

**Woodlynne School District  
Board of Education  
Board Meeting Minutes  
December 8, 2015  
7:30 PM**

**Statement by Board President**

The Board President opened the regular meeting at 7:30p.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	Absent – Arrived at 7:50
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

**Approval of Minutes**

Recommend approval of minutes for

- November 10, 2015 Regular Meeting
- November 10, 2015 Executive Session

**Motion by Christine Sanford, Second by Cornelius Eelman**

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

**Correspondence**

None

**Visitors' Questions**

None

**Board President's Report Motion to recess into Executive Session at 7:31 PM by Cornelius Eelman, second by Carlos Poole**

**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 7:35 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 be taken**

**Exit Executive Session and return to regular session**

**Motion to exit Executive Session at 7:36 P.M. and return to regular session by Sharon Vogel, second by Cornelius Eelman.**

**Roll Call Vote: All in Favor**

**Superintendent's Addendum Report**

**Board Actions**

**Motion to approve Addendum Items 1 thru 6**

**Pre-School Program Plan**

**Pre-School Program Plan 2015-2016**

1. Motion to approve, on the recommendation of the Superintendent, The Woodlynne School District Pre School Program Plan for the 2015-2016 School Year (**Attachment A**).

**Pre-School Curriculum**

**Pre-School Curriculum 2015-2016**

2. Motion to approve, on the recommendation of the Superintendent, The Woodlynne School District Pre-School Curriculum for the 2015-2016 School Year (**Attachment B**).

**Statement of Assurance**

**Assurance for the 2015-2016 school year**

3. Motion to approve, on the recommendation of the Superintendent, The Woodlynne School District Statement of Assurance for the 2015-2016 School Year (**Attachment C**).

**Crisis Management Plan**

**Crisis Management & Emergency Procedures Policy 2015-2016**

4. Motion to approve, on the recommendation of the Superintendent, The Woodlynne School District Crisis Management & Emergency Procedures Policy for the 2015-2016 School Year (**Attachment D**).

**Policy**

**Crisis Management & Emergency Procedures Policy 2015-2016**

5. Motion to approve, on the recommendation of the Superintendent, The Woodlynne School District Crisis Management & Emergency Procedures Policy for the 2015-2016 School Year (**Attachment E**).

**Health and Safety Evaluation**

**Health and Safety Evaluation of School Buildings Checklist for the 2015-2016 School year**

6. Motion to approve, on the recommendation of the Superintendent, The Woodlynne School District Health and Safety Evaluation of School Buildings Checklist for the 2015-2016 School Year (**Attachment F**).

**Motion by Joseph Idiong, Second by Christine Sanford**

**Roll Call Vote: To approve Addendum Items 1 thru 6  
YES 6 NO 0 Abstain 0**

**Motion to approve Addendum Items 7 thru 10**

**Reimbursements**

**Debora Rifici – Reimbursement Cobra Health Insurance**

7. Motion to approve, on the recommendation of the Superintendent, reimbursement of Cobra Health Insurance to Debora Rifici, in the amount of \$3,001.08 for the commencement of employment through 2/15/16.

**Debra Jakubowski – Reimbursement Cobra Health Insurance**

8. Motion to approve, on the recommendation of the Superintendent, reimbursement of Cobra Health Insurance to Debra Jakubowski, in the amount of \$1,312.25 for the commencement of employment through 12/31/15.

**Greg Gontowski – Reimbursement Cobra Health Insurance**

9. Motion to approve, on the recommendation of the Superintendent, reimbursement of Cobra Health Insurance to Greg Gontowski, in the amount of \$2,069.84 for the commencement of employment through 2/15/16.

**Emily Green Hamilton – Eye – Reimbursement 2015-2016**

10. Motion to approve, on the recommendation of the Superintendent, the eyeglasses (optometry) reimbursement for Emily Green Hamilton in the amount of \$100.00.

**Motion by Sharon Vogel, Second by Cornelius Eelman**

**Roll Call Vote: To approve Addendum Items 7 thru 10  
YES 6 NO 0 Abstain 0**

**Motion to approve Addendum Item 11**

**Extracurricular**

**Extracurricular Activities and Wedges**

11. Motion to approve, on the recommendation of the Superintendent, the creation of the following extracurricular activities and wedges:

- a) Intramural Basketball - Ashley Snyder - Stipend Amount - \$325.00
- b) Intramural Basketball - Lynn Tierno - Stipend Amount - \$325.00
- c) Soccer - Jeff Suwak - Stipend Amount - \$650.00
- d) Baseball - Jeff Suwak - Stipend Amount - \$650.00
- e) Football - Jeff Suwak - Stipend Amount - \$650.00
- f) Volleyball - Jeff Suwak - Stipend Amount - \$650.00
- g) Drama/Theater - Rose Ball - Stipend Amount - \$798.00
- h) Student Council - Ashley Snyder - Stipend Amount 1247.50
- i) Student Council - Lynn Tierno - Stipend Amount 1247.50

**Motion by Sharon Vogel, Second by Joseph Idiong**

**Roll Call Vote: To approve Addendum Item 11**

**YES 6 NO 0 Abstain 0 \***

**Cornelius Eelman  
Arrived**

**\*Catherine Chukwueke Arrived 7:50 p.m.**

**Superintendent's Report Board Actions**

**Motion to approve Item 1**

**Superintendent's Evaluation**

**Evaluation of the  
Superintendent/  
Principal 2014-2015**

1. Motion to approve, on the recommendation of the Superintendent, the Woodlynne Board of Education Evaluation of the Superintendent/Principal for the 2014-2015 School Year.

**Motion by Sharon Vogel, Second by Joseph Idiong**

**Roll Call Vote: To approve Item 11**

**YES 7 NO 0 Abstain 0**

**Motion to approve Item 2**

**QSAC Scores**

**QSAC Scores Reported  
12/2015**

2. Motion to approve, on the recommendation of the Superintendent, the Quality Single Accountability Continuum (QSAC) scores reported 12/2015 (Attachment G).

**Motion by Christine Sanford, Second by Catherine Chukwueke**

**Roll Call Vote: To approve Item 2**

**YES 7 NO 0 Abstain 0**

**Motion to approve Items 3 thru 5**

**Personnel**

**Resignations**

**Mathew Milner –  
Resignation - Part Time  
Teacher Assistant**

3. Motion to approve, with regret, on the recommendation of the Superintendent, the resignation of Mathew Milner as Part Time Art Teacher Assistant effective November 24, 2015.

**Appointments**

**Saturday School  
Instructors 2015-2016**

4. Motion to approve, on the recommendation of the Superintendent, the appointment of the following Saturday School Instructors at a rate of \$28/hour for no more than 6 hours a month on an as need basis for the 2015-2016 School Year:
- a. Caroline Steer
  - b. Karen McCoy
  - c. Ken Visconte

**Reappointment of Kayla  
Warren 2015-2016**

5. Motion to approve, on the recommendation of the Superintendent the reappointment 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. Kayla Warren

**Motion by Joseph Idiong, Second by Cornelius Eelman**

**Roll Call Vote: To approve Items 3 thru 5**  
**YES   7   NO   0   Abstain   0**

**Motion to approve Items 6 thru 8**

**Reimbursements**

**Ronnie Tarchichi –  
Tuition Reimbursement  
from Rowan University**

6. Motion to approve, on the recommendation of the Superintendent, reimbursement of tuition to Ronnie Tarchichi, in the amount of \$2544.00 for 3 credits taken at Rowan University.

**Caroline Steer – Tuition  
Reimbursement from  
Thomas Edison  
University**

7. Motion to approve, on the recommendation of the Superintendent, reimbursement of tuition to Caroline Steer, in the amount of \$2961.60 for 6 credits taken at Thomas Edison University.

**Raeanne Fowler –  
Tuition Reimbursement  
from Grand Canyon  
University**

8. Motion to approve, on the recommendation of the Superintendent, reimbursement of tuition to Raeanne Fowler, in the amount of \$2970.00 for 6 credits taken at Grand Canyon University.

**Motion by Sharon Vogel, Second by Christine Sanford**

**Roll Call Vote: To approve Items 6 thru 8**  
**YES   7   NO   0   Abstain   0**

**Motion to approve Items 9 and 10**

**Contracts**

**Elimination**

**Abolishment of Shared Service duties and contracts between Woodlynne BOE and Sterling BOE**

9. Motion to approve, on the recommendation of the Superintendent, the abolishment of shared service duties and contracts between the Woodlynne Board of Education and the Sterling Regional Board of Education.

**Addition**

**Camden County Department of Education approved School Business Administrator/BA Contract 2015-2016**

10. Motion to approve, on the recommendation of the Superintendent, the Camden County Department of Education approved School Business Administrator/Board Secretary Contract for the 2015-2016 School Year (**Attachment H**).

**Motion by Catherine Chukwueke, Second by Joseph Idiong**

**Roll Call Vote: To approve Items 9 and 10**

**YES 7 NO 0 Abstain 0**

**Motion to approve Item 11**

**Community Service**

**Community Service field trip to The Neighborhood Center in Camden 1/27/16**

11. Motion to approve, on the recommendation of the Superintendent, community service field trip to The Neighborhood Center located at 278 Kaighn Ave. Camden, NJ. The trip is scheduled for January 27, 2016 at 9:00AM. 30 students will be in attendance. The following chaperones will be in attendance:

- Caroline Steer
- Jackie Kriebel
- Jeff Suwak

**Motion by Joseph Idiong, Second by Carlos Poole**

**Roll Call Vote: To approve Item 11**

**YES 7 NO 0 Abstain 0**

**Motion to approve Item 12**

**Field Trips**

**Field Trip – Rowan University Planetarium**

12. Motion to approve, on the recommendation of the Superintendent, the field trip for grade to Rowan University Planetarium in Glassboro, NJ. The trip is scheduled for January 20, 2015. The chaperones are listed below:

- Sharon Brandley
- Christina Marakowski

- Mr. Triantafillo

**Motion by Christine Sanford, Second by Carlos Poole**

**Vote: To approve Item 12  
Board Voted All in Favor**

**Motion to approve Item 13**

**Professional Developments**

**13.** Motion to approve, on the recommendation of the Superintendent, the following Professional Developments:

**Michelle O'Donnell –  
Professional  
Development 1/14/16**

- a. Michelle O'Donnell to attend the professional development entitled: PARCC: Reasoning in Mathematics: Type II PARCC; Creating PARCC like Assessments for Mathematics. The professional development will be held on January 14, 2016 and will take place at the Crown Plaza, in Monroe, NJ. The professional development will be at a cost \$199.00 to The Woodlynne School District.

**Harrison Carsillo –  
Professional  
Development 1/14/16**

- b. Harrison Carsillo to attend the professional development entitled: PARCC: Reasoning in Mathematics: Type II PARCC; Creating PARCC like Assessments for Mathematics. The professional development will be held on January 14, 2016 and will take place at the Crown Plaza, in Monroe, NJ. The professional development will be at a cost \$199.00 to The Woodlynne School District.

**Renaë Vannais –  
Professional  
Development – 2/9/15**

- c. Renaë Vannais to attend the professional development entitled: Helping you students master the Next Generation Science Standards for Grades 6-12. The Professional Development will be held on February 9, 2016 in Cherry Hill, NJ. The professional development will be at a cost \$239.00 to The Woodlynne School District.

**Motion by Cornelius Eelman, Second by Catherine Chukwueke**

**Roll Call Vote: To approve Item 13  
YES 7 NO 0 Abstain 0**

**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:

11/15/15	Payroll	\$85,220.06	Payroll Agency	\$61,773.83
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11/30/15 Payroll \$83,733.00 Payroll Agency \$62,091.21

**Bill List**

2. The attached bill lists:

Check Journal	Fund 10	\$14,732.99
	Fund 11	\$681,654.98
	Fund 20	\$36,010.74
	Fund 60	<u>\$900.00</u>

\$733,298.71 **Attachment BA1**  
(\$292,818.10) Less Payroll  
\$440,480.61

**Transfers**

3. The following transfer list:

October 2015 **Attachment BA2**

**Revenue Summary and Budget Summary for the month of October 2015**

4. To approve the revenue summary **Attachment BA3** and budget summary **Attachment BA4** for the month of October 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 October 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) 3 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 October 2015**

B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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 Joseph Idiong, Second by Catherine Chukwueke**

**Roll Call Vote: To approve Items 1 thru 5**  
YES 7 NO 0 Abstain 0

**Motion to approve Items 6 thru 8**

**Greg Gontowski – as  
Qualified Purchasing  
Agent 2015-2016**

**Resolution Increasing  
the Bid Threshold –  
Qualified Purchasing  
Agent**

6. To appoint Greg Gontowski as the Qualified Purchasing Agent for the 2015-2016 school year effective October 8, 2015.

7. Resolution Increasing the Bid Threshold – Qualified Purchasing Agent

WHEREAS, Greg Gontowski, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Woodlynne Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Greg Gontowski to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

**Approve 2016-2017  
Budget  
Manual/Calendar**

8. To approve the 2016-2017 Budget Manual/Calendar. **Attachment BA7**

**Motion by Sharon Vogel, Second by Cornelius Eelman**

**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 Items 1 thru 4**

A. Board Actions

**Addendum Bill List**

1. The attached bill lists:

Check Journal	Fund 10	\$26,497.00
	Fund 11	\$36,371.67
	Fund 60	<u>\$36,835.90</u>
		\$99,704.57 <b>Attachment BA1</b>

**Voided Check**

2. Voiding of the following check:

#3981 Barnes and Noble \$29.94

**BCSSSD – student  
#8858417599**

3. To approve tuition contract with Burlington County Special Services School District for student #8858417599 in the amount of \$40,334.00 for the 2015-2016 school year.

**Acceptance of the June**

4. To approve acceptance of the June 30, 2015 audit report with no

**30, 2015 audit report with no recommendations.**

recommendations. The audit was officially presented at the December 8, 2015 meeting and a summary of audit was made available to the public.

**Motion by Sharon Vogel, Second by Catherine Chukwueke**

**Roll Call Vote: To approve Addendum Items 1 thru 4  
YES 7 NO 0 Abstain 0**

**Visitor's Questions**

- Kathy Bukowski – Thanked the Board for the new refrigerator in the teacher's lounge.
- Clyde Cook – Introduced himself to the Board

**Unfinished Business**

None

**New Business**

None

**Miscellaneous**

**Miscellaneous**

- Building Construction
- CST Report (**Attachment A**)
- Nurse Report (**Attachment B**)
- Technology Report (**Attachment C**)
- Maintenance Report (**Attachment D**)
- Discipline Report (**Attachment E**)
- 2015 PARCC Scores Presentation (**Attachment F**)

A Fire Drill was held on November 9, 2015 at 10:18 PM. Elapsed time was 2:05...Sunny Day – Pulled in New Building 1st Floor Hallway.

Lock Down Drill was held on November 16, 2015 at 10:18 AM...Elapsed time was 2:36

**Dates to Remember**

**Dates to Remember**

- December 17th - Holiday Concert
- December 19th - Breakfast with Santa
- December 22nd - Holiday Play

**Adjourn meeting**

**Motion to adjourn meeting at 8:20 PM by Cornelius Eelman, second Joseph Idiong.**

**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 December 8, 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.**

**BOARD SECRETARY'S CERTIFICATION**

**Pursuant to N.J.C.C 6A:23A-16.10 (c) 3, I certify that as of December 8, 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 December 8, 2015

Woodlynne Board of Education Meeting held on December 8, 2015