

**LINWOOD, NEW JERSEY**  
**September 21, 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, **Monday, September 21, 2015, 7:06 PM.**

Mr. Sless led all present in a flag salute.

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

**MEMBERS ABSENT** None

**OTHERS PRESENT:** M. Gaffney, Superintendent, T. Weeks, Business Administrator, S. Speirs, Principals, D. Dente, C. Silverberg, M. Dias, L. Hindman, C. D'Alessandro, M. Sandilands, D. Lamkin, R. Bodapati, J. Bernardini, J. Byrnes, G. Wenzel, J. Pierce, T. Graziotto, R. Law, A. Strumfeld, C. Fueureya, J. Cunniff, K. Savino, M. Merenich, B. Gaffney, B. Marino, M. Tighe, S. Eviniski, L. Harvey, M. McAllister, C. Faia, M. Pellegrino, MK Pellegrino, D. McCabe

**MINUTES OF THE SPECIAL MEETING** - Motion made by Mrs. DeMorat, **August 24, 2015** seconded by Mrs. Gibson to approve the minutes of the Regular meeting, held August 26, 2015, as amended for Public Comments.

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

**MINUTES OF THE REGULAR MEETING, as amended** - Motion made by Judge Todd, **August 26, 2015** seconded by Mrs. Gibson to approve the minutes of the Regular meeting, held August 26, 2015, as amended for Public Comments.

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

**MINUTES OF THE EXECUTIVE SESSION #1** - Motion made by Mrs. Ziereis, seconded **August 26, 2015** by Mrs. Gibson, to approve the minutes of the Executive Session, held August 26, 2015.

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

**MINUTES OF THE EXECUTIVE SESSION #2** - Motion made by Mrs. Ziereis, seconded **August 26, 2015** by Mrs. Gibson, to approve the minutes of the Executive Session, held August 26, 2015.

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

*Motion approved.*

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

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

*Motion approved.*

### **COMMITTEE REPORTS**

**Instruction – Report Filed**

**Operations – Report Filed**

**Governance – Report Filed**

**Negotiations – None**

**COMMENTS FROM THE PUBLIC** - Ms. Danielle Dente, parent, inquired about the activity fee and the concerns over the amount of fees. She commented that with the amount of taxes paid, there should be no need for the fees. She inquired about a cap and the cost to run the programs. Mr. Sless commented that the committee will review the policy again in October.

Bridgett Gaffney commented that she is in favor of the fees, however, thought it would be one flat fee. She also inquired if the fees earned would be in excess of the budget needed. Mrs. Weeks responded that the operations and policy committees both reviewed the plan put forth by Administration. The committee's recommendations were based on a per activity fee considering a higher fee would be needed per activity if a there was a flat fee or a per family cap. For example a student only participating in one activity would potentially pay the same fee as another student who participated in multiple fees. The fees were established based on estimated breakeven revenue needed for expenses using a projection of last year's participation, allowing for some reduced participation.

### **SUPERINTENDENT'S REPORT**

#### **FOR INFORMATION**

1. Enrollment 856
2. Use of School Facilities –Belhaven 23
3. Reports – LEF reported that the Gala date is set for March 12, 2016  
PTO reported the 3<sup>rd</sup> Thursday dinner is going well, thanks for your continued support.

## **ACTION REQUIRED**

**RESIGNATIONS** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to accept the following resignations:

- Stephanie Swift, Part Time Special Education Teacher, effective November 02, 2015 or sooner if possible
  - Jamie Bean, Part Time Instructional Aide, effective September 8, 2015
- Motion carried by roll call vote, all members present voted yes.  
*Motion approved.*

**LEAVES OF ABSENCE** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve a leave of absence as follows:

- Jill Cunniff, 6<sup>th</sup> Grade English Teacher, FMLA and NJFLA as applicable on or about 10/25/2015 through 02/29/2016. She is requesting to use 37 sick days during her leave.
  - Michael Stoll, Custodian, FMLA leave beginning August 28, 2015 through September 28, 2015. He is requesting to use all of his available sick days.
  - Frank Rudnesky, Principal, Intermittent FMLA, effective immediately. He is requesting to use his available sick days.
  - Chris Meade, Boys Soccer Coach, leave for the 2015-2016 school year
- Motion carried by roll call vote, all members present voted yes.  
*Motion approved.*

**EMPLOYMENT** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the hiring, upon the recommendation of the Superintendent, for the 2015-2016 school year Ms. Toni Capille, Part Time Special Education Teacher replacing Stephanie Swift, BA, Step 1 prorated for actual start date.

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

**SUBSTITUTE TEACHERS** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the hiring, upon the recommendation of the Superintendent, for the 2015-2016 school year Ms. Mariah E. Belber, Ms. Jessica Byrnes, Ms. Kim Frank, and Ms. Colleen Johnson as substitute teachers, pending criminal history clearance where appropriate.

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

**MENTORING** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the following mentors, to be paid by the new staff member

<u>Mentor</u>	<u>New Staff Member</u>	<u>Fee</u>
Brooke Szeker	Megan Lee, Special Education Teacher	\$550
Casey Kilroy	Samantha Filangieri, Special Education Teacher	\$1,000

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

*Motion approved.*

**FIELDWORK** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve Ms. Maria Mazur, Stockton University for intermediate fieldwork placement to be place with cooperating teacher, Ms. Tracey Meister, grade 3.

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

*Motion approved.*

**BUS STIPEND** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve Trish Skovron to receive a stipend for the preschool bus in the amount of \$3,000.

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

*Motion approved.*

**BEFORE AND AFTER SCHOOL TUTORING** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve Ms. Christine Swan, Ms. Kristina Burns, and Ms. Casey Kilroy to provide before and after school supplemental services in the REACH program for the 2015-2016 school year. Hourly rate of \$40 per will be paid through the NCLB grant.

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

*Motion approved.*

**BEFORE AND AFTER SCHOOL TUTORING** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the following teachers to provide before and after school study and home work support for special education students at a rate of \$40 per hour paid through the IDEIA grant.

Cindy O'Kane	Kevin Jacobs	Tiffany Grazziotto
Jennifer Bernardini	Mary Beth McKenna	Amy Magazzu

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

*Motion approved.*

**FIELD TRIPS** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the street team field trip to the Pennsylvania Convention Center. Dr. Rudnesky is the person in charge.

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

*Motion approved.*

**OCCUPATIONAL THERAPY CONSULTANT** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve Ms. Jennifer Blankley to provide Occupational Therapy consultation at a rate of \$40 per hour, up to 25 hours to be paid through IDEIA funds.

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

*Motion approved.*

**CURRICULUM WRITING STIPENDS-** Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve \$1,000 stipends for curriculum writing per subject area per grade level and a department coordinator stipend of \$200.

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

*Motion approved.*

**CURRICULUM WRITING STIPENDS, as amended** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the following stipends for curriculum writing for Math maps:

Gina Wenzel	Maps grades 5 & 6	\$2,000
Chris Meade	Maps grade 7 and grade 7 condensed	\$1,500
Keith Grimley	Maps grade 8 and grade 7 condensed	\$1,500

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

*Motion approved.*

**STAFF TRAVEL** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, 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
Teri Weeks	9/22/15 10/06/15 11/16/15 01/14/16 02/09/16 03/17/16 04/12/16	Double Tree Mt. Laurel, NJ	NJASBO training events, ACA, Ethics, Legal, Negotiations, Purchasing, Audits and other events.	Subscription plan not to exceed \$100 per event	Not to exceed \$50 per event
Teri Weeks	9/23/15	Robbinsville, NJ	NJASBO Green Purchasing Seminar	N/A	TBD

Jill Yochim	9/25/15	Monroe Twp., NJ	Legally Compliant IEPs Workshop	*\$150 ----- *\$150	Not to Exceed \$70 ----- N/A
Michele Jenney					
Frank Rudnesky	10/08/15	Philadelphia, PA	Science Leadership Academy		N/A ----- N/A
Frank Pileiro					
Richard Sless Judd McLaughlin Marianne Gaffney Daryl Todd	10/10/15	Monroe Twp., NJ	NJSBA Negotiations Seminar	*\$199 each	
Jill Yochim	10/15/15 11/19/15 12/17/15 01/21/16 02/18/16 03/17/16 04/21/16 05/19/16 06/16/16	Mays Landing, NJ	Atlantic Co. Special Ed. Directors Meetings for 2015-2016	N/A	Not to Exceed \$10
Frank Pilerio	10/19/15	ETTC/Stockton Galloway, NJ	Attend/Present Lib 2.0 2015 A Media Specialist's Symposium	N/A	N/A
Frank Pilerio	10/20/15	Stockton Galloway, NJ	Atlantic County Technology Coordinators	N/A	Not to exceed \$10

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

*Motion approved.*

**VOLUNTEERS** - Motion made by Mrs. Gibson, seconded by Mrs. Ziereis, to approve the following playground and school volunteers:

Amy Austin	Yomaira Henao	Fina Perez
Michele Caucci	Jessica Hernandez	Jennifer Pierce
Nancy Connolly	Earl Hieb	Tito Reyes
Jennifer Corbett	Stephanie Himmelstein	Patty Reynolds
Charlotte Coville	Melissa King	Jay Rosenberg
Amy Daily	Aolfe Larkin	Tania Ruzzo
Lori Datti	Jill Levine	Andrea Shotkin
Kelly Day	Susanne Lockhart	Matt Simpson
Jessica DellaFave	Diana Lucca	Judy Simpson

	Deepali Deshpande	Ida Lucchesi	Elizabeth Soltys
	Michelle Dill	Stan Malcolm	Linda Sommers
	Susan Disidori	Sandra Marple	Denise Stites
	Catherine Evinski	Deepa McCabe	Jill Thomas
	Christine Falk	Melissa Merlino	Kelli Thomas
	Margot Ferrin	Karen Miller	Jill Tiemann
	Lisa Gebhard	Nancy Mitnick	Stephanie Timbrook
	Trista Goldberg	Suzanne Morrison	Adanis Vicente
	Rhonda Griffin	Sulin Ong	Angie Waters
	Pamela Guarini	Gina Osbeck	Jennifer Wildman
	Diana Gurwicz	Chris Osbeck	Rachel Wise
M	Angela Harrison	Amy PayandehFar	Carrie Wyzen-Gregory
ot	Cheryl Hazaveh	Tricia Paytas	

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

*Motion approved.*

**BOARD BY LAWS, POLICY, PROCEDURE AND REGULATIONS -** Motion made by Judge Todd, seconded by Mrs. Ziereis, to approve the first and second reading of the bylaws, policies, procedures and regulations as listed below:

<b>FIRST READING</b>	
Policy 2468	Independent Educational Evaluations
Policy 3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
Policy 4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
Policy 5330 Regulation 5330	Administration of Medication (M)
Policy 5339	Screen for Dyslexia (M)
Policy 5615	Suspected Gang Activity
Policy 5756	Transgender Students
Policy 8540	School Nutrition Programs
Regulation 8540	Free and Reduced Rate Meals (ABOLISHED)
Policy 8550	Outstanding Food Service Charges (New)
Policy 8820	Opening Exercises/Ceremonies
<b>SECOND READING</b>	
Policy 2340	Field Trips
Procedure 2622	Student Assessment
Regulation 5200	Attendance

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

*Motion approved.*

**UNIFORM MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS** -

Motion made by Judge Todd, seconded by Mrs. Ziereis, to approve the 2015 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. The Policy committee reviewed and recommended this agreement.

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

*Motion approved.*

**SCHOOL SELF ASSESSMENT UNDER THE ANTI BULLYING BILL OF RIGHTS ACT** -

Motion made by Judge Todd, seconded by Mrs. Ziereis, to approve the NJDOE School Self-Assessment for Determining Grades under the Anti Bullying Bill of Rights Act.

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

*Motion approved.*

**USE OF SCHOOL FACILITIES** -

Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve the use of school facilities by the Linwood PTO for monthly meetings in the Seaview Cafeteria from 8:45 am to 9:45 am and for the Book Fair in the Seaview Front Entrance October 14 from 6:00 PM to 8:00 PM. No fee will be charged.

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

*Motion approved.*

**SHARED SERVICES AGREEMENT – FOOD SERVICE DELIVERY** -

Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve the shared services agreement with Mainland Regional High School for Food Service delivery for a fee of \$4,153 effective for the 2015-2016 school year.

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

*Motion approved.*

**DISPOSAL OF FIXED ASSETS** -

Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve the disposal of fixed assets with a historical cost of \$3,800.

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

*Motion approved.*

**SCHOOL BOARDS WORKSHOP** -

Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve Board members and Administrative staff to attend the school Boards Convention in Atlantic City, October 27 – 29, 2015 with a registration fee of \$1,300.

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

*Motion approved.*



**EMPLOYMENT** - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to approve the hiring, upon the recommendation of the Superintendent the following staff for the 2015-2016 school year:

Jacqueline Baltozer – Full Time Guidance Counselor, MA +30, step 9 prorated for full time equivalent, replacing C. Ruth  
Tammy Sours – Part Time Instructional Aide, +60 credits, \$14 per hour, 25 hours per week, Replacing J. Bean

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

*Motion approved.*

**MENTORING** - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to Ms. Catherine Higbee to mentor Ms. Toni Capille, Part time Special Education Teacher for a fee of \$1,000 to be paid by the mentee.

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 50	General Fund	\$458,558.61
Batch 51	General Fund	\$480.00
Batch 59	Before and After School	\$9,046.93

**PAYROLLS:**

Batch 70	September 4, 2015	\$401,718.28
Batch 71	September 18, 2015	\$391,327.51

**TRANSFERS**

		<b><u>9/1/2015</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
11-000-216-100	Salary, Related Services		\$	\$ 1,300
11-000-217-100	Salary, Extraordinary Services			19,500
11-000-219-104	Salary, Child Study Team			5,700
11-000-219-105	Salary, Secretarial			2,900
11-000-221-102	Salary, Supervisor	65,000		
11-000-222-177	Salary, Technology			18,700
11-000-240-500	Purchased Services	220		
11-000-240-105	Salary, Secretarial			220
11-000-252-100	Salary, Technician			91
11-000-252-500	Purchased Services	91		
11-000-261-100	Salary, Maintenance			1,370
11-000-262-107	Salary, Non Instructional			2,400
11-000-263-100	Salary, Grounds			970
11-000-266-100	Salary, Security			1,904
11-000-291-249	Other Retirement			5,000
11-105-100-101	Salary, Preschool Regular			18,100
11-120-100-101	Salary, Grades 1-5	30,000		
11-212-100-106	Salary, Self-Contained Teachers			2,400
11-215-100-101	Salary, Preschool Half Day Disabled			23,000
11-215-100-106	Salary, Preschool Half Day Disabled Aides			18,000
11-216-100-101	Salary, Preschool Full Day	10,000		
11-230-100-101	Salary, Basic Skills	16,244		
<b>Total General Fund</b>			<b>\$</b>	<b>\$ 121,555</b>

**OLD BUSINESS** – None

**NEW BUSINESS** – None.

**COMMENTS FROM THE PUBLIC** – Kim Savino, teacher, inquired if the staff could receive a copy of the first reading of policies as they are presented to the board for approval. She also inquired about the changes to the guidance position if any.

**COMMENTS FROM THE BOARD** – Judge Todd recapped for the public the change in enrollment from June 2015 of 875 students to September 2015 of 832.

**EXECUTIVE SESSION** - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson, to enter into Executive Session, 9:31 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:

**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 Mrs. Gibson, to adjourn ( 10:35 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,  
Board Secretary