MERCHANTVILLE BOARD OF EDUCATION AGENDA
APRIL 25, 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 – March 13, 2017

Motioned by_____, seconded by_____

VI. COMMITTEE REPORTS

1. Policy and Community Engagement – April 5th Meeting
2. Education Committee – April 5th 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 four students that represented Merchantville School at the NJ Reflections competition: Kevin Conway, Shania Ford, Mira Stocker and Ava Vitiello. (Mira Stocker received an Award of Merit for her literature piece)
- Review the CSA Merit Goals for 2016-2017 – J. Scott Strong
- Public Presentation of the 2017-2018 Budget

VIII. UNFINISHED BUSINESS

- Board members are to complete the CSA Evaluation

IX. COMMUNICATIONS - None

X. CSA REPORT

- March 2017 Monthly Report
- Emergency Drills: Fire Drill on March 8 at 1:00 pm & Evacuation Drill on March 21 at 2:10 pm

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____
(1) **RECOMMEND** that the Merchantville Board of Education approve the second reading and adoption 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

Motioned by_____, seconded by_____
(2) **RECOMMEND** that the Merchantville Board of Education approve the deletion of the following policy due to the fact that it does not apply to Merchantville School:

- Policy #6200 – Adult / Community Education

Motioned by_____, seconded by_____
(3) **RECOMMEND** that the Merchantville Board of Education approve the revised 2016-2017 Merchantville School calendar changing the last day of school to June 16, 2017, which would be the 180th day of school.

Motioned by_____,seconded by_____
(4) **RECOMMEND** that the Board of Education approve, with regret, the resignation of Mrs. Kara Temeles, a special education Pre-K teacher, effective the end of her maternity leave – June 30, 2017.

Motioned by_____, seconded by_____
(5) **RECOMMEND** that the Merchantville Board of Education approve the Camden County Elementary League Membership Resolution for the 2017-2018 school year.

Motioned by_____, seconded by_____
(6) **RECOMMEND** that the Merchantville Board of Education approve curriculum writing of our Reading Curriculum to align with the New Jersey Student Learning Standards. Each teacher will be given 5 hours of work at $40 per hour for each grade level assigned.

- Heather Wilson – Grades K, 1 & 2
- Alicia Lord – Grades 3, 4, & 5
- Gerardina Turan – Grades 6, 7 & 8

Motioned by_____,seconded by_____

(7) **RECOMMEND** that the Board of Education approve the recommendation of the Chief School Administrator to continue with the Early Childhood Extended School Year (ESY) Program for summer 2017. This program will continue the special services as mandated by Individual Education Programs (IEPs).

July 5th through August 3rd - 18 days
Monday through Thursday each week
9:00 a.m. to 11:30 a.m.

Furthermore, to approve the following personnel associated with the Preschool Extended School Year Program:

Employee	Job Description	Rate of Pay	Number of Hours	Number of Days
Batterman, Caren	Teacher	$40.00 per hour	3.25 hours per day	18 Days
Casey, Lisa	Aide	$16.00 per hour	3.25 hours per day	18 Days
Brooks, Lindsay	Substitute Teacher / Aide	$40 / $16 per hour	As needed	As needed

(8) **RECOMMEND** that the Board of Education approve to provide speech service over the summer for students with Individual Education Plan needs. The services will be provided by Ms. Jamie Bertini, the district's speech teacher, for a period not to exceed 40 hours, as the contractual agreement rate of $ 40 per hour.

(9) **RECOMMEND** that the Board of Education approve the stipend to be shared equally with Mrs. Samantha Gudowski and Ms. Heather Wilson to develop a Summer Reading Program for 2017. The stipend is $500. ($250 each)

(10) **RECOMMEND** that the Board of Education approve the 2017 Summer Music Program with a time frame of June 19, 2017 – June 29, 2017 from 9:00 am to 1:00 pm (Monday – Thursday).

Furthermore, to approve Mrs. Sandra Taylor, the district's music teacher, to facilitate this program. The timeframe is for the two week program (4 hours a day for 8 days) at a rate of $40. per hour.

Motioned by_____,seconded by_____

(11) **RECOMMEND** that the Merchantville Board of Education approve Lucia Segrest to increase her daily hours from 5.5 hours a day to 5.95 hours per day in her role as a teaching aide starting April 10, 2017 and lasting for the remainder of the 2016-2017 school year. (To meet the needs of a student)

Motioned by_____,seconded by_____

(12) **RECOMMEND** that the Merchantville Board of Education approve Terika Floyd as a non-instructional aide at Step 1 with a rate of $14.35 per hour for 3 hours a day starting April 24, 2017 and and lasting for the remainder of the 2016-2017 school year. (To meet the needs of a student)

Motioned by_____,seconded by_____

(13) **RECOMMEND** that the 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**
Haddon Heights High School	8th Grade	36	2	0	May 2017	Orientation Field Day (No Cost)
Annenberg Theater – Philadelphia, PA	6th Grade	43	2	6	May 2017	Art-A-Facts
Clementon Park – Clementon, NJ	Service Trip – Grades 3 – 8	130	3	20	June 2017	Service Trip
Rutgers Center for	Kindergarten	40	2	7	June 2017	Art-A-Facts

the Arts – Camden, NJ						
Fulper Family Farm – Lambertville, NJ	Kindergarten	40	2	5	May 2017	Class Trip
Tinicum County Park – Bucks County, PA	Naturalist Club	33	3	4	June 2017	Club Trip – Paid by Club
Please Touch Museum – Philadelphia, PA	Pre-Kindergarten	17	3	7	May 2017	Class Trip
The Capital Building – Washington, DC	8th Grade Trip	36	2	6	June 2017	Art-A-Facts Trip

Motioned by_____, seconded by_____

(14) **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
Melissa Nettleton	Revisiting Guided Reading	Mt. Laurel, NJ	May 23, 2017	$150
Samantha Gudowski	Revisiting Guided Reading	Mt. Laurel, NJ	May 23, 2017	$150
Stacy McAnnaney	Strengthening Students' Self Control to Increase Learning	Voorhees, NJ	May 11, 2017	$245

Motioned by_____,seconded by_____

(15) **RECOMMEND** that the Board of Education approve the employee renewal list for the 2017-2018 school year.

MEA Employees	2016-2017	Educ.	2016-2017	Full-Time	NOTES
Teachers and Nurse	**Salary (*)**	**Credits**	**Step(*)**	**Equiv.**	
Baker	58,923.00	BA	5	100.00%	
Batterman	96,942.00	MA	18	100.00%	
Bertini	64,693.00	MA	3	100.00%	*Non Tenured*
Brill	81,993.00	MA	15	100.00%	
Brooks	65,693.00	MA	4	100.00%	
Dailey	57,923.00	BA	4	100.00%	
Fields	77,803.00	BA	18	100.00%	
Franolich	79,314.00	BA 9	18	100.00%	
Gandy	76,613.00	BA	17	100.00%	
Gudowski	58,923.00	BA	5	100.00%	
Hellman	96,942.00	MA	18	100.00%	
Hood	57,923.00	BA	4	100.00%	
Huber	74,693.00	MA	11	100.00%	
Iannucci	68,693.00	MA	7	100.00%	*Non Tenured*
Korn	55,923.00	BA	2	100.00%	*Non Tenured*
Lord	60,143.00	BA 15	4	100.00%	
Maziarz	28,961.50	BA	4	50.00%	

McAnnaney	54,923.00	BA	1	100.00%	
Nemorofsky	64,693.00	MA	3	100.00%	
Nettleton	74,693.00	MA	11	100.00%	
Papa	55,923.00	BA	2	100.00%	*Non Tenured*
Ransom-Harper	98,292.00	MA 9	18	100.00%	
Rettinger	72,223.00	BA	14	100.00%	
Shearer	55,923.00	BA	2	100.00%	
Sheffer	62,423.00	BA	8	100.00%	*Non Tenured*
Taylor	49,408.55	BA	7	81.10%	
Tsypenyuk	57,923.00	BA	4	100.00%	
Turan	98,295.00	MA15	18	100.00%	
Van Sciver	98,295.00	MA 15	18	100.00%	
Waldron	76,443.00	BA	15	100.00%	
Wilson-Harvey	89,658.00	BA 21	18	100.00%	
Wilson	64,693.00	MA	3	100.00%	
Wurster	62,423.00	BA	8	100.00%	

MEA EMPLOYEE	**EST.**	**2016-2017**	**2016-2017**	**Full Time**	**NOTES**
	2017-2018	**Step(*)**	**Hourly**	**Equivalent**	
Aides	**Salary(*)**		**Rate***		**Est. Hours**
Alloway	17,394.00	4	16.16	Hourly Non-Inst.	5 hrs. per day
Casey	17,302.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Grasso	18,126.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Irvin-Turner	16,478.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Nolte	16,478.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Richards	25,735.00	5	26.30	Hourly Instructional	5 hrs. per day
Segrest	16,478.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Thomas	13,451.00	1	14.35	Hourly Non-Inst.	5 hrs. per day
Stone	42,328.00	1		Secretary	
Bennett	50,148.00	3		Gen'l Maintenance	

Others:

Substitute Teachers/Aides	$50.00 half day	Less than 4 hours
Substitute Teachers/Aides	$85.00 full day	

Substitute Nurse	$175.00 full day
Substitute Nurse Overnight	$150.00
Substitute Secretary	12.50 per hr
Alarm Responders	$70.00
Interpreter	$33.00 per hr.

(*) = Note: 2016-2017 Salary and step to be used until the 2017-2018 contract/salary guide is approved.

Informational Use of Facilities -

Group	Event	Times	Dates	Facility
Merchantville PTA	8th Grade Parent Meeting	6:30 – 8:00 pm	Mon, April 3, 2017	Room 105

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 March 2017 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 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 March 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 March 2017. The Treasurer's Report and Secretary's report are in agreement for the month of March 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 item D:

D. Warrants

The attached bill lists:

- March 2017 payroll **(Attachment D1)**
- April 2017 warrants **(Attachment D2)**

Motioned by_____, seconded by_____

(3) **RECOMMEND** that the Merchantville Board of Education approve item E:

E. Risk Management Consultant

To approve the attached resolution appointing a risk management consultant **(Attachment E1)**.

(4) **RECOMMEND** that the Merchantville Board of Education approve item F:

F. 2017-2018 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2017-2018 school budget, and

WHEREAS, a budget hearing was held on April 25, 2017.

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

NOW THEREFORE, BE IT RESOLVED that the Merchantville Board of Education hereby approves the 2017-2018 school budget as presented by the administration which includes the following:

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.

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.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2017-18 Total Expenditures	8,248,332.00	489,616.00	173,515.00	8,911,463.00
Less: Anticipated Revenues	2,994,627.00	489,616.00	41,103.00	3,525,346.00
Taxes to be Raised	5,253,705.00	0.00	132,412.00	5,386,117.00

(5) **RECOMMEND** that the Merchantville Board of Education approve items G through H:

G. Tax Payment Schedule

It is recommended that the Board of Education approve the following monthly schedule of Borough tax payments to the Merchantville Board of Education.

September 1, 2017	$1,346,529.50	March 1, 2018	$1,346,529.00
December 1, 2017	$1,346,529.50	June 1, 2018	$1,346,529.00

Total 2017-2018 taxes $5,386,117.00

H. Maximum Travel Budget

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

WHEREAS, the Merchantville 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, N.J.A.C. 6A:23B-1.1 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, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $12,000.00 for all staff and board members.

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:*_____