

WOODLAND TOWNSHIP BOARD OF EDUCATION  
MEETING MINUTES  
DECEMBER 19, 2016

1. **Call to Order:** At 7:02 P.M., Maria Funches called the Woodland Township Board of Education meeting to order.

2. **Flag Salute**

3. **Sunshine Law:** In accordance with the Open Public Meetings Act, this meeting was advertised in the Burlington County Times and posted in the Chatsworth Elementary School and on the District's Web Site.

4. **Sunshine Law:** The Woodland Township Board of Education welcomes the participation of the public at its meetings. In accordance with the Open Public Meetings Act, comments from the public are limited to those times during the meeting when recognition is given to those who wish to speak. Due to the importance of not deviating from the published agenda, the Board of Education will not entertain comments from the public during any other time while the meeting is in progress.

5. **Complaint Procedure:**

If a problem arises, the teacher will notify the administrator. If a parent calls or comes to see the administrator, the administrator will instruct the parent to meet with the teacher. If the parent-teacher meeting does not resolve the problem, the parent can meet with the teacher and administrator. If this meeting does not resolve the problem, the parent can go to the School Board at which time the administrator and teacher may be represented. In the event, that a parent or citizen bypasses the complaint procedure; the Board will not discuss or take action on the complaint.

- **Oath of Office** – administered by Maria Funches, Woodland Board of Education's Board Secretary, to newly elected Board members, William Dirkin and Melissa Horner.

6. **Roll Call**

Dennis Cronin	<u>  Absent  </u>
Collen Jaggard	<u>  Present  </u>
Ed Vincent	<u>  Present  </u>
William Dirkin	<u>  Present  </u>
Melissa Horner	<u>  Present  </u>

Misty Weiss, Superintendent	<u>  Present  </u>
Maria Funches, Business Administrator	<u>  Present  </u>
Carolyn Fischl, Supervisor	<u>  Present  </u>

7. **Acceptance of Agenda**

Motion by Ed Vincent, second by Colleen Jaggard to affirm agenda.

Voice Vote: YES   4   NO:   None  

MOTION CARRIED

8. **Minutes**           A. November 28, 2016 Regular Meeting

**This item was tabled for the next meeting**

9. **Finances**           A. December Bills List

B. November Budget Report

- C. November Secretary's Report w/ Monthly Certification
- D. November Account Adjustment Report
- E. November Monthly Transfer Report

**Bill List A- E were tabled for the next meeting**

**10. Eddie Vincent opened the floor for Public Comment on agenda and non-agenda items at 7:07 P.M.:**

- a. Linda Morris – would like to see the Board Minutes posted and a list of the finances

**Superintendent Misty Weiss conducted: Items of General Interest**

- A. Suspensions  
There have been no suspensions since the last board meeting.
- B. HIB Reports  
There have been no HIB reports since the last board meeting.
- C. School Security  
Evacuation drills were held on November 28<sup>th</sup> and December 14<sup>th</sup>. A lock down drill was held on November 22<sup>nd</sup>.
- D. Winter Concert  
The Winter Concert will be on Wednesday, December 21<sup>st</sup> at 6:30 p.m. See attached flyer.
- E. Early Reading Professional Development Application  
An application has been submitted for a Reading grant through the New Jersey Department of Education and Rutgers University.
- F. IDEA and BASIC Grant for 2016-2017  
We received final approval for the 2016-2017 IDEA Basic and Preschool grants. The IDEA Basic grant is in the amount of \$38,602 and the IDEA Preschool grant is in the amount of \$3,639. Both grants will be used for CST related services.
- G. Lead Testing  
A comprehensive plan is being developed to meet the new water testing requirements.
- H. New Jersey Child Assault Prevention (NJ CAP)  
Grades K-8 will be provided age appropriate anti-bullying classes through this program during the week of December 12<sup>th</sup>.

**11. Superintendent Misty Weiss conducted: Items of In Need of Board Action**

- A. Substitute Teachers Aide  
Recommend the approval of Mrs. Kathleen Pratt-Preston as a substitute teacher's aide for the 2016-2017 school year.  
Motion by Ed Vincent, second by Colleen Jaggard to affirm substitute teacher's aide.  
Voice Vote: YES \_\_\_ 4 \_\_\_ NO: \_None\_\_\_  
MOTION CARRIED
- B. Maternity Leaves  
Recommend the acceptance of the following maternity leave letters.  
Mrs. Beth Wedler effective March 13, 2017  
Mrs. Victoria Eisert effective May 1, 2017  
Motion by Ed Vincent, second by Colleen Jaggard to affirm maternity leaves.  
Voice Vote: YES \_\_\_ 4 \_\_\_ NO: \_None\_\_\_  
MOTION CARRIED

C. Policies and Regulations on Second and Final Reading

Recommend the approval on second and final reading the following policies:

- a. P 0167 Public Participation in Board Meetings (revised)
- b. P 0168 Recording Board Meetings (revised)
- c. P 2422 Health and Physical Education (revised)
- d. P 2425 Physical Education (abolished)
- e. P 2431 Athletic Competition (revised)
- f. P 2431 Medical Exam Prior to Participation on a School-Sponsored Interscholastic or Intermural Team of Squad (revised)
- g. P & R 5111 Eligibility of Resident/Nonresident Students (revised)
- h. P & R 5310 Health Services (revised)
- i. P & R 5330.1 Administration of Medical Marijuana (New)
- j. P & R 8462 Reporting Potentially Missing or Abused Children (revised)
- k. P 8550 Outstanding Food Service Charges (revised)

**Policies and Regulations on Second and Final Reading a-k were tabled until the next Board meeting**

D. Policies and Regulations on First Reading

Recommend the approval on first reading the following policies and regulations:

- a. P 1220 Employment of Chief School Administrator (M) (Revised)
- b. P 1310 Employment of School Business Administrator/Board Secretary (Revised)
- c. R 2414 Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)
- d. P 3111 Creating Positions (Revised)
- e. P 3124 Employment Contract (Revised)
- f. P 3125 Employment of Teaching Staff Members (M) (Revised)
- g. P 3125.2 Employment of Substitute Teachers (Revised)
- h. P & R 3126 District Mentoring Program (Revised)
- i. P 3141 Resignation (Revised)
- j. P & R 3144 Certification of Tenure Charges (Revised)
- k. P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- l. P 3231 Outside Employment as Athletic Coach (Revised)
- m. P 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- n. R 3240 Professional Development for Teachers and School Leaders (Revised)
- o. P & R 3244 In-Service Training (M) (Abolished)
- p. P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- q. P 5305 Health Services Personnel (Revised)
- r. R 5330 Administration of Medication (M) (Revised)
- s. P 5350 Student Suicide Prevention (Revised)
- t. R 5350 Student Suicide (Revised)
- u. P 9541 Student Teachers/Interns (Revised)
- v. P 1140 Affirmative Action Program (M) (Revised)
- w. P 1523 Comprehensive Equity Plan (M) (Revised)
- x. P 1530 Equal Employment Opportunities (M) (Revised)
- y. R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- z. P 1550 Affirmative Action Program for Employment and Contract Practices (M) revised
- aa. P & R 2200 Curriculum Content (M) (Revised)
- bb. P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
- cc. P & R 2411 Guidance Counseling (M) (Revised)
- dd. P & R 2423 Bilingual and ESL Education (M) (Revised)
- ee. P 2610 Educational Program Evaluation (M) (Revised)
- ff. P 2622 Student Assessment (M) (Revised)
- gg. P 5750 Equal Educational Opportunity (M) (Revised)
- hh. P 5755 Equity in Educational Programs and Services (M) (Revised)
- ii. P 5339 Screening for Dyslexia (M) (Revised)

- jj. P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)
- kk. P & R 8441 Care of Injured and Ill Persons (M) (Revised)
- ll. P 8454 Management of Pediculosis (New)
- mm. P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- nn. R 8630 Emergency School Bus Procedures (M) (Revised)

**Policies and Regulations on First Reading a – nn were tabled until the next Board meeting**

**E. Home Instruction**

Recommend the approval of Mrs. Leah Lawrence to provide home instruction to Student CC at a rate of \$35.00 an hour. Mrs. Lawrence is a certified teacher who has previously worked with the student.

Motion by Ed Vincent, second by Colleen Jaggard to affirm maternity leaves.

Voice Vote: YES \_\_\_4\_\_\_ NO: \_None\_\_\_

MOTION CARRIED

**12. Eddie Vincent opened the floor for Public Comment on agenda and non-agenda items at 7:07 P.M.:**

- a. Linda Morris - stated that bus evaluation drills should be put on the agenda
- b. Bob Ettinger - spoke for approximately 10 minutes expressing concerns regarding the following topics:
  - i. Disappointment regarding the Fairview Lake field trip only being provided to the 6<sup>th</sup> grade students instead of both the 5<sup>th</sup> grade and 8<sup>th</sup> grade students annually.
  - ii. Concerns about a part-time teacher not responding to him after he expressed concerns to the Superintendent
  - iii. Concerns about rumors that the school district is becoming regionalized
  - iv. Disappointment for Linda Morris not being appointed to the Board of Education

**13. Board Comments – there were no Board Comments**

**14. Dates to Remember - The next Board Meeting is January 9, 2017 (Reorganization meeting)**

**15. Executive Session - Personnel**

Motion by Ed Vincent, second by Colleen Jaggard to enter into executive session.

Voice Vote: YES: \_\_\_4\_\_\_ NO: None\_\_\_\_\_

MOTION CARRIED

Motion to exit by Ed Vincent, second by Colleen Jaggard.

Voice Vote: YES: \_\_\_4\_\_\_ NO: None\_\_\_\_\_

MOTION CARRIED

**16. Adjournment**

Motion to adjourn by Colleen Jaggard, second by Ed Vincent.

Voice Vote: YES: \_\_\_4\_\_\_ NO: None\_\_\_\_\_

MOTION CARRIED

Respectfully Transcribed,

Carolyn Fischl, Ed.S, NCSP, Supervisor/Interim Board Secretary