

BOARD OF EDUCATION  
GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

Reorganization Meeting  
January 5, 2022

Call to Order	Ms. Lisa Ridgway, Business Administrator, called the meeting to order at 6:00 p.m. in the Glassboro High School Auditorium.
Statement of Public Notice of Meeting in accordance with New Jersey Open Public Meetings Act	Ms. Lisa Ridgway announced that public notice of the meeting has been made in accordance with the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975.  Notice included the time, date, and place of the meeting and to extent known, the agenda.
Members Present	Mr. Calvo, Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Mr. Smith, Ms. Volz, Superintendent Dr. Mark Silverstein, Business Administrator Lisa Ridgway, Chief Academic Officer Dr. Robert Preston, and Susan Hodges, Solicitor. Board Members elected for three years: Ms. Dempster, Mr. Hughes and Mr. Smith.
Members Absent	Mr. Stephens
Flag Salute	The Flag Salute was given by all present.
Administration of Oath	Ms. Lisa Ridgway administered the Oath of Office to recently elected Board Members:  Ms. Lori Dempster Mr. Ryan Hughes Mr. Steven E. Smith Jr.
Adoption of Robert's Rules of Order	Mr. Calvo moved, seconded by Mr. Esgro that the Board adopt Robert's Rules of Order as official basis for the Conduct of Meetings. The motion was approved unanimously.
Adoption of Board Policies Presently in Effect	Mr. Esgro moved, seconded by Mr. Calvo that the Board adopt all Board policies presently in effect for the 2021-2022 School Year. The motion was approved unanimously.
Adoption of Job Descriptions Presently in Effect	Mr. Esgro moved, seconded by Ms. Volz that the Board adopt all Job Descriptions presently in effect for the 2021-2022 School Year. The motion was approved by unanimous roll call vote.
Acknowledgement of Board Members received and read the Code Of Ethics	Mr. Calvo moved, seconded by Ms. Volz that the Board acknowledge that they have received and read the Board Member Code of Ethics. The motion was approved by unanimous roll call vote.

## January 6, 2021 - Reorganization

### Election of Officers

Open the Floor for Nominations for President

Mr. Stephens moved, seconded by Ms. Volz to open the floor for nominations for President of the Board of Education. The motion was approved by unanimous roll call vote.

#### President

Ms. Volz moved, seconded by Mr. Hughes that Mr. Peter Calvo be nominated as President of the Board of Education. The motion was approved by unanimous roll call vote.

There were no other nominations.

Close the Floor for Nominations for President

Ms. Volz moved, seconded by Mr. Hughes that the floor be closed for Nominations for President of the Board of Education. The motion was approved by unanimous roll call vote.

Ms. Volz moved, seconded by Mr. Hughes that the Board elect Mr. Peter Calvo as President of the Board of Education. The motion was approved by unanimous roll call vote.

Open the Floor for Nominations for Vice President

Mr. Calvo moved, seconded by Mr. Hughes to open the floor for Nominations for Vice President of the Board of Education. The motion was approved by unanimous roll call vote.

#### Vice President

Mr. Calvo moved, seconded by Mr. Hughes that Ms. Elizabeth Volz be nominated as Vice President of the Board of Education. The motion was approved by unanimous roll call vote.

There were no other nominations.

Close the Floor for Nominations for Vice President

Mr. Calvo moved, seconded by Mr. Hughes that the floor be closed for Nominations for Vice President of the Board of Education. The motion was approved by unanimous roll call vote.

Code of Ethics

Read by President Calvo;

#### Code of Ethics for School Board Members

N.J.S.A 18A: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. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Karyn Paccione as Treasurer of School Monies for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Affirmative Action Officer

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Chief Academic Office, Dr. Robert Preston as Affirmative Action Officer for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

January 6, 2021 - Reorganization  
Title IX Coordinator

Mr. Calvo moved, seconded by Ms. Esgro that the Resolution to appoint Chief Academic Office, Dr. Robert Preston as Title IX Coordinator for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

504 Coordinator

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Director of Special Services, Catherine Torbik as 504 Coordinator for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

ADA Coordinator

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Director of Special Services, Catherine Torbik as ADA Coordinator for the period of January 1, 2022, through December 31, 2022, be adopted.

The motion was approved by unanimous roll call vote.

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

Purchasing Agent

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Lisa Ridgway as Purchasing Agent for the period of January 1, 2022, through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Custodian of Records

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Lisa Ridgway as Custodian of Records for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Public Agency Compliance Officer

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Lisa Ridgway as Public Agency Compliance Officer for the period of January 1, 2022 through December 31, 2022 be adopted.

	<p>Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo Abstained: Ms. Dempster, Mr. Smith Motion was approved: 6-0-2 A copy of the Resolution is attached. (R:8)</p>
Right to Know Officer	<p>Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Richard Booth as Right to Know Officer for the period of January 1, 2022 through December 31, 2022 be adopted.</p> <p>Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo Abstained: Ms. Dempster, Mr. Smith Motion was approved: 6-0-2 A copy of the Resolution is attached. (R:9)</p>
Integrated Pest Management Coordinator	<p>Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Richard Booth as Integrated Pest Management Coordinator for the period of January 1, 2022 through December 31, 2022 be adopted.</p> <p>Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo Abstained: Ms. Dempster, Mr. Smith Motion was approved: 6-0-2 A copy of the Resolution is attached. (R:10)</p>
Designated Indoor Air Quality Person	<p>Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Richard Booth as Designated Indoor Air Quality Person for the period of January 1, 2022 through December 31, 2022 be adopted.</p> <p>Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo Abstained: Ms. Dempster, Mr. Smith Motion was approved: 6-0-2 A copy of the Resolution is attached. (R:11)</p>
School Security Specialist	<p>Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Craig Stephenson as School Security Specialist for the period of January 1, 2022 through December 31, 2022 be adopted.</p> <p>Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo Abstained: Ms. Dempster, Mr. Smith Motion was approved: 6-0-2 A copy of the Resolution is attached. (R:12)</p>
Depositories for School Funds	<p>Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Republic Bank as Depositories for School Funds for the period of January 1, 2021 through December 31, 2021 be</p>

adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Daily/Related Banking Services

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution to appoint Republic Bank to provide Daily/Related Banking Services for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Designation of Newspaper(s) for  
Legal Advertisements

Mr. Calvo moved, seconded by Mr. Esgro 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, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

School Board Solicitor/Bond  
Counsel

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Parker McCay, P.A. as School Board Solicitor/Bond Counsel for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

School Architect/Referendum  
Services

Mr. Calvo moved, seconded by Mr. Esgro that the Resolution appointing Fraytak Veisz Hopkins Duthie. P.C. as School Architect /Referendum Services for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

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School Board Auditor

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Holt McNally & Associates, LLC as School Board Auditor for the period of January 1, 2022 through December 31, 2022 school year be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Professional Sports Medicine Physician  
Services

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Reconstructive Orthopedics as Sports Medicine Physician Services for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Professional Health Care Services

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Dr. Josette Palmer as Professional Health Care Physician Services for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Insurance Broker

Mr. Calvo moved, seconded by Ms. Volz that the Resolution and Contract to appoint Haines & Haines – T.C. Irons Agency as Insurance Broker for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Health Benefits Broker

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Allen Associates for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

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Professional Asbestos Hazard Emergency  
Response

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Environmental Design, Inc. as Asbestos Hazard Emergency Response Designated Agency for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Tax Sheltered Annuity Companies

Mr. Calvo moved, seconded by Ms. Volz that the following companies be approved as Tax Sheltered Annuity Companies for the period of January 1, 2022 through December 31, 2022:

Lincoln Investment

Metropolitan

AXA Equitable

403b ASPIRE

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Policy & Procedures Manual

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Strauss Esmay Associates, LLC, for updating Bylaws, Policy and Regulations Manuals for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

OMNI Third Party Administrator for  
403b Plan Services

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint OMNI Third Party Administrator for 403b Plan Services Tax Sheltered Annuities IRS Compliance for the period of January 1, 2022 through December 31, 2022 be adopted.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz, Mr, Calvo

Abstained: Ms. Dempster, Mr. Smith

Motion was approved: 6-0-2

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

Nursing Services

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to appoint Aveanna, Bayada and Star Pediatrics Home Group for Nursing Services for the period of January 1, 2022 to December 31, 2022.



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Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo  
Abstained: Ms. Dempster, Mr. Smith  
Motion was approved: 6-0-2  
A copy of the Resolution is attached. (R:27)

Occupational and Physical Therapy

Mr. Calvo moved, seconded by Ms. Volz that the Resolution to  
appoint Virtua Health Group for Occupational and Physical  
Therapy Services for the period of January 1, 2021 to December  
31, 2021.

Yes: Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Roth, Ms. Volz,  
Mr, Calvo  
Abstained: Ms. Dempster, Mr. Smith  
Motion was approved: 6-0-2

Appointments – Board Representatives  
Gloucester County School Boards  
Association Representatives

Mr. Calvo moved, seconded by Ms. Volz that the Board  
approve the appointment of Mr. Ryan Hughes as Gloucester  
County School Boards Association Representative for the  
period of January 1, 2021 through December 31, 2021. Ms.  
Elizabeth Volz will be the alternate delegate.  
The motion was approved by unanimous roll call vote.

Delegates Assembly Representative to  
NJSBA

Mr. Calvo moved, seconded by Ms. Volz that the Board  
approve the appointment of Mr. Peter Calvo as Legislative  
Representative to the New Jersey School Boards Association  
period of January 1, 2022, through December 31, 2022. Mr.  
Ryan Hughes will be the alternate delegate.  
The motion was approved by unanimous roll call vote.

Borough Planning Board  
Representative

Mr. Calvo moved, seconded by Ms. Volz that the Board  
approve the appointment of Mr. Peter Calvo as Borough  
Planning Board Representative for the period of January 1, 2022  
through December 31, 2022.  
The motion was approved by unanimous roll call vote.

Urban Boards Representative

Mr. Calvo moved, seconded by Ms. Volz that the Board  
approve the appointment of Mr. Chris Esgro as Urban Boards  
Delegate for the period of January 1, 2022 through December  
31, 2022. Mr. Ben Stephens will be the alternate delegate.  
The motion was approved by unanimous roll call vote.

Gloucester County Professional  
Development Representative

Mr. Calvo moved, seconded by Ms. Volz that the Board  
approve the appointment of Ms. Elizabeth Volz as Gloucester  
County Professional Development Representative for the period  
of January 1, 2022 through December 31, 2022.  
The motion was approved by unanimous roll call vote.

Designation of Authorized Representatives  
for State and Federal Projects

Mr. Calvo moved, seconded by Ms. Volz 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.

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

Mr. Calvo moved, seconded by Ms. Volz 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.

State Contracted Vendors

Mr. Calvo moved, seconded by Ms. Volz that the Board approve all State Contracted Vendors for the period of January 1, 2022 through December 31, 2022. The motion was approved by unanimous roll call vote.

Adoption of Calendar for Regular Business Meetings

Mr. Calvo moved, seconded by Ms. Volz that the Board adopt the Calendar for Regular Business Meetings for the period of January 1, 2022 through January 19, 2022. (R:28) The motion was approved by unanimous roll call vote.

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

Mr. Calvo moved, seconded by Ms. Volz that the Board re-adopt the Mission and Vision Statement of the Glassboro School District for the period of January 1, 2022 through December 31, 2022. The motion was approved by unanimous roll call vote.

Approval of Business Office Schedules/Rates

Mr. Calvo moved, seconded by Ms. Volz that the Board approve the following Business Office Schedules/Rates for the period of January 1, 2022 through December 31, 2022:

1. Chart of Accounts
2. Petty Cash Fund
  - a. \$5,000 for Athletics
  - b. \$ 500 Board Office
  - c. \$ 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. Calvo moved, seconded by Ms. Volz that the Board approve authorization to award contracts up to bid threshold and set quote threshold for the period of January 1, 2022 through December 31, 2022.

The motion was approved by unanimous roll call vote.

Mileage Reimbursement

Mr. Calvo moved, seconded by Ms. Volz that the Board approve the Mileage Reimbursement as provided under the Fiscal Accountability Regulations – Subchapter 7 for the period of January 1, 2022 through December 31, 2022.

The motion was approved by unanimous roll call vote.

Curriculum

Mr. Calvo moved, seconded by Ms. Volz that the Board approve the following instructional items for the 2021-2022 school year:

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

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The motion was approved by unanimous roll call vote.

Committee  
Appointments:

The following are the Committee assignments for 2021:

Instruction

Elizabeth Volz, Chair  
Lori Dempster  
June Longley

Administration

June Longley, Chair  
Ben Stephens  
Ryan Hughes

Operations

Chris Esgro, Chair  
Steven Smith  
Lizabeth Roth

Adjournment

Mr. Esgro moved, seconded by Mr. Stephens that the  
Reorganization Meeting adjourn (6:17 p.m.).  
The motion was approved unanimously.

Respectfully submitted,

*Lisa Ridgway*

Lisa Ridgway  
Business Administrator/Board Secretary