

WOODLAND TOWNSHIP BOARD OF EDUCATION
MINUTES
April 11, 2018
7:00 pm Regular Meeting

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 Website.

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 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. Little Free Library Presentation - Michelle Martin, Community Engagement Manager, Burlington County Library System

5. Roll Call

Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Present
William Dirkin	Present
Christopher Diaz	Present
Misty Weiss, Superintendent	Present
Carolyn Fischl, Supervisor	Present
George Gahles, BA	Present

6. President Opens the Meeting - Time 7:03PM
Meeting was Opened by George Gahles Board Secretary

7. Board Member Comments on the Agenda
None

8. Public Comments on Agenda Items Only
None

9. MOTION: To approve the minutes for:
A. Regular Meeting - February 21, 2018
A Motion was made by William Dirkin and Seconded by Melissa Horner

Roll Call	
Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

MONTHLY FINANCIALS/CONTRACTS:

10. 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.

A. MOTION: To accept the financial Report of the Secretary for the month ending February 2018:
Balance on hand in the general account which includes special revenue: **\$147,014.20**

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 February 2018, 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 February 2018, 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. To approve to authorize the Business Administrator to make transfers within accounts for the month of February 2017.

C. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills **\$109,895.45** for the month of February 2018 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.

D. MOTION: To approve the gross wages for the pay period ending February 15, 2018 in the amount of **\$85,714.07** and for February 28, 2018 in the amount of **\$83,985.85**

E. MOTION: To accept the financial Report of the Secretary for the month ending March 2018: Balance on hand in the general account which includes special revenue: **\$128,758.90**

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 March 2018, 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 March 2018, 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.

F. To approve to authorize the Business Administrator to make transfers within accounts for the month of March 2017.

G. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills **\$75,924.32** for the month of March 2018 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.

H. MOTION: To approve the gross wages for the pay period ending March 15, 2018 in the amount of **\$85,588.50** and for March 28, 2018 in the amount of **\$87,017.55**

I. MOTION, BE IT RESOLVED, that the Board of Education hereby grants the Business Administrator authority to pay routine bills in between School Board meetings, until the next Reorganization Meeting. Bills paid between Board meetings will then be approved by the Board at its next regular meeting.

J. MOTION: BE IT RESOLVED, that the Board of Education approve the Corrective Action Plan for the 2016-17 Audit.

A Motion was made by William Dirkin and Seconded by Melissa Horner

Roll Call

Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

POLICIES:

11. 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, BE IT RESOLVED, that the Board of Education approve the second and final reading of the following Policies and Regulations:
- a. Regulation 3432 Sick Leave.
 - b. Policy 5516 Use of Electronic Communication and Recording
 - c. Policy 0132 Executive Authority
 - d. Policy 0144 Board Members Orientation and Training
 - e. Policy 0146 Board Member Authority
 - f. Policy 0157 Board of Education Website
 - g. Policy 0169.02 Board Member Use of Social Networks
 - h. Policy 3437 Military Leave
 - i. Policy 4437 Military Leave
 - j. Policy 5516.01 Student Tracking Devices
 - k. Policy 7425 Lead Testing of Water in Schools
 - l. Policy & Regulation 7440 School District Security
 - m. Policy & Regulation 7441 Electronic Surveillance in School Buildings on School Grounds
 - n. Policy 8507 Breakfast Offer Versus Serve
 - o. Policy & Regulation 8630 Bus Driver/Bus Aide Responsibility
 - p. Policy 9245 Electronic Signatures
 - q. Regulation 7101 Educational Adequacy of Capital Projects

A Motion was made by Melissa Horne and Seconded by William Dirkin

Roll Call

Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

PERSONNEL:

12. 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, BE IT RESOLVED, that the Board of Education accept the resignation of Debbie Kaufmann, main office secretary, effective March 9, 2018.

- B. MOTION, BE IT RESOLVED, that the Board of Education approve the employment of Brittany DiMedio, 12 month full-time nonaffiliated administrative assistant, at an annual salary of \$33,000 including single benefits effective April 9, 2018.
- C. MOTION, BE IT RESOLVED, that the Board of Education approve Joann Leek, substitute custodian and kitchen assistant at a rate of \$12 per hour.
- D. MOTION, BE IT RESOLVED, that the Board of Education approve Kate Futia as yearbook advisor for the 2017-18 school year at a stipend of \$800.00 based on WTEA Collective Bargaining Agreement.
- E. MOTION, BE IT RESOLVED, that the Board of Education approve the contract of George M. Gahles, as part-time business administrator for the 2018-19 school year in the amount of \$61,650.

A Motion was made by William Dirkin and Seconded by Chris Diaz

Roll Call

Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

PROGRAM:

13. Consent Agenda:

The Following action item A through B 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, BE IT RESOLVED, that the Board of Education approve the revisions in the 2017-18 school calendar.
- B. MOTION, BE IT RESOLVED, that the Board of Education approve the 2018-19 school calendar.

A Motion was made by Melissa Horner and Seconded by Chris Diaz

Roll Call	
Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

CURRICULUM & INSTRUCTION:

14. Consent Agenda:

The Following action items A through B 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, BE IT RESOLVED, that the Board of Education approve the following professional development days:

Staff Member	Program/Workshop	Date	Cost
Jeanine Goodlow	Applied Behavioral Analysis	5/1/18	No Cost
Beth Wedler	Guided Reading 3-5	4/19/18	No Cost
Jen Bergen Stacey King	Intro to Elementary NGSS: Best Practices for Technology, Design, & Engineering	4/26/18	No Cost

B. MOTION, BE IT RESOLVED, that the Board of Education approve the middle school math placement criteria for 7th & 8th grade accelerated and grade level math placement.

A Motion was made by Melissa Horne and Seconded by William Dirkin

Roll Call	
Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

FACILITIES:

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, BE IT RESOLVED, that the Board of Education give approve the following use of facilities:

Organization	Type of Use	Space	Date
WTRAA	Basketball Pizza Party - 6pm	Cafeteria	4/10/17

A Motion was made by Melissa Horne and Seconded by Chris Diaz

Roll Call

Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

16. Superintendent’s Report

- A. Discipline Report – 0 Student Suspended

- B. H.I.B. Incidents:

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

- C. Drills-

- a. February 27, 2018 - Evacuation Drill
 - b. March 20, 2018 - Lock Down Drill

- D. Classroom Highlights -

- a. Thank you letter
 - i. Our students sent cards to students in Texas who had been affected by the Hurricane last fall
 - ii. Thank you letter was sent from Krystal Harrington, Region 13, Education Service Center in Austin Texas - she was in charge of distributing our student letters to students in Texas
 - b. 3rd Grade is wrapping up a nonfiction writing unit

- i. Final project is publishing nonfiction chapter books
- c. 6th grade had a great four-day trip to Fairview Lake YMCA camp.
 - i. Activities included hiking, cross-country skiing, and a variety of team building activities.
 - ii. Many thanks to the Board for their continued support of this amazing trip!
- d. 7th grade celebrated Pi Day (3/14) by researching and creating Pi Day projects
 - i. including collections of 314 objects, digits of pi, fun wordplay of pi/pie, and of course, eating pie!
- e. The 5/6 Battle of the Books club had enough student interest to send two teams this year to the competition in Burlington City on March 19.
 - i. Teams did great with one getting 4th place

E. PARCC Testing:

- a. Testing will begin the week of April 16
- b. April 16-18: Grades 6-8
- c. April 23-26: Grade 5
- d. April 30 - May 3: Grade 4
- e. May 7-10: Grade 3
- f. May 14-18: Make-Up Days
- g. May 22: Grade 5 & 8 Science Assessment

F. Important Dates:

- 1. April 18, 2018 Meeting # 2 Dream - Creating a Common Vision
- 2. April 25, 2018 Final Budget Hearing 4:30 pm
- 3. May 9, 2018 Regular BOE meeting

16. Board Comments

William Dirkin:

- Will the state use the same test for Parcc next year? Misty Wiess responded that it is as yet unknown, this is the last year the Pearson has a contract with the state
- Right of passage for the children of Chatsworth (which he was one of them) and has many fond memories
- Thanks to the Community for attending the strategic planning meeting . Please come back next time and bring a friend
- Art show was really great
- PTO Easter Bunny (even with the snow) was a great event.

17. Public Comments

Dawn Johnson:

- What was the new position under Personnel letter B? GM Gahles responded that it was Debbie Kaufmann's replacement for the front office and that it is a non benefited non union job.

18. MOTION, Adjournment

A Motion was made by Melissa Horne and Seconded by William Dirkin

Roll Call

Edward Vincent	Absent
Dennis Cronin	Absent
Melissa Horner	Yes
William Dirkin	Yes
Christopher Diaz	Yes

Time 7:21pm