

LINWOOD, NEW JERSEY
August 23, 2017

In compliance with the "Open Public Meetings Act" of the State of New Jersey adequate notice of this regular meeting has been provided. On January 19, 2017 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, **Wednesday, August 23, 2017 7:02 PM**.

Mr. Sless led all present in a flag salute.

MEMBERS PRESENT: Mrs. Scannell, Mrs. Gibson, Mrs. DeMorat, Mr. Goldstein, Mrs. Ziereis, Mr. Kahn, Mr. McLaughlin, Mr. Sless

MEMBERS ABSENT: Judge Todd

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs & G. Meister, Principals, S. Tahsin, M. Simpson, B. Marino, F. Pileiro, A. D'Amato Barrera, H. DiNofa, D. Stickle, B. Price

MINUTES OF THE SPECIAL MEETING- Motion made by Mrs. Ziereis, seconded by **July 18, 2017** Mrs. DeMorat to approve the minutes of the meeting held July 18, 2017.

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

Motion approved.

MINUTES OF THE REGULAR MEETING- Motion made by Mr. Goldstein, seconded by **July 26, 2017** Mrs. Ziereis, to approve the minutes of the Regular Meeting held July 26, 2017.

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

Motion approved.

MINUTES OF THE SPECIAL MEETING, as amended- Motion made by Mrs. Ziereis, **August 9, 2017** seconded by Mr. Goldstein, to approve the minutes of the Special Meeting held August 9, 2017, as amended for approval of grade 5/6 math position motion.

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

Motion approved.

MINUTES OF THE EXECUTIVE SESSION- Motion made by Mr. Goldstein, seconded by **August 9, 2017** Mrs. Ziereis, to approve the minutes of the Executive Session, held August 9, 2017.

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

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mrs. Ziereis, seconded by **JULY 2017** Mr. Goldstein, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of July 2017, which are in agreement.

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

Motion approved.

COMMITTEE REPORTS

Policy – Mrs. Gibson provided an overview of the policies on the agenda

Personnel – Mr. Sless provided an overview of the staff changes, welcoming new staff

Curriculum – Mrs. Scannell provided an overview of the items on the agenda.

Operations – Mrs. Ziereis provided an overview of the items on the agenda, thanking Mr. Kahn for staying for the meeting in another member's absence, and Mr. Pileiro for the additional cost saving measures being implemented

COMMENTS FROM THE PUBLIC - None.

SUPERINTENDENT'S REPORT

FOR INFORMATION

ACTION REQUIRED

RESIGNATION - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to accept the resignation of Mrs. Jennifer Laning, Supervisor of Curriculum and Instruction effective October 13, 2017.

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

Motion approved.

LEAVE OF ABSENCE - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve the leave of absence request from Mrs. Patrician Levinson, LD/TC, under FMLA/NJFLA beginning on or about September 25, 2017 through January 1, 2018. She will be using 10 sick days.

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

Motion approved.

NEW HIRES - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve, upon the recommendation of the Superintendent, the following new staff members:

Carole Snowden, Part Time Front Desk Clerk, \$14.37 per hour, 2 hours per day, each student day
Eugene G. Cimis, Temporary Music Teacher, BA, Step 5, prorated for actual start date.

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

Motion approved.

CHANGE IN SALARY - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve Mr. Kevin Jacobs to move from MA, Step 10 to MA=30, Step 10.

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

Motion approved.

SUBSTITUTES as amended - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve, as amended, the following substitutes, upon the recommendation of the superintendent, to the 2017-2018 School Year Substitute List; pending criminal history where *indicated and/or issuance or renewal of a State of New Jersey Substitute Teacher's Credential. They will be paid in accordance with the Substitute and Other Pay Policy. Amended for the removal of one substitute who is no longer available.

SUBSTITUTE TEACHERS (reapprove)		
Kyle Abel	Jaime Hall	Wendy Payton
Patricia Armstrong	Carol Heller	Sally Pease
Rachel Barnes	Nicole Higbee	Kira Pepek
Sharon Baxter	*Marian Jordan	*Cole Raring
Mariah Belber	Skender Kalia	Emily Reed
Rebecca Bent	Marilyn Kessler	
Robin Buehler	Thomas Kinch	Tiffany Rettew
Kathy Crane	Michael Kornblau	Debra Roland
Joanna Culmone	Larry Lamkin	Annamarie Sabatini
Tonya DiNofrio	Jill Leap	Kathy Savini
Victoria Dolcemore	Beth Levy	Ashley (Stieffenhofer) Shepard
Jessica Donlan	Aubrey Loder	Cara Siudet
Cindy Donovan	Edward Maddox	Jennifer Super
Mary Ellen Dudnick	Sandra Marple	Teresa Tadley
Virginia Emery	Melissa Merlino	Joanna Teague
Catherine Evinski	Karen Miller	Tammy Thornton
Natalie Fisher	Natalie Morse	Kristen Vogelbacher
*Kristen Flanagan	Christopher Mozitis	Robert Walters
Debra Freed	Taylor Nehmad	Lynn Warren
Jules Freeman	Jillian Noon	Carole Weidman
Katherine Friedman	*Anastasia Ordille	Johnna White
Mary Beth Gallagher	Robert Patrick	Bonnie Zatyko

SUBSTITUTE SCHOOL NURSES

Theresa Albani	Margaret Juliano	Taylor Nehmad
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SUBSTITUTE INSTRUCTIONAL AIDES

Alisa Carey	Joanne Collins	Marianne Hoban	Joan Rosenfeld
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NEW SUBSTITUTES

Kirsten Booth	Erica Bowen
Barry Pisetzner	*Denise Stites

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

Motion approved.

EMPLOYMENT - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve, upon the recommendation of the superintendent, to extend the employment of the following staff:

Michael Balesteri, 12 month Temporary District IT Technician through the end of the leave of absence of the current technician. \$45,000

Minh Lam, Part Time Computer Intern, extend through December 2017 at \$12 per hour.

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

Motion approved.

LDTC CASE MANAGEMENT - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve upon the recommendation of the superintendent, Rosemarie Rhine as an LDT-C consultant on a per diem basis at the rate of \$50 per hour for case management and to conduct assessments as needed for the 2017-2018 school year.

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

Motion approved.

INTERMEDIATE FIELD WORK FALL 2017, as amended - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve as amended the approval for a request from Stockton University for an Intermediate Fieldwork (80 hours) Placement for the Fall 2017 Semester from September 8 through December 9, 2017 in the Belhaven Middle School for the following student. The amendment is due to the resignation of a Cooperating Teacher

Alexandra McClure, Student, with Amy Winterbotton, 6th Grade ELA, Belhaven Middle School

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

Motion approved.

INTERMEDIATE FIELDWORK SPRING 2018 - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve, as amended the approval for a request from Stockton University for Student Teaching Placement for the Spring 2018 Semester from January 2 through May 4, 2018 in the Belhaven school for the following student. The amendment is due to the resignation of a Cooperating Teacher

Alexandra McClure, Student, with Amy Winterbotton, 6th Grade ELA, Belhaven Middle School

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

Motion approved.

BELHAVEN CHOIR TRIP - Motion made by Mrs. Scannell, seconded by Mr. McLaughlin, to approve the Belhaven Choir to attend a rating based choral festival in Jackson, NJ on Friday, June 1, 2018.

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

Motion approved.

STAFF TRAVEL AND PROFESSIONAL DEVELOPMENT - Motion made by Mrs. Scannell, seconded by Mr. McLaughlin, 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
Teri Weeks	8/16/17	Marlton, NJ	<i>What is JIF and What are the Many Services Provided to its Members?</i>	\$100	Not to exceed \$40
Teri Weeks	8/10/17 9/15/17 10/20/17 11/17/17 12/14/17 1/19/18 2/23/18 3/23/18 4/27/18 5/18/18 6/28/18	Robbinsville, NJ Some dates may be subject to change	Monthly Trustee Meetings	N/A	Paid by NJASBO

Teri Weeks	9/22/17 9/25/17 9/26/17	Denver, Colorado	ASBO International	N/A	Paid by NJASBO
Teri Weeks	2/07/18 2/08/18 2/09/18	Austin, Texas	ASBO International	N/A	Paid by NJASBO
Teri Weeks	6/06/18 6/07/18 6/08/18	Atlantic City, NJ	NJASBO Convention	N/A	Paid by NJASBO

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

Motion approved.

BAYADA NURSING SERVICES CONTRACT - Motion made by Mrs. Zierys, seconded by Mrs. Gibson, to approve a contract with Bayada Nursing Services for the 2017-2018 school year.

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

Motion approved.

SUMMER TRANSPORTATION CONTRACT - Motion made by Mrs. Zierys, seconded by Mrs. Gibson, to approve a joint transportation contract with Atlantic County Special Services for summer programs in the amount of \$3,200 for route ML14.

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

Motion approved

EXTENDED SCHOOL YEAR TUITION CONTRACT - Motion made by Mrs. Zierys, seconded by Mrs. Gibson, to approve the extended school year tuition contract with Atlantic County Special Services for summer programs in the amount of \$2,200 per student for two students, total \$4,400.

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

Motion approved

NON PUBLIC SERVICES - Motion made by Mrs. Zierys, seconded by Mrs. Gibson, to approve the non-public grant agreements with Creative Learning Preschool in the amount of \$1,067 for Nursing, \$603 for textbooks, \$825 for security, and \$407 for technology

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

Motion approved

TUITION CONTRACTS - Motion made by Mrs. Zierys, seconded by Mrs. Gibson, to approve a tuition contract for two students in Grades 1-5 regular programs for the 2017-2018 school year.

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

Motion approved

COPIER AND MULTI FUNCTION PRINTERS LEASE – US COMMUNITIES

COOPERATIVE PURCHASE - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve a 48 month lease for 1 black and white Multi-Function printer, 6 color Multi - Function printers, and 2 copiers through US Communities a purchasing cooperative as listed

1 B & W Multi-Function	MP305SPF	\$38.69 per month	\$464.28 per year
6 Color Multi-Function	MPC307	\$66.15 per month	\$4,762.80 per year
2 B & W Copiers	MP5055	\$135.53 per month	\$3,252.72 per year

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

Motion approved

STAIR TREAD PROJECT – EDUCATIONAL SERVICES COMMISSION

COOPERATIVE PURCHASE - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve Commercial Interiors Direct, Inc. to complete the Belhaven Stairs and Treads project in the amount of \$34,034.17. This pricing is available through the Educational Services Commission of NJ contract #14/15-64. This project was originally bid and rejected due to the cost exceeding budget. The flooring replacement was removed from the project and will be addressed at a later date with the most important repairs made in the revised project.

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

Motion approved

NCLB GRANT BUDGET and WAIVER OF FUNDS- Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to accept the 2017-2018 NCLB Grant as follows:

Title I \$68,307 Title II A \$16,825 Title IV \$10,000

The District will waive the Title III award in the amount of \$220

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. Gibson, to approve the use of school facilities as follows:

<u>Organization</u>	<u>Facility</u>	<u>Date/Time</u>	<u>Fee</u>
Linwood Education Foundation	Belhaven Library	10/5/17, 11/2/17, 12/7/17 7:00-8:30 p.m.	No
Monthly meetings			
Linwood Men’s Basketball	Belhaven New Gym	Tuesday Nights 9/12/17 to 6/19/18	Yes

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

Motion approved

COMPREHENSIVE EQUITY PLAN ANNUAL STATEMENT OF ASSURANCE -

Motion made by Mrs. Gibson, seconded by Mr. Goldstein, to approve the Comprehensive Equity Plan Annual Statement of Assurance School Year 2012-2018; due to the Atlantic County Office of Education by September 1, 2017.

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

Motion approved

BOARD POLICY AND REGULATIONS - Motion made by Mrs. Gibson, seconded by Mr. Goldstein, to approve the First and Second readings of the Policies and Regulation, as listed below.

FIRST READING

Policy 1240	Evaluation of Superintendent (M) Revised
Regulation 1240	
Policy 3126	District Mentoring Program (Revised)
Regulation 3126	
Policy 3221	Evaluation of Teachers (M) (Revised)
Regulation 3221	
Policy 3222	Evaluation of Teaching Staff Members, Excluding Teachers, and Administrators (M) (Revised)
Regulation 3222	
Policy 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation 3223	
Policy 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation 3224	
Policy 3240	Professional Development for Teachers and School Leaders (M) (Revised)
Regulation 3240	
Policy 5610	Suspension (M) (Revised)
Regulation 5610	
Policy 5620	Expulsion (M) (Revised)
Policy 7424	Bed Bugs
Regulation 7424	
Policy 8550	Unpaid Meal Charges/Outstanding Food Service Charges M
Policy 9180	School Volunteers
Regulation 9180	

SECOND READING

	By-Law Section
Policy 0000.02	Introduction M
Regulation 0000.03	Introduction M
Policy 0141	Board Member Number and Term
Policy 0143	Board Member Election and Appointment
Policy 0141.3	Board Member Appointment - ABOLISH
Policy 0151	Organization Meeting
Policy 0152	Board Officers
Policy 0162	Notice of Board Meetings
Policy 0163	Quorum
Policy 0167	Public Participation in Board Meetings

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

Motion approved

RESIGNATION - Motion made by Mrs. DeMorat, seconded by Mrs. Ziereis, to accept the resignation of Ms. Meagan Lee, Part Time Special Education Teacher, effective October 20, 2017 or sooner if possible.

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

Motion approved

NEW HIRE - Motion made by Mrs. DeMorat, seconded by Mrs. Ziereis, to approve, upon the recommendation of the superintendent, the hiring of Ms. Brenda Price, Part Time Special Education Teacher, MA, step 5, 25 hours per week, prorated for start date pending criminal history clearance.

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

Motion approved

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

<u>Organization</u>	<u>Facility</u>	<u>Date</u>	<u>Fee</u>
Linwood PTO	Seaview Cafeteria	August 9, 2017	No
Linwood PTO	Seaview Cafeteria	Monthly Meetings	No
Linwood PTO	Belhaven Library	Monthly Meetings	No

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. DeMorat, 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. DeMorat, 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	\$647,183.22
Batch 59	Before and After School	\$1,434.60

PAYROLLS:

Batch 70	August 4, 2017	\$120,286.34
Batch 71	August 18, 2017	\$87,528.82

	<u>August</u>	<u>From</u>	<u>To</u>
12-000-260-730	Facility Equipment	\$	\$ 15,000
11-000-216-320	Related Services - Educ Purch Prof		30,000
11-000-218-500	Guidance Services		605
11-000-218-600	Guidance Supplies	605	
11-000-261-420	Maintenance Services	7,500	
11-000-262-420	Custodial Services	7,500	
11-213-100-610	Special Education Supplies	20,000	
11-130-100-101	Salary Teachers 6-8	5,000	
11-230-100-101	Salary Teachers Basic Skills	5,000	
Total General Fund		\$ 45,605	\$ 45,605
20-250-100-500	IDEA - Purchased Services	10,000	
20-250-100-600	IDEA Supplies		5,000
20-250-200-100	IDEA Salaries		4,645
20-250-200-200	IDEA Benefits		355
Total Special Revenue		\$ 10,000	\$ 10,000

OLD BUSINESS – None.

NEW BUSINESS – None

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD –Welcome to the new staff members.

ADJOURNMENT - Motion made by Mr. McLaughlin, seconded by Mrs. Gibson, to adjourn. (7:45 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary