

**Woodlynne School District
Board of Education
Board Meeting Minutes
February 13, 2018
7:30 PM**

Statement by Board President

The Board President opened the regular meeting at 7:31 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

Roll Call – Mr. Greg Gontowski, School Business Administrator/Board Secretary

Mrs. Samantha Kirby	Present
Mr. Carlos Poole	Present
Mrs. Christine Sanford	Present
Mrs. Shivone Sanford	Present
Mrs. Sharon Vogel	Absent
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

- January 4, 2018 Regular Meeting
- January 18, 2018 Regular Meeting and Executive Session

Motion by Heidemarie Wood, Second by Carlos Poole

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

Visitor's Question

None

Board President's Report

Board President's Report – Board Vacancy

**Lakeisha Fontanez –
Fill Unexpired Board
Member Position until
12/31/18**

Motion to approve Lakeisha Fontanez to fill the unexpired board member position until December 31, 2018 (pending completion of criminal history background check).

Motion by Heidemarie Wood, Second by Carlos Poole

**Vote: To approve Lakeisha Fontanez to fill unexpired board member position
Board Voted All in Favor**

**Superintendent's
Report**

INFORMATIONAL ITEMS

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

Dates to Remember

Dates to Remember

- 2/16/18 - School Closed for Students (PLD DAY - Staff ONLY)
- 2/19/18 - School Closed for Staff and Students - President's Day
- 2/21/18- 3rd - 8th Grade Honor Roll Breakfast
- 2/23/18 - Middle School Winter Hearts Dance, 6 PM - 9 PM
- 3/2/18 - Early Dismissal/Teacher Work Session

Miscellaneous

Miscellaneous

Shelter in Place	1/9/18	1:20 p.m.	Student Disturbance	Overcast	20 minutes
Fire Drill	1/10/18	1:25 p.m.	MD 1 Room	Sunny	2 mins. 46 secs.

RECOGNITION

1. Recognition of Dr. McCulley
2. Camden County Middle School "School of Character" 2017-2018 Honorable Mention Recognition.

**Superintendent's
Report**

BOARD ACTIONS

Policy and Regulation

Motion to approve Policy and Regulation Item 1

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

P – 1240

Evaluation of the Superintendent

P – 2700

Service to Nonpublic School Students

P – 3126	District Mentoring Program
P – 3221	Evaluation of Teachers
P – 3222	Evaluation of Tenured Teaching Staff Members
P – 3223	Evaluation of Administrators, Excluding Principal, Vice Principal, and Assistant Principal
P – 3224	Evaluation of Principal, Vice Principals, and Assistant Principal
P – 3240	Professional Development for Teachers and School Leaders
P – 5620	Expulsion
P – 7100	Long-Range Facilities Planning
P – 7101	Educational Adequacy of Capital Projects
P – 7102	Site Selection
P – 7130	School Closing
P – 7300	Disposition of Property
P – 7424	Bed Bugs
R – 1240	Evaluation of the Superintendent
R – 3126	District Mentoring Program
R – 7100	Long Range Facilities Planning
R – 7101	Educational Adequacy of Capital Projects
R – 7102	Site Selection and Acquisition
R – 7300.3	Disposition of Personal Property
R – 7300.4	Disposition of Federal Property

Motion by Heidemarie Wood, Second by Christine Sanford

**Vote: To approve Board Policy and Regulation
Board Voted All in Favor**

Personnel

Motion to approve Personnel Item 2

**Jackie Walters as
Superintendent/
Principal 3/1/18**

2. Motion to approve, on the recommendation of the Superintendent, the approved contract from the County Superintendent, approving Mrs. Jackie Walters as Superintendent/Principal being March 1, 2018, salary \$135,00.00 pro-rated. (Attachment H)

Motion by Heidemarie Wood, Second by Carlos Poole

**Roll Call Vote: To approve Personnel Item 2
YES 5 NO 0 Abstain 0**

Motion to approve Personnel Items 3 and 4

Assistant Principal Job Description

3. Motion to approve, on the recommendation of the Superintendent, the following Assistant Principal Job Description. (**Attachment I**)

**Supervisor/
Administrator Job Description**

4. Motion to approve, on the recommendation of the Superintendent, the following Supervisor/Administrator Job Description. (**Attachment J**)

Motion by Christine Sanford, Second by Heidemarie Wood

Roll Call Vote: To approve Personnel Items 3 and 4

YES 5 NO 0 Abstain 0

Motion to approve Personnel Item 5

**Guy Hamilton –
Assistant Principal
2018-2019**

5. Motion to approve, on the recommendation of the Superintendent, 2018-2019 Assistant Principal Employment Contract for Mr. Guy Hamilton, July 1, 2018 through June 30, 2019 at a salary of \$78,000.00. (**Attachment K**).

Motion by Heidemarie Wood, Second by Christine Sanford

Roll Call Vote: To approve Personnel Item 5

YES 5 NO 0 Abstain 0

Motion to approve Personnel Items 6 thru 13

**Rescind Employment of
Tiffany Geiger**

6. Motion to rescind on the recommendation of the Superintendent, the employment of Tiffany Geiger. Ms. Geiger accepted another employment offer.

**Hannah Geist –
Substitute
Teacher/Instruction
Aid 2/14/18**

7. Motion to approve, on the recommendation of the Superintendent, Hannah Geist, as a substitute teacher/instruction aide, \$15.30/per hour, not to exceed 29/hrs. per week. Start date to be February 14, 2018, pending the completion of all required paperwork.

**Gregory Nichols –
Substitute Custodian
2/14/18**

8. Motion to approve, on the recommendation of the Superintendent, Gregory T. Nichols, Jr., as a substitute custodian, \$13.00/per hour, not to exceed 29/hrs. per week. Start date to be February 14, 2018, pending the completion of all required paperwork.

**Kathy Bukowski,
Lauren McNellis and
Michelle O'Donnell –
Homework Helop**

9. Motion to approve, on the recommendation of the Superintendent, the following staff members as Homework Help substitutes at a rate of \$28.00/per hour:

Kathy Bukowski
Lauren McNellis
Michelle O'Donnell

**Rescind Carly Bond –
Long Term
Replacement Leave
2/1/18**

10. Motion to rescind, on the recommendation of the Superintendent, the Long Term Replacement Leave (9/1/17 - 1/31/18) contract for Ms. Carly Bond for the 2017-2018 school year effective 2/1/18.

**Carly Bond – Full Time
Instructional Aide
2/1/18**

11. Motion to approve, on the recommendation of the Superintendent, to hire Ms. Carly Bond as a Full Time Instructional Aide at the pro-rated salary of \$20,289.00, Step 2 effective 2/1/2018. (2016-2017 step and salary due to contract for 2017-2018 not available).

**Daniel Finn, Kyle
Jakubowski and
Andrea Pizzo as
PARCC Twilight
Instructors**

12. Motion to approve, on the recommendation of the Superintendent, the following staff members as PARCC Twilight Instructors at the contracted rate of \$28.00/hr., to be paid by Title I Funds:

Daniel Finn
Kyle Jakubowski
Andrea Pizzo

**“Drum Line Wedge”
Spring 2018**

13. Motion to approve, on the recommendation of the Superintendent, the addition of a "Drum Line Wedge" at \$650.00 to be paid in June of 2018. Wedge to begin the Spring of 2018.

Motion by Heidemarie Wood, Second by Christine Sanford

Roll Call Vote: To approve Personnel Items 6 thru 13

YES 5 NO 0 Abstain 0

Curriculum/Programs

Motion to approve Curriculum/Programs Items 14 and 15

**Three Year Pre-School
Program Plan 2017-
2020**

14. Motion to approve, on the recommendation of the Superintendent, the 2018-2019 Annual update to the 2017-2020 Three Year Pre-School Program Plan. (Attachment L)

**Field Trip New Jersey
State Museum 5/3/18**

15. Motion to approve, on the recommendation of the Superintendent, Mrs. Fowler's class and the Fourth Grade Classes to attend a field trip to the New Jersey State Museum, Trenton, NJ, on Thursday, May 3, 2018. (Cost: TBD)
Teachers and Chaperones attending:

Raeanne Fowler	Dena Day
Karen McCoy	Amy Mulford
Katie Rickenbach	Krystal Valianti
Jackie Heyser	

Motion by Heidemarie Wood, Second by Christine Sanford

Roll Call Vote: To approve Curriculum/Programs Items 14 and 15

YES 5 NO 0 Abstain 0

Reimbursements

Motion to approve Reimbursements Items 16 thru 19

**Eye Reimbursement
Kareem Tahan**

16. Motion to approve, on the recommendation of the Superintendent, reimbursement to Mr. Kareem Tahan for contact lens/eyeglasses in the amount of \$100.00 as per NJEA contract.

**Eye Reimbursement –
Jackie Walters**

17. Motion to approve, on the recommendation of the Superintendent, reimbursement to Mrs. Jackie Walters for contact lens/eyeglasses in the amount of \$100.00.

**Bill Frank –
Reimbursement
Projector Bulb**

18. Motion to approve, on the recommendation of the Superintendent, reimbursement to Mr. William Frank for the purchase of a projector bulb in the amount of \$44.91.

**Jackie Walters –
Reimbursement NJ
Leader to Leader
Mentor Fee**

19. Motion to approve, on the recommendation of the Superintendent, reimbursement to Mrs. Jackie Walters for New Jersey Leader to Leader Mentor Fee in the amount of \$500.00.

Motion by Heidemarie Wood, Second by Carlos Poole

Roll Call Vote: To approve Reimbursements Items 16 thru 19

YES 5 NO 0 Abstain 0

**Superintendent's
Addendum Report**

Informational Item:

Board Actions

Motion to approve Superintendent's Addendum Item 1

**Dimitrios Triantifillou
– Homework Help
Instructor**

1. Motion to approve, on the recommendation of the Superintendent, Dimitrios Triantifillou as a Homework Help Instructor at the contracted rate of \$28.00/hour, to begin on February 14, 2018. To be paid from Title I funds.

Motion by Heidemarie Wood, Second by Christine Sanford

Roll Call Vote: To approve Superintendent's Addendum Item 1

YES 5 NO 0 Abstain 0

**Board Secretary's
Report and
Addendum Report**

Informational Items

Board Actions

Motion to approve Items 1 thru 4 and Addendum Item 1

Payroll Agency/Bill List

1. The attached bill lists:
 - January 2018 payroll **Attachment BA1**
 - February 2018 warrants **Attachment BA2**

Transfer

2. The following transfer list:
 - December 2017 **Attachment BA3**

Revenue Summary and Budget Summary for the month of December 2017

3. To approve the revenue summary **Attachment BA4** and budget summary **Attachment BA5** for the month of December 2017.

Certify that no line item account has been over expended for the month of December 2017

4. **A.** Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 2017. 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**
- B.** Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2017. The Reconciliation Report and Secretary's report are in agreement for the month of December 2017. **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 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.

Board Secretary's Addendum Report

Board Secretary's Addendum

1. The attached bill lists:
 - February 2018 warrants **Attachment BA1**

Motion by Heidemarie Wood, Second by Christine Sanford

Roll Call Vote: To approve Items 1 thru 4 and Addendum Item 1
YES 5 NO 0 Abstain 0

Motion to approve Items 5 thru 9

Kyocera Contract #40465

5. To approve state contract #40465 with Kyocera Document Solutions for a copier lease in the amount of \$310.64 per month for 48 months.

**Woodlynne BOE
Purchasing Manual**

6. To approve updates to the Woodlynne Board of Education Purchasing Manual.
Attachment BA8

**DCF Tuition Contract
Student #9827328659**

7. To approve tuition contract with Department of Children and Families' Regional School for student #9827328659 in the amount of \$32,952.04 for the 2017-2018 school year.

**DCF Tuition Contract
Student #7179962792**

8. To approve tuition contract with Department of Children and Families' Regional School for student #2085615585 in the amount of \$32,952.04 for the 2017-2018 school year.

**DCF Tuition Contract
Student #7179962792**

9. To approve tuition contract with Department of Children and Families' Regional School for student #7179962792 in the amount of \$32,952.04 for the 2017-2018 school year.

Motion by Christine Sanford, Second by Heidemarie Wood

Roll Call Vote: To approve Items 5 thru 9

YES 5 NO 0 Abstain 0

Visitor's Questions

- Mei-Li Patko 219 Chestnut Ave. Woodlynne
 - Asked about bringing back cursive writing
 - Jackie Warlters - Responded

Unfinished Business

None

New Business

Jackie Walters discussed thoughts on moving to full day PreK Program

Executive Session

None

Adjourn meeting

Motion to adjourn meeting at 7:55 PM by Heidemare Wood, second Christine Sanford.

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 February 13, 2018 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 February 13, 2018 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