

LINWOOD, NEW JERSEY
July 22, 2015

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 21, 2015 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, July 22, 2015, 7:04 PM.**

Mr. Sless led all present in a flag salute.

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

MEMBERS ABSENT None

OTHERS PRESENT: M. Gaffney, Superintendent, T. Weeks, Business Administrator, S. Speirs, Principal, M. Dias, C. Ruth, L. Dirkes, C. Dirkes, J. Ridgway, F. Pileiro, S. Marino, P. Heery, J. Giaquinto, K. Mitchell, K. Kellner, J. DeStefano

MINUTES OF THE REGULAR MEETING - Motion made by Mrs. Gibson, seconded by **June 24, 2015** Mrs. Ziereis, to approve the minutes of the Regular meeting, held June 24, 2015.

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

Motion approved.

MINUTES OF THE EXECUTIVE SESSION - Motion made by Mr. McLaughlin, seconded **June 24, 2015** by Mrs. DeMorat, to approve the minutes of the Executive Session, held June 24, 2015.

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

Motion approved.

MINUTES OF THE SPECIAL MEETING - Motion made by Mr. McLaughlin, seconded by **July 14, 2015** Mrs. Ziereis, to approve the minutes of the Special meeting, held July 14, 2015.

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

Motion approved.

MINUTES OF THE EXECUTIVE SESSION - Motion made by Mrs. Ziereis, seconded **July 14, 2015** by Mr. McLaughlin, to approve the minutes of the Executive Session, held July 14, 2015.

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

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mrs. Ziereis, seconded Mrs. Scannell, **June 2015** to acknowledge the receipt and to file the Preliminary Reports of the Secretary and Treasurer for the month of June 2015, which are in agreement.

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

Motion approved.

COMMITTEE REPORTS

Instruction - Included

Operations – Included

Governance - None

Negotiations – None

COMMENTS FROM THE PUBLIC - M. Dias, parent, inquired if there was an update on the plans for fifth grade, language arts, and science. Dr. Gaffney reported there was no resolution. They are working on the plan and hope to send information in the next few weeks.

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Strategic Plan Presentation – Dr. Phil Heery, Dr. Judee DeStefano, and Dr. Giaquinto presented on the Strategic Planning Process and how Stockton and ETTC can provide the board with services related to this process. The fee proposal was provided to Dr. Gaffney

ACTION REQUIRED

RESIGNATIONS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to accept the resignations of Ms. Nichole Guerrieri, Full Time Spanish Teacher and Ms. Jacqueline Kelly, Part Time Special Education teacher effective immediately.

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

Motion approved.

NEW JOB TITLE AND JOB DESCRIPTION - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve a new Job Title and Job Description for the Director of Special Programs

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

Motion approved.

CHANGE IN POSITION - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve a change in position for Mrs. Jill Yochim as Director of Special Programs. Mrs. Yochim was the Director of Curriculum and Instruction.

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. Gibson, 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
Jennifer Bernardini	7/30/15	Stockton University Pomona, NJ	All Things Google	7 ETTC Hours	N/A
Jill Yochim	7/21/15	Galloway ETTC	SGO Training 12-3:00	N/A N/A	Not to exceed \$10
Raquel Law	7/21/15	Galloway ETTC	SGO Training 12-3:00	N/A	N/A

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

Motion approved.

USE OF SCHOOL FACILITIES - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the use of school facilities as follows:

Organization	Facility	Date/Time	Fee
<i>Winslow Township Basketball Assn.</i> Basketball Tournament Special Request: 50 chairs, 4 tables	Belhaven gyms	July 25-26, 2015 7:30 a.m. to 9:00 p.m.	Yes Plus O/T Custodial Fees
<i>Winslow Township Basketball Assn.</i> Basketball Tournament Special Request: 50 chairs, 4 tables	Seaview gym	July 25-26, 2015 7:30 a.m. to 9:00 p.m.	Yes Plus O/T Custodial Fees
<i>Mustang Soccer Clinic</i>	Belhaven Old Gym	July 1 – July 29 (M & W) 7:00am – 10:00am	No

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

Motion approved.

LOCAL GRANTS - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve accept PTO grants in the amount of \$ \$340 for Academic Awards, \$636 for Second Step Bullying Program, \$2,756 for Belhaven Agenda Books, \$600 for Athletic Awards, \$560 for Take Home Folders, \$597 for Seat Sacks for a total \$5,489. Some of these grants are retroactive to June 2015.

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

Motion approved.

SHARED SERVICES – ITINERANT SERVICES - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the use of Atlantic County Special Services to provide 2015-2016 school year Itinerant Services, including physical therapy, for the rates as listed in the addenda.

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

Motion approved.

SHARED SERVICES – ITINERANT SERVICES - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the use of Cape May County Special Services to provide 2015-2016 school year Itinerant Services, including physical therapy, for the rates as listed in the addenda.

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

Motion approved.

SHARED SERVICES – FOOD SERVICE DELIVERY - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve a shared services agreement with chARTerTECH School for the Performing Arts for the 2015-2016 food service delivery in the amount of \$2,750 annually.

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

Motion approved.

RESOLUTION INCREASING THE BID THRESHOLD - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the resolution authorizing an increase in the bid threshold.

WHEREAS, Teri J. Weeks, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Linwood Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Teri J. Weeks, School Business Administrator/Board Secretary to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

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

Motion approved.

SPECIAL EDUCATION CONSULTANT - Motion made by Mrs. Gibson, seconded by Mrs. Zierys, to approve to renew the agreement with Interactive Kids for the 2015-2016 school year, not to exceed \$27,300. Hourly rates and services are detailed in the contract.

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

Motion approved.

LEAD AGENCY RESOLUTION - Motion made by Mrs. Gibson, seconded by Mrs. Zierys, to approve a resolution renewing the authorization for Linwood Board of Education to act as the Lead Agency for Cooperative Purchasing.

A RESOLUTION AUTHORIZING THE LINWOOD BOARD OF EDUCATION TO ENTER INTO A
COOPERATIVE PURCHASING AGREEMENT

WHEREAS *N.J.A.C. 5:34-7.3* and *N.J.S.A. 18A:18A-11* authorizes contracting units to establish a Cooperative Purchasing System and to enter into a Cooperative Purchasing Agreement for its administration; and

WHEREAS the Linwood Board of Education, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Purchasing System for the provision and performance of an electrical services – time and material basis and plumbing services – time and material basis; and

WHEREAS, on July 22, 2015 the governing body of the Somers Point, Northfield and Mainland Regional High School Boards of Education, County of Atlantic, State of New Jersey duly considered participation in a Cooperative Purchasing System for said services,

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This Resolution shall be known and may be cited as the Cooperative Purchasing Resolution of the Linwood Board of Education.

AUTHORITY

Pursuant to the provisions of *N.J.A.C. 5:34-7.3* and *N.J.S.A. 18A:18A-11* the (chief executive officer of the contracting unit) is hereby authorized to enter into a Cooperative Purchasing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (*N.J.S.A. 40A:11-1 et seq.*) and the Public School Contracts Law (*N.J.S.A. 18A:18A-11*) and the Cooperative Purchasing regulations (*N.J.A.C. 5:34-7 et seq.*) all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE This resolution shall take effect immediately upon passage.

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

Motion approved.

ACCEPT COOPERATIVE BIDS - PLUMBING - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to accept the time and material bid for Plumbing services, time and material basis, for the 2015-2016 school year, option to renew from Falasca Mechanical. No other bids were received.

	<u>Foreman</u>	<u>Journeyman</u>	<u>Apprentice</u>	<u>Markup</u>
Falasca Mechanical - Straight time	\$101.50	91.50	81.50	None
-Overtime	\$152.25	137.25	122.25	
-Premium	\$203.00	183.00	163.00	

This bid is for the cooperative purchasing group that includes Mainland Regional, Northfield and Somers Point school districts.

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

Motion approved.

ACCEPT COOPERATIVE BID - ELECTRIC - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to accept time and material bid for Electric services, time and material basis, for the 2015-2016 school year from Calvi Electric with option to renew annually. No other bids were received.

	<u>Foreman</u>	<u>Journeyman</u>	<u>Apprentice</u>	<u>Markup/Other</u>
Calvi Electric - Straight time	\$110.00	104.00	\$50.00	10% add
Over Time	\$164.00	155.00	\$75.00	\$25 hr.
Premium	\$218.00	207.00	\$99.00	Bucket Truck

This bid is for the cooperative purchasing group that includes Mainland Regional, Northfield and Somers Point school districts.

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

Motion approved.

ACCEPT BID – HVAC SERVICES AND REPAIRS – TIME AND MATERIAL BASIS - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to accept the bid received from Marlee Contractors for HVAC services in the amount of \$14,009 and repairs under time and material basis for the 2015-2016 school year with option to renew. Bids received were as follows:

Hourly Rates								
Vendor	Contract	Journeyman			Apprentice			Material
		Straight	OT	Premium	Straight	OT	Premium	Mark Up
Marlee	\$ 14,009	88.50	132.75	177.00	55.00	82.50	110.00	25%
AA Duckett	\$ 17,700	99.00	138.00	184.00	75.00	112.50	150.00	15%
Falasca Mechanical	\$ 14,280	84.90	127.50	170.00	72.75	109.50	146.00	20%

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

Motion approved.

LOCAL GRANTS - LEF - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve 2015-2016 grant awards from the Linwood Education Foundation totaling \$50,429. The grants awarded are as follows:

<u>APPLICANT</u>	<u>REQUEST</u>	<u>FUNDING</u>
Frank Rudnesky	Wall of Acceptance	\$1,100.00
Pete Davis	1 yr. Dragster Software Renewal	975.00
Kim Savino/Samantha Notos, Basic Skills	Tablets	1,911.00
Elizabeth Moss, 6th Grade Social Studies	15 Chromebooks + Cart	7,211.00
6th Grade	30 Chromebooks + Cart	15,279.00
Chris Ruth	6th Grade Sound Fields	3,815.00
	Belhaven Subtotal	\$30,291.00
Nina Lare, 3rd Grade Seaview School	HoverCam Solo8 Camera	349.00
	Foundations Training	3,825.00
Christine Flanagan, 4th Grade	30 Chromebooks + Cart	15,164.00
Kristy McLaughlin, Seaview PE	Projector	800.00
	Seaview Subtotal	\$20,138.00
District Total		\$50,429.00

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

EXTRAORDINARY AID - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to accept the Extraordinary Aide allocation in the amount of \$47,606.

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

EMPLOYMENT - Motion made by Mrs. Ziereis, seconded by Mr. McLaughlin, to approve the hiring, upon the recommendation of the superintendent, for the 2015-2016 school year, pending criminal history clearance the following part time instructional aides, twenty five hours per week for \$14.00 per hour:

Emily Reed, Mary Hodgens, Sherri Lamp, Jill Quintas, Jamie Bean

And for \$13.00 per hour:

Bambi Cannuscio

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

SUBSTITUTE LIST - Motion made by Mrs. Zierys, seconded by Mr. McLaughlin, to approve Brynn Sissman, upon the recommendation of the superintendent, as a Substitute School Psychologist for the 2015-2016 school year.

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

Motion approved.

SUMMER SCHOOL PSYCHOLOGIST ASSESSMENTS - Motion made by Mrs. Zierys, seconded by Mr. McLaughlin, to approve, upon the recommendation of the superintendent, Ms. Mary Beth Zenyuk Atwood as a Substitute School Psychologist and to conduct school psychologist assessments at a rate of \$40 per hour.

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

Motion approved.

COMMISSION FOR THE BLIND - Motion made by Mrs. Zierys, seconded by Mr. McLaughlin, to approve the 2015-2016 Commission for the Blind contract in the amount of \$1,900.

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

Motion approved.

ACCEPT BID - BELHAVEN PLAYGROUND RENOVATION PROJECT - Motion made by Mrs. Zierys, seconded by Mr. McLaughlin, to accept the bid received from West Bay construction in the amount of \$186,192 for the Belhaven Playground Renovation project. A bid was also received from Iaconelli Contracting, Inc. in the amount of \$218,947. We are obtaining separate pricing for the balance of the project which includes proposals for the installation of the outdoor classroom and planters and the outdoor fitness areas.

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 Judge Todd, seconded by Mrs. Scannell, 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 Judge Todd, seconded by Mrs. Scannell, 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 53	General Fund (June)	\$ 117,959.61
Batch 50	General Fund	\$337,110.25
Batch 59	Before and After School	\$7,707.44

PAYROLLS:

Batch 74	June 30, 2015	\$29,941.51
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TRANSFERS	<u>6/30/2015</u>	<u>From</u>	<u>To</u>
11-000-216-100	Salaries - Related Services		\$ 200
11-000-216-320	Purchased Services		15,000
11-000-219-110	Salaries - Child Study Team		500
11-000-221-104	Salaries - Staff Training		7,500
11-000-221-500	Staff Training Services	7,500	
11-000-262-110	Salaries - Custodial		800
11-000-262-420	Cleaning and Repair services	6,300	
11-000-262-622	Energy - Electric		8,500
11-000-262-626	Energy - Gas	3,000	
11-213-100-106	Salaries - Resource	3,800	
11-213-100-610	Supplies - Resource	4,000	
11-215-100-101	Salaries - Preschool PT	4,400	
11-219-100-101	Salary - Bedside	3,500	
Total General Fund		\$ 32,500	\$ 32,500

OLD BUSINESS – None

NEW BUSINESS – None.

COMMENTS FROM THE PUBLIC – Ms. Kathryn Mitchell, teacher inquired about the future use of the surplus and impact to future budgets created by the unfilled positions. Until Operations meets and discusses the budget, the use of the excess is unknown.

Magna Diaz stated the parents are anxious to learn about the changes in staff, inquiring if the

teachers will be highly qualified in their new positions, will there be decreased availability for reading groups, and inquired how these may all be tied into the initiatives and goals.

Frank Pileiro invited the Board and Administration to Chrome Camp that will be held at Belhaven School. He will email the information.

COMMENTS FROM THE BOARD – Judge Todd commended the Superintendent for the school leadership conference that will be held this summer.

EXECUTIVE SESSION - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to enter into Executive Session, 7:55 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 CONFIDENTIALITY MATTER – Case of reported Harassment, Intimidation and Bullying.

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.

AFFIRM HIB CASES - Motion made by Mrs. Gibson, seconded by Mrs. Scannell, to affirm the recommendation of the Superintendent in the matter of the reported HIB Incident 005-14-15 and reported HIB incident 006-14-15.

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

Motion approved.

EXECUTIVE SESSION - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to enter into Executive Session, 8:25 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:

Attorney Client Privilege – Canon copier matter
Superintendent Goal Setting

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.

ADJOURNMENT - Motion made by Mrs. Ziereis, seconded by Judge Todd, to adjourn (9:58 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary