

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes – April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

**I. INTRODUCTORY ITEMS**

**CALL TO ORDER:**

President, Daniela Albright called the meeting to order at 7:02 p.m. and asked everyone to please stand for the Pledge of Allegiance.

**OPEN PUBLIC MEETINGS ACT:**

Daniela Albright 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

President, Daniela Albright  
Vice-President, Kaydeon Whidbee  
Gabriel Lyons

Absent

John Albright  
John Tufaro

Others Present

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

Flag Salute

**II. PRESENTATIONS**

None

**III. PTO REPORT**

None

**IV. COMMITTEE REPORTS**

Daniela Albright said that the Negotiations Committee continues to make progress in contract discussions with the BEA. They will meet again next week.

**V. STUDENT COUNCIL REPRESENTATIVE**

Kim Gasparovic reviewed what the Student Council was working on.

**VI. CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Dr. Marycz said that the school was in the middle of state testing and thanked the PTO for providing breakfast during the week for the students.

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

**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 Daniela Albright, seconded by Kaydeon Whidbee, to approve the following board affairs agenda items **1.1** through **1.4**;

Motion carried by unanimous roll call vote.

- 1.1** To approve the minutes of the April 8, 2025 regular meeting.
- 1.2** To approve the minutes of the April 8, 2025 executive session.
- 1.3** To approve the application for \$2,000 for the NJ School Insurance Safety Program grant.
- 1.4** To approve a BOE scholarship awarded to a graduating 8<sup>th</sup> grader in the amount of \$200.

**B. Consent Agenda Motion: BUSINESS AFFAIRS**

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

Motion carried by unanimous roll call vote.

- 2.1** To approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of **March 2025** and further that, in compliance with NJAC 6A:23A-16.10c, the Board of Education certifies that as of **March 31, 2025**, 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.
- 2.2** To approve the April 29, 2025 current expense bill list for check numbers 19575 to 19601 totaling \$183,480.24.
- 2.3** To approve the Shared Services Agreement with the Pohatcong Township Board of Education for contracted Speech & Language Specialist Services for the 2025-26 school year whereas the Pohatcong Township Board of Education will reimburse the Bloomsbury Board of Education 60% of the overall cost of the Specialist.
- 2.4** To approve an agreement with the Hunterdon County Educational Services Commission to provide a Preschool Instructional Coach for the 2025-26 school year at an hourly rate of \$78 as well as a proportional share of any applicable benefit cost.
- 2.5** To approve a Memorandum of Agreement with the Warren County Special Services School District for related services for the 2025-26 school year on an as needed basis.

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

- 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 2025-26 school year, at a total cost of contract of \$49,165.55, for a management fee of \$7,840 with no guarantee.
- 2.7** To approve a Shared Services Agreement with the Greenwich Township Board of Education for Occupational Therapy services for the 2025-26 school year, not to exceed 6 hours per week, billed at an hourly rate of \$63.
- 2.8** To approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administration Services for the 2025-26 school year at a fee of \$70,000.
- 2.9** To adopt the following resolution to approve the 2025-26 school district budget;

BE IT RESOLVED to approve the 2025-2026 school district budget as follows:

	Budget	Local Tax Levy
General Fund	\$3,719,078	\$2,075,021
Special Revenue Fund	<u>269,921</u>	
Total Base Budget	\$3,988,999	\$2,075,021

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.

**C. Consent Agenda Motion: PERSONNEL AFFAIRS**

Motion made by Daniela Albright, seconded by Kaydeon Whidbee, to approve the following personnel affairs agenda items **3.1** through **3.10**;

Motion carried by unanimous roll call vote.

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

**3.1** To offer re-employment to the following tenured certified staff for the 2025-2026 school year at the proper step of the salary guide.

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Step/Degree</b>
Ayoub, Troudai	Teacher	1	TBD
Bolmarcich, Karen	Teacher	1	TBD
Duerring, Michele	Teacher	1	TBD
Gasparovic, Kim	Teacher	1	TBD
Hynes, Gabrielle	Teacher	1	TBD
Lemasters, Alane	Teacher	1	TBD
McGinty, Auburn	Teacher	1	TBD
Pulcini, Dianna	Teacher	1	TBD
Scuderi, Katie	Nurse	1	TBD
Wilbur, Brooke	Teacher	1	TBD
Williamson, Shannon	Teacher	1	TBD

**3.2** To offer re-employment for the 2025-2026 school year to the following non-tenured certified staff at the appropriate step on the salary guide.

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Step/Degree</b>
Ader, Stevielynn	Teacher	1	TBD
Almquist, Grace	Teacher	1	TBD
Gibson, Taylor	Teacher	1	TBD
Glaab, Sherri	Teacher	1	TBD
LePage, Catherine	Teacher	1	TBD
Slack, Emily	Teacher	1	TBD

**3.3** To offer employment to the listed Support Staff for the 2025-2026 school year.

Clerical

Hutchison, Lisa      School/CST Secretary      12      Full Time      TBD

Aides

Flizack, Jessica      Classroom Aide      10      Part Time      TBD  
 Thurber, Allison      Classroom Aide      10      Part Time      TBD  
 Vitale, Nancy      Classroom Aide      10      Full Time      TBD

Operations

Ogden, Greg      Facility Manager      12      Full Time      TBD

Treasurer

Hanics, Jessica      Treasurer      \$7,000

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

- 3.4** To approve the Agreement for Legal Services for the 2025-26 school year with the Comegno Law Group, P.C. to be billed at a rate of \$225 per hour for partners and shareholders, \$185 per hour for associates and \$100 per hour for paralegals.
- 3.5** To approve Karen Bolmarcich and Lisa Hutchison as data managers to submit necessary district relevant data to state and county levels for the 2025-26 school year.
- 3.6** To approve Allison Peck to provide physical therapy services for the 2025-26 school year at an hourly rate of \$90.
- 3.7** To approve all certified staff to provide home instruction for the 2025-26 school year, as needed, at the contract specified rate.
- 3.8** To approve all certified staff for detention duty, HIT Sessions and after school academic sessions for the 2025-26 school year at the contract specified rate.
- 3.9** To hire Lynn Wyer as a full time teacher for the 2025-26 school year at Step 1, MA pending criminal history check and approval of N.J.S.A 18A:6-7.6.
- 3.10** To approve Trinidy Smith as a part time paraprofessional for the 2025-26 at an annual salary to be determined pending criminal history check and approval of N.J.S.A 18A:6-7.6.

**D. Consent Agenda Motion: SCHOOL AFFAIRS**

Motion made by Daniela Albright, seconded by Kaydeon Whidbee, to approve the following school affairs agenda item **4.1**.

Motion carried by unanimous roll call vote.

- 4.1** To approve the placement of the identified student in the Hunterdon County Vocational School District's Computer Science program for the 2025-26 school year at an annual tuition of \$13,157.

**IX. REORGANIZATION**

**ADOPTION OF POLICIES**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, that be it

RESOLVED that the Board of Education approves all school policies as written and contained in the Board Policy Manual for the 2025-2026 school year.

Motion carried by unanimous voice vote.

**ADOPTION OF CURRICULUM**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, that be it

RESOLVED that the Board of Education approves the existing curriculum and textbooks for implementation in the 2025-2026 school year.

Motion carried by unanimous voice vote.

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

**APPOINTMENTS FOR 2025-2026**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, that be it RESOLVED that the Board of Education approves the following appointments/re-appointments for the 2025-26 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
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 Daniela Albright, seconded by Kaydeon Whidbee, 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
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.

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

**OFFICIAL NEWSPAPERS**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, 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.

**IMPLEMENTATION OF THE 2025-2026 BUDGET**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, that be it

RESOLVED that the Board of Education authorizes the Chief School Administrator and the School Business Administrator / Board Secretary to implement the 2025-2026 budget pursuant to local and state policies and regulations.

Motion carried by unanimous voice vote.

**BUDGET TRANSFER AUTHORIZATION**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, 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 Daniela Albright, seconded by Kaydeon Whidbee, that be it

RESOLVED that the Board of Education establish a petty cash account for the 2025-2026 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.

**BLOOMSBURY BOARD OF EDUCATION**  
**Regular Meeting Minutes-April 29, 2025 at 7:00 p.m.**  
**Approved May 13, 2025**

**LOCAL TAX PAYMENT SCHEDULE**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, that be it

RESOLVED that the Board of Education requests the Borough to provide local tax levy funds for the 2025-2026 school year based on the following schedule:

1 <sup>st</sup> Quarter:	August 1, 2025	\$ 518,755.25
2 <sup>nd</sup> Quarter:	November 3, 2025	\$ 518,755.25
3 <sup>rd</sup> Quarter:	February 2, 2026	\$ 518,755.25
4 <sup>th</sup> Quarter:	May 1, 2026	\$ 518,755.25

Motion carried by unanimous voice vote.

**DESIGNATE PURCHASING AGENT**

Motion by Daniela Albright, seconded by Kaydeon Whidbee, 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 2025-2026 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**

None

**XI. PUBLIC COMMENT**

None

**XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:13 pm on a motion by Daniela Albright, seconded by Kaydeon Whidbee.

Motion carried by unanimous voice vote.

Respectfully submitted,

Respectfully submitted,

Tim Mantz  
Board Secretary/B.A.

\_\_\_\_\_  
Board Member