

WOODLAND TOWNSHIP BOARD OF EDUCATION  
AGENDA  
January 10, 2018  
7:00 pm Reorganization 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 Website.

This meeting of the Woodland Township Board of Education is called to order under the New Jersey Open Public Meeting Act. I, George Gahles, Board Secretary, call this meeting to order at 7:01PM.

2. Pledge of Allegiance

3. **Report of Election Results**

The Woodland Township Board of Education hereby confirms election results for as voted on at the November election:

**3 year term:**

185 Edward Vincent  
208 Melissa Horner

**2 year unexpired term:**

2 Christopher Diaz

**1 year unexpired term:**

Vacancy- William Dirkin, Appointed by Executive County Superintendent

4. Oath of Administration

The Board Secretary swears in the following Board of Education members:

**Full Three Year Term: Edward Vincent and Melissa Horner**

**1-Year Unexpired Term: William Dirkin**

REQUIRED OATH FOR SCHOOL BOARD MEMBERS (Pursuant to N.J.S.A. 18A:12-2.1 and N.J.S.A. 41:1-1 and 1-2)

I \_Edward Vincent, William Dirkin, Melissa Horner, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true

faith and allegiance to the same Governments established in the United States and this State, under the authority of the people. So help me God.

I, Edward Vincent, William Dirkin, Melissa Horner, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability. So help me God.

Sworn and subscribed to and before me this 10th day of January, 2018.

\_\_\_\_\_ (Authorized Signature)

\_\_\_\_\_ (Signature of Board Member)

School District of Woodland Township  
County of Burlington  
State of New Jersey

#### 5. Roll Call

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

#### 6. Election of Officers - President

A Motion is requested to nominate a member for President of the Board of Education:

Nominee: Edward Vincent      Motion: Dennis Cronin    Second: William Dirkin

A Motion is requested to close the nominations for President of the Board of Education:

Motion: Melissa Horner      Second: Dennis Cronin

Vote on Office of President:

Dennis Cronin	Yes
Ed Vincent	Yes
Melissa Horner	Yes
William Dirkin	Yes

RESOLVED, that the Woodland Township Board of Education hereby approves the appointment of Edward Vincent as the School Board President until the next reorganization meeting.

**(Newly elected President immediately assumes the chair)**

7. Election of Officers - Vice President

A Motion is requested to nominate a member for Vice President of the Board of Education:  
Nominee: Dennis Cronin            Motion: Edward Vincent            Second: Melissa Horner

A Motion is requested to close the nominations for Vice President of the Board of Education:  
Motion: Melissa Horner            Second: William Dirkin

Vote on Office of Vice President:

Dennis Cronin	Yes
Ed Vincent	Yes
Melissa Horner	Yes
William Dirkin	Yes

RESOLVED, that the Woodland Township Board of Education hereby approves the appointment of Dennis Cronin as the School Board Vice President until the next reorganization meeting.

8. Appointments:

A. Personnel Appointments

NAME	POSITION
George Gahles	Board Secretary
Misty Weiss	Affirmative Action Officer
George Gahles	Right-To-Know Designated Person
Carolyn Fischl	Homeless Liaison
Carolyn Fischl	504 Program Coordinator
Misty Weiss	Attendance Officer
George Gahles	Custodian of Records (OPRA)
George Gahles	Public Compliance Officer
Fred Brown	Asbestos Management Officer
Fred Brown	AHERA Coordinator
Fred Brown	Chemical Hygiene Officer
Fred Brown	Air Quality Designee
Fred Brown	Integrated Pest Management Coordinator
Misty Weiss	School Safety Specialist
Misty Weiss	Anti-Bullying Coordinator

Diane Bauer	Anti-Bullying Specialist
Carolyn Fischl	CP & P Liaison
Misty Weiss	District Testing Coordinator
Parker McCay	District Solicitor
Joyce Leonetti	District Physician
Bowman & Company	District Auditor

B. Designated Depositories for School Funds

Recommend that the Board of Education approve the following financial institutions as depositories for the school funds through December 31, 2018: TD Bank.

C. Designated Newspapers

Recommend that the Board of Education name the following newspaper of record through December 31, 2018: Burlington County Times.

D. Meeting Schedule

Recommend that the Board of Education set the following dates as the regularly scheduled meetings of the Board of Education through January 2, 2019 to take place in the Chatsworth Elementary School cafeteria at 7:00pm for Public Session:

- January 10, 2018
- February 21, 2018
- March 14, 2018
- April 11, 2018
- May 9, 2018
- June 13, 2018
- August 29, 2018
- September 19, 2018
- October 10, 2018
- November 14, 2018
- December 12, 2018
- January 2, 2019 (Reorganization Meeting)

E. Adopt Policies as set by Previous Board

Recommend that the Board of Education adopt and re-affirm all past and present policies and operating procedures of the Board of Education.

F. Review and Adoption of Board Members Code of Ethics:

Recommend that the Board of Education adopt the New Jersey School Board Member Code of Ethics to include:

- I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I will support and protect school personnel in proper performance of their duties.
- I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

#### G. Recognize Bargaining Unit

Recommend that the Board of Education recognize the Chatsworth Education Association as the official bargaining unit for representing staff.

#### H. District Travel

Recommend that the Board of Education hereby grants prior-approval for the reimbursement of expenses incurred by any employee for travel within the state of New Jersey, for which the Superintendent provides written approval, and which the Superintendent deems to be necessary or unavoidable, and which travel is for the purpose of attending any state, county or education organization affiliate meetings, for the purpose of furthering delivery of instruction or the efficient operation of the school district.

#### I. Designation of Tax Sheltered Annuity Companies

Recommend that the Board of Education approve the following institutions as tax sheltered annuity companies through December 31st, 2018:

Lincoln Investments  
Equitable

#### J. Adopt Resolution for Purchasing under State Contract

Recommend that the Board of Education adopt a resolution for purchasing under the New Jersey State Contracts Law.

K. Establish Bank Signatories

Recommend that the Board of Education approve the signatories on all TD Bank Accounts as follows:

Account Number	Account Description	Signatories	Required
XXXXXX6984	General Fund	_____ President Misty Weiss, Superintendent George Gahles, BA	2
XXXXXX6843	Payroll Agency	_____ President Misty Weiss, Superintendent George Gahles, BA	2
XXXXXX6934	Net Payroll	_____ President Misty Weiss, Superintendent George Gahles, BA	2

L. Establish Petty Cash Fund

Recommend that the Board of Education establish a Petty Cash Fund through December 31, 2018, balance not to exceed \$1,000, maximum single expenditure not to exceed \$100. The Business Administrator shall be designated to oversee proper disposition of the fund.

M. Recommend that the Board of Education approve payment of bills between Board meetings.

N. Adopt Curricula and programming that is aligned with the NJSL (New Jersey Student Learning Standards/Common Core State Standards).

Motion Dennis Cronin                      Second Melissa Horner

Roll Call

Dennis Cronin	Yes
Ed Vincent	Yes
Melissa Horner	Yes
William Dirkin	Yes

9. Adjournment of Reorganization Meeting 7:16 PM

Motion was made by Dennis Cronin and Seconded by Melissa Horner