

LINWOOD BOARD OF EDUCATION  
Schiavo Auditorium, Belhaven MS  
October 28, 2020  
7:00 p.m.  
BOARD AGENDA



**LINWOOD**  
PUBLIC SCHOOLS

IN-PERSON MEETING

The Linwood Public School District will hold its Board of Education Meeting in-person on Wednesday, October 28, 2020, beginning at 7:00 PM. Members of the public may attend in person subject to such conditions that the Board may set. All in attendance will be temperature checked upon arrival, social distancing measures will be in place, and masks will be required - no gaiters will be permitted. Attendees will also be required to complete a sign-in with contact information for any contact tracing requirements. Members of the public will also be able to view the public portion of the meeting through Facebook feed; however, public comment will only be available to those in-person. Directions for accessing the meeting will be available on the District's website at [www.linwoodschoools.org](http://www.linwoodschoools.org) on Wednesday, October 28, 2020 at 6:30 PM.

As a reminder, pursuant to CDC and New Jersey Department of Health Guidelines, if you are currently feeling sick, have been sick within the last two weeks, have been in contact with someone who was sick within the last 14 days, you or someone you have been exposed to have tested positive for COVID-19 in the past two weeks, or you have travelled to an area of high transmission, it is imperative that you stay home.

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 8, 2020, 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

|                                            |                      |                   |
|--------------------------------------------|----------------------|-------------------|
| _____ Donna Michael-Ziereis                | _____ Steven Evinski | _____ Casey Lowry |
| _____ Jason Goldstein                      | _____ Craig Kahn     | _____ Holly DiLeo |
| _____ Michelle DeMorat                     | _____ Alexa Barrera  | _____ Gina Osbeck |
| _____ Brian Pruitt, Superintendent         |                      |                   |
| _____ Kevin Byrnes, Business Administrator |                      |                   |
| _____ Will Donio, Board Solicitor          |                      |                   |

5. MOTION TO APPROVE the Minutes of the Regular Meeting held on September 23, 2020.

6. Committee Reports
  - Policy 10.13.2020
  - Personnel 10.13.2020
  - Curriculum 10.13.2020
  - Finance 10.15.2020
7. Comments from the Public
8. Superintendent's Report

(FOR YOUR INFORMATION: ( Items # 9 - 16)

9. ENROLLMENT INFORMATION: As of the first day of school 9/8/20

|                           | 9.08.20 | 9.30.20 |
|---------------------------|---------|---------|
| Seaview Elementary School | 436     | 428     |
| Belhaven Middle School    | 383     | 380     |
| Total Enrollment          | 819     | 808     |

10. USE OF SCHOOL FACILITIES – 7.01.20 to 10.28.20  
None at this time.

11. DATES TO REMEMBER

|                |                                                   |
|----------------|---------------------------------------------------|
| October 30     | Early Dismissal on Virtual Friday                 |
| November 3     | Election Day - Staff PD<br>No school for students |
| November 5-6   | SCHOOLS CLOSED<br>NJEA Convention                 |
| November 13    | End of 1st Marking Period                         |
| November 17    | School Picture Retakes - Blue                     |
| November 19    | School Picture Retakes - Gold                     |
| November 25    | Early Dismissal Day                               |
| November 26-27 | SCHOOLS CLOSED<br>Thanksgiving Holidays           |
| November 30    | Early Dismissal Day                               |

12. INFORMATIONAL/CORRESPONDENCE

- Discipline Report
- Week of Respect - October 7-11, 2020
- School Safety Week (School Violence Awareness Week) - October 19-23

13. FIRE & SECURITY DRILLS

| School/Cohort   | Fire         | Security     |
|-----------------|--------------|--------------|
| Seaview (Blue)  | September 22 | September 22 |
| Seaview (Gold)  | September 25 |              |
| Belhaven (Blue) | September 21 | September 22 |
| Belhaven (Gold) | September 18 | September 24 |

14. REPORTS

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

MOTIONS REQUIRING ACTION - SUPERINTENDENT'S RECOMMENDATIONS

(PERSONNEL: Items #17 - 20)

15. STAFF APPOINTMENT

Motion to approve the following new hire, as listed upon the recommendation of the Superintendent, pending criminal history clearance and pre-employment verifications for the 2020-2021 school year.

| Name      | Position                                    | Term                                                                             | Salary                                                      |
|-----------|---------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------|
| Amy Bowen | Seaview School Nurse<br>(non-instructional) | Start: TBD pending<br>issuance of her<br>Emergency<br>Certificate, in<br>process | \$52,169<br>BA, Step 1<br>Prorated based<br>upon start date |

16. STAFF - LEAVE OF ABSENCE

Motion to approve the following leaves of absence, as listed upon the recommendation of the Superintendent, pending receipt of required paperwork.

| Staff Name | Position            | Term                                       |
|------------|---------------------|--------------------------------------------|
| Tara Mikus | FT Paraprofessional | NJFLA<br>(Unpaid Leave)<br>10/7/20-12/7/20 |

17. EXTRA CURRICULAR AND AFTER SCHOOL POSITIONS

Motion to approve the following extra-curricular positions, upon the recommendation of the Superintendent, for the 2020-2021 school year on an as-needed, rotational basis.

| Position              | Staff Member                                      | Stipend   |
|-----------------------|---------------------------------------------------|-----------|
| Saturday AM Detention | Erica Coombs<br>Jennifer Parmelee<br>Jill Cunniff | \$40/hour |

18. JOB DESCRIPTION

Motion to approve the attached job description for Child Study Team/Curriculum Executive Secretary to be added to the district's job description manual.

Roll Call: Mrs. Barrera, Mrs. DeMorat, Mrs. Dileo, Mr. Evinski, Mr. Kahn, Mrs. Lowry, Mrs. Osbeck, Mr. Goldstein, Mrs. Zierys

(CURRICULUM: Item #19)

19. STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RELATED EXPENSES

Motion for the Linwood Board of Education to authorize attendance at the following training programs, conferences, seminars, and informational events and work related expenses for employees as listed below.

| Name               | Travel Date(s)   | Location                     | Event                                                     | Registration | Mileage Expense |
|--------------------|------------------|------------------------------|-----------------------------------------------------------|--------------|-----------------|
| Sarah Carrasquillo | October 29, 2020 | Virtual (after school hours) | NJASPERD Adapted Health and Physical Education Conference | \$25         | N/A             |
| Mary Beth Atwood   | December 4, 2020 | Virtual                      | NJASP Conference                                          | \$185        | N/A             |

Roll Call: Mrs. Barrera, Mrs. DeMorat, Mrs. Dileo, Mr. Evinski, Mr. Kahn, Mrs. Lowry, Mrs. Osbeck, Mr. Goldstein, Mrs. Zierys

(FINANCE: Items #20 - 40)

20. MONTHLY BUDGET TRANSFERS

That the Board ratify budget transfers for August pursuant to N.J.S.A 18A:22-8.1 and N.J.A.C. 6:20-2A.10.

21. TREASURER/BOARD SECRETARY REPORTS

That the Board accept the Board Secretary and Treasurer reports for the month of August and certification, after closure, and direct that they be attached to and made part of the minutes of this meeting.

22. MONTHLY BILL LISTS

That the Board approve the payment of the following bills in the amounts listed and to attach a complete copy of these bills to the minutes of this meeting:

Bills:

|          |                    |              |
|----------|--------------------|--------------|
| Batch 50 | General Funds      | \$98,317.15  |
| Batch 51 | General Funds      | \$429,491.00 |
| Batch 59 | BAS Program        | \$592.51     |
| Batch 71 | Payroll - 9/25/20  | \$425,123.21 |
| Batch 72 | Payroll- 10/9/20   | \$436,418.53 |
| Batch 71 | Payroll - 10/23/20 | \$421,174.84 |

23. 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.

24. 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.

25. ESY TUITION CONTRACT

Motion to ratify 2020-2021 ESY attached Tuition contract with Atlantic County Special Services District.

26. CORONAVIRUS RELIEF GRANT

Motion to accept the Coronavirus Relief Grant in the amount of \$31,760.

27. NONPUBLIC NURSE AID

Motion to approve revised 2020-2021 Nonpublic Nurse Aid for Creative Learning Preschool. The new total allotment is \$1,224.

28. NONPUBLIC SECURITY AID

Motion to approve 2020-2021 Nonpublic Security Aid for Creative Learning Preschool in the amount of \$2,100.

29. NONPUBLIC NURSING - MOESC  
Motion to approve MOESC to provide nonpublic nursing services to Creative Learning Preschool, Inc.
30. 2021-2022 BUDGET MEETING CALENDAR  
Motion to approve tentative 2021-2022 budget meeting calendar.
31. 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.
32. E-RATE SERVICES  
Motion to approve On-Tech Consulting, Inc. to provide our 2021-2022 E-Rate filing and related services for a 20% fee of rebates received.
33. LEF GRANTS  
Motion to approve the following grants from the Linwood Education Foundation:

|                         |          |
|-------------------------|----------|
| Mobile Tub Storage Unit | \$388.85 |
| Cozy Up with Kindness   | \$935.35 |

34. EXTRAORDINARY AID  
Motion to accept 2019-2020 Extraordinary Aid Award in the amount of \$184,723.
35. NURSING SERVICES  
Motion to approve a contract for the 2020-2021 school year with Delta-T Group North Jersey, Inc. to provide substitute nursing services.
36. NURSING SERVICES  
Motion to approve a contract for the 2020-2021 school year with AtlantiCare to provide substitute nursing services.
37. REJECT BIDS RECEIVED - HVAC MAINTENANCE SERVICE CONTRACT

MOTION OF THE LINWOOD BOARD OF EDUCATION REJECTING ALL BIDS FOR THE HVAC MAINTENANCE SERVICES CONTRACT AT BELHAVEN MIDDLE SCHOOL AND SEAVIEW ELEMENTARY SCHOOL

The board, after review of the bid submissions and results of the bid opening on 10/15/20, for HVAC Maintenance Service Contract at Belhaven Middle School and Seaview Elementary School (collectively, the "Project"), and for good cause, the Administration makes the following recommendation:

To reject all bids opened on 10/15/20, for the Project pursuant to N.J.S.A. 18A:18A-22, for the following reasons:

1. Said bids substantially exceed the Board's cost estimate or appropriation or budget for the project; and
2. The board wants to substantially revise the specifications for the goods or services; and
3. That it is in the public interest for the Board to reject the bids and rebid.

| Vendor               | Total Bid Amount | Regular Time Service Calls | Non-Regular Service Calls | Mark-up for Materials |
|----------------------|------------------|----------------------------|---------------------------|-----------------------|
| Gaudelli Bros., Inc. | \$274,539        | \$95 per hour              | \$144 per hour            | 15%                   |

38. HVAC MAINTENANCE SERVICES

Motion to approve to request bids for HVAC maintenance service contract.

39. AUTHORIZATION TO BID

Motion to approve the request for bids for HVAC maintenance services as described in contract 1,2,3, and 4 as follows:

|                                                           |                                                     |
|-----------------------------------------------------------|-----------------------------------------------------|
| Contract 1 - Time and Material - Control Sys. Maintenance | Contract 2 - Time and Material - HVAC Maintenance   |
| Contract 3 - Time and Material - Chiller Maintenance      | Contract 4 - Time and Material - Boiler Maintenance |

40. SUBSTITUTE AND OTHER PAY POLICY

Motion to approve revised Substitute and Other Pay Policy for the 2020-2021 school year as attached.

Roll Call: Mrs. Barrera, Mrs. DeMorat, Mrs. Dileo, Mr. Evinski, Mr. Kahn, Mrs. Lowry, Mrs. Osbeck, Mr. Goldstein, Mrs. Ziereis

(POLICY: Items #41 - 43)

41. NURSING SERVICES PLAN

Motion to approve the 2020-2021 Nursing Services Plan.

42. SCHOOL SELF ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI-BULLYING BILL OF RIGHTS ACT - July 1, 2019 - June 30, 2020  
 Motion to accept the school level scores of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Rights Act for the period of July 1, 2019 through June 30, 2020. - Ms. Susann Tahsin

| Linwood Public Schools HIB Self-Assessment            |         |          |                 |
|-------------------------------------------------------|---------|----------|-----------------|
| Core Element                                          | Seaview | Belhaven | Points Possible |
| 1: HIB Programs, Approaches, Initiatives              | 15      | 15       | 15              |
| 2: Training on theBOE-approved HIB Policy             | 8       | 9        | 9               |
| 3: Other Staff Instruction and Training Programs      | 15      | 15       | 15              |
| 4: Curriculum/Instruction on HIB/Related Info, Skills | 6       | 6        | 6               |
| 5: HIB Personnel                                      | 9       | 9        | 9               |
| 6: School Level HIB Incident Reporting Procedure      | 6       | 6        | 6               |
| 7: HIB Investigation Procedure                        | 12      | 12       | 12              |
| 8: HIB Reporting                                      | 6       | 6        | 6               |
| Total                                                 | 77      | 78       | 78              |

43. A UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS  
 Motion to approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials - as provided by the NJDOE.

Roll Call: Mrs. Barrera, Mrs. DeMorat, Mrs. Dileo, Mr. Evinski, Mr. Kahn, Mrs. Lowry, Mrs. Osbeck, Mr. Goldstein, Mrs. Zierys

44. Old Business
45. New Business
46. Comments from the Public
47. Comments from the Board
48. ADJOURNMENT  
 Motion to adjourn.