MERCHANTVILLE BOARD OF EDUCATION AGENDA
AUGUST 23, 2016

I. CALL TO ORDER

I, _____, Vice-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," the Merchantville Board of Education on August 23, 2016, caused to be posted at the Business Office of the 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. ROLL CALL

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

III. 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.

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 - June 28th, 2016
- Regular Meeting – July 26th, 2016

VI. NEW BUSINESS

- *NOMINATION OF PRESIDENT AND ELECTION OF PRESIDENT*

The Vice-President opens the floor to nominations for the Office of the President of Merchantville Borough Board of Education.

MOTION (,) to open nominations for the position of President.

MOTION (,) to nominate _____ to serve as President of Merchantville Borough Board of Education.

Other nominations:
MOTION (,) to nominate _____ to serve as President.

MOTION (,) to close nominations for President.

The Vice-President calls for a roll call vote on the election of _____ as President of the Board of Education for the remainder of the 2016 year, beginning August 23, 2016.

Roll call vote: Ayes _____ Noes _____ Abstain _____

The Vice-President then declares _____ elected to the Office of President and yields the chair to the President.

IF NEEDED:

- *NOMINATION OF VICE-PRESIDENT AND ELECTION OF PRESIDENT*

The President opens the floor to nominations for the Office of the Vice- President of Merchantville Borough Board of Education.

MOTION (,) to open nominations for the position of President.

MOTION (,) to nominate _____ to serve as Vice-President of Merchantville Borough Board of Education.

Other nominations:
MOTION (,) to nominate _____ to serve as Vice-President.

MOTION (,) to close nominations for President.

The President calls for a roll call vote on the election of _____ as Vice-President of the Board of Education for the remainder of the 2016 year, beginning August 23, 2016.

Roll call vote: Ayes _____ Noes _____ Abstain _____

The President then declares _____ elected to the Office of Vice-President and yields the chair to the President.

- Update on the Board of Education Vacancy Applications

VII. UNFINISHED BUSINESS

VIII. COMMUNICATIONS

IX. CSA REPORT

- School Board Report of the 2015-2016 School Year

X. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____
(1) **RECOMMEND** that the Merchantville Board of Education approve the Merchantville School Teachers' Handbook for the 2016-2017 school year.

Motioned by_____, seconded by_____
(2) **RECOMMEND** that the Board of Education approve the Science Curriculum (Grades 7 – 8), as completed by the assigned teachers during summer of 2016.

Motioned by_____, seconded by_____
(3) **RECOMMEND** that the Board of Education approve the Social Studies Curriculum (Grades K – 8), as completed by the assigned teacher, during summer of 2016.

Motioned by_____, seconded by_____
(4) **RECOMMEND** that the Board of Education approve the Substitute teacher and Nurse list as presented for the 2016-2017 school year.
(attachment)

Motioned by_____, seconded by_____

(5) **RECOMMEND** that the Board of Education establish the following rates for payments to substitutes:

$45.00 - for working 4 or less hours per day

and

$85.00 – for working more than 4 hours per day

Motioned by_____, seconded by_____

(6) **RECOMMEND** that the Board of Education formally approve the procedure of sending all 9th and 10th grade Merchantville residents to Haddon Heights High School, and that all existing, and new 11th and 12th grade students to attend Pennsauken High School for the 2016-2017 school year.

Motioned by _____, and seconded by_____,

(7) **RECOMMEND** that the Board of Education approve to make the following changes to administrative personnel:

To appoint:	Mr. Gregory Gontowski, as the Merchantville Board of Education's Business Administrator, Board Secretary and Qualified Purchasing Agent effective, Wednesday, August 24, 2016
Furthermore, to appoint:	Mr. William H. Thompson, as the consulting Business Administrator And, Ms. Loretta Mansolino, as the consulting Board Secretary through September 30, 2016.

Motioned by_____, seconded by_____

(8) RECOMMEND that the Board of Education approve changes to signatories on district's Financial Accounts and approve the following Account Signatories:

Account #	**Fund**	**Signatory's Title**
#4350	Warrant	Board President Board Vice-President Business Administrator Board Secretary Chief School Administrator (3 signatures required)
#4368	Payroll /Agency	Board Secretary Business Administrator (1 signature required)
#4376	Payroll/Salary	Board Secretary (1 signature required)
#4384	Unemployment	Board Secretary Business Administrator (Transfers only)
#4392	Student Activities	School Secretary CSA (1 signature required)

Motioned by_____, seconded by_____

(9) **RECOMMEND** that the Merchantville Board of Education approve to hire Mrs. Michelle Fiordaliso for a maternity leave, part-time Pre-Kindergarten position, starting September 1, 2016 until January 31, 2016,

at BA Step 5 on the MEA Agreement Salary Guide listed at $58,923 (pro-rated for the appropriate FTE of 50.7%. This appointment does not include benefits and does not accrue tenure. (Roll Call)

Motioned by_____, seconded by_____

(10) **RECOMMEND** that the Merchantville Board of Education approve to hire Ms. Kathleen Stone for the position of School Secretary – Main Office, starting September 1, 2016 (pending release from her current district, but no later than October 1, 2016), at Step1 on the MEA Agreement salary guide, listed at $42,328. This is a full time position, and includes benefits. (Roll Call)

Motioned by_____, seconded by_____

(11) **RECOMMEND** that the Merchantville Board of Education approve to hire Ms. Tracy Thomas for the position of Non-Instructional Aide, starting September 1, 2016, at Step 1 of the MEA Agreement with an hourly rate at $14.35 per hour. This is a part time position, 25 hours per week, and does not include benefits. (Roll Call)

Motioned by_____, seconded by_____

(12) **RECOMMEND** that the Merchantville Board of Education approve to hire Mr. Luke James, for the position of part-time, night custodian, working 29.5 hours per week, at $14.00 per hour, starting date of September 1, 2016, pending receipt of all mandated paperwork. (Roll Call)

XI. Business Office Recommendations

1. Approve Payments

Motioned by _____, seconded by_____

That the board of education approve the following payments, as reviewed and submitted by the business administrator.

(Attachments)

ACCOUNTING PERIOD AND DATA	***TOTAL AMOUNT***
P 065 – Bond Work Payment	$62,003.62
P 1 – July Bill Run	$193,226.91
P2 – June 16, 2016 Payroll	$33,406.05
P3 – June 30, 2016 Payroll – Final	$35,136.43
P 4 – Manual Ck. –Mr. Furphy – bookshelves	$800.00
P 5 – August Bill Run	$$358,568.19

2. Approve Budget Appropriation Transfer

Motioned by_____, seconded by_____

That the board of education approve the following transfer of accounts for the months of June 2016 and July 2016, as listed and approved by the business administrator: A 136, A 138, and A 002. (Attachment)

3. Contract
Motioned by_____, seconded by_____, that the board of education approve the following contract for the 2016-2017 school year:

State ID No.	Vendor	Date	Fees	Notes
7651503085	Bancroft Neuro-health	ASAP	$850.00	Student Evaluation

4. Approve Financial Reports – It is recommended that the board of education approve the following June l Reports:

Board Secretary Financial, Revenue and Treasurer's Reports

A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 2016. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 © 3, and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year.

B. Treasurer's Report in accordance with 18A:17-36 and 18A: 17-9 for the month of June 2016. The Treasurer's Report and Secretary's Report are in agreement for the month of June 2016.

C. Board Secretary in accordance with N.J.A.C. 6A:23A – 16-10 © 2 certifies that there are no changes in anticipated revenue amount or revenue sources.

D. Board of education Certification – pursuant to N.J.A. C. 6A:23A-16.10 © 4 – We certify that after review of the secretary's monthly financial report (appropriations section), and upon consultations with the appropriate district officials, that to the best of our knowledge no major accounts for funds have 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.
(attachments)

_____ _____
William H. Thompson, Business Adm. Date

5. Approve Salary and Education Step Correction – It is recommended that the board of education approve the business administrator's recommendation for the following education step and salary correction for the 2016-2017.

Mr. Shawn Waldron BA15 on a Step 15 $76,443.00

(Mr. Waldron moved to a BA15 during the last school year, and it was presented incorrectly on the renewal to the board.)

XII. 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.

XIII. EXECUTIVE SESSION

Matters to be discussed under Section 8 of the Open Public Meeting Act.

Moved by _____seconded by_____to adopt the following resolution to recess meeting to discuss_____, this session is expected to last for approximately _____minutes. Action will be/will not be taken upon returning to open session.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public form from a meeting in certain circumstances, and whereas this pubic body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Merchantville Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon thereafter specified subject matters. They are:

    a. Any matter which by express provision of federal law or state statue or rule of court shall be rendered confidential.
    b. Matters dealing with federal funding.
    c. Discussion of any material, the disclosure of which would constitute an unwarranted invasion of an individual's privacy.
    d. Matters dealing with collective bargaining.
    e. Matters dealing with the sale or purchase of public land
    f. Discussion of any pending or anticipated litigation or contract negotiation.

XIV. RESUMPTION OF PUBLIC PORTION

XV. ADJOURNMENT