

BOARD OF EDUCATION  
GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

Reorganization Meeting  
January 4, 2023

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	Ms. Dempster, Mr. Esgro, Mr. Hughes, Ms. Longley, Ms. Ricci, Ms. Roth, Mr. Smith, Mr. Stephens, 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. Ricci, Mr. Esgro, and Ms. Longley.
Members Absent	None
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. Ricci Mr. Esgro Ms. Longley
Adoption of Robert's Rules of Order	Mr. Esgro motioned, seconded by Mr. Smith, 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 motioned, seconded by Mr. Stephens, that the Board adopt all Board policies presently in effect for the 2022-2023 School Year. The motion was approved unanimously.
Adoption of Job Descriptions Presently in Effect	Mr. Esgro motioned, seconded by Mr. Stephens, to say that the Board adopt all Job Descriptions presently in effect for the 2022-2023 School Year.  The motion was approved by unanimous roll call vote.
Election of Officers Open the Floor for Nominations for President	Mr. Esgro motioned, seconded by Mr. Smith to open the floor for nominations for President of the Board of Education.  The motion was approved by unanimous roll call vote.

President

Ms. Ridgway asked for Nominations for President.

Mr. Smith 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. Smith that the floor be closed for Nominations for President of the Board of Education and the new Board President is Mr. Chris Esgro.

The motion was approved by unanimous roll call vote.

Open the Floor for Nominations for 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 for Vice President

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

The motion was approved by unanimous roll call vote.

Acknowledgment of the Code of Ethics

Read by President Esgro;

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.

Motioned by Mr. Smith, seconded by Mr. Stephens to acknowledge the receipt of the Code of Ethics by the Board of Education.

The motion was approved by unanimous roll call vote.

Appointments – Professional Services  
Treasurer of School Monies

Ms. Volz moved, seconded by Mr. Stephens, that the Resolution to appoint Karyn Paccione as Treasurer of School Monies for the period of January 1, 2023 through December 31, 2023 be adopted.

The motion was approved by unanimous roll call vote.

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

Affirmative Action Officer

Ms. Volz 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, 2023 through December 31, 2023 be adopted.

The motion was approved by unanimous roll call vote.

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

Title IX Coordinator

Ms. Volz 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, 2023 through December 31, 2023 be adopted.

The motion was approved by unanimous

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

504 Coordinator

Ms. Volz, seconded by Mr. Stephens that the Resolution to appoint Director of Special Services, Catherine Torbik as 504

January 4, 2023 - Reorganization

Coordinator for the period of January 1, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

ADA Coordinator

Ms. Volz 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, 2023, through December 31, 2023, be adopted.

The motion was approved by unanimous roll call vote.

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

Purchasing Agent

Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Lisa Ridgway as Purchasing Agent for the period of January 1, 2023, through December 31, 2023 be adopted.

The motion was approved by unanimous roll call vote.

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

Custodian of Records

Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Lisa Ridgway as Custodian of Records for the period of January 1, 2023 through December 31, 2023 be adopted.  
The motion was approved by unanimous roll call vote

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

Public Agency Compliance Officer

Ms. Volz, seconded by Mr. Stephens that the Resolution to appoint Lisa Ridgway as Public Agency Compliance Officer for the period of January 1, 2023 through December 31, 2023 be adopted.  
The motion was approved by unanimous roll call vote

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

Right to Know Officer

Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Richard Booth as Right to Know Officer for the period of January 1, 2023 through December 31, 2023 be adopted.  
The motion was approved unanimous roll call vote

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

Integrated Pest Management  
Coordinator

Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Richard Booth as Integrated Pest Management Coordinator for the period of January 1, 2023 through December 31, 2023 be adopted.  
The motion was approved unanimous roll call vote

January 4, 2023 - Reorganization

Designated Indoor Air Quality Person

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

Ms. Volz, seconded by Mr. Stephens that the Resolution to appoint Richard Booth as Designated Indoor Air Quality Person for the period of January 1, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

School Security Specialist

Ms. Volz, seconded by Mr. Stephens that the Resolution to appoint Craig Stephenson as School Security Specialist for the period of January 1, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

Depositories for School Funds

Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Republic Bank as Depositories for School Funds for the period of January 1, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

Daily/Related Banking Services

Ms. Volz, seconded by Mr. Stephens that the Resolution to appoint Republic Bank to provide Daily/Related Banking Services for the period of January 1, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

Designation of Newspaper(s) for Legal Advertisements

Mrs. Volz 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, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

School Board Solicitor/Bond Counsel

Ms. Volz 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, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

January 4, 2023 - Reorganization

	<p>A copy of the Resolution is attached. <i>(R:16)</i></p>
School Architect/Referendum Services	<p>Ms. Volz moved, seconded by Mr. Stephens that the Resolution appointing Fraytak Veisz Hopkins Duthie. P.C. as School Architect /Referendum Services for the period of January 1, 2023 through December 31, 2023 be adopted. The motion was approved unanimous roll call vote</p> <p>A copy of the Resolution is attached. <i>(R:17)</i></p>
School Board Auditor	<p>Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Holt McNally &amp; Associates, LLC as School Board Auditor for the period of January 1, 2023 through December 31, 2023 school year be adopted.</p> <p>The motion was approved unanimous roll call vote</p> <p>A copy of the Resolution is attached. <i>(R:18)</i></p>
Professional Sports Medicine Physician Services	<p>Ms. Volz moved, seconded by Mr. Stephens that the Resolution to appoint Reconstructive Orthopedics as Sports Medicine Physician Services for the period of January 1, 2023 through December 31, 2023 be adopted. The motion was approved unanimous roll call vote</p> <p>A copy of the Resolution is attached. <i>(R:19)</i></p>
Professional Health Care Services	<p>Ms. Volz 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, 2023 through December 31, 2023 be adopted. The motion was approved unanimous roll call vote</p> <p>A copy of the Resolution is attached <i>(R:20)</i></p>
Insurance Broker	<p>Ms. Volz moved, seconded by Mr. Stephens that the Resolution and Contract to appoint Haines &amp; Haines – T.C. Irons Agency as Insurance Broker for the period of January 1, 2023 through De The motion was approved unanimous roll call vote December 31, 2023 be adopted. The motion was approved unanimous roll call vote</p> <p>A copy of the Resolution is attached. <i>(R:21)</i></p>
Health Benefits Broker	<p>Ms. Volz moved, seconded by Mr. Stephens, that the Resolution to appoint Allen Associates for the period of January 1, 2023 through December 31, 2023 be adopted. The motion was approved unanimous roll call vote</p> <p>A copy of the Resolution is attached. <i>(R:22)</i></p>
Professional Asbestos Hazard Emergency Response	<p>Ms. Volz moved, seconded by Mr. Stephens, that the Resolution to appoint Environmental Design, Inc. as Asbestos Hazard Emergency Response Designated Agency for the period of</p>

January 4, 2023 - Reorganization

January 1, 2023 through December 31, 2023 be adopted.  
The motion was approved unanimous roll call vote

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

Tax Sheltered Annuity Companies

Ms. Volz moved, seconded by Mr. Stephens that the following companies be approved as Tax Sheltered Annuity Companies for the period of January 1, 2023 through December 31, 2023:

Lincoln Investment  
Metropolitan  
AXA Equitable  
403b ASPIRE

The motion was approved unanimous roll call vote

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

Policy & Procedures Manual

Ms. Volz 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, 2023 through December 31, 2023 be adopted.  
The motion was approved unanimous roll call vote

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

OMNI Third Party Administrator for 403b Plan Services

Ms. Volz 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, 2023 through December 31, 2023 be adopted.

The motion was approved unanimous roll call vote

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

Nursing Services

Ms. Volz 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, 2023 to December 31, 2023.

The motion was approved unanimous roll call vote

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

Occupational and Physical Therapy

Ms. Volz 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, 2023 to December 31, 2023.

Appointments – Board Representatives  
Gloucester County School Boards  
Association Representatives

Mr. Smith moved, seconded by Mr. Hughes that the Board approve the appointment of Ms. Elizabeth Volz as Gloucester County School Boards Association Representative for the period of January 1, 2023 through December 31, 2023. Ms. June Longley will be the alternate delegate.

The motion was approved by unanimous roll call vote.

January 4, 2023 - Reorganization  
Delegates Assembly Representative to  
NJSBA

Mr. Smith moved, seconded by Mr. Hughes that the Board approve the appointment of Mr. Ryan Hughes as Legislative Representative to the New Jersey School Boards Association period of January 1, 2023, through December 31, 2023. Mr. Chris Esgro will be the alternate delegate.  
The motion was approved by unanimous roll call vote.

Borough Planning Board  
Representative

Mr. Smith moved, seconded by Mr. Hughes that the Board approve the appointment of Mr. Steven Smith as Borough Planning Board Representative for the period of January 1, 2023 through December 31, 2023.  
The motion was approved by unanimous roll call vote.

Urban Boards Representative

Mr. Smith moved, seconded by Mr. Hughes that the Board approve the appointment of Mr. Ben Stephens as Urban Boards Delegate for the period of January 1, 2023 through December 31, 2023. Ms. Michele Ricci will be the alternate delegate.  
The motion was approved by unanimous roll call vote.

Gloucester County Professional  
Development Representative

Mr. Smith moved, seconded by Mr. Hughes that the Board approve the appointment of Ms. Elizabeth Volz as Gloucester County Professional Development Representative for the period of January 1, 2023 through December 31, 2023.  
The motion was approved by unanimous roll call vote.

Designation of Authorized Representatives  
for State and Federal Projects

Mr. Smith 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

Ms. Volz 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.

State Contracted Vendors

Ms. Volz moved, seconded by Mr. Stephens that the Board approve all State Contracted Vendors for the period of January 1, 2023 through December 31, 2023.  
The motion was approved by unanimous roll call vote.

Adoption of Calendar for Regular  
Business Meetings

Ms. Volz moved, seconded by Mr. Stephens that the Board adopt the Calendar for Regular Business Meetings for the period of January 1, 2023 through January 24, 2024. (R:28)  
The motion was approved by unanimous roll call vote.

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

Ms. Volz 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 Business Office Schedules/

Ms. Volz moved, seconded by Mr. Stephens that the Board



January 4, 2023 - Reorganization Rates

approve the following Business Office Schedules/Rates for the period of January 1, 2023 through December 31, 2023:

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

Ms. Volz 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, 2023 through December 31, 2023.

The motion was approved by unanimous roll call vote.

Mileage Reimbursement

Ms. Volz 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, 2023 through December 31, 2023.

The motion was approved by unanimous roll call vote.

Curriculum

Ms. Volz moved, seconded by Mr. Stephens that the Board approve the following instructional items for the 2023-2024 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 2023:

Instruction  
 Elizabeth Volz, Chair  
 Ryan Hughes  
 Lori Dempster

Administration  
 June Longley, Chair  
 Ben Stephens  
 Michele Ricci

Operations  
 Steven Smith, Chair  
 June Longley  
 Lizabeth Roth

Adjournment

Mr. Smith moved, seconded by Mr. Stephens that the Reorganization Meeting adjourn (6:12 p.m.).

The motion was approved unanimously.

January 4, 2023 - Reorganization

Respectfully submitted,

*Lisa Ridgway*

Lisa Ridgway

Business Administrator/Board Secretary