

LINWOOD, NEW JERSEY  
November 21, 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, November 21, 2016 7:05 PM**.

Mr. Sless led all present in a flag salute.

**MEMBERS PRESENT:** Mrs. Ziereis, Judge Todd, Mr. McLaughlin, Mrs. Scannell, Mr. Sless, and Mrs. DeMorat

**MEMBERS ABSENT:** Mrs. Gibson

**OTHERS PRESENT:** M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs, Principal, K. Engel, R. Engel, C. Fuetterer, C. Kahn, M. Tighe, J. Booth, J. Cunniff, T. Lhulier, D. Rullele,

**MINUTES OF THE REGULAR MEETING-** Motion made by Judge Todd, seconded by **October 26, 2016** Mrs. Scannell, to approve the minutes of the Regular Meeting, held October 26, 2016.

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

*Motion approved.*

**MINUTES OF THE EXECUTIVE SESSION** Motion made by Mrs. Scannell, seconded by **October 26, 2016** Mrs. Ziereis, to approve the minutes of the Executive Session, held October 26, 2016.

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

*Motion approved.*

**SECRETARY & TREASURER'S REPORT** - Motion made by Mr. McLaughlin, seconded by **OCTOBER 2016** Mrs. Ziereis, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of October 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** – None

Governance – None  
Negotiations – None.

**COMMENTS FROM THE PUBLIC** - None

**SUPERINTENDENT'S REPORT**

**FOR INFORMATION**

1. Enrollment: 836
2. Fire and Security Drills: 

October	<u>Seaview</u>	<u>Belhaven</u>
Fire	5	7
Security	11	7
3. Bus Drill: October 21
4. PARCC – Mrs. Laning provided an overview of the District's PARCC scores with comparisons to the state.

**ACTION REQUIRED**

**RETIREMENT** - Motion made by Mrs. Scannell, seconded by Judge Todd, to accept a letter of retirement from Ms. Debbie Levine, 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.*

**LEAVE OF ABSENCE** - Motion made by Mrs. Scannell, seconded by Judge Todd, to approve an intermittent Federal Medical Leave of Absence for Mrs. Shirlie Calabrese, Seaview School Secretary, allowing for reduced hours through December 23, 2016. She will use her sick, personal and vacation time as needed.

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

**CHANGE IN POSITION** - Motion made by Mrs. Scannell, seconded by Judge Todd, to approve a change in position from Mrs. Michelle Tighe from Part Time Special Education Teacher effective December 1, 2016 replacing Mrs. Kit Higbee and Mrs. Elizabeth Sindoni, Special Education Teacher to Self Contained Teacher during the Leave of Absence of Mrs. Kristina Burns.

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

**NEW HIRES, as amended** - Motion made by Mrs. Scannell, seconded by Judge Todd, to approve the following new hires, upon the recommendation of the superintendent, for the 2016-2017 school year; emergent hire where indicated.

**Stephanie Stanger**, Long Term Substitute Teacher, regular substitute rate of pay  
**Mary Hodgens**, Part Time Substitute Teacher, BA Step 1 anticipated start date January 3, 2017(amended)

**Lauren Muffley**, Substitute Middle School Guidance Counselor, MA Step I during J. Baltozer's Leave of Absence, anticipated state date January 1, 2017

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

*Motion approved.*

**SUBSTITUTE TEACHER** - Motion made by Mrs. Scannell, seconded by Judge Todd, to use Carmine Bonanni as a Substitute Teacher during the 2016-2017 school year as needed.

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

*Motion approved.*

**SUBSTITUTES** - Motion made by Mrs. Scannell, seconded by Judge Todd, 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  
Seaview Camp Aides: Nancy Garrett, Deborah Ward

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

*Motion approved.*

**CLINICAL PRACTICE PLACEMENT** - Motion made by Mrs. Scannell, seconded by Judge Todd, 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 Catherine Nolan who will work with the Cooperating Teacher, Nina Lare, grade 3.

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

*Motion approved.*

**STUDENT TEACHER PLACEMENT** - Motion made by Mrs. Scannell, seconded by Judge Todd, 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 carried by roll call vote, all members present voted yes.

*Motion approved.*

**FIELD EXPERIENCE** - Motion made by Mrs. Scannell, seconded by Judge Todd, to approve a request for the following Liberty University graduate student Christie Goddard, pursuing her Masters in elementary education at, EDUC 530: Teaching Mathematics, for a 10 hour observation in the Seaview Elementary School with Marissa Hieb, grade 3.

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

*Motion approved.*

**FIELD TRIPS** - Motion made by Mrs. Scannell, seconded by Judge Todd, to approve field trips as follows:

Belhaven Choir: Lite Rock 96.9 Northfield NJ Kim Peschi in charge  
The Pier, Atlantic City, NJ

Grade 4 Vineland Veterans Home David Wade

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

*Motion approved.*

**STAFF TRAVEL** - Motion made by Mrs. Scannell, seconded by Judge Todd, 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	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 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 carried by roll call vote, all members present voted yes.

*Motion approved.*

**JOINT TRANSPORTATION CONTRACT -** Motion made by Mrs. Ziείς, seconded by Mr. McLaughlin, to approve a joint transportation contract with Atlantic County Special Services for the 2016-2017 school year routes:

Route ML-14	\$35,699.10
Route MUL-YALE	\$38,160.00

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

*Motion approved.*

**NON PUBLIC GRANTS -** Motion made by Mrs. Ziείς, seconded by Mr. McLaughlin, to approve the Non Public Security Aid agreement in the amount of \$550 with Creative Learning Preschool.

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

*Motion approved.*

**SECTION 125 PLAN – MEDICAL WAIVER -** Motion made by Mrs. Ziείς, seconded by Mr. McLaughlin, 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 carried by roll call vote, all members present voted yes.

*Motion approved.*

**USE OF SCHOOL** - Motion made by Mrs. Zierys, seconded by Mr. McLaughlin, the following request for the use of our school facilities.

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

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

*Motion approved.*

**HIB CASE AFFIRMATION** - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to affirm the recommendation from the superintendent on the case HIB #001-16-17 (BH)

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

*Motion approved.*

**BOARD POLICY AND REGULATIONS** - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve the second reading of the Policies and Regulations as follows:

Policy 2415-30	Title I – Educational Stability for Children in Foster Care
Policy 3216	Dress and Grooming
Regulation 5200	Attendance (M)

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. Zierys, seconded by Mr. McLaughlin, 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. Zierys, seconded by Mr. McLaughlin, 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	\$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

**OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**COMMENTS FROM THE PUBLIC** – None

**COMMENTS FROM THE BOARD** – Mrs. DeMorat commented on a great education week experience. Mrs. Scannell commented on the New Jersey School Boards Convention. Judge Todd won a performance for the school at the convention to be planned at a later date.

**EXECUTIVE SESSION -** Motion made by Mrs. Zierys, seconded by Judge Todd, to enter into Executive Session, 7:42 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**

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. DeMorat, seconded by Mr. McLaughlin, to adjourn. (7:52 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,  
Board Secretary