

**Woodlynne School District
Board of Education
Board Regular Meeting Minutes
December 9, 2014
7:30 PM**

Statement by Board President

The Board President opened the regular meeting at 7:30 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. Joseph Idiong	Present
Mrs. Christine Sanford	Present
Mrs. Sharon Vogel	Present
Mrs. Heidemarie Wood	Present

Other Attendees

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

Approval of Minutes

Recommend approval of minutes for

- November 11, 2014 Regular Meeting
- November 11, 2014 Executive Session

Motion by Christine Sanford, Second by Cornelius Eelman

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

Correspondence

Award Dinner

Visitors' Questions

None

Board President's Report

Board President's Report

A. School Board's Presentation – Terry Lewis

**Superintendent's
Report**

Informational Items

- Philadelphia Eagles Reading Bus 12-4-14
- Fall Ball Dance – Raised \$500.00
- Cherrydale Fundraiser – Raised \$3500.00

Board Actions

Motion to approve Item 1

Reports

**Comprehensive
Counseling Plan 2014-
2015**

1. Motion to approve, on the recommendation of the Superintendent, the 2014-2015 Comprehensive Counseling Plan to be submitted to the Department of Education (**Attachment F**).

Motion by Cornelius Eelman, Second by Sharon Vogel

**Vote: To approve Item 1
Board Voted All in Favor**

Personnel

Motion to approve Items 2 and 3

Resignation

**With regret accept
resignation – Phi Doan as
Confidential Secretary**

2. Motion to approve, on the recommendation of the Superintendent, the resignation of Phi Doan as Confidential Secretary at an annual salary of \$36,000 effective November 21, 2014 for the 2014-2015 School Year.

Appointments:

**Emily Singley as
Confidential Secretary**

3. Motion to approve, on the recommendation of the Superintendent, the appointment of Emily Singley as Confidential Secretary at an annual salary of \$36,000 effective November 24, 2014 for the 2014-2015 School Year.

Motion by Catherine Chukwueke, Second by Cornelius Eelman

**Roll Call Vote: To approve Items 2 and 3
YES 6 NO 0 Abstain 0**

Motion to approve Items 4 thru 8

Danielle DeCecco as Instructional Assistant

4. Motion to approve, on the recommendation of the Superintendent, the appointment of Danielle DeCecco as Instructional Assistant effective November 24, 2014 for the 2014-2015 School Year at a rate of \$14.00/hour for no more than 29 hours a week charged to the Title I Grant.

Ashley Snyder as Shared Student Council Advisor

5. Motion to approve, on the recommendation of the Superintendent, the appointment of Ashley Snyder as Shared Student Council Advisor effective November 24, 2014 for the 2014-2015 School Year at the prorated stipend amount of \$1247.50.

Carly Kirk as After School Tutor

6. Motion to approve, on the recommendation of the Superintendent, the appointment of Carly Kirk as After School Tutor effective November 24, 2014 for the 2014-2015 School Year at a rate of \$28.00/hour for no more than 5 hours a week charged to the Title I Grant.

Kelly Jinenez Diodonet as Instructional Assistant

7. Motion to approve, on the recommendation of the Superintendent, the appointment of Kelly Jinenez Diodonet as Instructional Assistant effective January 5, 2015 for the 2014-2015 School Year at a rate of \$15.30/hour for no more than 29 hours a week charged to the Title I Grant.

Roxanne Bland as Lunch Room Aide

8. Motion to approve, on the recommendation of the Superintendent, the appointment of Roxanne Bland as Lunch Room Aide effective January 5, 2015 for the 2014-2015 School Year at a rate of \$14.00/hour for no more than 12 hours a week.

Motion by Christine Sanford, Second by Joseph Idiong

Roll Call Vote: To approve Items 4 thru 8
YES 6 NO 0 Abstain 0

Substitute Instructors:

Motion to approve Item 9

Melissa Lawlor, Joseph Bittmann and Dana Shetter as Substitute Instructors

9. 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 2014-2015 School Year:
- a) Melissa Lawlor
 - b) Joseph Bittmann
 - c) Dana Shetter

Motion by Joseph Idiong, Second by Sharon Vogel

Vote: To approve Item 9
Board Voted All in Favor

Reimbursements

Motion to approve Items 10 thru 12

**Emily Singley
Reimbursement–
Substitute Teacher
Certification**

10. Motion to approve, on the recommendation of the Superintendent, the reimbursement of Emily Singley in the amount of \$122.00 for substitute teacher certification in the Woodlynne School District.

**Ronnie Tarchichi
Reimbursement -Keys**

11. Motion to approve, on the recommendation of the Superintendent, the reimbursement of Ronnie Tarchichi in the amount of \$18.59 for building keys made for instructional staff.

**Ronnie Tarchichi
Reimbursement –
Tuition**

12. Motion to approve, on the recommendation of the Superintendent, reimbursement of tuition to Ronnie Tarchichi, in the amount of \$5,183.00 for 6 credits taken at Rowan

Motion by Cornelius Eelman, Second by Sharon Vogel

Roll Call Vote: To approve Items 10 thru 12

YES 6 NO 0 Abstain 0

Calendar Changes

Motion to approve Item 13

**Calendar change
November 3, 2014**

13. Motion to approve, on the recommendation of the Superintendent, the following calendar change: Monday, November 3, 2014 used as a staff professional development day.

Motion by Joseph Idiong, Second by Sharon Vogel

**Vote: To approve Item 13
Board Voted All in Favor**

Field Trips

Motion to approve Items 14 and 15

**Field Trip – Grade 6th
Wetlands**

14. Motion to approve, on the recommendation of the Superintendent, the field trip for grade 6 chaperoned by Mrs. Vannais and Mrs. McCann to the Wetlands Institute in Stone Harbor, NJ set for June 12, 2015.

**Field Trip – 7th & 8th
Grade Holocaust
Museum in Washington
D.C.**

15. Motion to approve, on the recommendation of the Superintendent, the field trip for grade 7 & 8 chaperoned by Ms. Steer to the Holocaust Museum in Washington D.C. set for January 31, 2015.

Motion by Joseph Idiong, Second by Cornelius Eelman

Roll Call Vote: To approve Items 14 and 15

YES 6 NO 0 Abstain 0

Professional Development

Motion to approve Item 16

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

**Sharon Brandley –
Workshop 1/20/15**

a. Sharon Brandley to attend the professional development: Practical strategies to help every student succeed with your state standards in reading: Informational/ Nonfiction Skills on 1/20/15 at a cost of \$235.00 per person plus related travel expenses.

**Mary Catell – Workshop
1/20/15**

b. Mary Catell to attend the professional development: Practical strategies to help every student succeed with your state standards in reading: Informational/ Nonfiction Skills on 1/20/15 at a cost of \$235.00 per person plus related travel expenses.

**Jackie Walter –
Workshop 1/26/15**

c. Jackie Walters to attend the professional development: To learn innovative ways to enhance instruction with STEM lessons: Conference will focus implementing the next generation science standards into lessons for a better engaged student on 1/26/15 at a cost of \$235.00 per person plus related travel expenses.

**Michelle O’Donnell –
Workshop 12/5/14**

d. Michelle O’Donnell to attend the professional development: Modeling in Mathematics: Preparing Students for PARCC’s End of Year Mathematics Tests. Professional Development will take place on 12/5/14 at a cost of \$199.00 per person plus related travel expenses.

Motion by Catherine Chukwueke, Second by Sharon Vogel

Roll Call Vote: To approve Item 16

YES 6 NO 0 Abstain 0

**Board Secretary’s
Report**

Information Items

-Open Seat

Board Action Items

Motion to approve Items 1 thru 5

Payroll Agency

1. The following Payroll and Payroll Agency transfers:

11/15/14	Payroll	\$74,764.86	Payroll Agency	\$54,433.22
11/30/14	Payroll	\$73,327.31	Payroll Agency	\$53,348.68

Transfers

2. The following transfer list:

October 2014

Attachment BA1

Bill List

3. The attached bill lists:

Check Journal A	Fund 10	\$25,549.02
	Fund 11	\$691,112.28
	Fund 20	\$33,246.72
	Fund 60	<u>\$16,060.39</u>
		\$765,968.41
	Payroll	(255,874.07)
		\$510,094.34 Attachment BA2

Revenue Summary and Budget Summary for the month of October 2014

4. To approve the revenue summary **Attachment BA3** and budget summary **Attachment BA4** for the month of October 2014.

Board Secretary's Report and Reconciliation Report for the month of October 2014

5. The Board Secretary's Report for September 2014, **Attachment BA5** and the Reconciliation Report for October 2014. **Attachment BA6.**

Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 and the Secretary's Report are in agreement for the month of October 2014.

Motion by Cornelius Eelman, Second by Christine Sanford

Roll Call Vote: To approve Items 1 thru 5
YES 6 NO 0 Abstain 0

Motion to approve Items 6 thru 9

2015-2016 Budget Manual/Calendar

6. To approve the 2015-2016 Budget Manual/Calendar. **Attachment BA7**

Updated Standard Operating Procedures

7. To approve the Standard Operating Procedures Manual as updated.

Acceptance of the June 30, 2014 Audit Report

8. To approve acceptance of the June 30, 2014 audit report with no recommendations. Also acceptance of the audit firm's peer review report which was attached to the engagement contract. A summary of audit was made available for public distribution.

Breakfast Offer versus Serve Policy and Lunch Offer versus Serve Policy

9. To approve the attached Breakfast Offer versus Serve Policy and the attached Lunch Offer versus Serve Policy **Attachment BA8.**

Motion by Joseph Idiong, Second by Christine Sanford

Vote: To approve Items 6 thru 9
Board Voted All in Favor

**Board Secretary's
Report - Addendum**

Information Item:

A. Board Actions

Motion to approve addendum Item 1

Addendum Bill List

1. The attached bill lists:

Check Journal	Fund 10	\$4,112.00	
	Fund 11	\$297,955.29	
	Fund 12	\$58,670.00	
	Fund 60	<u>\$45,266.76</u>	
		\$406,004.05	Attachment BA1

Motion by Joseph Idiong, Second by Sharon Vogel

Roll Call Vote: To approve addendum Item 1

YES 6 NO 0 Abstain 0

Visitor's Questions

None

Unfinished Business

Cornelius Eelman – Commented on Key Fob

New Business

None

**Recess into Executive
Session**

**Motion to recess into Executive Session at 8:32 PM by Cornelius Eelman,
second by Sharon Vogel.**

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 9:00 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 9:10 P.M. and return to regular session by Cornelius Eelman, second by Christine Sanfoard.

Roll Call Vote: All in Favor

Motion to approve Item A

A. Motion to approve Board's Superintendent Evaluation for the 2013-2014 school year as read in executive session.

Motion by Joseph Idiong, Second by Cornelius Eelman

Roll Call Vote: To approve Item A
YES 6 NO 0 Abstain 0

Miscellaneous

Miscellaneous

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

- A Fire Drill was held on November 12, 2014 at 2:22 PM...Elapsed time was 3:28....Sunny Day

- An Outside Active Shooter Drill was held on November 14, 2013 at 2:06 PM...Elapsed time was 3:12

Dates to Remember

Dates to Remember

- Breakfast With Santa – December 20, 2014.

Adjourn meeting

Motion to adjourn meeting at 9:12 PM by Christine Sanford, second by 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 9, 2014 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 9, 2014 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**

