MERCHANTVILLE BOARD OF EDUCATION AGENDA
JUNE 19, 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 – May 23, 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 – May 17th & June 19th Meeting
4. Personnel Committee – No Meeting
5. Facilities Committee – June 19th Meeting
6. Negotiations Committee – June 13th Meeting

VII. NEW BUSINESS

- Carroll Will Update - $97,914 distributed to 22 Merchantville School graduates
- Development of Merchantville Board of Education Goals for the 2017-2018 school year

VIII. UNFINISHED BUSINESS

- Update on the Board of Education Self Evaluation
- Update on Transportation Survey

IX. COMMUNICATIONS - None

X. CSA REPORT

- May 2017 & June 2017 Monthly Report
- Emergency Drills: Fire Drill on May 17 at 2:10 pm & Lockdown Drill on May 23 at 10:45 am
- Emergency Drills: Fire Drill on June 15 at 2:00 pm & Evacuation Drill on June 16 at 2:00 pm

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____
(1) **RECOMMEND** that the Board of Education approve the resignation of Board member Lee Plenn, effective immediately.

Motioned by_____, seconded by_____
(2) **RECOMMEND** that the Merchantville Board of Education approve the second reading and adoption 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 6, 7, & 8

Motioned by_____, seconded by_____
(4) **RECOMMEND** that the Board of Education approve homebound instruction for student ID # 10076 from June 5, 2017 until the end of the school year. In addition, approve Alicia Lord for up to 10 hours of instruction each per week from June 5, 2017 – June 16, 2017 at $40 per hour:

Motioned by_____, seconded by_____
(5) **RECOMMEND** that the Board of Education approve homebound instruction for student ID # 10622 from May 25th, 2017 until the end of the school year. In addition, approve Andrew Korn for up to 10 hours of instruction each per week from May 29, 2017 – June 16, 2017 at $40 per hour:

Motioned by_____, seconded by_____
(6) **RECOMMEND** that the Board of Education approve the resignation of Amanda Corbett effective May 24, 2017.

Motioned by_____, seconded by_____
(7) **RECOMMEND** that the Board of Education approve the resignation of Luke James effective May 24, 2017.

Motioned by_____, seconded by_____
(8) **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
J. Scott Strong	Link It! Workshop – Data Warehousing Analytic Assessment Solutions	Gloucester City, NJ	July 17 & 18, 2017	$200
J. Scott Strong	NJ Achieve NJ Regional Workshop – 2017	Gloucester Township, NJ	July 27, 2017	$0

J. Scott Strong	ESSA Consolidated Formula Subgrant Application	Blackwood, NJ	July 25, 2017	$0
Kim Klaus	ESSA Consolidated Formula Subgrant Application	Blackwood, NJ	July 25, 2017	$0

Motioned by_____, seconded by_____

(9) **RECOMMEND** that the Merchantville Board of Education approve the District Mentoring Plan for the 2017-2018 school year.

Motioned by_____,seconded by_____

(10) **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
California State University – Los Angeles, CA	7th and 8th grade students	5	1	0	July 2017	Some Carroll Will Money and student paid

Motioned by_____, seconded by_____

(11) **RECOMMEND** that the Merchantville Board of Education approve the ability for the Chief School Administrator to hire staff for the 2017-2018 school year until September 15, 2017 at his discretion provided that paperwork is completed for each candidate and they are appropriately qualified for the position.

Motioned by_____, seconded by_____

(12) **RECOMMEND** that the Merchantville Board of Education approve a reimbursement to Jerry Bennet in the amount of $50.00 per month for work related use of his personal cell phone for the 2017-2018 school year.

Informational Use of Facilities -

Group	Event	Times	Dates	Facility
Merchantville PTA – 8th Grade Parents	Graduation Meeting	6:30 – 7:30 pm	Tues, May 30, 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 May 2017 **(Attachment A1 and A2).**

B. Transfer of Funds

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

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

E. Approval of Payment of Bills

Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve item F through L:

F. IDEA Grant

To approve submission and acceptance of the 2017-2018 IDEA grant in the following amounts:

IDEA Basic - $153,479.00
IDEA Preschool - $6,376.00

G. BCIPJIF Renewal Cost

Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2017-2018 school year at a cost of $59,882.00.

H. BCIPJIF Resolution 2017-6-1

Resolution 2017-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $3,594.00 to be used to offset the 2017-2018 premium. **(Attachment H1)**

I. Fixed Asset Deletions

To approve the disposal of the attached fixed assets and removal from the fixed asset listing. **(Attachment I1)**

J. Food Service Corrective Action Plan

To approve the attached food service corrective action plan for the 2015-2016 audit **(Attachment J1)**

K. PL 2015 Chapter 47
To recognize the attached list to be in compliance with PL 2015 Chapter 47. **(Attachment K1)**

L. State Contract - Dell
To approve purchase of chromebooks under State Contract #89967 through Dell Marketing LP in the amount of $22,785.70.

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:*_____

Motioned by_____, seconded by_____

(13) **RECOMMEND** that the Board of Education approve the annual written performance report for J. Scott Strong serving as the Chief School Administrator for the 2016-2017 school year.

XVI. ADJOURNMENT **TIME:**_____

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