

LINWOOD, NEW JERSEY
December 19, 2016

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. On that same date written notice was faxed and mailed to The Press and The Current.

The meeting of the Linwood Board of Education was called to order by **Mr. Sless**, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Monday, December 19, 2016 7:05 PM**.

Mr. Sless led all present in a flag salute.

MEMBERS PRESENT: Mrs. Ziereis, Mrs. Gibson, Mrs. Scannell, Mr. Sless, and Mrs. DeMorat

MEMBERS ABSENT: Judge Todd, Mr. McLaughlin

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs & G. Meister, Principals, J. Laning & C. Pritchett, Supervisors, D. McCabe, C. Kahn, B. Parks, E. Reese, K. Fuetter, Sacks Family, G. Traa, K. Savino, M. Hieb, T. Lhulier, C. Lonergan

MINUTES OF THE SPECIAL MEETING- Motion made by Mrs. Scannell, seconded by **November 16, 2016** Mrs. DeMorat, to approve the minutes of the Special Meeting, held November 16, 2016.

Motion carried by roll call vote with all members present voting yes, except Mrs. Ziereis, who abstained.

Motion approved.

MINUTES OF THE REGULAR MEETING- Motion made by Mrs. Ziereis, seconded by **November 21, 2016** Mrs. DeMorat, to approve the minutes of the Regular Meeting, held November 21, 2016.

Motion carried by roll call vote with all members present voting yes, except Mrs. Gibson, who abstained.

Motion approved.

MINUTES OF THE EXECUTIVE SESSION Motion made by Mrs. Ziereis, seconded by **November 21, 2016** Mrs. Scannell, to approve the minutes of the Executive Session, held November 21, 2016.

Motion carried by roll call vote with all members present voting yes, except Mrs. Gibson, who abstained.

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mrs. Ziereis, seconded by **NOVEMBER 2016** Mrs. Scannell, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of November 2016, which are in agreement.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

COMMITTEE REPORTS

Instruction – Mrs. Scannell recapped the meeting agenda

Operations – Mrs. Ziereis recapped the meeting agenda

Governance – Mrs. Gibson recapped the meeting agenda

Negotiations – None.

COMMENTS FROM THE PUBLIC - None

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Enrollment: 837

2. Fire and Security Drills:

	<u>November</u>	<u>Seaview</u>	<u>Belhaven</u>
Fire		2	1
Security		17	4

3. March 14, 2017 Special Election polling place discussed.

4. Girls Cross Country Team Cape Atlantic League Champions
Girls Soccer Team Cape Atlantic League Champions

ACTION REQUIRED

RETIREMENT - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to accept a letter of retirement from Ms. Susanne Pfaff-Manzini, Grade 8 Teacher, effective June 30, 2017. The Board members thanked her for years of services and best wishes.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

RESIGNATION - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to accept the resignation of Stephanie Stanger, Substitute Teacher.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

NEW HIRE - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve to hire, upon the recommendation of the Superintendent, the following staff for the 2016-2017 school year:

Ashley M Popa, Part Time Middle School Math Teacher, BA step 1

Santos Vergara, Part Time Custodian, Annual salary\$28,500, prorated for part time status and start date

Herman R. Doering, Part Time Weekend Custodian, \$13.00 per hour

Motion carried by roll call vote, all members present voted yes.

Motion approved.

SUBSTITUTE LIST - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the, upon the recommendation of the superintendent, to be added to the 2016-2017 substitute lists as follows:

Teachers:	Devon Biglin	Thomas Gahr	Natalie Morse
Aides:	Lindsay Burton		
Custodian:	Robert Weber		
Camp Aide:	Christina Eck		

Motion carried by roll call vote, all members present voted yes.

Motion approved.

HOME INSTRUCTION - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve Tanya Arlington-Narvaez to be added to the 2016-2017 Home Instruction List.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

INTERMEDIATE FIELD WORK - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve a request from Stockton University to place Joni Ireland with Mr. Chris Meade, 7th grade math for Intermediate field work placement for the spring semester.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

CLASSROOM OBSERVATION FIELD EXPERIENCE - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve a request from the University of Tampa to place Haleigh Kimble with Ms. Michelle Tighe, Grade 1-3 Special Education teacher for a ten hour observation placement.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

SCHOOL VOLUNTEERS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following 2016-2017 school volunteers:

Talia Preissman	Aaron Sykes	Jessica Sykes	Sabrina Tracey
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Motion carried by roll call vote, all members present voted yes.

Motion approved.

MENTORING - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve Tiffany Graziotto to mentor Tanya Arlington-Narvaez for the balance of her mentoring requirement for a fee of \$600.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

STIPENDS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following stipends for the 2016-2017 school year:

Drama Production Director	Lindsey Burton	Table II, Step 1
Assistant Drama	Debra Roland	Table III, Step 1.4
Assistant Drama	Kimberley Peschi	Table III, Step 1.0

Motion carried by roll call vote, all members present voted yes.

Motion approved.

DRAMA VOLUNTEERS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following student volunteers to assist with the 2016-2017 drama production:

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 carried by roll call vote, all members present voted yes.

Motion approved.

BEFORE AND AFTER SCHOOL TUTORING - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following staff to provide before and after school supplemental services for academically at risk students in the REACH program funded through Title I funds at the rate of \$40 per hour:

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

Motion carried by roll call vote, all members present voted yes.

Motion approved.

FIELD TRIPS- Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following field trips:

- Flute/Oboe Choir Shores at Wesley, Ocean City and Brandell Estates, Linwood
Nancy Robinson is person in charge
- Grade 7 STEAM Stockton University Tween Tech Mini Conference
Raquel Law is person in charge

Motion carried by roll call vote, all members present voted yes.

Motion approved.

STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RELATED EXPENSES -

Motion made by Mrs. Scannell, seconded by Mrs. Gibson, 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</i> (Grades 6-12)	*\$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 carried by roll call vote, all members present voted yes.

Motion approved.

RESOLUTION TO MOVE ELECTIONS TO NOVEMBER - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat, to approve the following resolution:

RESOLUTION

**Establishing the Election of Members of the Linwood Board of Education
As the First Tuesday after the First Monday in November**

- WHEREAS,** P.L. 2011, c. 202 authorizes changing the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election); and
- WHEREAS,** Such action requires the adoption of a resolution by a school district or the municipality or municipalities constituting such district, as set forth in P.L. 2011, c. 202; and
- WHEREAS,** P.L. 2011, c. 202 requires that the change to a November election remain in effect for four years; and
- WHEREAS,** P.L. 2011, c. 202 eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are elected at the General Election; and
- WHEREAS,** P.L. 2011, c. 202 requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election; and
- WHEREAS,** The Linwood Board of Education believes that the financial interest of its constituents is safeguarded by the state's tax levy cap and the thorough review of the proposed school budget by the Executive County Superintendent and the Executive County School Business Administrator; and
- WHEREAS,** The Linwood Board of Education believes that more citizens will participate in the selection of school board members at the General Election than on the third Tuesday in April and that the higher level of participation will foster positive interest in our public schools; and
- WHEREAS,** The Linwood Board of Education is committed to the non-partisan status of school board membership and the non-partisan conduct of school elections, and believes this principle will not be compromised by conducting board member elections in November.
- NOW, THEREFORE, BE IT RESOLVED,** That, pursuant to P.L. 2011, c. 202, the Linwood Board of Education changes the annual election date for school board members from the third Tuesday in April to the November General Election, beginning in 2017; and be it further
- RESOLVED,** That, pursuant to P.L. 2011, c. 202, the annual organization meeting of the Linwood Board of Education will take place in the first week of January following the November General Election and that the board of education's next organization meeting will take place in the first week of January 2017 and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202, members of the Linwood Board of Education whose terms would have expired by May 2017 will continue to serve in office until the January 2018 organization meeting; and be it further

RESOLVED, That this resolution be transmitted to the Atlantic County Clerk; the Atlantic County Board of Elections and/or Superintendent of Elections; the municipal clerk(s) and school board secretary or secretaries; the Department of State, Division of Elections; the Department of Education's Executive County Superintendent; and the Department of Community Affairs, Division of Local Government Services; and be it further

RESOLVED, That a copy of this resolution also be provided to the New Jersey School Boards Association and New Jersey State League of Municipalities.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

RESOLUTION TO HOLD SPECIAL ELECTION - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to approve the following resolution:

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 carried by roll call vote, all members present voted yes.

Motion approved.

NCLB GRANT AMENDMENT - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, 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.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

PROFESSIONAL SERVICES - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, 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 carried by roll call vote, all members present voted yes.

Motion approved.

PROFESSIONAL SERVICES - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to approve Daniel Scott Mascione, Architect, to provide professional services for the Belhaven School Stair and Tread repair and replace project for a fee of \$2,400 to include design through construction.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

REQUEST FOR PROPOSAL – BELHAVEN SCHOOL DRAINAGE REPAIR - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to authorize to submit a request for proposal for the Belhaven School Drainage repair project.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

SEAVIEW CAFETERIA FLOOR REPLACEMENT BID - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to authorize to submit to bid the Seaview Cafeteria Floor Replacement Project.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BELHAVEN HVAC CONTROLS PROJECT BID - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to authorize to submit to bid the Belhaven HVAC Controls Project.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ITINERANT SERVICES – CAPE MAY COUNTY SPECIAL SERVICES - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to approve a contract for itinerant services with Cape May County Special Services for the 2016-2017 school year.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ITINERANT SERVICES - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to approve a contract with General Health Care Resources, Inc. and Continuum Autism Spectrum Alliance for the 2016-2017 school year on an as needed basis.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

AMEND CAFETERIA PLAN - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat, to approve to amend the cafeteria plan to allow up to \$500 of unspent FSA funds to roll over to the next plan year.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

LOCAL GRANTS - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat, to approve local grants from PTO totaling \$8,578

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

Motion carried by roll call vote, all members present voted yes.

Motion approved.

USE OF SCHOOL FACILITIES - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat, to approve the following use of school facilities

Organization	Facility	Date/Time	Fee
LASAR Basketball Basketball	Seaview gym	12/01/16 to 3/31/16 5:45-8:45 p.m.: M/Tu/W/Th/F 9:00 a.m. to 3:00 p.m. Saturday	No
LASAR Basketball Basketball	Belhaven Both Gyms One gym on Tuesday nights	12/01/16 – 3/31/16 5:45-8:45 p.m.: M/Tu/W/Th/F 9:00 a.m. to 3:00 p.m. 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 carried by roll call vote, all members present voted yes.

Motion approved.

AFFIRM HIB FINDINGS - Motion made by Mrs. DeMorat, seconded by Mrs. Ziereis, to affirm the recommendation of the superintendent on case HIB #002-16-17 (BH) and HIB#003-16-17 (BH) as Non-HIB incidents.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ITIERANT SERVICES – HOME INSTRUCTION- Motion made by Mrs. Scannell, seconded by Mrs. Ziereis, to approve an agreement with Professional Educational Services, Inc. to provide homebound instruction at a rate of \$40 per hour for a student attending the Princeton House.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

Communication – Included in the packet

BOARD SECRETARY MONTHLY CERTIFICATION - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to accept the 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.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BOARD OF EDUCATION MONTHLY CERTIFICATION - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve the monthly Board of Education 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.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

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

TRANSFERS - Revised

<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	15,000	
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
11-000-222-177	Salary - Technology		550
11-000-230-339	Purchased Technical Services		25,000
11-000-230-590	Misc Purch Services	4,800	
11-000-240-105	Salary - School Administration Secretary		1,950
11-000-240-199	Vacation Payout at Retirement		6,585
11-000-240-500	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	65,000	
11-150-100-320	Bedside Instruction - Regular - Educ Services		4,000
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	27,200	
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		\$ 252,590	\$ 252,590

OLD BUSINESS – None.

NEW BUSINESS – None.

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD –

EXECUTIVE SESSION - Motion made by Mrs. DeMorat, seconded by Mrs. Ziereis, to enter into Executive Session, 7:50 PM:

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 – Reported Case of HIB and Residency Issue

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.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ADJOURNMENT - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat, to adjourn. (8:32 PM).

Motion carried by roll call vote, all members present voted yes.

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary