

**Woodlynne School District
Board of Education
Board Meeting Minutes
May 4, 2023
6:30 PM**

Statement by Board President	The Board President opened the regular meeting at 6:36p.m.	
Opening Statement	<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.	
Flag Salute	Flag Salute	
Roll Call	Roll call –Mr. Greg Gontowski, School Business Administrator/Board Secretary	
	Mr. Kyle Bowman	Absent
	Mrs Catherine Chukwueke	Present
	Mr. Christopher Dilkus	Present
	Mrs. Samantha Kirby	Present
	Ms. Xiomara Rivera	Present
	Mrs. Heidemarie Wood	Present
Other Attendees	Mrs. Jackie Walters, Superintendent/Principal	
Approval of Minutes	Approval of minutes for <ul style="list-style-type: none">Minutes to be approved in June	
Budget Presentation 23-24	Budget Presentation – 2023-2024	
Visitors' Questions	None	
Board President's Report	Board Vacancy Update – One response received. (Board should conduct interview and vote)	
	Motion for <u>Sharon Vogel</u> to fill the Board Vacancy until December 31, 2023.	
	Motion by Heidemarie Wood, Second by Xiomara Rivera	
	Vote: To approve Board Vacancy	
	Roll Call Vote. All in favor: Mrs. Chukwueke, Mr. Dilkus, Ms. Rivera, Mrs. Kirby, and Mrs. Wood (5-0-0)	

**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

- **June 12th – 15th Early Dismissal**
- **June 16th Early Dismissal/Last Day of School**
- **June 19th School Closed for Juneteenth**

MISCELLANEOUS

Fire Drill	04/06/2023	10:18 a.m.	New Building Ramp	Sunny	3 min 25 sec
Shelter in place	04/18/2023	10:00 a.m.	Entire Building	Sunny	12 minutes
Shelter in place	4/19/2023	10:38 a.m.	Entire Building	Sunny	3 min 18 sec
Shelter in Place	4/24/2023	10:14 a.m.	Entire Building	Sunny	4 minutes

BOARD ACTIONS

Motion to approve Items 1 through 7

**Policies/Regulations
First Reaing**

1. Motion to approve, on the recommendation of the Superintendent, the following policies/regulations for First Reading. (**Attachment G**)

P – 2520 Instructional Supplies
P – 3217 Use of Corporal Punishment
P – 4217 Use of Corporal Punishment
P – 5305 Health Services Personnel
P – 5310 Health Services
P – 6112 Reimbursement of Federal and Other Grant Expenditures
P – 6115.04 Federal Funds – Duplication of Benefits
P – 6311 Contracts for Goods or Services Funded by Federal Grants
P – 7440 District Security
R – 2520 Instructional Supplies
R – 5308 Student Health Services
R – 5310 Health Services
R – 6115.01 Federal Awards/Funds Internal Controls-Allowability of Costs

Club Unify Trip to 30 Strikes Bowling 5/8/23

2. Motion to approve, on the recommendation of the Superintendent, Club Unify trip to 30 Strikes bowling alley, May 8. To be paid using Club Unify funds.

Philadelphia Zoo Trio 6/9/2

3. Motion to approve, on the recommendation of the Superintendent, Grades K-2, trip to the Philadelphia Zoo, June 9. Cost to district would be transportation of 3 busses amount TBD.

ESY 7/1/23-8/3/23

4. Motion to approve on the recommendation of the Superintendent, Extended School year beginning, Monday, July 10, 2023 and ending on August 3, 2023. Hours will be 9am – 12pm Monday through Thursday.

Summer Enrichment Program 7/10/23-8/3/23

5. Motion to approve, on the recommendation of the Superintendent, the Summer Enrichment Program beginning, Monday, July 10, 2023 and ending on August 3, 2023. Hours will be 9am -12pm Monday through Thursday.

Summer Completion Program 7/10/23-8/3/23

6. Motion to approve, on the recommendation of the Superintendent, the Summer Completion Program beginning, Monday, July 10, 2023 and ending on August 3, 2023. Hours will be 9a – 12pm Monday through Thursday.

Summer Hours

7. Motion to approve, on the recommendation of the Superintendent, for summer office hours to begin Monday, June 29, 2023 ending August 18, 2023. Hours to be Monday to Thursday 7:30am – 3:00 pm.

Motion by Heidemarie Wood, Second by Xiomara Rivera

Vote: To approve Items 1 through 7

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

PERSONNEL & PROFESSIONAL DEVELOPMENT

Motion to approve Items 1 through 7 and Items 1 through 6

PERSONNEL

Dimitrios Martelli-Gusis – Summer Course Work

1. Motion to approve, on the recommendation of the Superintendent, Summer Course Work approval for Dimitrios Martelli-Gusis.

Brenden Salazar – Songwriter's Wedge

2. Motion to approve, on the recommendation of the Superintendent, the following teacher to serve as leader for the wedge listed below:
 - Brenden Salazar for Songwriter's wedge \$650

With regret accept Resignation of Marysol Bowman 3/10/23

3. Motion to approve, on the recommendation of the Superintendent, with regret the resignation of Marysol Bowman, effective March 10, 2023

Kara Truszkowski – Part Time Para-Professional 22-23

4. Motion to approve, on the recommendation of the Superintendent, the hiring of Kara Truszkowski as a part-time Para-professional for the 2022-2023 school year at \$16 per hour. Ms. Truszkowski holds a substitute teacher certification. Start date is the completion of paperwork.

Emeline Hernandez – CST Bilingual Stipend 2023-2024

5. Motion to approve, on the recommendation of the Superintendent, Emeline Hernandez to be paid the annual CST Bilingual Stipend in the amount of \$5000 to be dispersed bi-annually (December and June) for the 2023-2024 school year.

Submission of 23-24 School Business Administrator to Camden County Office

6. Motion to approve, on the recommendation of the Superintendent, submission of the 2023-2024 School Business Administrator to the Camden County Office for review. **(Attachment H)**

Employee Renewal List 23-24

7. Motion to approve, on the recommendation of the Superintendent, the attached employee renewal list for 2023-2024 school year. **(Attachment I)**

PROFESSIONAL DEVELOPMENT

Claudia Super – Professional Development 6/26 & 6/27

1. Motion to approve, on the recommendation of the Superintendent, Professional Development for Claudia Super to attend NJECC Google Training for Administrative Assistants June 26 and 27. Cost to district \$195

Karena Morales – Professional Development 6/28 & 6/29

2. Motion to approve, on the recommendation of the Superintendent, Professional Development for Karena Morales to attend NJECC Google Training for Administrative Assistants June 28 and 29. Cost to district \$195

Claudia Super & Jackie Walters – Attend Realtime Instruction 6/1/23

3. Motion to approve, on the recommendation of the Superintendent, Professional Development for Claudia Super and Jackie Walters to attend Realtime Instruction June 1. No cost to district.

Ashy Neilson – Professional Development 5/25/23

4. Motion to approve, on the recommendation of the Superintendent, Professional Development for Ashley Neilson to attend NJ Positive Behavior in Schools 2023 Annual Leadership Forum, May 25. Cost to district \$34.95.

Emeline Hernandez – Professional Development 5/25/23

5. Motion to approve, on the recommendation of the Superintendent, Professional Development for Emeline Hernandez to attend NJ Positive Behavior in Schools 2023 Annual Leadership Forum, May 25. Cost to district \$34.95.

Kath Sgrignuoli – Professional Development 5/25/23

6. Motion to approve, on the recommendation of the Superintendent, Professional Development for Kathy Sgrignuoli to attend NJ Positive Behavior in Schools 2023 Annual Leadership Forum, May 25. Cost to district \$34.95.

Motion by Heidemarie Wood, Second by Xiomara Rivera

**Vote: To approve Items 1 through 7 & Items 1 through 6
Roll Call Vote. All in favor: Mrs. Chukwueke, Mr. Dilkus, Ms. Rivera, Mrs. Kirby, and Mrs. Wood (5-0-0)**

Informational Items

Board Secretary's Report

Board Actions

Motion to approve Item I through 7 & Addendum Item 1

Bill List

1. The attached bill lists:

- May 2023 warrants

Attachment BA1

VRF System Repairs

2. To approve purchase through CCESC Contract #66CCEPS with CM3 for VRF System repairs in the amount of \$17,885.00.

**Resolution 2023-2024
School Year – Sodexo**

3. It is recommended that the Board of Education approve the following Resolution for the 2023-2024 school year:

Be it resolved that the Woodlynne Board of Education Approves:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual Surplus of Forty Thousand Dollars (\$40,000.00) for the 2023-2024 school year. The FSMC agrees to reimburse the SFA for the amount, by which the SFA's actual return for the current year is less than the Guaranteed Return for the current year.

Management Fee

District shall pay Sodexo a Flat Rate Administrative Management Fee in an amount equal to Forty-Seven Thousand Four Hundred Dollars (\$47,400.00) for the 2023-2024 contract year.

**WJ Gross Change
Order #1 Toilet
Renovation**

4. To approve a reduction Change Order #1 in the amount of \$10,000.00 to WJ Gross for the Toilet Room Renovation Project.

**WJ Gross Change
Order #2 Flooring
Replacement**

5. To approve a reduction Change Order #2 in the amount of \$25,000.00 to WJ Gross for the Flooring Replacement Project.

**Magnolia BOE
Shared Service**

6. To approve Shared Services Agreement with Magnolia Board of Education for business office services for the 2023-2024 school year in the amount of \$152,300.00 less the refund of \$11,525.00 per attached contract.

Attachment BA2

**Merchantville BOE
Shared Service**

7. To approve Shared Services Agreement with Merchantville Board of Education for business office services for the 2023-2024 school year in the amount of \$140,775.00.

Attachment BA3

Addendum

Bill List

- The attached bill lists:

Warrants

- 2023 warrants

Attachment BA1

Motion by _____, Second by _____

Vote: To approve Items 1 through 7 & Addendum

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

Motion to approve Items 8 through 10

Budget 2023-2024

8. To approve the 2023-2024 budget:

WHEREAS, the Woodlynne Board of Education has developed its 2023-2024 school budget, and

WHEREAS, a budget hearing was held on May 4, 2023.

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

NOW THEREFORE, BE IT RESOLVED that the Woodlynne Board of Education hereby approves the 2022-2023 school budget as presented by the administration which includes the following:

RESOLVED, the Board has approved that there should be raised for the General Fund a tax levy of \$2,387,116.00 for the ensuing School Year (2023-2024).

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>TOTAL</u>
2023-24 Total Expenditures	18,250,453.00	1,282,541.00	19,532,994.00
Less: Anticipated Revenue	<u>15,863,337.00</u>	<u>1,282,541.00</u>	<u>17,145,878.00</u>
Taxes to be Raised	2,387,116.00	0.00	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.

**Borough Tax
Payment 2023-2024**

9. Approve the monthly payment schedule of Borough tax payments to the Woodlynne Board of Education.

September 1, 2023	\$596,779.00	March 1, 2024	\$596,779.00
December 1, 2023	\$596,779.00	June 1, 2024	\$596,779.00

Total 2023-2024 taxes \$2,387,116.00

**Extraordinary Aid
2022-2023**

10. Extraordinary Aid – To approve submission of the extraordinary aid application for the 2022-2023 school year.

Motion by Heidemarie Wood, Second by Xiomara Rivera

Vote: To approve Items 8 through 10

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

Visitor's Questions

None

Unfinished Business

None

New Business

Jackie Walters – Testing update & Superintendent Evaluation

Executive Session

None

Adjourn Meeting

Motion to adjourn meeting at 7:08 PM by Heidemarie Wood second Christopher Dilkus

Vote: To approve to adjourn

Board Voted All in Favor

BOARDS' CERTIFICATION

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

BOARD SECRETARY'S CERTIFICATION

Pursuant to N.J.C.C 6A:23A-16.10 (c) 3, I certify that as of May 4, 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**

