

**Woodlynne School District
Board of Education
Board Regular Meeting Minutes
October 14, 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	Arrived at 7:35
Mr. Cornelius Eelman	Absent
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

- September 9, 2014 Regular Meeting
- September 25, 2014 Special Meeting

Motion by Christine Sanford, Second by Sharon Vogel

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

Correspondence

None

Visitors' Questions

None

Board President's Report

- Mentioned training for staff members and whether board needed to do it.
- Board self evaluation and Superintendent evaluation

Superintendent's Report

Informational Items - None

Board Actions

Reports

Motion to approve Item 1

Merit Goals of the Superintendent

1. Motion to report, on the recommendation of the Superintendent, the Merit Goals of the Superintendent approved by the Department of Education's Camden County Office of Education (**Attachment F**).

Motion by Sharon Vogel, Second by Christine Sanford

Roll Call Vote: To approve Item 1
YES 5 NO 0 Abstain 0

Personnel

Motion to approve Item 2

Resignation

With regret accept resignation – Leena Trinidad as BOE Member 2014-2015

2. Motion to approve, on the recommendation of the Superintendent, the resignation of Leena Trinidad as Board of Education Member effective immediately for the 2014-2015 School Year.

Motion by Christine Sanford, Second by Joseph Idiong

Vote: To approve Item 2
Board Voted All in Favor

Motion to approve Items 3 thru 6

Appointments:

Jeff Suwak – Homework Help Instructor 14-15

3. Motion to approve, on the recommendation of the Superintendent, the appointment of Jeff Suwak as Homework Help Instructor for the 2014-2015 School Year in the annual stipend amount of \$1200.00. (Will be taken from Title I)

**Raeanne Fowler as
Twilight Period
Secondary Instructor of
Mathematics and
Language Arts 2014-
2015**

4. Motion to approve, on the recommendation of the Superintendent, the appointment of Raeanne Fowler as Twilight Period Secondary Instructor of Mathematics and Language Arts for the 2014-2015 School Year in the annual stipend amount of \$2500.00 . (Will be taken from Title I)

**Emily Singley as
Twilight Period
Instructional Assistant of
Mathematics and
Language Arts 2014-
2015**

5. Motion to approve, on the recommendation of the Superintendent, the appointment of Emily Singley as Twilight Period Instructional Assistant of Mathematics And Language Arts for the 2014-2015 School Year in the amount of 15.30/hr for no more than 8 hours a week . (Will be taken from Title I)

Substitute Instructors:

**Stephanie Eifenstein – In
House Substitute
Instructor**

6. 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 2014-2014 School Year:

a) Stephanie Eifenstein

Motion by Joseph Idiong, Second by Catherine Chukwueke

**Roll Call Vote: To approve Items 3 thru 6
YES 5 NO 0 Abstain 0**

Motion to approve Items 7 thru 10

Reimbursements

**Janelle Alexander –
Reimbursement for
Business Cards**

7. Motion to approve, on the recommendation of the Superintendent, the reimbursement for Janelle Alexander for business cards in the amount of \$41.45.

**Caroline Steer –
Reimbursement NY trip
parking**

8. Motion to approve, on the recommendation of the Superintendent, the reimbursement for Caroline Steer for the New York Field trip parking in the amount of \$100.00.

**William Frank –
Reimbursement for
substitute application
and fingerprinting**

9. Motion to approve, on the recommendation of the Superintendent, the reimbursement for William Frank for substitute application and fingerprinting in the amount of \$192.20.

**Debrah Truhan –
Reimbursement for
binder dividers**

10. Motion to approve, on the recommendation of the Superintendent, the reimbursement for Debrah Truhan for binder dividers in the amount of \$23.96.

Motion by Christine Sanford, Second by Sharon Vogel

Roll Call Vote: To approve Items 7 thru 10

YES 5 NO 0 Abstain 0

Donations

Motion to approve Item 11

Donation of a refrigerator and microwave for Pre School Disabled/Autistic Classroom

11. Motion to approve, on the recommendation of the Superintendent, the donation of a refrigerator \$249.00 and a microwave \$69.96 for the Pre School Disabled/Autistic Classroom (**Attachment G**).

Motion by Catherine Chukwueke, Second by Joseph Idiong

Roll Call Vote: To approve Item 11

YES 5 NO 0 Abstain 0

Policy & Plan

Motion to approve Items 12 and 13

Nursing Services Plan 2014-2015

12. Motion to recommend, on the recommendation of the Superintendent, the Nursing Services Plan for 2014-2015 (**Attachment H**).

Amendment of Policies

13. Motion to report, on the recommendation of the Superintendent, amendments to the following policies (**Attachment I**):

- P 1522 – School-level Planning
- P5305 – Health Services Personnel
- P&R 5306 – Health Services to Non Public Schools
- P&R 5308 – Student Health Records
- P&R 5310 – Health Services
- P 5339 – Screening for Dyslexia
- P&R 5530 – Substance for Abuse
- P&R 5600 – Student Discipline/Code of Conduct
- P 5756 – Transgender Students
- P 8505 – Wellness Policy/Nutrient Standards for Meals and Other Foods

Motion by Sharon Vogel, Second by Christine Sanford

Roll Call Vote: To approve Items 12 and 13

YES 5 NO 0 Abstain 0

Field Trips

Motion to approve Items 14 and 15

Field Trip Grade 1 10/28//14 - chaperoned by Sharon Brandley and Christina Marakowski to

14. Motion to approve, on the recommendation of the Superintendent, the field trip for grade 1 chaperoned by Sharon Brandley and Christina

**Rowan University
Planetarium**

Marakowski to Rowan University Planetarium in Glassboro, Rowan University trip transportation is \$200.00 on October 28, 2014.

**Field Trip Grade 8
11/4/14 chaperoned by
Carl Palmer and
Stephanie Vitelli to
Camden Co. Vocation
Schools**

- 15.** Motion to approve, on the recommendation of the Superintendent, the November 4, 2014 field trip for grade 8 chaperoned by Carl Palmer and Stephanie Vitelli to Camden County Vocational Schools in Sicklerville, NJ.

Motion by Josphe Idiong, Second by Sharon Vogel

Roll Call Vote: To approve Items 14 and 15

YES 5 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:

**Janell Alexander and
Carl Palmer for I&Rs
team training 10/21/14**

- a.** Janelle Alexander and Carl Palmer for I&Rs team training on 10/21/14 at a cost of \$178.00 per person plus related travel expenses.

**Lisa Peacock - Co-
Teaching Strategies and
Solutions 11/19/14**

- b.** Lisa Peacock to attend the Best practices in Co-Teaching-Strategies and Solutions on 11/19/14 at a cost of \$239.00 per person plus related travel expenses.

**Rosemarie Ball - Co-
Teaching Strategies and
Solutions 11/19/14**

- c.** Rosemarie Ball to attend the Best practices in Co-Teaching-Strategies and Solutions on 11/19/14 at a cost of \$239.00 per person plus related travel expenses.

**Rachel Janice - Co-
Teaching Strategies and
Solutions 11/19/14**

- d.** Rachel Janice to attend the Best practices in Co-Teaching-Strategies and Solutions on 11/19/14 at a cost of \$239.00 per person plus related travel expenses

Motion by Catherine Chukwueke, Second by Joseph Idiong

Roll Call Vote: To approve Item 16

YES 5 NO 0 Abstain 0

**Board Secretary's
Report Addendum**

Information Items

Board Action Items

Motion to approve item 1

Bill list

- 1.** The attached bill lists:

Check Journal	Fund 11	\$16,731.00
	Fund 11	\$30,095.89
	Fund 20	<u>\$696.73</u>
		\$47,523.62 Attachment BA2

Motion by Jospheh Idiong, Second by Christine Sanford

Roll Call Vote: To approve Item 1
YES 5 NO 0 Abstain 0

Board Secretary's Report

Information Items

Board Action Items

Motion to approve Items 1 thru 4

Payroll Agency

1. The following Payroll and Payroll Agency transfers:

9/15/14	Payroll	\$74,133.57	Payroll Agency	\$50,556.87
9/30/14	Payroll	\$81,275.37	Payroll Agency	\$55,244.11

Transfers

2. The following transfer list:

August 2014 **Attachment BA1**

Bill List

3. The attached bill lists:

Check Journal A	Fund 10	\$14,413.31
	Fund 11	\$417,479.34
	Fund 20	\$37,452.44
	Fund 60	<u>\$1,800.00</u>
		\$471,145.09
	Payroll	(261,209.92)
		\$209,935.17 Attachment BA2

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

4. The Board Secretary's Report for August 2014, Attachment BA3 and the Reconciliation Report for August 2014. Attachment BA4.

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

Motion by Catherine Chukwueke, Second by Sharon Vogel

Vote: To approve Items 1 thru 4
Board Voted All in Favor

Resolution – Surplus Guarantee and Management Fee

Motion to approve Items 5 thru 7

5. It is recommended that the Board of Education approve the following

Resolution for the 2014-2015 school year:

Be it resolved that the Magnolia Board of Education Approves:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual Surplus of Ten Thousand Dollars (\$10,000.00) for the 2014-2015 school year. If the actual Surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.

Management Fee

District shall pay Sodexo a Management Fee in an amount equal to Twenty Eight Thousand Dollars (\$28,000.00) and a Support Service Management Fee in the amount of Thirteen Thousand Dollars (\$13,000.00) for the 2014-2015 contract year.

Agreement with Magnolia School District for rental of Magnolia's Kitchen space 2014-2015

6. To approve Interlocal Service Agreement with Magnolia School District for rental of Magnolia's kitchen space in the amount of \$8,550.00 for the 2014-2015 school year.

Business Service Agreement Addendum with Sterling High School decreasing contract 2014-2015

7. To approve the Business Services Agreement Addendum with Sterling High School decreasing the total contract cost from \$193,142.00 to \$184,142.00 and adjusting services provided for the 2014-2105 school year.

Motion by Christine Sanford, Second by Joseph idiong

Roll Call Vote: To approve Items 5 thru 7

YES 5 NO 0 Abstain 0

Motion to approve Items 8 and 9

Tuition contract with REAL Center – student #1677057957 2014-2015

8. To approve tuition contract with REAL Center for student #1677057957 in the amount of \$33,300.00 for the 2014-2015 school year.

Brookfield Schools/CASTLE Program at Virtua 2014-2015

9. To approve contract with Brookfield Schools/CASTLE Program at Virtua in the amount of \$28.00 per hour on an as needed basis for the 2014-2015 school year.

Motion by Christine Sanford, Second by Catherine Chukwueke

Roll Call Vote: To approve Items 8 and 9

YES 5 NO 0 Abstain 0

Visitor's Questions

Visitor's present - no one spoke

Unfinished Business

None

New Business

None

Recess into Executive Session

Motion to recess into Executive Session at 8:10 PM by Christine Sanford, 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 the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

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 8:25 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.

No action to be taken

Exit Executive Session and return to regular session

Motion to exit Executive Session at 8:25 P.M. and return to regular session by Joseph Idiong, second by Catherine Chukwueke.

Roll Call Vote: All in Favor

Miscellaneous

Miscellaneous

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

A Fire Drill was held on September 17, 2014 at 1:51 PM...Elapsed time was 2:21...Sunny Day

A Lock Down Drill was held on September 26, 2014 at 2:17 PM.....Elapsed time was 4

Dates to Remember

Dates to Remember

- October 31, 2014 – Halloween Dance
- November 6 & 7, 2014 – Teacher Convention

Adjourn meeting

Motion to adjourn meeting at 8:26 PM by Christine Sanford , second by Catherine Chukwueke

**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 October 14, 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 October 14, 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**

Woodlynne Board of Education Meeting held on October 14, 2014

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