

LINWOOD, NEW JERSEY
May 23, 2017

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 11, 2017 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, Tuesday, May 23, 2017 7:03 PM.

Mr. Sless led all present in a flag salute.

MEMBERS PRESENT: Mr. Sless, Judge Todd, Mr. McLaughlin, Mrs. Scannell, Mrs. Gibson, Mrs. DeMorat, Mr. Goldstein, and Mr. Kahn

Mrs. Ziereis arrived at 8:00 PM

MEMBERS ABSENT: None.

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs Principal, P. Childs, J. Laning, Supervisor, M. Sobrinski, J. Cunniff, S. Coyle, D. Lamkin, T. Lhulier, M. Hieb, C. Flanagan

MINUTES OF THE SPECIAL MEETING as amended - Motion made by Mr. Goldstein, **April 12, 2017** seconded by Mrs. DeMorat, to approve the minutes of the Special Meeting, as amended to corrected members in attendance, held April 12, 2017.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

MINUTES OF THE EXECUTIVE SESSION- Motion made by Judge Todd, seconded by **April 12, 2017** Mrs. DeMorat, to approve the minutes of the Executive Session, held April 12, 2017.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

MINUTES OF THE REGULAR MEETING- Motion made by Judge Todd, seconded by **April 26, 2017** Mrs. DeMorat to approve the minutes of the Regular Meeting held April 26, 2017.

Motion carried by roll call vote with all members present voting yes, except Mr. Sless who abstained.

Motion approved.

MINUTES OF THE SPECIAL MEETING- Motion made by Judge Todd, seconded by **May 2, 2017** Mr. McLaughlin, to approve the minutes of the Special Meeting, held May 2, 2017.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mr. Goldstein, seconded by **APRIL 2017** Mr. McLaughlin, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of April 2017, which are in agreement.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

COMMITTEE REPORTS

Negotiations – None

Curriculum – Reading series to be updated

Personnel – Best wishes for the new retirees to be honored tonight.

Operations – None.

Board Dates – Board is asked to review calendars for change in meeting dates to fourth Tuesday of the month.

COMMENTS FROM THE PUBLIC - None

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Enrollment: 853

2. Fire and Security Drills:	<u>May</u>	<u>Seaview</u>	<u>Belhaven</u>
	Fire	3	10
	Security	24	24

3. Suspensions: One 3 day out of school

4. Teacher & ESP of the Year	Seaview	Marissa Hieb	Brenda Muccarione
	Belhaven	Jennifer Bernardini	Marilee Sobrinski

5. Congratulations to Retirees: Catherine Higbee, Deborah Levine, Susanne Pfaff Manzini, Elizabeth Sindoni, Christine Spurlock

ACTION REQUIRED

RETIREMENT - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to accept the letter of retirement from Mrs. Elizabeth Sindoni, Special Education Teacher effective June 30, 2017.

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

Motion approved.

RESIGNATION - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the letter of resignation from Ms. Devon Biglin, Part Time Para-Professional effective May 1, 2017.

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

Motion approved.

RETIREE RESOLUTIONS - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to adopt a resolution for the following retirees:

Catherine Higbee, Special Education Teacher, 16 year, 3 months
Deborah Levine, 8th Grade Language Arts Teacher, 42 years
Susanne Pfaff Manzini, 8th Grade Language Arts Teacher, 19 years
Elizabeth Sindoni, Special Education Teacher, 23 years
Christine Spurlock, BSI Teacher, 11 years

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

Motion approved.

LEAVE OF ABSENCE - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve a Family Medical Leave of Absence for Ms. Karen Nazarok effective April 24, 2017 to June 30, 2017. She will be using her available sick days.

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

Motion approved.

TABLE MOTION 28 - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve to table Motion 28 on the agenda.

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

Motion approved.

SUBSTITUTES - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve to add the following to the 2016-2017 Substitute lists:

Substitute Teacher	Katherine Friedman
Substitute Custodians	Carmen M. Chosed
	William D. Jenkins
	Harry W. Perez
	Christian Vergara

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

Motion approved.

ABOLISH JOB DESCRIPTION - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to abolish the job description for Child Study Team Executive Secretary effective August 1, 2017.

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

Motion approved.

APPROVE JOB DESCRIPTIONS - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the job descriptions for District Data Manager and Computer Technician.

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

Motion approved.

SEAVIEW CAMP - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve Erika Himstedt to work in the Seaview Camp program for the Field Hockey session up to \$18 per hour not to exceed 12 hours, depending on enrollment.

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

Motion approved.

MATHLETES COMPETITION - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve additional pay for Kristi Grimley and David Wade to receive \$40 per hour for the Jersey Shore Mathlete Competition, not to exceed 6 hours.

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

Motion approved.

SUMMER PROGRAMS - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve summer programs as follows: The Summer Academic Program will commence on July 10 and continue through August 2, 2017. The program will run 4 hours per day, 4 days per week, for a total of 16 days. Funding will be through the IDEIA and NCLB grant funds as well as through the district general budget. The Summer Extended School Year Program will begin June 26 and continue through July 27, 2017. The program runs 4 hours per day, 4 days a week, with the exception of the first week which will be 5 days. The following teachers to fill an instructional position to be paid at the rate of \$40 per hour.

<u>4-8 ACADEMIC ENRICHMENT CLINIC</u>	<u>K-3 ACADEMIC ENHANCEMENT</u>	<u>EXTENDED SCHOOL YEAR</u>
Christina Lonergan	Elise Scherbin	Kristina Burns
Christina Swan	Meagan Lee	Angela Iannello
David Wade	Brooke Szeker	Elise Scherbin
Kevin Jacobs	Christine Silverberg	Meagan Lee
Mary Beth McKenna	Marc Schnepf	Brooke Szeker
Christina Riley	Kevin Jacobs	Christina Swan
Karen Zaleskiewicz	Kristina Burns	
Lori Dooner	Christina Riley	
	Mary Hodgins	
	Karen Zaleskiewicz	

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

Motion approved.

SUMMER PROGRAM SUBSTITUTES - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following certificated staff to serve as instructional substitutes for summer programs on an as-needed basis, beginning June 26 through August 3, 2017. Summer programs include Summer Academic Enhancement, and Special Education Extended Year Programs. Reimbursement will be at the rate of \$40 per hour.

Kristy McLaughlin	Karen Prendergast	Samantha Filangieri
Mary Beth Atwood	Elizabeth Provenzano	Heidi Derbyshire
Tara Lhulier		

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

Motion approved.

SUMMER NURSING SERVICES - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, for Mrs. Ann Forshaw to provide summer nursing services for Summer programs include Summer Academic Enhancement, and Special Education Extended Year Programs. Reimbursement will be at the rate of \$40 per hour.

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

Motion approved.

SUMMER SPECIAL EDUCATION AIDES - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following staff members to serve as instructional aides and/or substitute aides in our special education summer self-contained and preschool disabilities programs. The programs will run 4 days per week, from June 26 to July 27, 2017. Each aide will be paid in accordance with their current salary. Hours will be determined by student attendance, not to exceed 5.5 hours per day.

Michelle Hoffman	Marie Cottrill	Trish Skovron
Patti Heinzer	Margaret DePamphilis	Heather Moran
Wendy Friel	Linda Hagel	Debbie Ward

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

Motion approved.

SUMMER CHILD STUDY TEAM - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the Child Study Team to conduct testing and case management during the summer months as needed to be paid at a rate of \$40 per hour.

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

Motion approved.

SUMMER RELATED SERVICES - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following staff members to serve as Related Services Specialists in the Summer Program at a rate of \$40 per hour:

Carrie Gargione Siobhan Grossman Marilee Sobrinski
 Laurie Greenberg

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

Motion approved.

BEFORE AND AFTER SCHOOL SEAVIEW CAMP - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following individuals for the Before and After School summer camp positions for the 2017-2018 school year; the stipend an hourly positions were board approved.

POSITION	NAME	STIPEND
Program Administrator	Susan Speirs	\$2,000
Summer Program Administrator	Susan Speirs	\$1,000
Summer Program Director	Linda Arch	\$1,100
Summer Instructors	Virginia (Ginger) Emery Carol Goldinher Brenda Mucciarone Matthew Mucciarone Sandra McDonough Nancy Garrett Michele Hoffman Wendy Friel	\$20/ hour each
Band Director	David Lamkin Nancy Robinson	\$1,500 each

Discussion: Mrs. Gibson inquired about the various stipends, including the role of Program Administrator and Director for the summer.

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

Motion approved.

BEFORE AND AFTER SCHOOL SEAVIEW CAMP AIDES - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following individuals as Substitute Aides for the Before and After School for the 2017-2018 school year; morning and afternoon program positions and rates were board approved.

Year 2 Aides: AM @ \$14.28 per hour; PM @ \$13.28 per hour		
Nancy Garrett	Michele Hoffman	Wendy Friel
Year 3 Aides: AM @ \$14.17 per hour; PM @ \$13.66 per hour		
Virginia Emery	Carol Goldinher	Sandra McDonough
Brenda Mucciarone	Matthew Mucciarone	

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

Motion approved.

BEFORE AND AFTER SCHOOL SEAVIEW CAMP VOLUNTEERS - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve Before and After School Camp Volunteers for the 2017-2018 school year.

TJ Aldridge Alyssa Aldridge Valerie Speirs Michael Mucciarone
Megan Wesley Colin Dugan

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

FIELDWORK - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to a request from Stockton University for an Intermediate Fieldwork (80 hours) Placement for the Fall 2017 Semester from September 8 through December 9, 2017 in the Seaview Elementary School for Mr. Katerina Debold to be placed with Christine Silverberg and Brianna Gertsel to be placed with Marissa Hieb.

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

STUDENT TEACHER - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve to approve a request from Stockton University for a Student Teaching Placement for the Fall 2017 Semester from September 1, 2017 through December 16, 2017 in the Seaview Elementary School for Alexis Champion with Christine Flanagan.

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

STUDENT TEACHER - Motion made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve a request from Rutgers Mason Gross School of the Arts for a Student Teaching Placement for the Fall 2017 Semester from September 1, 2017 through December 16, 2017 for Rebecca Andrews with Nancy Robinson.

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

FIELD TRIPS - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the field trips, as listed below.

Destination	Grade	Person in Charge
Longport Beach Longport, NJ	8	Susanne Pfaff-Manzini
Ocean Life Center Atlantic City, NJ	3	Tracey Meister
Boardwalk Hall Atlantic City, NJ	4	David Lamkin

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

STAFF TRAVEL - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, 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
Ned Eissler	5/09/17	Rowan University Glassboro, NJ	<i>Introduction to the Model Science Curriculum Framework</i>	No charge	N/A
Jennifer Laning	5/23/17	Rowan University Glassboro, NJ	Science Supervisor Technical Assistance	No charge	Not to exceed 50.00
Michelle Cappelluti Patrick Childs	5/25/17	SRI/ETTC Galloway, NJ	NJDOE – Atlantic County School Security Round Table	No charge	Not to exceed \$10
Bonnie Marino	6/01/17	Trenton, NJ	<i>2017 Species on the Edge Art and Essay Contest Award Ceremony</i>	No charge	N/A
Jennifer Mansueto Samantha Grasso Tamara Pizagno Laura Bender Samantha Coyle	6/02/17	SRI/ETTC Galloway, NJ	Wilson Foundations – Grade 1	5 ETTC hours each	N/A
Brooke Szeker	6/02/17	SRI/ETTC	Wilson Foundations – Grade 1	7 ETTC hours	N.A
Cindy O’Kane	6/05/17	SRI/ETTC Galloway, NJ	Makerspace Monday	4 ETTC hours	N/A
Heidi Derbyshire	6/06/17	SRT/ETTC Galloway, NJ	Wilson Foundations – Grade 2	7 ETTC hours	N/A
Bonnie Marino	6/25/17 to 6/30/17	NASA Johnson Space Institute Houston, TX	NASA LiftOff	No charge	Not to exceed *\$400.00
Bonnie Marino	7/12/17 7/13/17	SRI/ETTC Galloway, NJ	School Law Summer Series	ETTC hours	N/A
Jennifer Laning	8/10/17	SRI/ETTC Galloway, NJ	School Law Series Summer 2017	5 ETTC hours	Not to exceed \$10.

Motion carried by roll call vote, all members present voted yes, except Judge Todd, who abstained.

Motion approved.

CURRICULUM AND TEXTBOOKS - Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve previously adopted for the ensuing school year:

<u>Content Area</u>	<u>District-Implementation of Revised Curricula</u>
Visual and Performing Arts	September 2015
Comprehensive Health and P.E.	September 2015
English Language Arts	September 2015
Mathematics	September 2015
Science	August 2016
Social Studies	September 2015
World Languages	September 2015
Technology	September 2015
21st Century Life Careers	September 2015

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

Motion approved.

USE OF SCHOOL FACILITIES - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the following request for the use of our school facilities.

Organization	Facility	Date/Time	Fee
S.S.P.A.C. Parent Meeting	Belhaven Library	5/11/17 7:00-9:00 p.m.	No
PTO Wellness Committee Meeting	Seaview Conference Room	5/16/17 10:45-11:45 a.m.	No
Linwood PTO Linwood Community Event – Food Trucks	Belhaven Parking Lot D	5/25/17 4:00-8:00p.m.	No

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

Motion approved.

SUMMER TRANSPORTATION - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve a contract with Mainland Regional High School for summer transportation services for \$3,500 and Atlantic County Special Service District for \$400 per week per student.

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

Motion approved.

2017-2018 ETTC - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve to join the SRI and ETTC consortium for a fee of \$3.25 per student, total of \$2,713.75 based on 835 for the New Jersey Department of Education Professional Development hours.

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

Motion approved.

RFP – LABOR NEGOTIATIONS COUNCIL - Motion made by Mrs. Gibson, seconded by Judge Todd, to submit requests for proposals for labor negotiations counsel effective 2017-2018 school year.

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

Motion approved.

DENTAL RENEWAL - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve dental quote from Delta Dental for a two year term with the following monthly rates:

	<u>Premier</u>	<u>PPO</u>
Single	\$37.10	\$28.93
Spouse	\$59.31	\$49.44
Family	\$104.92	\$81.85
Parent/Child	\$59.31	\$49.44

These rates are an average 10.3% decrease from the prior year.

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

Motion approved.

ED DATA PURCHASING COOPERATIVE - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the resolution to join Ed-Data purchasing cooperative for a fee of \$2,400 annually.

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

Motion approved.

DONATION, as amended - Motion made by Mrs. Gibson, seconded by Judge Todd, to accept a donation from Mainland Regional High School for weight room equipment with an approximate value of \$750. Motion amended to correct for other local grant.

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

Motion approved.

LOCAL GRANT, as amended - Motion made by Mrs. Gibson, seconded by Judge Todd, to accept a local grant from the PTO in the amount of \$250 for the Seaview Playground and \$525 for Academic Awards. Motion amended to correct for other local grant.

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

Motion approved.

SPECIAL EDUCATION CONSULTANT - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the agreement with Interactive Kids, LLC to provide homebound services not to exceed \$2,640 monthly.

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

Motion approved.

SPECIAL EDUCATION CONSULTANT - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the 2017/2018 school year agreement for behavior consultant services with Interactive Kids not to exceed \$26,300.

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

Motion approved.

PROFESSIONAL SERVICES – LIGHTING PROJECT - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve a contract with Daniel Scott Mascione, Architect, for the Lighting Upgrade project in the amount of \$33,750.

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

Motion approved.

AUTHORIZE TO BID – LIGHTING PROJECT - Motion made by Mrs. Gibson, seconded by Judge Todd, to authorize to bid the district wide Lighting Upgrade Project, an “other capital” project funded through a capital reserve withdrawal.

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

Motion approved.

INCREASE BAND WIDTH - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve to increase the district’s bandwidth from 100 MB to 200 MB now and to 300 MB effective the next form 470 application cycle.

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

Motion approved.

TEMPORARY IT SERVICES - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Breaker Group to provide IT services for \$2,720 per week during the leave of the IT staff member and until a temporary staff member is hired. Quotes were also received from E-Plus Solutions.

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

Motion approved.

AUDITORS - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve Ford Scott and Associates, as Auditors for the 2016-2017 school year annual audit with a fee of \$18,400

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

Motion approved.

PEER REVIEW AUDIT - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Peer Review audit of the Ford Scott Associates, Auditors, as performed by NJCPA Peer Review Program, whose report was dated February 16, 2014.

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

Motion approved.

ATTORNEY - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve William Donio and Cooper Levenson and Associates as Solicitor for the 2017-2018 school year for \$150.00 per hour.

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

Motion approved.

ARCHITECT OF RECORD - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve Daniel Scott Mascione as Architect of Record.

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

Motion approved.

INSURANCE BROKER - Motion made by Mrs. Gibson, seconded by Judge Todd, to appoint Glenn Insurance as Insurance Agency Broker of Record.

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

Motion approved.

HEALTH INSURANCE BROKER - Motion made by Mrs. Gibson, seconded by Judge Todd, to appoint Brown and Brown as Health Benefits Broker of Record

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

Motion approved.

MEDICAL INSPECTOR - Motion made by Mrs. Gibson, seconded by Judge Todd, to appoint Dr. Jeffery Gong as Medical Consultant for the 2017-2018 school year for an annual fee of \$5,000 and approve the school physician agreement.

Motion carried by roll call vote, all members present voted yes, except Mrs. Ziείς, who abstained.

Motion approved.

QUALIFIED PURCHASING AGENT - Motion made by Mrs. Gibson, seconded by Judge Todd, to appoint Teri J. Weeks as the Qualified Purchasing Agent and set the bid limit as \$40,000.

RESOLUTION QUALIFIED PURCHASING AGENT

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$40,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes criteria for qualifying as a Qualified Purchasing Agent: and

WHEREAS, Teri J. Weeks possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.: and

WHEREAS, The Linwood Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3, now, therefore, be it

RESOLVED, that the governing body of the Linwood Board of Education, in the County of Atlantic, in the State of New Jersey hereby increases its bid threshold to \$40,000 (Forty thousand dollars); and be it further

RESOLVED, that the governing body hereby appoints Teri J. Weeks as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Teri J. Weeks' certification to the Director of the Division of Local Government Services.

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

Motion approved.

PUBLIC AGENCY COMPLIANCE OFFICER - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve Teri J. Weeks, Business Administrator as the Public Agency Compliance Officer.

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

Motion approved.

CUSTODIAN OF PUBLIC RECORDS - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve Teri J. Weeks as Custodian of Open Public Records.

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

Motion approved.

PETTY CASH FUND - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve to establish an increased petty cash fund of \$200.00 in accordance with N.J.S.A. 18A:4-15 and :19-13 and N.J.A.C. 6:20-2.10, and to further establish a single maximum petty cash expenditure of \$25.00.

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

Motion approved.

PAYMENT OF BILLS - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve

Teri Weeks, School Business Administrator to make payment of bills between Board Meetings.

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

Motion approved.

TRANSFERS BETWEEN BOARD MEETINGS - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve that as it is provided by N.J.S.A 18A:22-8.1, as amended, that Teri J. Weeks, Business Administrator, is designated to approve line item budget transfers as are necessary between Board of Education of meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

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

Motion approved.

SUBSTITUTE AND EXTRA PAY POLICY - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Substitute and Extra Pay policy for the 2017-2018 school year.

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

Motion approved.

2017-2018 TUITION RATES - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the 2017-2018 school year parent paid non-resident tuition rates at 50% of the 2015-2016 certified cost of grades 1-8 regular programs and 90% for all other programs. The Preschool Inclusion program which is set at \$2,750 for resident regular education inclusion students and the Kindergarten Expanded Day Program at \$3,750. Expanded day and Preschool tuition will receive a \$250 discount off the full year rate for payment in full by the due date. Resident students who qualify for free or reduced meals may receive the Preschool or Kindergarten program free of charge. Late fee for all programs is set at \$50.

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

Motion approved.

EXTRA CURRICULUR ACTIVITIES - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the extracurricular activities for the 2017-2018 school year:

<u>Belhaven</u>	<u>Seaview</u>
Street Team	Wise Guys
Art	Art/Culture/Media
Jazz Band	Garden Club
RTV	Girls on the Go
Stage Crew	Yearbook
Stem Club	Safety Patrol
Think Team	Stem Club
Yearbook	
Athletic Director	
Band Director	
Basketball	

Choir Director	
Cross Country	
Drama Director	
Field Hockey	
Soccer	
Track	
Volleyball	

The itemized budget for these programs is included in the addenda.
 Motion carried by roll call vote, all members present voted yes.
Motion approved.

SECTION 125 – PREMIUM ONLY PLAN - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the resolution reauthorizing the District’s 125 plan for Premium only. This plan provides authorization for pre-tax contributions to medical copayments and authorizes opt – out plans for health with a payment of 20% of said plans not to exceed \$5,000 for Health.

SECTION 125 - PREMIUM ONLY AND SUMMARY PLAN
RESOLUTION

RESOLVED, that the form of Cafeteria Plan including a Premium Expense Account, effective July 1, 2008, amended January 2017, and updated annually, is hereby approved and adopted and that the proper officers of the Corporation are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Corporation shall act as soon as possible to notify the employees of the Corporation of the adoption of the Cafeteria Plan by providing a copy of the summary description of the Plan in the form of the Summary Plan Description, which form is hereby approved.

Thus further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Premium Only Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

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

FLEXIBLE SPENDING PLAN - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the resolution authorizing the district's 125 plan for Flexible Spending Health and Dependent Care Benefits and to approve the resolution for the Plan Administrator.

FLEXIBLE SPENDING – SECTION 125 PLAN

RESOLUTION

RESOLVED, that the form of Cafeteria Plan for Flexible Spending Plan including Health and Dependent Account, effective January 1, 2012, is hereby approved and adopted and that the proper officers of the Corporation are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Corporation shall act as soon as possible to notify the employees of the Corporation of the adoption of the Cafeteria Plan by providing a copy of the summary description of the Plan in the form of the Summary Plan Description, which form is hereby approved. Thus further certifies that attached hereto as Exhibits A and B, respectively, are true copies of the Flexible Spending Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

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

Motion approved.

CASH MANAGEMENT PLAN - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve adopt the Cash Management Plan, the official depositories for School Funds as detailed in the Cash Management Plan, included in the addenda to these minutes, and the Authorized signors.

AUTHORIZED SIGNORS FOR ALL ACCOUNTS

General Account	President, Business Administrator, Treasurer
Net Payroll	President, Treasurer
Payroll Agency	President, Business Administrator, Treasurer
Student Activities	Superintendent, Business Administrator
Reserve Accounts	Superintendent, Business Administrator
NJ Cash Management Fund	President, Business Administrator
MBIA Management Fund	President, Business Administrator

Certificates of Deposits Superintendent, Business Administrator
 The Business Administrator/Board Secretary is authorized to make interfund transfers.
 Motion carried by roll call vote, all members present voted yes.
Motion approved.

REQUISITION FOR SCHOOL TAXES - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Resolution for requisition of taxes schedule for the 2017-2018 school year.

BE IT RESOLVED by the Board of Education of the Linwood School District that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of this Board for the 2017-2018 school year is \$11,354,178 and that the Linwood City Council is requested to place in the hands of the Custodian of School Monies by the 10th of each month, that amount in accordance with the following schedule and statutes relating thereto.

SCHEDULE FOR REQUISITION OF TAXES

10-Jul	\$	946,164.83
10-Aug		946,164.83
10-Sep		946,164.83
10-Oct		946,164.83
10-Nov		946,164.83
10-Dec		946,164.85
10-Jan		946,198.16
10-Feb		946,198.16
10-Mar		946,198.17
10-Apr		946,198.17
10-May		946,198.17
10-Jun		946,198.17
		\$11,354,178.00

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

AHERA COORIDATOR - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve Mr. Patrick Childs as the Asbestos Management (AHERA) Coordinator, PEOSHA Officer and for Hazard Communication/Right To Know Compliance Officer and to hire Epic Environmental as a consultant for completing the required surveys and inspections or a fee of \$1,150 Right to Know and \$670 for AHERA report.

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

STATE CONTRACT AND WSCA - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the procurement of goods and services through state agency contracts.

**RESOLUTION
AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES
THROUGH STATE AGENCY CONTRACTS FOR THE 2017-2018 SCHOOL
YEAR**

WHEREAS, Title 18A:10 provides that, “a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the Linwood School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Linwood Board of Education desires to authorize its purchasing agent for the 2016 -2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the year;

NOW THEREFORE BE IT RESOLVED, that the Linwood Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors detailed in the addenda:

<u>Commodity/Service</u>	<u>State Contract #</u>
Computers & Technology WSCA	M0483
Bags & Liners	T0022
Plumbing & Heating Supplies	T0207
Paper Goods	T2432
Cleaning Products	T2513
HVAC Air Filters	T0135
Copiers – Cost Per Copy	T437A & T437C
Furniture and Office	G2004 12-r22677
Auctioneering Services	T2581
Library Supplies, School Supplies & Teaching Aids	T0114
Rock Salt	T0214
Electrical Supplies	T0167
Playground Equipment	T0103
Staples Office Supplies	M0052

Wireless Devices and Services

T216A

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

Motion approved.

SCHOOL CHOICE RESOLUTION - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the school choice resolution limiting the number of district students who can participate in other school choice programs.

LINWOOD BOARD OF EDUCATION
RESOLUTION
LIMIT OF STUDENTS PARTICIPATING IN CHOICE PROGRAMS

WHEREAS, the Department of Education has authorized any eligible district to apply to be a choice school pursuant to N.J.A.C. 6A:12-4.2; and

WHEREAS, the Linwood Board of Education seeks to limit the number of resident students attending choice programs to no more than 10% per grade level and 15% district resident students as of the current year October 15 count, and

WHEREAS, the Linwood Board of Education will hold a lottery pursuant to N.J.A.C. 6A:12-4 in instances where more than 10% per grade level and 15% of district resident students seek to participate in a choice program,

NOW THEREFORE BE IT RESOLVED, that the Linwood School District hereby authorizes the Administration to limit the number of resident students participating in choice programs to no more than 10% per grade level and 15% district resident students as of October 15 each year.

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

Motion approved.

COOPERATIVE PURCHASING RESOLUTION - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve to join the Education Services Commission of New Jersey cooperative pricing and enter into Cooperative Pricing agreements with ESCNJ.

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

Motion approved.

INTEGRATED PEST MANAGEMENT - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve Integrated Pest Management Policy and appoint Mr. Patrick Childs, Supervisor of Facilities and Security as the Integrated Pest Management Coordinator

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

Motion approved.

SCHOOL BUS EMERGENCY EVACUATION DRILL - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the school bus emergency evacuation drill

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

COMPREHENSIVE EQUITY PLAN STATEMENT OF ASSURANCE - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Comprehensive Equity Plan Statement of Assurance 2018-2019.

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

CHEMICAL HYGIEN PLAN - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Chemical Hygiene Plan 2017-2018

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

INDOOR AIR QUALITY PLAN - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the Indoor Air Quality Plan.

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

APPOINTMENTS - Motion made by Mrs. Gibson, seconded by Judge Todd, to approve the following appointments:

Affirmative Action Officer	Susan Speirs, Principal
Section 504 Compliance Coordinators	Susan Speirs, Principal Jackie Baltozer, Guidance Counselor
District Liaison to IAIU Institutional Abuse Investigations Unit	Susan Speirs, Principal Jackie Baltozer, Guidance Counselor
Homeless Liaison	Elizabeth Provenzano, Social Worker
Education Stability Law Contact	Elizabeth Provenzano, Social Worker
Title IX Coordinator	Brian Coyle, Health & Physical Education Teacher
Student Assistance Coordinator	Shelly MacNamara-Wurtz, Health & Physical Education Teacher
Chemical Hygiene Officer	Patrick Childs, Supervisor of Facilities and Security
Safety and Health Designee	Patrick Childs, Supervisor of Facilities & Security
Indoor Air Quality Designee	Patrick Childs, Supervisor of Facilities & Security

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

BOARD BYLAWS, POLICY AND REGULATIONS - Motion made by Mrs. Gibson, seconded by Mrs. DeMorat, to approve the first and second reading of the Bylaws, Policies and Regulations, as listed below.

FIRST READING	
Policy 1400	Job Descriptions (m)
SECOND READING	
ByLaw 0000.01	Introduction (M)
ByLaw 0000.02	Introduction (M)
Regulation 0000.03	Introduction (M)
Policy 2415.06	Unsafe School Choice Option (M)
Policy 2622	Student Assessment (M)
Policy 3160 Regulation 3160	Physical Examination – Teaching Staff (M)
Policy 4160 Regulation 4160	Physical Examination - Support Staff (M)
Policy 5116 Regulation 5116	Education of Homeless Children
Policy 8350	Records Retention

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

ATTENDANCE POLICY FOR STUDENT - Motion made by Mrs. Gibson, seconded by Mrs. DeMorat, to approve the district’s attendance policy 5200 for students.

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

INTERIM SUPERINTENDENT CONTRACT - Motion made by Judge Todd, seconded by Mrs. Zieries, to approve a contract renewal with Dr. Michelle Cappelluti as Interim Superintendent at a rate of \$557.69 per diem and other contractual considerations, for the term of July 1, 2017 through January 30, 2018, as approved by the Executive County Superintendent.

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

STAFF CONTRACTS - Motion made by Judge Todd, seconded by Mrs. Zieries, to approve upon the recommendation of the Superintendent, the 2017-2018 contracts for the following staff who are not members of a collective bargaining agreement:

Staff Member	Position	Salary	Increase
Kelly Batz	Treasurer	\$3,400	2.0%
Gerri Mazzeo	Assistant to Supervisor of Facilities & Security	\$13.94 per hour	3.5%
Russell Forrest	Food Service Drive & Custodial	\$14.10 per hour	3.5%
Herman Doering	PT Custodial Support	\$13.46 per hour	3.5%
Mary Ellen Weeks	PT Non-Instructional Aide	\$13.70 per hour	3.5%
Nicole Hamilton	PT Non-Instructional Aide	\$13.70 per hour	3.5%
Tia Devita	PT Non-Instructional Aide	\$12.40 per hour	3.5%
Patrick Childs	Supervisor of Facilities and Security Amend 2016-2019 contract to add five (5) Vacation days	Effective 7/01/17	

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

Motion approved.

SUMMER SPECIAL EDUCATION AIDES - Motion made by Mrs. Zierys, seconded by Mrs. Scannell, to approve Christine Hickey and Roberta Glazier-Vernon to serve as instructional aides in the Summer special education programs.

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

Motion approved.

FIELD TRIPS - Motion made by Mrs. Zierys, seconded by Mrs. Scannell, to approve field trips as follows:

Grade 4 Cold Spring Village, Christina Riley and Christine Flanagan

Grades 5-8 Castaway Cove, Pete Davis for Students of the Month

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

Motion approved.

CURRICULUM WRITING BUDGET - Motion made by Mrs. Zierys, seconded by Mrs. Scannell, to approve Seaview and Belhaven certificated staff for curriculum writing to be paid at a rate of \$40 not to exceed \$9,800 to be completed by June 30, 2017.

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. Gibson, seconded by Mrs. Zierys, 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. Gibson, seconded by Mrs. Ziereis, 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.

FINANCIAL MOTIONS

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	\$379,994.25
Batch 55	Tuition and Assessments	\$12,047.22
Batch 59	Before and After School	\$7,090.48

PAYROLLS:

Batch 71	April 28, 2017	\$395,150.84
Batch 70	May 12, 2017	\$393,666.42

TRANSFERS

	<u>May</u>	<u>From</u>	<u>To</u>
		\$	\$
11-000-216-320	Purch Educational Services - Related		9,000
11-000-266-610	Security Supplies		25,000
11-000-230-339	Other Prof Services - Gen Admin	6,000	
11-000-230-590	Misc Purch Services - Gen Admin	2,000	

11-000-230-895	Other - Board Memberships	1,000	
12-000-400-932	Transfer to Reserves		50,000
11-000-262-622	Energy - Electric		13,000
11-000-262-621	Energy - Heat	13,000	
11-000-261-420	Maint Services	26,000	
11-000-291-270	Health Benefits	55,000	
11-000-251-600	Supplies	7,880	
11-000-252-500	IT Services		10,880
11-000-270-515	Transportation - Special		3,000
Total General Fund		\$ 110,880	\$ 110,880
20-231-200-300	Title I Purch Services	23	
20-231-100-600	Title I Supplies		23
20-250-200-300	IDEA Purch Prof Services	100	
20-250-200-500	IDEA Misc. Purch. Services		100
20-250-100-100	IDEA Salaries	2,452	
20-250-200-300	IDEA Prof Services		2,640
20-250-200-200	IDEA Benefits	188	
Total Special Revenue Fund		\$ 2,763	\$ 2,763

OLD BUSINESS – None.

NEW BUSINESS – None

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD – None

EXECUTIVE SESSION - Motion made by Mrs. Gibson, seconded by Mr. McLaughlin, to enter into Executive Session, 8:20 PM:

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:

Student Residency Matter
Student Confidentiality Matter – Reported Case of HIB
Superintendent Evaluation
Business Administrator Contract
Personnel – Supervisor of Special Education

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.

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

Motion approved.

Mrs. Gibson and Judge Todd were excused 10:20 PM

NON RESIDENT TUITION SETTLEMENT - Motion made by Mr. Kahn, seconded by Mr. McLaughlin, to approve the non-resident tuition settlement for two student from September 1, 2015 through March 31, 2017 in the amount of \$22,000.

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

Motion approved.

EMPLOYMENT - Motion made by Mrs. DeMorat, seconded by Mr. Kahn, to approve the hiring, upon the recommendation of the superintendent, Ms. Stephanie Wroniak, as Supervisor of Special Education at a salary of \$92,250 effective July 3, 2017.

Motion did not pass by roll call vote, Mr. McLaughlin and Mr. Sless voted yes, Mrs. Scannell, Mr. Goldstein, and Mr. Kahn voted no, Mrs. Ziείς and Mrs. DeMorat abstained.

Motion did not pass.

ADJOURNMENT - Motion made by Mrs. Gibson, seconded by Mr. McLaughlin, to adjourn. (11:36 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary