

**Woodlynne School District
Board of Education
Board Meeting Minutes
March 9, 2021
7:30 PM**

**Statement by
Board President**

The Board President opened the regular meeting at 7:31 p.m.

Opening Statement

Opening Statement - The New Jersey Open Public Meeting Act was enacted to ensure the rights of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice on the official bulletin board at the Central Administration Building and notice to the Retrospect and Courier-Post newspapers.

Flag Salute

Flag Salute

Roll Call

Roll call –Mr. Greg Gontowski, School Business Administrator/Board Secretary

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|-------------------------|---------|
| Mrs Catherine Chukwueke | Present |
| Mrs. Lakeisha Cook | Present |
| Mrs. Samantha Kirby | Present |
| Ms. Xiomara Rivera | Present |
| Mrs. Christine Sanford | Present |
| Mrs. Heidemarie Wood | Absent |

Mrs. Jackie Walters, Superintendent/Principal
Mr. Greg Gontowski, School Business Administrator/Board Secretary

Other Attendees

Approval of minutes for

**Approval of
Minutes**

- February 9, 2021 Regular Meeting

Motion by Xiomara Rivera, Second by Catherine Chukwueke

**Vote: To approve minutes
Board Voted All in Favor (5-0-0)**

Correspondence

None

Visitors Questions

None

**Board President's
Report**

Board President's Report - New Board Member

Motion to approve Kyle Bowman to fill the Board vacancy until 12/31/21.

Motion by Lakeisha Cook, Second by Catherine Chukwueke

**Vote: To approve Kyle Bowman to fill the Board Vacancy
Roll Call Vote. All in favor: Mrs. Chukwueke, Mrs. Cooke, Ms. Rivera, Mrs. Sanford and Mrs. Kirby (5-0-0)**

Superintendent's Report

INFORMATIONAL ITEMS

- CST Report (**Attachment A**)
- Nurse Report (**Attachment B**)
- Technology Report (**Attachment C**)
- Discipline Report (**Attachment D**)
- Maintenance Report (**Attachment E**)
- HIB Report (**Attachment F**)

Dates to Remember

Dates to Remember

4/2/2021 – School Closed – Spring Break

4/26/2021 – Early Dismissal - PD

Miscellaneous

Miscellaneous

| | | | | | |
|---|-----------|------------|--------------------------------|--------|-------------|
| Fire Alarm Sound Test Staff and Students Did Not Leave the Building | 2/17/2021 | 10:41 a.m. | Early childhood wing main hall | Sunny | 1 min 6 sec |
| Bomb Threat Drill | 2/22/2021 | 9:30 a.m. | Main Office | Cloudy | |

BOARD ACTIONS

Motion to approve Items 1 through 5

Second Reading of Policies and Regulations

- 1. Motion to approve, on the recommendation of the Superintendent, amendments to the following policies and regulations - **Second Reading (included in February 2021 packet) and adoption.****

Policies

P – 2481 – Home or Out-of-School Instruction for a General Education Student for Reasons other than a Temporary or Chronic Health Condition

First Reading
Policies and
Regulations

2. Motion to approve, on the recommendation of the Superintendent, amendments to the following policies and regulations – **First Reading (Attachment G).**

Policies

- P - 2415.02 - Title I – Fiscal Responsibilities
- P – 2415.05 – Student Surveys, Analysis and/or Evaluations
- P – 2415.20 – Every Student Succeeds Act Complaints
- P – 4125 – Employment of Support Staff Members
- P – 5330.01 Administration of Medical Cannabis
- P – 6360 – Political Contributions
- P – 7425 – Lead Testing of Water in Schools
- P – 8330 – Student Record
- P – 9713 – Recruitment by Special Interest Groups

Regulations

- R – 5330.01 – Administration of Medical Cannabis
- R – 2415.20 – Every Student Succeeds Act
- R – 7425 – Lead Testing of Water in Schools

3. Motion to approve, on the recommendation of the Superintendent, Jackie Walters to attend the New Jersey School Board Association Spring Symposium on May 12th and May 13th at a cost of \$50.00.

Reimbursements

Jessica Cetoute-
Dixon –
Reimbursement NJ
Office of
Certification

4. Motion to approve, on the recommendation of the Superintendent, the reimbursement for the NJ Office of Certification Request in the amount of \$70.00 to Jessica Cetoute-Dixon.
5. Motion to approve, on the recommendation of the Superintendent, eyeglass reimbursement to Mrs. Jackie Walters in the amount \$100.00.

Jackie Walters –
Eye
Reimbursement

Motion by Catherine Chukwueke, Second by Xiomara Rivera

**Vote: To approve Items 1 through 5
Roll Call Vote. All in favor: Mrs. Chukwueke, Mrs. Cooke, Ms. Rivera, Mrs. Sanford and Mrs. Kirby (5-0-0)**

Board Secretary's Report

Informational Items

Governance Training
Financial Disclosures

Board Actions

Motion to approve Items 1 through 5

Bill List

1. The attached bill lists:

- February 2021 payroll **Attachment BA1**
- February 2021 Warrants **Attachment BA2**

Transfers

2. The following transfer list:

January 2021 **Attachment BA3**

3. To approve the revenue summary **Attachment BA4** and budget summary **Attachment BA5** for the month of January 2021.

4. **A.** Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2021. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. **Attachment BA6**

B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2021. The Reconciliation Report and Secretary's report are in agreement for the month of January 2021. **Attachment BA7**

C. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Business Administrator to Continue Payment of all Bill until next BOE meeting

5. Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

Motion by Catherine Chukwueke, Second by Xiomara Rivera

Vote: To approve Items 1 through 5
Roll Call Vote. All in favor: Mrs. Chukwueke, Mrs. Cooke, Ms. Rivera, Mrs. Sanford and Mrs. Kirby (5-0-0)

Motion to approve Items 6 through 8

**Gloucester
 Township BOE –
 Tuition
 #3795051266**

- 6. To approve tuition contract with Gloucester Township Board of Education for student #3795051266 in the amount of \$13,720.00 for tuition for the 2020-2021 school year.

**Gloucester
 Township BOE
 Tuition
 #2078984915**

- 7. To approve tuition contract with Gloucester Township Board of Education for student #2078984915 in the amount of \$13,661.00 for tuition for the 2020-2021 school year.

**Submission of the
 2021-2022
 Preschool
 Education Aid
 Application**

- 8. To approve submission of the 2021-2022 Preschool Education Aid application

Motion by Lakeisha Cook, Second by Samantha Kirby

Vote: To approve Items 6 through 8
Roll Call Vote. All in favor: Mrs. Chukwueke, Mrs. Cooke, Ms. Rivera, Mrs. Sanford and Mrs. Kirby (5-0-0)

Motion to approve Items 9 and 10

**2021-2022 Budget
 and Resolution**

- 9. 2021-2022 Budget and Resolution
 It is recommended that the Woodlynne Board of Education approve 2021-2022 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Woodlynne Board of Education has developed its 2021-2022 School Budget,

WHEREAS, NJAC 6:19-2.7 (a) requires Woodlynne Board of Education to adopt and submit a formal Board resolution.

BE IT RESOLVED to approve the 2021-2022 school budget as presented by the administration which includes the following:

| | Budget | Local Tax Levy |
|----------------------|-----------------|-----------------------|
| General Fund | \$14,632,943.00 | \$2,387,116.00 |
| Special Revenue Fund | \$2,054,095.00 | |
| Debt Service Fund | | |
| Total Base Budget | \$16,687,038.00 | \$2,387,116.00 |

See Attachments (Revenues and Appropriations)

Travel Regulations and Limits

10. The following travel regulations and limits for the Woodlynne School District as required by N.J.A.C. 6A:23A:

A travel event that exceeds \$5,000.00, regardless of the number of attendees, or where more than three (3) individuals from the district are to attend, must obtain prior approval from the Executive County Superintendent. Executive County Superintendent prior approval is not required for “regular school district business travel.”

Regular school district business travel is regular official business travel, including attendance at meetings. Regular school district business travel includes attendance at regularly scheduled in-state county meetings and DOE sponsored or association sponsored events provided free of charge. Regular school district business travel includes regularly scheduled in-state professional development activities with a registration fee that does not exceed \$100.00 per employee or board member. Regular school district business travel does not require prior Board approval but does require prior Superintendent approval.

The Woodlynne Board of Education authorizes an annual not to exceed, maximum amount of \$2,500.00 per employee for regular school district business travel for which board approval is not required (6A:23A-7.3(b)). The maximum travel expenses for all staff for the 2021-2022 school year is limited to \$30,000.00.

Travel and attendance at in-state workshops, conferences, or professional development programs where the registration fee exceeds \$100.00 per employee or board member and is not regular school district business travel requires prior Board approval.

Mileage reimbursement for regular school business travel that is prior approved by the Superintendent or any travel approved by the Board will be allowed at the rate authorized by the annual state appropriations act, which is \$.35/mile.

Travel and professional development shall be conducted in accordance with the State approved grant activities.

Lodging for out of state travel can only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles. All travel out of the country, regardless of cost or number of attendees, requires prior written approval of the Executive County Superintendent.

A written report or a standardized form for board members and employees must be completed for all Board approved training and seminars, conventions and conferences, and retreats.

All travel must be in compliance with State regulations N.J.A.C. 6A:23A.

The maximum travel expenses for all staff for the 2020-2021 school year is limited to \$30,000.00 and the amount spent year to date is \$273.14.

Motion by Christine Sanford, Second by Lakeisha Cook

Vote: To approve Items 9 and 10

Roll Call Vote. All in favor: Mrs. Chukwueke, Mrs. Cooke, Ms. Rivera, Mrs. Sanford and Mrs. Kirby (5-0-0)

Visitor's Questions None

Unfinished Business Mrs. Walters – Updated on reopening plan

New Business None

Executive Session None

Adjourn Meeting **Motion to adjourn meeting at 8:16 PM by Lakeisha Cook, second by Catherine Chukwueke**

Vote: To approve to adjourn

Board Voted All in Favor

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|------------------------------|
| BOARDS' CERTIFICATION |
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Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Woodlynne Board of Education certifies that as of March 9, 2021 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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| BOARD SECRETARY'S CERTIFICATION |
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Pursuant to N.J.C.C 6A:23A-16.10 (c) 3, I certify that as of March 9, 2021 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Woodlynne

Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

_____ **Board Secretary** _____ **Date**