



Brooklawn Board of Education Meeting Agenda

<https://us04web.zoom.us/j/74782379469?pwd=bWRlRlR3b2VlHVNaHBVcDFicCttamgzZz09>

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

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

Roll Call:

	Kass Maass		Angel Rodriguez
	Michele Cecilio		Thomas Virden
	Jeffrey Haller		
	Iwona Kuczek		Samuel Rosetti
	Colin MacAdams		Samuel Dutkin

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)

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Open Public Comment			Voice Vote			

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Close Public Comment			Voice Vote			

VI. Approval of Minutes

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

1. Approval of minutes from the meeting held on February 18, 2021

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Item 1			Roll Call Vote			

VII. Governance/Policy

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

None

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
None						

VII. Finance

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

1. Transfer list for January 2021
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 January 31, 2021 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 January 31, 2021 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 January, 2021.

The Reconciliation Report and Secretary’s report are in agreement for the month of January, 2021.

3. The following bill lists and payments:

Batch	Date	Amount
March Billing	March 2021	\$254,793.29

Account	Date	Amount
Payroll/Agency	January 2021	\$417,830.70
Student Activities	January 2021	-
Unemployment	January 2021	-
Petty Cash	January 2021	-

4. Motion to approve the 2021-2022 PEA grant budget as follows:

2021-2022 Preschool Education Aid (PEA)	\$73,508
Available PEA Carryover	\$0
2021-2022 General Funds used for Preschool	\$50,221
2021-2022 Estimated Other Funds (Including Tuition and special education funding)	\$0
2021-2022 Total Estimated Preschool Education Aid, Tuition, Carryover, and Special Education Funding	\$123,729

EXPENDITURE CATEGORY	FUNCTION/	PEA (Including any estimated PEA Carryover)	GENERAL FUND	OTHER FUNDS (Including Tuition and special education)
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	OBJECT CODES	2021-2022	2021-2022	2021-2022
INSTRUCTION	20-218-100-			
Salaries of Teachers	100-101	\$60,650	\$0	
Other Salaries for Instruction	100-106	\$12,858	\$33,318	
Unused Vacation Payment to Terminated/Retired Staff	100-199			
Purchased Professional and Educational Services	100-321			
Other Pur. Serv. (400-500)	100-500			
Tuition to Other LEA's within the State - Regular	100-561			
Supplies and Materials	100-600			
Other Objects	100-800			
SUBTOTAL INSTRUCTION		\$73,508	\$33,318	\$0
SUPPORT SERVICES	20-218-200-			
Sal. of Supervisors of Instr.	200-102			
Sal. of Principals/Asst. Principals/Program Directors	200-103			
Sal. of other Professional Staff	200-104			
Sal. of Secretarial & Clerical Assistants	2 00-105			
Other Salaries	200-110			
Family/Parent Liaison	200-173			
Facilitator/Coach	200-176			
Unused Vacation Payment to Terminated/Retired Staff	100-199			
Personnel Serv.-benefits	200-200		\$16,903	
Purchased Prof.-Ed. Services - Contracted Pre-k	200-321			
Purchased Prof.-Ed. Services - Head Start	200-325			
Other Purchased Prof.-Educational Services	200-329			
Other Purchased Prof. Services	200-330			
Cleaning, Repair and Maintenance Services	200-420			
Rentals	200-440			
Contracted Services - Transp (Btw Home & Sch.)	200-511			
Contr Trans Serv (Field Trips)	200-516			
Travel	200-580			
Miscellaneous Purchased Services	200-590			
Supplies and Materials	200-600			
Other Objects	200-800			
SUBTOTAL – SUP. SERV.		\$0	\$16,903	\$0
FACILITIES ACQ. CONSTR. SERVICES	20-218-400-			
Instructional Equipment	400-731			
NonInstructional Equipment	400-732			
SUBTOTAL – FAC. ACQ. & CONSTRUCTION		\$0	\$0	\$0
TOTAL		\$73,508	\$50,221	\$0

5. BE IT RESOLVED, the Brooklawn Board of Education adopted 2021-2022 school district budget for submission to the Executive County Superintendent for approval as follows. Any changes will be made at the public hearing.

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$6,001,467	\$1,267,585
Special Revenue & Student Activities	\$705,729	\$0
Debt Service Fund	\$146,938	\$105,133
TOTAL	\$6,854,134	\$1,372,718

6. WHEREAS, the Brooklawn 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 \$150 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:23B-1.1 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:23B-1.1 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:23B-1.2(b), to a maximum expenditure of \$14,700 for all staff and board members for 2021-2022. The total maximum expenditure for the prebudget year (2020-2021) being \$14,700 and the amount spent to date being \$7,586.58.

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-6			Roll Call Vote			

VIII. Facilities

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

1. RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF BROOKLAWN IN THE COUNTY OF CAMDEN, NEW JERSEY DETERMINING TO PROCEED WITH THE SALE OF BLOCK 105, LOT 2, AND DETERMINING TO ARRANGE FOR THE COMPETITIVE SALE OF THE PROPERTY AS REQUIRED BY N.J.S.A. 18A:20-5 AND 6 AND N.J.A.C. 6A: 26-7.

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF BROOKLAWN IN THE COUNTY OF CAMDEN, NEW JERSEY (by a recorded roll call majority vote of the full membership thereof) as follows:

1. This Board of Education hereby determines that 401 Community Blvd., Block 105 Lot 2 on the tax map of the Borough of Brooklawn, Camden County, formerly known as the former Saint Maurice R.C. Church/St. Joachim Parish (the "Property") is no longer necessary for school purposes and determines to sell the Property in accordance with the requirements of N.J.S.A 18A:20-5 and 6.
2. The Board President, the Superintendent of Schools, the Business Administrator/ Board Secretary, the School Architect, Bond Counsel and other appropriate representatives of the Board (the "Board Representatives") are hereby authorized to take all steps necessary to prepare for the sale of the Property in accordance with the requirements of law.
3. The Board Representatives are further authorized to arrange for preparation of bid specifications and publication of a notice of sale of the Property pursuant to N.J.S.A. 18A:20-6 and to take all steps necessary to prepare for such sale in accordance with the bid specifications.
4. The Board Representatives are further authorized to accept and/or reject any and/or all offers submitted in response to the bid specifications.

5. The Board Representatives are hereby authorized to, negotiate, execute and deliver any contracts, related agreements and documents regarding the sale of the Property.

6. The Board Representatives are hereby authorized to execute such documents and take all steps necessary to deliver the Deed to the Property to effectuate same and to close on the sale and transfer of the Property. Said authorization includes executing, delivering and/or accepting any and all associated documents reasonably required to effectuate the sale of the Property.

7. The Board Representatives are hereby authorized and directed to execute and deliver such documents as are necessary to facilitate the transactions contemplated hereby, and to take such actions or refrain from such actions as are necessary to facilitate the transactions contemplated hereby, in consultation with, as applicable, counsel to the district, and any and all actions taken heretofore with respect to the transactions contemplated hereby are hereby ratified and confirmed.

8. The reference to Board Representatives and/or officers of this school district herein includes any interim, acting or successor officer holding that position.

9. This resolution shall take effect immediately.

2. Motion to approve facilities use by the Gloucester City Basketball League from 3/19/21-6/30/21

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-2			Roll Call Vote			

IX. Curriculum/Instruction

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

1. Motion to approve the calendar for the 2021-2022 school year

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Item 1			Roll Call Vote			

X. 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 accept the resignation of Mrs. Denise Hofmann (teacher aide) effective June 30, 2021

2. Motion to approve boiler operator license stipends for the following staff:

a. Peter DeFilippo- \$500 (prorated)

b. Jason Parker- \$250 (part-time rate)

3. Motion to approve the following personnel:

Name	Position	Replacing	Dates	Salary
A. Alhuda Gibbs	Substitute Custodian	N/A	3/19/21-6/30/21	\$12.50/hr.

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve items 1-3			Roll Call Vote			

XI. Report of the Superintendent

1. School update
2. COVID-19 (Coronavirus) Update

3. Emergency Drills:

- a. Fire drill- 2/24/21, 9:45am, 1:40pm
- b. Fire drill- 3/11/21, 10:33am, 1:40pm
- c. Emergency Drill- (Shelter in place) 3/18/21, 10:10am, 2:24pm

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
To accept the report of the superintendent			Voice Vote			

XII. Board of Education Business

- 1. Church update
- 2. Old or new Board of Education Business
- 3. April BOE meeting - April 29, 2021

XIII. Public Participation: Non-Agenda Items
(Three minutes maximum unless extended by discretion of the president; time may not be deferred to other speakers)

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Open Public Comment			Voice Vote			

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Close Public Comment			Voice Vote			

XIV. Adjournment

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Adjournment			Voice Vote			