

**Woodlynne School District  
Board of Education  
Board Meeting Minutes  
December 13, 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	Absent
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

- November 8, 2016 Regular Meeting and Executive Session

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

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

**Audit Presentation**      Audit Presentation

**Correspondence**      Election Results:  
Cornelius Eelman – 290 votes  
Carlos A. Poole – 290 votes

**Visitors' Questions**      None

**Board President's Report** None

**Superintendent's Report**

**Informational Item**

Upon evaluation of the traffic of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students throughout the school day, an adjustment in classrooms and classes will occur over the holiday break. The following classes will be relocated. The Social Studies class for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> currently located at the lower level, Room 101 will be moved to the upper level Room 302. The Computer Lab currently in Room 302 will be moved to Room 101. The current Math class located in the lower level Room 100 will be moved to Room 307. The Health Room will move from Room 112 to Room 100. The Art class will remain in Room 112. The changing of classes from the lower level to the upper level will reduce the time and congestion occurring for the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. **(See the revised Building Diagram Attachment G)**

We are planning to transition our Behavioral Disorder Room into a Learning Resource Room. We are working on an inclusion plan to provide a transition from our self contained Behavioral Disorder students to Regular Education classes. The Learning Resource room will meet the needs of the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students with learning disabilities. This is a pilot program that we will be implementing from January 2017 until the end of the school year for the identified learning disabled students grade 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>. It is our plan to be able to serve up to nine students per period throughout the day.

Mr. Ronald Taylor, the Foster and Adoptive Recruiter for Camden County with Division of Child Protection & Permanency, will be giving a brief presentation about becoming a "Foster or Adoptive Parent". Mr. Taylor will join our Faculty Meeting on Tuesday, December 13, 2016.

**Board Actions**

**Motion to approve Item 1**

**Personnel**

**Appointments:**

**Joelle Schaefer – Full Time Teacher's Aide**

1. Motion to approve, on the recommendation of the Superintendent, the appointment of Joelle Schaefer as a full time Teacher's Aide effective November 16, 2016 at an adjusted salary of \$21, 069.

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

**Roll Call Vote: To approve Item 1**

**YES 56 NO 0 Abstain 0**

**Motion to approve Item 2**

**Action**

**\$500.00 Gift  
Wonderful Company**

2. Motion to approve, on the recommendation of the Superintendent, to receive a

\$500.00 gift from The Wonderful Company. This will be donated to the PSD classroom and used to buy items that will increase language, promote creativity, and inspire students in the PSD classroom.

**Motion by Carlos Poole, Second by Cornelius Eelman**

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

**YES 6 NO 0 Abstain 0**

**Motion to approve Items 3 thru 6**

**Dr. McCulley – Hire  
Vacant Staff Position**

3. Motion to approve, on the recommendation of the Superintendent, for the Board of Education to authorize Dr. McCulley to hire for the vacant staff position of Mrs. Quigley from December 13, 2016 to January 03, 2017. Any hire will be ratified and confirmed at the January 5, 2017 Board Meeting.

**Dr. McCulley – Hire  
Resource Teacher**

4. Motion to approve, on the recommendation of the Superintendent, for the Board of Education to authorize Dr. McCulley to hire for the new Resource Teacher position for the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade. Any hire will be ratified and confirmed at the January 5, 2017 Board Meeting.

**NJQSAC – Review  
16-17**

5. Motion to approve, on the recommendation of the Superintendent, the approval of the NJQSAC District Performance Review for the 2016-2017 School Year.  
(Attachment F)

**November Newsletter  
– Sent to all Students  
and Staff**

6. The Woodlynne School District Newsletter for the month of November was sent out to all students and staff members on December 9, 2016.

**Motion by Cornelius Eelman, Second by Carlos Poole**

**Roll Call Vote: To approve Items 3 thru 6**

**YES 6 NO 0 Abstain 0**

**Motion to approve Item 10**

**Policy and Regulation**

**Policies and  
Regulations**

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

P – 2468	Independent Educational Evaluations
P –2481	Home or Out-of-School Instruction for a General Education Student for Reasons other than a Temporary or Chronic Health Condition
P – 3142	Nonrenewal of Nontenured Teaching Staff Members
P – 3144.12	Certification of Tenure Charges – Inefficiency

- P – 3144.3 Suspension upon Certification of Tenure Charges
- P – 3232 Tutoring Services
- P – 3283 Electronic Communications between Teaching Staff Members and Students
- P – 3373 Tenure upon Transfer or Promotion
- P – 4212 Attendance
- P – 5117 Interdistrict Public School Choice
- P – 6164 Advertising on School Buses
- P – 6470 Payment of Claims
- P – 7434 Smoking in School Buildings and on School Grounds
- P – 8507 Breakfast offer versus service (OVS)
- R – 4146 Nonrenewal of Nontenured Support Staff Member
- R – 5512 Harassment, Intimidation, or Bullying Investigation Procedure
- R – 5519 Dating Violence at School
  
- R – 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse
- R – 9270 Home School and Equivalent Education Outside the school

**Motion by Cornelius Eelman, Second by Carlos Poole**

**Vote: To approve Item 10  
Board Voted All in Favor**

**Board Actions**

**Superintendent's  
Addendum Report**

**Motion to approve Superintendent's addendum Item 1**

**Teaching Staff**

**Katie Rickenbach –  
Elementary Teacher**

1. Motion to approve, on the recommendation of the Superintendent, the appointment of Katie Rickenbach as an Elementary Teacher effective January 3, 2017 pending all completed paperwork, with a prorated salary of \$50,236.

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

**Roll Call Vote: To approve Superintendent addendum Item 1  
YES 6 NO 0 Abstain 0**

**Board Secretary's Report**

**Informational Items**

JIF Award - \$6,000.00  
Board Meeting Date Schedule

**Board Actions**

**Motion to approve Item 1 thru 6 and Addendum Item 1**

**Payroll Agency**

1. The following Payroll and Payroll Agency transfers:

11/15/16	Payroll	\$93,242.53	Payroll Agency	\$68,362.51
11/30/16	Payroll	\$93,853.96	Payroll Agency	\$67,839.08

**Bill List**

2. The attached bill lists:

Check Journal	Fund 10	\$40,515.70	
	Fund 11	\$954,544.39	
	Fund 20	\$54,671.94	
	Fund 30	\$807,670.23	
	Fund 60	<u>\$22,466.05</u>	
		\$1,879,868.31	<b>Attachment BA1</b>
		<u>(\$323,298.08)</u>	Less Payroll
		<u>\$1,556,570.23</u>	

**Transfers**

3. The following transfer list:

**Revenue Summary and Budget Summary for the month of November 2016**

November 2016 **Attachment BA2**

4. To approve the revenue summary **Attachment BA3** and budget summary **Attachment BA4** for the month of November 2016.
5. A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 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**
- B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2016. The Reconciliation Report and Secretary's report are in agreement for the month of November 2016. **Attachment BA6**
- 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.
- 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

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

**Board Secretary's Report and Reconciliation Report for the month of November 2016**

**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**

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.

**Voided Check**

6. To void the following general fund check:

#4788 9/13/16 Collingswood BOE \$936.30

**Board Secretary’s  
Addendum Report**

**A. Board Actions**

**Motion to approve Addendum Item 1**

1. The attached bill lists:

**Bill list**

Check Journal	Fund 11	\$17,228.00	
	Fund 11	<u>\$28,301.74</u>	
		<u>\$45,529.74</u>	Attachment BA1

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

**Roll Call Vote: To approve Items 1 thru 6 and addendum Item 1  
YES 6 NO 0 Abstain 0**

**Motion to approve Items 7 thru 11**

**GCSSSD Tuition  
Student #2764761440**

7. To approve tuition contract with Gloucester County Special Services School District for student #2764761440 in the amount of \$34,920.00 for tuition, \$36,720.00 for 1:1 teacher assistant, and \$3,000.00 for out of district fee for the 2016-2017 school year.

**Camden BOE  
Tuition Student  
#9310293442**

8. To approve tuition contract with Camden Board of Education for student #9310293442 in the amount of \$7,509.75 for tuition for the 2016-2017 school year (Note: Receiving Student).

**Budget  
Manual/Calendar  
2017-2018**

9. To approve the 2017-2018 Budget Manual/Calendar. **Attachment BA7**

**Shared Service –  
Audubon BOE  
LDTC**

10. To approve shared service agreement with Audubon Board of Education for an LDTC position in the amount of \$28,000.00 for the 2016-2017 school year.

**Acceptance June 30,  
2016 Audit Report**

11. To approve acceptance of the June 30, 2016 audit report with no recommendations. The audit was officially presented at the December 13, 2016 meeting and a summary of audit was made available to the public.

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

**Roll Call Vote: To approve Items 7 thru 11**

**YES 6 NO 0 Abstain 0**

**Executive Session**

None

**Visitor's Questions**

- Jill Yarbrough 144 Maple Ave. Woodlynn
  - Asked if moving forward with Collingswood/Pennsauken change
  - Board President responded that main objective is to get Superintendent in district
  
- Brenda Benito 200 Linden Ave. Woodlynn
  - Asked when the board changed from Superintendent & Principal to just Superintendent
  - Asked if the board can do that again
  - Asked why only Pennsauken is an option for Superintendent
  - Asked about the learning resource room

**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 District Performance Review (**Attachment F**)
- School Layout (**Attachment G**)
- Updated Policies and Regulations (**Attachment H**)

A Fire Drill was held on November 2, 2016 at 9:02 AM...Elapsed time was 2 min and 32 seconds...Sunny day.

A Shelter in Place Drill was held on November 17, 2016 at 1:27 PM...Elapsed time was 4 min...Sunny Day.

**Dates to Remember**

**Dates to Remember**

December 17, 2016 - Breakfast with Santa

December 21, 2016 – Woodlynn School District Annual Holiday Concert

December 26th to January 2<sup>nd</sup> – Winter Break

**Motion to adjourn meeting at 8:00 PM by Cornelius Eelman, second Christine Sanford.**

**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 December 13, 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 December 13, 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**

















