

**Brooklawn Board of Education Meeting Minutes
4/28/22, 7:00pm**

Kass Maass, President
Michele Cecilio, Vice President
Jeff Haller
Iwona Kuczek
Colin MacAdams
Angel Rodriguez
Thomas Virden

Dr. Samuel Rosetti, Superintendent/Principal -
ACES

Mr. Samuel L. Dutkin, Business Administrator/Board
Secretary

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
- B. Sending notice to the Gloucester City News, Courier Post and the Borough of Brooklawn
- C. Posting on the district website

Roll Call:

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

IV. Presentations

1. March 2022 Students of the Month
2. 2022-2023 Brooklawn Board of Education Budget

V. Executive Session

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
To enter executive session	Mr. Virden	Mrs. Kuczek	Voice Vote	7	0	0

AUTHORIZING EXECUTIVE SESSION Date: April 28, 2022

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the **Brooklawn Board of Education** to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the **Brooklawn Board of Education** has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the **Brooklawn Board of Education** will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

_____Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

_____Any matter in which the release of information would impair a right to receive funds from the federal government;

_____Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment,

progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly;

____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body

X Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; (Property at 401 Community Rd., Brooklawn, NJ)

____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

____ Any investigations of violations or possible violations of the law;

____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public (Superintendent/Principal Contract);

____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the **Brooklawn Board of Education** will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene and the **Brooklawn Board of Education** will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the **Brooklawn Board of Education** will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the **Brooklawn Board of Education** hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the **Brooklawn Board of Education** attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the **Brooklawn Board of Education**, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion

shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
To exit executive session	Mr. Virden	Mrs. Kuczek	Voice Vote	7	0	0

7:56

VI. Public Participation: Agenda Items Only
(Five 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	Mr. Virden	Mrs. Cecilio	Voice Vote	7	0	0

Kathy Golden - question about tuition, and outstanding bond debt on the church

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Close Public Comment	Mr. Virden	Mrs. Cecilio	Voice Vote	7	0	0

VII. Approval of Minutes

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

1. Approval of minutes from the meeting held on March 17, 2022

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Item 1	Mr. Virden	Mrs. Cecilio	Voice Vote	7	0	0

VIII. Governance/Policy (Mr. Rodriguez, chairperson)

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

1. Approval of a second reading and adoption of the following policies and regulations (Alert 226):
 - P 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
 - P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
 - P 2451 Adult High School (M) (Revised)
 - R 2460.30 Additional/Compensatory Special Education and Related Services (M) (New)
 - P 2622 Student Assessment (M) (Revised)
 - R 2622 Student Assessment (M) (New)
 - P 3233 Political Activities (Revised)
 - P 5541 Anti-Hazing (M) (New)
 - P 7540 Joint Use of Facilities (Revised)
 - P & R 8465 Bias Crimes and Bias-Related Acts (M) (Revised)
 - P 9560 Administration of School Surveys (M) (Revised)

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Item 1	Mr. Rodriguez	Mr. Virden	Questions then Roll Call Vote	7	0	0

IX. Finance (Mrs. Kuczek, chairperson)

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

1. Transfer list for February 2022
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 February 28, 2022 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 February 28, 2022 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 February 2022.

The Reconciliation Report and Secretary's report are in agreement for the month of February 2022.

3. The following bill lists and payments:

Batch	Date	Amount
April Billing	April 2022	\$274,840.22

Account	Date	Amount
Payroll/Agency	February 2022	\$337,603.10
Student Activities	February 2022	-
Unemployment	February 2022	-
Petty Cash	February 2022	-

4. BE IT RESOLVED, the Brooklawn Board of Education 2022-2023 school district budget for approval as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$6,489,983	\$1,424,615
Special Revenue & Student Activities	\$957,401	\$0
Debt Service Fund	\$144,738	\$103,559
Other	-	\$1,650
TOTAL	\$7,592,122	\$1,529,824

5. Motion to approve the 2022-2023 PEA grant budget as follows:

2022-2023 Preschool Education Aid (PEA)	\$71,112
Available PEA Carryover	
2022-2023 General Funds for Preschool	\$36,714
2022-2023 Estimated Other Funds (Including Tuition and special education funding)	\$3,276
2022-2023 Total Estimated Preschool Education Aid, Tuition, Carryover, and Special Education Funding	\$111,102

EXPENDITURE CATEGORY	FUNCTION/ OBJECT CODES	PEA (Including any estimated PEA Carryover) 2022-2023	GENERAL FUND 2022-2023	OTHER FUNDS (Including Tuition and special education) 2022-2023
	INSTRUCTION	20-218-100-		
Salaries of Teachers	100-101	\$60,650	\$0	\$0
Other Salaries for Instruction	100-106	\$10,462	\$18,811	
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		\$1,000	
Other Objects	100-800			
SUBTOTAL INSTRUCTION		\$71,112	\$19,811	\$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	200-105			
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			\$3,276
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	\$3,276
FACILITIES ACQ. CONSTR. SERVICES				
	20-218-400-			
Instructional Equipment	400-731			
NonInstructional Equipment	400-732			
SUBTOTAL – FAC. ACQ. & CONSTRUCTION		\$0	\$0	\$0
TOTAL		\$71,112	\$36,714	\$3,276

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-5	Mrs. Kuczek	Mr. Virden	Questions then Roll Call Vote	7	0	0

X. Facilities (Mr. Virden, chairperson)

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

1. Approval to sell the property located at 401 Community Road to the Borough of Brooklawn for the sum of \$300,000, contingent upon receipt of letter of intent for purchase as well as resolution of approval of purchase from the Borough of Brooklawn.

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
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Approve Item 1	Mr. Virden	Mrs. Cecilio	Questions then Roll Call Vote	7	0	0
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XI. Curriculum/Instruction (Mr. MacAdams, chairperson)

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

1. Approval of The Daytime Solution by Walsh Legacy as a home instruction agency for the 2021-22 school year at a rate of \$65/hr.
2. Approval of the following trips and activities:

Group	Location	Purpose	Cost
NJHS/Student Council	Philadelphia Rock Gym, Philadelphia, PA	Club Trip	\$400 plus cost of bus
4th Grade	Round 1, Deptford, NJ	Class Trip	\$340 (cost of bus)
Pre-K	Storybook Land, Mays Landing, NJ	Class Trip	\$515 (cost of bus)
Community Service Club	Westbrook Lanes, Brooklawn, NJ	Club Trip	\$300

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-2	Mr. MacAdams	Mr. Virden	Questions then Roll Call Vote	7	0	0

XII. Personnel (Mrs. Cecilio, chairperson)

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. Approval of the resignation of Sarah Zelnik (Occupational Therapist) effective June 14, 2022
2. Approval of the resignation of Peter DiFlippo (Custodian) effective May 27, 2022
3. Approval of the retirement of Linda Harding (Special Education Teacher) effective June 30, 2022
4. Approval of administrators, as presented to the Board of Education, from July 1, 2022 through June 30, 2023
5. Approval of certificated staff, as presented to the Board of Education, for the 2022-2023 school year
6. Approval of custodians, as presented to the Board of Education, from July 1, 2022 through June 30, 2023

7. Approval of 10-month and 12-month secretaries, as presented to the Board of Education, for the 2022-2023 school year
8. Approval of classroom aides and 1:1 aides, as presented to the Board of Education, for the 2022-2023 school year
9. Approval of 10-month and 12-month non-affiliated staff from July 1, 2022 through June 30, 2023 as presented to the Board of Education

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Approve Items 1-9	Mrs. Cecilio	Mr. Virden	Questions then Roll Call Vote	7	0	0

XIII. Report of the Superintendent, Dr. Samuel Rosetti

1. School update
 - a. March Staff Member of the Month- Maria Frey
 - b. April Staff Members of the Month- Tyler Coffey, Michele Kidd, Lisa McCleary, Ryan Ziegler, Ashlee Zykorie
 - c. Wellness Week
 - d. Arbor Day Celebration (Friday, April 29, 10am)
 - e. QSAC Meeting (Tuesday, May 10th)
 - f. People's Choice Awards (Thursday, May 12th, 6pm)
 - g. STEAM Tank Challenge Finals (Monday, May 23rd)
 - h. Art/Tech/Music Show (Thursday, May 26th, 6pm)
2. COVID-19 (Coronavirus) Update
3. Drills:
 - a. Emergency Drill (Fire drill)-3/24/22, 1:00pm
 - b. Emergency Drill (Shelter in place)- 4/5/22, 10:15am
 - c. Emergency Drill (Fire drill)- 4/26/22, 10:15am
4. Attendance/Discipline Report
5. Superintendent evaluation

XIV. Board of Education Business

1. Gloucester Representative update
2. Old or new Board of Education business

a. Resignation of Mr. Virden

3. Next regular meeting: May 19, 2022

XV. Public Participation: Non-Agenda Items

(Five 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	Mr. Virden	Mr. Rodriguez	Voice Vote	7	0	0

None

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Close Public Comment	Mr. Virden	Mr. Rodriguez	Voice Vote	7	0	0

XVI. Executive Session

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
To enter executive session	Mr. Virden	Mrs. Kuczek	Voice Vote	7	0	0

AUTHORIZING EXECUTIVE SESSION Date: April 28, 2022

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the **Brooklawn Board of Education** to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the **Brooklawn Board of Education** has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

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Any matter in which the release of information would impair a right to receive funds from the federal government;

Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Contract negotiations with the Brooklawn Education Association)

Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

Any investigations of violations or possible violations of the law;

Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public

_____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the **Brooklawn Board of Education** will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene and the **Brooklawn Board of Education** will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the **Brooklawn Board of Education** will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the **Brooklawn Board of Education** hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the **Brooklawn Board of Education** attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the **Brooklawn Board of Education**, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
To exit executive session	Mr. Virden	Mr. Haller	Voice Vote	7	0	0

XVII. Adjournment

8:37

MOTION	MOVED BY	SECOND	VOTE TYPE	YES	NO	ABSTAIN
Adjournment	Mr. Virden	Mr. Haller	Voice Vote	7	0	0