

## Gloucester City Board of Education

September 7, 2021

### Board Meeting Minutes

#### **OPENING STATEMENT**      Open Public Meetings Act

This meeting is being held in accordance with the Open Public Meetings Act. Notice of this meeting has been posted on the district website and published through written notice on the official school bulletin board at the Gloucester City High School Media Center, and at Gloucester City Middle School, and through written notice to the Gloucester City News, the Courier Post, and the Gloucester City Clerk.

#### **PLEASE RISE FOR THE FLAG SALUTE**

##### Mission Statement

The educational process of the Gloucester City Public School District is the embodiment of visionary leadership, involved community, and individual needs. It is characterized by a holistic approach, by technological innovation, and by the development of socially responsible citizens. All students in the Gloucester City School District will be able to demonstrate the skills as outlined in the New Jersey Core Curriculum Content Standards (Common Core State Standards). The students of the Gloucester City Schools will become contributing members of a changing economy and be prepared and committed to lifelong learning.

#### **MEETING CALLED TO ORDER at 7:00 PM**

**Members Present:** Mrs. Wright, Ms. Flinn, Mrs. Borger, Mr. Harris, Mr. Sanderson, Mrs. James, Mrs. Rivas, Ms. Maass

**Members Absent:** Mr. Smollock and Mr. Ulmer

**Other Present:** S. Gorman, Supt, T. Weeks, Bus. Admin, Dr. Chiodi, Asst. Supt, W. Morlock, Solicitor, C. Speechley, J. Holmstrom, D. Dunham, Principals, E. Rawley, R. Collins, Directors, T. Cunningham, D. Struss  
[and list](#)

**APPROVAL OF MINUTES**      Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following minutes:

[August 5, 2021 Caucus Meeting Minutes](#)

[August 10, 2021 Regular Meeting Minutes](#)

[August 5, 2021 Executive Session Minutes](#)

[August 10, 2021 Executive Session Minutes](#)

Motions approved by roll call vote, all members present voted yes.

*Motion approved*

#### **PRESENTATIONS:**      [Virtual Board Meeting Tutorial](#)

Mr. Sean Gorman, Superintendent – Thank you staff for a successful opening today!

Mr. Speechley – Congratulations to Ms. Kelly Beebe – New school secretary for Cold Springs

Mr. Gorman – Welcome Mrs. Donna Lacovara, High School Principal, Dana Seternus, ELA Teacher and Kyle McMahon Special Education Teacher

Tenure Achievement Acknowledgement – Katie Ahern, Jill Stafford, Jamie Ritucci, Anthonio Sidoti, Colleen Blake, Tiffany Hope, Antonia Diamantis,

**PUBLIC COMMENTS:** Motion made by Ms. Flinn, seconded by Mrs. Borger to open the meeting for public comments:

Motion approved by all members present voted yes.

*Motion approved*

No comments

**PUBLIC COMMENT CLOSE** Motion made by Ms. Flinn, seconded by Mrs. Borger to close the meeting to public comments.

Motion approved by all members present voted yes.

*Motion approved*

## COMMITTEE REPORTS

**Athletics: Chair/Leon Harris**, Michael Smollock, Bernadette James, Harry Ulmer- None

**Community\Shared Services: Chair/Harry Ulmer**, Bernadette James, Kelly Rivas, Kathleen Maass - None

**Curriculum\Instruction: Chair/Harry Ulmer**, Bernadette James, Meredith Flinn, Leon Harris - None

**Facilities\Property: Chair/Leon Harris**, Kathleen Maass, Jeffery Sanderson, Michael Smollock – Current and complete projects reviewed, and facility use requests

**Finance: Chair/Jackie Borger**, Michael Smollock, Meredith Flinn, Leon Harris – Contract amendments, project submissions without state funding, project completion, BCBA services, Class III officer agreement.

**Policy\PR: Chair/Michael Smollock**, Meredith Flinn, Kelly Rivas, Jackie Borger - None

**Negotiations\Personnel: Chair/ Meredith Flinn**, Jackie Borger Harry Ulmer, Leon Harris – Hiring cafeteria custodians, high school principal, ELA and Special education positions, School Secretary, outsource possible Spanish position.

**Residency: Chair/Bernadette James**, Jeffery Sanderson, Jackie Borger, Kathleen Maass - None

**Sick Bank: Chair/Jeffery Sanderson**, Harry Ulmer - None

**Technology: Chair/Meredith Flinn**, Jackie Borger, Leon Harris, Kelly Rivas – None

Road Forward: Kelly Rivas, Meredith Flinn, Jeff Sanderson, Bernadette James -

**FINANCIAL ACTIONS:** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following financial items:

1. Budget Transfers/Adjustments for [August/September](#) 2021.
2. Certification of Sufficient Availability of Funds and No Over-Expenditures
  - a. Board Secretary Certification of No Over-Expenditures

Pursuant to N.J.A.C. 6A:23-16.10 (c) 3, Teri Weeks, Board Secretary, certifies that as of August 2021, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Gloucester City Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.
  - b. Board's Certification of No Over-Expenditures

Pursuant to N.J.A.C. 6A:23-2.12 ( c) 4, the Gloucester City Board of Education certifies that as of August, 2021 and after review of the Secretary's Monthly Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12-( a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.
3. Approval of Secretary and Treasurer Reports

Approve the August 2021 A148 [Board Secretary's Report](#) as submitted and the August 2021 [Cash Summary Report](#) on file in the Board Office which are in agreement.

4. Payment of bills as listed:

Payroll <a href="#">List #1</a> <a href="#">List #2</a>	August 2021		\$303,113.55 \$313,030.02
Current Expenditures <a href="#">Bill List #1</a> <a href="#">Bill List #2</a>	September 2021		\$856,695.80 \$1,362,776.57
Student Activity (20)	August 2021		\$0
<b>Current Payroll</b>	<b>Funds (10-40)</b>		<b>\$2,835,615.94</b>
<a href="#">Cafeteria Fund</a> (60)	August 2021		\$12,014.79
<b>Grand Total</b>			<b>\$2,847,630.73</b>

5. **Kelly Services Agreement** - Approve to [amend Kelly Services Agreement](#) which provides for Kelly Services to pay for the cost of the Frontline Absence Management System.
6. **Cold Spring HVAC Project Submission** - Approve a resolution to submit the Cold Springs HVAC project 1770-160-22-1000 as Other Capital Project:  
The GLOUCESTER CITY Board of Education authorizes the architectural firm of REGAN YOUNG ENGLAND BUTERA, PC. (RYEBREAD) to submit to the -Department of Education the necessary documentation for an “Other Capital Project”, thus the BOE is not seeking State funding for the following:  
-Partial HVAC replacements at the Cold Springs Elementary School.  
-NJDOE State Project Number: 1770-160-22-1000.
7. **Middle School Field Lighting Project - Substantial Completion** - Accept the notice of substantial completion for the Middle School Field Lighting project.
8. **Proposal for Instructional Services** - Motion to approve to submit an Request for Proposal for homebound instruction and tutoring services for the school year. GCEA members will be first provided with the opportunity to provide all homebound instruction and tutoring services within their certificated areas. Private providers would only be utilized in the event of a shortage of homebound instruction providers within a certificated area.
9. **Petty Cash** - Motion to approve to increase petty cash to \$500 for the Special Education Department.
10. [Brett DiNovi](#)- Motion to approve renew the contract for BCBA Services for the 21-22 school year to Brett DiNovi & Associates, same pricing per the bid.
11. **National Purchasing Cooperative** - Motion to approve membership in the National Purchasing Cooperative, [PEPPM](#).
12. **Remind App** - Motion to approve the multi year [purchase](#) of the [Remind Ap](#) through the PEPPM National Purchasing Cooperative KCSOS 528899-131 using CARES - American Recovery Grant funds, based on available funds.
13. **Class III Officer Agreement** - Motion to approve the amended agreement with Gloucester City to place a Class III Officer in the district.
14. **Cold Springs Parking Lot Renovations** - Motion to bid the revised plans for renovation and repairs to the Cold Springs Parking Lot to improve traffic flow
15. **Substantial Completion** - Motion to accept the report of Substantial Completion for the 2-2021 Cold Springs School HVAC system repairs and replacements project as recommended by the architect. Total project costs \$574,600.
16. **Change Order** - Motion to approve a [change order](#) for the 2021 Cold Springs HVAC project in the amount of \$1,155 to be deducted from the allowance. No added cost to the project.

Motions approved by roll call vote, all members present voted yes.

*Motion approved*

**FACILITIES:** Pending the adherence of all COVID-19 protocols: Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following facilities items.

Group	Location	Date	Time
<a href="#">Carmen Palmiero Basketball League</a>	CSS Gym	Signups: 09/16/21, 09/30/21, 10/07/21, 10/14/21, 10/21/21 League: 10/18/21 through 04/09/22	Signups 6:30-7:30 Monday-Friday 6pm-9pm Saturday 8:30am-4pm
<a href="#">Carmen Palmiero Basketball League</a>	GHS Gym	09/25/21-09/26/21	9am-3pm
<a href="#">Gloucester Catholic Football</a>	GHS Stadium, Cafeteria, Gym, C24	09/11/21 10/15/21 10/23/21	10:00 am-4pm

Motions approved by roll call vote, all members present voted yes, except Mrs. James who abstained on the Palmiero Basketball League items.

*Motion approved*

**BOARD POLICIES AND PROCEDURES:** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve Policies and Regulations:

1. New Policies - First Reading
  - a. [P 6115.01](#) - Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
  - b. [P 6115.02](#) - Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)
  - c. [P 6115.03](#) - Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
2. New Policies - Second Reading
  - a. [P5460.02](#) - Bridge Year Pilot Program
  - b. [R5460.02](#) - Bridge Year Pilot Program
3. Revised Mandated Policies
  - a. [P 2422](#) - Comprehensive Health and Physical Education (M) (Revised)
  - b. [P 2467](#) - Surrogate Parents and Resource Family Parents (M) (Revised)
  - c. [P 5111](#)\* - Eligibility of Resident/Nonresident Students (M) (Revised)
  - d. [P & R 7432](#)\* - Eye Protection (M) (Revised)
  - e. [P 8420](#) - Emergency and Crisis Situations (M) (Revised)
  - f. [R 8420.1](#) - Fire and Fire Drills (M) (Revised)
  - g. [P 8540](#) - School Nutrition Programs (M) (Revised)
  - h. [P 8550](#) - Meal Charges/Outstanding Food Service Bill (M) (Revised)
  - i. [P 8600](#)\* - Student Transportation (M) (Revised)
  - j. [P 6311](#) - Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
4. Abolished Policies
  - a. P 5114 - Children Displaced by Domestic Violence (Abolished)
  - b. P 1648 - Restart and Recovery Plan (M) (Abolished).
  - c. P 1648.02 - Remote Learning Options for Families (M) (Abolished)
  - d. P 1648.03 - Restart and Recovery Plan – Full-Time Remote Instruction (M) (Abolished)

Discussion on abolished policies. These policies have been updated under a new policy number.

Motions approved by roll call vote, all members present voted yes.

*Motion approved*

**STUDENT MATTERS:** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following student matters:

1. Star Pediatrics - one-on-one nursing services for student #6691309312 pursuant to NJAC 18A:40-3.3(b) not to exceed \$45 per hour.
2. 9572160271 Homebound Instruction 08/04/21-TBD \$45.04
3. 4725570537 Homebound Instruction 06/21/21-06/26/21 \$45.04
4. 1556363473 Homeschool 09/01/21-06/30/22 \$0.00
5. 9970977985 Homeschool 09/01/21-06/30/22 \$0.00
6. 9825052507 Homeschool 09/01/21-06/30/21 \$0.00
7. 9531339115 Homeschool 09/01/21-06/30/21 \$0.00
8. 8247918705 Homeschool 09/01/21-06/30/21 \$0.00
9. 6512941128 Homeschool 09/01/21-06/30/21 \$0.00
10. 1041486585 Homeschool 09/01/21-06/30/21 \$0.00

Motions approved by roll call vote, all members present voted yes.

*Motion approved*

**INSTRUCTIONAL:** *\*All staffing, duration, dates are contingent on COVID-19 parameters*

Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following Instructional Items:

1. Workshops:

- a. Handle with Care Training - "Train the Trainer" 10/13/21-10/14/21 total cost \$2,500.

Katherine Field

Margot Schadt

Loraine Hennessey

Maryanne McNally

Kelsey Damato

Malorra Stevenson

Denise O'Donnell

Kiersten O'Neill

Dechlin Moody

Jennifer Beck

Tom McConnell

Maria Maiorano

2. Materials and Programs:

- a. [District Mentoring Plan 2021 - 2022](#)

- b. Affirmative Action Team 2021-2022 School Year

Affirmative Action Officer and Civil Rights Officer – Kimberley Chiodi, Ed.D.

CSS – Joseph DiPatri

GHS – Sarah Finley

GMS – Norell Gursik

- c. LaSalle University - [Hannah McKeown](#), Field Placement with Cooperating Staff Member, Rebecca Klein - 09/08/21-12/10/21.

- d. Wilmington University - [Meghan Sharp](#), Practicum III Student teaching placement, with Cooperating Staff Member, Patricia Dailey - Fall 2021 through Spring 2022.

- e. Arcadia University - [Katherine Witte](#), Clinical Internship Placement, with Cooperating Staff Member, Amanda Samartino – 09/07/21-11/26/21.

- f. Sean Gorman - Mentor, Dr. Robert Fiscaro, New Jersey School Administrators Residency Program (Required)

- g. 2021-22 Gloucester City School District Mentoring Program:

Amanda Trott - Briana Groff

Kyle McMahan - Lea Anne Devereaux

Emma Chambers - Denise Bigham

Catherine Francis - Kelly Malone

Nicole West - Kristine Muha

Jason Puskar - Linda Lorenz

Jennifer Buccigrossi - Karen Hoover

Yasmine Brahmia - Mathew Whitecar

Brianna Graham - Mark Lattanzio

3. District Curriculum:

Law & Public Safety I/Community Policing

College Biology

Honors Biology  
AP Biology  
College Chemistry  
Honors Chemistry  
Physics

Anatomy & Physiology  
Environmental Science  
PLTW Human Body Systems  
Forensics  
PLTW Biomedical Science

Honors Physics

4. Field Trips:

- a. GHS - ROTC - Cadet Day, tour the Naval Academy and attend the home football game on 10/23/21 (Transportation only).

5. Fundraisers:

- a. GCEA - "Sunshine Club" \$5 jeans day fundraisers as needed throughout the 2021-22 school year with approval of the Superintendent.  
Motions approved by roll call vote, all members present voted yes, except Mrs. James and Mr. Sanderson who abstained on 2f and 2g.  
*Motion approved*

**PERSONNEL:** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following personnel items:

1. Recommend that the Board of Education on the recommendation of the Assistant Superintendent:
  - a. [Denise Dunham](#) - Interim Principal for \$450 per diem, commencing 08/16/21, no benefits
  - b. [Donna Lacovara](#) - High School Principal at the prorated salary of \$128,000 with an anticipated start date of 11/08/21.
2. Recommend that the Board of Education on the recommendation of the Superintendent:
  - a. **RESOLUTION OF THE GLOUCESTER CITY SCHOOL DISTRICT BOARD OF EDUCATION REQUIRING STAFF MEMBER #5083 TO UNDERGO A PHYSICAL EXAMINATION**  
**WHEREAS**, The Board of Education of the Gloucester City School District ("Board") is statutorily authorized to require employees to undergo physical examinations when, in the judgment of the Board, an employee shows evidence of deviation from normal mental health; and  
**WHEREAS**, the Board of Education has received and reviewed information from the Superintendent concerning the physical and mental well-being of employee #5083 and has made certain conclusions with respect to same;  
**NOW, THEREFORE, BE IT RESOLVED** by the Gloucester City Board of Education as follows:  
**Employee #5083** is hereby ordered and directed to submit to a Physical Evaluation to be administered by the physician appointed by the Board of Education, Dr. Gigliotti, at the Board of Education's expense in accordance with the provisions of N.J.S.A. 18A:16-2.  
The Administration is directed to undertake appropriate action necessary to facilitate scheduling these evaluations/examinations and to receive the reports of the physician providing these evaluations/examinations.
  - b. Cynthia Kumpel - Allocate 50% of salary as Community and Parent Involvement Specialist and 50% of salary as Gifted and Talented Teacher.
  - c. [Kyle McMahan](#) - GMS Special Ed. Teacher effective 08/30/21 at the salary of MA01+30 \$57,238
  - d. [Dana Seternus](#) - GMS ELA Teacher, with an anticipated start date of 11/08/21, MA09+15 \$62,079
  - e. Kelly Beebe - CSS Secretary at the salary of salary \$43,000 effective 09/08/21
  - f. Angel Rodriguez - Resignation Effective 10/22/21.
  - g. Substitute Custodians for the 2021-2022 school year.

Stephen Evens  
James MacNamee  
Pam MacNamee  
Johnathon Citrone  
Amanda Michaels  
Patrick Rodgers

Angela Hoffman  
Bryan Flinn  
John Pfeffer  
Jay Pfeffer  
Jeff Warner

Larissa Roberts

Matt Kusmanick

- h. Bus Drivers for the 2021-22 school year:

Craig Reinhart

Darcy Fox-Fuchs

John Marroletti

Richard Maunz

James McIntyre

Tracey Edwards

Timothy Rochlinski

- i. 5285 - Extending unpaid FMLA until 11/16/21, then unpaid NJFLA with an anticipated RTW 01/03/22.

- j. 5713 - FMLA Medical leave 07/18/21-10/18/21 with an anticipated RTW 10/19/21.

- k. 4121 - FMLA Medical leave 07/30/21-11/07/21 with an anticipated RTW 11/09/21.

- l. Substitute Athletic Trainers at \$40.00/hour:

Mark Cherwony

Chris McLaughlin

- m. GMS - Stipend Positions:

Cassie Francis-Student Council-Grades 4/5

Colin MacAdams - NJHS

Sandy Steedle - Homework Club

Cari Poppa - NJHS

Anna Peeke - Homework Club

Agatha Nagas - Homework Club

Craig Grant - Homework Club

Darcy Fox-Fuchs - Homework Club

Lisa Triantafillou - 4-5 Yearbook Advisor

Jack Ekimoglou - Homework Club

Lisa Triantafillou - 6-8 Yearbook Advisor

- m. Maintenance staff perfect attendance stipend \$200 each for the 2020/2021 school year.

Linda Jo Gruff

Christina Lewis

Yvonne Gonzales

Charles Sarlo

- n. GMS & GHS - Cares Program Staff - for Open Gym, Credit Recovery, Open Media Center/Library, Academic Support, Homework Club, Extra Counseling, allow Superintendent to hire current staff to begin offering these supports to students between 09/07/21-10/11/21.

Motions approved by roll call vote, all members present voted yes, except Mrs. Borger who abstained on 2g, Mrs. James who abstained on 2g, Mr. Sanderson who abstained on 2n, and Mrs. Maass who abstained on 2f.

*Motion approved*

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**DISCUSSION ITEMS:** None

**OTHER:** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the other item:

**Virtua Clinical Internship Request** - Motion to approve the request from Virtua Physical Therapy to place a student for their clinical internship in our district with their contracted physical therapist. The student will not be directly supervised by the school district; they will be supervised by Virtua.

Motions approved by roll call vote, all members present voted yes.

*Motion approved*

**PUBLIC COMMENTS:** Motion made by Ms. Flinn, seconded by Mrs. Borger to open the meeting for public comments:

Motion approved by all members present voted yes.

*Motion approved*

Melissa Corsello, Parent at Cold Springs – Preschool drop off was difficult, traffic was a challenge.



**PUBLIC COMMENT CLOSE** Motion made by Ms. Flinn, seconded by Mrs. Borger to close the meeting to public comments.

Motion approved by all members present voted yes.

*Motion approved*

**EXECUTIVE SESSION:** Motion made by Ms. Flinn, seconded by Mrs. Borger to enter in to Executive Session at 7:31 PM:

WHEREAS, while Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Gloucester City Public Schools, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the Gloucester City Public Schools Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Gloucester City Public Schools Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

  X   Any pending or anticipated litigation or contract negotiation in which the public body's or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

WHEREAS, the length of the Executive Session is undetermined; however, Gloucester City Public Schools Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at approximately 7:40 PM and the Gloucester City Public Schools Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Gloucester City Public Schools Board of Education will go into Executive Session for the above stated reasons;

BE IT FURTHER RESOLVED that the Gloucester City Public Schools, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Gloucester City Public Schools, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Gloucester City Public Schools, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Motion approved by all members present voted yes.

*Motion approved*

**RETURN TO PUBLIC SESSION** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve to enter Public Session at 7:31 PM

Motion approved by all members present voted yes.

*Motion approved*

**ACTION AFTER EXECUTIVE SESSION** Motion made by Ms. Flinn, seconded by Mrs. Borger to approve the following item as discussed in executive session:

1. **Solar Project Settlement** - Authorize [resolution](#) for the Board President to sign the [Settlement](#) agreement in the Solar Project drainage matter as recommended by counsel.

Motions approved by roll call vote, all members present voted yes.

*Motion approved*



**ADJOURNMENT** Motion made by Ms. Flinn, seconded by Mrs. Borger, to adjourn the meeting at 7:37 PM  
Motion approved by all members present who voted yes.  
*Motion approved*

Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Teri Weeks", written in a cursive style.

Teri Weeks  
School Business Administrator/Board Secretary