

**LINWOOD, NEW JERSEY**  
**May 16, 2016**

**Organization Meeting**

In compliance with the “Open Public Meetings Act” of the State of New Jersey adequate notice of this meeting has been provided. On May 19, 2015, written notice of this 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 Organization meeting of the Linwood Board of Education was called to order by Richard Sless, Board President, in the Schiavo Cafetorium, Belhaven Middle School, Monday, May 16, 2016 at 7:06 PM.

Mr. Sless led all present in a salute to the flag.

**BOARD MEMBER APPOINTMENTS** – Mrs. Joanne Scannell and Mr Judd McLaughlin were sworn in by Mrs. Weeks, for three year appointments effective May 16, 2016.

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

**MEMBERS ABSENT:** None

**OTHER PRESENT:** M. Cappelluti, Supt., T. Weeks, Bus. Admin., S. Speirs, Principal, MK Scannell, S. Scannell

**TEMPORARY CHAIR TO CONDUCT ELECTIONS** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis to appoint the Board Secretary, Teri Weeks, as the temporary chair to hold the elections.

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

*Motion approved.*

**NOMINATIONS FOR PRESIDENT:** Mrs. Weeks called for nominations for president. Motion was made by Judge Todd, seconded by Mrs. Ziereis, to nominate Mr. Richard Sless, as President for the 2016-2017 term. Seeing that there were no other nominations, a motion was made by Mr. McLaughlin, seconded by Mrs. Gibson, to close the nominations and nominate Mr. Sless as President for the 2016-2017 term. Mr. Sless thanked the Board for their support.

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

*Motion approved.*

**NOMINATIONS FOR VICE-PRESIDENT:** Mrs. Weeks called for nominations for Vice President. Motion made by Mrs. Gibson, seconded by Mr. Sless to nominate Mrs. Donna Michael-Ziereis as Vice-President for the 2016-2017 term. Seeing that there were no other nominations, a motion was made by Judge Todd, seconded by Mrs. Gibson, to close the nominations and nominate Mrs. Michael-Ziereis as Vice President for the 2016-2017 term.

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

*Motion approved.*

***Mr. Richard Sless, Board President assumes Chair***

**MOTION TO ACCEPT SCHOOL BOARD MEMBER CODE OF ETHICS –** Motion made by Mrs. Ziereis, seconded by Mr. McLaughlin, to accept the School Board Member Code of Ethics. Mrs. Weeks called for any questions or discussion regarding the code of ethics. All Board members have read the Code of Ethics and understand them.

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

*Motion approved.*

**MOTION TO APPOINT** Teri J. Weeks as Board Secretary was made by Mrs. Ziereis, seconded by Mr. McLaughlin, to appoint Mrs. Weeks as Board Secretary for the 2016-2017 year.

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

*Motion approved.*

**NOTICE OF PUBLIC HEARING – Contract for School Business Administrator –** Motion to open public hearing was made by Mrs. Ziereis, seconded by Mr. McLaughlin, whereas, Chapter 53 requires boards of education to permit the public to comment on any changes or amendments to certain administrative contracts as they are annually renewed. On May 16, 2016 during the public hearing portion of the organization meeting of the Board scheduled to begin at 7:00 PM, the Linwood Board of Education is permitting comment on the contract of the School Business Administrator, Teri J. Weeks. No comments were made. Public Hearing closed.

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

*Motion approved.*

**MOTION TO APPOINT** Kelly A. Batz as Treasurer of School Monies for the 2016-2017 school year for an annual salary to be determined upon completion of negotiation was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** the Committee Assignments and Board of School Estimates for the 2016-2017 school year as included in the addenda to these minutes was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** Mr. Richard Sless as the delegate for the NJSBA Delegate Assembly and as the delegate to the County School Boards Association for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** Mrs. Lynn Gibson to the Superintendent’s Advisory Council/DEAC for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO SET** the regular board meeting dates, times and places for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

BE IT RESOLVED by the Board of Education of the Linwood School District of Atlantic County regular meetings of the Board of Education shall be the fourth Wednesday of the month, when possible or held as follows, in the Ralph A. Schiavo Auditorium, Belhaven School, Linwood, N.J. according to the following schedule for the year 2016-2017:

Wednesday,	June 22,	7:00 PM	
Wednesday,	July 27,	7:00 PM	
Wednesday	August 24,	7:00 PM	
Wednesday,	September 28,	7:00 PM	
Wednesday,	October 26,	7:00 PM	
<b>Monday,</b>	November 21	7:00 PM	
<b>Monday,</b>	December 19,	7:00 PM	
Wednesday,	January 25,	7:00 PM	
Wednesday,	February 22,	7:00 PM	
Wednesday	March 1*	7:00 PM	Adopt Tentative 2017-2018 Budget & Other Misc. Items
Wednesday,	March 22,	7:00 PM	Regular & Public Hearing
Wednesday,	March 29*,	7:00 PM	Board of School Estimates
Wednesday,	April 26,	7:00 PM	
<b>Tuesday,</b>	May 16,	<b>6:00PM</b>	Organization Meeting by statute
Wednesday,	May 24,	7:00 PM	Regular meeting

\*Subject to Department of Education’s budget calendar.

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

*Motion approved*

**MOTION TO APPROVE THE RESOLUTION** meeting notification and official newspapers was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

**BE IT RESOLVED** by the Board of Education of the Linwood School District:

That the regular meetings of the Board of Education of the Linwood School District be held according to the attached schedule for the period of **May 16, 2016 to May 16, 2017**. That the Secretary of the Board of Education shall post notice in Seaview School, Belhaven School, City Hall, and Linwood City Library.

That the Secretary of the Board of Education shall mail copies of the schedule of regular meetings and special meetings of the Board to The Current and The Press which are designated official newspapers, and a copy will be sent to the City Clerk of Linwood.

That all notices of regular and special meetings of the Board of Education shall to the extent known include:

- The agenda
- Those matters which upon formal action may be taken

That any person may request, in writing, a copy of the schedule of regular and special meetings of the Board of Education. Upon prepayment of the applicable fee, such schedule and/or notice shall be mailed to such person and that all requests made pursuant to this paragraph shall terminate at midnight, [May 16, 2016](#), or such date that the reorganization meeting is held, subject to renewal thereafter upon filing of a new request to the Board of Education together with the applicable fee:

- For a copy of a schedule of regular meetings and revisions thereto: \$1.00
- For advance written notice of particular meeting designated in the request \$1.00
- For advance written notice of all regular meetings and special or rescheduled meetings during the school year \$10.00

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

**MOTION TO AUTHORIZE** Dr. Michelle Cappelluti, Superintendent and Teri J. Weeks, Business Administrator/Board Secretary to implement the 2016-2017 budget pursuant to local and state policies. was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

**MOTION TO APPOINT** Dr. Michelle Cappelluti, Superintendent and Teri J. Weeks, Business Administrator/Board Secretary for the Linwood Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal laws for the ensuing school year.

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

**MOTION TO ADOPT** the organization chart for Administration of the Linwood School District was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

**MOTION TO APPROVE THE RESOLUTION** to appoint Ford Scott and Associates as the Auditor performing the 2015-2016 school year audit for a fee of \$18,400 was made by Mrs. Zierys, seconded by Mr. McLaughlin.

## **RESOLUTION**

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 18A:18A-5) requires that the resolution

authorizing the award of contracts for “Professional Services” without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the City of Linwood as follows:

1. The President and Secretary are hereby authorized and directed to execute an agreement with Ford Scott and Associates for services to begin May 16, 2016 and to end May 16, 2017.
2. This contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because services performed by a person authorized by law to practice a recognized profession are exempt from competitive bid requirements.
3. A copy of this resolution shall be published in The Press of Atlantic City as required by law within 10 days of its passage.
4. The rate for Auditor services shall be \$18,400 annual audit fee.  
Motion carried by roll call vote, all members present voted yes.  
*Motion approved.*

**MOTION TO ACCEPT** The Ford Scott and Associates Auditors peer review audit as performed by NJCPA Peer Review Program, whose report was dated February 16, 2014, was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

**MOTION TO APPROVE THE RESOLUTION** to appoint William Donio as Solicitor for the 2016-2017 school year for \$150.00 per hour for attorney and \$60 per hour for legal assistants was made by Mrs. Zierys, seconded by Mr. McLaughlin.

**APPROVING A CONTRACT WITH WILLIAM S. DONIO OF THE  
COOPER LEVENSON APRIL NIEDELMAN & WAGENHEIM, P.A.  
TO PERFORM SERVICES**

**BE IT RESOLVED by the Linwood Board of Education, in the County of Atlantic, that:**

WHEREAS, the Linwood Board of Education (“Board”) desires to appoint William S. Donio, of the Cooper Levenson April Niedelman & Wagenheim law firm (“Cooper Levenson”) for legal services; and

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5) permits the awarding of contracts for “Professional Services” without competitive bids; and

WHEREAS, the Public School Contracts Law requires that the Resolution authorizing the award of a contract for professional services without competitive bids must be publicly advertised;

WHEREAS, the Board has determined and certified in writing that the value of the services is likely to exceed \$17,500;

WHEREAS, the Board had advertised for proposal due April 10, 2014 for said services and made recommendations based on the results of responses;

WHEREAS, the Board has engaged in a “Fair and Open” process as that term is defined by law;

WHEREAS, Cooper Levenson has completed a Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271 s.2);

WHEREAS, the Linwood Board of Education is satisfied that William S. Donio has the necessary professional expertise to perform such services; and

NOW, THEREFORE, be it resolved by the Linwood Board of Education, in the County of Atlantic and State of New Jersey that a contract be awarded to William S. Donio of the Cooper Levenson law firm to perform any and all legal services for \$150 per hour for attorney and \$60 per hour for legal assistants. A copy of the contract is attached hereto.

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification and the Determination of Value be placed on file with this resolution, and,

BE IT FURTHER RESOLVED that notice of the award of this contract be published in *The Press of Atlantic City* within ten (10) days of the date hereof, which notice shall state the nature, duration and amount of the contract, and that the Resolution, contract, and Political Contribution Disclosure Form are on file and available for public inspection in the office of the Board of Education.

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

*Motion approved*

**MOTION TO APPROVE THE RESOLUTION** to appoint Frank Cavallo as Labor Negotiations Counsel for the 2016-2017 school year for \$170.00 per hour for attorney and \$50 for legal assistance was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

**APPROVING A CONTRACT WITH FRANK CAVALLO  
OF PARKER MCCAY, P.A. TO PERFORM SERVICES**

**BE IT RESOLVED by the Linwood Board of Education, in the County of Atlantic, that:**

WHEREAS, the Linwood Board of Education (“Board”) desires to appoint Frank Cavallo, Jr., of the Parker McCay law firm (“Parker McCay”) for legal services as it related to labor negotiations; and

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5) permits the awarding of contracts for “Professional Services” without competitive bids; and

WHEREAS, the Public School Contracts Law requires that the Resolution authorizing the award of a contract for professional services without competitive bids must be publicly advertised;

WHEREAS, the Board has determined and certified in writing that the value of the services may exceed \$17,500;

WHEREAS, the Board has not engaged in a “Fair and Open” process as that term is defined by law;

WHEREAS, Parker McCay has completed a Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271 s.2);

WHEREAS, the Linwood Board of Education is satisfied that Frank Cavallo, Jr. has the necessary professional expertise to perform such services; and

NOW, THEREFORE, be it resolved by the Linwood Board of Education, in the County of Atlantic and State of New Jersey that a contract be awarded to Frank Cavallo, Jr. of the Parker McCay, PA law firm to perform any and all legal services for \$170 per hour for attorney and \$50 per hour for legal assistants. A copy of the contract is attached hereto.

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification and the Determination of Value be placed on file with this resolution, and,

BE IT FURTHER RESOLVED that notice of the award of this contract be published in *The Press of Atlantic City* within ten (10) days of the date hereof, which notice shall state the nature, duration and amount of the contract, and that the Resolution, contract, and Political Contribution Disclosure Form are on file and available for public inspection in the office of the Board of Education.

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

*Motion approved.*

**MOTION TO APPROVE THE RESOLUTION** to appoint Daniel Scott Mascione as Architect for the 2016-2017 school year was made by Mrs. Ziείς, seconded by Mr. McLaughlin.

### **RESOLUTION**

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 18A:18A-5) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the City of Linwood as follows:

**I.** The President and Secretary are hereby authorized and directed to execute an agreement with Daniel Scott Mascione Architect for services to begin May 16, 2016 and to end May 16, 2017;

**II.** This contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because services performed by a person authorized by law to practice a recognized profession are exempt from competitive bid requirements.

**III.** A copy of this resolution shall be published in The Press of Atlantic City as required by law within 10 days of its passage.

**IV.** The Project Fee for Architect services shall be per hourly rates schedule for services.

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

*Motion approved*

**MOTION TO APPOINT** Glenn Insurance as Insurance Agent for the 2016-2017 school year was made by Mrs. Ziείς, seconded by Mr. McLaughlin.

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-5(1), N.J.S.A. 18A:18A-5a and NJAC 5:34-1.2) requires that the resolution authorizing the award of contracts for “Extraordinary Unspecified Service” without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the City of Linwood as follows:

1. The President and Secretary are hereby authorized and directed to execute an agreement with Glenn Insurance Agency, for Insurance Agent services to begin May 16, 2016 and to end May 16, 2017.
2. This contract is awarded pursuant to a request for proposal dated March 3, 2015, but without competitive bidding, as a “Extraordinary and Unspecified Service” under the provisions of the Local Public Contracts Law because services performed pursuant to N.J.S.A. 18A:18A-5a and NJAC 5:34-1.2 are exempt from competitive bid requirements. The committee of the board reviewed proposals received and recommends Glenn Insurance.
3. The Secretary has reviewed the rules of the Division of Local Governmental Services pursuant to N.J.A.C. 5:34-2.1 et. seq and certifies that the proposed contract may be considered an extraordinary and unspecified service in accordance with the requirements thereof.

A copy of this resolution shall be published in The Press of Atlantic City as required by law within 10 days of its passage.

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

*Motion approved.*

**MOTION TO APPROVE** Brown and Brown as Health Benefits Broker for the 2016-2017 school year made by Mrs. Zierys, seconded by Mr. McLaughlin.

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-5(1), N.J.S.A. 18A:18A-5a and NJAC 5:34-1.2) requires that the resolution authorizing the award of contracts for “Extraordinary Unspecified Service” without competitive bidding must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the City of Linwood as follows:

1. The President and Secretary are hereby authorized and directed to execute an agreement with Brown and Brown Benefit Advisors, for Health Insurance Agent services to begin [May 16, 2016 and to end May 16, 2017](#).
2. This contract is awarded pursuant to a request for proposal dated March 10, 2015, but without competitive bidding, as a “Extraordinary and Unspecified Service” under the provisions of the Local Public Contracts Law because services performed pursuant to N.J.S.A. 18A:18A-5a and NJAC 5:34-1.2 are exempt from competitive bid requirements. The committee of the board reviewed proposals received and recommends Brown and Brown Insurance.
3. The Secretary has reviewed the rules of the Division of Local Governmental Services pursuant to N.J.A.C. 5:34-2.1 et. seq and certifies that the proposed contract may be considered an extraordinary and unspecified service in accordance with the requirements thereof.



A copy of this resolution shall be published in The Press of Atlantic City as required by law within 10 days of its passage.

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

*Motion approved*

**MOTION TO APPROVE THE RESOLUTION** to appoint Teri J. Weeks as the Qualified Purchasing Agent and to maintain the bid threshold at \$36,000 for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

**RESOLUTION FOR INCREASING BID THRESHOLD AND APPOINTING  
A 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 \$36,000; 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 \$36,000 (Thirty Six 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 carried by roll call vote, all members present voted yes.

*Motion approved.*

**MOTION TO APPOINT** Teri J. Weeks, Business Administrator as the Public Agency Compliance Officer for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Teri J. Weeks as Custodian of Open Public Records for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** Mrs. Susan Speirs, Seaview Principal as the Affirmative Action Officer for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** Frank Rudnesky, Jill Yochim, Erica Coombs, Susan Speirs, Kimberly Petrella, and Patrick Childs as the Affirmative Action Team for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** Mrs. Jill Yochim, Director of Curriculum and Instruction as the ADA Coordinator for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** Mrs. Susan Speirs, Principal and Mrs. Jackie Baltozer, Guidance

Counselor, as the Section 504 Compliance Officers for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Mrs. Susan Speirs, Principal, and Mrs. Jacqueline Baltozer, Guidance Counselor as the district's Division of Youth and Family Services liaisons was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** Ms. Elizabeth Provenzano as the Homeless Liaison for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** Ms. Elizabeth Provenzano as the Educational Stability Law Contact for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** Mr. Brian Coyle, Physical Education Teacher as the Title IX Coordinator for the 2016-2017 school year was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Mrs. Shelly MacNamara-Wurtz as the Student Assistance Coordinator for the 2016-2017 school year was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPOINT** the members of the Crisis Management Team for the 2016-2017 school year: was made by Mrs. Zierys, seconded by Mr. McLaughlin.

**CRISIS MANAGEMENT TEAM**

**BELHAVEN**

Susan Amey	Ann Forshaw	Chris Meade
Frank Rudnesky	Jackie Baltozer	Brian Coyle

**SEAVIEW**

Susan Speirs	David Wade	Shari Frolove
Heidi Derbyshire	Shirlie Calabrese	

**DISTRICT**

Patrick Childs	Elizabeth Provenzano	Frank Pileiro
Teri Weeks	Jill Yochim	Michelle Cappelluti

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

*Motion approved.*

**MOTION TO APPROVE** Mr. Patrick Childs, Supervisor of Facilities and Security as the Chemical Hygiene Officer for the 2016-2017 school year and approve the Chemical Hygiene Plan was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Mr. Patrick Childs, Supervisor of Facilities and Security as the Safety and Health Designee for the 2016-2017 school year was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Mr. Patrick Childs, Supervisor of Facilities and Security, as the Indoor Air Quality Designee for the 2016-2017 school year and approve the Indoor Air Quality Program plan, made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the Integrated Pest Management Policy and approve Mr. Patrick Childs, Director of Facilities as the Integrated Pest Management Coordinator for the 2016-2017 school year was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Mr. Patrick Childs, Supervisor of Facilities and Security as the AHERA Coordinator and Asbestos Management Officer and Right to Know officer for the 2016-2017 School year and to hire Epic Environmental as a consultant for each for a fee of \$1,300 for Right to Know and \$930 for AHERA Report made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** the official depositories for School Funds as detailed in the Cash Management Plan, as amended, included in the addenda to these minutes, and authorized signors was made by Mr. Sless, seconded by Mrs. Zierys.

**AUTHORIZED SIGNORS FOR ALL ACCOUNTS**

<b>General Account</b>	<b>President, Business Administrator, Treasurer</b>
<b>Net Payroll</b>	<b>President, Treasurer</b>
<b>Payroll Agency</b>	<b>President, Business Administrator, Treasurer</b>
<b>Student Activities</b>	<b>Superintendent, Business Administrator</b>
<b>NJ Cash Management Fund</b>	<b>President, Business Administrator</b>
<b>MBIA Management Fund</b>	<b>President, Business Administrator</b>
<b>Certificate of Deposits</b>	<b>Superintendent, Business Administrator</b>

*The Business Administrator/ Board Secretary is authorized to make inter-fund transfers. The Vice President may sign in lieu of all on all accounts.*

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

*Motion approved.*

**MOTION TO APPROVE** the Linwood Board of Education Purchasing Manual for the 2016-2017 school year made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the Standard Operating Procedures Manual for the district was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the Student Code of Conduct for the district was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the School Safety and Security Plan for the district was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the student attendance policy for the district was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the School Bus Emergency Evacuation Procedures for the district was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO ADOPT** the policies and approve the regulations contained in the Board Policy Manual was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion carried.*

**MOTION TO APPROVE** the resolution for Pupil Records was made by Mrs. Zierys, seconded by Mr. McLaughlin.

**BE IT RESOLVED** by the Board of Education of the Linwood School District: That the public is duly notified that, in accordance with Board of Education policy #8330, that the Linwood Public Schools is authorized to collect and maintain mandated and permitted pupil records in order to promote the pupil's educational welfare. These records included the following data, which may be reviewed by individuals with legal access:

- Academic Records
- Attendance Records
- Health Records
- Registration and Transfer Cards
- Special Education Records

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

*Motion approved.*

**MOTION TO APPROVE** the Resolution for requisition of taxes scheduled for the 2016-2017 school year was made by Mrs. Zierys, seconded by Mr. McLaughlin.

**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 2016-2017 school year is \$11,218,084 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 THE REQUISITION OF TAX LEVY**

10-Jul	\$934,840.35
10-Aug	934,840.33
10-Sep	934,840.33
10-Oct	934,840.33
10-Nov	934,840.33
10-Dec	934,840.33
10-Jan	934,840.33
10-Feb	934,840.33
10-Mar	934,840.33
10-Apr	934,840.33
10-May	934,840.33

10-Jun 934,840.35  
\$11,218,184.00

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

*Motion approved.*

**MOTION TO APPROVE** the imprest petty cash fund of \$100.00 for the 2016-2017 school year in accordance with N.J.S.A. 18A.4-15 and 19-13 and N.J.A.C. 6:20-2.10 and to further establish a single maximum petty cash expenditure of \$25 was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** Teri Weeks, Business Administrator, to make payment of bills between Board Meetings for the 2016-2017 school year made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE**, as 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, made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE**, the Substitute and Extra Pay Policy for the 2016-2017 school year, made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** 2016-2017 Maximum Travel Expenses - District and Board not to exceed \$32,120 as detailed in the attached budget report for workshop and convention fees for employees and travel expenses and workshop and conventions fees for Board members made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO SET** the 2016-2017 school year parent paid non-resident tuition rates at 50% of the 2014-2015 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, was made by Mrs. Zierys, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** TSA Consulting Group, Inc. as the third party administrator for the districts tax shelter annuity plan for the 2016-2017 school year made by Mrs. Ziείς, seconded by Mr. McLaughlin.

### **RESOLUTION**

**WHEREAS**, The Linwood Board of Education (the “Board”) finds it desirable to enter into an agreement awarding a concession for the exclusive right to provide third party administrator services for the Board’s 403(b) plan; and

**WHEREAS**, the Board has reviewed the proposal by the TSA Consulting Group, Inc. and has found that the benefits to be gained by TSA Consulting Group, Inc., 403(b) plan administration far outweigh any risks; and

**WHEREAS**, third party administrator services for the Board’s 403(b) plan is considered a “concession” under N.J.A.C. 5:34-9.4 and N.J.S.A. 18A:18A-2 and subject to the requirements of same; and

**WHEREAS**, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1 *et seq.* permits the award of a concession by competitive contracting if the total estimated value of the concession is more than the bid threshold; and

**WHEREAS**, the Board has estimated that the total value of the contract to TSA Consulting Group, Inc. is substantially less than the Board’s bid threshold and is no manner above the bid threshold pursuant to N.J.S.A. 18A:18A-3; and

**WHEREAS**, upon the Board’s investigation, the Board finds at this time that TSA Consulting Group, Inc. has the most advantageous price and is the lowest responsible provider of same; and

**WHEREAS**, the Board anticipates incurring no costs as part of this concession; and

**WHEREAS**, the Board wishes to award the concession to the TSA Consulting Group, Inc. pursuant to N.J.A.C. 5:34-9.4; and

**WHEREAS**, the TSA Consulting Group, Inc. will provide administration services for the Board’s 403(b) plan; and

**WHEREAS**, N.J.A.C. 5:34-9.4(d)(2) mandates that the Board pass a resolution that authorizes the procurement of concessions; and

**WHEREAS**, the Board may terminate the grant of the concession at any time and for any reason.

**NOW THEREFORE**, be it resolved the Linwood Board of Education (the “Board”) enter into a concession with TSA Consulting Group, Inc. pursuant to N.J.A.C. §5:34-9.4 (d) (2) (i)-(ix); and

**NOW THEREFORE**, be it further resolved that if the Board of Education should find that any of the conditions contained in this resolution are no longer applicable, that the Board shall take such steps to terminate the concession and any agreement with TSA Consulting Group, Inc.; and

**NOW THEREFORE**, be it further resolved that the Board of Education empowers its Business Administrator/Board Secretary in consultation with the Superintendent of Schools and the Board Solicitor to enter into an agreement on behalf of the Board with TSA Consulting Group, Inc..

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

*Motion approved.*

**MOTION TO APPROVE** Lincoln Financial, Siracusa Associates, AXA Equitable, and Met Life as the tax shelter annuity plan companies and brokers for the 2016-2017 school year and maintain Vanguard for existing enrolled staff, made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved.*

**MOTION TO APPROVE** the procurement of goods and services through state agencies for the 2016-2017 school year made by Mrs. Ziereis, seconded by Mr. McLaughlin.

**RESOLUTION - AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY CONTRACTS FOR THE 2016-2017 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 System Maintenance Services	T1157, T1372
Copiers – Cost Per Copy	M0053, T437A & T437C
Furniture and Office	G1219
Auctioneering Services	T2581
Library Supplies, School Supplies & Teaching Aids	T0114
Rock Salt	T0213, T0214
Electrical Supplies	T0167
Playground Equipment	T0103
Staples Office Supplies	M0052
Telecommunication Equipment and Services	T1316, T2380
Wireless Devices and Services	T216A, T0109

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

*Motion approved*



**MOTION TO APPROVE** following resolution reauthorizing the district 125 plan for Premium only made by Mrs. Ziereis, seconded by Mr. McLaughlin.

**RESOLUTION**

**RESOLVED**, that the form of Cafeteria Plan including a Premium Expense Account, effective July 1, 2008, and updated annually, and amended January 2015, 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*

**MOTION TO APPROVE** the following resolution authorizing the district's 125 plan for Flexible Spending Health and Dependent Care Benefits made by Mrs. Ziereis, seconded by Mr. McLaughlin,

**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.

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

*Motion approved*

**MOTION TO AFFIRM** recognition of the district's bargaining units, the Linwood Education Association and the Linwood Principals and Supervisors Association was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO ADOPT** the minimum chart of accounts as recommended by the State of New Jersey, Department of Education was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** a resolution limiting the number of students who can participate in other school choice programs was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE COOPERATIVE PURCHASING RESOLUTION-** motion to approve to join the Middlesex Regional Cooperative Purchasing Program and enter into Cooperative Pricing agreements with Middlesex Regional, was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO APPROVE** the cooperative purchasing resolution and join the Middlesex Regional Cooperative Purchasing Program and enter into Cooperative Pricing agreements with Middlesex Regional, was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

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

*Motion approved*

**MOTION TO AFFIRM THE CURRICULUM AND TEXTBOOKS** – As previously adopted for the ensuing school year, was made by Mrs. Ziereis, seconded by Mr. McLaughlin.

<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	September 2015
Social Studies	September 2015
World Languages	September 2015
Technology	September 2015
21 <sup>st</sup> Century Life Careers	September 2015

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

*Motion approved*

**COMMENTS FROM THE PUBLIC** - None

**COMMENTS FROM THE BOARD** – Mrs. Scannell thanked Mr. Sless and Mrs. Ziereis for their leadership during this past difficult year.

**MOTION TO ADJOURN THE MEETING** was made by Mrs. Ziereis, seconded by Mr. Sless.

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

Motion approved. (7:30 PM)

Respectfully submitted,

Teri J. Weeks  
School Business Administrator/  
Board Secretary