

**Woodlynne School District  
Board of Education  
Board Meeting Minutes  
March 14, 2023  
6:30 PM**

<b>Statement by Board President</b>	The Board President opened the regular meeting at 6:32p.m.												
<b>Opening Statement</b>	<u>Opening Statement</u> - 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.												
<b>Flag Salute</b>	Flag Salute												
<b>Roll Call</b>	Roll call –Mr. Greg Gontowski, School Business Administrator/Board Secretary  <table><tr><td>Mr. Kyle Bowman</td><td>Present</td></tr><tr><td>Mrs Catherine Chukwueke</td><td>Present</td></tr><tr><td>Mr. Christopher Dilkus</td><td>Present</td></tr><tr><td>Mrs. Samantha Kirby</td><td>Present</td></tr><tr><td>Ms. Xiomara Rivera</td><td>Absent</td></tr><tr><td>Mrs. Heidemarie Wood</td><td>Absent – Arrived @ 6:40</td></tr></table>	Mr. Kyle Bowman	Present	Mrs Catherine Chukwueke	Present	Mr. Christopher Dilkus	Present	Mrs. Samantha Kirby	Present	Ms. Xiomara Rivera	Absent	Mrs. Heidemarie Wood	Absent – Arrived @ 6:40
Mr. Kyle Bowman	Present												
Mrs Catherine Chukwueke	Present												
Mr. Christopher Dilkus	Present												
Mrs. Samantha Kirby	Present												
Ms. Xiomara Rivera	Absent												
Mrs. Heidemarie Wood	Absent – Arrived @ 6:40												
<b>Other Attendees</b>	Mrs. Jackie Walters, Superintendent/Principal Mr. Greg Gontowski, School Business Administrator/Board Secretary												
<b>Approval of Minutes</b>	Approval of minutes for  ▪ February 14, 2023 Regular Session Meeting  <b>Motion by Kyle Bowman, Second by Christopher Dilkus</b>  <b>Vote: To approve minutes</b> <b>Board Voted All in Favor</b>												
<b>Visitors' Questions</b>	None												
<b>Board President's Report</b>	<ul style="list-style-type: none"><li>Board Vacancy Update – No responses received, due date of letter's of interest will be extended.</li></ul>												
<b>Heidemarie Wood Arrived</b>	Heidemarie Wood – Arrived @ 6:40												

**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**

**April 7<sup>th</sup> – 14<sup>th</sup> Closed Spring Break**

**MISCELLANEOUS**

Fire Drill	2/15/2023	8:52 a.m.	Basement by center stairs	Sunn y	8 minutes 48 sec
PA System Check	02/27/2023	8:11 a.m.		Sunn y	39 minutes

**BOARD ACTIONS**

**Motion to approve Items 1 through 5**

**Unified Champion  
School Grant**

**School Calendar 22-  
23**

**C. Chukwueke –  
Attend the National  
School Assoc. Conf.  
4/1/23**

**Preschool Grant  
Application 23-24**

**Policies/  
Regulations Second  
Reading**

1. Motion to accept, on the recommendation of the Superintendent, \$2000 from the Unified Champion Schools Grant.
2. Motion to approve, on the recommendation of the Superintendent, the 2023-2024 Woodlynne District School Calendar (**Attachment G**)
3. Motion to approve, on the recommendation of the Superintendent, Catherine Chukwueke, to attend the National School Association Conference from April 1 – 3, 2023. Cost to district \$550 with no travel expenses.
4. Motion to approve, on the recommendation of the Superintendent, the submission of the 2023-2024 Preschool Grant application to the NJDOE.
5. Motion to approve, on the recommendation of the Superintendent, the following policies/regulations for **Second Reading**.

P – 0152 – Board Officer

P – 5512 – Harassment, Intimidation, or Bullying

**Motion by Kyle Bowman, Second by Heidemarie Wood**

**Vote: To approve Items 1, 2, 4 and 5**

**Roll Call Vote. All in favor: Mr. Bowman, Mrs. Chukwueke, Mr. Dilkus, Mrs. Kirby, and Mrs. Wood (5-0-0)**

**Vote: To approve Item 3**

**Roll Call Vote. All in favor: Mr. Bowman, \*\*Mrs. Chukwueke, Mr. Dilkus, Mrs. Kirby, and Mrs. Wood (4-0-1) \*\*Mrs. Chukwueke – Abstained**

### **PERSONNEL**

#### **Motion to approve Items 1 through 3 and Addendum Items 1 and 2**

**Extend Maternity  
Leave #20110 until  
3/27/23**

1. Motion to approve, on the recommendation of the Superintendent, to extend the maternity leave of 20110 until March 27, 2023.

**Katie Coburn – Part  
Time  
Paraprofessional**

2. Motion to approve, on the recommendation of the Superintendent, Katie Coburn as a part time paraprofessional, no to exceed 29 hours per week at the rate of \$16 per hour pending completion of paperwork.

**Maternity Leave  
Request #20061  
4/20/23**

3. Motion to approve, on the recommendation of the Superintendent, maternity leave request from 20061 starting April 20, 2023.

#### **Addendum Items 1 and 2**

**Return from  
Maternity Leave on  
4/5/23 #20091**

1. Motion to approve, on the recommendation of the Superintendent, staff member #20091 return from maternity leave on April 5, 2023.

**Nursing Service Plan  
22-23**

2. Motion to approve, on the recommendation of the Superintendent, the Woodlynne School District Nursing Service Plan for the 2022-2023 school year.

#### **Motion by Heidemarie Wood, Second by Christopher Dilkus**

**Vote: To approve Items 1 through 3 and Addendum Items 1 and 2**

**Roll Call Vote. All in favor: Mr. Bowman, Mrs. Chukwueke, Mr. Dilkus, Mrs. Kirby, and Mrs. Wood (5-0-0)**

**Board Secretary's  
Report**

### **Informational Items**

Financial Disclosure Form Reminder!!

### **Board Actions**

#### **Motion to approve Item 1 through 5 and Addendum Items 1 and 2**

**Bill List**

1. The attached bill lists:

- March 2023 warrants

**Attachment BA1**

**ESSER II Grant  
Amendment**

2. To approve submission of an ESSER II Grant Amendment.

**Submission of  
ESSER II Grant  
Amendment**

**Change Order #1 WJ  
Goss – Window  
Replacement**

**CCESC – WJ Gross  
Window  
Replacement**

3. To approve submission of an ARP Grant Amendment.
4. To approve a reduction change order #1 with WJ Gross in the amount of \$10,000.00 for the bathroom renovation project under CCESC Contract #66CCEPS.
5. To approve purchase through CCESC Contract #66CCEPS with WJ Gross for the window replacement project in the amount of \$1,548,000.00 (Note: Paid through ARP Grant).

**Addendum**

**Bill List**

1. The attached bill lists:

- March 2023 warrants

**Attachment BA1**

**Camden BOE  
Student #4722573326  
22-23**

2. To approve tuition contract with Camden Board of Education for student #4722573326 in the amount of \$12,918.00 for tuition for the 2022-2023 school year.

**Motion by Catherine Chukwueke, Second by Heidemarie Wood**

**Vote: To approve Items 1 through 5 and Addendum Items 1 and 2**

**Roll Call Vote. All in favor: Mr. Bowman, Mrs. Chukwueke, Mr. Dilkus, Mrs. Kirby, and Mrs. Wood (5-0-0)**

**Motion to approve Items 6 through 8**

**2023-2025 Budget  
and Resolution**

6. 2023-2024 Budget and Resolution

It is recommended that the Woodlynne Board of Education approve 2023-2024 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

**RESOLUTION**

WHEREAS, the Woodlynne Board of Education has developed its 2023-2024 School Budget,

WHEREAS, NJAC 6:19-2.7 (a) requires Woodlynne Board of Education to adopt and submit a formal Board resolution.

BE IT RESOLVED to approve the 2023-2024 school budget as presented by the administration which includes the following:

Budget		Local Tax Levy
\$18,250,453.00	General Fund	\$2,387,116.00

\$1,282,541.00	Special Revenue Fund	-
-	Debt Service Fund	-
\$19,532,994.00	Total Base Budget	\$2,387,116.00

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is \$1,500,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior renovations (roof, concrete, windows etc.), and interior renovations (floors, bathrooms, etc.). The total costs of this project is \$1,500,000.00 which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

#### Travel Regulations

7. The following travel regulations and limits for the Woodlynne School District as required by N.J.A.C. 6A:23A:

A travel event that exceeds \$5,000.00, regardless of the number of attendees, or where more than three (3) individuals from the district are to attend, must obtain prior approval from the Executive County Superintendent. Executive County Superintendent prior approval is not required for “regular school district business travel.”

Regular school district business travel is regular official business travel, including attendance at meetings. Regular school district business travel includes attendance at regularly scheduled in-state county meetings and DOE sponsored or association sponsored events provided free of charge. Regular school district business travel includes regularly scheduled in-state professional development activities with a registration fee that does not exceed \$100.00 per employee or board member. Regular school district business travel does not require prior Board approval but does require prior Superintendent approval.

The Woodlynne Board of Education authorizes an annual not to exceed, maximum amount of \$1,500.00 per employee for regular school district business travel for which board approval is not required (6A:23A-7.3(b)). The maximum travel expenses for all staff for the 2023-2024 school year is limited to \$30,000.00.

Travel and attendance at in-state workshops, conferences, or professional development programs where the registration fee exceeds \$100.00 per employee or board member and is not regular school district business travel requires prior Board approval.

Mileage reimbursement for regular school business travel that is prior approved by the Superintendent or any travel approved by the Board will be allowed at the rate authorized by the annual state appropriations act, which is \$.47/mile.

Travel and professional development shall be conducted in accordance with the State approved grant activities.

Lodging for out of state travel can only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles. All travel out of the country, regardless of cost or number of attendees, requires prior written approval of the Executive County Superintendent.

A written report or a standardized form for board members and employees must be completed for all Board approved training and seminars, conventions and conferences, and retreats.

All travel must be in compliance with State regulations N.J.A.C. 6A:23A.

The maximum travel expenses for all staff for the 2022-2023 school year is limited to \$30,000.00 and the amount spent year to date is \$230.00

**Preschool Education  
Aid 23-24**

**8. Preschool Education Aid**

To approve submission of the 2023-2024 Preschool Education Aid application and acceptance of the award in the amount of \$575,800.00

**Motion by Heidemarie Wood, Second by Kyle Bowman**

**Vote: To approve Items 6 through 8**

**Roll Call Vote. All in favor: Mr. Bowman, Mrs. Chukwueke, Mr. Dilkus, Mrs. Kirby, and Mrs. Wood (5-0-0)**

**Visitor's Questions**

- Rebecca Miller 509 Dwight Ave. Collingswood
  - Introduced herself as Collingswood teacher wanting to implement ideas to introduce Woodlynne and Collingswood students sooner.
- Cara Boiler - Collingswood
  - Introduced as PTA liaison for Collingswood

**Unfinished Business**

Jackie Walters – 22-23 School Calendar

**New Business**

None

**Executive Session**

None

**Adjourn Meeting**

**Motion to adjourn meeting at 7:20\_PM by Heidemarie Wood second Catherine Chukwueke**

**Vote: To approve to adjourn**

**Board Voted All in Favor**

<b>BOARDS' CERTIFICATION</b>

**Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Woodlynne Board of Education certifies that as of March 14, 2023 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.**

<b>BOARD SECRETARY'S CERTIFICATION</b>

**Pursuant to N.J.C.C 6A:23A-16.10 (c) 3, I certify that as of March 14, 2023 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**