

**Woodlynne School District
Board of Education
Board Meeting Minutes
March 28, 2018
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 Roll Call – Mr. Greg Gontowski, School Business Administrator/Board Secretary

| | |
|------------------------|---------|
| Mrs. Samantha Kirby | Present |
| Mr. Carlos Poole | Absent |
| Mrs. Christine Sanford | Present |
| Mrs. Shivone Sanford | Present |
| Mrs. Sharon Vogel | Present |
| Mrs. Heidemarie Wood | Present |

Other Attendees Mrs. Jackie Walters, Superintendent/Principal
Mr. Greg Gontowski, School Business Administrator/Board Secretary

Visitor's Question None

Board Secretary's Report Informational Items

Board Actions

Motion to approve Items 1 and 2

2018-2019 Budget and Resolution 1. 2018-2019 Budget and Resolution

It is recommended that the Woodlynne Board of Education approve 2018-2019 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Woodlynne Board of Education has developed its 2018-2019 School Budget,

WHEREAS, NJAC 6:19-2.7 (a) requires Woodlynne Board of Education to adopt and submit a formal Board resolution.

BE IT RESOLVED to approve the 2018-2019 school budget as presented by the administration which includes the following:

| | Budget | Local Tax Levy |
|----------------------|-----------------|-----------------------|
| General Fund | \$11,619,864.00 | \$2,387,116.00 |
| Special Revenue Fund | \$573,096.00 | |
| Debt Service Fund | | |
| Total Base Budget | \$12,192,960.00 | \$2,387,116.00 |

See Attachments (Revenues and Appropriations)

- Travel Regulations** 2. The following travel regulations and limits for the Woodlynne School District as required by N.J.A.C. 6A:23A:

A travel event that exceeds \$5,000.00, regardless of the number of attendees, or where more than three (3) individuals from the district are to attend, must obtain prior approval from the Executive County Superintendent. Executive County Superintendent prior approval is not required for “regular school district business travel.”

Regular school district business travel is regular official business travel, including attendance at meetings. Regular school district business travel includes attendance at regularly scheduled in-state county meetings and DOE sponsored or association sponsored events provided free of charge. Regular school district business travel includes regularly scheduled in-state professional development activities with a registration fee that does not exceed \$100.00 per employee or board member. Regular school district business travel does not require prior Board approval but does require prior Superintendent approval.

The Woodlynne Board of Education authorizes an annual not to exceed, maximum amount of \$2,500.00 per employee for regular school district business travel for which board approval is not required (6A:23A-7.3(b)). The maximum travel expenses for all staff for the 2018-2019 school year is limited to \$30,000.00.

Travel and attendance at in-state workshops, conferences, or professional development programs where the registration fee exceeds \$100.00 per employee or board member and is not regular school district business travel requires prior Board approval.

Mileage reimbursement for regular school business travel that is prior approved by the Superintendent or any travel approved by the Board will be allowed at the rate authorized by the annual state appropriations act, which is \$.31/mile.

Travel and professional development shall be conducted in accordance with the State approved grant activities.

Lodging for out of state travel can only be provided if the event occurs on two or

more consecutive days and where home to event commute exceeds 50 miles. All travel out of the country, regardless of cost or number of attendees, requires prior written approval of the Executive County Superintendent.

A written report or a standardized form for board members and employees must be completed for all Board approved training and seminars, conventions and conferences, and retreats.

All travel must be in compliance with State regulations N.J.A.C. 6A:23A.

Motion by Shivone Sanford, Second by Heidemarie Wood

Roll Call Vote: To approve Items 1 and 2

YES 4 NO 1 Abstain 0

Visitor's Questions

None

Executive Session

None

Adjourn meeting

Motion to adjourn meeting at 8:01 PM by Christine Sanford, second Heidemarie Wood.

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 March 28, 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 March 28, 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**