

WOODLAND TOWNSHIP BOARD OF EDUCATION
AGENDA
February 27, 2017
Regular Meeting
Minutes

1. Call to Order

In accordance with the Open Public Meetings Act, this meeting was advertised in the Burlington County Times and posted in the Chatsworth Elementary School and on the District's Web Site.

2. Complaint Procedure:

If a problem arises, the teacher will notify the administrator. If a parent calls or comes to see the administrator, the administrator will instruct the parent to meet with the teacher. If the parent-teacher meeting does not resolve the problem, the parent can meet with the teacher and administrator. If this meeting does not resolve the problem, the parent can go to the School Board at which time the administrator and teacher may be represented. In the event, that a parent or citizen bypasses the complaint procedure; the Board will not discuss or take action on the complaint.

Public agendas are available as you enter the room. There is one full copy of the support documentation located in the binder next to the agendas. Please feel free to examine the binder, but please do not remove any items as a courtesy to other members of the public. Copies of all documents are available from the business office during regular business hours.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.

3. Pledge of Allegiance

4. Roll Call	Dennis Cronin	Present	
	Colleen Jaggard	Present	
	Ed Vincent	Present	
	William Dirkin	Present	
	Melissa Horner	Present	
	Misty Weiss, Superintendent		Present
	Carolyn Fischl, Supervisor		Present

- 5. President Opens the Meeting at 7 P.M
- 6. Board Member Comments on the Agenda - None
- 7. Public Comments on Agenda Items Only - None
- 8. Student Recognition
 - a. February 8, 2017 – Distinguished Honor Roll & Perfect Attendance breakfast was held for students who earned this achievement for the 2nd marking period.
 - i. Perfect Attendance – 29 students
 - ii. Distinguished Honor Roll – 5 Students
 - iii. Perfect Attendance & Distinguished Honor Roll – 3 Students
- 9. Bowman & Company - 2016 Audit Presentation – Carolyn Havlick & Bob Marrone
 - * Presentation was given on audit findings for period ending June 30, 2016.
 - * Bowman also reported that they had worked with the new business administrator to reconcile the districts financials and attested that the books are in good order to December 31, 2016
- 10. Technology Presentation – Greg Hale gave a technology presentation to address the districts technology strategy. He addressed all technology issues that were vocalized over the past several months and resolved those issues.
- 11. School Ethics Commission Resolution Regarding Kirk Harris – Misty Weiss read aloud the school ethics commissions statement on Kirk Harris.
- 12. MOTION: To approve the minutes for: The motion was made by Ed Vincent and Seconded by Colleen Jaggard.
 - a. Regular Meeting November 28, 2016
 - b. Executive Session November 28, 2016
 - c. Regular Meeting December 19, 2017
 - d. Executive Session December 19, 2017
 - e. Regular Meeting January 23, 2017
 - f. Executive Session January 23, 2017

Roll Call	Dennis Cronin	Yes
	Colleen Jaggard	Yes
	Ed Vincent	Yes
	William Dirkin	Yes
	Melissa Horner	Yes

MONTHLY FINANCIALS/CONTRACTS:

- 13. Consent Agenda:

The Following action items A through J will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately. The Motion was made by Ed Vincent and seconded by Dennis Cronin.

- A. MOTION: To accept the financial Report of the Secretary for the month ending December 2016:
Balance on hand in the general account which includes special revenue: \$173,089.72

Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, George Gahles, Board Secretary, certifies that as of December 2016, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

Sch. Bus. Adm./Board Secretary

Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Woodland Township Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of December 2016, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- B. MOTION: To accept the financial Report of the Secretary for the month ending December 2016:
Balance on hand in the general account which includes special revenue: \$173,089.72
- C. To approve to authorize the Business Administrator to make transfers within accounts for the month of December 2016.

- D. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills totaling \$95,893.57 for the month of December 2016 to be paid, and the Secretary and President be hereby authorized and directed to draw orders on the Business Administrator for the payment of the same.

- E. MOTION: To approve the gross wages for the pay period ending December 15, 2016 in the amount of \$95,008.19 and for the pay period ending December 30, 2016 in the amount of 80,372.25 in the total amount of \$175,380.44 for December 2016.
- F. MOTION: BE IT RESOLVED, that the Board of Education approve the 2015-16 CAFR/Audit.
- G. MOTION: BE IT RESOLVED, that the Board of Education hereby resolves to exercise its employer premium delay option under the State Health Benefits Program and/or School Employees' Health Benefits Program – one month delay (initial election) commencing with the April 2017 premium.

- H. MOTION: BE IT RESOLVED, that the Board of Education hereby resolves the closing of Beneficial Accounts:
- a. 115 – General Account
 - b. 116- Payroll
 - c. 117 – Payroll Agency
 - d. 118 – School Store
 - e. 120 – Cafeteria
- I. MOTION: BE IT RESOLVED, that the Board of Education hereby resolves the closing of a Home Depot Commercial Credit account.
- J. MOTION: BE IT RESOLVED, that the Board of Education hereby resolves the opening of a Lowes Commercial Line of Credit account.

Roll Call	Dennis Cronin	Yes
	Colleen Jaggard	Yes
	Ed Vincent	Yes
	William Dirkin	Yes
	Melissa Horner	Yes

PERSONNEL:

14. Consent Agenda:

The Following action items A through E will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately. A motion was made by Ed Vincent and seconded by Melissa Horner.

- A. MOTION: BE IT RESOLVED, that the Board of Education approve Gail Dobbins, Bus Driver, Step 12, at the rate of \$22.25 per hour, retroactive beginning February 6, 2017.
- B. MOTION: BE IT RESOLVED, that the Board of Education approve, Cindy Adams, Bus Driver, change in salary to step 12, at the rate of \$22.25 per hour, retroactive beginning February 1, 2017.
- C. MOTION: BE IT RESOLVED, that the Board of Education approve, Mandy Maskin, Substitute Aide, at a salary of \$12 per hour, beginning February 28, 2017.
- D. MOTION: BE IT RESOLVED, that the Board of Education approve, Kathy Dvorsky, maternity leave replacement teacher, at a salary of \$110 per day, for the first 10 days, beginning day 11 prorated on the teacher’s salary guide step 1 beginning March 13.
- E. MOTION: BE IT RESOLVED, that the Board of Education approve substitute salaries:
- a. Teacher Aide - \$12/hour
 - b. Custodian - \$12/hours
 - c. Cafeteria/Kitchen - \$12/hour
 - d. Substitute Teacher - \$80/day

CURRICULUM:

15. Consent Agenda:

The Following action item A will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately. A motion was made by Ed Vincent and seconded by William Dirkin.

- A. MOTION: BE IT RESOLVED, that the Board of Education approve the 2016-17 Curricular Frameworks:
- a. Language Arts
 - b. Math
 - c. Social Studies
 - d. Science
 - e. World Languages
 - f. Art
 - g. Music
 - h. Physical Education and Health
 - i. Technology

Roll Call	Dennis Cronin	Yes
	Colleen Jaggard	Yes
	Ed Vincent	Yes
	William Dirkin	Yes
	Melissa Horner	Yes

POLICY:

16. Consent Agenda:

The Following action items A through C will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately. A motion was made by Ed Vincent and seconded by Dennis Cronin.

- A. MOTION: BE IT RESOLVED, that the board of Education approve the 2nd and final reading of the following policies:
- a. P 1220 Employment of Chief School Administrator (M) (Revised)
 - b. P 1310 Employment of School Business Administrator/Board Secretary (Revised)
 - c. R 2414 Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)
 - d. P 3111 Creating Positions (Revised)
 - e. P 3124 Employment Contract (Revised)
 - f. P 3125 Employment of Teaching Staff Members (M) (Revised)
 - g. P 3125.2 Employment of Substitute Teachers (Revised)
 - h. P & R 3126 District Mentoring Program (Revised)
 - i. P 3141 Resignation (Revised)
 - j. P & R 3144 Certification of Tenure Charges (Revised)
 - k. P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
 - l. P 3231 Outside Employment as Athletic Coach (Revised)
 - m. P 3240 Professional Development for Teachers and School Leaders (M) (Revised)

- n. R 3240 Professional Development for Teachers and School Leaders (Revised)
- o. P & R 3244 In-Service Training (M) (Abolished)
- p. P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- q. P 5305 Health Services Personnel (Revised)
- r. R 5330 Administration of Medication (M) (Revised)
- s. P 5350 Student Suicide Prevention (Revised)
- t. R 5350 Student Suicide (Revised)
- u. P 9541 Student Teachers/Interns (Revised)
- v. P 1140 Affirmative Action Program (M) (Revised)
- w. P 1523 Comprehensive Equity Plan (M) (Revised)
- x. P 1530 Equal Employment Opportunities (M) (Revised)
- y. R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- z. P 1550 Affirmative Action Program for Employment and Contract Practices (M) (revised)
- aa. P & R 2200 Curriculum Content (M) (Revised)
- bb. P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
- cc. P & R 2411 Guidance Counseling (M) (Revised)
- dd. P & R 2423 Bilingual and ESL Education (M) (Revised)
- ee. P 2610 Educational Program Evaluation (M) (Revised)
- ff. P 2622 Student Assessment (M) (Revised)
- gg. P 5750 Equal Educational Opportunity (M) (Revised)
- hh. P 5755 Equity in Educational Programs and Services (M) (Revised)
- ii. P 5339 Screening for Dyslexia (M) (Revised)
- jj. P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)
- kk. P & R 8441 Care of Injured and Ill Persons (M) (Revised)
- ll. P 8454 Management of Pediculosis (New)
- mm. P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- nn. R 8630 Emergency School Bus Procedures (M) (Revised)

*Above polices were listed on January 2016 agenda mistakenly as 2nd and final reading.

B. MOTION: BE IT RESOLVED, that the board of Education approve the 1st reading of the following policies:

- a. P & R 1510 Americans with Disabilities Act
- b. P 2425.30 Title I – Educational Stability for Children in Foster Care
- c. P & R 2418 Section 504 of the Rehabilitation Act of 1973 – Students
- d. P & R 8330 Student Records

C. MOTION: BE IT RESOLVED, that the board of Education approve the New Jersey Department of Education Office of Special Education Programs Assurance Statement.

Roll Call	Dennis Cronin	Yes
	Colleen Jaggard	Yes
	Ed Vincent	Yes
	William Dirkin	Yes
	Melissa Horner	Yes

17. Superintendent's Report

- A. Discipline Report – 5 Students Suspended
 - a. 3 students for 2 days
 - b. 1 student for 3 days

c. 1 student for 1 day

B. H.I.B. Incidents:

0 incidents reported: ____ were confirmed bullying, ____ determined to be non – HIB related or non-actionable HIB and ____ inconclusive.

C. Drills:

- a. January 12, 2017 – Evacuation Drill
- b. January 18, 2017 – Shelter-in-Place

D. New Jersey Tiered System of Supports-Early Reading (NJTSS-ER) Professional Development Grant Finalist

18. Board Comments: William Dirkin noted that the Kindergarten 100 Days event was a huge success

19. Public Comments:

Dawn Evans commented that transportation safety issues was a concern, bus was allegedly noted going over 70 mph and that it was pulled over by a state trooper?

Dawn Johnson wanted to know what the boards legal settlement disclosure policy was, and social media comment

Anne Kennedy commented that buses were making left hand turns on rt72 policy and going in reverse, an October email was sent noting the same issue. She is concerned that safety issues are not being addressed. Misty Weiss (Superintendent) responded that she has watched all bus video tapes has also addressed all issues and interviewed all bus drivers.

Dawn Johnson commented on district IT concerns and resolution time frames. These issues were addressed by Greg Hale in his IT presentation for the district, and all issues have been resolved.

Linda Morris commented that all district transportation issues should be addressed immediately.

She noted that she heard Bus 2 (Yellow Bus) had stopped for a stranger, it was noted by the board that no door was ever opened, the stranger (a women) asked to be let into the bus, and the driver refused and called the police.

Heather Conner commented on safety concerns about bus involved with a missing person and stopping for them.

Linda Morris inquired if there were 2 way radios on the buses since cell phone do not work well in the area.

Mrs. Hale- Timing of bus pickup being late or delayed is an inconvenience.

Mrs. Mull - Read texts on bus delays and didn't like the tone of the texts.

Mario Kovach commented that the safety issues appeared to be addressed and that bus issues seem to be a trend now and he cares more about the kids getting a good education and he would like to talk more about the good education our kids are receiving.

20. MOTION: RESOLUTION

Authorizing executive session of the Woodland Township Board of Education for the purpose of discussion of personnel and negotiations. A motion was made by Ed Vincent and seconded by Colleen Jaggard, Board entered executive session at 9:24 P.M.

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a public meeting; and

WHEREAS, the Woodland Township Board of Education will go into closed session to discuss certain matters which are exempt from public discussion.

NOW, THEREFORE BE IT RESOLVED, that the Woodland Township Board of Education will go into closed session for the following reasons as permitted under N. J.S.A 10:4-12:

Collective Bargaining
Personnel

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject matter may be made public at a time when the Board Attorney advises the Board that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Board or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board, 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. It is estimated that the board will return to open session at 10P.M.

21. Adjournment: 10 P.M.