Woodlynne School District
Board of Education
Board Meeting Minutes
May 5, 2026
6:37 PM

Statement by Mrs. Kirby

Board President, Mrs. Kirby opened the regular meeting at 6:37 p.m.

Opening Statement

Opening Statement - The New Jersey Open Public Meeting Act was enacted to ensure the rights of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice on the official bulletin board at the Central Administration Building and notice to the Retrospect and Courier-Post newspapers.

Flag Salute

Flag Salute

Roll Call

Roll call –Mr. Greg Gontowski, School Business Administrator/Board Secretary

Mr. Kyle Bowman	Present
Mrs. Catherine Chukwueke	Absent
Mr. Christopher Dilkus	Present
Mrs. Samantha Kirby	Present
Ms. Xiomara Rivera	Present
Mrs. Sharon Vogel	Present
Mrs. Heidemarie Wood	Absent

Other Attendees

Mrs. Jackie Walters, Superintendent/Principal
Mr. Greg Gontowski, School Business Administrator/Board Secretary

Public Budget Hearing - Open

Motion to open the budget public hearing for the 2025-2026 budget.

Motion by Christopher Dilkus, Second by Sharon Vogel

Vote: To approve Opening the Budget public hearing
Board Voted All in Favor

Presentation of the Budget and Public Comment on the Budget

No Public Comment Made

Public Budget Hearing - Close

Motion to close the budget public hearing for the 2026-2027 budget.

Motion by Christopher Dilkus, Second by Kyle Bowman

Vote: To approve Closing the Budget public hearing

Board voted all in favor

Approval of Minutes

Approval of Minutes for

- April 14, 2026 Regular and Executive Session Meeting

Motion by Kyle Bowman, Second by Xiomara Rivera

Vote: To approve minutes
Board Voted All in Favor (4-0-1) **Mrs. Vogel - Abstained

Board President's Report

None

Superintendent's Report

INFORMATIONAL ITEMS

- CST Report (Attachment A)
- Nurse Report (Attachment B)
- Technology Report (Attachment C)
- Discipline Report (Attachment D)
- Maintenance Report (Attachment E)
- HIB Report (Attachment F)

Dates to Remember

Dates to Remember

- June 5, 2026 - Sparta School Event
- June 9, 2026 - 7th Grade trip to Wetlands
- June 11, 2026 - 8th Grade trip to Washington DC
- June 12, 2026 - K-1 & Fowler trip to Zoo
- June 15 - 18 2026 Early Dismissal
- June 18, 2026 - Last day of School
- June 19, 2026 - School Closed for Juneteenth
- June 22, 2026 - Staff work Day

Miscellaneous

Miscellaneous

Shelter in Place	4/1/2026	10:45 a.m	Third floor	Third floor	13 min
Shelter in Place	4/15/2026	1:30 p.m.	Entire school		30 min
Fire Drill	4/27/2026	8:19 a.m.	Entire School	Basement ctr stairwell	8 min 16 min

BOARD ACTIONS

Motion to approve Board Actions 1 through 3, Personnel Items 1 through 3 and Professional Development Item 1

Summer Hours

Extended Summer School

Summer School Start date

1. Motion to approve, on the recommendation of the Superintendent, summer office hours Monday through Thursday 7:30AM - 3:00PM to begin June 22, 2026 ending September 4, 2026.
2. Motion to approve, on the recommendation of the Superintendent, for Extended Summer School to begin Monday July 6, 2026 thru Thursday July 30, 2026. It will run Monday-Thursday 9:00AM to 12:00PM.
3. Motion to approve, on the recommendation of the Superintendent, for Summer School to begin Monday July 6, 2026 thru Thursday July 30, 2026. It will run Monday-Thursday 9:00AM to 12:00PM.

PERSONNEL

To approve Emeline Reyes & Brandi Esters to be paid to attend Behavioral Assessment System

1. Motion to approve, on the recommendation of the Superintendent, Emeline Reyes and Brandi Esters to be paid to attend the Behavior Assessment System for Children Professional Development on June 25, 2026 3 hours at the WEA contract rate of $40 per hour.

Staff renewals 26-27

2. Motion to approve, on the recommendation of the Superintendent, the attached Staff renewals for the 2026-2027 School year. (Attachment G)

To approve Gina Worth as the Community Parent Involvement Specialist

3. Motion to approve, on the recommendation of the Superintendent, Gina Wirth as the Community Parent Involvement Specialist (CPIS) for the 2026-2027 school year. The stipend of $4,000 will be paid using PEA Funds

PROFESSIONAL DEVELOPMENT

Emeline Reyes & Brandi Esters - to attend webinar "Behavioral Assessment System for Children" 6/25/26

1. Motion to approve, on the recommendation of the Superintendent, Emeline Reyes and Brandi Esters to attend webinar "Behavior Assessment System for Children", June 25, 2026, 12pm - 3pm. Cost to District $113.50 per person.

Motion by Xiomara Rivera, Second by Kyle Bowman
Vote: Motion to approve Board Actions 1 through 3, Personnel Items 1 through 3 and Professional Development Item 1

Roll call vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Addendum

Motion to approve Addendum

SMID #20083 FMLA 9/7/26 – 11/30/26

Motion to approve on the recommendation of the superintendent, SMID #20083 FMLA leave starting September 7, 2026 with anticipated return November 30, 2026

Motion by Christopher Dilkus, Second by Xiomara Rivera

Vote: To approve Addendum Item 1
Roll call vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Board Secretary's Report

Board Secretary's Report

Informational Items

-School Boards Convention – October 19-22, 2026

Board Actions

Motion to approve items 1 through 4

Budget Summary & Revenue Summary

1. The Budget Summary and Revenue Summary for the month of March 2026
Attachment BA1 & BA2

Transfers

2. The attached transfer list, with the recommendation of the Superintendent, for the month of March 2026. **Attachments BA3**

Board Secretary and Reconciliation Report for the month of March 2026

3.

A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 2026. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
Attachment BA4

B. Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2026. The Reconciliation Report and Board Secretary's report are in agreement for the month of March 2026. **Attachment BA5**

C. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate

district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Bill List

4. The attached bill lists:

- Payroll **Attachment BA6**
- Warrants **Attachment BA7**

Motion by Kyle Bowman, Second by Xiomara Rivera

Vote: To approve items 1 through 4
Roll Call Vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Motion to approve items 5 through 7

Budget Adoption 26-27

5. 2026-2027 Budget Adoption

It is recommended that the Woodlynne Board of Education, on the recommendation of the Superintendent, the approval and adoption of the Budget for FY 2026-2027:

WHEREAS, the Woodlynne Board of Education adopted a tentative budget on March 26, 2026, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 27, 2026, and

WHEREAS, the tentative budget was advertised on the District's Website (https://www.woodlynne.k12.nj.us/) on April 29, 2026, and

WHEREAS, the final budget was presented to the public during a hearing held in the Gymnasium of the Woodlynne School located at 131 Elm Avenue, Woodlynne, NJ 08107, on May 5, 2026.

	Budget	**Local Tax Levy**
General Fund	$24,225,914.00	$3,029,558.00
Special Revenue Fund	$1,509,715.00	-
Debt Service Fund	-	-
Total Base Budget	$25,735,629.00	$3,029,558.00

BE IT RESOLVED that the Woodlynne Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of $381,191.00. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT RESOLVED that the Woodlynne Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of $213,509.00 for the purpose of increase in staff salaries, utilities, and insurance costs to continue to meet Educational Standards. The district intends to complete said purposes by June 2027.

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of $4,000,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior renovations and interior renovations, and a building addition. The total cost of this project is $4,000.000.00 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

Travel and Related Expense Reimbursement 26-27

6. Travel and Related Expense Reimbursement 2026-2027

WHEREAS, the Woodlynne Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, NJAC 6A:23A-7.3 et seq. requires Board Members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Woodlynne Board of Education established $30,000.00 as the maximum travel amount for the current school year and has expended $4,581.62 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with NJAC 6A:23A-7.3, to a maximum expenditure of $30,000.00 for the 2026-2027 school year.

Tax Payments 26-27

7. Tax Payments - Borough

To approve the monthly payment schedule of Borough tax payments to the Woodlynne Board of Education:

September 1, 2026	$757,389.50	March 1, 2027	$757,389.50
December 1, 2026	$757,389.50	June 1, 2027	$757,389.50

Total 2026-2027 taxes $3,029,558.00

Motion by Xiomara Rivera, Second by Kyle Bowman

Vote: To approve Items 5 through 7
Roll Call Vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Motion to approve items 8 through 24

Resolution BA2026-5-1 / Pay-to-Play

8. Pay to Play
Resolution BA2026-5-1 designating internet website for official notification pursuant to New Jersey local unit Pay-to-Play Law.

RESOLUTION BA2026-5-1

RESOLUTION DESIGNATING WEBSITE NOTIFICATION PURSUANT TO NEW JERSEY LOCAL UNIT PAY-TO-PLAY LAW

WHEREAS, the Woodlynne Borough Board of Education is subject to the provisions of N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play Law (Law); and

WHEREAS, as part of the fair and open process contained in the Law, the related contract to be awarded under the fair and open process shall be publicly advertised in newspapers or on the internet website maintained by the public entity (N.J.S.A. 19:44A20.7); and

WHEREAS, the Board maintains its internet website at www.woodlynne.k12.nj.us; and

WHEREAS, the Board desires to designate its website as the official notification source for all contracts to be awarded as part of the fair and open process pursuant to the Law.

NOW, THEREFORE, BE IT RESOLVED by the Woodlynne Borough Board of Education as follows:

1. The Board hereby designates its internet website at www.woodlynne.k12.nj.us as the official notification source for contracts to be awarded as part of the fair and open process contained in N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play law.

2. The Board is not precluded from utilizing its official legal newspapers for notification when it so desires.

3. The Board also has the right to use the C.271 disclosure as an alternate submission. N.J.S.A. 19:44A-20.26 (P.L. 2005, C.271,5.2)

Advertisements

9. Advertisements - Website
Designate the Woodlynne School website www.woodlynne.k12.nj.us as an official site for advertising for the Woodlynne Board of Education.

Newspaper

10. Newspaper
Designate The Retrospect as official newspaper and Courier Post as secondary newspaper.

Professional Service – Resolution BA2026-5-2

11. Professional Service
It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, School Auditor, Architect of Record, Brokers of Record, Occupational Therapist, Physical Therapist, and Regulatory Services.

RESOLUTION BA2026-5-2

WHEREAS, the local Public Contracts Law (NJSA 40A:11.1 et seq. and 18A:18A-5)

requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Woodlynne in the County of Camden, New Jersey, is hereby appointing the following persons to serve in the designated positions for the 2026-2027 school year:

Comegno Law Group*	Solicitor	$225.00/hour
PKF O'Connor Davies, LLP *	School Auditor	$57,500.00
Garrison Architects*	Architect of Record	$35.00-150.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	Per Insurance Requirements
Partners In Pediatrics*	Occupational Therapy	$84.00/hour
Virtua*	Physical Therapy	$85.00/hour

Note: * indicates award through fair and open.

Audit Peer Review Report

12. Audit Peer Review Report
To recognize the Peer Review Report conducted on PKF O'Connor Davies, LLP and that PKF O'Connor Davies, LLP is in compliance for the 2026-2027 school year for completion of the 2025-2026 audit.

Business Administrator

13. Business Administrator
Appoint Greg Gontowski as school Business Administrator for the 2026-2027 school year.

Board Secretary

14. Board Secretary
Appoint Greg Gontowski as Board Secretary for the 2026-2027 school year.

Bylaws and Policies

15. Bylaws and Policies
Readopt existing bylaws and policies for the Board's operation and the operation of the school system.

Depository of School Funds

16. Depository of School Funds
Approve TD Bank as District Depository of Funds for Warrant, Payroll, Payroll Agency, Unemployment, Flexible Spending (FSA) and Student Activities account.

Signatories

17. Signatories
Resolved, that the signatures of the President or Vice President, Secretary of the Board, and Superintendent appears on all Warrant Account checks, and further, that the signatures of the Superintendent or Secretary of the Board be on all Payroll and Agency Accounts checks, and further, that the signatures of the Superintendent and Secretary of the Board be on all Student Activity checks, and further, that the signature of the Secretary of the Board be on all Unemployment Account checks. All hand checks will require at least one live signature.

Payroll

18. Payroll

Approve payment to CASA Payroll for the 2026-2027 school year for payroll processing services.

403b Providers / Disability Insurance / Flexible Spending

19. 403b Providers / Disability Insurance / Flexible Spending

It is recommended that the Board of Education approve the following providers:

403b	Disability	Flexible Spending
Equitable	AFLAC	WEX Health
Lincoln	Prudential	
Met Life		

Physicians / Individuals Providing Services

20. Physicians / Individuals Providing Services

It is recommended that the Board of Education approve the following physicians/individuals as school physician and to provide psychological evaluations during the 2026-2027 school year:

Cooper University Physicians
Dr. James Hewitt

Chart of Accounts

21. Chart of Accounts

Resolved, to approve the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.

Photocopy Fee

22. Photocopy Fee

It is recommended that the Board of Education approve to establish a photocopy fee as per OPRA regulations; five cents ($.05) per page for standard size documents and seven cents ($.07) for legal size documents.

Health Care Providers

23. Health Care Providers

To approve the following health care providers for the 2026-2027 school year:

Amerihealth and Delta Dental

District Appointments and Assignments

24. District Appointments and Assignments

It is recommended that the Board of Education approve the following appointments and assignments for 2026-2027:

Affirmative Action Officer – Director of Curriculum
Title IX Coordinator – Child Study Team Supervisor
504 Compliance Officer – Director of Student Instruction and Safety
American Disabilities Act Coordinator – Superintendent
Health/Safety Compliance Officer – Director of Student Instruction and Safety
Custodian of Records (student/employee) – Superintendent
Custodian of Records (OPRA) – Business Administrator
Right to Know Coordinator – Facilities Supervisor
Substance Abuse Coordinator – Social Worker
Integrated Pest Management Coordinator – Facilities Supervisor
Homeless Liaison – Superintendent's Office
Public Agency Compliance Officer – Business Administrator
Indoor Air Quality Coordinator – Facilities Supervisor
School Safety Specialist – Director of Student Instruction and Safety
Civil Rights Coordinator – Director of Student Instruction and Safety

Motion by Sharon Vogel, Second by Christopher Dilkus

Vote: To approve Items 8 through 24
Roll Call Vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Motion to approve items 25 through 29

Extraordinary Aid

25. Extraordinary Aid
To approve submission of the Extraordinary Aid application for the 2025-2026 school year.

Magnolia BOE – Kitchen Agreement

26. Interlocal – Magnolia BOE – Kitchen Agreement
To approve the attached Interlocal Service Agreement with Magnolia Board of Education for kitchen facility usage for the 2026-2027 school year. **Attachment BA8**

WB Mason

27. Non Fair and Open – WB Mason
To award a non fair and open contract to WB Mason for the 2026-2027 school year for supplies and materials in an amount to exceed $17,500.00.

Brett DiNovi

28. Non Fair and Open – Brett DiNovi
To award a non fair and open contract to WB Mason for the 2026-2027 school year for behavioral consultative services in an amount to exceed $17,500.00.

CM3

29. Non Fair and Open – CM3
To award a non fair and open contract to CM3 for the 2026-2027 school year for HVAC services in an amount to exceed $17,500.00.

Motion by Xiomara Rivera, Second by Kyle Bowman

Vote: To approve Items 25 through 29
Roll Call Vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Addendum

Motion to approve Addendum item 1

Tuition Contract - DCF

1. Tuition Contract
To approve tuition contract with the NJ Department of Children and Families for student #4921527067 for tuition in the amount of $22,638.00 for the 2025-2026 school year. (note: Receiving student)

Motion by Xiomara Rivera, Second by Christopher Dilkus

Vote: To approve Addendum Item 1
Roll Call Vote. All in favor: Mr. Bowman, Mr. Christopher Dilkus, Ms. Xiomara Rivera, Mrs. Sharon Vogel and Mrs. Kirby (5-0-0)

Unfinished Business	Jackie Walters planning board update
New Business	None
Visitors' Question	None
Executive Session	None
Adjourn Meeting	**Motion to adjourn Executive Session at 7:10 P.M. and return to regular session Mrs. Rivera, second by Mr. Bowman**

Board Voted All in Favor (5-0-0)

BOARDS' CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Woodlynne Board of Education certifies that as of February 10, 2026 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

BOARD SECRETARY'S CERTIFICATION

Pursuant to N.J.C.C 6A:23A-16.10 (c) 3, I certify that as of February 10, 2026 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Woodlynne

Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

_____Board Secretary _____Date