

WOODLAND PARK BOARD OF EDUCATION
BUDGET/WORKSHOP MEETING MINUTES
MAY 5, 2014

CALL TO ORDER

N.J. OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act the Woodland Park Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the door of the Woodland Park Board of Education Administration Building and was provided to the North Jersey Herald News.

FLAG SALUTE

ROLL CALL

Members Present –Francie Keating, Mark Salemi, Maria Flynn, Ron Pascrell, Tanya DaSilva, Dina Bargiel, Bob Kassai, Tom Bolen

Members Absent –Joanne Mitchell(arrived at 7:35)

Also Present – Elaine Baldwin, Tom DiFluri, Jeff Merlino

PUBLIC HEARING-BUDGET HEARING ONLY

Please remember that this is a public meeting. Anything you say will be public record. As a result, pursuant to law, the Board Members cannot respond to you publicly concerning certain matters, such as those regarding an individual student. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent’s office.

No one wished to be heard.

Ms. Baldwin and Mr. DiFluri presented the 2014-2015 school budget.

NEW BUSINESS:

214-191 -ADOPTION OF BUDGET FOR THE 2014-2015 SCHOOL YEAR

Motion by PASCRELL, seconded by SALEMI

BE IT RESOLVED, by the Woodland Park Board of Education, County of Passaic, that the 2014-2015 School District Budget be approved as follows:

	BUDGET	LOCAL TAX LEVY
Total General Fund	\$16,020,266.00	\$14,392,280.00
Total Special Revenue Fund	\$ 489,184.00	NA
Total Debt Service Fund	\$ 519,792.00	\$ 519,792.00
TOTALS	\$17,029,242.00	\$14,912,072.00

FURTHER RESOLVED: Included in the general fund budget is \$250,000 for excess costs to be withdrawn from the Board of Education’s approved Capital Reserve Account to supplement the approved September 29, 2009 referendum of \$6,102,758 local share of referendum for approved NJDOE Projects # 2, as needed; The district intends to complete said purpose by June 2015.

Roll Call: 8 YES

Motion to close the Budget Hearing and open the workshop meeting by SALEMI, seconded by FLYNN.

Voice Vote: 8 YES

PUBLIC HEARING-AGENDA ITEMS ONLY

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No one wished to be heard.

PERSONNEL: Dr. Salemi will report on matters of personnel.

214-192-ACCEPTANCE OF RETIREMENT

Motion by SALEMI Seconded by FLYNN

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Interim Superintendent, to accept the resignation for retirement purposes of Madeline Gambatese, teacher at Beatrice Gilmore, effective June 30, 2014.

Roll Call: 9 YES

214-193 -ACCEPTANCE OF RETIREMENT

Motion by SALEMI Seconded by FLYNN

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Interim Superintendent, to accept the resignation for retirement purposes of Robin Russo, teacher at Charles Olbon, effective June 30, 2014.

Roll Call: 9 YES

214-194 -ACCEPTANCE OF RESIGNATION

Motion by SALEMI Seconded by DASILVA

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Interim Superintendent, to accept the resignation of Jennifer Gillespie, Phys. Ed.teacher at Memorial School, effective June 30, 2014.

Roll Call: 9 YES

214-30A-ACCEPTANCE OF RETIREMENT

Motion by SALEMI Seconded by MITCHELL

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Interim Superintendent, to accept the resignation for retirement purposes of Susan Francisco, teacher at Memorial School, effective June 30, 2014.

Roll Call: 9 YES

214- 31A-APPROVAL OF EXTENDED MATERNITY LEAVE

Motion by SALEMI Seconded by DASILVA

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Interim Superintendent, to approve request for extended maternity leave for Amy Kivlehan, teacher at Memorial School, effective September 1, 2014-January 31, 2015, with no pay or benefits.

Roll Call: 9 YES

FINANCE:

214-195- APPROVAL OF BILL LIST

Motion by MITCHELL, Seconded by BARGIEL.

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the attached list of bills in the amount of \$3,027.72

<u>Bill List No.</u>	<u>Amount</u>
#79	\$3,027.72

Roll Call: 9 YES

214-196 -TRAVEL REIMBURSEMENT

Motion by MITCHELL Seconded by KEATING

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the following travel reimbursements for the 2013-2014 school year:

Roll Call: 9 YES

Name	Activity	Date	Registration	Mileage/Tolls	Meals	Lodging
Samantha Krasnomowitz	The Reading & Writing Project	8/11-8/15 2014	\$750.00	TBD	NA	NA

NEW BUSINESS – ACTION WILL NOT BE TAKEN-PREVIEW OF 5/19/14 MEETING

The Board discussed items to be voted on at the regular meeting. They had questions about the technology shared services agreement. Mr. Bolen asked Mr. DiFluri to have the water fountains at Memorial checked, as some were reported broken. He also asked him to get signs for the basketball courts behind Memorial to say Woodland Park residents only.

214-APPROVAL OF MINUTES

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the minutes of the April 7, 2014 regular meeting.

BE IT FURTHER RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the Executive Session minutes of the April 7, 2014 regular meeting.

Roll Call:

214-APPROVAL OF REGISTER REPORT

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the April 2014 Register Report.

Roll Call:

BOARD ACTION

214-APPOINTMENT OF TREASURER OF SCHOOL MONIES

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the appointment of Ann Purzycki, Treasurer of School Monies, for the 2014-2015 school year. Salary \$3,090.73

Roll Call:

214 -APPOINTMENT OF SCHOOL AUDITORS

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the appointment of Ferraioli, Wielkocz, Cerullo & Cuva Auditors, as per enclosed professional service agreement for the 2014-2015 school year. Approximate cost \$19,000 per year.

Roll Call:

214- APPOINTMENT OF SCHOOL ARCHITECT

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the appointment of Comerro-Coppa, for the 2014-2015 school year, as per following schedule of hourly rates.

PERSONNEL	HOURLY RATE
Principals	\$150.00
Associates	\$125.00
Staff Architect	\$105.00
CADD Draftsperson	\$80.00
Technical/Clerical	\$60.00

Roll Call:

214-APPOINTMENT OF SCHOOL INSURANCE BROKER

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the appointment of Fairview Insurance Agency as insurance broker of record, for the 2014-2015 school year.

Roll Call:

214 -BROWN & BROWN BENEFIT ADVISORS

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve Brown & Brown Benefit Advisors as Health Insurance advisor for the 2014-2015 school year.

Roll Call:

214 - PCESC SHARED TECHNOLOGY SERVICES AGREEMENT

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve shared services contract with Passaic County Educational Services Commission to provide full range of onsite technology services to the district at an annual cost of \$125,700 + overtime as needed, capped at \$5000/yr., for the 2014-2015 school year. District will be staffed with one full time person and one part time person. (2 days per week)

Roll Call:

214 - APPOINTMENT OF SCHOOL DOCTOR

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the appointment of St. Joseph Family Medicine-School Doctor, for the 2014-2015 school year at an approximate cost of \$4,500.

Roll Call:

214 - SUBSTITUTE RATES

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the substitute teacher and nurse salaries for the 2014-2015 school year as follows:

- Daily per diem Substitute Teachers: \$90
- Daily per diem Substitute Aide \$80
- Daily per diem Substitute Nurses: \$110
- Long term Substitute Teachers (more than 10 consecutive days) \$110
- Long term Substitute Teachers Highly Qualified Fully Certificated: \$120 - \$175 (range)
- Substitute Custodians no Black Seal \$18/hr.
- Substitute Custodian w/ Black Seal \$20/hr.

Roll Call:

214 - TRAVEL EXPENDITURE

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, in accordance with recently enacted State travel regulations, the maximum travel/workshop expenditures amount for the 2014-2015 school year shall be \$30,000.

Further resolved the Board established \$30,000, as the maximum travel expenditure for the 2013-2014 school year and has expended year to date amount of \$21,000. (Majority of expenditures are for teacher workshops)

Roll Call:

214 - MILEAGE REIMBURSEMENT RATE

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the mileage Reimbursement Rate at State of NJ allowance - .31 cents per mile effective July 1, 2014.

Roll Call:

214 - PETTY CASH FUND

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to establish the following Petty Cash Funds and their custodians for the 2014-2015 school year:

Office/School	Custodian of Monies	Amount
Superintendent's Office	Donna Santulli	\$1500
Business Office	Teresa Laurie	\$2000
Beatrice Gilmore School	Laura Lijoi	\$2500
Charles Olbon School	Judy DeLucca	\$2500
Memorial School	Pat Leporini	\$2500
Child Study Team	Lynn Meeker	\$1500
B0uildings & Grounds	Jack Wittig	\$1200

Roll Call:

214 - MEETING VIDEOTAPING

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the cost of \$65 per meeting to videotape each regular Board of Education meeting held at the Municipal Building.

Roll Call:

214-BANK DEPOSITORIES

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, that the following institutions be designated as depositories for the accounts as indicated for the period July 1, 2014 to June 30, 2015:

WELLS FARGO

General, Agency, Payroll, Debt Services, Unemployment Trust, FSA Account

PNC BANK

School Student Activity Accounts, Board Office Student Activity Account, Lunch Program Account, Construction Account

BE IT FURTHER RESOLVED, that authorization be granted to the President, and in his/her absence, the Vice-President, the Board Secretary, and the Treasurer of School Monies, to sign warrants and documents on behalf of the Board of Education for the General Fund and Capital Projects Fund. The Superintendent and the Business Administrator be authorized to sign warrants for the Agency Account, Lunch Program Account, Board Student Activity Account.

BE IT FURTHER RESOLVED, that authorization be granted to the Business Administrator and Principal of each respective school to sign warrants and documents for each schools activity account.

Roll Call:

214 - DESIGNATION OF NEWSPAPER

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to designate The North Jersey Herald News, as the official newspaper for the placement of legal ads and other purposes as deemed necessary and The Record as official alternate newspaper.

Roll Call:

214 - FIELD TRIPS

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the field trips list for the 2014-2015 school year. ENCLOSURE

Roll Call:

214 -POLICIES AND PROCEDURES

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve Board re-adoption of the Woodland Park Board of Education Policy Manual, Woodland Park Board of Education District Procedural Manual and Woodland Park Board of Education Special Education, Speech, Basic Skills Instruction, English as a Second Language and Impact Procedural Manual as presently constituted and further that all elements remain subject to future review and update pending subsequent approval by the Board.

Roll Call:

214 - CURRICULUM AND TEXTBOOKS ADOPTION

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve The New Jersey Administrative Code 6:8-4.3(a) 31 requires the Board of Education annually approve the Curricula and the Courses of Study used by the school district. Inclusive in the list is the Basic Skills Subjects, Infused Curricula, Textbooks, Workbooks, Special Subject Area and Supportive Instructional Areas. Copies of the Curricula and the Courses of Study are available in the Superintendent’s Office for review.

Roll Call:

214 - MISSION STATEMENT AND SYSTEM GOALS ADOPTION

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to adopt the District’s Mission Statement and System Goals, as attached.

Roll Call:

PUBLIC HEARING –(AGENDA ITEMS ONLY)

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SUPERINTENDENT’S REPORT

BOARD ATTORNEY’S REPORT

NEW BUSINESS

PERSONNEL: Dr. Salemi will report on matters of personnel:

214-CONTRACT APPROVAL – T. DIFLURI

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Interim Superintendent, to approve the employment contract for Thomas DiFluri, School Business Administrator/Board Secretary, for the 2014-2015 school year, @\$138,119. The Board president is hereby authorized and directed to execute the employment contract that is substantially in the same form as the one attached hereto.

Roll Call:

214-CERTIFICATED STAFF APPOINTMENTS

214-NEW SUBSTITUTES

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the substitute teacher list for April/May of the 2013-2014 school year per the Passaic County Educational Services Commission.

Roll Call:

EDUCATION: Mrs. Bargiel will report on matters of education:

214-HIB DECISION

Motion by _____ Seconded by _____

BE IT RESOLVED THE WOODLAND PARK BOARD OF EDUCATION, hereby affirms the Superintendent's decision in HIB Investigation #2014-08, for the reasons set forth in the Superintendent's decision to the student's parents.

Roll Call:

FINANCE: Mrs. Mitchell will report on matters of finance:

214- SECRETARY/TREASURER REPORTS

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, receives and accepts the attached reports of the Secretary and Treasurer for the month of March 2014 "Pursuant to N.J.A.C.6: 20-2.12©, we certify that as of March 31, 2014 the Board Secretary's monthly financial reports (appropriations section) did not reflect any over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year"

Roll Call:

214- APPROVAL OF BILL LIST

Motion by _____, Seconded by _____.

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the attached list of bills in the amount of \$

<u>Bill List No.</u>	<u>Amount</u>
Total Bill List	\$

Roll Call:

214- TRANSFERS

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the attached list of transfers for the month of March 2014 .

Roll Call:

<u>Account #</u>	<u>Acct. Description</u>	<u>Old Amount</u>	<u>Adjustment</u>	<u>New Balance</u>
11-000-100-562-00	Tuition Other Leas	\$123,657.00	(\$39,080.00)	\$ 84,577.00
11-000-216-320-00	Students-Speech/Rel Serv	\$304,770.00	\$ 2,000.00	\$306,770.00
11-000-222-600-20	Supplies & Materials	\$ 20,760.00	\$ 1,500.00	\$ 22,260.00
11-000-230-610-00	General Supplies	\$ 9,700.00	\$ 60.00	\$ 9,760.00
11-000-251-340-00	Purchased Tech Services	\$ 52,850.00	\$ 300.00	\$ 53,150.00
11-000-261-420-00	Clean Repair & Maint Svc	\$140,756.00	\$ 4,300.00	\$145,056.00
11-000-261-610-00	General Supplies	\$ 20,124.00	\$ 2,200.00	\$ 22,324.00
11-000-262-520-00	Insurance	\$ 84,000.00	\$15,900.00	\$ 99,900.00
11-000-263-610-00	Grounds Supplies	\$ 10,290.00	\$ 1,000.00	\$ 11,290.00
12-000-261-730-00	Maint Equipment	\$ 10,136.00	\$11,820.00	\$ 21,956.00

214-POMPTONIAN INC. FOOD SERVICE MANAGEMENT CONTRACT RENEWAL

Motion by _____ Seconded by _____

BE IT RESOLVED, that the Woodland Park Board of Education approves the renewal of the food service management contract with Pomptonian Inc., for the 2014-2015 school year.

FURTHER RESOLVED, the Woodland Park BOE approves the renewal contract which contains the following language regarding management fee and guarantee.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$.1615 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC. Total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack Program meals served to the children, shall be divided by \$3.50 to arrive at an equivalent meal count. The per meal administrative/management fee of \$.1615 will be multiplied by total meals. The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2014-2015.

Roll Call:

214-TRAVEL REIMBURSEMENT

Motion by _____ Seconded by _____

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the following travel reimbursements for the 2013-2014 school year:

Roll Call:

Name	Activity	Date	Registration	Mileage/Tolls	Meals	Lodging
Christine Cook	The Reading & Writing Project	8/11-8/15 2014	\$750.00	TBD	NA	NA
Christine Cook	Assistive Technology for Students w/Dyslexia	7/22-7/23 2014	\$300	NA	NA	NA

BUILDINGS & GROUNDS: Ms. Flynn will report on Buildings & Grounds committee meeting of 4/7/14.

214-AWARD OF BID-BEATRICE GILMORE

POLICY: Mrs. DaSilva will report on Policy matters:

OLD BUSINESS:

PUBLIC HEARING

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EXECUTIVE SESSION

MOTION TO GO INTO CLOSED SESSION

The Open Public Meeting Act, authorizes a public body to meet in Executive or Private Session under limited circumstances and WHEREAS said law requires the Board to adopt a resolution at a public meeting before it can meet in such Executive or Private Session. NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF WOODLAND PARK THAT:

- 1) *It does hereby determine that it is necessary to meet in Executive Session to discuss a personnel and/or litigation matter or contract matter*
- 2) *The matter(s) discussed will be made public when confidentiality is no longer required*
- 3) *Meeting will be resumed at conclusion of Executive Session.*
- 4) *The Board does/does not expect to take action after Executive Session.*

Motion to go into Executive Session at 7:55PM pm by BARGIEL, seconded by FLYNN
Voice Vote:

Motion to return to Regular Session at 10:00 pm by PASCRELL, seconded by BOLEN
Voice Vote:

ADJOURNMENT

Motion to adjourn at 10:00 p.m. by PASCRELL, Seconded by BOLEN

WOODLAND PARK BOARD OF EDUCATION

EXECUTIVE SESSION

ITEMS DISCUSSED:

- Ms. Baldwin reported on HIB #2014-08.
- The Board and Superintendent discussed renewal/non-renewal of non-tenured staff. All affected employees were given a Rice notice.
- The Board requested Rice notice be sent to employee.
- Dr. Salemi updated Board of negotiations with WPPSA