

**Woodlynne School District
Board of Education
Board Meeting Minutes
October 11, 2016
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. Clyde Cook	Present
Mr. Cornelius Eelman	Present
Mr. Carlos Poole	Present
Mrs. Christine Sanford	Present
Mrs. Sharon Vogel	Present
Mrs. Heidemarie Wood	Present

Other Attendees

Dr. Jack McCulley, Superintendent
Mr. Greg Gontowski, School Business Administrator/Board Secretary

Approval of Minutes

Recommend approval of minutes for

- September 13, 2016 Regular Meeting and Executive Session

Motion by Christine Sanford, Second by Sharon Vogel

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

Correspondence

None

Visitors' Questions

None

Superintendent's Report

Board Actions

Motion to approve Item 1

Personnel

Appointments:

**Lauren McNellis –
Cover Teacher for
Twilight Program**

1. Motion to approve, on the recommendation of the Superintendent, the appointment of Lauren McNellis as a Cover Teacher for the Twilight Program from 2:30 to 3:00 at an hourly rate of \$28.00.

Motion by Catherine Chukwueke, Second by Clyde Cook

Roll Call Vote: To approve Item 1

YES 7 NO 0 Abstain 0

Motion to approve Items 2 thru 6

Action

**Donation of Desks and
Charis for St.
Josephine Bakhita
Parish**

2. Motion to approve, on the recommendation of the Superintendent, the donation of desks and chairs from St. Josephine Bakhita Parish Site of St. Joan of Arc Church 3107 Alabama Rd, Camden NJ 08194.

**Disposal of old and
outdated desks/chairs**

3. Motion to approve, on the recommendation of the Superintendent, the disposal of old and outdated desks/chairs.

**Filed Trip – Duffield’s
10/28/16**

4. Motion to approve, on the recommendation of the Superintendent, the field trip for Kindergarten to Duffield's Farm Market, 280 Chapel Heights Rd, Sewell, NJ 08080. The trip will be chaperoned by Lisa Peacock, Nicole Valianti, Lauren McNellis, Yariana Castro, and Samantha Picone. Students will experience agriculture, farming, zoology and biological science off animals. The date of the trip will be Oct. 28, 2016 and the cost will be \$13.00 a student.

**Field Trip – Linvilla
Orchards 10/14/16**

5. Motion to approve, on the recommendation of the Superintendent, the field trip for First Grade, Second Grade, and our Multiple Disabled room to Linvilla Orchards, 137 W. Knowlton Rd, Media, PA 19063. The trip will be chaperoned by Sharon Brandley, Christina Marakowski, Mary Cattell, Kathy Bukowksi, Rose Ball, Raeanne Fowler, Shayla Giosia, Emily Werrmann, Joelle Schaeffer, Barbara Mazareh, and Yariana Castro. Students will experience agriculture, farming, zoology, and biological science of animals. The date of the trip will be October 14, 2016 and the cost will be \$13.00.

**Nursing Service Plan
2016-2017**

6. Motion to approve, on the recommendation of the Superintendent, the 2016-2017 Nursing Service Plan for the Woodlynne School District. (**Attachment F**)

Motion by Christine Sanford Second by Clyde Cook

Roll Call Vote: To approve Items 2 thru 6

YES 7 NO 0 Abstain 0

Motion to approve Item 7

Professional Development

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

**Greg Gontowski –
CPE 9/16/16**

- a. Greg Gontowski to attend the Continuing Professional Education course on September 16, 2016 at a cost of \$199.00

**Greg Gontowski –
CPE 10/6/16**

- b. Greg Gontowski to attend the Continuing Professional Education course on October 6, 2016 at a cost of \$199.00.

**Gina Wirth – NJ
Autism Conference
10/27/16 and 10/28/16**

- c. Gina Wirth to attend the professional development entitled: NJ Autism Conference: To learn latest strategies, therapies, and devices that can be used in the programming of autistic individuals at Harrah's Casino Resort 777 Harrah's Blvd. Atlantic City, NJ 08401 at no cost to the Woodlynne School District taking place on October 27 and 28 2016.

Motion by Sharon Vogel, Second by Cornelius Eelman

Roll Call Vote: To approve Item 7

YES 7 NO 0 Abstain 0

Motion to approve Item 8

Policy and Regulation

Policy and Regulation

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

P – 1220	Employment of Chief School Administrator
P – 2200	Curriculum Content
P – 2412	Home Instruction Due to Health Conditions
P – 2440	Summer Sessions
P – 3244	In Service Training (ABOLISHED)
P – 5308	Student Health Records
P – 5465	Early Graduation
P – 5519	Dating Violence at School
P – 5530	Substance Abuse
P – 5600	Student Discipline/Code of Conduct
P – 6424	Emergency Contracts
P – 6472	Tuition Assistance
P – 7481	Unmanned Aircraft Systems (UAS also know as DRONES) (New)
P – 8454	Management of Pediculous (New)
P – 8461	Reporting Violence, Vandalism, Harassment,

	Intimidation,
	Bullying, Alcohol, and Other Drug Abuse
P – 8505	Wellness Policy/Nutrient Standards for Meals and Other Foods
P – 8613	Pupil of Transportation
P – 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisor/Assistants
P – 9270	Home Schooling and Equivalent Education Outside the Schools R – 3223 Evaluation of Administrator, Excluding Principals, Vice Principals, and Assistant Principals
R – 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
R – 3244	In Service Training (ABOLISHED)
R – 4218	Substance Abuse
R – 5200	Attendance
R – 5514	Student Use of Vehicles (ABOLISHED)

Motion by Cornelius Eelman, Second by Christine Sanford

Roll Call Vote: To approve Item 8

YES 7 NO 0 Abstain 0

Recess into Executive Session

Motion to recess into Executive Session at 8:01 PM by Catherine Chukwueke, second by Clyde Cook.

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 which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

**** Cornelius Eelman
Left Meeting**

****Cornelius Eelman Left Meeting**

WHEREAS, the length of the Executive Session is undetermined; however, the Woodlynn 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 8:45 pm and the Woodlynn Public School District, Board of Education will proceed with business.

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

BE IT FURTHER RESOLVED that the Woodlynn 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 Woodlynn 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 Woodlynn 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 8:47 P.M. and return to regular session by
Clyde Cook, second by Catherine Chukwueke.**

Roll Call Vote: All in Favor

Motion to approve Item 9

**Reinstate Student
#9385599806**

9. Motion to reinstate student #9385599806 on October 17, 2016 contingent upon a handwritten 5 paragraph essay.

Motion by Sharon Vogel, Second by Catherine Chukwueke

**Vote: To approve Item 9
Board Voted All in Favor**

Board Secretary's Report

Informational Items:

- ROD Grant Update
- Governance Training
- Convention

Board Actions

Motion to approve Items 1 thru 5

Payroll Agency

1. The following Payroll and Payroll Agency transfers:

09/15/16	Payroll	\$89,531.34	Payroll Agency	\$66,968.44
09/30/16	Payroll	\$102,302.01	Payroll Agency	\$76,035.81

Bill List

2. The attached bill lists:

Check Journal	Fund 10	\$18,110.64	
	Fund 11	\$226,058.45	
	Fund 20	\$65,639.88	
	Fund 60	<u>\$1,148.31</u>	
		\$310,957.28	Attachment BA1
		<u>(\$178,337.82)</u>	Less Payroll
		<u>\$132,619.46</u>	

Transfers

3. The following transfer list:

September 2016 **Attachment BA2**

Revenue Summary and Budget Summary for the month of September 2016

4. To approve the revenue summary **Attachment BA3** and budget summary **Attachment BA4** for the month of September 2016.

Certify that no line item account has been over expended for the month of September 2016

5. A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2016. 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 2016

- B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2016. The Reconciliation Report and Secretary's report are in agreement for the month of September 2016. **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 Clyde Cook, Second by Catherine Chukwueke

Roll Call Vote: To approve Items 1 thru 5

YES 6 NO 0 Abstain 0

Motion to approve Items 6 thru 10

**Behavior
Interventions**

- 6.** To award a non fair and open contract to Behavior Interventions, Inc. at a rate of \$100.00 per hour for the 2016-2017 school year.

**Standard Operating
Procedures Manual**

- 7.** To approve the updated Standard Operating Procedures Manual.

**YALE – Tuition
Student #9423486116**

- 8.** To approve tuition contract with YALE School, Inc. for student #9423486116 in the amount of \$54,046.80 for the 2016-2017 school year.

**Collingswood –
Tuition Student
#8148137497**

- 9.** To approve tuition contract with Collingswood Board of Education for student #8148137497 in the amount of \$18,868.00 for the 2016-2017 school year. Also, to approve speech services at a rate of \$42.49 per hour and occupational therapy services at a rate of \$57.69 per hour.

**Collingswood –
Tuition Student
#1709770377**

- 10.** To approve tuition contract with Collingswood Board of Education for student #1709770377 in the amount of \$18,868.00 for the 2016-2017 school year. Also, to approve speech services at a rate of \$42.49 per hour and occupational therapy services at a rate of \$57.69 per hour.

Motion by Christine Sanford, Second by Carlos Poole

Roll Call Vote: To approve Items 6 thru 10

YES 6 NO 0 Abstain 0

**Board Secretary’s
Addendum Report**

Motion to approve Addendum Item 1

Bill list

- 1.** The attached bill lists:

Check Journal	Fund 10	\$9,368.00
		<u>\$20,291.79</u>
		<u>\$29,659.79</u> Attachment BA1

Motion by Catherine Chukwueke Second by Clyde Cook

Roll Call Vote: To approve Addendum Item 1

YES 6 NO 0 Abstain 0

Visitor's Questions None

Unfinished Business None

New Business None

Miscellaneous **Miscellaneous**

- CST Report (**Attachment A**)
- Technology Report (**Attachment B**)
- Maintenance Report (**Attachment C**)
- Nurse Report (**Attachment D**)
- Discipline Report (**Attachment E**)
- 2016-2017 Nursing Service Plan (**Attachment F**)
- Updated Policies and Regulations (**Attachment G**)
- Incident Report (**Attachment H**)

HIB cases: 0 cases for the month of September.

A Fire Drill was held on September 23, 2016 at 8:33 AM...Elapsed time was 2 minutes and 42 seconds...Sunny Day – Pulled in Main Office.

An Inside Active Shooter Drill was held on September 27, 2016 at 1:31 PM...Elapsed time was 3 minutes and 26 seconds.

Incident Report **Incident Report**

- Approve incident report pertaining to student #9385599806

Dates to Remember **Dates to Remember**

Fall Ball Grades 6th thru 8th - October 28, 2016

Adjourn meeting **Motion to adjourn meeting at 8:50 PM by Carlos Poole, second 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 11, 2016 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 11, 2016 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**

