MERCHANTVILLE BOARD OF EDUCATION AGENDA
APRIL 24, 2018

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. Honigfeld	Mrs. Perno
Mr. Fitzgerald	Mr. James	Mrs. Stocker
Mrs. Geddes	Mr. Nussbaum	Mr. Vitiello

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

Motioned by_____, seconded by_____

- Regular Meeting – March 27, 2018
- Executive Session – March 27, 2018

VI. NEW BUSINESS

- RFQ Update
- Haddon Heights Diversity Committee Update
- NJSBA Presentation on CSA Evaluation Process
- Public Presentation of the 2018-2019 Budget

VII. UNFINISHED BUSINESS

VIII. COMMITTEE REPORTS

- Policy and Community Engagement Committee
- Education Committee – April 24 Meeting
- Finance: Planning and Utilization
- Personnel Committee – April 16 Meeting
- Facilities Committee
- Promoting Positive Partnerships – April 11 Meeting

IX. COMMUNICATIONS

- Invitation to Haddon Heights Academic Awards evening – May 23 at 7:30

X. CSA REPORT

- March 2018 Monthly Report
- March Emergency Drills: March 16, 2018 (1:00) – Bomb Threat; March 19, 2018 (2:00) – Fire Drill

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 through 3:

(1) That the Merchantville Board of Education approve the second reading and adoption of the following polices:
   a. Policy #1250 - Visitors
   b. Policy #2130 – Principal Evaluation
   c. Policy #2131 – Chief School Administrator
   d. Policy #4115 - Supervision
   e. Policy #4116 - Evaluation
   f. Policy #5131.1 – Harassment, Intimidation, and Bullying
   g. Policy #6145.1-6145.2 – Intramural Competition; Interscholastic Competition
   h. Policy#6171.3 – At Risk &Title 1: Improving the Academic Achievement and Parent and Family Engagement

(2) That the Merchantville Board of Education approve Camden County Elementary League Membership Resolution for the 2018-2019 school year.

(3) That the Merchantville Board of Education approve the student teaching placement of Stephanie DeVito for Elementary and Special Education placement in the Fall 2018 semester.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items 4 through 11:

(4) That the Merchantville Board of Education approve Lindsay Brooks and Dina Turan to provide homebound instruction for student ID #10060 for a total up to 10 hours a week starting April 23, 2018 at a rate of $40 per hour.

(5) That the Merchantville Board of Education approve Nancy Talarico to provide homebound instruction for student ID #10820 for a total up to 5 hours a week starting April 16, 2018 at a rate of $40 per hour.

(6) That the Merchantville Board of Education approve, with regret, the retirement of Ellen Franolich effective at the end of this contract – June 30, 2018.

(7) That the Merchantville Board of Education approve, with regret, the resignation of Sandra Taylor effective at the end of this contract – June 30, 2018.

(8) 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 2018. This program will continue the special services as mandated by Individual Education Programs (IEPs).

July 9th through August 9rd - 20 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
Caren Batterman	Teacher	$40.00 per hour	3.25 hours per day	20 Days
Denise Grasso	Aide	$16.00 per hour	3.25 hours per day	18 Days
Alicia Lord	Substitute Teacher / Aide	$40 / $16 per hour	As needed	As needed

(9) 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.

(10) That the Board of Education approve the stipend to be shared equally with Samantha Gudowski and Heather Wilson to develop a Summer Reading Program for 2018. The stipend is $500. ($250 each)

(11) That the Board of Education approve the Family Medical Leave Act for Stacy McAnnaney starting April 9, 2018.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item 12 and 13:

(12) 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
Please Touch Museum, Philadelphia, PA	Pre-K	16	3	6	June 2018	Class Trip
Funplex & Maple Hill Restaurant Mt. Laurel, NJ	Student Government	18	3	0	June 2018	Activity Trip
Statue of Liberty and Ellis Island New York, NY	6th Grade	44	3	6	June 2018	Class Trip
Penn Museum Philadelphia, PA	6th Grade	44	2	6	May 2018	Art-A-Facts
Fulper Farm Lambertville, NJ	Kindergarten	36	2	7	June 2018	Class Trip
Clementon Park Clementon, NJ	Gr 3 – 8	175	4	30	June 2018	Service Trip
Eastern State Penitentiary Philadelphia, PA	Gr 8	43	3	4	June 2018	Art-A-Facts

(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
J Scott Strong	Using Data in School Leadership	Monroe Township, NJ	April 17, 2018	$149
Terri Sheffer	Decrease Attention-Getting and Tantrum Behaviors: Practical Solutions	Cherry Hill, NJ	May 11, 2018	$259

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item 13:

(13) That the Board of Education approve the employee renewal list for the 2018-2019 school year.

MEA Employees	2018-2019	Educ.	2018-2019	Full-Time	NOTES
Teachers and Nurse	Salary	Credits	Step	Equiv.	

Baker	63,005.00	BA	7	100.00%	Non Tenured
Batterman	99,024.00	MA	18	100.00%	
Bertini	68,775.00	MA	5	100.00%	*Non Tenured*
Brill	94,045.00	MA	17	100.00%	
Brooks	69,775.00	MA	6	100.00%	*Non Tenured*
Dailey	64,225.00	BA+15	6	100.00%	
Fields	79,885.00	BA	18	100.00%	
Gandy	79,885.00	BA	18	100.00%	
Gudowski	63,005.00	BA	7	100.00%	*Non Tenured*
Goff	60,225.00	BA+15	2	100.00%	*Non Tenured*
Hellman	99,024.00	MA	18	100.00%	
Hood	62,005.00	BA	6	100.00%	
Huber	80,175.00	MA	13	100.00%	
Iannucci	73,775.00	MA	9	100.00%	*Tenured 9/1/18*
Korn	60,005.00	BA	4	100.00%	*Non Tenured*
Lord	64,225.00	BA+15	6	100.00%	
Marks	39,137.50	MA	12	50.00%	*Non Tenured*
Maziarz	31,002.50	BA	6	50.00%	
Nemorofsky	68,775.00	MA	5	100.00%	*Tenured 9/1/18*
Nettleton	80,175.00	MA	13	100.00%	
Ransom-Harper	100,374.00	MA 9	18	100.00%	
Rettinger	77,500.00	BA	16	100.00%	
Shearer	60,005.00	BA	4	100.00%	*Non Tenured*
Sheffer	67,505.00	BA	10	100.00%	*Non Tenured*
Tsypenyuk	62,005.00	BA	6	100.00%	
Turan	100,377.00	MA+15	18	100.00%	
Van Sciver	100,377.00	MA+15	18	100.00%	
Waldron	89,295.00	BA+30	17	100.00%	
Wilson-Harvey	91,740.00	BA 21	18	100.00%	
Wilson	68,775.00	MA	5	100.00%	*Non-Tenured*
Wurster	67,505.00	BA	10	100.00%	

MEA EMPLOYEE	**EST.**	**2018-2019**	**2018-2019**	**Full Time**	**NOTES**
	2018-2019	**Step**	**Hourly**	**Equivalent**	
Aides	**Salary**		**Rate***		**Est. Hours**
Alloway	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Casey	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Grasso	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day

Irvin-Turner	18,4555.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Nolte	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Richards	25,774.00	5	27.13	Hourly Instructional	5 hrs. per day
Segrest	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Thomas	16,866.00	3	16.14	Hourly Non-Inst.	5 hrs. per day
Stone	44,797.00	3		Secretary	
Bennett	53,073.00	NA		General 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.	

Non-MEA Employees	**2018-2019**	**Full-Time**	**Position**
	Salary	**Equiv.**	
Anselmo, Chris	$40,716.00	1.00	Custodian – Night
Czarnick, Matthew	$39,623.00	1.00	Custodian - Day
O'Drain, Patrick	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
Reustle, Richard	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
DiMatteo, Rose	$56,620.00	1.00	Confidential Secretary
Klaus, Kimberly	$94,974.00	1.00	LDTC/Supervisor
Leise, Jeanne	$81,134.00	1.00	Social Worker/Supervisor
Spahr, Rachel	$70,683.00	1.00	Psychologist

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Merchantville PTA	Science Expo	5:00 pm – 8:00 pm	Thurs, April 19, 2018	Gymnasium

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items A through D:

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of March 2018 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 2018 **(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 2018. 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 2018. The Treasurer's Report and Secretary's report are in agreement for the month of March 2018. **(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.

D. Warrants

The attached bill lists:

- March 2018 payroll **(Attachment D1)**
- April 2018 warrants **(Attachment D2)**

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item E:

E. 2018-2019 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2018-2019 school budget, and

WHEREAS, a budget hearing was held on April 24, 2018.

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 2018-2019 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 $77,000.00 and the enrollment

adjustment in the amount of $288,428.00. 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 $147,203.00. 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
2018-19 Total Expenditures	9,361,506.00	535,773.00	168,750.00	10,066,029.00
Less: Anticipated Revenues	3,484,327.00	535,773.00	39,975.00	4,060,075.00
Taxes to be Raised	5,877,179.00	0.00	128,775.00	6,005,954.00

Motioned by_____, seconded by_____ **ROLL CALL**

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

F. Risk Management Consultant
To approve the attached resolution appointing a risk management consultant **(Attachment F1)**.

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, 2018	$1,501,489.00	March 1, 2019	$1,501,488.00
December 1, 2018	$1,501,489.00	June 1, 2019	$1,501,488.00

Total 2018-2019 taxes $6,005,954.00

H. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2018-2019 school year **(Attachment H1)**.

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:*_____