

LINWOOD BOARD OF EDUCATION
Schiavo Auditorium, Belhaven Middle School
October 24, 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 September 25, 2019.
6. MOTION TO APPROVE the Minutes of the Executive Session held September 25, 2019.
7. MOTION TO ACKNOWLEDGE the receipt and to file the Reports of the Secretary and Treasurer for the month of September 2019, which are in agreement.
8. Committee Reports
 - Negotiations 9.25.2019
 - Personnel 10.15.2019
 - Curriculum 10.15.2019
 - Policy 10.15.2019
 - Finance 10.16.2019
9. Comments from the Public
10. Superintendent's Report

10/24/19

(FOR YOUR INFORMATION - Items #11 - 19)

11. ENROLLMENT INFORMATION:

	9/03/19	10/24/19
Seaview Elementary School	438	435
Belhaven Middle School	383	382
Total Enrollment	821	817

12. USE OF SCHOOL FACILITIES – 7.01.19 – 10.24.19

Organization	Fee	Seaview	Belhaven
Atlantic Coast Basketball Camp	Yes		4
G-thing Basketball	Yes		1
LASAR Basketball Camp (Meade)	No		4
Linwood Men's Basketball (Saturday a.m.)	Yes		7
Linwood Men's Basketball (Tuesday p.m.)	Yes		7
Linwood PTO	No	10	2
Real Jersey Futsal Clinic/Mainland (Napoli)	No		8
TOTALS		10	29
Notes:			

13. SUSPENSIONS

- None

14. FIRE & SECURITY DRILLS

- Seaview: Fire: September 10, 2019 Security: September 13, 2019
- Belhaven: Fire: September 10, 2019 Security: September 19, 2019
- School Bus Emergency Evacuation Drill: Seaview: September 18, 2019
- School Bus Emergency Evacuation Drill: Belhaven: October 1, 2019

15. STUDENT SAFETY DATA SYSTEM REPORT – Period 2: January 1, 2019 to June 30, 2019
SCHOOL SELF ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI-BULLYING BILL OF RIGHTS ACT – July 1, 2018 – June 30, 2019 – Ms. Susann Tahsin

16. WEEK OF RESPECT – October 7-11, 2019

Seaview and Belhaven activities as described in your Board packet.

17. SCHOOL SAFETY AWARENESS WEEK – October 21-25, 2019

18. REPORTS

- Linwood Education Foundation
- Linwood Parent/Teacher Organization
- Linwood Educational Affairs Committee
- Student Support Parent Advisory Council (SSPAC)
- Seaview in a Snap – Mrs. Lori Care
- Belhaven Blitz – Dr. Jennifer Luff

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19. DATES TO REMEMBER

OCTOBER			
21-25		Seaview Belhaven	School Safety Awareness Week
29	6:00-8:00 p.m.	Belhaven Library/Media Center	SSPAC Meeting
31		Seaview Belhaven	Early Dismissal Staff In-Service

NOVEMBER			
4		Seaview Belhaven	School Picture Retakes
5		Seaview Belhaven	No school for students Full-day In-Service
7-8		Seaview Belhaven	SCHOOLS CLOSED NJEA Convention
14		Seaview Belhaven	End of 1 st Marking Period
14	7:00 p.m.	The Exchange Linwood	LEF Meeting
15	8:45 a.m.	Seaview/Cafeteria	PTO Meeting
20	6:00 p.m. 7:00 p.m.	Belhaven/Library Belhaven/Auditorium	Board Retreat Board of Education Meeting
27		Seaview Belhaven	Early Dismissal Day
28-29		Seaview Belhaven	SCHOOLS CLOSED Thanksgiving Holidays

MOTIONS REQUIRING ACTION*(PERSONNEL: Items #20 - 29)*20. RESCIND RESIGNATION

Motion to rescind the resignation of Shanna Gardner, PT SPED/Math Teacher in the Belhaven Middle School.

*Motion Required - Personnel*21. LEAVES 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
John Napoli	Grade 8 Teacher Belhaven	FMLA Beginning 12.10.19 to 1.24.20
Brenda Mucciarone	PT Paraprofessional Seaview	Uncompensated Leave Dates TBD

*Motion Required - Personnel*22. 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
Sarah Carrasquillo Health & Physical Education LT Substitute Teacher Belhaven	(TR) Effective: On or about 10.25.19	B.A., Step 1; pro-rated based on term and official start date. (2018-2019 level and step pending new LEA agreement).
Mary Kate Flynn PT Paraprofessional 25 hours/week Seaview	(R) Effective: On or about 10.25.19	\$14 per hour (2018-2019 level pending new LEA Agreement)
Danielle Katz PT Paraprofessional 25 hours/week Seaview	(R) Effective: On or about 10.25.19	\$14 per hour (2018-2019 level pending new LEA Agreement)

Motion Required - Personnel

23. CHANGE IN POSITION 2019-2020

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

Name	Position	Salary
Shanna Gardner	(R) From: PT SPED Math Teacher To: FT SPED/Math/ELA Teacher Belhaven	B.A. Step 5, pro-rated based on official date of on or about 10.25.19. (2018-2019 level and step pending new LEA Agreement).

Motion Required – Personnel

24. STAFF ASSIGNMENTS FOR 2019-2020

Motion to approve the updated staff assignments for the 2019-2020 school year.

Motion Required – Personnel

25. 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	Aide
*Jill Hemphill	Brooke Mong
*Madeline McCabe	
Pamela Walcoff	
*Kara McPeak	

Motion Required – Personnel

26. FAMILY LITERACY NIGHT

Motion to approve the following staff member, upon the recommendation of the Superintendent, to fill the following position to be paid from ESEA funds (Title IV).

Staff Member	Rate of Pay
Christine Flanagan	\$40 per hour NTE 4 hours

Motion Required – Personnel

27. MENTOR - PROVISIONAL TEACHER PROGRAM FOR 2019-2020
Motion to approve the following mentor as listed below.

Mentor	Staff Member	Fee
Jessica Byrnes	Carmine Bonanni PT BSI Teacher Seaview	Enroll October 2019; \$550 fee is pro-rated from the start of the program.

Motion Required – Personnel

28. VOLUNTEERS – 2019-2020
Motion to approve, upon the recommendation of the Superintendent, the following volunteers as listed below.

Name	Name
Erin Bennis	Ida Lucchesi
Michele Bodkin	Marci Lutsky
Samar Bursheh	Chrissy Meade
Christopher Calvi	Tracee Melchior
Katie Calvi	Melissa Merlino
Oranit Caplan	Kelly Nirenberg
Michele Cardani	Angela O'Connor
Michelle Caucci	Jennifer Pack
Ava Cocchi	Cynthia Petosa
Lori Datti	Jennifer Pierce
Patricia Davis	Patty Reynolds
Michelle Dill	Rosa Rodgers
Louise Donohue	Haley Santoro
Miosoti Espinal-Waller	Krista Santoro
Catherine Evinski	Melissa Schock
Sara Franklin	Diana Shissias
Ricky Gerhardt	Judy Simpson
Claudia Goldberg	Matthew Simpson
Carrie Gregory	Sherry Stolarki
Angela Harrison	Val Summerson
Debbie Hemphill	Brooke Stromfeld
Kira Hernandez	Meredith Swanner
Kim Kern	Aaron Sykes
Briceida Louriano-Morales	Jill Thomas
Aiofe Larkin	Kelli Thomas
Ann Lockhart	Paige Vaccaro
Susanne Lockhart	Sabrina Tracy
Arnold Lucchesi	

Motion Required – Personnel

29. BEFORE AND AFTER SCHOOL PROGRAM STUDENT VOLUNTEERS

Name	Name
Anthony Eaton	Charlotte Evinski
Jack Tiemann	Clay Tiemann
Pari Hazabeh	Daniel D'Ambrosio

*(CURRICULUM: Items #30 - 31)*30. 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
Heather Lanzalotti	9/27/19	Northfield, NJ	Atlantic County Annual Immunization Audit Workshop	N/A	N/A
Shari Frolove	10/11/19	Galloway, NJ	Cape Atlantic School Counselor Fall Mini-Conference	\$10	N/A
Raquel Law	11/19/19	Mt Laurel, NJ	BER- Practical Strategies for Reaching Underperforming Students	*\$279	N/A
Frank Pileiro	12/13/19 2/7/20 4/24/20	Galloway, NJ	County Technology Roundtable	N/A	NTE \$10 each
Jennifer Luff Lori Care	10/17/19	Galloway, NJ	Principal's Consortia	No charge	NTE \$10 each
Jennifer Bernardini	12/13/19	Galloway, NJ	Interactive ELA Classroom	4 ETTC Hours	N/A
Susann Tahsin Lori Care	11/12/19	Little Egg Harbor, NJ	Jennifer Serravallo Workshop	No charge	NTE \$20 each
Susann Tahsin	10/8/19 TBD	Mays Landing, NJ	Atlantic County Education & Youth Services Committee	No charge	NTE \$10 each
Michele Tighe Marisa Hieb	12/18/19	Atlantic City, NJ	Dyslexia, Dyscalculia, and Dysgraphia	*\$219.99	N/A
Nicole Sapello Lori Care Susann Tahsin Marisa Hieb	11/22/19	Vineland, NJ	LinkIt! Data Leadership Academy	*\$175 each	NTE \$22 each

31. FIELD TRIPS

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

Destination	Grade	Person(s) in Charge
Feast with Friends Upper Township School	5-8	Angela Buckberg Marilee Sobrinski Mary Beth Atwood
Holiday Shopping Mays Landing	5-8	Angela Buckberg Marilee Sobrinski Mary Beth Atwood

Motion Required – Curriculum

*(FINANCE: Items #32 - 43)*32. RESOLUTION FOR RENEWAL OF MEMBERSHIP IN ACASBO JIF

Motion to approve the Resolution for Renewal and Membership and the Indemnity and Trust Agreement in the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund. This is a three-year commitment to the program.

Motion Required - Finance

33. LONG RANGE FACILITY PLAN UPDATE

Motion authorizing the update to the Long Range Facility Plan to include Security Vestibule and ancillary space upgrades to both the Belhaven Middle and Seaview Elementary school buildings and complete a major amendment.

Motion Required - Finance

34. PROJECT APPLICATION

Motion to submit a project application for the Seaview Elementary School project number 01-2680-050-20-1000 and Belhaven Middle School project number 01-2680-020-20-1000. These projects will renovate the front entrances for both buildings to improve secure access to the buildings. These projects will also include upgrades to ancillary locations impacted by the renovations.

Motion Required - Finance

35. REQUESTS FOR PROPOSALS

Motion to approve to submit request for proposals for Boiler, Chiller and Controls maintenance contracts.

Motion Required - Finance

36. 2020/2021 BUDGET MEETING CALENDAR

Motion to approve the tentative 2020-2021 budget meeting calendar.

Motion Required - Finance

37. ADDENDUM TO TUITION CONTRACT

Motion to approve an addendum to the Atlantic City Board of Education 2019-2020 tuition contract to provide Before and After School Services in the amount of \$2,092.

Motion Required – Finance

38. SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN AND MI
Motion to approve the submission of the Three Year Comprehensive Maintenance Plan for each building and the Annual Maintenance Plan pursuant to N.J.A.C. 6A:26A. The M-1 reports on prior and planned expenditure by building for required maintenance activities. The Comprehensive Maintenance Plan provides detailed expenditure plans for the areas of required maintenance and capital improvements for the current year and the subsequent years.

LINWOOD BOARD OF EDUCATION

RESOLUTION

SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached documents known as the M-1 and the Comprehensive Maintenance Plans for the various school facilities of the Linwood School District are consistent with the requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their systems warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Linwood School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan in compliance with the Department of Education requirements.

Motion Required - Finance

39. E-RATE SERVICES
Motion to approve On-Tech Consulting, Inc. to provide our 2020-2021 E-Rate filing and related services for a 20% fee of rebates received.

Motion Required - Finance

40. APPROVAL TO BID - SEAVIEW GYMNASIUM NAMING RIGHTS
Motion to approve a bid to receive sponsorship to raise funds for the Seaview Gymnasium renovations including, but not limited to bleacher replacement, rock climbing wall, and other improvements. The district is seeking funds through a sponsorship that will allow the winning bidder naming rights for a specified period of time.

Motion Required - Finance

41. LEF GRANT
Motion to accept the LEF grant in the amount of \$70 for additional costs to attend the Tween Tech conference.

Motion Required - Finance

42. TUITION CONTRACT
Motion to approve a tuition contract for one student attending Grade 6-8 programs effective November 1, 2019.

Motion Required – Finance

10/24/19

43. USE OF SCHOOL FACILITIES

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

Organization	Facility	Date/Time	Fee
Student Support Parent Advisory Council (SSPAC) Meet and Greet Person in charge: Susann Tahsin	Belhaven Library	October 29, 2019 6:00-8:00 p.m.	No
EHT Tornadoes 14 U Blue Travel Softball Team Winter Workouts/Speed and Agility Team Training Person in charge: Mariealena D'Agostino	Belhaven gyms and/or Seaview gym	Dates TBD Two nights per week (M-Th) 6:30-7:30 p.m. Saturdays – 10 a.m. to 12 noon	Yes

Motion Required – Finance

(POLICY: Items #44 - 47)

44. BOARD POLICY

Motion to revise or adopt the following policies and regulations.

FIRST READING	
Policy # Regulation#	Title
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
Policy 3218 Regulation 3218	Use, Possession, or Distribution of Substances (M) (Revised)
Policy 4218 Regulation 4218	Use, Possession, or Distribution of Substances (M) (Revised)
Policy 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
Policy 6112 Regulation 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
Policy 8600	Student Transportation (M) (Revised)
Regulation 8600	Student Transportation (Revised)
Policy 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
Regulation 8630	Emergency School Bus Procedures (M) (Revised)
Policy 8670	Transportation of Special Needs Students (M) (Revised)
Policy 9210	Parent Organizations (Revised)

Motion Required – Policy

45. NURSING SERVICES PLAN

Motion to approve the 2019-2020 Nursing Services Plan.

Motion Required – Policy

46. SCHOOL SELF ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI-BULLYING BILL OF RIGHTS ACT – July 1, 2018 – June 30, 2019
 Motion to approve the submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Rights Act for the period of July 1, 2018 through June 30, 2019.

Motion Required – Policy

47. A UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS – 2019 REVISIONS*
 Motion to approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2019 Revisions*.

Motion Required – Policy

48. 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	\$429,664.89
Batch 55	Debt Service/State Deductions	\$191,213.50
Batch 59	Before and After School	\$ 834.80

PAYROLLS:

Batch 71	September 27, 2019	\$404,998.45
Batch 70	October 11, 2019	\$410,532.46

49. Old Business
50. New Business
51. Comments from the Public
52. Comments from the Board
53. 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*

10/24/19

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.

54. REGULAR SESSION
Motion to return to regular session.

55. ADJOURNMENT
Motion to adjourn.