

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

- Statement by Board President** The Board President opened the regular meeting at 7:33 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
- | | |
|------------------------|---------|
| Ms. Lakeisha Fontanez | Present |
| 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** Mrs. Jackie Walters, Superintendent/Principal
Mr. Greg Gontowski, School Business Administrator/Board Secretary
- Approval of Minutes** Recommend approval of minutes for
- October 9, 2018 Regular Meeting
- Motion by Heidemarie Wood, Second by Lakeisha Fontanez**
- Vote: To approve minutes**
Board Voted All in Favor *Heidemarie Wood Abstained
- Visitor’s Question** None
- Board President’s Report** Board President’s Report – Reminder of mandatory training and article about school funding.

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

11/16, 11/19, & 11/20 - Early Dismissal-Parent/Teacher Conferences
 11/21 - Early Dismissal
 11/22, 11/23 - CLOSED Thanksgiving

Miscellaneous

Shelter In Place	10/17/18	9:31 a.m.	Student Disturbance	Sunny	1 min. 17 secs.
Fire Drill	10/18/18	10:24 a.m.	Peacock's PreK Room	Cloudy	4 mins. 24 secs.
Shelter In Place	10/30/18	10:22 a.m.	Drill	Sunny	3 mins. 22 secs.
Shelter In Place	11/7/18	10:15 a.m.	Injured Student	Sunny	25 mins.

BOARD ACTIONS

Motion to approve Items 1 thru 4

Submission of the Dep. of Ed. Self-Assessment – Anti-Bulling Bill of Rights Act.

1. Motion to approve, on the recommendation of the Superintendent, the submission of the 7/1/17 - 6/30/18 NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bulling Bill of Rights Act. (**Attachment G**)

Nursing Service Plan 18-19

2. Motion to approve, on the recommendation of the Superintendent, the 2018-2019 Nursing Services Plan. (**Attachment H**)

Emergency Plan 18-19

3. Motion to approve, on the recommendation of the Superintendent, the Woodlynne School Emergency Plan for the 2018-2019 School Year.

Performance Review ((DPR) 18-19

4. Motion to approve, on the recommendation of the Superintendent, the Woodlynne School District Performance Review (DPR) for the 2018-2019 School Year.

Motion by Carlos Poole, Second by Christine Sanford

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

Personnel

Motion to approve Personnel Items 5 thru 11

**With regret accept
resignation of Katie
Rickenbach 12/31/18**

5. Motion to accept with regret, the resignation of Ms. Katie Rickenbach, Fifth Grade Teacher as of December 31, 2018.

**K. Valianti and K.
Pilla Homework
Help 18-19**

6. Motion to approve, on the recommendation of the Superintendent, the following staff for Homework Help, to be paid at the rate of \$28.00/per hour as per WEA Contract. Money to be paid from Title I Funds for the 2018-2019 school year:

Ms. Krystal Valianti
Mrs. Kelly Pilla

**Substitute Teacher
Rates**

7. Motion to approve, on the recommendation of the Superintendent, a substitute teacher rate of \$90.00/per day and \$45.00/per half day.

**Samantha Tiltmann
– Behavior
Technician 18-19**

8. Motion to approve, on the recommendation of the Superintendent, Ms. Samantha Tiltmann, Behavior Technician, at the rate of \$42,000.00/pro-rated for the 2018-2019 school year.

**Kristina
Jakubowski start
Date 11/16/18**

9. Motion to approve, on the recommendation of the Superintendent, Ms. Kristina Jakubowski, at the rate of \$15.30/hr., for 29.5/hrs per week. Start date November 16, 2018. All required paperwork has been received.

**Rachel Affrunti
FMLA Leave**

10. Motion to approve on the recommendation of the Superintendent, FMLA Leave request for Mrs. Rachel Affrunti to begin on November 6, 2018 as per the WEA agreement.

**Wedge Advisors and
Extra Curricular
Activities**

11. Motion to approve, on the recommendation of the Superintendent, the appointment of the following Wedge Advisors and Extra Curricular Activities:

Motion by Heidemarie Wood, Second by Carlos Poole

**Roll Call Vote: To approve Personnel Items 5 thru 11
YES 6 NO 0 Abstain 0**

Curriculum

Motion to approve Curriculum Items 12 and 13

**Ashley Neilson –
Workshop 11/20/18**

12. Motion to approve, on the recommendation of the Superintendent, Mrs. Ashley Neilson to attend the workshop titled Person Centered Approaches in Schools

and Transition: Case Management Responsibilities for Students who are in Out-of-District Placements at the Camden County College on Friday, 11/2/2018 from 9:00 a.m. to 3:00 p.m. There is no cost to the BOE.

**Ashley Neilson –
Workshop 11/19/18**

13. Motion to approve, on the recommendation of the Superintendent, Mrs. Ashley Neilson to attend the workshop titled Camden County Youth in Crisis to be held at the Camden County College on Monday, 11/19/2018 from 8:30 a.m. to 12:30 p.m. There is no cost to the BOE.

Motion by Christine Sanford, Second by Lakeisha Fontanez

Vote: To approve Curriculum Items 12 and 13

Board Voted All in Favor

Reimbursements

Motion to approve Reimbursements Items 14 thru 17

**Debbie Truhan –
Reimbursement
Refreshments**

14. Motion to approve, on the recommendation of the Superintendent, the reimbursement to Mrs. Debra Truhan in the amount of \$102.86 for refreshments for the Student of the Month awards on 10/9/18. Reimbursement to be paid from the Student Activities Account.

**Jackie Walter –
Mileage/Meals and
Parking
Reimbursement**

15. Motion to approve, on the recommendation of the Superintendent, the reimbursement to Mrs. Jackie Walters in the amount of \$62.16 for mileage, meals and parking on 10/24/18. Attendance at the Annual School Boards Convention.

**Bill Frank –
Reimbursement
Various Supplies**

16. Motion to approve, on the recommendation of the Superintendent, the reimbursement to Mr. William Frank in the amount of \$61.05 for various supplies purchased from July 2018 - October 2018.

**Jackie Heyser –
Reimbursement
Eye Glasses**

17. Motion to approve, on the recommendation of the Superintendent, the reimbursement to Mrs. Jackie Heyser in the amount of \$100.00 for eyeglass reimbursement.

Motion by Heidemarie Wood, Second by Carlos Poole

Roll Call Vote: To approve Reimbursements Items 14 thru 17

YES 6 NO 0 Abstain 0

**Superintendent's
Addendum**

Board Actions

Motion to approve Addendum Items 1 thru 6

**Mary Cattell –
Workshop 12/19/18**

1. Motion to approve, on the recommendation of the Superintendent, Mrs. Mary Cattell to attend the workshop "Effectively Dealing With Disruptive Students: Practical, Classroom-Proven Techniques" on 12/19/18 in Cherry Hill, NJ. Cost to the BOE is \$269.00.

**Ashley Neilson –
Workshop
Workshops 12/4/18**

2. Motion to approve, on the recommendation of the Superintendent, Mrs. Ashley Neilson to attend the workshop "Duties and Responsibilities of the District Anti-Bullying Coordinator and Specialist" on 12/4/18 at Camden County College in Cherry Hill, NJ. Cost to the BOE is \$149.00.

**L. Peacock, G.
Wirth, C. Bond and
A. Martin –
Workshop 12/12/18
and 12/13/18**

3. Motion to approve, on the recommendation of the Superintendent, the following staff members to attend Creative Curriculum workshop on 12/12/18 and Gold Online Introduction workshop on 12/13/18. Cost to the BOE \$150.00/per staff member/per day:

Mrs. Lisa Peacock
Mrs. Gina Wirth

Ms. Carly Bond
Mrs. Alyssa Martin

**Field Trip –
Investors Bank –
Charlotte's Web
5/1/19**

4. Motion to approve, on the recommendation of the Superintendent, the third grade to attend a class trip to see "Charlotte's Web" at Investors Bank in Sewell, NJ on 5/1/19. Trip is no cost to the BOE.

**Carmen Quinones –
Lunch Aid 18-19**

5. Motion to approve, on the recommendation of the Superintendent, Ms. Carmen Quinones, Lunch Aide, at the rate of \$14.00/hr., 10:45 a.m. - 1:15 p.m. for 2018-2019 school year. All paper required paperwork has been received.

**Katelyn Madden –
Substitute Teacher**

6. Motion to approve, on the recommendation of the Superintendent, Ms. Katelyn Madden as a substitute teacher. All paper required paperwork has been received.

Motion by Heidemarie Wood, Second by Lakeisha Fontanez

**Roll Call Vote: To approve Addendum Items 1 thru 6
YES 6 NO 0 Abstain 0**

**Board Secretary's
Report and
Addendum**

Informational Item:

Board Actions

**Board Secretary's
Addendum Report**

Motion to approve Addendum Item 1 and Items 1 thru 4

Addendum Item 1

Bill List

1. The attached bill lists:

- November 2018 warrants **Attachment BA1**

**Board Secretary's
Report**

Board Actions

1. The attached bill lists:

**Payroll Agency/Bill
List**

- October 2018 payroll **Attachment BA1**
- November 2018 warrants **Attachment BA2**

Transfer

2. The following transfer list:

September 2018

Attachment BA3

Revenue Summary and Budget Summary for the month of September 2018

Certify that no line item account has been over expended for the month of September 2018

3. To approve the revenue summary **Attachment BA4** and budget summary **Attachment BA5** for the month of September 2018.
4. A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2018. 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 BA6**
- B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2018. The Reconciliation Report and Secretary's report are in agreement for the month of September 2018. **Attachment BA7**
- 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

Motion by Heidemarie Wood, Second by Lakeisha Fontanez

Roll Call Vote: To approve Addendum Item 1 and Items 1 thru 4
YES 6 NO 0 Abstain

Motion to approve Items 5 and 6

Garfield Park Academy Student #3854583012 18-19

2019-2020 Budget Manual/Budget Calendar

5. To approve tuition contract with Garfield Park Academy for student #3854583012 in the amount of \$55,440 for the 2018-2019 school year (Note: this amount will be prorated due to late enrollment).
6. To approve the 2019-2020 Budget Manual/Budget Calendar. **Attachment BA8**

Motion by Lakeisha Fontanez, Second by Christine Sanford

Roll Call Vote: To approve Items 5 and 6
YES 5 NO 0 Abstain 1 *Samantha Kirby

- Visitor's Questions** None
- Unfinished Business** None
- New Business** Shivone Sanford mentioned having a committee to help increase parent involvement.
- Executive Session** None
- Adjourn meeting** **Motion to adjourn meeting at 7:56 PM by Heidemarie Wood, second Carlos Poole.**

**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 November 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 November 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**

