

LINWOOD, NEW JERSEY
March 28, 2018

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, 2018 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 **Mrs. Ziείς**, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Wednesday, March 28, 2018, 7:04 PM**.

Mrs. Ziείς led all present in a flag salute.

MEMBERS PRESENT: Mrs. Scannell, Mr. Kahn, Mrs. Barrera, Mrs. Lowry, Mr. Goldstein, Mr. McLaughlin, Judge Todd, Mrs. DeMorat, and Mrs. Ziείς

MEMBERS ABSENT: None

OTHERS PRESENT: B. Pruitt, Superintendent, T. Weeks, School Business Administrator, S. Speirs G. Meister, Principals, L. Care & S. Tahsin, Supervisors, W. Donio, Solicitor R. Moore, P. Davis, C. Silverberg, C. Dalessandro, M. Bansal, M. D'Agostino, S. Tahsin, S. Frolove, J. Byrnes, S. Lamp, H. Rha, M. Mostecky, K. Grimley, C. Watson, T. Pizagno, C. Flanagan, C. Harrison, S. Marino, A. Iannello, J. Mansueto, J. Cuniff, S. Evinski, C. Evinski, L. Davis, H. Derbyshire, M. Tighe, C. Tighe, D. Lamkin, M. Hieb

MINUTES OF THE REGULAR MEETING- Motion made by Judge Todd, seconded by **February 21, 2018** Mrs. DeMorat, to approve the minutes of the Regular Meeting held February 21, 2018.

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

MINUTES OF THE EXECUTIVE SESSION - Motion made by Mrs. Barrera, seconded by **February 21, 2018** Mrs. DeMorat, to approve the minutes of the Executive Session held February 21, 2018.

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

MINUTES OF THE BOARD RETREAT- Motion made by Mrs. Lowry, seconded by **February 28, 2018** Mr. Goldstein, to approve the minutes of the Board Retreat held February 28, 2018.

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

SECRETARY & TREASURER'S REPORT - Motion made by Judge Todd, seconded by **February 2018** Mrs. DeMorat to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of February 2018, which are in agreement.

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

Motion approved.

COMMITTEE REPORTS

Policy – None

Personnel – Welcome to the new hires! Best of luck in retirement to retirees!

Curriculum – None

Operations – Shift in Debt Service will be discussed tonight

COMMENTS FROM THE PUBLIC - None

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Enrollment	Seaview	425	Belhaven	401
2. Suspensions	1 - 8 th grade, 1 - 7 th Grade			
3. Fire Drills	February 6, 2018		Belhaven & Seaview	
4. Security Drills	February 24, 2018		Seaview	
	February 20, 2018		Belhaven	

REPORTS

1. Congratulations Belhaven and Mrs. Speirs re-designated as a New Jersey Schools To Watch for 2018-2021!
2. Related Arts Exploration presentation on Frank Lloyd Wright made by Mrs. Moore and Mr. Davis along with participating students
3. LEF – Thank you for all who were able to participate in the annual Gala. It was a great event.
4. 2018-2019 Budget Presentation made by Mr. Pruitt and Mrs. Weeks.

ACTION REQUIRED

2018-2019 School District Budget Motion made by Mrs. Scannell, seconded by Mr. Goldstein, to approve the 2018 - 2019 tentative School District budget to be submitted to the county office for approval. The general fund budget is \$14,218,698, Special Revenue Fund Budget is \$252,525, and the Debt Service Fund Budget is \$40,000.

RESOLUTION

BE IT RESOLVED to approve the preliminary school district budget for the FY 2018-2019 School Year for submission to the County office for review as follows:

	Budget	Local Tax Levy
General Fund	\$14,218,698	\$11,371,662
Special Revenue Fund	252,525	
Debt Service Fund	40,000	40,000
Totals	\$14,511,223	\$11,411,662

Regular General Fund Tax Levy-Base Budget

RESOLVED, That there should be raised for General Funds \$11,371,662 and Debt Service Funds \$40,000 for the ensuing FY 2018-2019 School Year.

RESOLVED, That Excess fund balance of \$633,754 and additional fund balance of \$300,000 be appropriated to support the 2018-2019 budget.

Capital Reserve Deposits for Excess Costs/Other Cap. Projects

RESOLVED, included in the general fund appropriations is \$1,000 designated for deposit from interest earned on the account into the board of education's approved Capital Reserve Account for future funding of other capital projects as outlined in the Long Range Facility Plan. This deposit is for excess costs of the stated school facilities project or an "other" capital project and represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards necessary to achieve the core curriculum content standards.

Maintenance Reserve Deposits

RESOLVED, included in the general fund appropriations is \$500 designated for deposit from interest earned on the account into the board of education's approved Maintenance Reserve Account for future funding of other maintenance projects that are in addition to the facilities efficiency standards necessary to achieve the New Jersey Student Learning standards.

Maintenance Reserve Withdrawal – Required Maintenance Projects

Included in the general fund Budget is \$120,400 to be withdrawn from the Board of Education's approved Maintenance Reserve to fund the cost of the Belhaven Middle School bleacher replacement project, district wide security projects, and Belhaven Middle School grounds improvement projects. The additional Maintenance Reserve funds are needed in addition to fund required maintenance projects.

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

Motion approved

PERSONNEL AGENDA ITEMS Motions made by Mr. Goldstein, seconded by Mrs. Scannell, to approve the following Personnel action items 27– 25 on the agenda.

NEW HIRES -Motion to approve the following new hires, upon the recommendation of -- the Superintendent, for the 2018-2019 school year:

<u>Name/Position</u>	<u>Term</u>	<u>Salary</u>
Gabrielle Horner Temporary Elementary Music Teacher	(TR) Start: On or about April 9, 2018 through June 2018 pending CHRU clearance. Replacing: E. Cimis	B.A., Step 1; pro-rated based on her official start date.
Stephanie Street Long-term Substitute Health & Physical Education Teacher	(TR) Start: On or about April 9, 2018 through June 2018 pending CHRU clearance. Replacing: S. Wurtz	Regular rate of substitute Pay.
Cara Siudut Long-term Substitute for Maternity Leave – Grade 5	(TR) Start: April 9, 2018 through June 2018. Replacing: J. Hiltwine	Regular rate of substitute pay.

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

Motion approved

LEAVE OF ABSENCE -Motion to approve a Federal Medical leave of absence for Mr. Paul VanLangen, Computer Technician effective March 13, through April 25, 2018 and to use his available sick days.

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

Motion approved

RETIREMENT -Motion to accept a letter of retirement from Paul VanLangen, Computer Technician, effective April 26, 2018.

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

Motion approved

CHANGE IN POSITION -Motion to approve a temporary change in position for Heather Moran from Part Time ParaProfessional to Full Time Para Professional effective March 29, 2018 through June 30, 2018. She will return to part time effective July 1, 2018.

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

Motion approved

MENTOR -Motion to approve Kristina Burns to mentor Colleen Tighe, Preschool Self Contained Teacher for a fee of \$550.

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

Motion approved

HOME INSTRUCTION TEACHERS -Motion to approve Mary Beth McKenna and Tanya Arlington – Narvaez as home instruction teachers to be paid at rate of \$40 per hour.

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

Motion approved

BEFORE AND AFTER SCHOOL TUTORING -Motion to approve the following teachers to provide before/after school supplemental services for academically at-risk students in Title 1 programs for the 2017-2018 school year. Teachers will be paid through funding provided by the **FY 2017-2018** ESSA Grant at the rate of \$40 per hour.

Chris Meade	Lori Dooner	Christina Lonergan
Christine Johnston	Jessica Byrnes	Tina Gatta
Brooke Szeker	Jean Matro	Kristy Grimley
Erica Coombs	Trish Levinson	Dan Truax
Colleen Tighe		

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

Motion approved

CURRICULUM Motions made by Mrs. Lowry, seconded by Mrs. DeMorat, to approve the following Curriculum action items 28 – 30 on the agenda.

STAFF TRAVEL, PROFESSIONAL DEVELOPMENT, AND WORK RELATED

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

<u>Name</u>	<u>Travel Date(s)</u>	<u>Location</u>	<u>Event</u>	<u>Registration</u>	<u>Expense</u>
Lori Care	2/23/18	SRI & ETTC Galloway, NJ	Atlantic County CSI Monthly Meeting	N/A	Not to exceed \$10
Lori Care	2/27/18 3/23/18	Stockton/ETTC Galloway, NJ	Future Ready Schools NJ Certification Summit	No charge	Not to exceed \$10 each meeting
Susan Speirs	3/08/18 (AM)	Sheraton Atlantic City Convention Center Hotel Atlantic City, NJ	2018 PARCC Mandatory Training	No charge	Not to exceed \$10

Mark Haviland	3/19/18	Stockton/ETTC Galloway, NJ	Teaching <i>Sustainability in the Classroom</i>	7 ETTC hours	N/A
Lauri Greenberg	4/25/18	EHT School	PECS Level 2	*202.00	N/A
Carrie Gargione	4/26/18	District	Training	Each	
	4/26/18	Egg Harbor Twp., NJ			
Christine Harrison	5/21/18	SRI & ETTC	Wilson Just	12 ETTC Hours	N/A
	5/22/18	Galloway, NJ	Words Reading Program		
Jennifer Bernardini	6/20/18	SRI & ETTC Galloway, NJ	MIT App Inventor	7 ETTC hours each	N/A
Cindy O'Kane					

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

Motion approved

FIELD TRIPS -Motion to approve the following field trips:

<u>Destination</u>	<u>Grade</u>	<u>Person in Charge</u>
Cape May County Zoo Cape May Court House, NJ	2	Jennifer Candeloro
Adventure Aquarium Camden, NJ	1	Jennifer Mansueto

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

Motion approved

SUMMER PROGRAMS -Motion to approve Extended School Year Summer Program from June 25, 2018 to July 25, 2018 and Summer School from July 2 to July 26, 2018. The programs will run 4 hours per day, four days per week.

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

Motion approved

OPERATIONS Motions made by Mrs. Barrera, seconded by Mr. McLaughlin to approve the following Operation action items 31 – 39 on the agenda, excluding 36 which is removed.

ACES SUPPLY CONTRACTS -Motion to approve the resolutions to join ACES for both electric and natural gas procurement effective May 2018 through May 2023

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

Motion approved

BEHAVIOR CONSULTANTS -Motion to approve contracts hiring ABC Consultants and Interactive Kids for Behavior Consultant Services as outlined in the proposal packet dated February 14, 2018. Both companies will be used to provide the various services.

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

Motion approved

PURCHASE OF TRUCK – REVISED -Motion to approve amend the February motion to approve the purchase of a truck. Revised pricing from Mall Chevrolet was received in the amount of \$30,892.41. Therefore the purchase of the truck will be from Gentilini Ford who has provided pricing in the amount of \$30,030.95, excluding tax and tags. This includes the cost of the salt spreader, plow and net of \$4,000 trade in allowance.

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

Motion approved

DONATION OF ART -Motion to approve a donation of Chinese silk art from Mr. and Mrs. Bob Franklin with an approximate value of \$100.

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

Motion approved

GRANT AMENDMENT -Motion to approve to amend the Title II and Title IV NCLB grants as included in the attached revised budget. Title II is amended to increase workshop and in district training opportunities and Title IV is amended to include STEAM and technology initiatives

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

Motion approved

CHANGE ORDERS as amended -Motion to approve the amended, change orders for the Seaview Elementary Field renovation project:

Base Bid		\$95,200.00
Alternate Bid		1,840.00
Allowance		12,500.00
Total Bid Award		109,540.00
Change Order 1 - Sod Main Field	\$26,421.50	
Apply Allowance	-12,500.00	
Net Change Order 1	13,921.50	
Change Order 2 - Six foot Wide Walking Path	7,395.00	
Change Order 3 - Additional Sod Area	5,020.00	
Net Change Orders	26,336.50	
Revised Project Cost		\$135,876.50

Change order 2 is covered by a grant provided through the Linwood Education Foundation accepted at the February meeting. Change order 3, as amended, will be covered in part by AtlantiCare Healthy Schools Grant funds.

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

Motion approved

DIRECT DEPOSIT RESOLUTION -Motion to approve the following resolution to opt for mandatory direct deposit for employee compensation on or after July 1, 2018:

WHEREAS, P.L. 2013 c. 28 allows local school districts to opt for mandatory direct deposit for employee compensation on or after July 1, 2014 (C.52:14-15h);

WHEREAS, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary.

WHEREAS, The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information.

NOW THEREFORE BE IT RESOLVED that the Linwood Board of Education approve mandatory direct deposit for all employees paid on and after July 1, 2018.

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

Motion approved

USE OF SCHOOL FACILITIES -Motion to approve the use of school facilities as follows:

<u>Organization</u>	<u>Facility</u>	<u>Date/Time</u>	<u>Fee</u>
Linwood Men's Basketball Person in charge: Neil McPeak	Belhaven One gym	Saturday mornings Extended from 12/20/17 to 4/29/18 7:00-9:00 a.m.	Yes
Mainland United Soccer practice - inclement weather Person in charge: Phyllis Watt	Seaview or Belhaven One gym If available	2/26/18 to 6/02/18 5:45-8:30 p.m.	No
Mainland Youth Lacrosse Indoor practice Person in charge: Kelly Ford	Seaview Gym	3/08/18, 3/15/18, 3/22/18 5:00-6:30 p.m.	No
Linwood PTO Evening Book Fair Person in charge: Diana Gurwicz	Seaview Atrium Gym	3/22/18 6:00-8:00 p.m.	No
Mainland United Soccer	Belhaven Old gym	3/23/18 & 3/26/18 4:00-5:00 p.m.	N

Futsal training –
inclement weather
Person in charge:
Chris Meade

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

Motion approved

POLICY Motions made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following Policy action items 41 on the agenda.

POLICY -Motion to approve the first reading of Polices as listed:

<u>Policy #</u>	<u>Title</u>
Policy 3437	Military Leave (Revised)
Policy 4437	Military Leave (Revised)
Policy 7425	Lead Testing of Water in Schools New)
Policy 7440	School District Security (M) (Revised)
Regulation 7440	
Policy 7441	Electronic Surveillance in School Buildings and on
Regulation 7441	School Grounds (M) (Revised)
Policy 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)

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

Motion approved

Communication – Included in the packet

FINANCIAL MOTIONS - Motions made by Mr. McLaughlin seconded by Mr. Goldstein to approve the following Financial certifications, bills, payrolls and transfers.

BOARD SECRETARY MONTHLY CERTIFICATION - Motion 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 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	\$395,329.74
Batch 55	General Fund	\$10,709.76
Batch 59	Before and After School	\$2,636.41

PAYROLLS:

Batch 70	March 2, 2018	\$412,384.96
Batch 71	March 16, 2018	\$418,026.09

TRANSFERS	<u>March</u>	<u>From</u>	<u>To</u>
11-000-213-600	Nurse Supplies		200
11-000-217-100	Substitute Aides		5,000
11-000-217-320	Education Services		5,280
11-000-222-600	Library Media Supplies		300
11-000-230-530	Communications	5,200	
11-000-230-590	Central Office Purchased Services		4,000
11-000-251-339	Professional Services		12,500
11-000-251-592	Miscellaneous Services	12,500	
11-000-261-100	Maintenance Salaries	4,000	
11-000-261-420	Required Maintenance		20,000
11-000-261-610	Maintenance Supplies	7,000	
11-000-262-520	Insurance	3,000	
11-000-262-610	Cleaning and Repair Supplies	5,000	
11-110-100-101	Salary - Kindergarten		4,000
11-120-100-101	Salary - Grades 1-5	9,300	
11-213-100-101	Salary - Teachers	6,280	
11-212-100-106	Salary - Aides		1,000
Total General Fund		\$ 52,280	\$ 52,280

20-276-200-100	T II Salary	4,220	
20-276-200-200	T II Benefits	323	
20-276-200-300	T II Prof. Education Services		2,438
20-276-200-500	T II Misc Services		2,105
20-271-100-600	T IV Supplies		1,755
20-271-100-800	T IV Services	1,755	
Total Special Revenue Fund		\$ 6,298	\$ 6,298

OLD BUSINESS – None.

NEW BUSINESS – None

COMMENTS FROM THE PUBLIC – E. Smith, parent inquired if a Library Media Specialist was added back into the budget. A. Hiers, parent and a Library Media Specialist provided statements and materials on the importance of Library Media Specialists in schools. M. Bansal stated she is disappointed in the lack of Library Media Specialist in the school district.

COMMENTS FROM THE BOARD – Mrs. Ziereis thanked the LEF for the amazing fundraising event.

EXECUTIVE SESSION - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to enter into Executive Session, 8:45 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 – HIB report

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 Mr. Kahn, seconded by Mr. Goldstein, to adjourn. (9:24PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary