MERCHANTVILLE BOARD OF EDUCATION AGENDA
MARCH 13, 2017

I. CALL TO ORDER TIME:_____

I, Elliot Honigfeld, Board President, call this meeting to order under the Open Public Meeting Act at 7:30 p.m. Sunshine List: The Merchantville Board of Education meeting is called to order. The board of education is in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," Board of Education located at 130 S. Centre Street, Merchantville, New Jersey, and advertised in The Retrospect, Borough Hall, Merchantville School and the Reading Center at Merchantville School.

II. PLEDGE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

III. ROLL CALL

Ms. Adams	Mr. James	Mrs. Stocker
Mr. Fitzgerald	Mrs. Perno	Mr. Vitiello
Mrs. Foster	Mr. Plenn	Mr. Honigfeld

IV. OPEN PUBLIC COMMENT

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein, and the Chief School Administrator prior to petitioning the board of education. Complaints should only be brought to the board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be address on the published agenda and limited in length to 5 minutes. The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member.

V. APPROVAL OF THE MINUTES

- Regular Meeting and Executive Session – February 28, 2017

Motioned by_____, seconded by_____

VI. COMMITTEE REPORTS

1. Policy and Community Engagement – No Meeting
2. Education Committee – No Meeting
3. Finance: Planning and Utilization – No Meeting
4. Personnel Committee – No Meeting
5. Facilities Committee – No Meeting
6. Negotiations Committee – No Meeting

VII. NEW BUSINESS

- Honoring the top five students that fundraised for the American Heart Association Jump Rope and Hoops for Heart Campaign 2017: Nico Malone, Lily Weiler, AJ Perno, Matt Jervas, Charles Dihn-Gonzalez, Nick Perno
- Review the CSA Goals for 2016-2017 and progress – J. Scott Strong

VIII. UNFINISHED BUSINESS

IX. COMMUNICATIONS - None

X. CSA REPORT

- February 2017 Monthly Report
- Emergency Drills: Fire Drill on Jan 12 at 2:31 pm & Active Shooter on Jan 24 at 9:22 am

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

(1) **RECOMMEND** that the Merchantville Board of Education approve the first reading of the following policies:

- Policy #5119 – Transfers
- Policy #5141.3 – Health Examinations & Immunizations
- Policy #6010 – Goals and Objectives
- Policy #6114 – Emergencies & Disaster Preparedness
- Policy #6140 – Curriculum Adoption
- Policy #6141 – Curriculum Design / Development
- Policy #6142 – Subject Fields
- Policy #6142.4 – Physical Education and Health
- Policy #6142.10 - Technology
- Policy #6145 – Extra Curricular Activities
- Policy #6145.1/6145.2 – Intramural Competition; Interscholastic Competition
- Policy #6146 – Graduation Requirements
- Policy #6162.5 - Research
- Policy #6163.1 – Media Center / Library
- Policy #6164.4 – Child Study Team
- Policy #6171 – Special Instruction Programs
- Policy #6173 – Home Instruction
- Policy #6200 – Adult / Community Education
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Motioned by_____, seconded by_____

(2) **RECOMMEND** that the Merchantville Board of Education approve the second reading and the adoption of the following policies:

- Policy #6171.4 – Special Education
- Policy #9200 – Orientation and training of Board Members
- Policy #9250 – Expenses / Remuneration & Reimbursement
- Policy #9323-9324 – Agenda Preparation / Advance Delivery of Meeting Material

Motioned by_____, seconded by_____

(3) **RECOMMEND** that the Merchantville Board of Education approve the revised 2016-2017 Merchantville School calendar changing the Full day Teacher in-service on March 24th to a half day for students and half day in-service for teachers and making the final day of school June 15, 2017.

Motioned by_____, seconded by_____

(4) **RECOMMEND** that the Merchantville Board of Education approve the proposed 2017-2018 Merchantville School calendar.

Motioned by_____, seconded by_____

(5) **RECOMMEND** that the Merchantville Board of Education approve the contract with the Archway Program -Just Kids Program at Merchantville School for the 2017-2018 school year. This program provides before and after school services to students, and is a direct contract between Archway and the parents.

Motioned by_____, seconded by_____

(6) **RECOMMEND** that the Merchantville Board of Education approve Shawn Waldron as a volunteer coach for the Merchantville School Track team for the Spring 2017 season.

Motioned by_____, seconded by_____

(7) **RECOMMEND** that the Merchantville Board of Education approve Andrew Korn as a volunteer coach for the Merchantville School Track team for the Spring 2017 season.

Motioned by_____, seconded by_____

(8) **RECOMMEND** that the Merchantville Board of Education approve Mark Nickollof as a volunteer coach for the Merchantville School Track team for the Spring 2017 season.

Motioned by_____, seconded by_____

(9) **RECOMMEND** that the Merchantville Board of Education approve the recommendation of the Chief School Administrator for attendance at the following Professional Development Workshops:

Attendee	Event	Place of Event	Date	Cost
Heather Wilson	Increasing Your Students' Mastery of Math facts & Mental Skills	Voorhees, NJ	April 19, 2017	$245
Alicia Lord	Maximize Success for Your Struggling Readers	Voorhees, NJ	May 10, 2017	$245
Reginald Shearer	Maximize the Power of Guided Reading	Voorhees, NJ	May 15, 2017	$245
Alicia Papa	Maximize the Power of Guided Reading	Voorhees, NJ	May 15, 2017	$245

Motioned by_____,seconded by_____

(8) **RECOMMEND** that the Merchantville Board of Education approve the following field trips. All funds for these trips are paid through the Marie J. Carroll Foundation, unless otherwise noted, and there are no costs incurred by the parents or the school district:

Place	Grade / Students	# Students	# Teachers	# Outside Chaperones	Month	Other Info
Philadelphia Zoo - Philadelphia, PA	2nd Grade	46	2	6	June	Class Trip
The Statue of Liberty & Ellis Island – Liberty State Park, NJ	6th Grade	44	2	6	May	Class Trip

Informational Use of Facilities –

Group	Event	Times	Dates	Facility
Merchantville PTA	Spring Book Fair Night	5:30 – 9:00	April 5, 2017	Auditorium Vestibule
Naturalist Club	Ham Dinner	5:00 – 8:00	March 10, 2017	Kitchen

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____

(1) **RECOMMEND** that the Merchantville Board of Education approve items A through C:

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of February 2017 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of February 2017 **(Attachment B1)**.

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2017. 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 C1)**
2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2017. The Treasurer's Report and Secretary's report are in agreement for the month of February 2017. **(Attachment C2)**
3. 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.
4. 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.

Motioned by_____, seconded by_____

(2) **RECOMMEND** that the Merchantville Board of Education approve items D through E:

D. Warrants

The attached bill lists:

- March 2017 warrants **(Attachment D1)**

E. Void Check

To void the following payroll check:
#2463 $252.74 12/23/15

Motioned by_____, seconded by_____

(3) **RECOMMEND** that the Merchantville Board of Education approve items F through I:

F. 2017-2018 Budget and Resolution

It is recommended that the Merchantville Board of Education approve 2017-2018 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2017-2018 School Budget,

WHEREAS, NJAC 6:19-2.7 (a) requires Merchantville Board of Education to adopt and submit a formal Board resolution.

BE IT RESOLVED to approve the 2017-2018 school budget as presented by the administration which includes the following:

	Budget	**Local Tax Levy**
General Fund	$8,248,332.00	$5,253,705.00
Special Revenue Fund	$489,616.00	
Debt Service Fund	$173,515.00	$132,412.00
Total Base Budget	$8,911,463.00	$5,386,117.00

BE IT FURTHER RESOLVED to use banked cap in the amount of $332,488.00. The purpose of the banked cap is to continue to provide resources to our schools as they meet the needs of our pupils in the areas of high school tuition costs. The use of this banked cap cannot be deferred or incrementally completed over time.
BE IT FURTHER RESOLVED that the Merchantville Board of Education includes in the budget the adjustment for increased costs of health benefits in the amount of $32,503.00 and the enrollment adjustment in the amount of $86,106.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

XIII. RECOGNITION OF CITIZENS AND STAFF

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein, and the Chief School Administrator prior to petitioning the board of education. Complaints should only be brought to the board after the appropriate school staff has had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be address on the published agenda and limited in length to 5 minutes.

XIV. EXECUTIVE SESSION TIME:_____

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Merchantville Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately _____ p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Merchantville Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____Any matter in which the release of information would impair a right to receive funds from the federal government;

_____Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: _____);

_____Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____Any investigations of violations or possible violations of the law;

_____Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent

that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is: _____

_____)

(If contract negotiation the nature of the contract and interested party is _____

_____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

_____Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is _____

_____) ;

_____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, _____, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Merchantville Board of Education at their meeting held on _____.

_____

Board Secretary

Indicate whether action will or will not be taken after executive session.

*Motion by:*_____ *Seconded by:*_____ *Approved:*_____

XV. RESUMPTION OF PUBLIC PORTION **TIME:**_____

*Motion by:*_____ *Seconded by:*_____ *Approved:*_____

XVI. ADJOURNMENT **TIME:**_____

*Motion by:*_____ *Seconded by:*_____ *Approved:*_____