

LINWOOD BOARD OF EDUCATION
 Schiavo Auditorium, Belhaven Middle School
 May 22, 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 Regular Meeting held, April 17, 2019.
6. MOTION TO APPROVED the Minutes of the Executive Session, held April 17, 2019.
7. MOTION TO APPROVE the Minutes of the Special Meeting held May 1, 2019.
8. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of April 2019, which are in agreement.
9. Committee Reports
 - Policy 5.14.2019
 - Personnel 5.14.2019
 - Curriculum 5.14.2019
 - Finance 5.16.2019
10. Comments from the Public
11. Executive Session – Personnel Matters
12. Superintendent’s Report

(FOR YOUR INFORMATION - Items #13 through #20)

13. ENROLLMENT INFORMATION:

	9/04/18	4/30/19
Seaview Elementary School	424	439
Belhaven Middle School	382	386
Total Enrollment	806	825

14. USE OF SCHOOL FACILITIES – 7/01/18-5/22/19

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		31
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	31
PLSea PD Conference (Pileiro)	No		1
Real Soccer/Futsal Clinic (Napoli)	No	12	
Student Support Parent Advisory Council (SSPAC)	No		2
TOTALS		41	123+
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: April 8, 2019 Security: April 15, 2019
- Belhaven: Fire: April 17, 2019 Security: April 29, 2019
- School Bus Emergency Evacuation Drill: Seaview: April 15, 2019
- School Bus Emergency Evacuation Drill: Belhaven: April 15, 2019

17. THANK YOU BELHAVEN BAND

Belhaven Band

A special thank you to Mrs. Nancy Robinson, Mr. David Lamkin and all the students in the Belhaven Band for the following performances:

- 4/17/19 - Seaview Students
- 5/03/19 - Annual Citizen Seniors Concert
- 5/10/19 - Spring Band Concert

18. RECOGNITION

- 2018-2019 RETIREMENT

Retiree	Position
Sue Amey	School Secretary – Belhaven Effective: 7/01/19

19. 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

20. DATES TO REMEMBER

MAY			
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
JUNE			
3		Seaview/Belhaven	Early Dismissal - Staff In-Service
6	5:00 p.m.	Seaview/Cafeteria	Grade 4 Talent Show
7	8:45 a.m.	Seaview/Cafeteria	PTO Meeting – Volunteer Breakfast
7		Seaview/Belhaven	NJSLA-S Testing Window Ends
12	9:00 a.m.	Seaview/Cafeteria	Grade 4 Music Show
12	6:00 p.m.	Belhaven/Auditorium	Academic Awards Ceremony
13		Seaview	Bike Rodeo
14		Belhaven	Field Day – Grades 5-8
17		Seaview	Field Day – Grades Pre-K, 3 & 4
18		Seaview	Field Day – Grades K, 1, 2
17-19		Seaview/Belhaven	Early Dismissal
18	6:00 p.m.	Belhaven/Auditorium	Grade 8 Graduation
19		Seaview/Belhaven	Report Cards issued Last day for students Last day for 10-month staff
26	7:00 p.m.	Belhaven/Auditorium	Board of Education Meeting

MOTIONS REQUIRING ACTION*(PERSONNEL: Items #21 through #38)*21. RESOLUTION FOR RETIREE

Motion to adopt a Resolution for the following retiree.

Retiree	Position
Sue Amey	School Secretary - Belhaven

Motion Required – Personnel

22. RESIGNATION

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

Staff Name	Position/School	Effective
Susan Speirs	Principal - Belhaven	6/30/19

Motion Required – Personnel

23. LEAVES OF ABSENCE

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

Name	Position	Term
Shirlie Calabrese	School Secretary Seaview	FMLA: Beginning 5/02/19 to 5/31/19; requesting to use any available vacation time, then unpaid.
Christina Hall	PT Paraprofessional Belhaven	Unpaid Leave: 5/13/19 to 5/17/19

Motion Required – Personnel

24. RETIREMENT

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

Staff Name	Position/School	Effective
Shirlie Calabrese	School Secretary – Seaview	6/01/19

Motion Required – Personnel

25. RECOMMENDED FOR EMPLOYMENT 2019-2020 SCHOOL YEAR

Code – (R) Replacement (TR) Temporary Replacement (N) New Position

Motion to approve the following new hires, upon the recommendation of the superintendent, and pending criminal history clearance and pre-employment verifications (S414), for the 2019-2020 school year.

Name/Position	Term	Salary
Lori Care Principal - Seaview	(R) Start Date: 7/01/19 Change in position	\$104,000; terms of the L.P.S.A. Agreement.
Jennifer Luff, Ed.D. Principal - Belhaven	(R) Start Date: To be determined	\$115,000; to be pro-rated based on official start date and terms of the L.P.S.A. Agreement.

Motion Required – Personnel

26. VOLUNTEERS – 2018-2019 SCHOOL YEAR

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

Seaview Playground	Jaclyn Todd
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Motion Required – Personnel

27. KINDERGARTEN SCREENING AND PRESCHOOL AND KINDERGARTEN ORIENTATION

Motion to approve, upon the recommendation of the superintendent, the following certificated staff to be paid \$40/hour for the Kindergarten Screening, as noted below, and \$40 per hour in accordance with the Substitute and Other Pay Policy for the Preschool and Kindergarten Orientation, as noted below. Part-time office aide will be paid at her regular hourly rate of pay.

Kindergarten Screening (June/July 2019, August, if needed) Not to exceed a combined 40 hours	Preschool and Kindergarten Orientation (August) Not to exceed 5 hours each
Rebecca Law	Rebecca Law
Tara Lhulier	Tara Lhulier
	Brooke Szeker
	Tina Gatta
	Jaime Vecere-Collins
	Elise Scherbin
	Beth Bagocious
	Colleen Kaulfelds (LT Sub)
	Janine Moreno – Office Aide (reception)

Motion Required – Personnel

28. SUMMER CHILD STUDY TEAM ASSESSMENTS/CASE MANAGEMENT

Motion to approve, upon the recommendation of the superintendent, the Child Study Team and Related Services providers to conduct testing, case management, program development, and planning during the summer months as needed. Rate of pay is \$40 per hour in accordance with the Substitute and Other Pay Policy.

Patricia Levinson	Mary Beth Atwood	Elizabeth Provenzano	Carrie Gargione
Siobhan Grossman	Lauri Greenberg	Marilee Sobrinski	Julia Lockhart
Heather Lanzalotti			

Motion Required – Personnel

29. SUMMER PROGRAMS

Motion to approve, upon the recommendation of the superintendent, the following certificated staff for the summer programs as follows: The Summer Academic Program will commence on July 1st and continue through July 25, 2019. The program will run up to 4 hours per day, 4 days per week, for a total of 15 days. Funding will be through ESSA grant funds. The Summer Extended School Year Program will begin June 24 and continue through July 25, 2019. The program runs 4 hours per day, 4 days a week, with the exception of the first week, which will be 5 days, for a total of 20 days. Funding will be through IDEA grant funds. Staff will need additional time for planning. Final position count will be determined based on student enrollment. Rate of \$40 per hour in accordance with the Substitute and Other Pay Policy.

K-8 ACADEMIC ENRICHMENT	K-8 ACADEMIC ENHANCEMENT	EXTENDED SCHOOL YEAR
Karen Zaleskiewicz	Kevin Jacobs	Kristina Burns
Marc Schnepf	David Wade	Angela Buckberg
Christina Riley	Christine Silverberg	Elise Scherbin
Shari Frolove	Marilee Sobrinski	Brooke Szeker
Jean Matro	Mary Beth McKenna	Kristy McLaughlin
	Tiffany Graziotto	Tina Gatta
	Lori Dooner	
	Kaitlin Kirkpatrick	
	Christine Harrison	
	Brooke Szeker	
	Kristy McLaughlin	
	Stephanie Curry	
	Jennifer Candeloro	
	Marissa Hieb	
	Christine Johnston	

Motion Required – Personnel

30. SUMMER PROGRAM SUBSTITUTE TEACHERS

Motion to approve, upon the recommendation of the superintendent, the following certificated staff to serve as instructional substitutes for summer programs on an as-needed basis, beginning June 24 through July 25, 2019. Summer programs include Summer Enhancement/Enrichment, and Special Education Extended Year Programs. Rate of pay is \$40 per hour in accordance with the Substitute and Other Pay Policy.

Elizabeth Provenzano	Karen Prendergast	Cara Siudut	Heidi Derbyshire
Sheri Lamp	Stephanie Curry	Jessica Byrnes	Mary Beth Atwood

Motion Required –Personnel

31. SUMMER PROGRAM PARAPROFESSIONALS

Motion to approve, upon the recommendation of the superintendent, the following staff to serve as paraprofessionals for summer programs, beginning June 24 through July 25, 2019. Summer programs include Summer Enhancement/Enrichment, and Special Education Extended Year Programs. Rate of pay is their current hourly rate. Hours will be determined by student attendance, not to exceed 5.5 hours per day.

Trish Skovron (& bus)	Deborah Ward	Patti Heinzer	Michelle Hoffman
Roberta Glazier-Vernon	Linda Hagel	Heather Moran	Wendy Friel

Motion Required –Personnel

32. SUMMER PROGRAM SUBSTITUTE PARAPROFESSIONALS

Motion to approve, upon the recommendation of the superintendent, the following staff to serve as paraprofessional substitutes for summer programs on an as-needed basis, beginning June 24 through July 25, 2019. Summer programs include Summer Enhancement/Enrichment, and Special Education Extended Year Programs. Hours will be determined by student attendance, not to exceed 5.5 hours per day. Rate of pay is their current hourly rate of pay or in accordance with the Substitute and Other Pay Policy.

Christina Hall	Christine Hickey	Brenda Mucciarone	Carmine Bonnani
Cara Siudut	Virginia Emery		

Motion Required –Personnel

33. SUMMER NURSING SERVICES

Motion to approve, upon the recommendation of the superintendent, the following certificated staff to provide nursing services for the summer programs beginning June 24, 2019. Hours determined by student attendance and need and will not exceed summer program hours. Rate of pay is \$40 per hour in accordance with the Substitute and Other Pay Policy.

Ann Forshaw	Heather Lanzalotti, Substitute
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*Motion Required – Personnel*34. SUMMER RELATED SERVICES

Motion to approve, upon the recommendation of the superintendent, the following certificated staff members to serve as Related Services Specialists in the summer. Rate of pay is \$40 per hour in accordance with the Substitute and Other Pay Policy.

Marilee Sobrinski	Carrie Gargione	Siobhan Grossman	Julia Lockhart
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*Motion Required – Personnel*35. SUMMER STAFF COMPENSATION

Motion to approve, upon the recommendation of the superintendent, general and special education certificated staff to attend summer IEP meetings. Rate of pay is \$40 per hour in accordance with the Substitute and Other Pay Policy.

*Motion Required – Personnel*36. BEFORE AND AFTER SCHOOL SUMMER CAMP VOLUNTEERS – 2019-2020 SCHOOL YEAR

Motion to approve, upon the recommendation of the superintendent, the following volunteers for the Before and After School Summer Camp for the 2019-2020 school year, as listed below.

Ethan Mitnick	Michael Mitnick	Dominic DeVita	Michael DeVita
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*Motion Required – Personnel*37. STOCKTON FIELDWORK PLACEMENT REQUEST FOR FALL 2019 SEMESTER

Motion to approve, upon the recommendation of the superintendent, a request from Stockton University for a CP2/Intermediation Fieldwork (100 hours) Placement Request for the Fall 2019 Semester from September 3, 2019 to December 10, 2019 in the Seaview Elementary School for the students, as listed below.

Student	Grade/School	Cooperating Teacher
Brianna Riccelli	2 - Seaview Elementary	Jennifer Candeloro
Cheyenne Setneska	K-4 Art	Kimberly Petrella

*Motion Required – Personnel*38. STOCKTON STUDENT TEACHER PLACEMENT REQUEST FOR SPRING 2020 SEMESTER

Motion to approve, upon the recommendation of the superintendent, a request from Stockton University for a Student Teaching/Final Clinical Practice Placement Request for the Spring 2020 Semester from January 2, 2020 to April 17, 2020 in the Seaview Elementary School for the students, as listed below.

Student Teacher	Grade/School	Cooperating Teacher
Brianna Riccelli	2 - Seaview Elementary	Jennifer Candeloro
Cheyenne Setneska	K-4 Art	Kimberly Petrella

Motion Required – Personnel

*(CURRICULUM: Items #39 through #40)*39. FIELD TRIP

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

Destination	Grade	Person(s) in Charge
Academic Excellence Brunch Galloway, NJ	8	Susan Speirs

Motion Required – Curriculum

40. 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
Administration & BOE Members	10/21/19- 10/24/19	Atlantic City, NJ	New Jersey School Boards Association	\$1,600	TBD
Lori Care	6/21/19- 6/22/19	Philadelphia, PA	Tech & Learning Leadership Summit	No charge	NTE \$30
Jen Bernardini Cindy O'Kane	6/23/19- 6/26/19	PA Convention Center Philadelphia, PA	ISTE Educational Technology conference	\$635 each *paid for out of ESSA funds	N/A
Sheri Lamp	5/15/19	Stockton SRI/ETTC Galloway, NJ	Wilson Foundations Training		N/A
Lori Care Frank Pileiro Kristi Grimley	5/31/19	Clearview Regional High School Mullica Hill, NJ	LinkIt! User Group	No charge	NTE \$30
Frank Pileiro Ron Lyons Lori Care Mary Kate Pellegrino	6/10/19	Stockton SRI/ETTC Galloway, NJ	Data Day	No charge	NTE \$10
Bonnie Marino	5/9/19	Trenton, NJ	Species on the Edge Award Ceremony	No charge	N/A
Ron Lyons Mary Kate Pellegrino	5/14/19	Pleasantville, NJ	OnCourse Training	No charge	N/A

Motion Required – Curriculum

*(POLICY: Item #41)*41. BOARD POLICY AND REGULATIONS

Motion to revise or adopt the following policies and regulations.

SECOND 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

FIRST READING	
Policy # Regulation#	Title
Policy 5756	Transgender Students (M) (Revised)
Policy 8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

Motion Required – Policy

*(FINANCE: Items #42 through #79)*42. QUALIFIED PURCHASING AGENT

Motion to appoint Teri J. Weeks as the Qualified Purchasing Agent and set the bid limit as \$40,000.

RESOLUTION

QUALIFIED PURCHASING AGENT

WHEREAS, the changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$40,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Teri J. Weeks possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, The Linwood Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Linwood Board of Education, in the County of Atlantic, in the State of New Jersey hereby increases its bid threshold to \$40,000 (Forty thousand dollars); and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Teri J. Weeks as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Teri J. Weeks' certification to the Director of the Division of Local Government Services.

Motion Required – Finance

43. APPOINTMENTS

Motion to approve the following appointments, as listed below:

Affirmative Action Officers	Jennifer Luff, Principal Susann Tahsin, Supervisor of Special Education
Affirmative Action Team	Jennifer Luff, Principal Susann Tahsin, Supervisor of Special Education Shari Frolove, Guidance Counselor Jackie Baltozer, Guidance Counselor Brian Coyle, Health & Physical Education
Crisis Management Team	Brian Pruitt, Superintendent Teri J. Weeks, School Business Administrator Lori Care, Principal Jennifer Luff, Principal Patrick Childs, Supervisor of Facilities Frank Pileiro, Supervisor of Technology
Custodian Of Public Records	Teri J. Weeks, School Business Administrator
Section 504 Compliance Officer and Coordinators	Jackie Baltozer, Guidance Counselor Shari Frolove, Guidance Counselor
District Liaison to IAIU Institutional Abuse Investigations Unit	Susann Tahsin, Supervisor of Special Education Jackie Baltozer, Guidance Counselor
Homeless Liaison	Elizabeth Provenzano, Social Worker
Education Stability Law Contact	Elizabeth Provenzano, Social Worker
Americans with Disabilities Act Coordinator	Susann Tahsin, Supervisor of Special Education
Title IX Coordinator	Brian Coyle, Health & Physical Education Teacher
Public Agency Compliance Officer	Teri J. Weeks, School Business Administrator
School Safety Specialist	Brian Pruitt, Superintendent
Chemical Hygiene/Hazard Communication/ Right to Know Officer	Patrick Childs, Supervisor of Facilities and Security

Safety and Health Designee	Patrick Childs, Supervisor of Facilities & Security
Indoor Air Quality Designee	Patrick Childs, Supervisor of Facilities & Security
AHERA Coordinator	Patrick Childs, Supervisor of Facilities & Security
PEOSH Officer	Patrick Childs, Supervisor of Facilities & Security
Anti-Bullying Coordinator	Susann Tahsin, Supervisor of Special Education
Anti-Bullying Specialist	Jackie Baltozer, Guidance Counselor Shari Frolove, Guidance Counselor
State Testing Coordinator	Frank Pileiro, Supervisor of Technology
NCLB Coordinator	Lori Care, Principal
Data Coordinator	Frank Pileiro, Supervisor of Technology
Bilingual/ESL/ELL Coordinator	Lori Care, Supervisor Curriculum & Instruction
Special Education Coordinator	Susann Tahsin, Supervisor of Special Education
DOE Net Administrator	Teri J. Weeks, School Business Administrator
Intervention & Referral Service Coordinator	Lori Care, Principal Jennifer Luff, Principal
Integrated Pest Management Coordinator	Patrick Childs, Supervisor Facilities & Security Lori Care, Principal Jennifer Luff, Principal
Local Education Agency, NJSLA, and IT Contact	Frank Pileiro, Supervisor of Technology
Wellness Coordinator	Brian Pruitt, Superintendent

Motion Required - Finance

44. PETTY CASH FUND

Motion to approve to establish a petty cash fund of \$200.00 in accordance with N.J.S.A. 18A19-13 and N.J.A.C. 6A:23A-16.8, and to further establish a single maximum petty cash expenditure of \$25.00.

Motion Required - Finance

45. PAYMENT OF BILLS

Motion to approve Teri Weeks, School Business Administrator to make payment of bills between Board Meetings and that such payments shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

Motion Required - Finance

46. TRANSFERS BETWEEN BOARD MEETINGS

Motion to approve pursuant to N.J.S.A 18A:22-8.1, as amended, that Teri J. Weeks, Business Administrator, is designated to approve line item budget transfers as are necessary between Board of Education of meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

Motion Required – Finance

47. PROFESSIONAL SERVICES

Motion to approve the appointment and agreements with the following individuals.

BOARD OF EDUCATION

LINWOOD SCHOOL DISTRICT

WHEREAS, the Local Public Contracts Law (N.J.S.A. 18A:18A-5) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bidding must be publicly advertised.

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5) permits the awarding of contracts for “Professional Services” without competitive bids; and

WHEREAS, the Board has engaged in a “Fair and Open” process as that term is defined by law;

WHEREAS, the professionals listed have completed a Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271 s.2);

WHEREAS, the Linwood Board of Education is satisfied that the professionals listed have the necessary professional expertise to perform such services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the City of Linwood as follows:

The President and Secretary are hereby authorized and directed to execute an agreement with the following professionals for services to begin July 1, 2019 and to end June 30, 2020.

Medical Inspector	Dr. Jeffrey Gong
Architect of Record	Remington & Vernick
Attorney	Cooper Levenson
Labor Negotiations Counsel	Frank Cavallo, Parker McCay
Bond Counsel	Parker McCay
Financial Advisor	Phoenix Advisors
Auditor	Ford Scott and Associates

This contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because services performed by a person authorized by law to practice a recognized profession are exempt from competitive bid requirements. Rates and fees are included in their agreements.

A copy of this resolution will be published in The Press of Atlantic City as required by law within 10 days of its passage.

Motion Required – Finance

48. PEER REVIEW AUDIT

Motion to approve the Peer Review audit of the Ford Scott Associates, Auditors, as performed by Davie Kaplan, whose report was dated November 30, 2016.

Motion Required – Finance

49. EXTRAORDINARY AND UNSPECIFIED SERVICES - HEALTH INSURANCE BROKER RESOLUTION

Motion to appoint Brown and Brown as Health Benefits Broker of Record.

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5(1), N.J.S.A. 18A:18A-5a and N.J.A.C. 5:34-1.2) requires that the resolution authorizing the award of contracts for “Extraordinary Unspecified Service” without competitive bidding must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the City of Linwood as follows:

RESOLVED, The President and Secretary are hereby authorized and directed to execute an agreement with Brown and Brown Benefit Advisors, for Health Insurance Agent services to begin July 1, 2019 and to end June 30, 2020.

RESOLVED, this contract is awarded pursuant to a request for proposal dated May 2, 2019, but without competitive bidding, as an “Extraordinary and Unspecified Service” under the provisions of the Local Public Contracts Law because services performed pursuant to N.J.S.A. 18A:18A-5a and N.J.A.C. 5:34-1.2 are exempt from competitive bid requirements. The committee of the board reviewed proposals received and recommends Brown and Brown Insurance.

RESOLVED, The Secretary has reviewed the rules of the Division of Local Governmental Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certifies that the proposed contract may be considered an extraordinary and unspecified service in accordance with the requirements thereof.

Motion Required - Finance

50. EXTRAORDINARY AND UNSPECIFIED SERVICES - INSURANCE BROKER RESOLUTION

Motion to appoint Glenn Insurance as Insurance Broker of Record.

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5(1), N.J.S.A. 18A:18A-5a and N.J.A.C. 5:34-1.2) requires that the resolution authorizing the award of contracts for “Extraordinary Unspecified Service” without competitive bidding must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the City of Linwood as follows:

RESOLVED, The President and Secretary are hereby authorized and directed to execute an agreement with Glenn Insurance, for Insurance Agent services to begin July 1, 2019 and to end June 30, 2020.

RESOLVED, this contract is awarded pursuant to a request for proposal dated May 2, 2019, but without competitive bidding, as an “Extraordinary and Unspecified Service” under the provisions of the Local Public Contracts Law because services performed pursuant to N.J.S.A. 18A:18A-5a and N.J.A.C. 5:34-1.2 are exempt from competitive bid requirements. The committee of the board reviewed proposals received and recommends Glenn Insurance.

RESOLVED, The Secretary has reviewed the rules of the Division of Local Governmental Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certifies that the proposed contract may be considered an extraordinary and unspecified service in accordance with the requirements thereof.

Motion Required - Finance

51. COASTAL LEARNING TUITION CONTRACT

Motion to approve a tuition contract for two students attending Coastal Learning Center for the 2019-2020 school year at per diem tuition rate of \$276.95.

Motion Required - Finance

52. YALE SCHOOL EAST TUITION CONTRACT

Motion to approve a tuition contract for one students attending YALE School East for the 2019-2020 school year at per diem tuition rate of \$304.71.

Motion Required - Finance

53. SUBSTITUTE AND EXTRA PAY POLICY

Motion to approve the Substitute and Extra Pay policy for the 2019-2020 school year.

Motion Required - Finance

54. SPECIAL EDUCATION CONSULTANTS - NURSING SERVICES

Motion to approve a contract for the 2019-2020 school year with Bayada Nursing Services to provide one on one nursing services and to provide substitute nursing services.

Motion Required - Finance

55. SPECIAL EDUCATION CONSULTANTS - BEHAVIOR SERVICES

Motion to approve a contract for the 2019-2020 school year with ABC consultants to provide Behavior Services. These services were previously placed out for RFP and ABC consultants was the recommended provider.

Motion Required - Finance

56. SPECIAL EDUCATION CONSULTANTS AND RATES

Motion to approve the Maximum Fee Schedule for Child Study Team Independent Evaluations as per policy 2468 and the List of Approved Contractors for Child Study Team Evaluations. Other services may be required during the year other than listed on a case-by-case basis.

Motion Required - Finance

57. CASH MANAGEMENT PLAN

Motion made to adopt the Cash Management Plan, the official depositories for School Funds as detailed in the Cash Management Plan, included in the addenda to these minutes, and the Authorized signers.

Motion Required - Finance

58. EXTRAORDINARY AND UNSPECIFIED SERVICES - AHERA & RIGHT TO KNOW CONSULTANT

Motion to approve a resolution for extraordinary and unspecified services for Right to Know and Asbestos Abatement services.

Epic Environmental as a consultant for completing the required annual and semi-annual surveys and inspections for a fee of \$1,150 Right to Know and \$600 for AHERA report.

WHEREAS, there exists a need for Right" To-Know services in connection with chemical surveying and awareness training for the 2019-2020 School Year, and

WHEREAS, it has been determined that such Right-to-Know services are specialized in nature, require expertise in the field of chemical surveying and awareness training and is not reasonably possible to describe the required services with written bid specifications; and

WHEREAS, the funds in the amount of \$1,150 are or will be available for this purpose.

WHEREAS, there exists a need for asbestos management services in connection with monitoring, and abatement training for the 2019-2020 School Year, as designated.

WHEREAS, it has been determined that such asbestos management services are specialized in nature, require expertise in the field of asbestos management, can be provided only by a licensed professional and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds in the amount of \$ 600 are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED, BY THE LINWOOD BOARD OF EDUCATION IN THE COUNTY OF ATLANTIC, AS FOLLOWS:

- A. The environmental services firm of Epic Environmental, is hereby retained to provide Right-To-Know services necessary in conjunction with the Laws of Chemical Awareness in the Workplace and asbestos maintenance services necessary in conjunction with the laws of Asbestos Hazard Management.
- B. This contract is awarded without competitive bidding as "Extraordinary Unspecifiable Services" in accordance with the Public School Contracts Law, N.J.S.A .18A:18A(a)(1) because it is for services performed by persons that camlot be reasonably described and bid.
- C. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

Motion Required – Finance

59. EXTRA CURRICULAR ACTIVITIES

Motion made to approve the extracurricular activities for the 2019-2020 school year:

<u>Belhaven</u>	<u>Seaview</u>
Street Team	Wise Guys
STEAM Innovations	Art/Culture/Media
Jazz Band	Garden Club
RTV	Girls on the Go
Stage Crew	Yearbook
Stem Club	Safety Patrol
Think Team	Stem Club
Art Club	LORE
National Honor Society	
Yearbook	
Athletic Director	
Band	
Basketball - Boys and Girls	
Choir	
Cross Country Boys and Girls	
Drama	
Field Hockey	
Soccer - Boys and Girls	
Track - Boys and Girls	
Volleyball	

The itemized budget for these programs is included in the addenda.

Motion Required – Finance

60. SCHOOL CHOICE RESOLUTION

Motion to approve the school choice resolution limiting the number of district students who can participate in other school choice programs.

RESOLUTION

LIMIT OF STUDENTS PARTICIPATING IN CHOICE PROGRAMS

WHEREAS, the Department of Education has authorized any eligible district to apply to be a choice school pursuant to N.J.A.C. 6A:12-4.2; and

WHEREAS, the Linwood Board of Education seeks to limit the number of resident students attending choice programs to no more than 10% per grade level and 15% district resident students as of the current year October 15 count, and

WHEREAS, the Linwood Board of Education will hold a lottery pursuant to N.J.A.C. 6A:12-4 in instances where more than 10% per grade level and 15% of district resident students seek to participate in a choice program,

NOW THEREFORE BE IT RESOLVED, that the Linwood School District hereby authorizes the Administration to limit the number of resident students participating in choice programs to no more than 10% per grade level and 15% district resident students as of October 15 each year.

Motion Required - Finance

61. POLICY AND PLAN UPDATES – FACILITY

Motion to approve the following Plans for the 2019-2020 school year.

Indoor Air Quality Program	Integrated Pest Management Plan
Chemical Hygiene Plan	Security Plan

Motion Required - Finance

62. BEFORE AND AFTER SCHOOL PROGRAM FEES AND RATES

Motion to approve additional fees and rates for the Before and After School Program effective for this school year and for the 2019-2020 fiscal year.

Summer Program – Non-Resident	\$25.00
Transaction Fee for Card Payment	3.5%

Motion Required - Finance

63. COOPERATIVE PURCHASING RESOLUTIONS

Motion to approve cooperative purchasing resolutions to join the following and to enter into Cooperative Pricing Agreements.

Education Services Commission of New Jersey
 Hunterdon County Commission of New Jersey
 Camden County Commission of New Jersey

Motion Required – Finance

64. SHARED SERVICES AGREEMENTS

Motion to approve shared services agreements for Itinerant and Special Education Services with the following:

- Atlantic County Special Services
- Cape May County Special Services
- Burlington County Special Services

Motion Required - Finance

65. REQUISITION FOR SCHOOL TAXES

Motion to approve to approve the Resolution for requisition of taxes schedule for the 2019-2020 school year, pursuant to R.S. 54:4-75

BE IT RESOLVED by the Board of Education of the Linwood School District that the amount of district taxes, inclusive of school district paid debt service requirements, needed to meet the obligations of this Board for the 2019-2020 school year is \$12,543,717.00 and that the Linwood City Council is requested to place in the hands of the Custodian of School Monies by the 10th of each month, that amount in accordance with the following schedule and statutes relating thereto.

SCHEDULE FOR REQUISITION OF TAXES

10-Jul	\$	1,056,654.00
10-Aug		1,056,654.00
10-Sep		1,056,654.00
10-Oct		1,056,654.00
10-Nov		1,056,654.00
10-Dec		1,056,654.00
10-Jan		1,033,965.50
10-Feb		1,033,965.50
10-Mar		1,033,965.50
10-Apr		1,033,965.50
10-May		1,033,965.50
10-Jun		1,033,965.50
Total	\$	12,543,717.00

Motion Required – Finance

66. SECTION 125 – PREMIUM ONLY PLAN

Motion to approve the resolution reauthorizing the District's 125 plan for Premium only. This plan provides authorization for pre-tax contributions to medical copayments and authorizes opt – out plans for health with a payment of 20% of said plans not to exceed \$5,000 for Health MMrx plan.

SECTION 125 - PREMIUM ONLY AND SUMMARY PLAN

RESOLUTION

RESOLVED, that the form of Cafeteria Plan including a Premium Expense Account, effective July 1, 2008, amended January 2017, and updated annually, is hereby approved and adopted and that the proper officers of the Corporation are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Corporation shall act as soon as possible to notify the employees of the Corporation of the adoption of the Cafeteria Plan by providing a copy of the summary description of the Plan in the form of the Summary Plan Description, which form is hereby approved.

This further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Premium Only Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

Motion Required - Finance

67. FLEXIBLE SPENDING PLAN

Motion to approve the resolution authorizing the district's 125 plan for Flexible Spending Health and Dependent Care Benefits and to approve the resolution for the Plan Administrator.

ADOPTING RESOLUTION

The undersigned Secretary of Linwood Board of Education (the Employer) hereby certifies that the following resolutions were duly adopted originally by the Employer on May 16, 2012, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2012, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved. The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Linwood Board of Education Cafeteria Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

*Motion Required – Finance*68. SRI/ETTC 2019-2020 - PROGRAM FEES

Motion to approve the 2019-2020 SRI/ETTC fees of \$2,671.50 based on a per pupil cost of \$3.25 for 822 students.

*Motion Required – Finance*69. STATE CONTRACT AND WSCA

Motion to approve the procurement of goods and services through state agency contracts.

RESOLUTION

AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH
STATE AGENCY or WSCA PUBLIC AGENCY CONTRACTS

WHEREAS, Title 18A:10 provides that, “a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property or National Association of State Procurement Officials, and;

WHEREAS, the Linwood School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Linwood Board of Education desires to authorize its purchasing agent for the 2019 -2020 school year to make any and all purchases necessary to meet the needs of the school district throughout the year;

<u>G1219 13-r-23083</u>	Classroom & Library Furniture
<u>G2004 12-r-22677</u>	Furniture: Office, Lounge
<u>G2005 12-r-22690</u>	Carpet/Flooring Supply & Intall
<u>G2075 16-r-24223</u>	Copiers, Maintenance, and Supplies
<u>M0053 13-r-22832</u>	New Jersey Cost Per Copy
<u>S2878 14-x-23472</u>	Security Screening, Monitors & Cameras, Intall for Class 3 Ext. Cargo Van
<u>T0052 15-x-23609</u>	Office Supplies & Recycled Copy Paper Statewide
<u>T0118 16-x-24078</u>	Sporting Goods - Statewide
<u>T0537 16-x-24043</u>	Heating, Ventilation and Air Conditioning Repair Parts
<u>T1297 13-x-22465</u>	Voice Communications Network Services
<u>T1372 15-x-23228</u>	HVAC, Refrigeration and Boiler Services – Statewide
<u>T1776 14-x-23147</u>	Data Communications Network Services
<u>T1778 14-x-22717</u>	Cabling Products and Services; Data Center Management Solutions

NOW THEREFORE BE IT RESOLVED, that the Linwood Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property or National Association of State Procurement Officials utilizing various vendors that have state contracts or WSCA cooperative purchasing pricing. The purchasing agent shall make known to the Board and additional Commodity or Service, vendor and contract number utilized.

Motion Required - Finance

70. UNIFORM MINIMUM CHART OF ACCOUNTS

Motion to authorize the Uniform Minimum Chart of Accounts for New Jersey Public School Districts for the 2019-2020 school year.

Motion Required - Finance

71. THIRD PARTY ADMINISTRATOR FOR TSA SERVICES and 403b Plan

Motion to approve TSA Consulting Group Inc., as the third party administrator for districts tax shelter annuity plan for the 2019-2020 school year and approve the 403b Adoption Agreement.

Motion Required - Finance

72. TAX SHELTER ANNUITY COMPANIES

Motion to approve Lincoln Financial, Siracusa Associates, Vanguard and AXA Equitable, as the tax shelter annuity plan companies and brokers for the 2019-2020 school year.

Motion Required - Finance

73. COMPUTER SOFTWARE MAINTENANCE - EXTRAORDINARY UNSPECIFIED SERVICES

Motion to approve the resolution for computer software

WHEREAS, the Board of Education has need for Computer Software Maintenance services to assist the district in daily usage of budget, payroll, personnel and fixed asset Software, student management, for the 2019-2020 School Year; and

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and software, and is not reasonably possible to describe the required services with written bid specifications.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education shall award a contract with Systems 3000, Frontline, Blackboard Connect, OnCourse, and IEP Direct for these services as an extraordinary unspecifiable services.

BE IT FURTHER RESOLVED, that the details of the computer software maintenance services and the costs will be covered by a mutually agreed upon contract filed in the Business Administrator/Board Secretary's Office.

Motion Required - Finance

74. THIRD PARTY ADMINISTRATOR FOR FSA ADMINISTRATION SERVICES

Motion to approve Horizon Benefits as the third party administrator for districts Flexible Spending Account administration.

Motion Required - Finance

75. COMPREHENSIVE EQUITY PLAN

Motion to authorize the resolution for submission of the proposed three-year comprehensive equity plan.

WHEREAS, The Linwood School District Affirmative Action Team had developed a Comprehensive Equity Plan; and

WHEREAS, the plan is to be submitted to the County Office for review and approval;

THEREFORE, BE IT RESOLVED, The proposed Comprehensive Equity Plan is authorized to be submitted to the County Office.

Motion Required - Finance

76. DENTAL INSURANCE

Motion to approve the Dental Insurance program from Horizon for a two year renewal period.

	<u>Dental Option</u>	<u>Dental PPO</u>
Single	36.12	28.17
2 Adults	57.75	48.14
Family	102.16	79.69
Parent Child	57.75	48.14

Quotes from Delta Dental and Guardian were also received.

Motion Required – Finance

77. ADOPT POLICIES AND REGULATIONS

Motion to readopt the Board of Education policies, bylaws and regulations currently in effect and contained in the board policy manual.

Motion Required - Finance

78. TEMPORARY INSTRUCTIONAL SPACE

Motion to approve the Temporary Instructional Space Application for the 2019-2020 school year.

Motion Required - Finance

79. MOTION TO AFFIRM THE CURRICULUM AND TEXTBOOKS

Motion to readopt the written curricula for the Linwood Public Schools aligned with the New Jersey ;Student Learning Standards and textbooks.

Motion Required – Finance

80. 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	\$382,177.33
Batch 55	General Fund	\$ 6,173.32
Batch 59	Before and After School	\$ 3,667.34

PAYROLLS:

Batch 71	April 23, 2019	\$426,146.73
Batch 70	May 10, 2019	\$439,698.04

TRANSFERS

MAY			From		To
		\$		\$	
11-000-261-420	Required Maintenance Services				10,000
11-000-261-600	Required Maintenance Supplies		4,000		
11-190-100-500	Misc Purchased Services				2,500
11-230-100-101	Salary Basic Skills				4,000
11-230-100-106	Salary Basic Skills		2,500		
11-000-291-280	Tuition		10,000		
Total General Fund		\$	16,500	\$	16,500
20-231-100-100	Title I Salaries		17,910		
20-231-100-600	Title I Supplies				16,111
20-231-200-100	Title I Salaries				6,000
20-231-200-200	Title I Benefits		1,201		
20-231-200-500	Title I Purchased Services		3,000		
20-276-200-500	Title II Purchased Services		50		
20-276-200-600	Title II Supplies				50
20-271-100-100	Title IV Salaries		3,150		
20-271-200-200	Title IV Benefits		241		
20-271-100-300	Title IV Ed Services		1,400		
20-271-200-300	Title IV Ed Services		2,000		
20-271-200-500	Title IV Purchased Services		51		
					6,842

Total Special Revenue Fund		\$	29,003	\$	29,003

81. Old Business

82. New Business

83. Comments from the Public

84. Comments from the Board

85. EXECUTIVE SESSION

Motion to enter into Executive Session.

RESOLVED: At a public meeting of the Board of Education of Linwood, held this evening, pursuant to the "Open Public Meetings Act", the following subjects to be discussed in a session of the Board closed to the public:

- *Personnel Matters*
- *Attorney Client Privilege*

86. REGULAR SESSION

Motion to return to regular session.

86. Adjournment