

LINWOOD BOARD OF EDUCATION
Schiavo Auditorium, Belhaven Middle School
September 26, 2018
7:00 p.m.
BOARD AGENDA

1. Call to Order
2. Salute to the Flag
3. Announcement of Adequate Notice
 - In compliance with the "Open Public Meetings Act" of the State of New Jersey adequate notice of this meeting has been provided. On January 19, 2018, written notice of this meeting was posted in two schools, City Hall, and the Linwood City Library and on that same date written notice was faxed to The Press and The Current.
4. Roll Call
5. MOTION TO APPROVE the Minutes of the Regular Meeting held August 29, 2018.
6. MOTION TO APPROVE the Minutes of the Executive Committee Session held August 29, 2018.
7. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of August 2018, which are in agreement.
8. Committee Reports
 - Personnel 9.11.2018
 - Curriculum 9.11.2018
 - Policy 9.11.2018
 - Operations 9.18.2018
9. Comments from the Public
10. Superintendent's Report

(FOR YOUR INFORMATION - Items #11 through #15)

II. ENROLLMENT INFORMATION: *As of the first day of school 9/05/17*

	9/05/17	6/27/18	9/04/18
Seaview Elementary School	422	426	424
Belhaven Middle School	394	399	382
Total Enrollment	816	825	806

ENROLLMENT TOTALS BY GRADE: *As of the first day of school 9/04/18*

Seaview Self-Contained: 8 (included in grade totals)

PS: 32

K (am & pm): 75 (includes expanded day)

Grade 1: 75

Grade 2: 84

Grade 3: 73

Grade 4: 85

Total On Roll: 424

Belhaven Self-Contained: 1 (included in grade totals)

Grade 5: 91

Grade 6: 103

Grade 7: 90

Grade 8: 98

Total On Roll: 382

12. REPORT OF PERSONNEL (as of 9/26/18):

	<u>Positions Filled</u>	<u>Positions</u>	<u>Vacant</u>
Superintendent	1		
Executive Secretary to Superintendent	1		
Principals	2		
Supervisor of Curriculum & Instruction	1		
Supervisor of Special Education	1		
Supervisor of Facilities & Security	1		
Supervisor of Technology	1		
School Business Administrator/Board Secretary	1		
Treasurer PT	1		
Board Office Clerk	1		
Payroll Clerk PT	1		
School Psychologist PT (Seaview)	1		
School Psychologist FT (Belhaven)	1		
Elementary School Counselor FT (Seaview)	1		
Middle School Guidance Counselor FT (Belhaven)	1		
School Social Worker PT	1		
Computer Technician	1		
District Data Manager	1		
School Nurse (Seaview & Belhaven)	2		
Teachers FT (Seaview 33; Belhaven 32)	65		
Teachers PT (Seaview 6; Belhaven 3)	9		
LDT/C FT	1		
Occupational Therapist FT	1		
Speech Language PT (Seaview-1)	1		
Speech Language FT (Seaview-2; Belhaven 1)	3		
Instructional Aides FT (Seaview-6; Belhaven-3)	9		
Instructional Aides PT (Seaview-20; Belhaven-4)	24		
Secretaries (Seaview 2 FT & Belhaven 3 FT)	5		
Secretaries PT (Belhaven)	1		
Security Desk Aide PT (Belhaven)	1		
Office/Playground (Seaview 1 PT, 1 FT)	2		
Maintenance FT	2		
Custodial Staff – FT (Seaview-4; Belhaven-3)	7		
Custodial Staff – PT (Seaview-1; Belhaven-1)	2		1
Custodial Staff – PT Food Service Delivery	1		
TOTAL STAFF	155		1
 <u>BEFORE AND AFTER PROGRAM</u>			
<i>Seaview Camp Coordinator (S. Speirs)</i>	1		
<i>Seaview Camp Program Director (L. Arch)</i>	1		
<i>Seaview Camp BAS Clerk PT (C. Snowden)</i>	1		
TOTALS	158		

13. USE OF SCHOOL FACILITIES – 7/01/18-9/26/18:

Organization	Fee	Seaview	Belhaven
Atlantic Coast Basketball Camp	Yes		4
LASAR Basketball	No		2
Linwood Men's Basketball (Saturday a.m.)	Yes		2
Linwood Panther's	No		1
Linwood PTO	No	2	
MRHS Soccer (Meade)	No		7
PLSea PD Conference (Pileiro)	No		1
TOTALS		2	17
Notes:			

14. REPORTS

- Linwood Education Foundation
- Linwood Parent/Teacher Organization
- Linwood Educational Affairs Committee
- Student Support Parent Advisory Council (SSPAC)

- Seaview Principal – Dr. Georgette Meister
- Belhaven Principal – Mrs. Susan Speirs
- Supervisor of Curriculum & Instruction – PARCC Score Presentation – Ms. Lori Care

15. DATES TO REMEMBER

SEPTEMBER			
28	11:00 a.m. to 3:30 p.m.	Seaview – Fields Gym (if rain)	PTO Fun Run
OCTOBER			
1-5		Seaview/Belhaven	Week of Respect
4	7:00-9:00p.m.	Sofia's, Margate	PTO – Parent's Night Out at Sofia's Margate
10	7:00 p.m.	Belhaven Library	LEF Meeting
11	7:00 p.m.	Belhaven Library	PTO Meeting
15		Seaview/Belhaven	No school for students Full day staff in-service
15-19		Seaview/Belhaven	School Safety Awareness Week
18	6:00 p.m.	Belhaven – Library	SSPAC Meet & Greet
23-31		Seaview/Belhaven	Red Ribbon Week (Drug, Tobacco, and Alcohol Prevention)
24	7:00 p.m.	Belhaven	Linwood Board of Education Meeting
30		Seaview/Belhaven	School Picture Retakes
31		Seaview/Belhaven	Early Dismissal Staff In-Service

MOTIONS REQUIRING ACTION*(PERSONNEL: Items #16 through #24)*16. STAFF REASSIGNMENTS – 2018-2019

Motion to approve the staff reassignments, upon the recommendation of the superintendent, as listed below, for the 2018-2019 school year.

<u>Staff Member</u>	<u>From</u>	<u>To</u>
Marie Cottrill	FT Paraprofessional - Belhaven	Seaview
Laurie Montgomery	PT Paraprofessional - Seaview	Belhaven
Jamie Vecere-Collins	PT Paraprofessional - Belhaven	Seaview

*Motion Required – Personnel*17. RECOMMENDED SUBSTITUTE TEACHERS - 2018-2019

Motion to approve the following substitutes, upon the recommendation of the superintendent, to the 2018-2019 school year Substitute List; pending criminal history where *indicated and/or issuance or renewal of a State of New Jersey Substitute Teacher's Credential and pre-employment verifications (S414). They will be paid in accordance with the Substitute and Other Pay Policy.

<u>SUBSTITUTE TEACHERS</u>		
Barbara Farrell	Despina Bara-Protesto	Christine Spurlock

*Motion Required – Personnel*18. BEFORE AND AFTER SCHOOL PROGRAM SUBSTITUTE AIDES 2018-2019

Motion to approve the following individuals, upon the recommendation of the superintendent, as Substitute Aides for the Before and After School for the 2018-2019 school year; morning and afternoon program positions and rates were board approved.

Year 1 Aides: AM @ \$14.00 per hour; PM @ \$13.00 per hour; and as a one-on-one Aide @\$18.00 per hour	Linda Hagel
Year 5 Aides: AM @ \$15.30 per hour; PM @ \$14.21 per hour	Linda Arch

*Motion Required – Personnel*19. PART-TIME PARAPROFESSIONALS APPROVED AS EMERGENCY SUBSTITUTE PARAPROFESSIONALS – 2018-2019

Motion to approve the Seaview and Belhaven paraprofessionals, upon the recommendation of the superintendent, to be used as emergency substitute paraprofessionals during the 2018-2019 school year, as needed; to be paid at their hourly rate of pay.

Motion Required – Personnel

20. PART-TIME CERTIFICATED STAFF APPROVED AS EMERGENCY SUBSTITUTES – 2018-2019

Motion to approve the following part-time certificated staff and part-time certificated paraprofessionals, upon the recommendation of the superintendent, to be used as emergency substitute teachers during the 2018-2019 school year, as needed; to be paid as noted below.

Teachers (\$40 per hour)	Teachers (\$40 per hour)	Paraprofessionals (Hourly Rate)
Seaview	Belhaven	Seaview/Belhaven
Laura Bender	Tanya Arlington-Narvaez	Carmine Bonanni
Stephanie Curry	Shanna Gardner	Kirsten Booth
Sofia Iaconelli	Kim Savino	Rosemarie Green
Kaitlin Kirkpatrick		Christina Hall
Sheri Lamp		Jaime Hall
Ginnine Vietro		Susan Leopardi
		Sandra Marple
		Kristine Swartz
		Jaime Vecere-Collins

Motion Required – Personnel

21. EMERGENCY BUS AIDES – 2018-2019

Motion to approve the following staff, upon the recommendation of the superintendent, as emergency bus aides, as needed; to be paid at their regular hourly rate of pay.

Deborah Ward	Linda Hagel
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Motion Required – Personnel

22. VOLUNTEERS – 2018-2019

Motion to approve, upon the recommendation of the superintendent, the following volunteers for the 2018-2019 school year, as listed below.

Diana Gurwicz	Vex Robotics and Stock Market Game	Grades 5-8 Belhaven
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Motion Required – Personnel

23. MENTORS – PROVISIONAL TEACHER PROGRAM 2018-2019

Motion to approve the following mentors, upon the recommendation of the superintendent, as listed below:

Mentor	Staff Member	Fee
Michele Tighe (new for 2018-19)	Stephanie Curry PT Special Ed Teacher	Enrolled September 2017; \$1000 fee is pro-rated from the start of program.
Brooke Szeker	Tina Gatta FT Special Ed Teacher	Enrolled November 2017; \$550 fee is pro-rated from the start of the program.
David Lamkin	Gabrielle Horner Music Teacher	Enrolled April 2018; \$550 fee is pro-rated from the start of the program.
Kristina Burns	Colleen Tighe FT Special Ed Teacher	Enrolled February 2018; \$550 fee is pro-rated from the start of the program.
Tiffany Graziotto	Shanna Gardner (new hire) PT Special Ed Teacher	Enrolled September 2018; \$550 fee is pro-rated from the start of the program.
Kevin Jacobs	Sofia Iaconelli (new hire) PT Special Ed Teacher	Enrolled September 2018; \$550 fee is pro-rated from the start of the program.
Samantha Coyle	Kaitlin Kirkpatrick (new hire) PT Special Ed Teacher	Enrolled September 2018; \$550 fee is pro-rated from the start of the program.

Motion Required – Personnel

24. 2018-2019 EXTRACURRICULAR ACTIVITIES

Motion to approve the Extra-curricular positions for the 2018-2019 school year, as listed below.

BELHAVEN EXTRA-CURRICULAR POSITIONS	STAFF MEMBER	AMOUNT
Assistant Soccer Coach (Boys)	<i>David Lamkin</i>	\$1,454

Motion Required – Personnel

*(CURRICULUM: Items #25 through #27)*25. 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 (*).

Name	Travel Date(s)	Location	Event	Registration	Mileage Expense
Heather Lanzalotti	9/21/18	Stillwater Building Northfield, NJ	Annual Immunization Audit Workshop	No charge	N/A
Kristina Burns Angela Buckberg Colleen Tighe	10/18/18 10/19/18	Harrah's Waterfont Conference Center Atlantic City, NJ	36 th Annual Autism Conference	*\$500 each	N/A
Lori Care Susann Tahsin Frank Pileiro	10/05/18 10/06/18	Tabernacle, NJ	Rewire conference	No charge	TBD
Michele Tighe Kevin Jacobs Samantha Coyle Brooke Szeker Tiffany Graziotto Kristina Burns David Lamkin	9/25/18	Stockton SRI/ETTC Galloway, NJ	Making the Mentor Process Meaningful	4 ETTC hours each	NTE \$10
Jen Bernardini Cynthia O'Kane Lori Care	10/23/18	Stockton SRI/ETTC Atlantic City, NJ	Digital Learning Summit	7 ETTC hours each	N/A
Kristy McLaughlin	10/02/18	AtlantiCare Life Center Egg Harbor Township	Steering Committee Meeting AtlantiCare Healthy Schools	N/A	N/A
Kristy McLaughlin	10/19/18	Sheraton Atlantic City	Energizing PE Workshop	\$25	N/A
Teri Weeks	11/28/18 1/16/19 3/20/19 5/15/19	Stockton Kramer Hall Galloway, NJ Or TBD	SPELL JIF Meetings	N/A	NTE \$25 per meeting
Susann Tahsin	9/13/18 10/24/18 11/15/18 12/18/18 12/20/18 1/17/19 2/21/19 3/21/19 4/18/19 5/23/19	Stockton SRI/ETTC Galloway, NJ	Special Education Director Meetings	N/A	NTE \$10 per meeting

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Frank Pileiro	10/19/18 12/14/18 2/15/19 4/5/19 6/13/18	Stockton SRI/ETTC Galloway, NJ	Technology Director Meetings	N/A	NTE \$10 per meeting
Brian Pruitt	10/2/18 10/9/18	Mercer County, NJ Freehold, NJ	School Safety Specialist Training (1 session based on availability)	No Charge	NTE \$40 per meeting
Lori Care	9/14/18 10/5/18 11/2/18 12/7/18 1/4/19 2/15/19 3/8/19 4/5/19 5/9/19	Stockton SRI/ETTC Galloway, NJ	Coordinator of School Improvement Meetings	N/A	NTE \$10 per meeting
Brian Pruitt	9/17/18 9/21/18 10/9/18 10/12/18 11/13/18 11/16/18 12/10/18 12/14/18 1/7/19 1/11/19 2/4/19 2/8/19 3/11/19 3/15/19 4/8/19 4/12/19 5/6/19 5/10/19	Mays Landing, NJ	ACASA and Roundtable Meetings	N/A	NTE \$10 per meeting
Teri Weeks	9/21/18 10/26/18 11/16/18 12/7/18 1/28/19 3/01/19 3/29/19 4/17/19 5/17/19 6/6/19	Location varies	Business Administrators Roundtable Meetings	N/A	NTE \$25 per meeting
Shari Frolove Jackie Baltozer	10/17/18	Stockton SRI/ETTC Galloway, NJ	504 Plans Workshop	4 ETTC hours each	NTE \$10
Tina Gatta Susan Speirs	10/25/18	Stockton SRI/ETTC Galloway, NJ	I & RS Training	7 ETTC hours each	NTE \$10

Motion Required – Curriculum

26. FIELD TRIP

Motion to approve the 2018-2019 school year field trip request as listed below.

Destination	Grade	Person in Charge
Butterhof's Farm Egg Harbor City, NJ	Pre-K	Elise Scherbin Beth Bagocius

Motion Required – Curriculum

27. CURRICULUM

Motion to approve the following curriculum revisions for the 2018-2019 school year.

Content Area	District Implementation of Revised Curriculum
English Language Arts	September 2018
Mathematics	September 2018
Science	September 2018
Social Studies	September 2018
Related Arts Art, STEAM, World Language, Physical Education, Industrial Tech, Music	September 2018

Motion Required - Curriculum

(OPERATIONS: Items #28 through # 39)

28. DISTRICT SAFETY and SECURITY OPERATIONS PLAN – 2018-2019

Motion to accept the district Safety and Security Operations Plan as kept on file in the Superintendent's Office.

Motion Required – Operations

29. DISTRICT GOALS – 2018-2019

Motion to approve the District goals for the 2018-2019 school year.

Motion Required – Operations

30. TUITION CONTRACT

Motion to approve the 2018-2019 school year tuition contract with Atlantic County Special Services School District for one student attending the Multiply Disabled Program in the amount of \$40,140.

Motion Required – Operations

31. ANNUAL ASSESSMENTS FOR SERVICES

Motion to approve the following county-wide services for the 2018-2019 school year.

SRI ETTC	\$2,658.50
AVA - Atlantic County Audio Visual	\$3,012.00

Motion Required - Operations

32. ITINERANT SERVICES

Motion to approve Lake Drive Program to provide itinerant services at a rate of \$160 per hour for hearing evaluations and observations.

Motion Required - Operations

33. BEFORE AND AFTER SCHOOL PROGRAM ADDED FEES FOR 2018-2019

Motion to approve a security fee of \$7.00 for no-call no-show or same day enrollment. Parents will be provided a grace period and receive a letter in advance before the fee will be applicable allowing participants ample time to understand the new charges. Also to increase the late fee from \$5.00 to \$7.00.

Motion Required - Operations

34. REQUEST FOR PROPOSAL - BANKING SERVICES

Motion to approve to submit a request for proposal for banking services.

Motion Required - Operations

35. BUDGET CALENDAR

Motion to adopt the tentative budget calendar for the upcoming budget cycle.

Motion Required - Operations

36. COPIER CONTRACT

Motion to approve a 60 month lease agreement for copiers with a quarterly overage billing cycle with Copiers Plus for equipment as follows:

Location	Base	Monthly	Model	Overage billing
Superintendent/Business Office	12,000	133.00	MP405	\$0.0039
Child Study Team	12,000	133.00	MP405	\$0.0039
Belhaven Main Office	75,000	699.00	PRo 8200	\$0.0039
Seaview Main Office	75,000	719.00	Pro 8200 with LCT	\$0.0039
Seaview Computer Lab	-	36.00	MPC307	.008,BW, .055 Color
Belhaven Main Office	-	36.00	MPC307	.008,BW, .055 Color
Belhaven Lab A	-	36.00	MPC307	.008,BW, .055 Color
Total Monthly		\$1,540.26		
Total Annual		\$18,483.12		

Motion Required - Operations

37. STATE CONTRACT PURCHASE

Motion to approve the purchase of security products under cooperative purchasing contract MRESC 15-60-80 with a total cost of \$18,918.

Motion Required - Operations

38. USE OF SCHOOL FACILITIES

Motion to approve the following requests for the use of our school facilities.

Organization	Facility	Date/Time	Fee
Linwood Panthers Football practice Person in charge: Kevin LaMonaca	Belhaven or Seaview gym In the event of inclement weather	Weekdays 9/10/18 to 11/10/18 4:00-8:00 p.m.	No
Linwood LASAR Basketball Basketball Practice Person in charge: Darren Matik	Belhaven gyms	9/11/18 to 11/15/18 5:45-8:45 p.m. Mondays – Blue gym Tuesdays – Gold gym	No
Linwood Men’s Basketball	Belhaven Blue gym	Saturday mornings 9/15/18 to 5/04/19 7:00-9:00 a.m.	Yes
Mainland United Soccer (MUSA) Soccer Practice Person in charge: Phyllis Watt	Belhaven or Seaview gym In the event of inclement weather	9/17/18 to 11/17/18 Times to be determined based on availability	No
Linwood Men’s Basketball Basketball Person in charge: James Malamut	Belhaven Blue Gym	Tuesday nights 9/25/18 to 6/25/19 5:30-8:00 p.m.	Yes
Linwood Education Foundation Meetings Person in charge: Lauren Gibson	Belhaven Library	10/10/18 & 11/15/18 7:00- 8:30 p.m.	No
Linwood PTO Wellness Committee Meeting Persons in charge: Catherine Evinski	Belhaven Library	10/11/18 6:00-7:00 p.m.	No
Linwood PTO Scholastic Book Fair (10/11-10/19); Evening Book Fair on 10/17/18 Person in charge: Mariealena D’Agostino	Seaview Front hallway	10/11/18 to 10/19/18 8:30 a.m. to 3:00 p.m. and 10/17/18 - 6:00-8:00 p.m.	No
Linwood SSPAC Meet & Greet Parent Meeting Person in charge: Melissa Duffy	Belhaven Library	10/18/18 6:00-8:00 p.m.	No
Linwood PTO Daddy/Daughter Dance Persons in charge: Erica Winters and Jessica Goldstein	Seaview Front Hallway Cafeteria Gym	12/13/18 3:00-8:00 p.m.	No

Motion Required – Operations

(POLICY: Items #39 through #41)

39. SCHOOL SELF-ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI-BULLYING BILL OF RIGHTS ACT - July 1, 2017 – June 30, 2018

Motion to accept the NJDOE School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* for the period of July 1, 2017 through June 30, 2018.

Motion Required – Policy

40. BOARD BYLAWS, POLICIES AND REGULATIONS

Motion to approve the Bylaws, Policies and Regulations contained in the Board Policy Manual.

Motion Required – Policy

41. BOARD POLICY – SECOND READING

Motion to approve the second readings of the policies and regulations, as listed below.

SECOND READING

Policy #	Title
Policy 1613 Regulation 1613	Disclosure and Review of Applicant’s Employment History (M)
Policy 5561 Regulation 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)

Motion Required – Policy

42. 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.

BOARD OF EDUCATION MONTHLY 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.

BILLS:

Batch 50	General Fund	\$475,987.07
Batch 59	Before and After School	\$ 221.25

PAYROLLS:

Batch 72	August 31, 2018	\$ 74,243.55
Batch 70	September 14, 2018	\$415,215.03

TRANSFERS	<u>September</u>		<u>From</u>		<u>To</u>
		\$		\$	
11-000-100-565	Tuition		2,000		
11-000-100-566	Tuition		8,000		
11-000-217-100	Salary - Extraordinary Services				40,000
11-000-217-320	Services - Extraordinary				14,000
11-000-221-102	Salary - Curriculum and Instruction				1,900
11-000-240-103	Salary - School Administration				50
11-110-100-101	Salary - Kindergarten				37,000
11-130-100-101	Salary - Teachers		42,850		
11-216-100-101	Salary - Preschool Handicapped Full Time				4,900
11-230-100-106	Salary - Basic Skills		45,000		
Total General Fund		\$	97,850	\$	97,850

43. Old Business

44. New Business

45. Comments from the Public

46. Comments from the Board

47. EXECUTIVE SESSION

Motion to enter into Executive Session,

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:

- *Personnel*
- *Pending Litigation*
- *Attorney Client Privilege*

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. We anticipate no action will be taken.

48. REGULAR SESSION

Motion to return to regular session.

49. Adjournment