

WOODLAND PARK BOARD OF EDUCATION

853 Mc Bride Avenue
Woodland Park, N.J. 07424

THOMAS DIFLURI, RSBA
Business Administrator/Board Secretary

Tel: (973) 317-7720
FAX: (973) 317-7723
E-mail: tdifluri@wpschools.org

**BOARD OF EDUCATION
WOODLAND PARK
NEW JERSEY
NOTICE OF
WORKSHOP MEETING**

**In accordance with the
Open Public Meetings Act
P.L. 1975, c. 231, this is to
Advise that the Woodland Park
Board of Education will hold a
Workshop Meeting,
November 13, 2017
The meeting will be held in the
Beatrice Gilmore School
1075 McBride Ave.
Woodland Park, NJ
At 7:00 PM**

Formal action may be taken.

**THOMAS DIFLURI
BUSINESS ADMINISTRATOR/BOARD SECRETARY
WOODLAND PARK BOARD OF EDUCATION**

THE WOODLAND PARK BOARD OF EDUCATION
WORKSHOP MEETING
NOVEMBER 13, 2017

MONDAY, 7:00 P.M. BEATRICE GILMORE
1075 MCBRIDE AVE.
WOODLAND PARK, NJ 07424

- Agenda:
1. Opening of Meeting
 2. Pledge of Allegiance
 3. Roll Call
 4. Public Hearing
 5. New Business – Action Taken
 6. New Business – No Action Taken
 7. Public Hearing
 8. Adjournment

WOODLAND PARK BOARD OF EDUCATION
WORKSHOP MEETING
NOVEMBER 13, 2017

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 -
Members Absent –
Also Present -

PRESENTATION - Jim Cerullo, of Ferroli, Wielkoltz, Cerullo & Cuva, will discuss the 2016-2017 Financial Audit results with the Board.

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.

NEW BUSINESS-ACTION WILL BE TAKEN

Personnel:

218-107 - CONTRACT APPROVAL – D. SANTULLI

Motion by ___ Seconded by ___

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the employment contract for Donna Santulli, Confidential Secretary, for the 2017-2018 school year, @ \$63,529, retroactive to July 1, 2017. 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:

218-108 - CONTRACT APPROVAL – T. LAURIE

Motion by ___ Seconded by ___

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the employment contract for Teresa Laurie, Confidential Secretary, for the 2017-2018 school year, @ \$60,351, retroactive to July 1, 2017. 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:

218-109- APPROVAL OF MATERNITY LEAVE- L. MASEFIELD

Motion by ___ Seconded by ___

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve maternity leave for Laura Masefield, teacher at Memorial School, under the Federal Family Leave Act, starting on January 22, 2018 – March 7, 2018, concurrently using accumulated sick time. Following the FFLA, the NJFLA will be utilized for 6 weeks, with a planned return to work of April 16, 2018.

Roll Call:

218-110 – APPROVAL OF TRANSFER- L. MEEKER

Motion by ___ Seconded by ___

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the transfer of Lynn Meeker, secretary to the Special Ed department to secretary at Beatrice Gilmore School.

Roll Call:

218-111 – ACCEPTANCE OF RESIGNATION – C. GESUALDO

Motion by ___ Seconded by ___

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the Superintendent, to approve the resignation of Carol Gesualdo, teacher at BG, for retirement purposes, effective December 31, 2017.

Roll Call:

Finance:

218-112 - ACCEPTANCE OF THE 2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Motion by ____, Seconded by ___.

BE IT RESOLVED, THE WOODLAND PARK BOARD OF EDUCATION has received and accepts the audit report for the fiscal year ended June 30, 2017, prepared by Ferraioli, Wiekotz, Cerullo, and Cuva, Certified Public Accountants and further resolved, that the Woodland Park Board of Education has reviewed and discussed the audit recommendations and has approved the Corrective Action Plan for the audit recommendations.

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
Travel **2017-01 Employees attending conferences/workshops did not provide a follow-up report for attendance at the conference/workshop **Repeat Finding	The employees attending conferences/workshops provide a follow-up report for attendance at the conference/workshop	Superintendent’s office shall withhold approval of expense reimbursement until report is received	Superintendent	Immediately
Student Activity Fund 2017-02 One purchase in testing of expenditures for Memorial Middle School included the payment of \$199.75 in sales tax	No sales tax shall be paid	Principal’s office shall deduct sales tax from invoice prior to issuing check	Business Administrator And School Principal	Immediately

Roll Call:

218-113 - ADOPTION OF THE 2018-2019 BUDGET CALENDAR

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the 2018-2019 Budget Calendar as follows:

November 1, 2017	Superintendent, Business Administrator begin 2018-2019 budget process
November 30, 2017	Superintendent finalizes staffing needs & major textbook & computer purchases with principals and CST Director
February 1, 2018	All administrators submit their school supply budgets to Superintendent and Business Administrator for review
February 1, 2018	Business Administrator merges all subsidiary budgets into one budget document and submits draft to Superintendent
February 5, 2018	Budget Committee finalizes budget for submission to full Board pending receipt of State Aid figures
February 23, 2018	Release of State Aid figures (tentative)
March 12, 2018	Full Board to adopt 2018-2019 Budget
March 19, 2018	Budget submitted to Executive County Superintendent
April 30, 2018	Budget Hearing (Tentative)

NEW BUSINESS – ACTION WILL NOT BE TAKEN-PREVIEW OF THE 11/20/17 MEETING

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 _____pm by _____, seconded by _____
Voice Vote:

Motion to return to Regular Session at _____pm by _____, seconded by _____
Voice Vote:

ADJOURNMENT

Motion to adjourn at ___ p.m. by _____, Seconded by _____
Voice Vote:

WOODLAND PARK BOARD OF EDUCATION
EXECUTIVE SESSION

ITEMS DISCUSSED: