

LINWOOD, NEW JERSEY
October 25, 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 January 19, 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, [Wednesday, October 25, 2017 7:02 PM](#).

[Mr. Sless](#) led all present in a flag salute.

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

MEMBERS ABSENT: None

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs & G. Meister, Principals, S. Tahsin, G. Meister, B. Franklin, S. Franklin, L. Hindman, C. Lowry, M. Simpson, H. Rha, J. Cunniff, D. Lamkin, A. D'Amato Barrera, J. Costello, M. Hieb, C. Harrison, P. McConville, T. Lhulier, N. Robinson, S. Tahsin, H. Derbyshire, K. Grimley, T. Pizagno S. Marino, M. Mostecky, J. Mansueto, Lubeck Family, E. Scherbin, A. Daily, M. Bansal, C. Flanagan, K. Prendergast, C. Evinski, S. Evinski, D. Carfagno, S. Carfagno, B. Despandes, C. Dalessandro, S. Lamp

MINUTES OF THE REGULAR MEETING- Motion made by Judge Todd, seconded by Mrs. Ziereis,

September 27, 2017 to approve the minutes of the Regular Meeting held September 27, 2017.

Motion carried by roll call vote with all members present voting yes, except Judge Todd to abstain.

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mr. Goldstein, seconded by **SEPTEMBER 2017** Mrs. DeMorat, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of [September 2017](#), which are in agreement.

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

Motion approved.

COMMITTEE REPORTS

Policy – Mrs. Gibson reported on the Policy Committee

Personnel – Mrs. Scannell reported on the Personnel committee

Curriculum – Mrs. Scannell reported on the Curriculum Committee

Operations – Mrs. Zierys reported on the Operations Committee.

COMMENTS FROM THE PUBLIC - None.

SUPERINTENDENT'S REPORT

FOR INFORMATION

- | | | | | |
|--|--------------|--------------|----------|-----|
| 1. Enrollment | Seaview | 422 | Belhaven | 397 |
| 2. Suspensions | None | | | |
| 3. Fire Drills | Seaview | September 8 | Belhaven | |
| | September 7 | | | |
| Security Drills | Seaview | September 15 | Belhaven | |
| | September 18 | | | |
| 4. 2016-2017 Audit Presentation – Mr. Michael Garcia, Partner in Charge, Ford Scott and Associates, presented the 2016-2017 CAFR and Auditors Management Report. | | | | |

REPORTS

1. Linwood Education Foundation – Gala honorees announcement
2. Linwood Parent Teachers Organization – Reminder of Harlem Wizards Event
3. Student Support Parent Advisory Council – Special thanks to S. Tahsin for great parent meeting.
4. Seaview School – Updates and news provided
5. Belhaven Middle School – Students of the Month announced

ACTION REQUIRED

PERSONNEL AGENDA ITEMS Motions made by Mrs. Gibson seconded by Mrs. DeMorat to approve the following Personnel action items 21 – 31 on the agenda.

RESIGNATION - Motion to accept the resignation of Ms. Erika Himstedt, School Nurse, effective November 30, 2017.

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

Motion approved

LEAVE OF ABSENCE - Motion to approve a Federal Family Medical leave of absence for Ms. Bernadette Getzler, Special Education Teacher, starting October 26, 2017 through January 1, 2018.

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

Motion approved

NEW HIRE - Motion to approve the following new hires upon the recommendation of the superintendent, for the 2017-2018 school year.

Name	Position	Term
Jill Yochim Interim Supervisor of Curriculum	Term: 11/01/17 to 12/31/17	\$507.69 per diem 3 days per week
Immacolata (Tina) Gatta	Part-time Special Education Teacher Kindergarten – Seaview Replacing: Meagan Lee	Start: TBD pending criminal history clearance to 6/30/18 Salary: B.A., Step 1; pro-rated based on her PT status and official start date.
Kirsten Booth	Part-time Paraprofessional +60 credits; 25 hours/week - Seaview Replacing: A 2016-2017 para vacancy in budget.	Start: 10/26/17 to 6/30/18 Salary: \$14.00/hour
Sari N. Krachman	Part-time Paraprofessional +60 credits; 25 hours/week – Seaview Replacing: Sheri Lamp	Start: TBD pending criminal history clearance to 6/30/18. Salary: \$14.00/hour
Kristine Swartz	Part-time Paraprofessional +60 credits; 25 hours/week - Belhaven Replacing: Ron Braithwaite	Start: TBD pending criminal history clearance to 6/30/18. Salary: \$14.00/hour

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

Motion approved

CHANGE IN POSITION - Motion to approve upon the recommendation of the superintendent Ms. Debbie Ward, Part Time Instructional Aide to Full Time Instructional Aide effective November 1, 2017 through June 30, 2018. She will return to Part Time position July 1, 2018.

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

Motion approved

BEFORE AND AFTER SCHOOL SUBSTITUTE - Motion to approve Ms. Lena Goldberg as a Before and After School Substitute a \$14 per hour for AM program and \$13 per hour for PM program.

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

Motion approved

SUBSTITUTES - Motion to approve, upon the recommendation of the superintendent, to add the following to the 2017-2018 Substitute Teacher list, pending criminal history

Hope Bromhead	Natalie Carlucci	Jennifer R. Koch
Joon Lee	Catherine McPhillips	Kellie Thomas

School Nurse: Briana Giorno

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

Motion approved

PART TIME STAFF AS SUBSTITUTES - Motion to approve the following part time staff members to be used as substitute teachers as needed.

Laura Bender	Stephanie Curry	Tina Gatta
Mary Hodgens	Sheri Lamp	Mary Jane McAllister
Tanya Arlington-Narvaez	Brenda Price	Kim Savino

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

Motion approved

PART TIME STAFF AS SUBSTITUTES - Motion to approve the following part time staff members to be used as substitute teachers as needed.

Seaview	Belhaven
Carmine Bonnani	Christine Hall
Rosemarie Green	Kristine Swartz
Susan Leopardi	
Kirsten Booth	
Sari Krachman	

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

Motion approved

BEFORE AND AFTER SCHOOL STUDY AND HOMEWORK SUPPORT - Motion to approve the following certificated staff to provide before and after school study/homework support for special education students for the 2017-2018 school year. Teachers will be paid through funding provided by the FY2017-2018 IDEIA Grant at the rate of \$40 per hour.

Cindy O’Kane	Amy Amodeo	Tiffany Graziotto
Angela Iannello		
Jennifer Bernardini	Tanya Arlington	Brenda Price

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

Motion approved

REACH PROGRAMS - Motion to approve the following teachers to provide before/after school supplemental services for academically at-risk students in Title I programs for the 2017-2018 school year. Teachers will be paid through funding provided by the FY 2017-2018 ESSA Grant at the rate of \$40 per hour.

Marc Schnepf	Christine Silverberg	Amy Winterbottom
Marisa Hieb	Karen Prendergast	Christina Riley
Kevin Jacobs	Christine Swan	Michele Tighe
Lori Shannon	Jennifer Bernardini	Angela Iannello
Marilee Sobrinski	Brenda Price	Karen Zaleskiewicz
Tiffany Graziotto	Mary Beth McKenna	

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

Motion approved

BEFORE AND AFTER SCHOOL PROGRAM VOLUNTEERS - Motion to approve Domenic DeVita and Michael DeVita as volunteers for the Before and After School program for the 2017-2018 school year.

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

Motion approved

CURRICULUM Motions made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following Curriculum action items 28 – 32 on the agenda.

ANNUAL REPORT OF VIOLENCE AND VANDALISM FOR THE 2016-+2017 SCHOOL YEAR AND HIB FOR JANUARY THROUGH JUNE - Motion to approve the Annual District Report of Violence and Vandalism for the 2016-2017 school year, submitted electronically to the New Jersey Department of Education by July 17, 2017, and the HIB report Period 2, January 1 through June 30, 2017, of the 2016-2017 school year.

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

Motion approved

CURRICULUM REVISIONS - Motion to approve Revised Curricula, listed below, as aligned to the New Jersey Learning Standards.

Content Area	District-Implementation of Revised Curricula
English Language Arts	September 2017
Mathematics	September 2017
Science	September 2017
Social Studies	September 2017

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

Motion approved

STIPENDS - Motion to approve the following stipends:

Garden Club	Kristy McLaughlin, replacing Bernadette Getzler	\$1,253
I&RS	Casey Kilroy	\$500
I&RS	Christine Swan	\$500

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

Motion approved

FIELD TRIP - Motion to approve a 7th grade field trip for STEM students to Stockton University's Tech Mini Conference, Raquel Law is in charge.

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

Motion approved

STAFF TRAVEL, PROFESSIONAL DEVELOPMENT, AND WORK RELATED

EXPENSES - Motion 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 DATES	LOCATION	EVENT	REGISTRATION	MILEAGE EXPENSE
Jennifer Bernardini	10/05/17 10/06/17	Houston, TX	Street Team Service Project - Hurricane Harvey	N/A	N/A
Kristi Grimley Christine Johnston	10/18/17	Stockton Pomona, NJ	Teach Your Students How to Write with Spice for the PARCC	7 ETTC hours each	N/A
Pete Davis Frank Pileiro	10/19/17	Westin Princeton Hotel Princeton, NJ	Presenter Orientation – Tech & Learning Live Conference	No charge	N/A
Kristy McLaughlin	10/19/17	Sheraton Atlantic City Convention Center Atlantic City, NJ	AtlantiCare Healthy Schools, Healthy Children Energizing P.E.	\$25.00	N/A
Elizabeth Provenzano MaryBeth Atwood	10/24/17	Stockton Pomona, NJ	Paths to Potential-Neuroscience, Trauma Informed Schools, and Resiliency	7 ETTC hours each	N/A
Frank Pileiro	10/25/17	Atlantic City Convention Center Atlantic City, NJ	NJSBA Conference	Group	N/A
Teri Weeks	10/25/17	Atlantic City, NJ	NJSBA Conference	Group	Not to exceed \$30.00
Teri Weeks	11/14/17	Mount Laurel, NJ	Current School Law Update	\$100	Not to exceed \$50.00

Jackie Baltozer Elizabeth Provenzano	11/17/17	SRI & ETTC Galloway, NJ	Suicide Awareness & Prevention	4 ETTC hours each	N/A
Teri Weeks	12/12/17	Mount Laurel, NJ	Payroll Fundamentals	\$100	Not to exceed \$50.00
Marisa Hieb Karen Zaleskiewicz	12/14/17	East Windsor, NJ	Inspired Instruction's 9th Annual Train the Trainer Conference (Targeted and Effective PARCC Strategies for Math and Integrating PARCC into Daily Instruction for Math)	*\$199 each	N/A
Jamie Hiltwine Mark Haviland	2/22/18	SRI & ETTC Galloway, NJ	Social Studies Conference- 2018 Social Studies Strong	7 ETTC hours each	N/A

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

Motion approved

OPERATIONS Motions made by Mrs. Ziείς, seconded by Mr. McLaughlin, to approve the following Operation action items 33 – 43 on the agenda.

2016-2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT - Motion to accept the 2016-2017 Comprehensive Annual Financial Report and Auditor Management Report.

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

Motion approved

2016-2017 CORRECTIVE ACTION PLAN - Motion to approve the Corrective Action Plan for the 2016-2017 school year. There were no audit comments, findings or recommendations.

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

Motion approved

E-RATE CONSULTANT - Motion to approve On-Tech Consultants for the 2018-2019 funding year for a fee of 20% of the rebates received.

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

Motion approved

TUITION CONTRACTS - Motion to approve a grade 1-5 tuition contract for one student and a grades 6-8 tuition contract for two students effective September 1, 2017.

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

Motion approved

USE OF SCHOOL FACILITIES - Motion to approve the following use of school facilities:

Organization	Facility	Date/Time	Fee
MUSA Soccer Practice, due to inclement weather, if gym is available. Person in charge: Phyllis Watt	Belhaven Gym	*10/12/17 to 11/30/17 If gym is available. 5:45-7:00 p.m.	No

Linwood PTO Book Fair Person in charge: Tricia Paytas	Belhaven Lobby	10/13/17 to 10/20/17 10:00 a.m. to 2:00 p.m.	No
Linwood PTO Book Fair Family Evening Shop Person in charge: Diana Gurwicz	Seaview Cafeteria, lobby, Atrium, gym	10/18/17 5:30-8:30 p.m.	No

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

Motion approved

POLICY Motions made by Mr. Goldstein, seconded by Mrs. Ziείς, to approve the following Policy action items 44 – 46 on the agenda.

QSAC STATEMENT OF ASSURANCE - Motion to approve to submit the Quality Single Accountability Continuum (QSAC) Statement of Assurance for 2017-2018.

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

Motion approved

BOARD POLICY AND REGULATIONS - Motion to approve the First and Second Readings of the Policies and Regulation, as listed below.

FIRST READING	
Policy 0142	Board Member Qualifications, Prohibited Acts and Code of Ethics (M)
Policy 7300	Disposition of Property
Regulation 7300.1	Disposition of Instructional Property – ABOLISHED
Regulation 7300.2	Disposition of Land
Regulation 7300.3	Disposition of Personal Property
Regulation 7300.4	Disposition of Federal Property

SECOND READING	
Policy 1511	Board of Education Website Accessibility (New)
Policy 2700	Services to Nonpublic School Students (M) (Revised)
Policy 7100 Regulation 7100	Long-Range Facilities Planning (M) (Revised)
Policy 7101 Regulation 7101	Educational Adequacy of Capital Projects (Revised)
Policy 7102 Regulation 7102	Site Selection and Acquisition (Revised)
Policy 7130	School Closing (Revised)
Policy 8601	Student Supervision After School Dismissal (M) (Revised)

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

Motion approved

ADDENDA - Motions made by Mrs. Ziείς seconded by Mrs. DeMorat to approve the following ADDENDA action items.

NEW HIRE - Motion to approve, upon the recommendation of the superintendent to hire Mary Ellen Ellenberg as a Part Time Non-Confidential Secretary, replacing Gerrie Mazzeo, at a salary of \$15.62 per hour, per the LEA agreement.
Motion carried by roll call vote, all members present voted yes.

Motion approved

SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAND AND M1 - Motion to approve the submission of the three year Comprehensive Maintenance plan for each building and the Annual Maintenance Plan pursuant to N.J.A.C. 6A:26A. The M-1 reports on prior and planned expenditure by building for required maintenance activities. The Comprehensive Maintenance plan provides detailed expenditure plans for the areas of required maintenance and capital improvements for the current year and the subsequent years.

LINWOOD BOARD OF EDUCATION

RESOLUTION

SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education required New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached documents known as the M-1 and the Comprehensive Maintenance Plan for the various school facilities of the Linwood School District are consistent with the requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their systems warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Linwood School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan in compliance with the Department of Education requirements.

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

Motion approved

ADDENDA - Motions made by Mrs. Ziereis seconded by Mr. Goldstein to approve the following ADDENDA action items, except Judge Todd who abstained.

CULTURAL EXCHANGE PROGRAM - Motion to approve a two-week visit of 20 students and 3 teachers to the Linwood School District subject to attorney review regarding any contract or legal document execution and risk manager if necessary with the Tongshu Primary School, along with the Robert Franklin Consulting, LLC in the spring of 2018 at a date to be determined

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

Motion approved

Communication – Included in the packet

FINANCIAL MOTIONS - Motions made by Judge Todd seconded by Mrs. Ziereis to approve the following Financial certifications, bills, payrolls and transfers.

BOARD SECRETARY MONTHLY CERTIFICATION - Motion 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 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	\$427,585.00
Batch 55	General Fund	\$13,268.78
Batch 59	Before and After School	\$4,437.75

PAYROLLS:

Batch 71	September 29 2017	\$396,069.16
Batch 70	October 13, 2017	\$391,269.96

TRANSFERS	<u>October</u>	<u>From</u>	<u>To</u>
11-000-100-565	Tuition - CSSSD	\$ 17,300	\$
11-000-216-100	Salary Related Services		14,000
11-000-216-320	Relate Services - Purch Services	30,000	
11-000-217-100	Salary - Extra Ord - Aides	15,000	
11-000-217-320	Extraordinary Services		45,000
11-000-219-105	Salary - CST Other	7,500	
11-000-230-100	Salary - Superintendent	2,750	
11-000-240-105	Salary School Secretarial		500
11-000-252-100	Salary - Technician		50,000
11-000-263-100	Salary - Grounds		4,300
11-000-266-100	Salary - Security		4,750
11-120-100-101	Salary - Grade 1-5	250,000	
11-130-100-101	Salary - Grad 6-8		137,000
11-212-100-101	Salary - Self Contained - Tchr		38,000
11-212-100-106	Salary - Self Cont Aides		8,000
11-213-100-101	Salary - Learn Resource -Tchr	105,600	
11-213-100-106	Salary - Learn Resource - Aides	30,000	
11-213-100-640	LRC Textbooks		600
11-215-100-106	Salary - PT Preschool Aides		28,000
11-216-100-101	Salary - FT Preschool Teachers		68,000
11-230-100-101	Salary - Basic Skills Tchr		85,000
11-230-100-106	Salary - Basic Skills Aides	25,000	
		<hr/>	
	Total General Fund	\$ 483,150	\$ 483,150
		<hr/> <hr/>	
20-251-100-100	IDEA Preschool Salaries	\$ 672	\$
20-251-100-600	IDEA Preschool Instruct Supplies		824
20-251-200-200	IDEA Preschool Benefits	52	
20-251-200-600	IDEA Preschool Other Supplies	100	
		<hr/>	
	Total Special Revenue	\$ 824	824
		<hr/> <hr/>	

OLD BUSINESS – None.

NEW BUSINESS – None

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD – None

ADJOURNMENT - Motion made by Mrs. Ziereis, seconded by Mr. McLaughlin, to adjourn.
(8:15 PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary