

**Brooklawn Board of Education Meeting Agenda  
Zoom Meeting, 7/23/20, 7:00pm**

Kass Maass, President (present)  
Michele Cecilio, Vice President (present)  
James Everett (absent with notice)  
Jeff Haller (present)  
Iwona Kuczek (present)  
Colin MacAdams (present)  
Thomas Virden (present)

Dr. Samuel Rosetti, Superintendent/Principal -  
ACES (present)

Mr. Samuel L. Dutkin, Business Administrator/Board  
Secretary (present)

**I. Call To Order**

Ms. Kass Maass, President of the Board of Education

**II. Flag Salute**

Ms. Kass Maass, President of the Board of Education

**III. Statement of Conformance/Roll Call (7:07 pm)**

Mr. Samuel Dutkin, Business Administrator/Board Secretary

Public notice of this meeting pursuant to the Open Public Meetings act has been given by the Board Secretary in the following manner:

- A. Posting written notice on the doors of Alice Costello School and the Brooklawn Borough Hall.
- B. Sending notice to the Gloucester City News and Courier Post newspapers
- C. Posting on the district website

**IV. Presentations**

None

**V. Public Participation: Agenda Items Only**

*(Three minutes maximum unless extended by discretion of the president; time may not be deferred to other speakers)*

7:08 PM

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Open Public Comment	Mr. Virden	Mrs. Cecilio	Voice Vote	6	0	0

None

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Close Public Comment	Mr. Virden	Mrs. Cecilio	Voice Vote	6	0	0

**VI. Approval of Minutes**

Items for action- The superintendent recommends the approval of the following items:

1. Approval of minutes from June 18, 2020 and June 25, 2020 (Regular Meeting and Executive Session)

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Item 1	Mr. Virden	Mrs. Kuczek	Roll Call Vote	6	0	0

**VII. Governance/Policy**

Items for action- The superintendent recommends the approval of the following items:

1. Motion to approve a second reading and adoption of the following policies and regulations:

Bylaw 0164 CONDUCT OF BOARD MEETINGS

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Item 1	Mrs. Kuczek	Mrs. Cecilio	Roll Call Vote	6	0	0

## VII. Finance

Items for action- The superintendent recommends the approval of the following items:

1. Transfer list for May 2020
2. Board's Certification: Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Brooklawn Board of Education certifies that as of May 31, 2020 and after review of the Secretary's Monthly Annual Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's 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 fiscal year (N.J.A.C. 6A:23-2.12 (c) 4)

The Brooklawn Board of Education, after review of the School Business Administrator/Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate school district officials, shall certify in the minutes of the board each month that no fund has been over-expended in violation of (b) above, and that sufficient funds are available to meet the district board of education's financial obligations for the remainder of the fiscal year. N.J.A.C. 6A:23-2.12-(a), a district board of education shall only approve an encumbrance or expenditure (liability or payment) that, when added to the total of existing encumbrances and expenditures does not exceed the amount appropriated by the district board of education in the applicable line item account established pursuant to the minimum chart of accounts referenced in N.J.A.C. 6A:23-2.2(g) 1.

Board Secretary's Certification: Pursuant to N.J.A.C. 6A:23-2.12 (c) 3, the Board Secretary certifies that as of May 31, 2020 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Brooklawn 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.

Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Reconciliation Report: in accordance with 18A:17-36 and 18A:17-9 for the month of May, 2020. The Reconciliation Report and Secretary's report are in agreement for the month of May, 2020.

3. The following bill lists and payments:

Batch	Date	Amount
June Billing	June 2020	\$173,330.88
July Billing	July 2020	\$149,084.91

Account	Date	Amount
Payroll/Agency	May 2020	\$319,732.43
Student Activities	May 2020	\$125.00
Unemployment	May 2020	\$291.24
Petty Cash	May 2020	-

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-3	Mr. MacAdams	Mrs. Cecilio	Roll Call Vote	6	0	0

*Update from Mr. MacAdams: Budget reduced another \$100k with more anticipated. Discontinuing bus that runs to Gloucester City High School.*

#### VIII. Personnel

Items for action- The superintendent recommends the approval of the following items:

*(All new employment is pending until submission of required certifications and paperwork, and the completion of a criminal history review.)*

1. Motion to rescind offer of employment for Yvonne Grashorn (Music Teacher).
2. Motion to approve the following personnel:

Name	Position	Replacing	Dates	Salary
Erin Pacifico	Secretary	Ellen Boulden	8/1/20-6/30/21	\$30,000+ summer training at regular hourly rate

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-2	Mrs. Cecilio	Mr. Virden	Roll Call Vote	6	0	0

#### IX. Facilities

Items for action- The superintendent recommends the approval of the following items:

None

*Dr. Rosetti: We met on Monday as a facilities committee to discuss reopening plan.*

#### X. Report of the Superintendent

1. COVID-19 (Coronavirus) Update
  - a. *Committee met Monday, released plan Tuesday. Split session schedule, AM/PM. 1 hour remote practice each day. 100% remote learning is now an option.*
2. Church update
  - a. *Facilities committee met Monday with the realtor. We will continue to market the property. COVID-19 eliminated some buyers.*
3. Other school notes
  - a. *Scheduling for next year is in process. Cleaning crew is hard at work.*

*Mr. Haller: How long is our contract with the realtor?*

*Mr. MacAdams: Thanks to Sam for all of your hard work, and putting our students and teachers first. And to Tom D.*

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
To accept the report of the superintendent	Mr. Virden	Mrs. Kuczek	Voice Vote	6	0	0

**XI. Public Participation: Non-Agenda Items**

*(Three minutes maximum unless extended by discretion of the president; time may not be deferred to other speakers)*

7:22 PM

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Open Public Comment	Mr. Virden	Mrs. Cecilio	Voice Vote	6	0	0

None

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Close Public Comment	Mr. Virden	Mrs. Cecilio	Voice Vote	6	0	0

**XII. Board of Education Business**

1. County Board of Education Meeting--Mrs. Cecilio
  - a. *Workshop 2020, registration 8/3. Covers 25 people and will be available for 1 year. Weekly webinars. Presentation: GC Board of Health, isolation and school plans.*
2. Gloucester High School's Graduation
  - a. *7/24 at 8:00 PM*
3. Other Board business
  - a. *Ms. Mass: Thanks to Dr. Rosetti, Tom D and Ms. Johnson for all their time put into the schedule*
  - b. *August 20 will be a regular meeting, do the retreat in September.*

<b>XIII. Adjournment</b>
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MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN	TIME
Adjournment	Mr. Virden	Mrs. Cecilio	Voice Vote	6	0	0	7:27 PM