

BOARD OF EDUCATION
 Schiavo Auditorium, Belhaven Middle School
 November 21, 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 17, 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 Regular Meeting held October 26, 2016.
6. MOTION TO APPROVED the Minutes of the Executive Session held October 26, 2016
7. SECRETARY & TREASURER’S REPORT - Motion to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of October 2016, which are in agreement.
8. Committee Reports
 - Instruction - 11/15/16
 - Operations - 11/15/16
 - Governance - 11/15/16
9. Comments from the Public
10. Superintendent’s Report

(FOR YOUR INFORMATION - Items #11 through #17)

11. ENROLLMENT INFORMATION

	9/06/16	11/21/16	11/18/15
Seaview Elementary School	439	439	432
Belhaven Middle School	397	397	401
Total Enrollment	836	836	833

12. USE OF SCHOOL FACILITIES – 7/01/16-11/21/16:

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	2	1
Linwood Men's Basketball (Saturday mornings)	Yes		6
*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		1
TOTALS		6	42+

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.

13. FIRE & SECURITY DRILLS

Seaview: Fire: October 5, 2016 Security: October 11, 2016

Seaview: School Bus Emergency Evacuation Drill October 21, 2016

Belhaven: Fire: October 7, 2016 Security: October 7, 2016

14. REPORTS

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

15. VETERAN'S DAY ASSEMBLY – 11/09/16

A special thank you to Mr. David Wade, 4th grade teacher at Seaview, for the outstanding job he did in acknowledging our veterans during the annual Veteran's Day Assembly at Seaview Elementary School. This was the 36th year that Seaview has hosted this program.

16. PARCC PRESENTATION – Mrs. Jennifer Laning

17. DATES TO REMEMBERNovember

23	Seaview/Belhaven	Early Dismissal
24-25	Seaview/ Belhaven	SCHOOLS CLOSED – Thanksgiving Holiday
28-30	Seaview/Belhaven	Early Dismissal – Parent/Teacher Conferences
28	Belhaven/Library 7:00 p.m.	S.S.P.A.C. Parent Meeting

December

1	Seaview/Belhaven	Early Dismissal – Parent/Teacher Conferences
1	Seaview/Cafeteria 6:00-7:30 p.m.	PTO Father-Daughter Dance
2	Seaview/Belhaven	Early Dismissal – Staff In-Service
7	Belhaven/Library 7:00 p.m.	LEF Meeting
8	Belhaven/Auditorium 6:30 p.m.	Holiday Choir Concert
13	Seaview/Cafeteria 8:45 a.m.	PTO Meeting
13	Belhaven/Supt. Conf. Room	Instruction Committee Meeting – 4 p.m. Governance Committee Meeting – 5 p.m. Operations Committee Meeting – 6 p.m.
16	Belhaven	2 nd Marking Period Interims Issued
16	Belhaven/Auditorium 7:30 p.m.	Winter Band Concert
19	Belhaven/Auditorium 7:00 p.m.	Board of Education Meeting
23	Seaview/Belhaven	Early Dismissal - Winter Break
26-Jan. 2	Seaview/Belhaven	Schools Closed – Winter Break

MOTIONS REQUIRING ACTION***(INSTRUCTION: Items #18 through #28)***18. **INTENTION TO RETIRE**

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

Name	Position/School	Effective
Deborah Levine	Grade 8 Teacher Belhaven	June 30, 2017

*Motion Required – Instruction*19. **LEAVE OF ABSENCE**

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

Name	Position	Term
Shirlie Calabrese	School Secretary Seaview	Reduced Hours FMLA. Effective: 10/17/16 – 12/23/16 Request approval to use available sick, personal and vacation days during this leave. Leave will become unpaid when days are exhausted.

*Motion Required – Instruction*20. **CHANGE IN POSITION**

Motion for a change in position for the staff members as listed below.

Name	From	To
Michelle Tighe	Part-time special education teacher Seaview	Full-time special education teacher Seaview Effective : 12/01/16 Replacing: C. Higbee Current salary will be adjusted to full-time status.
Elizabeth Sindoni <i>Temporary change to cover a leave of absence.</i>	Special education teacher Seaview	Special education teacher (Self-contained) Seaview Effective: 10/24/16 to 1/20/17 Replacing: K. Burns

Motion Required – Instruction

21. 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
Stephanie Stanger Long-term substitute (In-class support)	(TR) Seaview Effective: 10/24/16 to 1/20/17 Temporary Replacement for Elizabeth Sindoni	Regular rate of substitute pay
Mary E. Hodgens PT special education teacher (25 hours/week)	(R) Seaview Start date: Anticipated 12/01/16 Replacing: M. Tighe	B.A., Step 1 Pro-rated based on official start date and part-time status.
Lauren Muffley Middle School Guidance Counselor	(TR) Belhaven Start date: January – May 2017 Temporary Replacement for J. Baltozer’s leave of absence.	M.A., Step 1 Pro-rated based on official start date and pending issuance of NJDOE certificate.

Motion Required – Instruction

22. INSTRUCTIONAL AIDE AS EMERGENCY SUBSTITUTE TEACHER

Approval for the following instructional aide, on staff, to be used as a substitute teacher during the 2016-2017 school year in the event of an emergency, to be paid at his regular hourly rate.

Seaview
Carmine Bonanni

Motion Required – Instruction

23. 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**

*Patrick Iannello	*Sandra Marple	Cara Siudut
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▪ SEAVIEW CAMP SUBSTITUTE AIDES

Nancy Garrett – AM & PM	Deborah Ward – AM (on staff)
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Motion Required – Instruction

24. CLINICAL PRACTICE PLACEMENT REQUEST FOR SPRING 2017 SEMESTER

Motion to approve a request from Rowan University for a Student Teaching Placement for Spring 2017 Semester from January 18, 2017 through May 8, 2017 in the Seaview Elementary School for the following student.

Student Teacher	Grade	Cooperating Teacher
Catherine Nolan	3	Nina Lare

Motion Required – Instruction

25. STUDENT TEACHING PLACEMENT REQUEST FOR SPRING 2017 SEMESTER

Motion to approve a request from Stockton University for a Student Teaching Placement for the Spring 2017 Semester from January 3, 2017 through May 8, 2017 in the Seaview Elementary School for the following students.

Student	Grade	Cooperating Teacher
Joon Lee	K	Tara Lhulier
Angela Barnabie	1	Samantha Grasso
Maddison Halliday	3	Marissa Hieb
Samantha Stratton	4	Christina Riley

Motion Required – Instruction

26. CLASSROOM OBSERVATION/FIELD EXPERIENCE

Motion to approve a request for the following Liberty University graduate student pursuing her Masters in elementary education at, EDUC 530: Teaching Mathematics, for a 10 hour observation in the Seaview Elementary School.

Student	Grade	Cooperating Teacher
Christie Goddard	3	Marissa Hieb

Motion Required – Instruction

27. FIELD TRIPS

Motion to approve the field trips, as listed below.

Destination	Grade	Person in Charge
<i>Lite Rock 96.9</i> , Northfield, NJ <i>The Pier</i> , Atlantic City, NJ	Belhaven Choir	Kimberley Peschi
<i>Vineland Veteran's Home</i> , Vineland, NJ	Grade 4	David Wade

Motion Required – Instruction

28. STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RELATED EXPENSES

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

Name	Travel Date(s)	Location	Event	Registration	Mileage Expense
Patrick Childs	11/15/16	Atlantic City Convention Hall Atlantic City, NJ	NJLM Conference Basic course in land use law and planning	N/A	N/A
Lisa Davis	12/09/16	Monroe Township, NJ	NJASP Winter Conference	*\$175.00	N/A
Mary Beth Atwood	12/09/16	Monroe Township, NJ	NJASP Winter Conference	No charge Credit applied from last year	N/A
Elizabeth Provenzano	1/20/17	Holiday Inn Cherry Hill Cherry Hill, NJ	<i>Rewire the Anxious Brain: Using Neuroscience to end Anxiety, Panic and Worry</i>	*\$199.99	N/A
Kimberley M. Peschi <i>Attendee/Presenter</i>	4/05/17 4/06/17 4/07/17	A.C. Convention Center Atlantic City, NJ	New Jersey Music Educators Association (NJMEA) – Eastern Division Conference	\$135.00	N/A

Motion Required – Instruction

(OPERATIONS: Items #29 through #32)

29. JOINT TRANSPORTATION CONTRACT

Motion to approve a joint transportation contract with Atlantic County Special Services for the 2016-2017 school year, route and costs as follows:

Route ML 14 serving 2 students	\$35,699.10
MUL-YALE serving 1 student	\$38,160.00

Motion Required – Operations

30. NONPUBLIC GRANT – SECURITY AID

Motion to approve the agreement for Non Public Security Aid in the amount of \$550 for Creative Learning Preschool.

Motion Required - Operations

31. SECTION 125 PLAN - MEDICAL WAIVER BENEFIT UPDATE

Motion to approve the amended Section 125, Premium Only Plan document effective January 1, 2017 for revisions to the Health plan to the MMRx plan design.

RESOLUTION

RESOLVED, that the form of Cafeteria Plan including a Premium Expense Account, effective July 1, 2008, and updated annually, and amended January 2017, 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.

The undersigned 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

32. USE OF SCHOOL FACILITIES

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

Organization	Facility	Date/Time	Fee
S.S.P.A.C. Meeting with S.S.P.A.C. parents	Belhaven Library	11/28/16 7:00-9:00 p.m.	No
Linwood PTO Father-Daughter Dance 6-7:30 p.m.	Seaview Cafeteria	12/01/16 3 p.m. to 8 p.m.	No

Motion Required – Operations

(GOVERNANCE: Items #33 to #34)

33. H.I.B. CASE

Motion to affirm the recommendation from the superintendent on the case, as listed below.

H.I.B. Case #001-16-17 (BH)	Confirmed HIB
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Motion Required – Governance

34. BOARD POLICY & REGULATIONS

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

SECOND READING	
Policy 2415.30	Title I – Educational Stability for Children in Foster Care (New)
Policy 3216	Dress and Grooming
Regulation 5200	Attendance (M)

Motion Required – Governance

35. Communications

36. **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	\$353,275.43
Batch 55	Tuition and Assessments	\$12,047.22
Batch 59	Before and After School	\$4,969.28

PAYROLLS:

Batch 71	October 28, 2016	\$384,994.78
Batch 70	November 9, 2016	\$388,749.44

TRANSFERS

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
11-000-221-500	Curriculum and Instruction Purch. Services		4,000
11-000-221-320	Curriculum and Instruction Purch. Ed. Services	2,200	
11-219-100-101	Salary - Bedside	1,800	
Total General Fund		\$ 4,000	\$ 4,000

37. Old Business

38. New Business

39. Comments from the Public

40. Comments from the Board

41. 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 items mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education. We anticipate action will be taken.

42. REGULAR SESSION

Motion to return to regular session.

43. Adjournment