

**WOODLAND PARK BOARD OF EDUCATION**  
**WORKSHOP MEETING MINUTES**  
**OCTOBER 10, 2016**

**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 –Jo-Anne Mitchell, Maryann Perro, Tom Bolen, Maria Flynn, Lisa Marshall, Dina Bargiel, Bob Kassai, Mark Salemi

Members Absent – Ron Pascrell

Also Present - Michele Pillari, Tom DiFluri

**PUBLIC HEARING- AGENDA ITEMS 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. In accordance with Bylaw 0167, statements will be limited to 3 minutes in duration.

No one wished to be heard.

**NEW BUSINESS – ACTION WILL BE TAKEN**

**217-65 ACCEPTANCE OF RESIGNATION – J. WITTIG**

Motion by SALEMI Seconded by MITCHELL

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to accept the resignation, for retirement purposes, of Jack Wittig, Supervisor of Buildings & Grounds, effective December 31, 2016.

Roll Call: 7 YES, 1 NO-BOLEN

**217-66- APPOINTMENT OF HIRE- MATERNITY LEAVE REPLACEMENT- P.RYAN**

Motion by SALEMI , Seconded by BARGIEL .

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to ratify the appointment of Patricia Ryan, as a maternity leave replacement secretary, at a rate of \$100 per diem, no benefits, effective September 28, 2016-February 10, 2017.

Roll Call: 8 YES

**217-67- APPROVAL OF INTERLOCAL SERVICE AGREEMENT-FIELDS & FACILITIES**

Motion by SALEMI , Seconded by BARGIEL .

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve Interlocal Service agreement with the Borough of Woodland Park for use of Board of Education owned facilities.

Roll Call: 6 YES, 2 RECUSALS-BOLEN, FLYNN

**217-68 - APPROVAL OF NEW SUBSTITUTES**

Motion by SALEMI, Seconded by FLYNN.

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the new substitute teacher list for October of the 2016-2017 school year, per the Northern Regional Educational Services Commission.

Roll Call: 8 YES

**217-69 - APPOINTMENT OF HIRE PART TIME AIDE- H. MENCHON**

Motion by SALEMI, Seconded by PERRO.

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the appointment of Harolina Menchon, as a part time aide at CO, \$14.92/hr., not to exceed 27.5 hours per week, no benefits.

Roll Call: 8 YES

*The Board had a lengthy discussion regarding the NCLB Audit. The Board wants to ensure that corrective action is taking place so these errors do not happen again in the future.*

**217-70 - ACCEPTANCE OF THE 2016 NCLB TITLE I AUDIT**

Motion by SALEMI, Seconded by MITCHELL.

BE IT RESOLVED, THE WOODLAND PARK BOARD OF EDUCATION has received and accepts the NCLB Title I Audit report for the fiscal year ended June 30, 2015, prepared by NJ Department of Education, Office of Fiscal Accountability Compliance and further resolved, that the Woodland Park Board of Education has reviewed and discussed the audit findings and has approved the Corrective Action Plan.

Roll Call: 7 YES, 1 NO-BOLEN

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION	
1	Expenditures of \$11,000 incurred and charged to the Title I grant supplanted local funding sources and therefore, are deemed to be unallowable program costs	Professional Development Costs will no longer be charged to Title I	Through original NCLB application	NCLB Director	Immediately
2	Title I, Part A funds of \$3,695 were incorrectly expended on professional development and supplies/materials at nonpublic schools.	Professional development and supply cost will no longer be charged to the Non Public School allocation within Title I	Since the Title I funds allocated to nonpublic schools are inadequate to implement an effective Title I program, the district will request a waiver to participate from each affected nonpublic school	NCLB Director shall request in writing waiver of participation in Title I	Immediately
3	Title I, Part A funds were improperly transferred to the Title II, Part A program	Title I funds will no longer be transferred to Title II programs	Through the districts accounting software	The Business Administrator	Immediately

<p>4</p> <p>Adequate documentation was not provided demonstrating that costs of \$390.79 charged to Title I, Part A program represent allowable costs</p>	<p>Adequate documentation will be provided that support all allowable costs charged to Title I programs</p>	<p>Documentation supporting expenditures charged to Title I funds shall be reviewed prior to payment</p>	<p>The Business Administrator</p>	<p>Immediately</p>
<p>5</p> <p>The district did not maintain proper control over nonpublic schools expenditures</p>	<p>Professional development and supply cost will no longer be charged to the Non Public School allocation within Title I</p>	<p>Since the Title I funds allocated to nonpublic schools are inadequate to implement an effective Title I program the district will request a waiver to participate from each affected nonpublic school</p>	<p>NCLB Director shall request in writing waiver of participation in Title I</p>	<p>Immediately</p>
<p>6</p> <p>Title I funded personnel did not prepare detailed time and activity reports in a manner consistent with the requirements of 2 CFR S225</p>	<p>Time and activity reports shall be prepared by all employees whose salaries are charged to the Title I program</p>	<p>Affected employees shall submit time and activity reports three times per year to NCLB director and business administrator at the end of December, March and June of the program year</p>	<p>NCLB Director And Business Administrator</p>	<p>Immediately</p>
<p>7</p> <p>Appointments of Title I, Part A instructional personnel recorded in the board of education meeting minutes did not contain all of the required information</p>	<p>Appointments of Title I, Part A instructional personnel will contain all of the required information</p>	<p>Written into the resolution prior to board approval</p>	<p>Business Administrator</p>	<p>Immediately</p>
<p>8</p> <p>The LEA did not accurately record all salary charges on a consistent basis as program activities were performed</p>	<p>The LEA shall record all salary charges on a consistent basis throughout the year as program activities are performed</p>	<p>Payroll/Bookkeeper will charge salary account through payroll software throughout the year as Title I program activities occur</p>	<p>Business Administrator</p>	<p>Immediately</p>
<p>9</p> <p>The district did not provide evidence of consultation with nonpublic school officials</p>	<p>The district will provide supporting documentation of consultation with nonpublic school officials</p>	<p>Copies of letters requesting consultation, along with nonpublic school officials response shall be retained</p>	<p>NCLB Director</p>	<p>Immediately</p>

<p>10</p> <p>Certain records were not maintained in accordance with department and federal guidelines</p>	<p>General ledger records shall be maintained in accordance with departmental and federal guidelines</p>	<p>Business Administrator shall verify in accounting software that the correct account is charged</p>	<p>Business Administrator</p>	<p>Immediately</p>
<p>11</p> <p>The LEA did not provide evidence that a Parent's Right-to-Know letter was prepared and distributed to parents, as required by federal legislation and regulations</p>	<p>The LEA shall provide written Parent's Right-to-Know letter, as required by federal legislation and regulations</p>	<p>Copies of letters sent to parents shall be retained</p>	<p>NCLB Director</p>	<p>Immediately</p>

**NEW BUSINESS – ACTION WILL NOT BE TAKEN - Preview of the 10/17/16 meeting**

The Board discussed actions to be voted on at the 10/17/16 meeting.

**PUBLIC HEARING**

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No one wished to be heard.

**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 8:05 pm by MITCHELL, seconded by FLYNN  
 Voice Vote: 8 YES

Motion to return to Regular Session at 8:35 pm by FLYNN seconded by MARSHALL  
Voice Vote:

**ADJOURNMENT**

Motion to adjourn at 8:35 p.m. by FLYNN, Seconded by MARSHALL  
Voice Vote:

**WOODLAND PARK BOARD OF EDUCATION**  
**EXECUTIVE SESSION MINUTES**

**ITEMS DISCUSSED:**

- The Board discussed negotiations with WPEA. The Business Administrator was not present during discussions.