

WOODLAND TOWNSHIP BOARD OF EDUCATION  
 ANNUAL RE-ORGANIZATION MEETING  
 MEETING MINUTES  
 January 9, 2017

1. **Call to Order:** At 7:00 P.M., Carolyn Fischl called the Reorganization Meeting of the Woodland Township Board of Education to order.
2. **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.
3. **Flag Salute**
4. **Oath of Office** administered by Esquire Amy Guerin, Woodland School Board Solicitor, to re-elected Board member, Colleen Jaggard. The New Jersey School Board Member Code of Ethics was also signed.
5. **Roll Call:**

Dennis Cronin	__X__
Colleen Jaggard	__X__
Ed Vincent	__X__
William Dirkin	__X__
Melissa Horner	__X__
Misty Weiss, Superintendent	__X__
Carolyn Fischl, Supervisor	__X__

6. **Appointment of Board Secretary Pro Tem – Carolyn Fischl**  
 Motion by Ed Vincent, second by Dennis Cronin to affirm above captioned appointments.  
 Voice Vote: YES \_\_5\_\_ NO: \_\_None\_\_  
 MOTION CARRIED

**ELECTION:**

7. **Nomination for President**  
 Motion by Eddie Vincent second by Dennis Cronin to open the floor to nomination for president.  
 Voice Vote: YES: \_\_5\_\_ NO: \_\_None\_\_  
 MOTION CARRIED

Nominee: Dennis Cronin

Motion by Colleen Jaggard, second by William Dirkin to Close to the Nomination for President  
 YES: \_\_5\_\_ NO: \_\_None\_\_  
 MOTION CARRIED

Roll Call vote for Dennis Cronin as President:

Roll Call Vote:	<u>AYE</u>	<u>NAY</u>
Dennis Cronin	__X__	___
Colleen Jaggard	__X__	___
Ed Vincent	__X__	___
William Dirken	__X__	___
Melissa Horner	__X__	___

a. **President conducted the remainder of the meeting**

8. **Nomination for Vice President**

Motion by William Dirkin, second Melissa Horner by to open the floor to nomination for Vice President.

Voice Vote: YES: 5 NO: None MOTION CARRIED

Nominee: Eddie Vincent

Motion by Melissa Horner, second by Dennis Cronin to Close to the Nomination for Vice President

Voice Vote: YES: 5 NO: None  
MOTION CARRIED

Roll Call vote for Eddie Vincent as Vice President:

Roll Call Vote:	AYE	NAY
Dennis Cronin	<u>X</u>	___
Colleen Jaggard	<u>X</u>	___
Ed Vincent	<u>X</u>	___
William Dirkin	<u>X</u>	___
Melissa Horner	<u>X</u>	___

**9. Carolyn Fischl read the 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.

**Carolyn Fischl stated, “in a moment, the floor will be opened to public comment.** 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.”

**10. Dennis Cronin opened the floor for Public Comment:**

1. Mrs. Dawn Johnson – questioned why there is an aide on only one of the buses and not the other
  - a. Amy Guerin, Esquire addressed her question and stated, “public comment is not a question/answer session and this question should be addressed with the superintendent either after the meeting or at another time.”

**11. Acceptance of Present Policies and Procedures**

Motion by Dennis Cronin, second by Colleen Jaggard to accept present policies and procedures  
Voice Vote: YES: 5 NO: No.  
MOTION CARRIED

**12. Acceptance of Present Curriculum**

Motion by Eddie Vincent, second by Dennis Cronin to accept present curriculum  
Voice Vote: YES: Yes NO: None  
MOTION CARRIED

**13. Reaffirm appointments for 2016-17 School Year**

- a. Appointment of Qualified Purchasing Agent (TBD)
- b. Appointment of Board Secretary (Carolyn Fischl)
- c. Appointment of Affirmative Action Officer (Misty Weiss)
- d. Appointment of Right to Know Person (Carolyn Fischl)
- e. Appointment of Homeless Liaison (Carolyn Fischl)
- f. Appointment of 504 Officer (Carolyn Fischl)
- g. Appointment of Anti-Bullying Coordinator (Diane Bauer)
- h. Appointment of Integrated Pest Management (IPM) Coordinator (Misty Weiss)
- i. Appointment of District Solicitor (Parker & McCay)
- j. Appointment of District Auditor (Bowman & Company)
- k. Appointment of School Physician (Dr. Joyce Leonetti)
- l. Appointment of Insurance Broker (Leonard & O’Neill)
- m. Appointment of Official Newspaper (Burlington County Times)
- n. Appointment of Official Depository (TD Bank and Beneficial Bank)
- o. Setting Date for Monthly Meetings (4<sup>th</sup> Monday each month – 7pm)

Motion by Eddie Vincent, second by Melissa Horner to affirm above captioned appointments.

Roll Call Vote:	AYE	NAY
Dennis Cronin	_X_	___
Colleen Jaggard	_X_	___
Ed Vincent	_X_	___
William Dirkin	_X_	___
Melissa Horner	_X_	___

**14. Designation and Schedule of Meeting Nights:**

**Annual Notice of Meetings**

Notice is hereby given by the Board of Education of Woodland Township, Burlington County, New Jersey, of the scheduled meetings of the Board of Education.

All regular meetings will be held at Chatsworth Elementary School located at 2 John Bowker Jr. Blvd., Chatsworth, New Jersey, commencing at 7:00 p.m. The meetings will be held on the fourth Monday of each month except as noted with asterisk.

- January 23, 2017
- February 27, 2017
- March 27, 2017
- April 24, 2017
- May 22, 2017
- June 26, 2017
- July 24, 2017
- August 28, 2017
- September 25, 2017
- October 23, 2017
- November 27, 2017
- December 18, 2017
- January 8, 2018 Re-Organization Meeting

Meetings are Subject to Change.

Motion by Colleen Jaggard second by Eddie Vincent to affirm above captioned appointments.

Roll Call Vote:	AYE	NAY
Dennis Cronin	<u>  X  </u>	_____
Colleen Jaggard	<u>  X  </u>	_____
Ed Vincent	<u>  X  </u>	_____
William Dirkin	<u>  X  </u>	_____
Melissa Horner	<u>  X  </u>	_____

**15. Reaffirm New Jersey Code of Ethics for School Board Members:**

A school board member shall abide by the following Code of Ethics for School Board Members:

- I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I will support and protect school personnel in proper performance of their duties.
- I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

MOTION by William Dirkin second by Eddie Vincent, to reaffirm the above captioned NJSBA code of ethics for school board members.

Roll Call Vote:	AYE	NAY
Dennis Cronin	<u>  X  </u>	_____
Colleen Jaggard	<u>  X  </u>	_____
Ed Vincent	<u>  X  </u>	_____

William Dirkin	<u>  X  </u>	_____
Melissa Horner	<u>  X  </u>	_____

The School Ethics Act, N.J.S.A. 18A:12-21 et seq., requires Board Members to complete Training Programs. Mandated training of District Board of Education Members can be found at the following NJSBA Link <http://www.njsba.org/training/mandated-training/>

**16. Ethics training provided to Board of Education members by Esquire Amy Guerin**

**Superintendent Misty Weiss conducted: Items in Need of Board Action**

A. Interim Payroll/Benefits/Pension Specialist

Recommend the approval of Ms. Merle Compton at a rate of \$40/hour.

Motion by Eddie Vincent, second by Dennis Cronin.

Roll Call Vote:		AYE	NAY
	Dennis Cronin	<u>  X  </u>	_____
	Colleen Jaggard	<u>  X  </u>	_____
	Ed Vincent	<u>  X  </u>	_____
	William Dirkin	<u>  X  </u>	_____
	Melissa Horner	<u>  X  </u>	_____

B. Maxim Services

Recommend the approval of substitute LPN/RN services \$45/hour.

Motion by Eddie Vincent, second by Colleen Jaggard.

Roll Call Vote:		AYE	NAY
	Dennis Cronin	<u>  X  </u>	_____
	Colleen Jaggard	<u>  X  </u>	_____
	Ed Vincent	<u>  X  </u>	_____
	William Dirkin	<u>  X  </u>	_____
	Melissa Horner	<u>  X  </u>	_____

**17. Public Comments**

1. Public commented - there seems to be many Interim positions open at the school and wanted to know why
  - a. Esquire Amy Guerin stated again that this is not a question/answer session
  - b. Board President Dennis Cronin wanted to respond to the inquiry and stated that Business Administrator is currently out on leave for personal reasons and an Interim is necessary in order for the school to continue running
2. Mrs. Dawn Johnson – stated that she has been to Board of Education meetings in the past and they are typically not run this way and wanted to know why the public is no longer able to ask questions. She also stated she was under the impression questioning and speaking with the Board was the whole purpose of a Board meeting
  - a. Esquire Amy Guerin stated that the purpose of a School Board meeting is to conduct school business in a public setting

**18. Board Comments – there were none**

**19. Dates to Remember-The next Board Meeting is January 23, 2017**

**20. Executive Session-Personnel matter**

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

Voice Vote: YES: \_\_\_5\_\_\_ NO: None\_\_\_\_\_

MOTION CARRIED

**At 7:42 P.M., the School Board of Education entered into executive session.**

Motion to exit by Dennis Cronin, second by Melissa Horner.

Voice Vote: YES: \_\_\_5\_\_\_ NO: None\_\_\_\_\_

MOTION CARRIED

**At 8:31 P.M., the School Board of Education exited from executive session.**

**21. Adjournment**

Motion by Eddie Vincent, second by William Dirkin to affirm above captioned appointments.

Voice Vote: YES: \_\_\_5\_\_\_ NO: None\_\_\_\_\_

**At 8:33 P.M., the Woodland Township School Board of Education meeting ended.**

Respectfully submitted,

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