

LINWOOD BOARD OF EDUCATION
Schiavo Auditorium, Belhaven Middle School
April 17, 2019
7:00 p.m.
BOARD AGENDA

1. Call to Order
2. Salute to the Flag
3. Announcement of Adequate Notice
 - In compliance with the "Open Public Meetings Act" of the State of New Jersey adequate notice of this meeting has been provided. On January 7, 2019, written notice of this meeting was posted in two schools, City Hall, and the Linwood City Library and on that same date written notice was faxed to The Press and The Current.
4. Roll Call
5. MOTION TO APPROVE the Minutes of the Special Meeting held March 13, 2019.
6. MOTION TO APPROVE the Minutes of the Special Meeting held March 20, 2019.
7. MOTION TO APPROVE the Minutes of the Regular Meeting held March 27, 2019.
8. MOTION TO APPROVE the Minutes of the Executive Session held March 27, 2019.
9. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of March 2019, which are in agreement.
10. Committee Reports
 - Negotiations 4.01.2019, 4.08.2019
 - Policy 4.02.2019
 - Personnel 4.02.2019
 - Curriculum 4.02.2019
 - Finance 4.10.2019
 - Strategic Plan 4.17.2019
11. Comments from the Public
12. Superintendent's Report

*(FOR YOUR INFORMATION - Items #13 through #19)*13. ENROLLMENT INFORMATION:

	9/04/18	3/31/19
Seaview Elementary School	424	441
Belhaven Middle School	382	385
Total Enrollment	806	826

14. USE OF SCHOOL FACILITIES – 7/01/18-4/17/19

Organization	Fee	Seaview	Belhaven
Atlantic Coast Basketball Camp	Yes		4
Belhaven 8 th Grade Dance Committee	No		1
City of Linwood Board of Recreation	No		1
LASAR Basketball	No		*
Linwood Education Foundation	No		2
Linwood Baseball Association	No		1
Linwood Men's Basketball (Tuesday p.m.)	Yes		27
Linwood Men's Basketball (Saturday a.m.)	Yes		29
Linwood Panther's	No		2
Linwood PTO	No	21	12
Linwood Public Schools/Troxell Communications	No		1
Mainland Youth Lacrosse	No	7	
MRHS Soccer (Meade)	No		7
MUSA (Watts)	No	1	18
PLSea PD Conference (Pileiro)	No		1
Real Soccer/Futsal Clinic (Napoli)	No	12	
Student Support Parent Advisory Council (SSPAC)	No		2
TOTALS		41	108+
Notes:* LASAR approved for 9/11/18-11/15/18 (Mon/Tues); 11/12/18-3/30/19 (Weekdays and Saturday)			

15. SUSPENSIONS

- None

16. FIRE & SECURITY DRILLS

- Seaview: Fire: March 12, 2019 Security: March 4, 2019
- Belhaven: Fire: March 29, 2019 Security: March 14, 2019

17. 2019 SPRING MUSICAL – BELHAVEN MIDDLE SCHOOL

A special thank you to Drama Director, Mr. David Lamkin, Assistant Drama Directors, Mr. Pete Davis and Ms. Debra Roland, Sound Technician Dennis Hansen, Dance Choreographer Melanie Brough, and all the students and volunteers who worked so tirelessly to bring the outstanding performances of *The Little Mermaid, Jr.* on April 11, 12 and 13, 2019.

18. REPORTS

- Linwood Education Foundation
- Linwood Parent/Teacher Organization
- Linwood Educational Affairs Committee
- Student Support Parent Advisory Council (SSPAC)

- Seaview Principal – Dr. Georgette Meister
- Belhaven Principal – Mrs. Susan Speirs

19. DATES TO REMEMBER

APRIL			
18		Seaview/Belhaven	Early Dismissal
19-28		Seaview/Belhaven	SCHOOLS CLOSED – SPRING BREAK
29		Seaview/Belhaven	Schools Reopen
MAY			
1	7:00 p.m.	Belhaven/Auditorium	Public Hearing and Budget Adoption
1-2		Seaview/Belhaven	NJSLA ELA Testing Begins – Grades 3-8
3	9:00 a.m.	Belhaven/Auditorium	Annual Senior Citizen Band Concert
7-9		Seaview/Belhaven	NJSLA Math Testing – Grades 3-8
7	5:00 p.m.	Belhaven/Library	Parent Resource Meeting
10	7:30 p.m.	Belhaven/Auditorium	Spring Band Concert
14	6-7:30 p.m.	Seaview/Main Hallway	Science Fair
17	8:45 a.m.	Seaview/Cafeteria	PTO Meeting
21	4:00-9:00 p.m.	Belhaven/Parking Lot	PTO Food Truck Event
22		Seaview	Careers on Wheels (Rain Date 5/23/19)
22	7:00 p.m.	Belhaven/Auditorium	Board of Education Meeting
27		Seaview/Belhaven	SCHOOLS CLOSED – Memorial Day
29-30		Belhaven	NJSLA-S Science Testing Grades 5 & 8
29	5:30 p.m.	Belhaven/Auditorium	National Junior Honor Society Induction
31	6:30-9:30 p.m.	Belhaven	Grade 8 Dance

MOTIONS REQUIRING ACTION*(PERSONNEL: Items #20 through #25)*20. RESIGNATION

Motion to approve the staff resignation, upon the recommendation of the superintendent, as listed below.

Staff Name	Position	Effective
Georgette Meister	Principal Seaview	6/30/19

*Motion Required – Personnel*21. RECOMMENDATIONS OF TENURED AND NON-TENURED STAFF

Motion to approve the tenured and non-tenured staff members listed in your Board packet for employment for the 2019-2020 school year. Salaries are based on the 2018-2019 school year; salaries for the 2019-2020 school year are pending completion of contract negotiations between the LEA and the Linwood Board of Education, unless otherwise noted.

*Motion Required – Personnel*22. LEAVE OF ABSENCE

Motion to approve the leave of absence request, upon the recommendation of the superintendent, for the staff listed below pending receipt of the required certifications.

Name	Position	Term
Colleen Kaulfelds	Special Ed Teacher Seaview	FMLA: Beginning on or about 6/03/19 to 6/30/19; requesting to use available sick days, remaining FMLA unpaid. NJFLA: Beginning on or about 8/28/19 to on or about 11/15/19, unpaid.

*Motion Required – Personnel*23. HOME INSTRUCTION

Motion to approve the following certificated staff, upon the recommendation of the superintendent, to provide home instruction services for the 2018-2019 school year, as needed. She will be paid at the rate of \$40 per hour per the LEA Agreement.

Jennifer Parmelee

Motion Required – Personnel

24. PSYCHOLOGY SHADOWING/OBSERVATION PRACTICUM

Motion to approve a request for the following Rowan University graduate student pursuing her Masters in a School Psychology Program in Rowan University for a 20-hour supervised shadowing/observation in the Seaview Elementary School; beginning on or about April 29, 2019.

Student	Cooperating Mentor
Emery Gewirtz	Lisa Davis, School Psychologist

Motion Required – Personnel

25. VOLUNTEERS – 2018-2019 SCHOOL YEAR

Motion to approve, upon the recommendation of the superintendent, the following volunteers for the 2018-2019 school year, as listed below.

Seaview Playground	Sara Carleo, Deborah Hemphill
BAS Program	Para Hazaveh

Belhaven Band Trip Chaperones			
5 th Grade	6 th Grade	7 th Grade	8 th Grade
Silviya Buchkova Stephanie Timbrook Rachel Wise Herb Simmerman Deepa McCabe	Liz O'Brien Kelly Day Jason Goldstein John D'Alessandro Chris Osbeck Matt Perez Khashayar Salartash	Jennifer Corbett Diana Gurwicz Mariealena D'Agostino Wendy DiSanti Heather Hieb Mike Sommers Nancy Mitnick Karen Miller Lou Bongiovanni Angie Waters	Christine D'Alessandro Daniela Filipova Cheryl Gosin Tammy Smith Toni Lubeck Gayle Cogan Megha Bansal Mary Fabietti Donna Ziereis Danielle Walcoff Bob DeGaetano
Van Driver - Alex Marino Medical - Dr. Aixell Mercedes			

Motion Required – Personnel

26. AFTER SCHOOL SUPPORT

Motion to approve the following staff, upon the recommendation of the superintendent, to provide after school support in after school clubs for the 2018-2019 school year, as needed. She will be paid at her hourly rate of pay.

Susanne Adams

Motion Required – Personnel

*(CURRICULUM: Items #27 through #29)*27. FIELD TRIPS

Motion to approve the 2018-2019 school year field trip requests as listed below.

Destination	Grade	Person(s) in Charge
Birch Grove Park, Northfield, NJ	K	Rebecca Law, Tara Lhulier
<i>Number the Stars</i> , Ventnor, NJ	5	Jaime Hiltwine, Jen Bernardini
Longport Beach, Longport, NJ	8	John Napoli
Cape May Zoo Cape May Court House, NJ	Pre-K	Elise Scherbin, Beth Bagocius
Linwood Historical Society, Linwood Fire Hall, All Wars Memorial Park Linwood, NJ	3	Marisa Hieb, Karen Prendergast
Linwood Farmers Market Linwood, NJ	Drama	David Lamkin

Motion Required – Curriculum

28. STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RELATED EXPENSES

Motion to approve travel, professional development activities and work related expenses for employees as listed below. The attendance at stated function was previously approved by the Chief School Administrator, as work related and within the scope of the work responsibilities of the attendee. The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and fiscally prudent. The travel and related expenses particular to attendance at this function is expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter. The board finds the travel and related expense and the excess expenses particular to attendance at this previously approved function is necessary, and that the excess is justified and therefore reimbursable. All staff travel that applies to this motion is marked with an (*).

Name	Travel Date(s)	Location	Event	Registration	Mileage Expense
Susann Tahsin	6/8/19	Seton Hall University	Interprofessional Autism Conference	*\$150	NTE \$80
Bonnie Marino	7/27/19- 7/31/19	South Palm Beach, FL	NASA Lift Off Alumni Program	*\$750	Estimated \$325
Brian Pruitt	5/15/18- 5/17/18	Caesars Atlantic City, NJ	NJASA Spring Conference	*\$550	NTE \$30
Cindy O'Kane	5/6/19	Stockton SRI/ETTC Galloway, NJ	Makerspace Monday-Programmable Robots	7 ETTC Credits	N/A
Teri Weeks	5/8/19- 5/10/19	Harrahs, Atlantic City, NJ	NJ Self-Insurers' Workers' Comp Conference	No charge	N/A

Motion Required – Curriculum

29. APPROVAL OF 2019-2020 SCHOOL YEAR CALENDAR

Motion to approve the 2019-2020 school year calendar.

Motion Required – Curriculum

(FINANCE: Items #30 through #41)

30. COPIER

Motion to approve to add a stapler unit at \$11.00 per month to the Copier lease located in the 7-8 grade wing.

Motion Required - Finance

31. PRESCHOOL INCLUSION TUITION CONTRACTS

Motion to approve the 2019-2020 Preschool Tuition contract for resident students participating in the expanded day program with a cost of \$2,750. Parents who pay in full by September 1, 2019 will receive a \$250 discount. Students eligible for free or reduced meals will receive the program at no cost.

Motion Required - Finance

32. EXPANDED DAY KINDERGARTEN TUITION CONTRACTS

Motion to approve the 2019-2020 Expanded Day Kindergarten Tuition contract for resident students participating in the expanded day program with a cost of \$3,750. Parents who pay in full by September 1, 2019 will receive a \$250 discount. Students eligible for free or reduced meals will receive the program at no cost.

Motion Required - Finance

33. TUITION CONTRACT - RECEIVED FROM ATLANTIC CITY

Motion to approve the 2019-2020 tuition contract with Atlantic City Board of Education for two students.

Grade 6-8	\$14,783
Grade 1-5	\$14,684

Motion Required -Finance

34. TUITION CONTRACT - RECEIVED FROM LITTLE EGG HARBOR CITY

Motion to approve the 2019-2020 tuition contract with Little Egg Harbor City Board of Education for two students.

Grade 6-8	\$14,783, \$82.13 per diem
Preschool Disabilities Part Time	\$15,706, \$105.41 per diem

Motion Required -Finance

35. REQUEST FOR PROPOSALS

Motion to approve to submit requests for proposals for Health Benefit Broker and General Insurance Brokers.

Motion Required –Finance

36. AUTHORIZATION TO BID

Motion to approve to request bids as follows:

Time and Material Electric	Time and Material Plumbing
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Motion Required – Finance

37. USE OF SCHOOL FACILITIES

Motion to approve the following requests for the use of our school facilities.

Organization	Facility	Date/Time	Fee
PTO Food Truck Event Person in Charge: Lori Post	Belhaven South Parking Lot	May 21, 2019 4:00-9:00 p.m.	No

Motion Required – Finance

38. BEFORE AND AFTER SCHOOL ENTERPRISE FUND

Motion to approve the 2019-2020 enterprise fund budget for the Before and After School program. The program follows the school calendar and runs from 7:15 a.m. to 8:15 a.m. and 3:00 p.m. to 5:45 p.m. This will be the eleventh year of the program. The summer program will run once again Monday through Thursday for three weeks and Summer Band and other programs for four weeks, Monday through Thursday.

Revenues		
Tuition and Fees		\$ 155,000
Interest		150
Total Revenues		155,150
Use of Enterprise Fund Balance		18,450
Total Revenues and Fund Balance		\$ 173,600
Expenses		
Total Salaries		\$ 95,535
Benefits - FICA	7,310	
Benefits - Unemployment	955	
Benefits - DCRP	1,200	
Total Benefits		9,465
Audit		500
Extraordinary Services		2,000
Rental Fee School Year Program	10,000	
Rental Fee Summer Programs	3,000	
Total Rental Expense		13,000
Program Services		45,600
Supplies		7,500
Total Budget		\$ 173,600

Motion Required – Finance

39. BEFORE AND AFTER SCHOOL POSITIONS

Motion to approve the Before and After School Camp Positions for the 2019-2020 school year.

School Year Programs

Camp Clerk	\$14.88 per hour
Program Director	\$20.40 per hour
Afternoon Aide	\$13.25 per hour - starting rate \$13.66 per hour Year 2/3 \$13.93 per hour, Year 4 \$14.21 per hour, Year 5 \$14.50 per hour, Year 6

Morning Aide	\$14.25 per hour - starting rate \$14.71 per hour Year 2/3 \$15.00 per hour, Year 4 \$15.30 per hour, Year 5 \$15.61 per hour, Year 6
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Safety Coordinator	\$14.25 per hour
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One on One Aide	\$18.00 per hour
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Stipend – Program Administrator	\$2,000 annual
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Summer Programs

Camp Clerk	\$14.88
Nurse	\$30 per hour Camp/\$40 per hour shared
Stipend Program Director	\$2,000
One on One Aide	\$18.00 per hour
Summer Instructor	\$20.00 per hour
Stipend – Program Administrator	\$1,000
Stipend – Band Director (2)	\$1,500

Other

Substitutes will be paid at the first year rate.

Special Programs Rates to be determined

May include and is not limited to the following:

Karate, Chess, Yoga, Cooking, Tumbling, Pokémon Lego, Minecraft Lego, Art Class

Motion Required – Finance

40. BEFORE AND AFTER SCHOOL PROGRAM RATES

Motion to approve the program rates for the Before and After School programs.

<u>Regular Program</u>	<u>Times</u>	<u>19/20</u>
Morning	7:15	\$ 7.00
	7:40	\$ 4.00
Afternoon		
Regular Day	4:00	\$ 7.00
	5:00	\$ 11.00
	5:45	\$ 15.00
Half Day	2:00	\$ 7.00
	3:00	\$ 11.00
	4:00	\$ 15.00
	5:00	\$ 19.00
	5:45	\$ 22.00

Special Programs: Fees to be determined

Discounts: Apply for family receiving free and reduced meals, for additional children in the program, and for students attending afterschool activities prior to attending camp as follows:

- Free Meal Eligible 50%
- Reduced Meal Eligible 25%
- Each Additional Child \$2.00 first hour
- Each Additional Child \$1.00 each additional hour over 1st hour PM program
- Each Additional Child \$1.00 each additional child AM Program 7:15 AM *
- Each Additional Child \$0.50 each additional child AM Program 7:40 AM *
- Club First Hour \$4.00*

Other credits may apply upon approval of the Principal.

Other Fees:

- Late Pick Up \$7.00 for each ten minutes
- Same Day Scheduling \$7.00
- No Call/No Show \$7.00
- Returned Check fee \$38.00

Summer Programs:

- Band Program: \$50 per session, 3 hours a day, Monday through Thursday 4 weeks
- Summer Camp: \$22 per day, 9:00 am to Noon, Monday through Thursday 3 weeks

Motion Required - Finance

41. BEFORE AND AFTER SCHOOL PROGRAM STAFF

Motion to approve the following individuals for the Before and After School Program camp positions for the 2019-2020 school year.

POSITION	NAME	STIPEND/Hourly
Summer Program Administrator	Susan Speirs	\$1,000
Summer/School Year Program Director	Tia DeVita	\$2,000
Summer Aides	Virginia Emery Brenda Mucciarone Matthew Mucciarone Nancy Garrett	\$20/ hour
Band Director	David Lamkin Nancy Robinson	\$1,500 each
Chess	Greg Cross	\$9.00 per student, per session
Art	Cheryl Hazaveh	\$10.50 per student, per session
Camp Clerk, Summer/School Year	Carole Snowden	\$14.88 per hour
Safety Coordinator	Brenda Mucciarone	\$14.25 per hour
Camp Director School Year	Tia DeVita	\$20.40 per hour
School Year Administrator	Susan Speirs	\$2,000 stipend
Year 1 Aides, Morning	Pat Fedullo Andrea Reynolds Kathleen Canesi	\$14.25 per hour
Year 1 Aides, Afternoon	Pat Fedullo Andrea Reynolds Kathleen Canesi	\$13.25 per hour
Year 3 Aides, Morning	Nancy Garrett	\$14.72 per hour
Year 3 Aides Afternoon	Mel Goldberg Antoinette Cordivari Nancy Garrett	\$13.66 per hour
Year 4 Aides, Morning	Debbie Ward Sandra McDonough	\$15.00 per hour
Year 4 Aides, Afternoon	Sandra McDonough	\$13.93 Per hour
Year 5 Aides, Morning	Virginia Emery Matthew Mucciarone	\$15.30 per hour
Year 5 Aides, Afternoon	Virginia Emery Matthew Mucciarone	\$14.21 per hour
One on One Aides	Nancy Garrett Virginia Emery Debbie Ward Sandra McDonough Linda Hagel	\$18.00 per hour

Motion Required - Finance

*(POLICY: Items #42 through #44)*42. BOARD POLICY

Motion to revise or adopt the following policies and regulations.

SECOND READING	
Policy # Regulation#	Title
Policy 8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
Policy 2415.06	Unsafe School Choice Option (M) (Revised)
Regulation 2460.8	Special Education – Free and Appropriate Public Education (M) (Revised)
Regulation 5530	Substance Abuse (M) (Revised)
Policy 5600 Regulation 5600	Student Discipline/Code of Conduct (M) (Revised)
Policy 5611 Regulation 5611	Removal of Students for Firearms Offenses (M) (Revised)
Policy 5612 Regulation 5612	Assaults on District Board of Education Members or Employees (M) (Revised)
Policy 5613 Regulation 5613	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
Policy 8461 Regulation 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

FIRST READING	
Policy # Regulation#	Title
Policy 2431.3	Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletes and Extracurricular Activities (New for Linwood)
Policy 5111 Regulation 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
Policy 1642 Regulation 1642	Earned Sick Leave

Motion Required – Policy

43. COMPREHENSIVE EQUITY PLAN (CEP) NEEDS ASSESSMENT

Motion authorizing the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan for 2019-2022.

Motion Required – Policy

44. H.I.B. CASES

Motion to affirm the recommendation of the superintendent on the reported HIB case as listed below.

Belhaven Middle School	H.I.B. Case #09-18-19 (BH)	Affirmed Non-HIB
Belhaven Middle School	H.I.B. Case #10-18-19 (BH)	Affirmed HIB

Motion Required – Policy

45. BOARD SECRETARY MONTHLY CERTIFICATION - That no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.S.A. 18A:22-8.1 -8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4. In accordance with N.J.A.C. 6A:23A-16.10, it is further certified that there are no changes in anticipated revenue amounts and sources for the month.

BOARD OF EDUCATION MONTHLY CERTIFICATION - That after review of the board secretary and treasurer monthly financial reports, in the minutes of the board each month that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

BILLS:

Batch 50	General Fund	\$348,890.51
Batch 55	General Fund	\$ 6,173.32
Batch 59	Before and After School	\$ 6,078.00

PAYROLLS:

Batch 72	March 29, 2019	\$426,596.87
Batch 70	April 12, 2019	\$425,933.85

TRANSFERS:

APRIL			From		To
11-000-100-565	Tuition	\$	19,000	\$	
11-000-213-100	Salaries - Nursing				800
11-000-213-500	Nursing Services				1,500
11-000-217-100	Extraordinary Salaries		10,000		
11-000-217-320	Extraordinary Services				10,000
11-000-216-100	Related Services Salaries				2,500
11-000-261-420	Repairs and Maint. Services				10,000
11-000-266-420	Security Services				7,500
11-000-266-610	Security Supplies				7,500
11-130-100-101	Salary - Gr 6-8				5,000
11-230-100-101	Salary Basic Skills				3,200
11-424-100-101	Salary - Supplemental				2,850
11-000-291-249	Other Retirement				11,000
11-000-291-270	Benefits		54,851		
12-000-230-730	Equipment				1
12-000-260-730	Equipment				22,000
Total General Fund		\$	83,851	\$	83,851
60-900-300-600	Supplies		400		
60-900-300-320	Purchased Educational Services				400
Total Before and After School Fund		\$	400	\$	400

46. Old Business
47. New Business
48. Comments from the Public
49. Comments from the Board
50. Adjournment