

BOARD OF EDUCATION

Schiavo Auditorium, Belhaven Middle School

December 19, 2016

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 18, 2016, 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 on November 16, 2016
6. MOTION TO APPROVE the Minutes of the Regular Meeting held November 21, 2016.
7. MOTION TO APPROVED the Minutes of the Executive Session held November 21, 2016
8. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of November 2016, which are in agreement.
9. Committee Reports
 - Instruction - 12/13/16
 - Operations - 12/13/16
 - Governance - 12/13/16
10. Comments from the Public
11. Superintendent's Report

(FOR YOUR INFORMATION - Items #12 through # 21)

12. ENROLLMENT INFORMATION

	9/06/16	12/19/16	12/22/15
Seaview Elementary School	439	441	433
Belhaven Middle School	397	396	401
Total Enrollment	836	837	834

13. USE OF SCHOOL FACILITIES – 7/01/16-12/19/16:

Organization	Fee	Seaview	Belhaven
Atlantic City Area Mac Users Group	Yes		4
Atlantic Coast Basketball Camp	Yes		8
Chrome Camp	No		1
Hoop Haven Basketball	Yes		4
**LASAR Basketball	No		**
Linwood Education Foundation (LEF)	No		2
Linwood PTO	No	6	1
Linwood Men's Basketball (Saturday mornings)	Yes		9
*Linwood Men's Basketball (Tuesday nights)	Yes		*
Linwood Panthers	No		1
Linwood PTO	No	4	7
Mainland Boys Soccer	No		6
Mainland United Soccer Association	No		1
Student Support Parent Advisory Council (SPPAC)	No		2
TOTALS		10	46+
<p>Note: * Approved to use one Belhaven gym on Tuesday nights during the 2016-2017 SY. ** Approved to use the Belhaven gyms from 9/29/16 through 11/30/16 –Mon/Fri; one gym Tues.</p>			

14. FIRE & SECURITY DRILLS

Seaview: Fire: November 2, 2016 Security: November 17, 2016
Belhaven: Fire: November 1, 2016 Security: November 4, 2016

15. SUSPENSIONS

One 5 day out of school suspension

16. REPORTS

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

17. SPECIAL ELECTION

A letter was sent requesting the consolidation of polling places for the Special Election to be held March 2017 to one location, Belhaven Middle School from the hours of 4:00 p.m. to 8:00 p.m.

18. RECOGNITION

- Belhaven Girl's Cross Country – Undefeated
Coach: Mrs. Christina Lonergan
Atlantic Cape Division Champions: 2003, 2005, 2006, 2007, 2009, 2010, 2011, 2012, 2013, 2016
- Belhaven Girl's Soccer – Undefeated
Coach: Marilee Sobrinski
Atlantic Cape Division Champions: 2005, 2006, 2008, 2013, 2016

19. SEAVIEW SNAPSHOTS – Dr. Georgette Meister20. BELHAVEN STUDENT OF THE MONTH PRESENTATION – Mrs. Susan Speirs21. DATES TO REMEMBER**December**

23	Seaview/Belhaven	Early Dismissal - Winter Break
26-Jan. 2	Seaview/Belhaven	Schools Closed – Winter Break

January

2	Seaview/Belhaven	SCHOOLS CLOSED – Federal Holiday
3	Seaview/Belhaven	Schools Open
10	Seaview/Cafeteria 8:45 a.m.	PTO Meeting
10	Belhaven/Auditorium 6:00 p.m.	Tentative Board Organization Meeting
12	Seaview/Belhaven	Early Dismissal – Staff In-Service
13	Seaview/Belhaven	No school for students Full day Staff In-Service
16	Seaview/Belhaven	SCHOOLS CLOSED – Marking Luther King Day
19	Seaview/Belhaven	PTO Thursday Take Out Dinner Downbeach Deli, Margate
25	Belhaven/Auditorium 7:00 p.m.	Linwood Board of Education Meeting
27	Seaview/Belhaven	End of 2 nd Marking Period

MOTIONS REQUIRING ACTION***(INSTRUCTION: Items #22 through #35)***22. **INTENTION TO RETIRE**

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

Name	Position/School	Effective
Susanne Pfaff-Manzini	Grade 8 Teacher Belhaven	July 1, 2017

*Motion Required – Instruction*23. **RESIGNATION**

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

Name	Position	Effective
Stephanie Stanger	LT Substitute (in-class support) Seaview Term: 10/24/16 to 1/20/17	Last day in district is 12/16/16

*Motion Required – Instruction*24. **RECOMMENDED FOR EMPLOYMENT**

Code – (R) Replacement (TR) Temporary Replacement

Motion to approve the following new hires, upon the recommendation of the superintendent, for the 2016-2017 school year; emergent hire where indicated.

Name/Position	Term	Salary
Ashley M. Popa PT Math Teacher (25 hrs/week) Grades 6, 7, 8	(TR) January through June 2017	B.A. Step 1 Pro-rated based on PT status and official start date.
Santos Verga 12-month PT Custodian Seaview 90-day probationary period	(R) Start Date: TBD Pending criminal history clearance Replacing: D. Jackson	\$28,500; to be Pro-rated based on part-time status and official start date.
Herman R. Doering PT Custodian Saturdays, as needed	Start Date: TBD Pending criminal history clearance	\$13 /hour

Motion Required – Instruction

25. 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 where *indicated. They will be paid in accordance with the Substitute and Other Pay Policy.

SUBSTITUTE TEACHERS		
*Devon Biglin	Thomas Gahr	Natalie Morse
SUBSTITUTE AIDE		
*Lindsay Burton		
SUBSTITUTE CUSTODIAN		
* Robert Weber		
SEAVIEW CAMP SUBSTITUTE AIDE		
* Christina G. Eck – AM & PM		

Motion Required – Instruction

26. HOME INSTRUCTION TEACHER FOR 2016-2017

Motion to approve, upon the recommendation of the superintendent, to hire the following staff to provide home instruction services; to be paid at the rate of \$40 per hour.

Tanya Arlington-Narvaez

Motion Required – Instruction

27. INTERMEDIATE FIELDWORK (80 hours) PLACEMENT REQUEST FOR SPRING 2017 SEMESTER

Motion to approve a request from Stockton University for an Intermediate Fieldwork (80 hours) Placement for the Spring 2017 Semester from January 26, 2017 through May 2, 2017 in the Belhaven Middle School for the following student.

Student	Grade	Cooperating Teacher
Joni Ireland	7	Chris Meade

Motion Required – Instruction

28. CLASSROOM OBSERVATION/FIELD EXPERIENCE

Motion to approve a request for a 10 hour (100 credits) observation in the Seaview Elementary School for the following University of Tampa student.

Student	Grade	Cooperating Teacher
Haleigh Kimble	1,2,3	Michele Tighe

Motion Required – Instruction

29. SEAVIEW PLAYGROUND/SCHOOL VOLUNTEERS - 2016-2017 SCHOOL YEAR

Motion to approve the following playground/school volunteers for the Seaview Elementary School for the 2016-2017 school year.

Talia Preissman	Aaron Sykes
Jessica Sykes	Sabrina Tracy

Motion Required – Instruction

30. MENTORING

Motion to approve the following continuation of mentoring, as listed below.

Mentor	New Staff Member	Fee
Tiffany Graziotto	Tanya Arlington-Narvaez PT Basic Skills Teacher Belhaven	\$600.00 - Pro-rated based on a full-year of mentoring in accordance with the fees set by the NJDOE. Fees of paid \$400 were paid in the 2015-2016 SY as a LT Substitute for Jill Cunniff's leave of absence.

Motion Required – Instruction

31. 2016-2017 SCHOOL YEAR STIPENDS

Motion to approve the following stipends for the 2016-2017 school year.

COACHES AND DIRECTORS			
(Per the LEA Agreement and pending criminal history clearance)			
Activity	Name	Table/Step	Stipend
Drama Production Director	Lindsey Burton	II 1.0	\$2,179
Assistant Drama Production Director	Debra Roland	III 1.4	\$2,035
Assistant Drama Production Director	Kimberley Peschi	III 1.0	\$1,454

Motion Required – Instruction

32. VOLUNTEERS – BELHAVEN DRAMA PRODUCTION

Motion to approve the following high school student volunteers, as noted below, who will be assisting with the 2016-2017 Belhaven Drama Production of *Annie*.

Molly Connolly	Greer Egan	Emerson Fischer
Emily Mack	Victoria Mozitis	Tori Pierce
Maddy Sands	Eva Scheffer	Mikaela Sheridan
Michaela Sless	Eve Tjoumarkaris	Lauren Vanderberg
Grace Vincente	Charity Zappone	

Motion Required – Instruction

33. BEFORE/AFTER SCHOOL TUTORING

Motion to approve the following certificated staff to provide before/after school supplemental services for academically at-risk students in the REACH program for the 2016-2017 school year; to be paid through funding provided by the FY2016-2017 NCLB Grant at the rate of \$40 per hour.

Christine Flanagan	Kristi Grimley	Karen Nazarok
Christina Riley	Marc Schnepf	Lori Shannon
Michele Tighe		

Motion Required – Instruction

34. FIELD TRIPS

Motion to approve the field trips, as listed below.

Destination	Grade	Person in Charge
<i>Shores at Wesley</i> , Ocean City, NJ <i>Brandall Estates</i> , Linwood, NJ	Flute/Oboe Choir	Nancy Robinson
Stockton University’s Tween Tech Mini-conference	Grade 7 STEM/STEAM Students	Raquel Law

Motion Required – Instruction

35. 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
Jennifer Laning	11/21/16	SRI/ETTC Galloway, NJ	<i>Changes to Funding and Requirements: From NCLB to ESSA</i>	No charge	Not to exceed \$10
Jennifer Laning	10/25/16 11/22/16 12/16/16 01/18/17 02/24/17 03/17/17 04/28/17 05/19/17	Atlantic County Office of Education Mays Landing, NJ	Monthly County Curriculum Meetings	N/A	Not to exceed \$10/meeting
Shari Frolove (attending in place of Jackie Baltozer)	12/01/16	SRI/ETTC Galloway, NJ	<i>Writing Effective HIB Reports</i>	7 ETTC Hours	N/A
Frank Pileiro	12/16/16	Google Headquarters New York City	Google Solutions	No charge	N/A
Jean Matro	1/27/16	Harrah's Atlantic City, NJ	TECHSPO 2017	*\$275.00	N/A
Frank Pileiro	1/27/17	Harrah's Atlantic City, NJ	TECHSPO 2017	*\$275.00	Not to exceed \$30.00
Raquel Law	1/27/17	Voorhees, NJ	BER Workshop – <i>Next Generation Science Standards (Grades 6-12)</i>	*\$245.00	N/A
Mark Haviland	2/23/17	SRI/ETTC Galloway, NJ	Third Annual SRI & ETTC Middle & High School Social Studies Conference <i>Examine the Past... Embrace the Future</i>	7 ETTC Hours	N/A

Motion Required – Instruction

(OPERATIONS: Items #36 through #48)36. RESOLUTION TO MOVE ELECTIONS TO NOVEMBER

Motion to approve the resolution to move the elections to November, as included in your board packet.

Motion Required – Operations

37. RESOLUTION TO HOLD SPECIAL ELECTION

Motion to approve the resolution to hold a special election.

RESOLUTION

WHEREAS, the voters of the City of Linwood voted in the affirmative to reclassify the Linwood School District from a Type I district to a Type II district at the November 2016 election;

WHEREAS, the Linwood School District is comprised of a seven member board;

WHEREAS, pursuant to N.J.S.A. 18A:9-9, the Linwood Board of Education will now be comprised of a nine member board upon becoming a Type II District;

WHEREAS, pursuant to N.J.S.A. 18A:9-10, the Linwood School District must hold a special election to add the two additional board members;

WHEREAS, pursuant to N.J.S.A. 19:60-2a, the Linwood Board of Education of a type II district may call a special election of the legal voters of the district on only the fourth Tuesday in January, the second Tuesday in March, the last Tuesday in September, or the second Tuesday in December when in its judgment the interests of the schools require such an election. The Board of Education shall give the municipal clerk or clerks, as the case may be, and the County Board of Elections no less than 60 days' notice, in writing, of its intention to hold a special election.

THEREFORE, be it resolved, the Linwood Board of Education will hold a special election on the second Tuesday in March, otherwise known as March 14, 2017, for the purpose of adding two additional board members,

BE IT FURTHER RESOLVED, the ballot will call for one term to expire in 2017 and one term to expire in 2019 so that three members have terms expiring annually.

Motion Required – Operations

38. NCLB GRANT AMENDMENT – CARRYOVER

Motion to approve the NCLB grant amendment to add the 2015-2016 carryover of \$26,720 for a total budget of \$83,650 for the 2016-2017 Title I grant. No changes were made to Title II.

Motion Required – Operations

39. PROFESSIONAL SERVICES

Motion to approve Polistina and Associates to provide Professional engineering services for the Belhaven School - Drainage Repair project for a fee of \$5,800 to include design through construction completion.

Motion Required – Operations

40. PROFESSIONAL SERVICES

Motion to approve Daniel Scott Mascione to provide Professional architectural services for the Belhaven School - Stair Treads and flooring project for a fee of \$2,400 to include design through construction completion.

Motion Required – Operations

41. AUTHORIZE REQUEST FOR PROPOSAL FOR BELHAVEN SCHOOL DRAINAGE REPAIR

Motion to authorize to put request for proposals for the Belhaven School Drainage repair project.

Motion Required – Operations

42. AUTHORIZE TO BID SEAVIEW CAFETERIA FLOOR REPLACEMENT PROJECT

Motion to authorize to bid the Seaview Cafeteria Floor Replacement Project, another capital project, budgeted in Capital Outlay.

Motion Required – Operations

43. AUTHORIZE TO BID BELHAVEN HVAC CONTROLS PROJECT

Motion to authorize to bid the Belhaven HVAC Controls Replacement Project, another capital project, budgeted in Capital Outlay.

Motion Required – Operations

44. ITINERANT SERVICES - CAPE MAY COUNTY SPECIAL SERVICES

Motion to approve a contract for itinerant services with Cape May County Special Services.

Motion Required – Operations

45. ITINERANT SERVICES

Motion to approve a contract for itinerant services with General Health Care Resources, Inc. and Continuum Autism Spectrum Alliance for the 2016-2017 school year.

Motion Required – Operations

46. RESOLUTION TO AMEND CAFETERIA PLAN

Motion to approve the resolution to amend the cafeteria plan to allow up to \$500 of unspent FSA funds roll over to the next plan year.

Motion Required – Operations

47. PTO GRANTS

Motion to accept the following PTO grants totaling \$8,578, as listed below.

Grant	Amount
Assistant Basketball Coaches	\$4,358
Belhaven Flute/Oboe Choir	\$130
Seaview iPads	\$3,390
Belhaven Drama Production	\$700

Motion Required - Operations

48. USE OF SCHOOL FACILITIES

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

Organization	Facility	Date/Time	Fee
LASAR Basketball Basketball	Seaview gym	12/01/16 to 3/31/16 <u>5:45-8:45 p.m.:</u> M/Tu/W/Th/F <u>9:00 a.m. to 3:00 p.m.</u> Saturday	No
LASAR Basketball Basketball	Belhaven Both Gyms One gym on Tuesday nights	12/01/16 – 3/31/16 <u>5:45-8:45 p.m.:</u> M/Tu/W/Th/F <u>9:00 a.m. to 3:00 p.m.</u> Saturday	No
Linwood Panthers Meeting	Belhaven Library	12/19/16 7:30-9:00 p.m.	No
MUSA/Mustang Soccer/Mainland Futsal or indoor soccer training for MUSA program.	Belhaven New gym	1/4, 1/11, 1/18, 1/25/17, 2/01, 2/08, 2/15, 2/22/17 6:00-9:00 p.m.	No
Linwood PTO Winter Carnival	Seaview Cafeteria Gym Hallways	1/27/17 5:30-7:30 p.m.	No

Motion Required – Operations

(GOVERNANCE: Item #49)

49. H.I.B. CASES

Motion to affirm the recommendation from the superintendent on the cases, as listed below, as Non-HIB incidents.

H.I.B. Case #002-16-17 (BH)	H.I.B. Case #003-16-17 (BH)
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Motion Required – Governance

50. Communications

51. 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	\$383,944.03
Batch 51	General Fund	\$ 63,518.06
Batch 55	Tuition and Assessments	\$ 12,857.22
Batch 59	Before and After School	\$ 7,823.53

PAYROLLS:

Batch 71	November 25, 2016	\$389,440.73
Batch 70	December 9, 2016	\$398,331.06
Batch 71	December 14, 2016	\$ 85,780.64

DECEMBER TRANSFERS:

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
11-000-100-565	Tuition - CSSSD	\$ 24,000	\$
11-000-211-100	Salary - Attendance		1,730
11-000-216-100	Salary - Related Services		6,810
11-000-216-320	Purchase Professional Educational Services		4,000
11-000-217-100	Salary - Extraordinary Services		9,600
11-000-218-104	Salary - Guidance		7,700
11-000-219-104	Salary - Child Study Team	12,000	
11-000-219-105	Salary - Child Study Team Secretary		650
11-000-219-199	Vacation Payout at Retirement		7,735
11-000-221-320	Purchased Educational Services		1,900

12/19/16			13
11-000-222-177	Salary - Technology		550
11-000-230-330	Other Professional - Election Services		15,000
11-000-230-339	Purchased Technical Services		10,000
11-000-230-590	Misc Purch Services	4,800	
11-000-230-895	Board Membership fees	1,200	
11-000-240-105	Salary - School Administration Secretary		1,950
11-000-240-199	Vacation Payout at Retirement		6,585
11-000-240-590	Misc Purch Services	5,000	
11-000-251-100	Salary - Central Office		1,970
11-000-252-100	Salary - Technician	10,000	
11-000-261-100	Salary - Maintenance		4,500
11-000-261-420	Maintenance Services	7,500	
11-000-261-610	Maintenance Supplies		7,500
11-000-262-100	Salary - Custodial	15,000	
11-000-263-100	Salary - Grounds		100
11-000-266-100	Salary - Security		750
11-000-291-241	Other Retirement	6,000	
11-000-291-270	Benefits	15,000	
11-105-100-101	Salary - Preschool Teacher		760
11-120-100-101	Salary - Grades 1-5 Teacher		112,000
11-130-100-101	Salary - Grades 6-8 Teacher	63,000	
11-212-100-101	Salary - Self-contained Teacher	38,090	
11-213-100-101	Salary - LRC Teacher		12,000
11-213-100-106	Salary - LRC Aide	27,000	
11-213-100-610	LRC Supplies		100
11-215-100-101	Salary - Preschool Handicapped Teacher		9,500
11-215-100-106	Salary - Preschool Handicapped Aide	20,000	
11-216-100-101	Salary - Preschool Handicapped Teacher Full time		6,700
11-216-100-106	Salary - Preschool Handicapped Aide		9,000
11-230-100-101	Salary - Basic Skills Teacher		9,500
Total General Fund			
		\$	<u>248,590</u>
		\$	<u>248,590</u>

52. Old Business

53. New Business

54. Comments from the Public

55. Comments from the Board

56. 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 Confidentiality Matter - HIB*

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 will be taken.

57. REGULAR SESSION

Motion to return to regular session.

58. Adjournment