

LINWOOD, NEW JERSEY
November 28, 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. Zierys, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Wednesday, November 28, 2018, 7:05 PM.**

Mrs. Zierys led all present in a flag salute.

Moment of silence for Mrs. Shelia Hedelt, Retired Linwood School Teacher

MEMBERS PRESENT: Mr. McLaughlin, Mrs. Scannell, Judge Todd, Mrs. Barrera, Mr. Goldstein, Mr. Kahn, Mrs. Lowry, and Mrs. Zierys

MEMBERS ABSENT: Mrs. DeMorat

OTHERS PRESENT: B. Pruitt, Superintendent, T. Weeks, School Business Administrator, S. Speirs & G. Meister, Principal, F. Pileiro, S. Tahsin & L. Care, Supervisors, W. Donio, Solicitor, D. Lamkin, J. Goldstein, J. Parmelee, J. Thomas, T. Herzchel, D. Glenn, K. Zaleskiewicz, K. Miller, K. Ford, L. Ford, S. Marple, MB Atwood, C. Lonergan, L. Bongiovanni, J. Bongiovanni, B. Faulk M Mostecky, B. Marino, J. Cunniff, A. Buckberg, C. Evinski, R. Higbee

MINUTES OF THE REGULAR MEETING - Motion made by Mr. Goldstein, seconded by **October 24, 2018** Mrs. Lowry, to approve the minutes of the regular meeting held October 24, 2018.

Motion carried by roll call vote with all members present voting yes, except Mr. McLaughlin, Judge Todd, and Mrs. Scannell, who abstained.

Motion approved.

MINUTES OF THE EXECUTIVE SESSION- Motion made by Mrs. Barrera, seconded by **October 24, 2018** Mrs. Lowry, to approve the minutes of the Executive Session held October 24, 2018.

Motion carried by roll call vote with all members present voting yes except Mr. McLaughlin, Judge Todd, and Mrs. Scannell, who abstained.

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mr. McLaughlin, seconded by **October 2018** Judge Todd, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of October 2018, which are in agreement.

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

Motion approved

COMMITTEE REPORTS

Policy – None

Personnel – None

Curriculum – None

Negotiations - Mrs. Ziereis reported that the kick off meeting with the LEA went great

Operations – Mrs. Ziereis reported – Thanks for grants from LEF and PTO! She reported on NJQSAC and the district is commencing work on the budget and addressing significant decreases in state aid

COMMENTS FROM THE PUBLIC – None

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Enrollment Seaview 424 Belhaven 382
2. Use of School Facilities Seaview 10 Belhaven 43
3. Suspensions None
4. Fire Drills Seaview 10/9 Belhaven 10/1
5. Security Drills Seaview 10/5 Belhaven 10/29
6. Bus Evacuation Drills Seaview 10/19 Belhaven 10/17
7. Recognition Girls and Boys Cross Country Teams are Undefeated Atlantic Cape Champions! Congratulations!
8. Explorations Project – Mrs. Parmalee’s explorations group, with the support of an LEF grant, made blankets that will be distributed to those in need.
9. Congratulations to Maggie Dodds, Linwood School Student now a Rhodes Scholar!
10. REPORTS

LEF report – M. Mostecky, LEF gala is one the event for the majority of fund raising it will be held March 23, Linwood County Club, Honorees are Teacher – Mrs. Heib, Community - Mrs. Dix. The LEF is hosting a Winter Warmer event at Gregory’s to include a raffle of student items.

PTO report - J Goldstein – District Directories available! Daddy Daughter dance is Dec 13, Food Drive wrapping up event. PTO presidents looking for next round of leaders – need volunteers

ACTION REQUIRED

PERSONNEL AGENDA ITEMS - Motions made by Mrs. Scannell, seconded by Mr. Goldstein, to approve the following Personnel action items 20 – 24 on the agenda.

NEW HIRES -Motion to approve the following new hires, upon the recommendation of the Superintendent, and pending criminal history clearance and pre-employment verifications (S414), for the 2018-2019 school year.

Janine Morano Part Time Non-Instructional Aide \$11.00 per hour, 25 hours per week.

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

Motion approved

LEAVES OF ABSENCE -Motion to approve the leaves of absence requests, upon the recommendation of the superintendent, for the staff listed below pending receipt of the required certifications.

Name	Position	Term
Kimberly Cellini	FT Paraprofessional Seaview	FMLA (12 weeks) from 11/12/18 to 2/08/19; requesting to use available sick days. Anticipated return date is 2/11/19.
Larry Doyle	PT Custodian Seaview	12-week leave of absence from 10/11/18 to 1/08/19; requesting to use available sick days. Anticipated return date is 1/09/19.
Lori Care	Supervisor of Curriculum & Instruction District	FMLA (up to 12 weeks) beginning on or about 2/05/19; requesting to use available sick days; followed by intermittent NJFLA (up to 12 weeks); requesting to use vacation days. Anticipated return date is 4/29/19.
Shelly Wurtz	Health & Physical Education Teacher Belhaven	FMLA (12 weeks) beginning on or about 11/29/18 to on or about 2/28/19; requesting to use available sick and personal days. Anticipated return date is 3/01/19.

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

Motion approved

ROWAN UNIVERSITY PRACTICUM PLACEMENT -Motion to approve a request from Rowan University for a Practicum Placement for the spring 2019 semester from January 22, 2019 to May 10, 2019 in the Seaview Elementary School for the following K-12 school counselor student.

Student	School	Cooperating Mentor
Tiffany Nistico	Seaview	Shari Frolove, School Counselor

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

Motion approved

CHANGE IN SALARY -Motion to approve a change in salary for the staff member as listed below for the 2018-2019 school year. She has successfully completed the applicable courses to support this change in the salary guide and official transcripts have been received.

Name	From	To	Effective
Bonnie Marino	M.A. OG	M.A.+15 OG	December 1, 2018

Motion carried by roll call vote, all members present voted yes, except Judge Todd who abstained.

Motion approved

2018-2019 EXTRACURRICIULAR -Motion to approve the following the Extra-Curricular positions, upon the recommendation of the superintendent, for the 2018-2019 school year, as listed below, per the LEA Agreement.

EXTRA-CURRICULAR POSITIONS	NAME	AMOUNT
Assistant Drama Director	Debbie Roland	\$2,035

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

Motion approved

CURRICULUM - Motions made by Mrs. Scannell, seconded by Mrs. Barrera, to approve the following Curriculum action items 25 & 26 on the agenda.

FIELD TRIPS (Amended) -Motion to approve, as amended, the 2018-2019 school year field trip requests as listed below. Tree to Tree, Wetlands Institute, Ocean Life Center, and Castaway Cove were tabled.

Destination	Grade	Person in Charge
Independence Hall/ Constitution Center Philadelphia, PA	Belhaven 8 th grade	Lori Dooner John Napoli
Nursing Homes (Brandywine, Wesley Manor, 1 Location TBD) Linwood and Ocean City, NJ	Belhaven Choir	David Lamkin
Historic Smithville Galloway Twp., NJ	Seaview Pre-K	Elise Scherbin Beth Bagocius

Discussion: Judge Todd stated that he understood the Policy Committee was reviewing the class trips policy. He stated the trips should be educational in nature, including the student of the month trip.

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 Date(s)	Location	Event	Registration	Mileage Expense
Jacqueline Baltozer Susan Speirs	11/29/18	Monroe Township	Scheduling Strategies Workshop	\$149 each	NTE \$65
Lori Care Georgette Meister	12/11/18	Camden County College, Blackwood	LinkIt! Teachers and Principals Data Academy	\$175 each	N/A
Brian Pruitt Teri Weeks	11/30/2018	Trenton, NJ	State Funding Meeting	NA	NTE \$60
David Lamkin	2/21/18 2/22/18 2/23/18	East Brunswick, NJ	NJMEA Conference	\$170	N/A
Henry Eissler Bonnie Marino	12/5/18	Stockton SRI/ETTC Galloway, NJ	NGSS Workshop	7 ETTC Credits each	N/A
Lori Dooner	12/12/18	Stockton SRI/ETTC Galloway, NJ	Questioning: The Key to Student Engagement	7 ETTC Credits	NTE \$10
Lisa Davis	12/14/18	East Windsor, NJ	NJASP Winter Conference	\$180	N/A
Michele Tighe	12/6/18	Stockton SRI/ETTC Galloway, NJ	Implementing Just Words in the Classroom	4 ETTC Credits	NTE \$10
Susan Speirs	11/15/18 1/10/19 3/13/19 5/14/19	Stockton SRI/ETTC Galloway, NJ	Middle School Principal Conferences	N/A	NTE \$10
Georgette Meister	12/4/18 2/5/19 5/7/19	Stockton SRI/ETTC Galloway, NJ	Elementary School Principal Conferences	N/A	NTE \$10
Siobhan Grossman	11/30/18	Stockton SRI/ETTC Galloway, NJ	Establishing Communication Systems for Nonverbal Learners	7 ETTC Credits	NTE \$10

Frank Pileiro	11/30/18	Rutgers University New Brunswick, NJ	Gifted and Talented Conference	\$189	NTE \$60
Brian Pruitt Patrick Childs	12/17/18	Stockton SRI/ETTC Galloway, NJ	Using Schools as Shelters During a Crisis	N/A	NTE \$10
Frank Pileiro	12/13/18	NJSBA Headquarters Trenton, NJ	Building a Cyber Secure Environment for NJ Schools	N/A	NTE \$60

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

Motion approved

OPERATIONS - Motions made by Mr. McLaughlin, seconded by Mrs. Barrera, to approve the following Operation action items 27 – 33 on the agenda.

TRANSPORTATION AGREEMENT -Motion to approve the 2018-2019 school year transportation agreement with Atlantic County Special Services for Route ML 8 in the amount of \$13,241.80.

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

Motion approved

COOPERATIVE PURCHASING AGREEMENT -Motion to approve a cooperative purchasing agreement with the Lead Agency, NJ EDGE and the resolution for member participation

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

Motion approved

LOCAL GRANTS -Motion to approve following local grants from the LEF and PTO, as listed below.

LEF	Tween Tech Conference	\$375
PTO	Kindergarten Classroom Furniture	\$2,229
PTO	National Geographic Bee	\$120

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

Motion approved

DISTRICT LIAISON TO LAW ENFORCEMENT -Motion to appoint Brian Pruitt as the District Liaison to Law Enforcement.

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

Motion approved

STATEMENT OF ASSURANCE NJQSAC -Motion to approve the submission of the New Jersey Quality Single Accountability Continuum District Performance Review Indicators for Fiscal Management, Operations, Governance, Personnel, and Instruction and Program to the Department of Education to undergo a comprehensive review pursuant to NJSA 18A: 7A-11 and NJAC 6A:30-3.1.

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

Motion approved

CONCESSION -Motion to approve the Jim Mulvihill Tours as the concessionaire for the Belhaven Band Trip pursuant to N.J.S.A. 5:34-9.4. Jim Mulvihill Tours will be providing travel coordination services. The following was taken into considerations in recommending this action: 1. The long and favorable history with Jim Mulvihill Tours; 2. Lowest quote received; and 3. Amount of coordination required for this event is extensive and reliability is required

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 Girl Scouts “Daisy’s” Troop #10024 Troop Meetings Person in charge: Chrissy Hoag	Seaview Library	Biweekly Mondays Starting December 3, 2018 through June 2019 4:00-4:45 p.m.	No
Linwood SSPAC Parent Meeting Person in charge: Melissa Duffy	Belhaven Library	December 12, 2018 6:00-8:00 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. Lowry, to approve the following Policy action items 34-36 on the agenda.

SCHOOL SAFETY AND SECURITY PLAN ANNUAL REVIEW STATEMENT OF ASSURANCE- Motion to approve t the School Safety and Security Plan Annual Review Statement of Assurance to the Atlantic County Office of Education.

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

Motion approved

BOARD POLICY -Motion to approve to revise, adopt and/or abolish the following policies.

Policy #	Title
Policy 1120	Superintendent's Advisory Council - ABOLISH
Policy 8561	Procurement Procedures for School Nutrition Programs (M)

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

Motion approved

HIB CASES -Motion to affirm the recommendation of the superintendent on the reported HIB cases as listed below.

Belhaven Middle School	H.I.B. Case #01-18-19 (BH)	Affirmed HIB
Belhaven Middle School	H.I.B. Case #02-18-19 (BH)	Affirmed HIB

Motion carried by roll call vote, all members present voted yes, except Mrs. Scannell and Mrs. Ziereis who abstained.

Motion approved

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

NEW HIRES -Motion to approve the following new hires, upon the recommendation of the superintendent and pending criminal history clearance and pre-employment verifications (s414) for the 2018-2019 school year:

Miosoti Espinal-Waller Part Time Para Professional 25 hours per week, \$14.00 per hour
Anticipated start date is January 2, 2019

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, the temporary change in position for Ms. Wendy Friel, Part Time Para-Professional to Full-Time Para Professional anticipated to start December 3, 2018 through the end of the leave of absence.

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

Motion approved

BURLINGTON COUNTY SPECIAL SERVICES AGREEMENT -Motion to approve the use of an agreement with Burlington County Special Services for special education services as listed in the agreement. These services may be used throughout the school year as needed.

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	\$ 461,829.48
Batch 55	General Fund	\$ 6,173.32
Batch 59	Before and After School	\$ 2,003.53

PAYROLLS:

Batch 71	October 26, 2018	\$ 419,756.18
Batch 70	November 9, 2018	\$ 419,633.22

TRANSFERS	<u>November</u>	<u>From</u>	<u>To</u>
11-000-100-565	Tuition	\$ 18,525	\$
11-000-216-320	Related Services		5,000
11-000-217-320	Extraordinary Services		5,000

11-000-219-110	Child Study Team Other Salaries	2,000
11-000-261-420	Maintenance Services	12,500
11-000-261-800	Maintenance - Other Exp	25
11-000-291-241	Other Retirement Contribution	6,500
12-000-400-450	Construction Services	12,500
Total General Fund		\$ 31,025
		\$ 31,025

OLD BUSINESS – None.

NEW BUSINESS – None

COMMENTS FROM THE PUBLIC – None

COMMENTS FROM THE BOARD – Mr. Pruitt reported that he will be attending a meeting Friday in Trenton to discuss loss of school funding. Significant losses are expected over the next several years. More information will be coming out publicly

EXECUTIVE SESSION – Motion made by Mr. Goldstein, seconded by Mrs. Lowry, to go into Executive Session at 7:51 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:

- *Student Confidentiality Matter*
- *Personnel*

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.

Motion approved.

ADJOURNMENT - Motion made by Mrs. Barrera, seconded by Mr. McLaughlin, to adjourn. (8:38 PM).

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

Motion approved.

Respectfully submitted,

Teri J. Weeks, Business Administrator,

Board Secretary