MERCHANTVILLE BOARD OF EDUCATION AGENDA
MAY 23, 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 in length to 5 minutes. The Board of Education reserves the right to limit the total length of the Open Public Comment section to 60 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 – April 25, 2017

Motioned by_____, seconded by_____

VI. COMMITTEE REPORTS

1. Policy and Community Engagement – May 3rd Meeting
2. Education Committee – No Meeting
3. Finance: Planning and Utilization – May 17th Meeting
4. Personnel Committee – April 25th Meeting
5. Facilities Committee – May 23rd Meeting
6. Negotiations Committee – May 17th Meeting

VII. NEW BUSINESS

VIII. UNFINISHED BUSINESS

- Board members are to complete the Board of Education Self-Evaluation

IX. COMMUNICATIONS - None

X. CSA REPORT

- April 2017 Monthly Report
- Emergency Drills: Fire Drill on April 11 at 9:30 am & Evacuation Drill on April 27 at 9:00 am
- Summer Hours for 2017 (Monday – Thursday; 8:00 am – 4:00 pm)

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____
(1) **RECOMMEND** that the Merchantville Board of Education approve the reviewing of the following policies:

- Policy #0100 – Educational Philosophy
- Policy #0300 – School District Goals and Objectives (T&E)
- Policy #1111 – District Publications
- Policy #1120 – Board of Education Meetings
- Policy #1140 – Distribution of Materials by Pupils and Staff
- Policy #1200 – Participation by the Public
- Policy #1250 - Visitors
- Policy #1410 – Local Units

Motioned by_____, seconded by_____
(2) **RECOMMEND** that the Merchantville Board of Education approve the first reading of the updated polices listed below:

- Policy #1000-1010 – Concepts and Goals in Community Relations – Goals & Objectives
- Policy #1100 – Communication with the Public
- Policy #1110 – Media
- Policy #1220 – Citizen's Ad Hoc Advisory Committees
- Policy #1230 – School – Connected Organizations
- Policy #1312 – Community Complaints and Inquiries
- Policy #1322 – Contests for Pupils
- Policy #1330 – Use of Facilities
- Policy #1600 – Relations Between Other Entities and the District

Motioned by_____, seconded by_____
(3) **RECOMMEND** that the Merchantville Board of Education approve curriculum writing of our Writing Curriculum to align with the New Jersey Student Learning Standards. Each teacher will be given 3 hours of work at $40 per hour for each grade level assigned.

- Heather Wilson – Grades K, 1 & 2
- Alicia Lord – Grades 3, 4, & 5

Motioned by_____,seconded by_____
(4) **RECOMMEND t**hat the Board of Education approve the appointment of coaches and advisors for the 2017-2018 school year. The rates listed are the 2016-2017 contracted rates as per the MEA agreement.

Coach, Field Hockey	Ms. Rebecca Goff	($1969)
Coach, Soccer	Mr. Ryan Fields	($1969)
Coach, Boy's Basketball	Mr. Ryan Fields	($4586)
Coach, Girl's Basketball	Mr. Ryan Fields	($4586)
Coach, Cheerleading	Mrs. Samantah Gudowski	($2289)
Coach, Spring Track	Mr. Michael Dailey	($1969)*
Advisor, National Junior Honors Society	Mrs. Sherry Iannucci&Mrs. Margaret Hood	($751.50 each)
Advisor, Student Council	Mrs. Janice Brill	($1503)
Advisor, Yearbook	Ms. Yuliya Tsypenyuk	($1503)
Advisor, Band	Mrs. Sandy Taylor	($1503)
Advisor, Choir	Mrs. Sandy Taylor	($1503)
Advisor, Musical Director	Mrs. Sandy Taylor	($1503)
Advisor, Garden Club	Mrs. Gerardina Turan	($1503)
Advisor, Naturalist Club	Mrs. Vanessa Van Sciver	($1503)

Advisor, Stage Crew	Mr. Shawn Waldron	($1503)
Advisor, Assistant Musical Director	Mrs. Lisa Casey	($752)
Advisor, Art Club	Ms. Karen Baker	($1503)
Advisor, Running Club	Mr. Michael Dailey	($1503)*
Coordinator, Renaissance Program	Mrs. Jeanne Leise & Ms. Alicia Papa	($751.50 each)*
Coordinator, Athletic Coordinator	Mr. Michael Dailey	($2601)*
Coordinator, Safety Patrol	Mr. Shawn Waldron	($2601)

* Positions not specified in the contract

Motioned by_____,seconded by_____
(5) **RECOMMEND** that the Board of Education approve the Discipline Code of Conduct and Student Dress Code for the 2017-2018 school year.

Motioned by_____, seconded by_____
(6) **RECOMMEND** that the Board of Education continue the consortium with the Lindenwold School District acting as the lead applicant in order to receive our Title III allocation for the 2017 – 2018 school year.

Motioned by_____, seconded by_____
(7) **RECOMMEND** that the Board of Education approve for Terms of Service for non-MEA members for the 2017-2018 school year.

Motioned by_____, seconded by_____
(8) **RECOMMEND** that the Board of Education approve homebound instruction for student ID # 9330 from April 24, 2017 until the end of the school year. In addition, approve the following teachers for up to 5 hours of instruction each per week from April 24, 2017 – June 16, 2017 at $40 per hour:

- Gerardina Turan
- Vanessa Van Sciver

Motioned by_____,seconded by_____
(9) **RECOMMEND** that the Board of Education set the following tuition rates for the 2017-2018 school year:

Pre-Kindergarten – Half-Day Program	$3400
Kindergarten – Full Day Program	$6000

Motioned by_____, seconded by_____
(10) **RECOMMEND** that the Merchantville Board of Education approve for the following employees to develop the scope and sequence guide for English Language Arts over the summer. Each grade level will be given up to 20 hours of work to be divided amongst the people listed at an hourly rate of $40 per hour.

ELA	Kindergarten	Caren Batterman & Ellen Franolich
ELA	1st Grade	Patricia Fields & Heather Wilson
ELA	2nd Grade	Kathi Harvey-Wilson & Teri Sheffer
ELA	3rd Grade	Deborah Huber & Melissa Nettleton
ELA	4th Grade	Rebecca Goff & Barbara Gandy
ELA	5th Grade	Alicia Papa & Samantha Gudowski

Motioned by_____,seconded by_____
(11) **RECOMMEND** that the Board of Education approve the submission of completion of the CSA's Merit Goals for the 2016-2017.

- Goal #1 – Equal Access $2500
- Goal #2 – Public Communication $1500

Motioned by_____, seconded by_____

(12) **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
Janice Brill	Revisiting Guided Reading	Mt. Laurel, NJ	May 23, 2017	$150

Motioned by_____,seconded by_____

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

MEA Employees	2016-2017 Salary (*)	Full-Time Equiv.	Position	Notes
Anselmo, Chris	$38,472.00	1.00	Custodian - Day	
Czarnick, Matthew	$37,440.00	1.00	Custodian - Night	
DiMatteo, Rose	$53,500.00	1.00	Confidential Secretary	
James, Luke	$14.00 per hour	.50	Custodian - Night	
Corbett, Amanda	$14.39 per hour	.50	Custodian - Night	
Leise, Jeanne	$76,662.00	1.00	Social Worker/Supervisor	
Klaus, Kimberly	$89,740.00	1.00	LDTC/Supervisor	
Spahr, Rachel	$66,788.00	1.00	Psychologist	

Motioned by_____, seconded by_____

(14) **RECOMMEND** that the Board of Education approve for the following courses be added to the curriculum for 7th and 8th grade electives: Study Skills, Coding I, Fitness Team Building, Illustration, Citizenship in Our Community, Science Fiction Book Club, Film Appreciation, Health and Wellness, LEGO Robotics, Shakespeare Alive!, Genealogy, Coding II, Video Production, Advanced Art, Geo/Spatial STEM, Intro to Psychology, History Books vs Hollywood.

Motioned by_____, seconded by_____

(15) **RECOMMEND** that the Board of Education approve the English Language Service Three-Year Program Plan for 2017-2020 for Merchantville School.

Motioned by_____,seconded by_____

(16) **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
Various Merchantville Historic Areas	Citizenship in the Community	7	1	0	May/June 2017	No Cost

Informational Use of Facilities -

Group	Event	Times	Dates	Facility
Merchantville PTA	Scholarship	6:00 – 7:00 pm	Mon, May 8,	Conference Room

	Meeting		2017	
Class of 1964 Reunion	Reunion Tour	10:30 am – 12:00 pm	Sat, May 20, 2017	Building Tour
Merchantville PTA – 8th Grade Parents	Car Wash Fund Raiser	8:30 am- 12:30 pm	Sat, May 20, 2017	Teacher's Parking Lot
Merchantville PTA – 8th Grade Parents	Graduation Meeting	6:30 – 7:30 pm	Mon, May 15, 2017	Room 105

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____
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 April 2017 **(Attachment A1 and A2).**

B. Transfer of Funds
The attached transfer list, with the recommendation of the Superintendent, for the month of April 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 April 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 April 2017. The Treasurer's Report and Secretary's report are in agreement for the month of April 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_____
RECOMMEND that the Merchantville Board of Education approve items D through E:

D. Warrants
The attached bill lists:

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

E. Void Check
The approve the voiding of the following agency account check:
#2241 $50.00 Lincoln Investment Planning

Motioned by_____, seconded by_____
RECOMMEND that the Merchantville Board of Education approve item F through H:

F. Camden County Educational Services Commission

To approve the attached General Services Contract with Camden County Educational Services Commission for the 2017-2018 school year **(Attachment F1)**.

G. Non Fair and Open
To award non fair and open contract to Decker's, Inc. for the 2016-2017 and 2017-2018 school year for annual lawn services in an amount to exceed $17,500.00

H. Non Fair and Open
To award non fair and open contract to J&G Industrial Supply for the 2016-2017 and 2017-2018 school year for annual lawn services in an amount to exceed $17,500.00

RECOMMEND that the Merchantville Board of Education approve items I through Z:

I. 2017-2018 Preschool Education Aid
It is recommended that the Board of Education approve the receipt of $42,644.00 in Preschool Education Aid for the 2017-2018 school year.

J. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2016-2017 school year.

K. Professional Services – It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, Brokers of Record, School Auditor, and School Physician.

RESOLUTION

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 Merchantville in the County of Camden, New Jersey, is hereby appointing the following persons to serve in the designated positions for the 2017-2018 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
St. Clair CPA's	School Auditor	$22,500.00
Lammey & Giorgio	Architect of Record	$180.00/hour
Remington & Vernick	Engineer	$165.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	Per Insurance Requirements
Hardenbergh Insurance Group	Insurance Broker of Record	Per Insurance Requirements
Brown & Brown Benefit Advisors	Health Insurance Broker of Record	Per Insurance Requirements
Dr. Gooberman	School Physician	

A copy of this Resolution shall be published in the official newspaper of the Board of Education as required by law within ten (10) days of its passage.

L. Health Care Providers – To approve the following health care providers for the 2017-2018 school year:

Horizon (Dental)
School Employees Health Benefits Program (Health & Prescription)

M. Audit Peer Review – To recognize the Peer Review Report conducted on St. Clair CPA's and that St. Clair CPA's is in compliance for the 2017-2018 school year for completion of the 2016-2017 audit.

N. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2017-2018 school year.

O. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2017-2018 school year.

P. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2017-2018 school year:

Be it resolved that the Merchantville Board of Education Approves:

Surplus Guarantee
Sodexo guarantees that District shall breakeven for the 2017-2018 school year. If the actual Surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.

Management Fee
District shall pay Sodexo a Management Fee in an amount equal to $0.54 per Pattern Meal and Meal Equivalent for the 2017-2018 contract year.

Q. Meal Prices – To approve the following food service meal prices for the 2017-2018 school year:

Paid Lunch	$2.85 (Increased from $2.75 in 2016-2017)
Reduced Lunch	$ .40
Paid Breakfast	$1.25
Reduced Breakfast	$ .30
Adult Lunch	$4.00
Adult Breakfast	$1.75

R. Official Newspaper – It is recommended that the Board of Education approve the following official newspapers:

- ✓ Courier Post
- ✓ The Retrospect

S. Website – It is recommended that the Board of Education approve to designate the MerchantvilleSchool website www.merchantvilleschool.org as an official site for advertising for the Merchantville Board of Education.

T. 403B Providers – It is recommended that the Board of Education approve the following 403B providers:

1. Lincoln Investment
2. VOYA - TSA
3. AXA Equitable – Equi Vest

U. Curriculum, Textbooks and Policies – It is recommended that the Board of Education approve to accept and reaffirm the curriculum and textbooks, policies, practices and procedures of the Merchantville Board of Education recognizing that these items may be amended when necessary with Board approval.

V. 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.

W. Depository of School Funds – It is recommended that the Board of Education approve 1st Colonial Community Bank as the depository of school funds.

X. Account Signatories - It is recommended that the Board of Education approve the following account signatories:

Account	Requirements/Signatories
General Fund Account	Board President Board Vice President Business Administrator/Board Secretary Chief School Administrator Requires three (3) signatures
Agency Account	Business Administrator/Board Secretary Requires one (1) signature
Payroll Account	Business Administrator/Board Secretary Requires one (1) signature
Unemployment Account	Business Administrator/Board Secretary Requires one (1) signature
Student Activities Account	School Secretary Chief School Administrator Requires two (2) signatures

Y. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments:

Affirmative Action Officer – CSA
Title IX Coordinator – Physical Education Teacher
504 Compliance Officer – Social Worker
ADA Coordinator – CSA
Health/Safety Compliance Officer – School Nurse
Custodian of Records (student/employee) – CSA
Custodian of Records (OPRA) – Business Administrator
Right to Know Officer – Maintenance Supervisor
Substance Abuse Coordinator – Social Worker
Integrated Pest Management Coordinator – Maintenance Supervisor
Homeless Liaison – Social Worker
Public Agency Compliance Officer – Business Administrator
HIB Coordinator – LDTC/Supervisor
HIB Specialist – School Psychologist

Z. Chart of Accounts - It is recommended that the Board of Education approve the 2017-2018 chart of accounts.

XIII. 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 in length to 5 minutes. The Board of Education reserves the right to limit the total length of the Open Public Comment section to 60 minutes. The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member.

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:*_____