

LINWOOD, NEW JERSEY
August 24, 2016

In compliance with the "Open Public Meetings Act" of the State of New Jersey adequate notice of this regular meeting has been provided. On May 17, 2016 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 **Mr. Sless**, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Wednesday, August 24, 2016 7:05 PM**.

Mr. Sless led all present in a flag salute.

MEMBERS PRESENT: Mr. McLaughlin, Mrs. Gibson, Mrs. Scannell, Mr. Sless, and Mrs. DeMorat

MEMBERS ABSENT: Mrs. Ziereis, Judge Todd,

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs, Principal, K. Grimley, J. Cunniff, T. Lhulier, J. Candeloro, K. Nazarok, M. Hieb, J. Mansueto, C. Flannagan, G. Meister

MINUTES OF THE REGULAR MEETING- Motion made by Mrs. Scannell, seconded by **July 27, 2016** Mr. McLaughlin, to approve the minutes of the Regular Meeting, held July 27, 2016.
Motion carried by roll call vote with all members present voting yes.
Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mr. McLaughlin, seconded by **JULY 2016** Mrs. Scannell, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of July 2016, which are in agreement.
Motion carried by roll call vote with all members present voting yes.
Motion approved.

COMMITTEE REPORTS

Instruction – July 19 – Mrs. Scannell recapped the meeting agenda

Operations – July 13 - Mr. McLaughlin recapped the meeting agenda

Governance – July 19 – Mrs. DeMorat recapped the meeting agenda. Dr. Cappelluti added that the critical policies will be made available online to staff who will need to sign off that they have read them

Negotiations – None

COMMENTS FROM THE PUBLIC - Welcome Dr. Meister!

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Strategic Planning Process has begun. Schedule is posted.

ACTION REQUIRED

CHANGE IN POSITION - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve a change in position, upon the recommendation of the superintendent, effective August 13, 2016 through December 31, 2016 for Kim Savino, Part Time Basic Skills teacher at a Full Time Teacher during Katie Mitchell's leave of absence.

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

Motion approved.

HOME INSTRUCTION - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve, upon the recommendation of the superintendent, to hire the following staff to provide home instruction services. They will be paid per the substitute and other pay policy.

Jennifer Bernardini	Deborah Levine	Christine Swan
Bernadette Getzler	Mary Beth McKenna	Michele Tighe
Kim Savino	Christopher Meade	

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

Motion approved.

NEW HIRES - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the following new hires, upon the recommendation of the Superintendent, for the 2016-2017 school year; emergent hire where indicated,

<u>Name/Position</u>	<u>Term</u>	<u>Salary</u>
Tanya Arlington-Narvaez PT BSI Teacher- Belhaven 25 hours/week	(R) Start Date: 8/31/16 Replacing Jessica Byrnes	BA, Step 1 (pro- rated .71)
Amanda Pannone PT 6th grade Math Teacher	(TR) Start Date: 8/31/16 to December 31, 2016 Replacing K. Savino	BA, Step 1 (pro- rated .71)

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

Motion approved.

SUBSTITUTE TEACHERS - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the following part-time teachers, on staff, to be used as a substitute during the 2016-2017 school year, as needed.

Laura Bender	Mary Jane McAllister
Michele Tighe	Kim Savino

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

Motion approved.

INSTRUCTIONAL AIDES - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the following instructional aides, on staff, to be used as a substitute teacher during the 2016-2017 school year, to be paid at their regular hourly rate.

Seaview	Belhaven
Melissa Hackett	Emily Reed
Sheri Lamp	Christina Hall

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

Motion approved.

VOLUNTEERS - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the list of Before and After School Club and Summer Program volunteers.

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

Motion approved.

SUBSTITUTES - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the following substitutes, upon the recommendation of the superintendent, to the 2016-2017 School Year Substitute Lists. They will be paid in accordance with the Substitute and Other Pay Policy

TEACHERS

Judith Alton	Mary Beth Gallagher	Germain Osorio
Tanya Arlington-Narvaez	Meagan Gatley	Robert Patrick
Patricia Armstrong	Rosemarie Green	Wendy Payton
Michael Bagocius	Thomas Grockenberger	Sally Pease
Scott Baker	Carol Heller	Kira Pepek
Rachel Barnes	Nichole Higbee	William Polko

Cameron Bell	Ralph Hill	Meagan Readeau
Sharon Baxter	Abigail Jamison	Tiffany Rettew
Judith Branin	Karan Janson	Debra Roland
Robin Buehler	Tracy Johnson	Neil Rosenzweig
Susanne Castello	Marian Jordan	Annamarie Sabatini
Judy Cline	Margaret P. Juliano	Elaine Santo
Joanne Collins	Marilyn Kessler	Kathy Savini
Denise Costello	Thomas Kinch	William Shaughnessy
Kathy Crane	Larry Lamkin	Stephanie Stanger
Mary Crane	Elvira Lanzilotti	Amy Strang
Kelly Crawford	Jill Leap	Teresa Tadley
Elizabeth Lee	Joanne Teague	Michael DeCicco
Ginger Liberatore	Susan Thompson	Gail Desberg-Kiejdan
Edward Maddox	Tammy Thornton	Tonya DiNofrio
Millie Magill	Colleen Tighe	Victoria Dolceamore
Gregory Maiuro	Jennifer Van Dyke	Cindy Donovan
Katie Marakos	Paul Van Langen	Jessica Dreager
Michael McComb	Kristen Vogelbacher	Mary Ellen Dudnick
Dawn Miller	Robert Walters	Virginia Emery
Karen Miller	Meagan Ward	Sarah Farng
Cassandra Mills	Lynn Warren	Joseph Fiore
Christopher Moziitis	Ryan West	Natalie Fisher
Kelly Mulligan	Johnna White	Kristen Flanagan
Linda Mullin	Bonnie Zatyko	Debra Freed

Jillian Noon	Jules Freeman	Anastasia Ordille
Lauren Guarracino	Haejin Park	Emily C. Reed
Laura Watts	Kristen Lamkin	

SUBSTITUTE INSTRUCTIONAL AIDES

Mariah Belber	Alisa Carey	Linda Dunn
Marianne Hoban	Joan Rosenfeld	Ashley Stieffenhofer

SCHOOL NURSE/*SUBSTITUTE TEACHER

Kimberly Geria	*Jan Miller	*Taylor Nehmad
Margaret Juliano	Christina H. Somers	

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

Motion approved.

CURRICIULUM REVISIONS - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the revised curriculum listed below, as aligned to the NJ Next Generation Science Standards for Grades 5-8.

Content Area	District-Implementation of Revised Curriculum
Science	September 2016

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

Motion approved.

STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RELATED EXPENSES - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve

Name	Travel Dates	Location	Event	Registration & Travel Expense
Teri Weeks	23-Sep	TBD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	28-Oct	TBD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	21-Nov	ACSSD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	16-Dec	Tuckahoe Inn	ACASBO Meeting	Not to exceed \$20

Teri Weeks	27-Jan	TBD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	27-Feb	ACSSD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	24-Mar	TBD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	26-Apr	TBD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	25-May	TBD	ACASBO Meeting	Not to exceed \$20
Teri Weeks	8-Jun	Atlantic City	ACASBO Meeting	Not to exceed \$20
Teri Weeks	19-Sep	Mount Laurel	Fiscal Updates	Not to exceed \$150
Pat Childs	15-Nov	Mount Laurel	Required Facilities	Not to exceed \$150
Teri Weeks	15-Nov	Mount Laurel	Required Facilities	Not to exceed \$150
Teri Weeks	8-Dec	Mount Laurel	Artemis Records	Not to exceed \$150
Teri Weeks	24-Jan	Mount Laurel	Leaves/Absences	Not to exceed \$150
Teri Weeks	14-Feb	Mount Laurel	Pension Updates	Not to exceed \$150
Teri Weeks	14-Mar	Mount Laurel	Purchasing Program	Not to exceed \$150
Teri Weeks	27-Apr	Mount Laurel	Audit Update	Not to exceed \$150
Jill Cuniff	23-Sept	BrynMawr, PA	HIB/Character Ed	Not to exceed \$130
Jacqueline Baltozer	23-Sept	BrynMawr, PA	HIB/Character Ed	Not to exceed \$130
Bernadette Getzler	10/27 & 10/28	Atlantic City	Autism Conference	\$400.00
Pileiro, Frank	10/21	Princeton, NJ	Tech & Learning Live	\$235.00 plus travel not to exceed \$80

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

LEAVE OF ABSENCES - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the Federal Family Medical Leave and New Jersey Family Leave of absence requests as follows:

Mrs. Jackie Hill-Baltozer, Guidance Counselor, on or about January 1, 2017 through June 1, 2017. She is requesting to use all of her eligible sick days.

Mrs. Kristina Burns, Special Education Teacher, on or about October 21, 2016 through January 23, 2017. She is requesting to use her eligible sick days through fourteen days after the birth of her child.

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

Motion approved.

POLICY AND REGULATIONS - Motion made by Mrs. DeMorat, seconded by Mrs. Scannell, to approve the first readings of the Policy, Procedure as listed below:

FIRST READING	
Policy 1220	Employment of CSA
Policy 1310	Employment of School Business Administrator
Policy 2414	Programs for Students in High Poverty and in High Need School Districts
Policy 3111	Creating Positions
Policy 3124	Employment Contract
Policy 3125	Employment of Teaching Staff Members
Policy 3125.2	Employment of Substitute Teachers
Policy & Regulation 3126	District Mentoring Program
Policy 3141	Resignation
Policy & Regulation 3144	Certification of Tenure Charges
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities
Policy 3231	Outside Employment as Athletic Coach
Policy & Regulation 3240	Professional Development for Teachers and School Leaders
Policy & Regulation 3244	In-Service Training (Abolished)
Policy 4159	Support Staff Member/School District Reporting Responsibilities
Policy 4211	Attendance
Policy 4436	Personal Leave
Policy 5305	Health Services Personnel
Regulation 5330	Administration of Medication

Policy & Regulation 5350	Student Suicide Prevention
Policy 9541	Student Teachers/Interns
Multi-Year Equity Plan Policy and Regulation Guide Updates:	
Policy 1140	Affirmative Action Program
Policy 1523	Comprehensive Equity Plan
P1530	Equal Employment Opportunities and Complaint Procedure
Policy 1550	Affirmative Action Program for Employment and Contract Practices
Policy & Regulation 2200	Curriculum Content
Policy 2260	Affirmative Action Program for School and Classroom Practices
Policy & Regulation 2411	Guidance Counseling
Policy & Regulation 2423	Bilingual and ESL Education
Policy 2610	Education Program Evaluation
Policy 2622	Student Assessment
Policy 5750	Equal Educational Opportunity
Policy 5755	Equity in Educational Programs and Services
Policy 5339	Screening for Dyslexia
Policy 5460	High School Graduation
Policy 5514	Student Use of Vehicles on School Grounds
Regulation 5514	Student Use of Vehicles
Policy 7481	Unnamed Aircraft Systems
Policy & Regulation 8441	Care of Injured and Ill Persons
Policy 8454	Management of Pediculosis
Policy & Regulation 8630	Bus Driver/Bus Aide Responsibility

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

Motion approved.

SCHOOL SELF ASSESSMENT FOR DETERMINING GRADE UNDER THE ANTI BULLYING BILL OF RIGHTS ACT - Motion made by Mrs. DeMorat, seconded by Mrs.

Scannell, to approve the NJDOE School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* 2015-2016

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

Motion approved.

LOCAL GRANTS - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to accept grants from PTO in the amount of \$ 3,331 as follows:

Belhaven Agendas \$2,756

Seaview Agendas \$575

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

Motion approved.

GRADES 1-8 TUITION CONTRACT - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the 2016-2017 grades 1-8 tuition contract for one non-resident regular education 6th grade student in the amount of \$7,317 attending our programs.

Discussion: Mrs. Gibson expressed concern about this contract. Mr. Sless responded that the committee reviewed this item again at the August meeting and discussed that generating revenue helps the tax payers.

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

Motion approved.

IDEA GRANT AWARDS - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the 2017 fiscal year IDEA grant awards for Basic in the amount of \$180,710 and Preschool in the amount of \$9,471. Programs and services provided include out of district tuition, special education classroom aides, and extended school year.

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

Motion approved.

NON PUBLIC SERVICES - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the non public grant agreements with Creative Learning Preschool in the amount of \$954 for Nursing, \$634 for Textbooks, and \$229 for Technology.

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

Motion approved.

EXTENDED SCHOOL YEAR TUITION - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve e extended school year contract with Atlantic County Special Services for two students who attended the program for a cost of \$110 per day, total cost \$2,200 per student. Two students attend the program.

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

Motion approved.

EXTENDED SCHOOL YEAR TRANSPORTATION- Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the extended school year transportation contract with Atlantic County Special Services for the following routes:

ML 13 ACSSSD	\$1,520
ML 14 ACSSSD	\$1,520
YALE Mullica Hill Program	\$2,660

Total cost of the routes is \$5,700.

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

Motion approved.

DISPOSAL OF FIXED ASSETS - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the disposal of fixed assets with a historical cost of \$277,724.52. The items will be disposed, recycled, or sold as appropriate.

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

Motion approved.

EXTENDED SCHOOL YEAR TRANSPORTATION CONTRACT - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the summer joint transportation agreement with Mainland Regional High School for routes to our schools in the amount of \$3,600.

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

Motion approved.

CHANGE ORDER #2, ROOM 103 PROJECT - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve Change order #2 Room 103 Renovation project in the amount of \$149.28 for a total project cost of \$23,305.09. The change order is to cap off additional utilities and repairs to masonry net of a credit for paint.

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

Motion approved.

USE OF SCHOOL FACILITIES - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the following use of school facilities:

Atlantic County MAC Users Group - the use of the Belhaven Media Center for monthly meetings, second Friday of the month from 7:00 PM to 9:00 PM, Person in charge is Judy Branin. A fee of \$25 per meeting will be charged.

Parent Teacher Organization - the use of the Seaview Cafeteria for their monthly meetings held the second Tuesday of the month from 8:45 AM to 10:00 AM. Person in charge is Lori Post. No fee will be charged.

Mainland United Soccer - the use of the Belhaven Computer lab August 8, 2016 from 7:00 PM to 8:30 PM for registration training. John Napoli is the person in charge, No fee will be charged. This is a retroactive approval.

Atlantic Coast Basketball Camp - the use of the Belhaven Gym from August 7, 2017 through August 10, 2017 from 8:30 AM to 1:00 PM for a basketball camp. The person in charge is Ryan Staiger. A fee of \$200 per gym, per day, will be charged.

Linwood Education Foundation - the use of the Belhaven Library for their monthly meetings held the first Wednesday of the month from 6:30 PM to 8:30 PM. Person in charge is Junetta Dix. No fee will be charged.

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

Motion approved.

ATLANTIC COUNTY AUDIO VISUAL FEE - Motion made by Mrs. DeMorat, seconded by Mr. McLaughlin, to approve the Atlantic County Audio Visual fee of \$3,604.80 for the 2016-2017 school year.

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

Motion approved.

2016-2017 TUITION CONTRACT - Motion made by Mrs. DeMorat, seconded by Mr. McLaughlin, to approve the 2016-2017 school year tuition contracts with Atlantic County Special Services for one students who attends the Multiply Disabled program in the amount of \$40,140 and one student attends the Severe Cognitive Impaired Program in the amount of \$39,960.

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

Motion approved.

RESIGNATIONS - Motion made by Mrs. DeMorat, seconded by Mr. McLaughlin, to approve following letters of resignation:

Jennifer Rodriguez, Occupational Therapist: last day of employment October 16, 2016.

Jill Quintas, Instructional Aide, effective immediately.

Tammy Sours, Instructional Aide, effective immediately

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

Motion approved.

NEW HIRES - Motion made by Mrs. DeMorat, seconded by Mr. McLaughlin, to approve the following new hires, upon the recommendation of the Superintendent, for the 2016-2017 school year; emergent hire is requested.

Shannon Fitzpatrick

Part Time Instructional Aide, 60+ credits, 25 hours per week, Replacing Gail Coleman.

Lindsay Ripley

Part Time Instructional Aide, 60+ credits, 25 hours per week, Replacing Jill Quintas.

Stephanie Simon

Part Time Instructional Aide, 60+ credits, 25 hours per week, Replacing Tammy Sours

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

Motion approved.

Communication – Included in the packet

BOARD SECRETARY MONTHLY CERTIFICATION - Motion made by Mrs. Scannell, seconded by Mr. McLaughlin, 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 made by Mrs. Scannell seconded by Mr. McLaughlin, 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	\$437,445.48
Batch 59	Before and After School - July	\$3,509.19

PAYROLLS:

Batch 70	July 8, 2016	\$82,513.27
Batch 71	July 22, 2016	\$117,008.72
Batch 70	August 05, 2016	\$135,278.58
Batch 71	August 19, 2016	\$80,083.30

TRANSFERS

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
11-000-217-320	Extraordinary Services Purch. Professional	\$	\$ 1,575
11-000-219-104	Child Study Team - Other Professional Salaries		4,000
11-190-100-500	Reg. Instructional Services		1,000
11-000-291-280	Tuition		6,575
Total General Fund		\$	<u>6,575</u> \$ <u>6,575</u>

OLD BUSINESS – None.

NEW BUSINESS – None.

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD – Thank you to PTO for the grants accepted this evening.

ADJOURNMENT - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat to adjourn.
(7:30 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary