

**LINWOOD, NEW JERSEY**  
**January 24, 2018**

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 8, 2018 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 **Mrs. Ziereis**, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Wednesday, January 24, 2018 7:02 PM**.

Mrs. Ziereis led all present in a flag salute.

**MEMBERS PRESENT:** Mrs. Scannell, Mrs. Barrera, Mrs. Lowry, Mr. Goldstein, Mr. McLaughlin, Judge Todd, Mrs. DeMorat, and Mrs. Ziereis

**MEMBERS ABSENT:** Mr. Kahn

**OTHERS PRESENT:** M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, S. Speirs & G. Meister, Principals, S. Tahsin Supervisor, B. Pruitt, D. Delrossi, C. Flanagan, M. Gagilardi, M. Mostecky, D. Lamkin, M. Tighe, S. Lamp, MB McKenna, J. Cunniff, A. Iannello, D. Stickle, C. Hanson

**MINUTES OF THE BOARD RETREAT-** Motion made by Mr. McLaughlin, seconded by **November 28, 2017** Mr. Goldstein to approve the minutes of the Board Retreat held November 28, 2017.

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

*Motion approved.*

**MINUTES OF THE REGULAR MEETING-** Motion made by Mrs. Barrera, seconded by **December 20, 2017** Mrs. Scannell, to approve the minutes of the Regular Meeting held December 20, 2017.

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

*Motion approved.*

**MINUTES OF THE EXECUTIVE SESSION -** Motion made by Mr. Goldstein, seconded by **December 20, 2017** Mrs. Scannell, to approve the minutes of the Executive Session held December 20, 2017.

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

*Motion approved.*

**SECRETARY & TREASURER'S REPORT** - Motion made by Judge Todd, seconded by **DECEMBER 2017** Mrs. Barrera, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of December 2017, which are in agreement.

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

*Motion approved.*

### **COMMITTEE REPORTS**

**Policy** – None

**Personnel** – Mrs. DeMorat provided a report

**Curriculum** – Mrs. Scannell provided a report

**Operations** – Mrs. Ziereis provided a report

**COMMENTS FROM THE PUBLIC** - None.

### **SUPERINTENDENT'S REPORT**

#### **FOR INFORMATION**

1. Enrollment	Seaview	423	Belhaven	399
2. Suspensions	1 8 <sup>th</sup> grade			
3. Fire Drills	Seaview	December 1	Belhaven	December 4
Security Drills	Seaview	December 4	Belhaven	December 6

### **REPORTS**

1. Linwood Education Foundation – Gala March 24, Expressed thanks to Dr. Cappelluti and presented her with flowers of appreciation.
2. Linwood Parent Teachers Organization – None
3. Student Support Parent Advisory Council – None.
4. Seaview School – None
5. Belhaven Middle School – None (Mrs. Speirs in China)

### **ACTION REQUIRED**

**PERSONNEL AGENDA ITEMS** Motions made by Mr. Goldstein, seconded by Mrs. Scannell, to approve the following Personnel action items 20– 29 on the agenda.

**RETIREMENT** -Motion to accept a letter of retirement from Mary Ellen Weeks, part time non-instructional aide effective June 30, 2018.

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

*Motion approved*

**LEAVE OF ABSENCE** -Motion to approve a leave of absence for Mr. Santos Vergara, Part time Custodian, effective January 8, 2018 with return date pending further evaluation. He will use his available sick days.

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

*Motion approved*

**NEW HIRES** -Motion to approve the hiring, upon the recommendation of the Superintendent for the 2017-2018 school year, as follows:

Colleen Tighe, Preschool Self Contained Teacher BA Step 2  
Expected start date February 12, 2018

Jill Yochim, Interim Supervisor of Curriculum and Instruction \$507.69 per diem  
Extended through February 28, 2018

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

*Motion approved*

**2017-2018 SUBSTITUTE LIST** -Motion to approve the hiring of the following substitute for the 2017-2018 list, upon the recommendation of the Superintendent:

<b><u>Teacher</u></b>	<b><u>Nurse</u></b>	<b><u>Custodian</u></b>
Ian Campbell	Cheryl Cantwell	Michael Stoll
Emily Giegerich		
Courtney Smith		

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

*Motion approved*

**SUBSTITUTES** -Motion to approve Sari Krachman and Kristine Swartz part time instructional aides to serve as substitute teachers during the 2017-2018 school year when needed and to be paid at their regular hourly rate for added time.

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

*Motion approved*

**MENTOR – PROVISIONAL TEACHER** -Motion to approve Brooke Szeker to serve as the mentor for Tina Gatta, part time Special Education Teacher at a rate of \$550 effective November 13, 2017.

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

*Motion approved*

**MENTOR – TEACHER EDUCATION PROGRAM** -Motion to approve Mrs. Susan Speirs, Principal, to mentor students from Stockton University's Spring 2018 Teacher Education program for field work placements in the Linwood School District.

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

*Motion approved*

**HOME INSTRUCTION** -Motion to approve, upon the recommendation of the superintendent, to hire Tina Gatta, Part Time Special Education Teacher, to provide home instruction services at a rate of \$40 per hour.

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

*Motion approved*

**2017-2018 STIPENDS** -Motion to approve Mary Ellen Ellenberg, to serve as a Drama Production Aide for the 2017/2018 drama program at her regular hourly rate.

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

*Motion approved*

**CHANGE IN SALARY** -Motion to approve Ms. Tina Gatta a change in guide placement from BA step 1 to BA 15, Step 1 effective February 1, 2018. She completed the required course requirements.

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

*Motion approved*

**CURRICULUM** Motions made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the following Curriculum action items 30 – 32 on the agenda.

**REVISED SCHOOL CALENDAR** -Motion to approve the revised 2017-2018 school year calendar, adjusted for the use of two snow days.

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

*Motion approved*

**FIELD TRIP** -Motion to approve to approve the grades 6-7 Renaissance Street Team to take a field trip to Washington Township High School. Persons in charge are Jennifer Bernardini, Amy Winterbotton, Allison Phillips, and Mary Beth McKenna.

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

*Motion approved*

**STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RETLATED**

**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(\*).

<b>Name</b>	<b>Travel Date(s)</b>	<b>Location</b>	<b>Event</b>	<b>Registration</b>	<b>Mileage Expense</b>
Kristy McLaughlin	1/09/18	Campus Event Center Stockton University Galloway, NJ	AtlantiCare School Wellness Training	No charge	N/A
David Lamkin	1/19/18	Cherry Hill	Schools to Watch Visit	No charge	N/A
Frank Pileiro	1/25/18 1/26/18	Harrah's Resort Atlantic City, NJ	TECHSPO 2018	*\$475.00	N/A
Kristy McLaughlin	1/29/18 2/28/18	AtlantiCare Life Center Egg Harbor Twp, NJ	Steering Committee Meeting	No charge	N/A
Jackie Baltozer	1/30/18	Cherry Hill Crown Plaza Cherry Hill, NJ	<i>Smart but Scattered</i> Executive Dysfunction at Home and at School	*\$199.99	N/A
Mark Haviland	2/22/18	SRIIETTC Galloway, NJ	4th Annual SRI & ETTC Middle & High School Social Studies Conference	ETTC hours	N/A
Jackie Baltozer	2/23/18	SRIIETTC – Stockton Galloway, NJ	<i>Building Resilience in Our Schools and Communities</i>	No Charge	N/A
Elizabeth Bagocius Elise Scherbin	2/26/18	Resorts Casino Hotel Atlantic City, NJ	NJ Conference for Pre-K Teachers	*\$244.00 each	N/A
Frank Pileiro	2/27/18	ETTC-Stockton Galloway, NJ	Future Ready Schools NJ Certification Summit	No charge	Not to exceed \$10.00
Frank Pileiro	3/08/18	Sheraton Atlantic City Convention Center Hotel Atlantic City, NJ	2018 PARCC Mandatory District Test Coordinator and District Technology Coordinator Training	No charge	Not to exceed \$20.00
Frank Pileiro <i>Dates are subject to change</i>	4/13/18 6/13/18	ETTC – Stockton Galloway, NJ	County Tech Coordinators Roundtable	No charge	Not to exceed \$10.00 each meeting
Ron Lyons	4/16/18 4/17/18 4/18/18	Resorts Casino Hotel Atlantic City, NJ	2018 PowerSchool Users Group 7th Annual Conference	*\$325.00	Not to exceed \$30.00

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

*Motion approved*

**OPERATIONS** Motions made by Mrs. Barerra, seconded by Mr. McLaughlin, to approve the following Operation action items 33 – 37 on the agenda.

**PROFESSIONAL SERVICES - ENGINEER** -Motion to approve a contract with Polistina & Associates, LLC Engineers and Planners, to provide additional work for the Seaview-School drainage project to provide details to add a track and sod to the project in the amount of \$2,500. The additional work relative to the sod is expected to fit within the original budget. An LEF Grant will help fund the track

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

*Motion approved*

**LOCAL GRANTS** -Motion to accept local grants as follows:

AtlantiCare Schools Wellness Grant	\$800
Linwood Education Foundation – Seaview Track	\$8,000

Motion carried by roll call vote, all members present voted yes, except Mrs. Ziereis who abstained with regards to the AtlantiCare grant.

*Motion approved*

**EMPLOYEE PORTAL CONTRACT** -Motion to approve to add the employee portal component of the Systems 3000 software. This includes a one time set up fee of \$3000 and an annual fee of \$2,238 based on an estimated number of 250 w-2 count, billed for actual

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

*Motion approved*

**AMEND LONG RANGE FACILITY PLAN** -Motion to approve to amend the Long Range Facility Plan to include a district wide lighting upgrade project.

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

*Motion approved*

**USE OF SCHOOL FACILITIES** -Motion to approve the use of school facilities from MUSA Soccer, Belhaven Gym, no fee, from Chris Meade and John Napoli January 3, 10,17,24,31,2018 February 1, 7, 14, 21,2018 , 4:30-5:30 p.m. (1/3/18), 3:30-5:30 p.m. for all other dates

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

*Motion approved*

**POLICY** Motions made by Mr. Goldstein, seconded by Mrs. DeMorat, to approve the following Policy action items 38 – 39 on the agenda.

**HIB CASE** -Motion to affirm the recommendations of the Superintendent HIB case 004-17-18 is confirmed non HIB.

Motion carried by roll call vote, all members present voted yes, except Mrs. Barrera who voted no.

*Motion approved*

**BOARD POLICY** -Motion to approve the first reading of the following policies:

Policy 0155 Board Committees

Policy 0169.02 Board Member Use of Social Networks

Policy 2464 Gifted and Talented. Students (M)

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

*Motion approved*

**ADDENDUM** – Motion made by Judge Todd, seconded by Mr. McLaughlin to approve the following addenda items:

**GRADES TUITION CONTRACT** - Motion to approve a tuition contract for a new student in grade 7 in the amount of \$7,258 prorated for actual start date expected to be on or about February 15, 2018.

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

*Motion approved*

**EXPANDED DAY TUITION CONTRACT** -Motion to approve a tuition contract for a new student in the expanded day program in the amount of \$3,750 prorated for actual start date expected to be on or about February 1, 2018.

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

*Motion approved*

**REQUEST FOR PROPOSALS – BEHAVIOR CONSULTANT** -Motion to approve a request for proposal is submitted for behavior consultant services for the 2017-2018 school year.

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

*Motion approved*

**Communication** – Included in the packet

**FINANCIAL MOTIONS** - Motions made by Mr. McLaughlin seconded by Mr. Goldstein 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	\$459,868.29
Batch 55	General Fund	\$10,709.78
Batch 59	Before and After School	\$1,130.58

**PAYROLLS:**

Batch 71	December 22, 2017	\$396,510.81
Batch 70	January 5, 2018	\$398,105.05
Batch 71	January 19, 2018	\$387,370.96

<b>TRANSFERS</b>	<b><u>January</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
11-212-100-101	Salary - Substitutes	\$	\$ 8,000
11-213-100-101	Salary - Substitutes	13,000	
11-000-100-565	Tuition	25,000	
11-000-240-500	Misc Purch Services		10,000
11-000-230-530	Communications		20,000
<b>Total</b>	<b>General</b>		
<b>Fund</b>		\$ 38,000	\$ 38,000

**OLD BUSINESS** – None.

**NEW BUSINESS** – None

**COMMENTS FROM THE PUBLIC** – C. Harrison expressed gratitude to Dr. Cappelluti for the better communication and positive movement forward. MB McKenna and D. Lamkin, on behalf of the LEA thanked Dr. Cappelluti for steering the ship back to a better place and presented her with flowers.

**COMMENTS FROM THE BOARD** – Each of the board members thanked Dr. Cappelluti for her wisdom, professionalism, leadership, guidance and wished her best of luck. Dr. Cappelluti stated it was a pleasure to serve.

**EXECUTIVE SESSION** - Motion made by Mr. Goldstein, seconded by Mr. McLaughlin, to enter into Executive Session, 7:36 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**

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 Mr. Goldstein, seconded by Mr. McLaughlin, to adjourn. (8:46PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,  
Board Secretary