



WOODLAND TOWNSHIP BOARD OF EDUCATION

AGENDA

August 29, 2018

7:00 pm Regular Meeting

MINUTES

Woodland Township School District Mission Statement

The Woodland Township School District values the uniqueness of individual students and provides a high quality education in our highly supportive community.

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. Roll Call

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

5. President Opens the Meeting - 7:05

6. Board Member Comments on the Agenda
None

7. Public Comments on Agenda Items Only
None

8. MOTION: To approve the minutes for:

- A. Regular Meeting - June 13, 2018
- B. Special Meeting - July 20, 2018

A motion was made by Linda Morris and Seconded by Chris Diaz

Roll Call	
Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

MONTHLY FINANCIALS/CONTRACTS:

9. Consent Agenda:

The following action items A through F 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 **June 2018**:
Balance on hand in the general account which includes special revenue: **\$93,105.65**

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 June 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 June 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 June 2018.

C. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills **\$69,119.49** for the month of June 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 June 15, 2018 in the amount of **\$91,634.72** , June 21, 2018 **66,755.01** and for June 30, 2018 in the amount of **\$31,270.40**

E. MOTION: To accept the financial Report of the Secretary for the month ending **July 2018**: Balance on hand in the general account which includes special revenue: **\$210,136.96**

F. Motion to approve submission to the county of 'Request for approval of Transfers form' for the Month of June.

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

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 July 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 July 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 July 2018.

G. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills **\$209,385.89** for the month of July 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 July 15, 2018 in the amount of **\$18,037.72** and for July 30, 2018 in the amount of **\$22,496.26**

E. 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.

F. MOTION, BE IT RESOLVED, that the Board of Education hereby grants the Business Administrator approval of submission to the county of 'Request for approval of Transfers form' for the Month of June.

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

Roll Call	
Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

BUSINESS/FINANCIALS:

10. 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, BE IT RESOLVED, that the Board of Education approve student lunch prices for the 2018-2019 school year, the rate will increase from \$2.70 to \$2.75 as per the USDA.

B. MOTION, BE IT RESOLVED, that the Board of Education approve the following out of district displaced student placements for the 2018-19 school year:

School	# of Students	Cost	Effective Dates
Hainesport	1	TBD	2018-19 school year
Hainesport	1	TBD	2018-19 school year (215 school days)

C. MOTION, BE IT RESOLVED, that the Board of Education approve the following resolution:

Participation in the Sustainable Jersey for Schools Certification Program

Whereas—The Woodland Township Board of Education (or Board of Trustees) seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The Woodland Township Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

Whereas—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

Whereas—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas—The Woodland Township Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.).

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas—The Woodland Township Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the Woodland Township Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We hereby appoint Misty Weiss to be the district's liaison to Sustainable Jersey for Schools.

We do hereby recognize Chatsworth Elementary School as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and to support the district's schools in completing their actions.

A motion was made by CHris Diaz and seconded by Linda Morris

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	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 for following policies:

- a. P & R 1550 Equal Employment/Anti-Discrimination Practices
- b. P 2431 Athletic Competition
- c. R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
- d. P & R 5350 Student Suicide Prevention
- e. P 5533 Student Smoking
- f. P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- g. P 8462 Reporting Potentially Missing or Abused Children
- h. P 8561 Procurement Procedures for School Nutrition Programs

A motion was made by Chris Diaz and Seconded by Linda Morris

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

PERSONNEL:

12. Consent Agenda:

The following action item A through F 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 Andrea George, health and PE teacher, for one additional day of instruction to provide Health and PE instruction beginning September 4, 2018.
- B. MOTION, BE IT RESOLVED, that the Board of Education approve Brittany George, instructional assistant, for 2.5 hours per day at step 2 of instructional assistant guide with substitute certification.
- C. MOTION, BE IT RESOLVED, that the Board of Education approves the hiring of Mandy Frysztacki as a substitute aide for the 2017-18 school year.
- D. MOTION, BE IT RESOLVED, that the Board of Education approve the following Bus Drivers for the 2018-19 school year:
- E.

Name	Assignment
Michelle King	Bus Driver

- F. MOTION, BE IT RESOLVED, that the Board of Education approves the following coaches and/or advisors for the 2018-19 school year:

Club/Sport/Activity	Staff Member	Stipend Salary
STEM Club	Jennifer Bergen	\$800.00

A motion was made by William Dirkin and seconded by Ed Vincent

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

EDUCATIONAL PROGRAM:

13. Consent Agenda:

The following action item 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, BE IT RESOLVED, that the Board of Education approve the three year (2018-2021) Strategic Plan for the Woodland Township School District.
- B. MOTION, BE IT RESOLVED, that the Board of Education approve the evaluation changes for grades K-2 to reflect updated standards and skills.
- C. MOTION, BE IT RESOLVED, that the Board of Education approve the 2017-18 Superintendent's District goals.
 - a. Goal #1: The Superintendent will lead the district in implementing a Reader's Workshop model for grades K-5.
 - b. Goal #2: The Superintendent will lead the district in implementing the action plans for the 2018-2021 District Strategic Plan.
 - c. Goal #3: The Superintendent will operate the school district in a fiscally prudent matter while balancing educational needs and opportunities.

A motion was made by Chris Diaz and seconded by Ed Vincent

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

PROFESSIONAL DEVELOPMENT

14. 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 following staff certifications:

Doriann Herndon	ServSafe Food Handler - Employee Food Safety Course and Exam (Expiration Date: 8/20/2021)
Debbie DeGross	ServSafe Food Handler - Employee Food Safety Course and Exam (Expiration Date: 8/20/2021)
Doriann Herndon	ServSafe Allergens - (Expiration Date: 8/23/2021)
Debbie DeGross	ServSafe Allergens - (Expiration Date: 8/23/2021)

- B. MOTION, BE IT RESOLVED, that the Board of Education approve the following professional development:

Staff Member	Program/Workshop	Date	Cost
Tracy Derkas	Units of Study in Writing: A Crash Course in Methods and Curriculum Grades 2-5	9/28/18	\$165.00
Beth Wedler	Units of Study in Writing: A Crash Course in Methods and Curriculum Grades 2-5	9/28/18	\$165.00

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

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

FACILITIES:

15. Consent Agenda:

The Following action item A though 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 hereby approve the following use of facilities:

Organization	Type of Use	Space	Date
American Red Cross	Blood Drive	Cafeteria	October 16, 2018 2-7pm

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

B.

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

16. Superintendent's Report

A. Drills-

- a. August 21, 2018 - Full system test with Vector Security

- B. Bus Radios:
 - FCC License Applied for.

- C. Strategic Plan Updates & Progress monitoring
 - a. We plan to give the BOE an update quarterly as to the progress of the action plan
 - b. We will also have displays throughout building and website showing the progress of the plan as we move along in the future

- D. The Buck Bulletin
 - a. Newsletter created to go out monthly to the parents and community about the District

- E. Classroom Highlights -
 - a. Financial Literacy - In the 8th grade rotation for Financial Literacy, we competed in the Stock Market Game online through SIFMA. This is a free program, and we had 5 teams compete. Student teams did research, bought and sold stocks, and watched the market. The term went from March-June. In the Southern NJ middle school region, all five teams from Chatsworth placed in the top 25%.

- F. Food Celebrations during the School Year
 - a. Starting September 2018 there will no longer be any food celebrations within the classroom that has not been approved prior to the event. We will no longer allow food to be brought in for birthday celebrations within classrooms. Room parents will work with classroom teachers to plan a Halloween Celebration, Winter Celebration, Spring Celebration and End of Year Celebration. All procedures regarding food being brought into the building will follow the same procedures as the past school year.
 - b. There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will not provide, any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

- G. Thank you - Thank you to Fred Brown, Dori Herndon and Brittany DiMedio for all of the work done to the school throughout the summer.

- H. Important Dates:
 - 1. First Day of School for Students - September 6, 2018
 - 2. Back to School Night - September 13, 2018
 - a. Burlington County Library will be here for My Little Library celebration
 - 3. Next BOE meeting is September 19, 2018

17. Board Comments

Linda Morris likes participation and congratulates board and community on bus radio initiative

William Dirkin was pleased with the enhanced Food Policies , Bulletin and Logo creation, was a great start to the year.

18. Public Comments

My little library

Key Fob issue

Pre-K due to start Sept 10th 7 kids so far

Tabernacle sports not ready yet (per Tabernacle)

Stem positions, teachers were unsure of job postings

19. MOTION, BE IT RESOLVED, that the Board of Education enter executive session.

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

Roll Call

Edward Vincent Yes

Dennis Cronin Abs

William Dirkin Yes

Christopher Diaz Yes

Linda Morris Yes

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 Board of Education of Woodland Township School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Board of Education will reconvene at the conclusion of closed session:

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Woodland Township Public School District will go into closed session for the following reason(s) as outlined in N.J. S.A. 10:4-12:

_____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public;

_____ Any matter in which the release of information would impair a right to receive funds from the federal government;

_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body;

_____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Any investigations of violations or possible violations of the law;

X Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

_____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospect public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting;

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

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

BE IT FURTHER RESOLVED that the Board of Education, 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.

Adjourn to Executive Session at 7:37

20. MOTION, BE IT RESOLVED, that the Board of Education exit executive session.

A motion was made by Ed Vincent and Seconded by Chris Diaz

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Abs
Christopher Diaz	Yes
Linda Morris	Yes

21. MOTION, Adjournment

A motion was made by Chris Diaz and seconded by Linda Morris

Roll Call

Edward Vincent	Yes
Dennis Cronin	Abs
William Dirkin	Yes
Christopher Diaz	Yes
Linda Morris	Yes

Time 8:02