

LINWOOD, NEW JERSEY
September 26, 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 19, 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, September 26, 2018, 7:05 PM.**

Mrs. Ziereis led all present in a flag salute.

MEMBERS PRESENT: Judge Todd, Mrs. Barrera, Mr. Goldstein, Mr. Kahn, Mr. McLaughlin, Mrs. DeMorat, and Mrs. Ziereis

MEMBERS ABSENT: Mrs. Lowry, Mrs. Scannell

OTHERS PRESENT: B. Pruitt, Superintendent, T. Weeks, School Business Administrator, S. Speirs & G. Meister, Principal, F. Pileiro, S. Tahsin, L. Care, Supervisor, W. Donio, Solicitor, D. Lamkin, J. Goldstein, A. Brady, C. Evinski, S. Evinski, C. Flanagan, D. Lamkin

MINUTES OF THE REGULAR MEETING - Motion made by Judge Todd, seconded by **August 28, 2018** Mr. Goldstein, to approve the minutes of the regular meeting held August 28, 2018
Motion carried by roll call vote with all members present voting yes.
Motion approved.

MINUTES OF THE EXECUTIVE SESSION- Motion made by Mrs. Barrera, seconded by **AUGUST 28, 2018** Mr. Goldstein, to approve the minutes of the Executive Session held August 28, 2018.
Motion carried by roll call vote with all members present voting yes.
Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Judge Todd, seconded by **AUGUST 2018** Mr. McLaughlin, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of August 2018, which are in agreement.
Motion carried by roll call vote with all members present voting yes.
Motion approved

COMMITTEE REPORTS

Policy – None

Personnel – None

Curriculum – None

Negotiations - None

Operations – Mrs. Zierys recapped the Safety Plan with thanks to Mr. Goldstein, Mrs. Barrera, Mr. Caplan, Mr. Pileiro, and Mr. Childs. She also discussed the Budget Calendar and State Aid loss.

COMMENTS FROM THE PUBLIC – None

SUPERINTENDENT'S REPORT

FOR INFORMATION

- 1. Enrollment Seaview 424 Belhaven 382
- 2. PTO – Mrs. Goldstein recapped PTO activities including the Fun Run, Sophia’s Parent Night, Wellness and Panel meetings.

ACTION REQUIRED

PERSONNEL AGENDA ITEMS - Motions made by Mrs. DeMorat, seconded by Mr. Goldstein, to approve the following Personnel action items 16– 24 on the agenda.

STAFF REASSIGNMENTS -Motion to approve the staff reassignments, upon the recommendation of the superintendent, as listed below, for the 2018-2019 school year.

<u>Staff Member</u>	<u>From</u>	<u>To</u>
Marie Cottrill	FT Paraprofessional - Belhaven	Seaview
Laurie Montgomery	PT Paraprofessional - Seaview	Belhaven
Jamie Vecere-Collins	PT Paraprofessional - Belhaven	Seaview

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

Motion approved

SUBSTITUTE TEACHERS -Motion to approve the following substitutes, upon the recommendation of the superintendent, to the 2018-2019 school year Substitute List; pending criminal history and/or issuance or renewal of a State of New Jersey Substitute Teacher’s Credential and pre-employment verifications (S414).

Barbara Farrell	Despina Bara-Protosto	Christine Spurlock
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Motion carried by roll call vote, all members present voted yes.

Motion approved

BEFORE AND AFTER SCHOOL SUBSTITUTE AIDES -Motion to approve the following individuals, upon the recommendation of the superintendent, as Substitute Aides for the Before and After School for the 2018-2019 school year; morning and afternoon program positions and rates were board approved.

Year 1 Aides: AM @ \$14.00 per hour; PM @ \$13.00 per hour; and as a one-on-one Aide @\$18.00 per hour	Linda Hagel
Year 5 Aides: AM @ \$15.30 per hour; PM @ \$14.21 per hour	Linda Arch

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

Motion approved

PART TIME STAFF AS SUBSTITUTES -Motion to approve the Seaview and Belhaven paraprofessionals, upon the recommendation of the superintendent, to be used as emergency substitute paraprofessionals during the 2018-2019 school year, as needed; to be paid at their hourly rate of pay.

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 certificated staff and part-time certificated paraprofessionals, upon the recommendation of the superintendent, to be used as emergency substitute teachers during the 2018-2019 school year, as needed; to be paid as noted below.

Teachers (\$40 per hour)	Teachers (\$40 per hour)	Paraprofessionals (Hourly Rate)
Seaview	Belhaven	Seaview/Belhaven
Laura Bender	Tanya Arlington-Narvaez	Carmine Bonanni
Stephanie Curry	Shanna Gardner	Kirsten Booth
Sofia Iaconelli	Kim Savino	Rosemarie Green
Kaitlin Kirkpatrick		Christina Hall
Sheri Lamp		Jaime Hall
Ginnine Vietro		Susan Leopardi
		Sandra Marple
		Kristine Swartz
		Jaime Vecere-Collins

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

Motion approved

EMERGENCY BUS AIDES -Motion to approve the Debbie Ward and Linda Hagel, upon the recommendation of the superintendent, as emergency bus aides, as needed; to be paid at their regular hourly rate of pay.

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

Motion approved

VOLUNTEERS -Motion to approve upon the recommendation of the superintendent, the following volunteers for the 2018-2019 school year, as listed below.

Diana Gurwicz	Vex Robotics and Stock Market Game	Grades 5-8 Belhaven
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Motion carried by roll call vote, all members present voted yes.

Motion approved

MENTORS -Motion to approve the following mentors, upon the recommendation of the superintendent, as listed below:

Mentor	Staff Member	Fee
Michele Tighe (new for 2018-19)	Stephanie Curry PT Special Ed Teacher	Enrolled September 2017; \$1000 fee is pro-rated from the start of program.
Brooke Szeker	Tina Gatta FT Special Ed Teacher	Enrolled November 2017; \$550 fee is pro-rated from the start of the program.\
David Lamkin	Gabrielle Horner Music Teacher	Enrolled April 2018; \$550 fee is pro-rated from the start of the program.
Kristina Burns	Colleen Tighe FT Special Ed Teacher	Enrolled February 2018; \$550 fee is pro-rated from the start of the program.
Tiffany Graziotto	Shanna Gardner (new hire) PT Special Ed Teacher	Enrolled September 2018; \$550 fee is pro-rated from the start of the program.
Kevin Jacobs	Sofia Iaconelli (new hire) PT Special Ed Teacher	Enrolled September 2018; \$550 fee is pro-rated from the start of the program.
Samantha Coyle	Kaitlin Kirkpatrick (new hire) PT Special Ed Teacher	Enrolled September 2018; \$550 fee is pro-rated from the start of the program.

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

Motion approved

EXTRACURRICULAR ACTIVITIES -Motion to approve the Extra-curricular positions for the 2018-2019 school year, as listed below.

BELHAVEN EXTRA-CURRICULAR	STAFF MEMBER	AMOUNT
Assistant Soccer Coach (Boys)	David Lamkin	\$1,454

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

Motion approved

CURRICULUM - Motions made by Mrs. Barrera, seconded by Mrs. DeMorat, to approve the following Curriculum action items 24 – 30 on the agenda.

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 Date(s)	Location	Event	Registration	Mileage Expense
Heather Lanzalotti	9/21/18	Stillwater Building Northfield, NJ	Annual Immunization Audit Workshop	No charge	N/A
Kristina Burns Angela Buckberg Colleen Tighe	10/18/18 10/19/18	Harrah's Waterfont Conference Center Atlantic City, NJ	36 th Annual Autism Conference	*\$500 each	N/A
Lori Care Susann Tahsin Frank Pileiro	10/05/18 10/06/18	Tabernacle, NJ	Rewire conference	No charge	TBD
Michele Tighe Kevin Jacobs Samantha Coyle Brooke Szeker Tiffany Graziotto Kristina Burns David Lamkin	9/25/18	Stockton SRI/ETTC Galloway, NJ	Making the Mentor Process Meaningful	4 ETTC hours each	NTE \$10

Jen Bernardini Cynthia O'Kane Lori Care	10/23/18	Stockton SRI/ETTC Atlantic City, NJ	Digital Learning Summit	7 ETTC hours each	N/A
Kristy McLaughlin	10/02/18	AtlantiCare Life Center Egg Harbor Township	Steering Committee Meeting AtlantiCare Healthy Schools	N/A	N/A
Kristy McLaughlin	10/19/18	Sheraton Atlantic City	Energizing PE Workshop	\$25	N/A
Teri Weeks	11/28/18 1/16/19 3/20/19 5/15/19	Stockton Kramer Hall, Galloway, NJ Or TBD	SPELL JIF Meetings	N/A	NTE \$25 per meeting
Susann Tahsin	9/13/18 10/24/18 11/15/18 12/18/18 12/20/18 1/17/19 2/21/19 3/21/19 4/18/19 5/23/19	Stockton SRI/ETTC Galloway, NJ	Special Education Director Meetings	N/A	NTE \$10 per meeting
Frank Pileiro	10/19/18 12/14/18 2/15/19 4/5/19 6/13/18	Stockton SRI/ETTC Galloway, NJ	Technology Director Meetings	N/A	NTE \$10 per meeting
Brian Pruitt	10/2/18 10/9/18	Mercer County, NJ Freehold, NJ	School Safety Specialist Training	No Charge	NTE \$40 per meeting
Lori Care	9/14/18 10/5/18 11/2/18 12/7/18 1/4/19 2/15/19 3/8/19 4/5/19 5/9/19	Stockton SRI/ETTC Galloway, NJ	Coordinator of School Improvement Meetings	N/A	NTE \$10 per meeting
Brian Pruitt	9/17/18 9/21/18 10/9/18 10/12/18	Mays Landing, NJ	ACASA and Roundtable Meetings	N/A	NTE \$10 per meeting

	11/13/18 11/16/18 12/10/18 12/14/18 1/7/19 1/11/19 2/4/19 2/8/19 3/11/19 3/15/19 4/8/19 4/12/19 5/6/19 5/10/19				
Teri Weeks	9/21/18 10/26/18 11/16/18 12/7/18 1/28/19 3/01/19 3/29/19 4/17/19 5/17/19 6/6/19	Location varies	Business Administrators Roundtable Meetings	N/A	NTE \$25 per meeting
Shari Frolove Jackie Baltozer	10/17/18	Stockton SRI/ETTC Galloway, NJ	504 Plans Workshop	4 ETTC hours each	NTE \$10
Tina Gatta Susan Speirs	10/25/18	Stockton SRI/ETTC Galloway, NJ	I & RS Training	7 ETTC hours each	NTE \$10

FIELD TRIP -Motion to approve approve the 2018-2019 school year field trip request as listed below.

Destination	Grade	Person in Charge
<i>Butterhof's Farm</i> Egg Harbor City, NJ	Pre-K	Elise Scherbin Beth Bagocius

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

Motion approved

CURRICULUM -Motion to approve the following curriculum revisions for the 2018-2019 school year.

Content Area	District Implementation of Revised Curriculum
English Language Arts	September 2018
Mathematics	September 2018
Science	September 2018
Social Studies	September 2018
Related Arts Art, STEAM, World Language, Physical Education, Industrial Tech, Music	September 2018

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

Motion approved

OPERATIONS - Motions made by Mr. Goldstein, seconded by Mrs. Barrera, to approve the following Operation action items 31 – 41 on the agenda.

SAFETY AND SECURITY PLAN -Motion to accept the district Safety and Security Operations Plan as kept on file in the Superintendent's Office

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

Motion approved

DISTRICT GOALS -Motion to approve the District goals for the 2018-2019 school year.

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

Motion approved

TUITION CONTRACT -Motion to approve the 2018-2019 school year tuition contract with Atlantic County Special Services School District for one student attending the Multiply Disabled Program in the amount of \$40,140.

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

Motion approved

ANNUAL ASSESSMENT FOR SHARED SERVICES -Motion to approve the following county-wide services for the 2018-2019 school year.

SRI ETTC	\$2,658.50
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AVA - Atlantic County Audio Visual	\$3,012.00
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Motion carried by roll call vote, all members present voted yes.

Motion approved

ITINERANT SERVICES -Motion to approve Lake Drive Program to provide itinerant services at a rate of \$160 per hour for hearing evaluations and observations

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

Motion approved

BEFORE AND AFTER SCHOOL PROGRAM FEES -Motion to approve a security fee of \$7.00 for no-call no-show or same day enrollment. Parents will be provided a grace period and receive a letter in advance before the fee will be applicable allowing participants ample time to understand the new charges. Also to increase the late fee from \$5.00 to \$7.00.

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

Motion approved

REQUEST FOR PROPOSAL – BANKING SERVICES -Motion to approve to submit a request for banking services.

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

Motion approved

BUDGET CALENDAR -Motion to approve the tentative budget calendar for the upcoming budget cycle.

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

Motion approved

COPIER CONTRACT -Motion to approve a 60 month lease agreement for copiers with a quarterly overage billing cycle with Copiers Plus for equipment as follows:

Location	Base	Monthly	Model	Overage billing
Superintendent/Business Office	12,000	133.00	MP405	\$0.0039
Child Study Team	12,000	133.00	MP405	\$0.0039
Belhaven Main Office	75,000	699.00	PRo 8200	\$0.0039
Seaview Main Office	75,000	719.00	Pro 8200 with LCT	\$0.0039
Seaview Computer Lab	-	36.00	MPC307	.008,BW, .055 Color
Belhaven Main Office	-	36.00	MPC307	.008,BW,

				.055 Color
Belhaven Lab A	-	36.00	MPC307	.008,BW, .055 Color

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

Motion approved

STATE CONTRACT PURCHASE -Motion to approve the purchase of security products under cooperative purchasing contract MRESC 15-60-80 with a total cost of \$18,918

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

Motion approved

USE OF SCHOOL FACILITIES -Motion to approve the following requests for the use of our school facilities.

Organization	Facility	Date/Time	Fee
Linwood Panthers Football practice Person in charge: Kevin LaMonaca	Belhaven or Seaview gym In the event of inclement weather	Weekdays 9/10/18 to 11/10/18 4:00-8:00 p.m.	No
Linwood LASAR Basketball Basketball Practice Person in charge: Darren Matik	Belhaven gyms	9/11/18 to 11/15/18 5:45-8:45 p.m. Mondays – Blue gym Tuesdays – Gold gym	No
Linwood Men’s Basketball	Belhaven Blue gym	Saturday mornings 9/15/18 to 5/04/19 7:00-9:00 a.m.	Yes
Mainland United Soccer (MUSA) Soccer Practice Person in charge: Phyllis Watt	Belhaven or Seaview gym In the event of inclement weather	9/17/18 to 11/17/18 Times to be determined based on availability	No
Linwood Men’s Basketball Basketball Person in charge: James Malamut	Belhaven Blue Gym	Tuesday nights 9/25/18 to 6/25/19 5:30-8:00 p.m.	Yes
Linwood Education Foundation Meetings Person in charge: Lauren Gibson	Belhaven Library	10/10/18 & 11/15/18 7:00- 8:30 p.m.	No
Linwood PTO Wellness Committee Meeting Persons in charge:	Belhaven Library	10/11/18 6:00-7:00 p.m.	No

Catherine Evinski			
Linwood PTO Scholastic Book Fair (10/11-10/19); Evening Book Fair on 10/17/18 Person in charge: Mariealena D'Agostino	Seaview Front hallway	10/11/18 to 10/19/18 8:30 a.m. to 3:00 p.m. and 10/17/18 - 6:00-8:00 p.m.	No
Linwood SSPAC Meet & Greet Parent Meeting Person in charge: Melissa Duffy	Belhaven Library	10/18/18 6:00-8:00 p.m.	No
Linwood PTO Daddy/Daughter Dance Persons in charge: Erica Winters and Jessica Goldstein	Seaview Front Hallway Cafeteria Gym	12/13/18 3:00-8:00 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. DeMorat, to approve the following Policy action items 42 on the agenda.

SCHOOL SELF ASSESSMENT FOR DETERMNING GRADES UNDER THE ANTI-BULLING BILL OF RIGHTS ACT -Motion to accept the NJDOE School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* for the period of July 1, 2017 through June 30, 2018.

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

Motion approved

BOARD BY LAWS, POLICIES AND REGULATIONS -Motion to approve the Bylaws, Policies and Regulations contained in the Board Policy Manual.

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

Motion approved

BOARD POLICY – SECOND READING -Motion to approve the second readings of the policies and regulations, as listed below.

SECOND READING

Policy #	Title
Policy 1613 Regulation 1613	Disclosure and Review of Applicant's Employment History (M)

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

Motion approved

ADDENDA - Motions made by Mr. McLaughlin, seconded by Mrs. DeMorat, to approve the following action items 1-3 on the addenda agenda.

STUDY CLUB -Motion to approve Keith Grimley to provide Study Club program at \$40 per hour.

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

Motion approved

EXPANDED DAY KINDERGARTEN TUITION CONTRACT -Motion to approve a tuition contract effective October 1, 2018 prorated to \$3,375 for nine months.

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

Motion approved

FOOD SERVICE CONTRACT -Motion to approve the 2018-2019 food service contract with Mainland Regional High School with lunch costs of \$3.75 primary grade and \$4.00 elementary grade, breakfast cost of \$2.00 primary grade and elementary grades and an annual fee of \$22,000. Costs remain the same from the prior year.

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 Mr. McLaughlin, to approve the following Financial certifications, bills, payrolls and transfers and addenda to the financial motions.

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	\$475,987.07
Batch 59	Before and After School	\$ 221.25

PAYROLLS:

Batch 72	August 31, 2018	\$ 74,243.55
Batch 70	September 14, 2018	\$415,215.03

TRANSFERS	<u>September</u>		<u>From</u>		<u>To</u>
		\$		\$	
11-000-100-565	Tuition		2,000		
11-000-100-566	Tuition		8,000		
11-000-217-100	Salary - Extraordinary Services				40,000
11-000-217-320	Services - Extraordinary				14,000
11-000-221-102	Salary - Curriculum and Instruction				1,900
11-000-240-103	Salary - School Administration				50
11-110-100-101	Salary - Kindergarten				37,000
11-130-100-101	Salary - Teachers		42,850		
11-216-100-101	Salary - Preschool Handicapped Full Time				4,900
11-230-100-106	Salary - Basic Skills		45,000		
Total General Fund		\$	97,850	\$	97,850

OLD BUSINESS – None.

NEW BUSINESS – None

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD – Mr. Kahn commented on the Screenagers sessions. Mrs. Barrera commented on the LEF Gala scheduled for March 23. She also commented on the staff development and thanked the staff for their interest in continuing their learning experiences.

EXECUTIVE SESSION – Motion made by Mrs. Barrera, seconded by Mr. Goldstein, to go into Executive Session at 7:58 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 open to the public:

- *Personnel*
- *Pending Litigation*
- *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. We anticipate no action will be taken.

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

ADJOURNMENT - Motion made by Judge Todd, seconded by Mr. McLaughlin, to adjourn. (8:16PM).

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

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary