

BLOOMSBURY BOARD OF EDUCATION
Regular Meeting Minutes – May 2, 2023 at 7:00 p.m.
Approved June 13, 2023

I. INTRODUCTORY ITEMS

CALL TO ORDER:

Vice-President, Kaydeon Whidbee called the meeting to order at 7:00 p.m. and asked everyone to please stand for the Pledge of Allegiance.

OPEN PUBLIC MEETINGS ACT:

Kaydeon Whidbee read the following statement:

The New Jersey Open Public Meetings Act was enacted to insure 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 either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in The Express Times & The Star-Ledger posting publicly and by notifying the Municipal Clerk of the date, time and place of the meeting.

ROLL CALL

Present

Vice-President, Kaydeon Whidbee
Gabriel Lyons
John Tufaro

Absent

President, Daniela Albright
John Albright

Others Present

Dr. Jenniffer Marycz, Chief School Administrator
Tim Mantz, Board Secretary

Flag Salute

II. PRESENTATIONS

None

III. PTO REPORT

Dr. Marycz thanked the PTO for providing breakfast for the students during state testing week. Muffins for Mom will be held on May 12th.

IV. COMMITTEE REPORTS

Dr. Marycz said that the Porzio firm forwarded the Phillipsburg Board of Education's response to the petition that was filed. Phillipsburg opposes the petition but did not file a motion. It will go in front of an Administrative Law Judge however this will likely not happen until the end of the calendar year.

V. STUDENT COUNCIL REPRESENTATIVE

Sarah Kate Bickert reported on the present activities of the Student Council.

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VI. CHIEF SCHOOL ADMINISTRATOR’S REPORT

Dr. Marycz said the school was in the middle of state testing and that the students have been handling it very well.

Dr. Marycz said that 8th grade graduation would be on June 2nd.

VII. PUBLIC COMMENT

None

VIII. ACTION ITEMS: Chief School Administrator’s Recommendations

CONSENT AGENDA: Matters listed within the consent agenda have been referred to members of the Board of Education and/or its standing committees, for reading and study, are considered to be routine and will be enacted by one motion.

A. Consent Agenda Motion: BOARD AFFAIRS

Motion made by Kaydeon Whidbee, seconded by John Tufaro, to approve the following board affairs agenda items **1.1** through **1.3**;

Motion carried by unanimous roll call vote.

1.1 To approve the minutes of the April 11, 2023 regular meeting.

1.2 To approve the application for \$2,000 for the NJ School Insurance Safety Program grant.

1.3 To approve the second reading and adoption of the following policies and regulations:

- P 0144 Board Member Orientation & Training (Revised)
- P&R 2520 Instructional Supplies (M) (Revised)
- P 3217 Use of Corporal Punishment (Revised)
- P 4217 Use of Corporal Punishment (New)
- P 5305 Health Services Personnel (M) (Revised)
- P & R 5308 Student Health Records (M) (Revised)
- P & R 5310 Health Services (M) (Revised)
- P 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- P 6115.04 Federal Funds – Duplication of Benefits (M) (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P 7440 School District Security (M) (Revised)
- P 9100 Public Relations (Abolished)
- P 9140 Citizens Advisory Committees (Revised)
- R 9140 Citizens Advisory Committee (M) (Abolished)

B. Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by Kaydeon Whidbee, seconded by Gabriel Lyons, to approve the following business affairs agenda items **2.1** through **2.9**;

Motion carried by unanimous roll call vote.

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- 2.1** To approve budget transfers in the amount of \$5,000 for the period April 12, 2023 through May 2, 2023 as presented, noting that Commissioner approval was not required as the year to date transfers on a cumulative basis do not exceed 10% pursuant to N.J.S.A. 18A:22-8.1.
- 2.2** To approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of **March 2023** and further that, in compliance with NJAC 6A:23A-16.10c, the Board of Education certifies that as of **March 31, 2023**, after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials no major account has been over expended in violation of NJAC 6A:23A-16.10a and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- 2.3** To approve the May 2, 2023 current expense bill list for check numbers 18551 to 18580 totaling \$289,532.88.
- 2.4** To adopt the following resolution to approve the 2023-24 school district budget;

BE IT RESOLVED to approve the 2023-24 school district budget as follows:

	Budget	Local Tax Levy
General Fund	\$3,701,665	\$1,994,445
Special Revenue Fund	<u>37,767</u>	<u> </u>
Total Base Budget	\$3,739,432	\$1,994,445

BE IT FURTHER RESOLVED that the Bloomsbury Board of Education includes in the proposed budget the adjustment for the use of banked cap in the amount of \$50,674. The additional funds are included in the base budget and will be used toward tuition for special education out of district placements. The said need will be completed by the end of the 2023-24 budget year and will not be deferred or incrementally completed over a longer period of time.

WHEREAS, the Bloomsbury 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-7.1 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 only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded 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-7.1 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-7.1 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-7.2(b), to a maximum expenditure of \$7,500 for all staff and board members.

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- 2.5** To approve the service agreement between the Bloomsbury Board of Education and EMC2 for services, which are defined in the agreement and billed at \$989 in total upon the signing of the agreement, and on-site technological support and maintenance billed at an hourly rate of \$90 per the presented agreement.
- 2.6** To approve an agreement with Maschio’s Food Service, Inc. to provide operation and management of the district’s food service program for the 2023-24 school year, at a total cost of contract of \$46,274.21, for a management fee of \$7,560 with no guarantee.
- 2.7** To approve a student lunch price of \$3.50 and milk price of \$0.70 for the 2023-24 school year.
- 2.8** To approve a student breakfast price of \$1.75 for the 2023-24 school year.
- 2.9** To approve the following resolution:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Camden County Educational Services Commission, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 2, 2023 the governing body of the Bloomsbury Board of Education, County of Hunterdon, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Bloomsbury Board of Education.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

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C. Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Kaydeon Whidbee, seconded by Gabriel Lyons, to approve the following personnel affairs agenda items **3.1** through **3.18**;

Motion carried by unanimous roll call vote.

3.1 To offer re-employment to the following tenured certified staff for the 2023-24 school year at the proper step of the salary guide.

Name	Position	FTE	Step/Degree
Bolmarcich, Karen	Teacher	1	18/MA+15
Donaruma, Auburn	Teacher	1	6/BA+15
Duerring, Michele	Teacher	1	18/BA
Lemasters, Alane	Teacher	1	18/MA+30
Matus, Angela	Social Worker	1	6/MA
Pulcini, Dianna	Teacher	1	17/MA
Rohrer, Kim	Teacher	1	8/MA
Scuderi, Katie	Nurse	1	10/BA+15

3.2 To offer re-employment for the 2023-2024 school year to the following non-tenured certified staff at the appropriate step on the salary guide.

Name	Position	FTE	Step/Degree
Ayoub, Troudai	Teacher	1	3/BA+30/MA
Bloshuk, Gabriele	Teacher	1	3/BA
Gibson, Taylor	Teacher	1	4/BA
Glaab, Sherri	Teacher	1	14/MA+30
Hynes, Concetta	Teacher	1	7/BA+30
Moyer, Zachary	Teacher	1	5/BA
Moyle, Brooke	Teacher	1	4/BA
Williamson, Shannon	Teacher	1	16/BA

3.3 To offer employment to the listed Support Staff for the 2023-2024 school year.

Clerical

Hutchison, Lisa School/CST Secretary 12 Full Time \$49,412

Aides

Flizack, Jessica Classroom Aide 10 Part Time \$22,784

Vitale, Nancy Classroom Aide 10 Part Time \$22,784

Treasurer

Fischer, Patti Treasurer \$3,190

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- 3.4** To approve all certified staff to provide home instruction for the 2023-24 school year, as needed, at the contract specified rate.
- 3.5** To approve all certified staff for detention duty and after school academic sessions for the 2023-24 school year at the contract specified rate.
- 3.6** To approve the Agreement for Legal Services for the 2023-24 school year with the Comegno Law Group, P.C. to be billed at a rate of \$185 per hour.
- 3.7** To approve Karen Bolmarcich and Lisa Hutchison as data managers to submit necessary district relevant data to state and county levels for the 2023-24 school year.
- 3.8** To accept Andrew Kennedy’s letter of resignation effective May 19, 2023.
- 3.9** To hire Wes Santo as a full-time Facilities Manager for the 2022-23 school year, beginning on or before 5/19/23, at a salary of \$65,000, prorated for time worked.
- 3.10** To hire Wes Santo as a full-time Facilities Manager for the 2023-24 school year at a salary of \$65,000.
- 3.11** To accept Tiffany Wilson’s letter of resignation effective April 19, 2023.
- 3.12** To approve Seohyun Lee as a nurse for the 2023 extended school year for 4.5 hours a day, 16 days total from 7/10/23 through 8/3/23 to be paid at an hourly rate of \$34.37.
- 3.13** To hire Phil McGinty as a part-time summer custodian, beginning on June 8th, at an hourly rate of \$17 pending criminal history check and approval of N.J.S.A. 18A:6-7.6.
- 3.14** To approve Kevin Biedukiewicz as a long term leave replacement teacher from May 8th to on/or about June 2, 2023 at a rate of \$150/day pending criminal history check and approval of N.J.S.A. 18A:6-7.6.
- 3.15** To approve a substitute rate of \$120 per day for the 2023-24 school year.
- 3.16** To approve the 2023-24 substitute list as presented.
- 3.17** To approve Charbel M Boudaher as substitute custodian for the 2022-23 school year pending criminal history check and approval of N.J.S.A. 18A:6-7.6.
- 3.18** To appoint the following stipend positions for the 2023-24 school year to be paid at the contract specified rate:

I&RS Coordinator	Angela Matus
I&RS Coordinator	Auburn Donaruma
New Teacher Coordinator	Auburn Donaruma
Curriculum Coordinator	Kim Rohrer
Anti-Bullying Specialist	Angela Matus
Anti-Bullying Coordinator	Katie Scuderi
504 Coordinator	Katie Scuderi
Teacher in Charge	Katie Scuderi
Teacher in Charge	Dianna Pulcini
Student Council Advisor	Kim Rohrer
8 th Grade Advisor	Kim Rohrer
Card Playing Club K-3 (2 quarters)	Brooke Moyle
Karaoke Club Advisor 2-4 (1 quarter)	Shannon Williamson
Karaoke Club Advisor 5-8 (1 quarter)	Shannon Williamson
Yearbook	Kim Rohrer
Yoga Club Advisor 4-8 (1 quarter)	Shannon Williamson
Movie Club Advisor 3-8 (2 quarters)	Gabriele Bloshuk
Lego Club Advisor 1-8 (2 quarters)	Michele Duerring

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Crafting Corner Club Advisor 3-8 (2 quarters) Angela Matus
Characters in Action Club Advisor 2-5 (2 quarters) Angela Matus
Book Club Advisor 6-8 (2 quarters) Connie Hynes
RPG Tabletop Gaming Club Advisor 5-8 (1 quarter) Karen Bolmarcich
Board Game Club Advisor 1-4 (2 quarters) Angela Matus

D. Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Kaydeon Whidbee, seconded by Gabriel Lyons, to approve the following school affairs agenda items **4.1** through **4.3**;

Motion carried by unanimous roll call vote.

- 4.1** To approve the 8th grade field trip to Urban Air on 5/25/23 in Allentown, PA.
- 4.2** To approve the 2013 Danielson Framework for Teaching Evaluation Instrument and the 2007 Danielson Enhancing Professional Practice Rubrics for the 2023-24 school year.
- 4.3** To approve the NJDOE official release of the 2021-2022 Anti-Bullying Bill of Rights District and School Grade Report with a score of 78/78.

IX. REORGANIZATION

ADOPTION OF POLICIES

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education approves all school policies as written and contained in the Board Policy Manual for the 2023-2024 school year.

Motion carried by unanimous voice vote.

ADOPTION OF CURRICULUM

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education approves the existing curriculum and textbooks for implementation in the 2023-2024 school year.

Motion carried by unanimous voice vote.

APPOINTMENTS FOR 2023-2024

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education approves the following appointments/re-appointments for the 2023-24 school year:

Board Secretary	Tim Mantz
Auditor	Ardito & Co.
Treasurer of School Monies	Patti Fischer
School Attorney	John Comegno - Comegno Law Group
School Physician	Randy Klein

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Insurance Agent	Brown & Brown of New Jersey, Inc.
Dental Insurance Agent	MetLife
Affirmative Action Officer	Jennifer Marycz
Custodian of Records	Tim Mantz
Integrated Pest Management Coordinator.	Tim Mantz
Chemical Hygiene Officer	Tim Mantz
Designated Person (AHERA & RTK)	Tim Mantz

Motion carried by unanimous voice vote.

DESIGNATION OF BANK DEPOSITORIES

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education designates the PNC Bank as the official depository of school funds for savings, checking, and investment funds and approval of the designation of signatures as follows:

Account	Signatures Required				
	President or alternate	Business Adm.	Treasurer of School Monies	Principal	Cafeteria Manager
General Account	X	X	X		
Payroll Account		BA OR	Treasurer		
Agency Account		BA OR	Treasurer		
Student Activity Acct		X		X	
Cafeteria Account		X			X

Motion carried by unanimous voice vote.

OFFICIAL NEWSPAPERS

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education approves the Express Times as the official newspaper, the Star-Ledger as an alternate and the school district’s website as official posting locations for notices.

Motion carried by unanimous voice vote.

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IMPLEMENTATION OF THE 2023-2024 BUDGET

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education authorizes the Chief School Administrator and the School Business Administrator / Board Secretary to implement the 2023-2024 budget pursuant to local and state policies and regulations.

Motion carried by unanimous voice vote.

BUDGET TRANSFER AUTHORIZATION

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education authorizes of the Chief School Administrator and the Business Administrator to perform necessary line item transfers between Board of Education meetings pending formal approval by the Board.

Motion carried by unanimous voice vote.

ESTABLISH PETTY CASH FUNDS

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education establish a petty cash account for the 2023-2024 school year in the amount of \$300 and appoint the Business Administrator to disburse and receive monies for this account. The maximum amount to be disbursed for a single transaction shall be set at \$40.00.

Motion carried by unanimous voice vote.

LOCAL TAX PAYMENT SCHEDULE

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED that the Board of Education requests the Borough to provide local tax levy funds for the 2023-2024 school year based on the following schedule:

1 st Quarter:	August 1, 2023	\$ 498,611.25
2 nd Quarter:	November 1, 2023	\$ 498,611.25
3 rd Quarter:	February 1, 2024	\$ 498,611.25
4 th Quarter:	May 1, 2024	\$ 498,611.25

Motion carried by unanimous voice vote.

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DESIGNATE PURCHASING AGENT

Motion by Kaydeon Whidbee, seconded by Gabriel Lyons, that be it

RESOLVED, that the Board of Education appoint the Business Administrator/Board Secretary, Tim Mantz, as the district’s qualified purchasing agent for the 2023-2024 school year to implement policy and procedure in accordance with Chapter 18A:18A etc., “Public Schools Contracts Law”.

Motion carried by unanimous voice vote.

X. OLD AND NEW BUSINESS

Kaydeon Whidbee said that the Board was happy to donate \$200 for Sally Pulcini’s retirement celebration. She said that Mrs. Pulcini has been a tremendous asset to the Bloomsbury School District and is sad to see her go.

Dr. Marycz said that faculty thanked the Board for the donation.

XI. PUBLIC COMMENT

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:16 pm on a motion by Kaydeon Whidbee, seconded by Gabriel Lyons.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Board Secretary/B.A.

Respectfully submitted,

Board Member