2024

A. Chart of Accounts

B. Petty Cash Fund

\$5,000 for athletics

\$ 500 board office

\$ 300 CST – Career Based Instruction Program

The motion was approved by unanimous roll call vote.

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

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve authorization to award contracts up to bid threshold and set quote threshold for the period of January 1, 2024 through December 31, 2024.

The motion was approved by unanimous roll call vote.

Mileage Reimbursement

Mr. Hughes moved, seconded by Mr. Stephens that the Board approve the Mileage Reimbursement as provided under the Fiscal Accountability Regulations – Subchapter 7 for the period of January 1, 2024 through December 31, 2024.

The motion was approved by unanimous roll call vote.

Curriculum

Approval of the following instructional items listed below for the 24-25 school year:

Mr. Hughes moved, seconded by Mr. Stephens 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 by unanimous roll call vote.

Committee Appointments

The following are the Committee assignments for 2024:

Instruction

Elizabeth Volz, Chair

Ryan Hughes

Lori Dempster

Administration

June Longley, Chair

Ben Stephens

Dr. Tattersdill

Operations

Steven Smith, Chair

June Longley

Michelle Ricci

ADDENDUM TO AGENDA

1. Administration

A. New Employees/Transfers/Contracts

1. School Business Administrator

Board approval of Michael Sloan as School Business Administrator for the 2023-2024 school year at a prorated annual salary of \$130,000.00, effective January 4, 2024. Mr. Sloan is replacing Lisa Ridgway due to retirement. (attachment)

Roll Call Vote

YES: Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Ricci, Mr. Smith, Ms. Volz, Dr. Tattersdill.

Motion Carried 9-0-0

Adjournment

Mr. Hughes moved, seconded by Mr. Stephens that the Reorganization Meeting adjournment (6:13 p.m.).
The motion was approved unanimously.

Respectfully submitted,

Talisha Allison

Talisha Allison
Assistant Business Administrator