



**Tuesday, February 28, 2023**  
**MINUTES - Regular Meeting**

**6:30pm - Executive Session**

**7:00pm - Regular Meeting: In person**

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**MEMBERS OF THE BOARD**

**Mrs. Heather Garcia - President**

**Mrs. Kelly Wilson - Vice President**

**Mrs. Jennifer Eisberg - Trustee**

**Mrs. Juliana Lee - Trustee**

**Mrs. Jennifer Mendoza - Trustee**

**Mr. Sam Park- Trustee**

**Mr. Michael Sprague- Trustee**

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**Mr. Kevin Ulmer, Chief School Administrator**

**Mr. James Tevis, Interim School Business Administrator**

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## **A. OPEN Public Meeting**

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**Subject 1. OPEN PUBLIC MEETING ACT STATEMENT:**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category A. OPEN Public Meeting

Access Public

Type Procedural

Pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin board, and it has been delivered to The Record & Suburbanite newspapers circulated in the District at least 48 hours prior to the time for this meeting.

**Subject 2. PUBLIC MEETING ROLL CALL; TIME: 6:36pm**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category A. OPEN Public Meeting

Access Public

Type Procedural

BOARD MEMBER	PRESENT	ABSENT	ARRIVAL/DEPARTURE TIME
Mrs. Jennifer Eisberg, Trustee	X		
Mrs. Juliana Lee, Trustee	X		
Mrs. Jennifer Mendoza, Trustee	X		
Mr. Sam Park, Trustee		X	
Mr. Michael Sprague, Trustee	X		
Mrs. Kelly Wilson, Vice President	X		
Mrs. Heather Garcia, President	X		

**Faculty & Community Members:** In-person **-0-**

**Others Present:** Superintendent & Interim Business Administrator

## **B. Adjournment to Executive Session**

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**Subject** 1. Adjournment to Executive Session

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category B. Adjournment to Executive Session

Access Public

Type Action (Consent)

**Moved by:** J. Eisberg  
**Seconded by:** M. Sprague  
**Time:** 6:37pm

## **C. Adjournment from Executive Session**

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**Subject** 1. Adjournment from Executive Session

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category C. Adjournment from Executive Session

Access Private

Type Action (Consent)

**Moved by:** J. Mendoza  
**Seconded by:** K. Wilson  
**Time:** 7:05pm

Executive Content

An Executive Session Meeting of the Norwood Board of Education was called to order by President Garcia, on February 28, 2023, at 6:37pm.

The Board discussed the following:

- HIB Incident
- Board Governance Matter.

Motion to close was moved by J. Mendoza, seconded by K. Wilson at 7:05pm. Vote in favor was unanimous.

Respectfully submitted,

Mr. James Tevis  
Interim Business Administrator/Board Secretary

## **D. Public Session Meeting**

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<b>Subject</b>	<b>1. CALL TO ORDER</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	D. Public Session Meeting
Access	Public
Type	Procedural

<b>Subject</b>	<b>2. OPEN PUBLIC MEETING ACT STATEMENT:</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	D. Public Session Meeting
Access	Public
Type	Procedural

Pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin board, and it has been delivered to The Record & Suburbanite newspapers circulated in the District at least 48 hours prior to the time for this meeting.

<b>Subject</b>	<b>3. PUBLIC MEETING ROLL CALL; TIME: 7:09pm</b>
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Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category D. Public Session Meeting

Access Public

Type Procedural

BOARD MEMBER	PRESENT	ABSENT	ARRIVAL/DEPARTURE TIME
Mrs. Jennifer Eisberg, Trustee	X		
Mrs. Juliana Lee, Trustee	X		
Mrs. Jennifer Mendoza, Trustee	X		
Mr. Sam Park, Trustee		X	
Mr. Michael Sprague, Trustee	X		
Mrs. Kelly Wilson, Vice President	X		
Mrs. Heather Garcia, President	X		

**Faculty & Community Members:** In-person **-15-**

**Others Present:** Superintendent, Interim Business Administrator, R. Scherer  
(MS Principal), R. Lerch (Board Auditor)

**Subject 4. FLAG SALUTE:**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category D. Public Session Meeting

Access Public

Type Procedural

**Subject 5. DISCUSSION OF CORRESPONDENCE:**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category D. Public Session Meeting

Access Public

Type Discussion

**Subject 6. INFORMATIONAL ATTACHMENTS**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting  
Category D. Public Session Meeting  
Access Public  
Type Information

**Subject 7. SUPERINTENDENT'S REPORT: Mr. Ulmer**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting  
Category D. Public Session Meeting  
Access Public  
Type Information

- The middle school principal introduced the student cast of the grades 5-8 Network News Broadcast who then showcased a presentation for the school board members.
- The superintendent announced that the Spring Musical tickets are now on sale.
- Mr. Robert Lerch, Auditor (Lerch, Vinci & Bliss), presented the 2021-2022 Audit findings.

**Subject 8. PRESIDENT'S STATEMENT:**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting  
Category D. Public Session Meeting  
Access Public  
Type Discussion

Board president Garcia welcomed everyone back from the recent school break.

**Subject 9. COMMITTEE REPORTS:**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting  
Category D. Public Session Meeting  
Access Public  
Type Reports

**1) Curriculum: \*Jennifer Mendoza, Juliana Lee.**

Trustee Mendoza commented that a virtual meeting was held on January 31st to discuss Health and PE standards as well as related opt-out options for parents. Also discussed was the new science program. The superintendent noted that the QSAC monitors were impressed with the district's ELA Results.

**2) Personnel: \*Kelly Wilson, Jennifer Eisberg.**

**3) Buildings and Grounds: \*Kelly Wilson, Juliana Lee.**

Board president Garcia noted that the following items were discussed at the February 16th meeting:

- ROD Grant Applications
- Expand the Bathroom Upgrades project from six (6) to thirteen (13) bathrooms
- Expansion of the Door Replacements project
- Front entrance Signage
- Possible future projects.

**4) Finance: \*Heather Garcia, Jennifer Mendoza.**

Board president Garcia reported that the following items were discussed at the February 16th meeting:

- Exit conference conducted with the auditors regarding the 2021-2022 audit
- The interim business administrator reviewed a fund balance projection for the 2022-2023 school year with the committee.

**5) Policy: \*Kelly Wilson, Jennifer Eisberg.**

**6) Special Education: \*Jennifer Mendoza, Michael Sprague.**

## **E. Open Public Participation - On Agenda Items**

<b>Subject</b>	<b>1. Open Public Participation - "On Agenda" Items</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	E. Open Public Participation - On Agenda Items
Access	Public
Type	Action, Procedural

**Moved by: J. Mendoza**

**Seconded by: J. Eisberg**

**Time: 8:02pm**

**Public Participation Statement**

- Each member of the public wishing to comment must state their Name and Address for the record
- Each public comment is limited to five (5) minutes
- Public physically present at the meeting will be heard first, virtual comments will be heard last.

NONE

## **F. Close Public Participation - On Agenda Items**

**Subject 1. Close Public Participation - "On Agenda" Items**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category F. Close Public Participation - On Agenda Items

Access Public

Type Action, Procedural

Moved by: J. Mendoza  
 Seconded by: K. Wilson  
 Time: 8:03pm

**G. Approval of Minutes****Subject 1. Approval of Minutes**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category G. Approval of Minutes

Access Public

Type Action, Minutes

Recommended Action BE IT RESOLVED, that the Norwood Board of Education approves the minutes of the following meetings:

**BE IT RESOLVED**, that the Norwood Board of Education approves the minutes of the following meetings:

- January 3, 2023 - Board Organization Meeting
- January 3, 2023 - Executive Session Meeting
- January 24, 2023 - Public Session Meeting
- January 24, 2023 - Executive Session Meeting.

Moved by: J. Mendoza  
 Seconded by: J. Eisberg  
 Vote: Roll Call

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mrs. Jennifer Eisberg, Trustee	X			
Mrs. Juliana Lee, Trustee	X			
Mrs. Jennifer Mendoza, Trustee	X			
Mr. Sam Park, Trustee				X
Mr. Michael Sprague, Trustee	X			
Mrs. Kelly Wilson, Vice President	X			
Mrs. Heather Garcia, President	X			

File Attachments

[BOE Meeting Minutes \[Organization\] - Draft \(01.03.2023\).pdf \(1,607 KB\)](#)  
[BOE Meeting Minutes \[Public\] - Draft \(01.24.2023\).pdf \(1,672 KB\)](#)

Executive File Attachments

[BOE Meeting Minutes \[Executive\] - Draft \(01.03.2023\).pdf \(1,036 KB\)](#)  
[BOE Meeting Minutes \[Executive\] - Draft \(01.24.2023\).pdf \(1,035 KB\)](#)

## H. Administrative

**Subject**                      **1. Fire and Security Drills**

Meeting                      Feb 28, 2023 - MINUTES - Regular Meeting

Category                      H. Administrative

Access                      Public

Type                      Action

**BE IT RESOLVED**, upon recommendation of the Superintendent, approve the following fire and security drills for the month of December:

Fire Drill - 02/08/2023  
 Security Drill - 02/17/2023

**Subject**                      **2. ADMINISTRATIVE VOTE:**

Meeting                      Feb 28, 2023 - MINUTES - Regular Meeting

Category                      H. Administrative

Access                      Public

Type                      Action

Recommended Action      BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, that the Norwood Board of Education approves the following resolution(s):

### Motion to approve Administrative Items: #1

Moved by: J. Eisberg  
 Seconded by: J. Mendoza  
 Vote: Roll Call

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mrs. Jennifer Eisberg, Trustee	X			
Mrs. Juliana Lee, Trustee	X			
Mrs. Jennifer Mendoza, Trustee	X			
Mr. Sam Park, Trustee				X
Mr. Michael Sprague, Trustee	X			
Mrs. Kelly Wilson, Vice President	X			
Mrs. Heather Garcia, President	X			



## I. Personnel

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<b>Subject</b>	<b>1. Retirement</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	I. Personnel
Access	Public
Type	Action

**BE IT RESOLVED**, upon the recommendation of the Superintendent, accept the resignation of Tracey Preolo, World Language Teacher, for the purpose of retirement, with a final date of employment on June 30, 2023. The Norwood Board of Education expresses its sincere appreciation for her 33 years of dedication and service to Norwood Public School.

**Trustee Sprague thanked Tracey Peolo for her dedicated years of service.**

<b>Subject</b>	<b>2. Maternity Leave</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	I. Personnel
Access	Public
Type	Action

**BE IT RESOLVED**, upon recommendation of the Superintendent, approve a Maternity Leave for employee #0385, effective from September 1, 2023 through October 2, 2023, using 20 sick days and unpaid FMLA days from October 3, 2023, through January 3, 2024.

<b>Subject</b>	<b>3. PERSONNEL VOTE:</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	I. Personnel
Access	Public
Type	Action
Recommended Action	BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, that the Personnel Committee recommends the approval of the following resolution(s):

**Motion to approve Personnel Items: #1-2**

**Moved by: K. Wilson**

**Seconded by: J. Mendoza**

**Vote: Roll Call**

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mrs. Jennifer Eisberg, Trustee	<b>X</b>			
Mrs. Juliana Lee, Trustee	<b>X</b>			
Mrs. Jennifer Mendoza, Trustee	<b>X</b>			
Mr. Sam Park, Trustee				<b>X</b>
Mr. Michael Sprague, Trustee	<b>X</b>			
Mrs. Kelly Wilson, Vice President	<b>X</b>			
Mrs. Heather Garcia, President	<b>X</b>			

**J. Curriculum - RESERVED****K. Finance**

<b>Subject</b>	<b>1. Monthly Disbursements</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	K. Finance
Access	Public
Type	Action

**Monthly Disbursements (Enclosure):**

**BE IT RESOLVED**, that upon the recommendation of the Interim Business Administrator and Superintendent of Schools, the Norwood Board of Education approves:

- 1) Post-approve January 2023 **Hand Checks**, in the amount of **\$154,311.41** .
- 2) Post-approve January 2023 **Payroll related Wire Transfers**, in the amount of **\$664,126.72** from the General Bank Account to the Payroll Bank Accounts.
- 3) Approve **February 2023 Monthly Disbursements**, in the amount of **\$1,459,403.58** .

File Attachments  
[FEBRUARY CHECK RUN.pdf \(316 KB\)](#)

<b>Subject</b>	<b>2. Budget Transfers: 2022-2023</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	K. Finance
Access	Public
Type	Action

**Monthly Budget Transfers (Enclosure):**

**BE IT RESOLVED**, that upon the recommendation of the Interim Business Administrator and Superintendent of

File Attachments

[Budget Transfers \[CSI\] - PR Adjustments \(01.30.2023\).pdf \(96 KB\)](#)

[Budget Transfers \[CSI\] - Expenditures \(01.31.2023\).pdf \(100 KB\)](#)

Executive File Attachments

[Budget Transfers {SBA} - PR Adjustments \(01.30.2023\).pdf \(176 KB\)](#)

[Budget Transfers {SBA} - Expenditures \(01.31.2023\).pdf \(155 KB\)](#)

<b>Subject</b>	<b>3. Financial Reports: 2022-2023</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	K. Finance
Access	Public
Type	Action

**Financial Reports (Enclosure):**

**BE IT RESOLVED**, that upon the recommendation of the Interim Business Administrator and Superintendent of Schools, that the Norwood Board of Education accepts the Board Secretary and Treasurer Reports for the month of January 2023; and

**BE IT FURTHER RESOLVED**, that Pursuant to N.J.A.C. 6:20-2.13(e)\*, we certify that as of January 31, 2023, after a review of the Board Secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge, no major account fund has been over expended in violation of N.J.A.C. 6:20-2.13(b)\*; and

**BE IT FURTHER RESOLVED**, that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

File Attachments

[Board Secretary Report - \(Final 01.31.2023\).pdf \(136 KB\)](#)

[Treasurer's Report - Executed \(01-2023\).pdf \(69 KB\)](#)

<b>Subject</b>	<b>4. CAFR, Management Report &amp; Audit Synopsis</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	K. Finance
Access	Public
Type	Action

**CAFR, Management Report & Audit Synopsis**

Approve/accept the Norwood Board of Education Comprehensive Annual Financial Management Report (CAFR), and the Auditor's Management reports on Administration Findings, Financial Compliance and Performance for the Fiscal Year ending June 30, 2022, as detailed in the Enclosures.

File Attachments

[CAFR \[2021-2022\] - Final \(02.28.2023\).pdf \(6,311 KB\)](#)

[AMR \[2021-2022\] - Final \(02.28.2023\).pdf \(621 KB\)](#)

**Subject 5. Audit Recommendations & Corrective Action Plan**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category K. Finance

Access Public

Type Action

**Audit Recommendations & Corrective Action Plan**

Approve/accept the Norwood Board of Education School Audit Recommendations and School Audit Corrective Action Plan for the Fiscal Year ending June 30, 2022, as detailed in the attached Auditors Management Report.

File Attachments

[Corrective Action Plan \[FY2022 CAP\] - Executed \(02.28.2023\).pdf \(114 KB\)](#)

**Subject 6. Use of Facility Requests**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category K. Finance

Access Public

Type Action, Discussion

**RESOLVED**, that upon the recommendation of the interim business administrator and superintendent of schools, the Norwood Board of Education approves/post approves applications for the USE OF SCHOOL FACILITIES made by the following groups/organizations listed below, subject to the health and safety guidelines and terms set forth by the interim school business administrator and board attorney:

	GROUP/ORGANIZATION	USE/PURPOSE/ROOM	DATES/TIMES	FEE
1	Norwood PTO	Assembly by Mykee Fowlin/APR	3/10/23; 8:30am- 10:45am	None

**BE IT FURTHER RESOLVED**, that the Board reserves the right to schedule school activities at any time.

**Subject 7. FINANCE VOTE:**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category K. Finance

Access Public

Type Action

Recommended Action BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, that the Finance Committee recommends the approval of the following resolution(s):

### **Motion to approve Finance Items: #1- 6**

**Moved by: J. Mendoza**  
**Seconded by: K. Wilson**  
**Vote: Roll Call**

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mrs. Jennifer Eisberg, Trustee	X			
Mrs. Juliana Lee, Trustee	X			
Mrs. Jennifer Mendoza, Trustee	X			
Mr. Sam Park, Trustee				X
Mr. Michael Sprague, Trustee	X			
Mrs. Kelly Wilson, Vice President	X			
Mrs. Heather Garcia, President	X			

## **L. New Business**

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### **Subject 1. New Business**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category L. New Business

Access Public

Type Discussion

- Trustee Sprague noted that he attended the January 31st BCSBA meeting and that the "Unsung Hero Award" will be recognized at an upcoming meeting.
- President Garcia announced that the April 4, 2023 board meeting has been cancelled.

## **M. Old Business**

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### **Subject 1. Old Business**

Meeting Feb 28, 2023 - MINUTES - Regular Meeting

Category M. Old Business

Access Public  
Type Discussion

- Trustee Lee inquired about the PE Opt-Out process and the superintendent responded.

## **N. Open to Public - Off Agenda Items**

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**Subject** 1. Open to Public "Off Agenda" Items  
**Meeting** Feb 28, 2023 - MINUTES - Regular Meeting  
**Category** N. Open to Public - Off Agenda Items  
**Access** Public  
**Type** Procedural

**Moved by: J. Mendoza**  
**Seconded by: K. Wilson**  
**Time: 8:33pm**

### **Public Participation Statement**

- Each member of the public wishing to comment must state their Name and Address for the record
- Each public comment is limited to five (5) minutes
- Public physically present at the meeting will be heard first, virtual comments will be heard last.

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None

## **O. Close Public Participation - Off Agenda Items**

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**Subject** 1. Close Public Participation  
**Meeting** Feb 28, 2023 - MINUTES - Regular Meeting  
**Category** O. Close Public Participation - Off Agenda Items  
**Access** Public  
**Type** Procedural

**Moved by: M. Sprague**  
**Seconded by: J. Eisenberg**  
**Time: 8:34pm**

## **P. Meeting Adjournment**

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<b>Subject</b>	<b>1. Meeting Adjournment</b>
Meeting	Feb 28, 2023 - MINUTES - Regular Meeting
Category	P. Meeting Adjournment
Access	Public
Type	Procedural

**Moved by: J. Mendoza**  
**Seconded by: K. Wilson**  
**Time: 8:35pm**

Respectfully submitted,



Mr. James Tevis  
Interim Business Administrator/Board Secretary