

BOARD OF EDUCATION

Schiavo Auditorium, Belhaven Middle School

May 23, 2017

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 Regular meeting has been provided. On May 11, 2017, written notice of this regular 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 April 12, 2017.
6. MOTION TO APPROVE the Minutes of the Executive Session held April 12, 2017
7. MOTION TO APPROVE the Minutes of the Regular Meeting held April 26, 2017.
8. MOTION TO APPROVE the Minutes of the Special Meeting held May 2, 2017
9. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of April 2017, which are in agreement.
10. Change of Board meeting dates.
11. Committee Reports
  - Negotiations 5/02/17
  - Curriculum 5/09/17, 5/16/17
  - Personnel 5/09/17
  - Operations 5/16/17
12. Comments from the Public
13. Superintendent's Report

**(FOR YOUR INFORMATION - Items #14 through #23)**14. ENROLLMENT INFORMATION

	<b>9/06/16</b>	<b>5/23/17</b>	<b>5/25/16</b>
Seaview Elementary School	439	455	443
Belhaven Middle School	397	398	406
<b>Total Enrollment</b>	<b>836</b>	<b>853</b>	<b>849</b>

15. USE OF SCHOOL FACILITIES – 7/01/16-5/23/17:

<b>Organization</b>	<b>Fee</b>	<b>Seaview</b>	<b>Belhaven</b>
Atlantic City Area Mac Users Group	Yes		9
Atlantic Coast Basketball Camp	Yes		4
Atlantic County School Boards Assn.	No		1
Chrome Camp	No		1
G-Thing Basketball	Yes		1
Hoop Haven Basketball	Yes		4
**LASAR Basketball	No		**
Linwood Educational Affairs Committee (EAC)	No		1
Linwood Education Foundation (LEF)	No		3
Linwood Men's Basketball (Saturday mornings)	Yes		23
*Linwood Men's Basketball (Tuesday nights)	Yes		*
Linwood Panthers	No		2
Linwood PTO	No	15	8
Mainland Girls Volleyball	No		11
Mainland/Mustang/MUSA Boys Soccer (Napoli)	No		24
Mainland United Soccer Association (Watt)	No		9
Mainland Youth Lacrosse (Rush)	No	***	
Mainland Youth Lacrosse (LaMonaca)	No	****	
Student Support Parent Advisory Council (SPPAC)	No		3
<b>TOTALS</b>		<b>15+</b>	<b>104+</b>

**Note:** \* Approved to use one Belhaven gym on Tuesday nights during the 2016-2017 SY.  
 \*\* Approved to use the Belhaven gyms from 9/19/16 through 11/30/16 –Mon/Fri; one gym Tues. and 12/01/16 through 3/31/17, one gym Tues. and Thurs. 4/1 through 6/16/17 ; Seaview gym 12/01/16 through 3/31/17 on Monday through Friday. Seaview entranceway on 10/18 and 10/25/16.  
 \*\*\* Approved to use the Seaview fields from 3/7/17-6/3/17on M/Tu/W/Sa/Su.  
 \*\*\*\* Approved to use the Seaview gym (inclement weather) from 3/14-5/3/17; Tu/Th.

16. FIRE & SECURITY DRILLS

Seaview: Fire: April 3, 2017 Security: April 24, 2017  
 Belhaven: Fire: April 10, 2017 Security: April 24, 2017

17. SUSPENSIONS

One three-day out-of-school suspension – Belhaven

18. REPORTS

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

19. THANK YOUBelhaven Band

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

- 4/28/17 – Annual Senior Citizen Concert
- 5/05/17 – Seaview Students
- 5/12/17 – Spring Band Concert

20. CONGRATULATIONS

- **Jersey Shore Mathletes – Coaches Kristi Grimley (Grade 4) and David Wade (Grades 5 & 6)**

On May 6, 2017, Belhaven Middle School and Seaview Elementary School took top honors in the 6<sup>th</sup> and 4<sup>th</sup> grade divisions of the 6<sup>th</sup> Annual Egg Harbor Township Tournament of Jersey Shore Mathletes, under the direction of Mr. David Wade and Mrs. Krisi Grimley.

Seaview Elementary's grade 4 was represented by:

Alex Savov, Ruth Ryon, Christina Htay, Saketh Agava, Mazi Salartash, Eddie Berg and Ricky Zaho. They won 1<sup>st</sup> place overall in the team competition. Alex Savov won a trophy for 2<sup>nd</sup> place in the individual competition.

Belhaven Middle School's grade 6 was represented by:

Krishna Bansal, Peter Fabietti, Monica Iordanov, AJ Chew, Farley O'Brien. They won 1<sup>st</sup> place overall in the team competition. AJ Chew won a trophy for 3<sup>rd</sup> place in the individual competition and Farley O'Brien won an Honorable Mention trophy for 4<sup>th</sup> place in the individual competition.

- **2017 Annual Atlantic County Academic Excellence Program**

Congratulations to the following top 8<sup>th</sup> grade students who were honored by the Atlantic County Association of School Administrators, county government and county Council of Education Association on May 23, 2017 for their academic achievement:

Supriya Chang	Mary Kate Merenich	Shrey Patel	Julianna Evinski
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- **LiftOff Summer Institute – Bonnie Marino**

Mrs. Bonnie Marino, 5<sup>th</sup> grade science and social studies teacher has been selected for the prestigious Lift Off Summer Institute to be held at NASA's Johnson Space Center in Houston, Texas this summer. The theme for LiftOff 2017 is: *Starry Night*.

21. RECOGNITIONS▪ 2017 TEACHER OF THE YEAR/EDUCATIONAL SERVICE PROFESSIONALS

<b>TEACHERS</b>		
Seaview	Marisa Hieb	Grade 3
Belhaven	Jennifer Bernardini	Grade 5 Language Arts/Social Studies
<b>EDUCATIONAL SERVICES PROFESSIONALS</b>		
Seaview	Brenda Mucciarone	Part-time Paraprofessional
Belhaven	Marilee Sobrinski	Speech Language Specialist

▪ 2016-2017 RETIREMENTS

Retiree	Position	Years of Linwood Service
Catherine ( <i>Kit</i> ) Higbee <i>Retired 11/30/16</i>	Special Education Teacher Seaview	16 years, 3 months
Deborah Levine	8 <sup>th</sup> Grade Language Arts/Reading Teacher Belhaven	42 years
Susanne Pfaff-Manzini	8 <sup>th</sup> Grade Language Arts/Writing Teacher Belhaven	19 years
Elizabeth ( <i>Bits</i> ) Sindoni	Special Education Teacher Seaview	23 years
Christine Spurlock	BSI/ESL Teacher Seaview	13 years

22. BELHAVEN STUDENT OF THE MONTH PRESENTATION – Mrs. Susan Speirs23. DATES TO REMEMBER**May**

24	Seaview/Belhaven	Early Dismissal – Staff In-Service
25	Belhaven – 4:00 p.m.	Almost Anything Goes
25	Belhaven – 5:00-7:30 p.m.	PTO Food Truck
26	Belhaven/Auditorium 6:00 p.m.	Choir Concert
29	Seaview/Belhaven	SCHOOLS CLOSED – Memorial Day Holiday
31	Seaview /Belhaven	NJ ASK Testing – Grades 4 & 8 Science

**June**

7	Seaview/Belhaven	Early Dismissal – Staff In-Service
7	Seaview/Belhaven	NJ ASK Make-ups – Grades 4 & 8 Science
9	Belhaven	Academic Pep Rally
14-15	Seaview/Belhaven	Early Dismissal
15	Belhaven – 6:00 p.m.	8 <sup>th</sup> Grade Promotion Ceremony
16	Seaview/Belhaven	Early Dismissal – Last Day of School for Students
19	Seaview/Belhaven	Last Day for 10 month staff
28	Belhaven- 7:00 p.m.	Board of Education Meeting

**MOTIONS REQUIRING ACTION*****(PERSONNEL: Items #23 through #45)***24. **INTENTION TO RETIRE**

Motion to approve the retirement of the following staff member, as listed below.

Name	Position/School	Effective
Elizabeth Sindoni	Special Education Teacher – Seaview	June 30, 2017

*Motion Required – Personnel*25. **RESIGNATION**

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

Name	Position	Effective
Devon Biglin	Part-time Paraprofessional	Last day in district: May 1, 2016.

*Motion Required – Personnel*26. **RESOLUTION FOR RETIREES**

Motion to adopt a Resolution for the following retirees.

Retiree	Position	Years of Linwood Service
Catherine ( <i>Kit</i> ) Higbee <i>Retired 11/30/16</i>	Special Education Teacher Seaview	16 years, 3 months
Deborah Levine	8 <sup>th</sup> Grade Language Arts/Reading Teacher Belhaven	42 years
Susanne Pfaff-Manzini	8 <sup>th</sup> Grade Language Arts/Writing Teacher Belhaven	19 years
Elizabeth ( <i>Bits</i> ) Sindoni	Special Education Teacher Seaview	23 years
Christine Spurlock	BSI/ESL Teacher Seaview	13 years

*Motion Required – Personnel*27. **LEAVE OF ABSENCE**

Motion to approve the leave of absence requests for the staff listed below.

Name	Position	Term
Karen Nazarok	Grade 2 Teacher Seaview	FMLA effective 4/24/17 to 6/30/17; she is requesting to use her available sick days.

*Motion Required – Personnel*

28. RECOMMENDED FOR EMPLOYMENT

Code – (R) Replacement (TR) Temporary Replacement

Motion to approve the following new hires, upon the recommendation of the superintendent, for the 2017-2018 school year.

Name/Position	Term	Salary
<b>Stephanie Wroniak</b> 12 month Supervisor of Special Education	(R) Anticipated Start date: 7/03/17  Replacing: Interim C. Pritchett	Per LSPA Agreement \$92,250

*Motion Required – Personnel*

29. RECOMMENDED FOR THE 2016-2017 SCHOOL YEAR SUBSTITUTE LIST

Motion to approve the following substitutes, upon the recommendation of the superintendent, to the 2016-17 School Year Substitute List; pending criminal history or issuance of substitute teacher credential where \*indicated. They will be paid in accordance with the Substitute and Other Pay Policy.

▪ **SUBSTITUTE TEACHERS**

Katherine Friedman
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▪ **SUBSTITUTE CUSTODIANS**

Carmen M. Chosed	Willie D. Jenkins	Harry W. Perez	Christian Vergara
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*Motion Required – Personnel*

30. ABOLISH JOB DESCRIPTION

Motion to abolish the job description, as listed below.

Child Study Team Executive Secretary	Effective: August 1, 2017
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*Motion Required – Policy*

31. APPROVAL FOR JOB DESCRIPTIONS

Motion to approve the job description, as listed below.

District Data Manager (new)	Computer Technician (revised)
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*Motion Required – Policy*

32. ADDITIONAL PAY – SEAVIEW CAMP

Motion to approve additional pay for **Erika Himstedt** for Seaview Camp after school field hockey program. Payment not to exceed \$18 per hour for 12 hours.

*Motion Required – Personnel*

33. ADDITIONAL PAY – MATHLETES COMPETITION

Motion to approve additional pay for Kristi Grimley and David Wade, Mathletes Coaches, for the Jersey Shore Mathletes competition, grades 4-6, not to exceed six hours at \$40 per hour.

*Motion Required – Personnel*

34. SUMMER PROGRAMS

Motion to approve summer programs as follows: The Summer Academic Program will commence on July 10 and continue through August 2, 2017. The program will run 4 hours per day, 4 days per week, for a total of 16 days. Funding will be through the IDEIA and NCLB grant funds as well as through the district general budget. The Summer Extended School Year Program will begin June 26 and continue through July 27, 2017. The program runs 4 hours per day, 4 days a week, with the exception of the first week which will be 5 days. Staff will need additional time for planning.

Motion to approve the following teachers to fill an instructional position to be paid at the rate of \$40 per hour.

<u>4-8 ACADEMIC ENRICHMENT CLINIC</u>	<u>K-3 ACADEMIC ENHANCEMENT</u>	<u>EXTENDED SCHOOL YEAR</u>
Christina Lonergan	Elise Scherbin	Kristina Burns
Christina Swan	Meagan Lee	Angela Iannello
David Wade	Brooke Szeker	Elise Scherbin
Kevin Jacobs	Christine Silverberg	Meagan Lee
Mary Beth McKenna	Marc Schnepf	Brooke Szeker
Christina Riley	Kevin Jacobs	Christina Swan
Karen Zaleskiewicz	Kristina Burns	
Lori Dooner	Christina Riley	
	Mary Hodgins	
	Karen Zaleskiewicz	

*Motion Required – Personnel*

35. APPROVAL TO HIRE SUMMER PROGRAM SUBSTITUTE TEACHERS

Motion to approve the following certificated staff to serve as instructional substitutes for summer programs on an as-needed basis, beginning June 26 through August 3, 2017. Summer programs include Summer Academic Enhancement, and Special Education Extended Year Programs. Reimbursement will be at the rate of \$40 per hour.

Kristy McLaughlin	Karen Prendergast	Samantha Filangieri
Mary Beth Atwood	Elizabeth Provenzano	Heidi Derbyshire
Tara Lhulier		

*Motion Required – Personnel*

36. SUMMER NURSING SERVICES

Motion to approve the following staff to provide nursing services for the summer academic programs including Extended School Year, Enhancement, and Maintenance at a rate of \$40 per hour beginning June 26, 2017. Hours will be determined by student attendance and need and will not exceed summer program hours.

Ann Forshaw

*Motion Required – Personnel*

37. SUMMER SPECIAL EDUCATION INSTRUCTIONAL AIDES

Motion to approve the following staff members to serve as instructional aides and/or substitute aides in our special education summer self-contained and preschool disabilities programs. The programs will run 4 days per week, from June 26 to July 27, 2017. Each aide will be paid in accordance with their current salary. Hours will be determined by student attendance, not to exceed 5.5 hours per day.

Michelle Hoffman	Marie Cottrill (Bus, as needed)	Trish Skovron (& Bus)
Patti Heinzer	Margaret DePamphilis	Heather Moran
Wendy Friel	Linda Hagel	Debbie Ward

*Motion Required – Personnel*

38. SUMMER CHILD STUDY TEAM ASSESSMENTS/CASE MANAGEMENT

Motion to approve the Child Study Team to conduct testing and case management during the summer months as needed to be paid at a rate of \$40 per hour.

Patricia Levinson	Mary Beth Atwood	Elizabeth Provenzano
Lisa Davis		

*Motion Required – Personnel*

39. SUMMER RELATED SERVICES

Motion to approve the following staff members to serve as Related Services Specialists in the Summer Program at the rate of \$40 per hour?

Carrie Gargione	Siobhan Grossman	Marilee Sobrinski
Lauri Greenberg		

*Motion Required – Personnel*



40. BEFORE AND AFTER SEAVIEW CAMP SUMMER STIPENDS

Motion to approve the following individuals for the Before and After School summer camp positions for the 2017-2018 school year; the stipend positions were board approved.

<b>Stipend: As noted below</b>		
<b>STIPEND POSITION</b>	<b>NAME</b>	<b>STIPEND</b>
Program Administrator	Susan Speirs	\$2,000
Summer Program Administrator	Susan Speirs	\$1,000
Summer Program Director	Linda Arch	\$1,100
Summer Instructors	Virginia (Ginger) Emery Carol Goldinher Brenda Mucciarone Matthew Mucciarone Sandra McDonough Nancy Garrett Michele Hoffman Wendy Friel	\$20/ hour each
Band Director	David Lamkin Nancy Robinson	\$1,500 each

*Motion Required – Personnel*

41. BEFORE AND AFTER SEAVIEW CAMP SUBSTITUTE AIDES 2017-2018

Motion to approve the following individuals as Substitute Aides for the Before and After School for the 2017-2018 school year; morning and afternoon program positions and rates were board approved.

<b>Year 2 Aides:</b> AM @ \$14.28 per hour; PM @ \$13.28 per hour		
Nancy Garrett	Michele Hoffman	Wendy Friel
<b>Year 3 Aides:</b> AM @ \$14.17 per hour; PM @ \$13.66 per hour		
Virginia Emery	Carol Goldinher	Sandra McDonough
Brenda Mucciarone	Matthew Mucciarone	

*Motion Required – Personnel*

42. BEFORE AND AFTER SEAVIEW CAMP VOLUNTEERS – SUMMER AND 2017-2018

Motion to approve the following volunteers for the summer camp and 2017-2018 school year.

TJ & Alyssa Aldridge	Valerie Speirs	Michael Mucciarone
Megan Wesley	Colin Dugan	

*Motion Required – Personnel*

43. INTERMEDIATE FIELDWORK (80 HOURS) PLACEMENT REQUEST FOR FALL 2017 SEMESTER

Motion to approve a request from Stockton University for an Intermediate Fieldwork (80 hours) Placement for the Fall 2017 Semester from September 8 through December 9, 2017 in the Seaview Elementary School for the following students.

<b>Student</b>	<b>Grade</b>	<b>Cooperating Teacher</b>
Katerina Deebold	2	Christine Silverberg
Brianna Gerstel	3	Marisa Hieb

*Motion Required – Personnel*

44. STUDENT TEACHING PLACEMENT REQUEST FOR FALL 2017 SEMESTER

Motion to approve a request from Stockton University for a Student Teaching Placement for the Fall 2017 Semester from September 1, 2017 through December 16, 2017 in the Seaview Elementary School for the following student.

<b>Student Teacher</b>	<b>Grade</b>	<b>Cooperating Teacher</b>
Alexis Champion	4	Christine Flanagan

*Motion Required – Personnel*

45. STUDENT TEACHING PLACEMENT REQUEST FOR FALL 2017 SEMESTER

Motion to approve a request from Rutgers Mason Gross School of the Arts for a Student Teaching Placement for the Fall 2017 Semester from October 23 through December 15, 2017 in the Belhaven Middle School for the following student.

<b>Student Teacher</b>	<b>Grade</b>	<b>Cooperating Teacher</b>
Rebecca Andrews	5-8	Nancy Robinson

*Motion Required – Personnel*

**(CURRICULUM: Items #46 through 48)**

46. FIELD TRIPS

Motion to approve the field trips, as listed below.

<b>Destination</b>	<b>Grade</b>	<b>Person in Charge</b>
Longport Beach Longport, NJ	8	Susanne Pfaff-Manzini
Ocean Life Center Atlantic City, NJ	3	Tracey Meister
Boardwalk Hall (Organ) Atlantic City, NJ	4	David Lamkin

*Motion Required – Curriculum*

47. 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 (\*).

<b>Name</b>	<b>Travel Date(s)</b>	<b>Location</b>	<b>Event</b>	<b>Registration</b>	<b>Mileage Expense</b>
Ned Eissler	5/09/17	Rowan University Glassboro, NJ	<i>Introduction to the Model Science Curriculum Framework</i>	No charge	N/A
Jennifer Laning	5/23/17	Rowan University Glassboro, NJ	Science Supervisor Technical Assistance	No charge	Not to exceed \$50.00
Michelle Cappelluti Patrick Childs	5/25/17	SRI/ETTC Galloway, NJ	NJDOE – Atlantic County School Security Round Table	No charge	Not to exceed \$10 each
Bonnie Marino	6/01/17	Trenton, NJ	<i>2017 Species on the Edge Art and Essay Contest Award Ceremony</i>	No charge	N/A
Jennifer Mansueto Samantha Grasso Tamara Pizagno Laura Bender Samantha Coyle	6/02/17	SRI/ETTC Galloway, NJ	Wilson Foundations – Grade 1	5 ETTC hours each	N/A
Brooke Szeker	6/02/17	SRI/ETTC	Wilson Foundations – Grade 1	7 ETTC hours	N.A
Cindy O’Kane	6/05/17	SRI/ETTC Galloway, NJ	Makerspace Monday	4 ETTC hours	N/A
Heidi Derbyshire	6/06/17	SRT/ETTC Galloway, NJ	Wilson Foundations – Grade 2	7 ETTC hours	N/A
Bonnie Marino	6/25/17 to 6/30/17	NASA Johnson Space Institute Houston, TX	NASA LiftOff	No charge	Not to exceed *\$400.00
Bonnie Marino	7/12/17 7/13/17	SRI/ETTC Galloway, NJ	School Law Summer Series	ETTC hours	N/A
Jennifer Laning	8/10/17	SRI/ETTC Galloway, NJ	School Law Series Summer 2017	5 ETTC hours	Not to exceed \$10.00

*Motion Required – Curriculum*

48. MOTION TO AFFIRM THE CURRICULUM AND TEXTBOOKS

As previously adopted for the ensuing school year:

<u>Content Area</u>	<u>District-Implementation of Revised Curricula</u>
Visual and Performing Arts	September 2015
Comprehensive Health and P.E.	September 2015
English Language Arts	September 2015
Mathematics	September 2015
Science	August 2016
Social Studies	September 2015
World Languages	September 2015
Technology	September 2015
21st Century Life Careers	September 2015

*Motion Required - Curriculum*

**(OPERATIONS: Items #49 through 92)**

49. USE OF SCHOOL FACILITIES

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

Organization	Facility	Date/Time	Fee
<b>S.S.P.A.C.</b> Parent Meeting	Belhaven Library	5/11/17 7:00-9:00 p.m.	No
<b>PTO Wellness Committee</b> Meeting	Seaview Conference Room	5/16/17 10:45-11:45 a.m.	No
<b>Linwood PTO</b> Linwood Community Event – Food Trucks	Belhaven Parking Lot D	5/25/17 4:00-8:00p.m.	No

*Motion Required – Operations*

50. SUMMER TRANSPORTATION

Motion to approve a contract with Mainland Regional High School Board of Education and Atlantic County Special Services for the summer program transportation of special education students.

ACSS Cost is \$400 per week per child  
Mainland Cost is \$3500 subject to change

*Motion Required - Operations*

51. 2017-2018 ETTC

Motion to approve to join the SRI & ETTC Consortium for a fee of \$3.25 per student, total of \$2,713.75 based on 835 students for New Jersey Department of Education Professional Development hours. Additional hours may be purchased during the year.

*Motion Required – Operations*

52. REQUEST FOR PROPOSALS – LABOR NEGOTIATIONS COUNSEL

Motion to submit request for proposals for Labor Negotiations Counsel effective the 2017-2018 school year.

*Motion Required – Operations*

53. DENTAL RENEWAL

Motion to accept the rental quote from Delta Dental for a two year term with the following monthly rates:

Single	\$37.10
Spouse	\$59.31
Family	\$104.92
Parent/Child	\$59.31

These rates are an average 10.3% decrease from the prior year.

*Motion Required – Operations*

54. ED – DATA – PURCHASING COOPERATIVE

Motion to approve the resolution to join ED-Data purchasing cooperative for a fee of \$2,400 annually.

*Motion Required – Operations*

55. DONATION

Motion to accept a donation from Mainland Regional High School for weight room equipment with an approximate value of \$750 and \$525 for Academic Awards..

*Motion Required - Operations*

56. LOCAL GRANT

Motion to accept a local grant from the PTO in the amount of \$250 for the Seaview Playground.

*Motion Required – Operations*

57. SPECIAL EDUCATION CONSULTANT

Motion to approve to renew the agreement with Interactive Kids for the 2016-2017 school year not to exceed \$2,640 monthly to provide homebound services. Hourly rates and services are detailed in the contract.

*Motion Required – Operations*

58. SPECIAL EDUCATION CONSULTANT

Motion to approve to renew the agreement with Interactive Kids for the 2017-2018 school year not to exceed \$26,300. Hourly rates and services are detailed in the contract.

*Motion Required – Operations*

59. PROFESSIONAL SERVICES – LIGHTING PROJECT

Motion to approve a contract with Dan Mascione, Architect for the Lighting Upgrade Project in the amount of \$33,750.

*Motion Required – Operations*

60. AUTHORIZE TO BID

Motion to authorize to bid the Lighting Upgrade Project, an “other capital” project funded through a capital reserve withdrawal.

*Motion Required – Operations*

61. INCREASE BAND WIDTH

Motion to approve to increase the district’s bandwidth from 100 MB to 200 MB now and to 300 MB effective the next form 470 application cycle.

*Motion Required - Operations*

62. TEMPORARY IT SERVICES

Motion to approve the Breaker Group to provide IT services for \$2,720 per week during the leave of the IT staff member and until a temporary staff member is hired. Quotes were also received from E-Plus solutions who was only able to provide a junior level technician on site.

*Motion Required – Operations*

63. RESOLUTION TO APPOINT AUDITORS

Motion to appoint Ford Scott and Associates, as Auditors for the 2016-2017 school year annual audit with a fee of \$18,400.

*Motion Required - Operations*

64. ACCEPT THE PEER REVIEW AUDIT

Motion to accept the Peer Review audit of the Ford Scott Associates, Auditors, as performed by NJCPA Peer Review Program, whose report was dated February 16, 2014.

*Motion Required - Operations*

65. RESOLUTION TO APPOINT ATTORNEY

Motion to appoint William Donio and Cooper Levenson and Associates as Solicitor for the 2017-2018 school year for \$150.00 per hour.

*Motion Required – Operations*

66. RESOLUTION TO APPOINT ARCHITECT OF RECORD

Motion to appoint Daniel Scott Mascione as Architect of Record.

*Motion Required – Operations*

67. RESOLUTION TO APPOINT INSURANCE BROKER

Motion to appoint Glenn Insurance as Insurance Agency Broker of Record.

*Motion Required - Operations*

68. RESOLUTION TO APPOINT HEALTH INSURANCE BROKER

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

*Motion Required - Operations*

69. RESOLUTION TO APPOINT MEDICAL INSPECTOR

Motion to appoint Dr. Jeffery Gong as Medical Consultant for the 2017-2018 school year for an annual fee of \$5,000 and approve the school physician agreement.

*Motion Required - Operations*

70. RESOLUTION TO APPOINT 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 recent 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 – Operations*

71. APPOINT PACO

Motion to appoint Teri J. Weeks, Business Administrator as the Public Agency Compliance Officer.

*Motion Required – Operations*

72. APPOINT CUSTODIAN OF PUBLIC RECORDS

Motion to appoint Teri J. Weeks as Custodian of Open Public Records.

*Motion Required – Operations*

73. PETTY CASH FUND

Motion to approve to establish an increased petty cash fund of \$200.00 in accordance with N.J.S.A. 18A4-15 and :19-13 and N.J.A.C. 6:20-2.10, and to further establish a single maximum petty cash expenditure of \$25.00.

*Motion Required - Operations*

74. PAYMENT OF BILLS

Motion to approve Teri Weeks, School Business Administrator to make payment of bills between Board Meetings.

*Motion Required - Operations*

75. TRANSFERS

Motion to approve that as it is provided by N.J.S.A 18A:22-8.1 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 - Operations*

76. SUBSTITUTE AND EXTRA PAY POLICY

Motion to approve the Substitute and Extra Pay policy for the 2017-2018 school year.

*Motion Required - Operations*

77. 2017-2018 TUITION RATES

Motion to approve the 2017-2018 school year parent paid non-resident tuition rates at 50% of the 2015-2016 certified cost of grades 1-8 regular programs and 90% for all other programs. The Preschool Inclusion program which is set at \$2,750 for resident regular education inclusion students and the Kindergarten Expanded Day Program at \$3,750. Expanded day and Preschool tuition will receive a \$250 discount off the full year rate for payment in full by the due date. Resident students who qualify for free or reduced meals may receive the Preschool or Kindergarten program free of charge. Late fee for all programs is set at \$50.

*Motion Required - Operations*



78. EXTRACURRICULAR ACTIVITIES

Motion to approve the extracurricular activities for the 2017-2018 school year:

<u>Belhaven</u>	<u>Seaview</u>
Street Team	S - Wise Guys
Art	S-
Jazz Band	S- Garden Club
RTV	S- Girls on the Go
Stage Crew	S- Yearbook
Stem Club	S- Safety Patrol
Think Team	S- Stem Club
Yearbook	S- Wise Guys
Athletic Director	
Band Director	
Basketball	
Choir Director	
Cross Country	
Drama Director	
Field Hockey	
Soccer	
Track	
Volleyball	

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

*Motion Required - Operations*

79. SECTION 125 - PREMIUM ONLY AND SUMMARY 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.

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.

Thus 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 - Operations*

80. FLEXIBLE SPENDING – SECTION 125 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.

FLEXIBLE SPENDING – SECTION 125 PLAN

## RESOLUTION

RESOLVED, that the form of Cafeteria Plan for Flexible Spending Plan including Health and Dependent Account, effective January 1, 2012, 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. Thus further certifies that attached hereto as Exhibits A and B, respectively, are true copies of the Flexible Spending Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

*Motion Required - Operations*

81. MOTION TO ADOPT THE CASH MANAGEMENT PLAN

Motion 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 signors.

AUTHORIZED SIGNORS FOR ALL ACCOUNTS

General Account	President, Business Administrator, Treasurer
Net Payroll	President, Treasurer
Payroll Agency	President, Business Administrator, Treasurer
Student Activities	Superintendent, Business Administrator
Reserve Accounts	Superintendent, Business Administrator
NJ Cash Management Fund	President, Business Administrator
MBIA Management Fund	President, Business Administrator
Certificates of Deposits	Superintendent, Business Administrator

The Business Administrator/Board Secretary is authorized to make interfund transfers.

*Motion Required – Operations*

82. REQUISITION FOR SCHOOL TAXES

Motion to approve the Resolution for requisition of taxes schedule for the 2017-2018 school year.

BE IT RESOLVED by the Board of Education of the Linwood School District that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of this Board for the 2017-2018 school year is \$11,354,178 and that the Linwood City Council is requested to place in the hands of the Custodian of School Monies by the 10<sup>th</sup> of each month, that amount in accordance with the following schedule and statutes relating thereto.

SCHEDULE FOR REQUISITION OF TAXES

10-Jul	\$	946,164.83
10-Aug		946,164.83
10-Sep		946,164.83
10-Oct		946,164.83
10-Nov		946,164.83
10-Dec		946,164.85
10-Jan		946,198.16
10-Feb		946,198.16
10-Mar		946,198.17
10-Apr		946,198.17
10-May		946,198.17
10-Jun		946,198.17
		\$11,354,178.00

*Motion Required - Operations*

83. AHERA COORDINATOR

Motion to appoint Mr. Patrick Childs as the Asbestos Management (AHERA) Coordinator, PEOSHA Officer and for Hazard Communication/Right To Know Compliance Officer and to hire Epic Environmental as a consultant for completing the required surveys and inspections or a fee of \$1,150 Right to Know and \$670 for AHERA report.

*Motion Required – Operations*

84. 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 CONTRACTS FOR THE 2017-2018 SCHOOL YEAR**

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, 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 2016 -2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the year;

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 utilizing various vendors detailed in the addenda:

<u>Commodity/Service</u>	<u>State Contract #</u>
Computers & Technology WSCA	M0483
Bags & Liners	T0022
Plumbing & Heating Supplies	T0207
Paper Goods	T2432
Cleaning Products	T2513
HVAC Air Filters	T0135
Copiers – Cost Per Copy	T437A & T437C
Furniture and Office	G2004 12-r22677
Auctioneering Services	T2581
Library Supplies, School Supplies & Teaching Aids	T0114
Rock Salt	T0214
Electrical Supplies	T0167
Playground Equipment	T0103
Staples Office Supplies	M0052
Wireless Devices and Services	T216A

*Motion Required – Operations*

85. SCHOOL CHOICE RESOLUTION

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

LINWOOD BOARD OF EDUCATION  
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 - Operations*

86. COOPERATIVE PURCHASING RESOLUTION

Motion to approve to join the Education Services Commission of New Jersey cooperative pricing and enter into Cooperative Pricing agreements with ESCNJ.

*Motion Required – Operations*

87. INTEGRATED PEST MANAGEMENT

Motion to approve **the** Integrated Pest Management Policy and appoint Mr. Patrick Childs, Supervisor of Facilities and Security as the Integrated Pest Management Coordinator

*Motion Required - Operations*

88. SCHOOL BUS EMERGENCY EVACUATION DRILL

Motion to approve the school bus emergency evacuation drill.

*Motion Required - Operations*

89. COMPREHENSIVE EQUITY PLAN STATEMENT OF ASSURANCE 2018-2019

Motion to approve the Comprehensive Equity Plan Statement of Assurance 2018-2019.

*Motion Required – Operations*

90. CHEMICAL HYGIENE PLAN 2017-2018

Motion to approve the Chemical Hygiene Plan 2017-2018

*Motion Required - Operations*

91. INDOOR AIR QUALITY PROGRAM 2017-2018

Motion to approve the Chemical Hygiene Plan 2017-2018

*Motion Required - Operations*

92. MOTION TO APPOINT

Affirmative Action Officer	Susan Speirs, Principal
Section 504 Compliance Coordinators	Susan Speirs, Principal Jackie Baltozer, Guidance Counselor
District Liaison to IAIU Institutional Abuse Investigations Unit	Susan Speirs, Principal Jackie Baltozer, Guidance Counselor
Homeless Liaison	Elizabeth Provenzano Social Worker
Education Stability Law Contact	Elizabeth Provenzano Social Worker
Title IX Coordinator	Brian Coyle Health & Physical Education Teacher
Substance Abuse Coordinator	Shelly MacNamara-Wurtz Health & Physical Education Teacher
Chemical Hygiene 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

*Motion Required – Operations*

**(POLICY: Items 93 through 94)**93. BOARD BYLAWS, POLICY & REGULATIONS

Motion to approve the first and second reading of the Bylaws, Policies and Regulations, as listed below.

<b>FIRST READING</b>	
Policy 1400	Job Descriptions (m)

<b>SECOND READING</b>	
ByLaw 0000.01	Introduction (M)
ByLaw 0000.02	Introduction (M)
Regulation 0000.03	Introduction (M)
Policy 2415.06	Unsafe School Choice Option (M)
Policy 2622	Student Assessment (M)
Policy 3160 Regulation 3160	Physical Examination – Teaching Staff (M)
Policy 4160 Regulation 4160	Physical Examination - Support Staff (M)
Policy 5116 Regulation 5116	Education of Homeless Children
Policy 8350	Records Retention

*Motion Required – Policy*

94. ATTENDANCE POLICY FOR STUDENTS

Motion to approve the district's attendance policy 5200 for students.

*Motion Required - Policy*

**(NEGOTIATIONS: Items #95 through #96)**95. INTERIM SUPERINTENDENT CONTRACT RENEWAL FOR 2017-2018 SCHOOL YEAR

Motion to approve a contract renewal with Dr. Michelle Cappelluti as Interim Superintendent at a rate of \$557.69 per diem and other contractual considerations, for the term of July 1, 2017 through January 30, 2018, as approved by the Executive County Superintendent.

*Motion Required – Negotiations*

96. STAFF CONTRACTS

Motion to approve, upon the recommendation of the Superintendent, the 2017-2018 contracts for the following staff who are not members of a collective bargaining agreement:

<b>Staff Member</b>	<b>Position</b>	<b>Salary</b>	<b>Increase</b>
Kelly Batz	Treasurer	\$3,400	2.0%
Gerri Mazzeo	Assistant to Supervisor of Facilities & Security	\$13.94 per hour	3.5%
Russell Forrest	Food Service Drive & Custodial	\$14.10 per hour	3.5%
Herman Doering	PT Custodial Support	\$13.46 per hour	3.5%
Mary Ellen Weeks	PT Non-Instructional Aide	\$13.70 per hour	3.5%
Nicole Hamilton	PT Non-Instructional Aide	\$13.70 per hour	3.5%
Tia Devita	PT Non-Instructional Aide	\$12.40 per hour	3.5%
Patrick Childs	Supervisor of Facilities and Security Amend 2016-2019 contract to add five (5) Vacation days	Effective 7/01/17	

*Motion Required - Negotiations*

## 97. Communications

98. 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	\$379,994.25
Batch 55	Tuition and Assessments	\$12,047.22
Batch 59	Before and After School	\$7,090.48

## PAYROLLS:

Batch 71	April 28, 2017	\$395,150.84
Batch 70	May 12, 2017	\$393,666.42



## TRANSFERS:

	<u>May</u>		<u>From</u>		<u>To</u>
		\$		\$	
11-000-216-320	Purch Educational Services - Related				9,000
11-000-266-610	Security Supplies				25,000
11-000-230-339	Other Prof Services - Gen Admin		6,000		
11-000-230-590	Misc Purch Services - Gen Admin		2,000		
11-000-230-895	Other - Board Memberships		1,000		
12-000-400-932	Transfer to Reserves				50,000
11-000-262-621	Energy - Electric				13,000
11-000-262-622	Energy - Heat		13,000		
11-000-261-420	Maint Services		26,000		
11-000-291-270	Health Benefits		55,000		
11-000-251-600	Supplies		7,880		
11-000-252-500	IT Services				10,880
11-000-270-515	Transportation - Special				3,000
<b>Total General Fund</b>		\$	110,880	\$	110,880
20-231-200-300	Title I Purch Services		23		
20-231-100-600	Title I Supplies				23
20-250-200-300	IDEA Purch Prof Services		100		
20-250-200-500	IDEA Misc. Purch. Services				100
20-250-100-100	IDEA Salaries		2,452		
20-250-200-300	IDEA Prof Services				2,640
20-250-200-200	IDEA Benefits		188		
<b>Total Special Revenue Fund</b>		\$	2,763		\$ 2,763

- 99. Old Business
- 100. New Business
- 101. Comments from the Public
- 102. Comments from the Board

103. 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:

- *Student Residency Matter*
- *Student Confidentiality Matters– HIB*
- *Superintendent’s Evaluation*
- *Business Administrator Contract*

It is presently anticipated that the item mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education. We anticipate no action may be taken.

104. REGULAR SESSION

Motion to return to regular session.

## 105. Adjournment