

**Woodlynne School District
Board of Education
Board Meeting Minutes
November 10, 2015
7:30 PM**

Statement by Board President

The Board President opened the regular meeting at 7:33 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

Mrs. Catherine Chukwueke	Present
Mr. Cornelius Eelman	Present
Mr. Carlos Poole	Present
Mrs. Christine Sanford	Present
Mr. Joseph Idiong	Present
Mrs. Sharon Vogel	Present
Mrs. Heidemarie Wood	Present

Other Attendees

Dr. Ronnie Tarchichi, Superintendent
Mr. Greg Gontowski, School Business Administrator/Board Secretary

Election Results

Election Results

- Catherine Chukwueke – 90
- Christine Sanford – 83
- Clyde Cook - 94

Approval of Minutes

Recommend approval of minutes for

- October 13, 2015 Regular Meeting
- October 13, 2015 Executive Session

Motion by Catherine Chukwueke Second by Christine Sanford

**Vote: To approve minutes
Board Voted All in Favor**

Correspondence None

Visitors' Questions None

Board President's Report None

Superintendent's Report

Informational Items

Board Actions

Motion to approve Item 1

Maternity Leave

**Kristen Skacel –
Maternity Leave**

1. Motion to approve, on the recommendation of the Superintendent, the maternity leave of Kristen Skacel beginning 2-1-16 and returning 3-18-16.

Motion by Catherine Chukwueke, Second by Carlos Poole

**Roll Call Vote: To approve Item 1
YES 7 NO 0 Abstain 0**

Motion to approve Items 2 thru 4

Appointments

Modifications

**Janelle Alexander –
Employment Full Time
to Part Time**

2. Motion to approve, on the recommendation of the Superintendent the change in the appointment of Janelle Alexander of Full Time Supervisor to Part Time Supervisor effective November 1, 2015 for the remainder of the 2015-2016 School Year.

Secretarial

**Debora Rifici – School
Secretary 2015-2016**

3. Motion to approve, on the recommendation of the Superintendent the appointment of Debora Rifici as school secretary at an annual salary of \$37,000 for the 2015-2016 School Year.

**Debra Jakubowski –
School Secretary 2015-
2016**

4. Motion to approve, on the recommendation of the Superintendent the appointment of Debra Jakubowski as school secretary at an annual salary of \$39,975 for the 2015-2016 School Year.

Motion by Cornelius Eelman, Second by Christine Sanford

**Roll Call Vote: To approve Items 2 thru 4
YES 7 NO 0 Abstain 0**

Motion to approve Items 5 thru 8

Extracurricular

Bill Frank – Homework Help Instructor 2015-2016

5. Motion to approve, on the recommendation of the Superintendent the appointment of Bill Frank as Homework Help Instructor for 28.00 an hour for the remainder of the 2015-2016 School Year.

Jackie Walter – Home School Instructor 2015-2016

6. Motion to approve, on the recommendation of the Superintendent the appointment of Jackie Walters as Home School Instructor for 28.00 an hour beginning November 16th 2015-2016 School Year.

Karen McCoy – Home School Instructor 2015-2016

7. Motion to approve, on the recommendation of the Superintendent the appointment of Karen McCoy as Home School Instructor for 28.00 an hour beginning November 16th for the 2015-2016 School Year.

Chris Gates – Home School Instructor 2015-2016

8. Motion to approve, on the recommendation of the Superintendent the appointment of Chris Gates as Home School Instructor for 28.00 an hour beginning November 16th for the 2015-2016 School Year.

Motion by Christine Sanford, Second by Sharon Vogel

Roll Call Vote: To approve Items 5 thru 8

YES 7 NO 0 Abstain 0

Motion to approve Items 9 thru 10

Paraprofessionals

Yariana Castro and Shayla Giosia – Paraprofessional Staff 2015-2016

9. Motion to approve, on the recommendation of the Superintendent the appointment of the following paraprofessional staff for the 2015-2016 School Year at a rate of \$15.30/hr for no more than 29 hours a week:

- A. Yariana Castro
- B. Shayla Giosia

Substitute Instructors

Yariana Castro, Joeanna Landis and Shayla Giosia – Substitute Instructors 2015-2016

10. Motion to approve, on the recommendation of the Superintendent, the appointment of the following substitute instructors to be placed on the In House Substitute List for the 2015-2016 School Year:

- a. Yariana Castro
- b. Joeanna Landis
- c. Shayla Giosia

Motion by Sharon Vogel, Second by Cornelius Eelman

Roll Call Vote: To approve Items 9-10

YES 7 NO 0 Abstain 0

Motion to approve Item 11

Stipends

**Stephanie Vitelli –
Stipend for Case
Management of the
Child Study Team**

- 11.** Motion to approve, on the recommendation of the Superintendent, the appointment of Stephanie Vitelli for a stipend position for Case Management of the Child Study Team at an annual stipend of \$5000.00 for the 2015-2016 School Year.

Motion by Joseph Idiong, Second by Sharon Vogel

Roll Call Vote: To approve Item 11

YES 7 NO 0 Abstain 0

Motion to approve Item 12

Field Trips

**Filed Trip Duffield’s
Farm 10/16/15**

- 12.** Motion to approve, on the recommendation of the Superintendent, the field trip for grade Kindergarten & Pre-Kindergarten to Duffield's Farm Market, 280 Chapel Heights Rd, Sewell, NJ 08080. The trip will be chaperoned by Norma Quigley, Carly Bond, Nicole Valianti, Emily Singley, Lynn Tierno and Stephanie Vitelli. Students will experience agriculture, farming, zoology and biological science off animals. The date of the trip will be Oct. 16, 2015 and the cost will be \$16.00 a student.

Motion by Joseph Idiong, Second by Catherine Chukwueke

Roll Call Vote: To approve Item 12

YES 7 NO 0 Abstain 0

Motion to approve Items 13 thru 16

Wellness Policy

**Wellness Policy 2015-
2016**

- 13** Motion to approve, on the recommendation of the Superintendent, the Woodlynne School District Wellness Policy for the 2015-2016 School Year (**Attachment F**).

Reimbursement

**Jackie Walters – Tuition
Reimbursement from
Penn State University**

- 14** Motion to approve, on the recommendation of the Superintendent, reimbursement of tuition to Jackie Walters, in the amount of \$1041.60 for 6 credits taken at Penn State University.

**Jennifer Rampolla Eye
Reimbursement 15/16**

- 15 Motion to approve, on the recommendation of the Superintendent, reimbursement to Jennifer Rampolla for eyeglass reimbursement in the amount of 100.00.

Bio Security Plan

Bio Security Plan 15/16

16. Motion to approve, on the recommendation of the Superintendent, the Woodlynne School District Bio Security Plan for the 2015-2016 School Year (**Attachment G**).

Motion by Cornelius Eelman, Second by Catherine Chukwueke

**Roll Call Vote: To approve Items 13 thru 16
YES 7 NO 0 Abstain 0**

Motion to approve Items 17 and 18

Equipment Disposal

Equipment Disposal

17. Motion to approve, on the recommendation of the Superintendent, the disposal of the following equipment:

- 7 Student Desks
- 7 Filing Cabinets
- 1 Cubby
- 2 Computer Tables
- 4 Metal Cabinets
- 1 Wooden Desk
- 3 Teachers Desk
- 1 Metal Cart
- 1 Computer Chair

18. Motion to approve, on the recommendation of the Superintendent, the disposal of the following athletic equipment:

- Uniform Jerseys
- Cheerleading Uniforms
- Metal Baseball Bats
- Spring Board
- High Bar
- Balance Beam

Motion by Joseph Idiong, Second by Carlos Poole

**Vote: To approve Items 17 and 18
Board Voted All in Favor**

**Board Secretary's
Report**

Informational Items:

A. Board Actions

Motion to approve Items 1 thru 5

Payroll Agency

1. The following Payroll and Payroll Agency transfers:

10/15/15	Payroll	\$83,465.32	Payroll Agency	\$60,234.75
10/30/15	Payroll	\$116,483.87	Payroll Agency	\$77,879.35

Bill List

2. The attached bill lists:

Check Journal	Fund 10	\$26,210.38
	Fund 11	\$443,721.86
	Fund 20	\$38,847.02
	Fund 60	<u>\$19,852.41</u>
		\$528,631.67 Attachment BA1
		<u>(\$338,063.29) Less Payroll</u>
		<u>\$190,568.38</u>

Transfers

3. The following transfer list:

September 2015 **Attachment BA2**

Revenue Summary and Budget Summary for the month of September 2015

4. To approve the revenue summary **Attachment BA3** and budget summary **Attachment BA4** for the month of September 2015.

Certify that no line item account has been over expended

5. A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2015. 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) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. **Attachment BA5**

Board Secretary's Report and Reconciliation Report for the month of September 2015

- B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2015. The Reconciliation Report and Secretary's report are in agreement for the month of September 2015. **Attachment BA6**

Certifies that there are no changes in anticipated revenue amounts or revenue sources.

- 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.

BOE Certification – pursuant to N.J.A.C. 6A:23A-16.10

- 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.

Motion by Cornelius Eelman, Second by Joseph Idiong

Roll Call Vote: To approve Items 1 thru 5

YES 7 NO 0 Abstain 0

Motion to approve Items 6 thru 8

**Heritage Business
Systems contract
#A53090 for copier lease**

6. To approve state contract #A53090 with Heritage Business Systems for a copier lease in the amount of \$207.64 for 48 months.

**M-1 Submission to the
County 2016-2017**

7. To approve 2016-2017 Form M-1 for submission to the county. **Attachment BA7**

**Comprehensive
maintenance Plan
submission to county
2016-2017**

8. To approve the 2016-2017 Comprehensive Maintenance Plan for submission to the county. **Attachment BA8**

Motion by Sharon Vogel, Second by Christine Sanford

Roll Call Vote: To approve Items 6 thru 8

YES 7 NO 0 Abstain 0

**Board Secretary's
Report Addendum**

Board Actions

Motion to approve Addendum Item 1

1. The attached bill lists:

Addendum Bill List

Check Journal	Fund 10	\$12,240.00
	Fund 11	\$29,545.36
	Fund 12	\$24,210.86
	Fund 30	<u>\$7,333.75</u>
		\$73,329.97 Attachment BA1

Motion by Catherine Chukwueke, Second by Joseph Idiong

Roll Call Vote: To approve Addendum Item 1

YES 7 NO 0 Abstain 0

- Kathy Bukowski thanked the board for the new copier in the teacher's lounge.

Visitor's Questions

None

Unfinished Business

None

New Business

Motion to recess into Executive Session at 8:10 PM by Sharon Vogel, second by Cornelius Eelman

Recess into Executive Session

Roll Call Vote: All in Favor

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Woodlynne School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

WHEREAS, the Woodlynne Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Woodlynne Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public;

WHEREAS, the length of the Executive Session is undetermined; however, the Woodlynne Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at 8:20 pm and the Woodlynne Public School District, Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Woodlynne Public School District, Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Woodlynne Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Woodlynne Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Woodlynne Public School District,

Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Action will not be taken

Motion to exit Executive Session at 8:23 P.M. and return to regular session by Sharon Vogel, second by Carlos Poole.

Exit Executive Session and return to regular session

Roll Call Vote: All in Favor

Miscellaneous

Miscellaneous

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

A Fire Drill was held on October 23, 2015 at 10:33 AM...Elapsed time was 2:07...Sunny Day – Pulled in 1st Floor Hallway - New Building.

An Inside Active Shooter Drill was held on October 28, 2015 at 2:01 PM...Elapsed time was 4:00 minutes.

Dates to Remember

Dates to Remember

- November 20th - Parent Teacher Conferences
- November 23rd - 25th - Parent Teacher Conferences
- November 26-27 - Closed Thanksgiving

Motion to adjourn meeting at 8:23 PM by Catherine Chukwueke, second Joseph Idiong.

Adjourn meeting

**Vote: To approve to adjourn
Board Voted All in Favor**

BOARDS' CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Woodlynne Board of Education certifies that as of November 10, 2015 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.

<p>BOARD SECRETARY'S CERTIFICATION</p>

Pursuant to N.J.C.C 6A:23A-16.10 (c) 3, I certify that as of November 10 , 2015 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**

Woodlynne Board of Education Meeting held on November 10, 2015

Woodlynne Board of Education Meeting held on November 10, 2015