

LINWOOD BOARD OF EDUCATION  
Schiavo Auditorium, Belhaven Middle School  
September 25, 2019  
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 7, 2019, 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 28, 2019.
6. MOTION TO APPROVE the Minutes of the Executive Session held August 28, 2019.
7. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of August 2019, which are in agreement.
8. Committee Reports
  - Policy 9.16.2019
  - Personnel 9.17.2019
  - Curriculum 9.17.2019
  - Negotiations 9.18.2019
9. Comments from the Public
10. Superintendent's Report

9/25/19

*(FOR YOUR INFORMATION - Items #II - 16)*

11. ENROLLMENT INFORMATION: *As of the first day of school 9/05/19*

	9/04/18	6/19/19	9/03/19
Seaview Elementary School	424	435	438
Belhaven Middle School	382	385	383
<b>Total Enrollment</b>	<b>806</b>	<b>820</b>	<b>821</b>

12. ENROLLMENT TOTALS BY GRADE: *As of the first day of school 9/05/19*

Seaview                      Self-Contained: 1 (included in grade totals)  
PS:                              28  
K (am & pm)'                75 (includes expanded day)  
Grade 1:                      83  
Grade 2:                      79  
Grade 3:                      90  
Grade 4:                      83  

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Total On Roll:                438

Belhaven                    Self-Contained: 3 (included in grade totals)  
Home Instruction: 1 (included in totals)  
Grade 5:                      89  
Grade 6:                      91  
Grade 7:                      108  
Grade 8:                      95  

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Total on Roll:                383

13. REPORT OF PERSONNEL (as of 9/25/19):

	<u>Positions Filled</u>	<u>Positions</u>	<u>Vacant</u>
Superintendent	1		
Executive Secretary to Superintendent	1		
School Business Administrator/Board Secretary	1		
Principals	2		
Supervisor of Curriculum & Instruction	1		
Supervisor of Special Education	1		
Supervisor of Facilities & Security	1		
Supervisor of Technology	1		
Treasurer PT	1		
Board Office Clerk	1		
Payroll Clerk PT	1		
School Psychologist FT	1		
Elementary School Counselor FT (Seaview)	1		
Middle School Guidance Counselor FT (Belhaven)	1		
School Social Worker FT	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 2)	8		
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 2 FT)	4		1
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-3; Belhaven-3)	6		1
Custodial Staff – PT (Seaview-1; Belhaven-1)	2		
Custodial Staff – PT Food Service Delivery	1		
<b>TOTAL STAFF</b>	<b>151</b>		<b>2</b>
 <b><u>BEFORE AND AFTER PROGRAM</u></b>			
<i>Seaview Camp Coordinator (L. Care)</i>	1		
<i>Seaview Camp Program Director (Open)</i>			1
<i>Seaview Camp BAS Clerk PT (C. Snowden)</i>	1		
<b>TOTALS</b>	<b>153</b>		<b>3</b>

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14. USE OF SCHOOL FACILITIES – 7/01/19-9/25/19

Organization	Fee	Seaview	Belhaven
Atlantic Coast Basketball Camp	Yes		4
G-thing Basketball	Yes		1
LASAR Basketball Camp (Meade)	No		4
Men's Basketball (Saturday a.m.)	Yes		3
Real Jersey Futsal Clinic/Mainland (Napoli)	No		8
TOTALS			20
Notes:			

15. REPORTS

- Linwood Education Foundation
- Linwood Parent/Teacher Organization
- Linwood Educational Affairs Committee
- Student Support Parent Advisory Council (SSPAC)
  
- Seaview Principal – Mrs. Lori Care
- Belhaven Principal – Dr. Jennifer Luff
- Supervisor of Curriculum & Instruction – NJSLA, DLM, ACCESS Spring 2019 Presentation – Ms. Nicole Sapello

16. DATES TO REMEMBER

SEPTEMBER			
30		Seaview Belhaven	SCHOOLS CLOSED – Rosh Hashanah
OCTOBER			
4	5:30-8:00 p.m.	Seaview Cafeteria	Seaview Movie Night
7-11		Seaview Belhaven	Week of Respect
9		Seaview Belhaven	SCHOOLS CLOSED Yom Kippur
10	7:00 p.m.	Belhaven Auditorium	Meet the Principals (offered by the PTO)
10-18	School Hours	Seaview	PTO Fall Book Fair
14		Seaview Belhaven	No School for Students Full Day Staff In-Service
17	7:00 p.m.	The Exchange	LEF Meeting
21-25		Seaview Belhaven	School Safety Awareness Week
23	7:00 p.m.	Belhaven Auditorium	Linwood Board of Education Meeting
29	6:00-8:00 p.m.	Belhaven Library/Media Center	SSPAC Meeting
31		Seaview Belhaven	Early Dismissal Staff In-Service

MOTIONS REQUIRING ACTION*(PERSONNEL: Items #17 - 24)*17. RESIGNATIONS

Motion to approve the following resignations, upon the recommendation of the Superintendent, as listed below.

Staff Name	Position/School	Effective
Tia DeVita	BAS Program Director	9.01.19
Cheryl DiMaio	FT Custodian – Seaview	9.13.19
Carley Cross	LT Substitute Teacher Health and Physical Education Belhaven	Last day in district will be 10.18.19; will release earlier if possible.

*Motion Required – Personnel*18. LEAVE OF ABSENCE

Motion to approve the leave of absence request, upon the recommendation of the superintendent, for the staff listed below pending receipt of the required certifications.

Staff Name	Position	Term
Marc Schnepf	Grade 2 Teacher Seaview	NJFLA: Beginning 10.01.19 to 10.18.19.

*Motion Required – Personnel*19. CHANGE IN POSITION 2019-2020

Motion to approve a change in position, upon the recommendation of the Superintendent, as listed below.

Name/Position	Position	Salary
Carmine Bonanni	(R) From: PT Paraprofessional, Seaview  To: PT Basic Skills Teacher 25 hours/week Seaview	B.A. Step 1, \$50,250, pro-rated based on PT status, effective 10.01.19. (2018-2019 level and step pending new LEA Agreement).

*Motion Required – Personnel*

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20. RECOMMENDED FOR EMPLOYMENT FOR 2019-2020

Code – (R) Replacement (TR) Temporary Replacement (N) New Position

Motion to approve the following new hires, upon the recommendation of the Superintendent, and pending criminal history clearance and pre-employment verifications (S414), for the 2019-2020 school year.

Name/Position	Term	Salary
Megan Oravsky Elementary Music Teacher Leave of Absence Seaview	(TR) Effective: On or about 10.07.19 to on or about 1.21.20	B.A. Step 4, \$52,545; pro-rated based on term and official start date. (2018-2019 level and step pending new LEA agreement).
Cara Siudut PT SPED/ELA Teacher 25 hours/week Belhaven	(R) Effective: On or about 10.01.19.	M.A. Step 5, \$56,726; Pro-rated based on PT status and official start date. (2018-2019 level and step pending new LEA agreement).
Nancy P. Garrett Before and After School Program Director Seaview	(R) Effective: On or about 9.26.19	\$20 per hour  NTE 25 hours per week and per conditions of contract.
Ulises Medina Ramos FT Custodian Seaview	(R) Effective: On or about 10.01.19	\$30,000; pro-rated based on official start date. (2018-2019 contract pending new LEA agreement)

*Motion Required – Personnel*

21. RECOMMENDED FOR THE 2019-2020 SCHOOL YEAR SUBSTITUTE LIST

Motion to approve the following substitute teachers, school nurses, and aides, upon the recommendation of the Superintendent, to the 2019-2020 School Year Substitute List; pending criminal history and pre-employment verifications (S414) and/or pending issuance or renewal of a State of New Jersey Substitute Teacher’s Credential, where \*indicated. They will be paid in accordance with the Substitute and Other Pay Policy.

Teachers (New)	School Nurse (New)
Megan Oravsky	*Wallace Welliver, III
Sylvia Kuzniar	
Mary Kate Flynn	
Erin Magee	

*Motion Required – Personnel*

22. BEFORE AND AFTER SCHOOL PROGRAM

Motion to approved the following individual, upon the recommendation of the Superintendent, as a Before and After School Program Aide for the 2019-2020 school year, morning and afternoon. The program positions and rates were board approved.

Staff Member	Assignment	Rate
Linda Hagel	BAS Aide	\$14.71 AM \$13.66 PM

*Motion Required – Personnel*

23. MENTOR - PROVISIONAL TEACHER PROGRAM FOR 2019-2020

Motion to approve the following mentor as listed below.

Mentor	Staff Member	Fee
Marissa Hieb	Sylvia Kuzniar LOA/PT SPED Teacher	Enroll October 2019; \$1000 fee is pro-rated from the start of the program.

*Motion Required – Personnel*

24. VOLUNTEERS – 2019-2020

Motion to approve, upon the recommendation of the Superintendent, the following volunteers as listed below.

Name	Name
Sherri Lawrence	Talia Preissman
Elana Ballias	Erica Winters
Kelly M. Day	Katy Palmentieri
Jessica Sykes	Tracy Ianni
Bridget Collins	Becca Jackson
Diana Lucca	Elizabeth Hauges
Elizabeth O'Brien	Rory Chew
Mariealena D'Agostino	Rachel Wise
Susan Antorino-Perry	D'Ann Glenn
Zhiying Hu	Michael DiLeo
Nancy Mitnick	Holly DiLeo
Karen Miller	Kathleen Novasack
Kelly Nirenberg	Michele Anderson
Nancy Connolly	Patti Phillips
Stephanie Pecora	David Funk
Valerie Bartholomew	Shannon Funk
Jason Goldstein	Jaclyn Cewe
Jessica Goldstein	Val Weeks
Jodi Kahn	Ryan West
Sangeeta Appel	Lauren Cizek
Joyce Kesic	Jill Meehan
Sharon Erenler	Kurry B. Smith
Tara LaMonaca	Karen Schwab
Adrien Levinson	Amy Daily

*Motion Required – Personnel*

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(CURRICULUM: Items 25 - 26)

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 expenses 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	6/3/20 6/4/20	Atlantic City, NJ	NJASBO Spring Conference	Included in membership	NTE \$50
Brian Pruitt	5/13/20 5/14/20	Atlantic City, NJ	NJASA Spring Leadership Conference	Included in membership	NTE \$30
Nicole Sapello	10/1/19	Trenton, NJ	New Bilingual/ESL/ELS Supervisor & Coordinator Training	N/A	NTE \$55
Nicole Sapello	9/13/19 10/4/19 11/21/19 12/6/19 1/9/20 2/21/20 3/13/20 4/9/20 5/14/19	SRI/ETTC Galloway, NJ	Coordinator of School Improvement Meetings	N/A	NTE \$10 per meeting
Jennifer Bernardini	10/02/19	Galloway, NJ	Computer Science K-8	7 ETTC Hours	N/A
Jennifer Bernardini Jennifer Luff	11/15/19	Philadelphia, PA	Jostens School Culture Educator Summit	*\$200 each	N/A
Kim Petrella Robin Moore	11/13/19	Hammonton, NJ	Visual Storytelling- Imagery & History Mixed Media Collage	5 ETTC Hours each	N/A
Kristy McLaughlin	10/2/19	Atlantic City, NJ	AtlantiCare Steering Committee	N/A	N/A
Kristy McLaughlin Brian Coyle	10/10/19	Atlantic City, NJ	Energizing P.E.	\$25 each	N/A
Patricia Levinson Mary Beth Atwood Elizabeth Provenzano	10/21/19	Stockton University	I&RS training	7 ETTC Hours each	N/A



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Teri Weeks	11/19/19	Mount Laurel, NJ	NJASBO Tax Sheltered Annuities & Other Personal Financial Plans	\$100	NTE \$50
Teri Weeks	12/17/19	Mount Laurel, NJ	NJASBO Negotiating Health Benefits & Procuring Insurances	\$100	NTE \$50
Teri Weeks	11/10/19 1/15/20 3/18/20 5/20/20	Egg Harbor Township, NJ	ACCASBO JIF Meetings	No Cost	NTE \$20
Julia Lockhart	11/25/19	Cherry Hill, NJ	School-Based OT Seminar	*\$279	N/A
Frank Pileiro	9/24/19	Stockton University Galloway, NJ	Southern NJ Educational Technology Council	N/A	NTE \$10
Frank Pileiro Ron Lyons	9/27/19	Oakcrest High School Mays Landing, NJ	NJSMART Data Deep Dive	N/A	N/A
David Wade	9/27/19	Camden County College	Co-Teaching and Collaboration	\$149	N/A
Susann Tahsin	9/26/19 10/23/19 11/25/19 12/12/19 1/22/20 2/26/20 3/25/20 4/22/20 5/27/20	SRI/ETTC Galloway, NJ	Director of Special Education Meetings	N/A	N/A
Jackie Baltozer Elizabeth Provenzano Mary Beth Atwood	10/01/19 12/03/19 2/04/20 3/03/20 4/07/20 5/05/20 6/02/20	SRI/ETTC Galloway, NJ	Atlantic County Traumatic Loss Coalition Meetings	N/A	N/A

*Motion Required – Curriculum*

26. FIELD TRIPS

Motion to approve the 2019-2020 school year field trip requests as listed below.

Destination	Grade	Person(s) in Charge
Butterhoff's Farm Egg Harbor City, NJ	Pre-K	Elise Scherbin Beth Bagocius
Lang's Garden Center Linwood, NJ	Kindergarten	Tara Lhulier Rebecca Law
12th Annual Quiz Bowl St. Augustine Prep Newfield, NJ	Grades 5-8	Keith Grimley

*Motion Required – Curriculum*

*(FINANCE: Items #27 - 34)*

27. DISTRICT SAFETY and SECURITY OPERATIONS PLAN – 2019-2020  
Motion to accept the District Safety and Security Operations Plan as kept on file in the Superintendent's Office.

*Motion Required – Finance*

28. DISTRICT GOALS – 2019-2020  
Motion to approve the District goals for the 2019-2020 school year.

*Motion Required – Finance*

29. TUITION AND TRANSPORTATION CONTRACTS - ATLANTIC COUNTY SPECIAL SERVICES  
Motion to approve the 2019-2020 tuition contract with Atlantic County Special Services for one student attending the Severe Cognitive Impaired Program in the amount of \$45,000 and for Extended School Year in the amount of \$2,200. Prior year tuition adjustment is \$7,032 and 2019-2020 transportation contract in the amount of \$16,706.

*Motion Required – Finance*

30. DISPOSAL OF FIXED ASSETS  
Motion to approve the disposal of fixed assets as listed in the addenda with a historical cost of \$80,599.

*Motion Required – Finance*

31. LOCAL GRANT  
Motion to accept a grant from the LEF for the purchase of two stools with an estimated cost of \$155.

*Motion Required – Finance*

32. PROFESSIONAL SERVICES CONTRACT  
Motion to approve a professional services contract with Remington & Vernick Engineers to provide technical specifications for HVAC service contracts in the amount of \$3,500.

*Motion Required – Finance*

33. ATLANTIC COUNTY AUDIO VISUAL AIDS COMMISSION  
Motion to approve joining the Atlantic county Audio Visual Aids commission for a fee of \$3,156 to provide digital licenses.

*Motion Required – Finance*

34. USE OF SCHOOL FACILITIES

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

Organization	Facility	Date/Time	Fee
<b>Linwood PTO</b> 2019-2020 Meetings and Events Person in charge: Reema Kanzaria	Seaview Belhaven	Schedule included in Board packet	No
<b>Linwood Men's Basketball</b> Basketball Person in charge: James Malamut	Belhaven Main Gym	Tuesday evenings 9.10.19 to 6.16.20 5:30-8:00 p.m.	Yes
<b>Mainland United Soccer (MUSA)</b> Soccer Practice Person in charge: Michael Pellegrino	Belhaven or Seaview Gym	9.01.19 to 6.30.20 Use in the event of Inclement weather	No
<b>Linwood Panthers</b> Practice Person in charge: John Franchini	Belhaven or Seaview Gym	9.01.19 to 6.30.20 Use in the event of Inclement weather	No

*Motion Required - Finance*

35. **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	\$428,604.18
Batch 55	(Addendum)	\$
Batch 59	Before and After School	\$ 943.47

**PAYROLLS:**

Batch 72	August 30, 2019	\$ 86,005.33
Batch 70	September 13, 2019	\$406,148.99

TRANSFERS	2019	<u>August – Revised As Recorded</u>		<u>From</u>		<u>To</u>
11-000-217-320		Purch Prof Educational Services				11,550
11-000-219-320		Purch Prof Educational Services		5,000		
11-000-221-500-0t		Misc Purchased Services		175		
11-000-223-500-0t		Misc Purchased Services				175
11-000-230-890		Misc Expenditures				300
11-000-230-590		Misc Purchased Services		300		
11-000-240-103		Principal Salary		18,371		
11-000-240-199		Unused Vacation				18,371
11-000-240-500		Misc Purchased Services		2,000		
11-000-251-890		Misc Expenditures				2,000
11-000-291-280		Tuition		6,550		
<b>Total General Fund</b>			\$	32,396	\$	32,396

36. Old Business

37. New Business

38. Comments from the Public

39. Comments from the Board

40. 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:

- *Attorney Client Privilege*
- *Contract Negotiations*

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.

41. REGULAR SESSION

Motion to return to regular session.

42. ADJOURNMENT

Motion to adjourn.