MERCHANTVILLE BOARD OF EDUCATION AGENDA
MARCH 27, 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 – February 27, 2018
- Executive Session – February 27, 2018

VI. NEW BUSINESS

- Recognizing the top fundraisers for the American Heart Association Jump Rope and Hoop for Hearts 2018: 1st Place – Nico Malone, 2nd Place – Lilly Weiler, 3rd Place, Owen Peakes, 4th Place (Tie) Gianna Malone & Calista Jervas, 5th Place – Gia Iannucci

VII. UNFINISHED BUSINESS

- Budget Update for 18-19
- School Security Update

VIII. COMMITTEE REPORTS

- Policy and Community Engagement Committee
- Education Committee
- Finance: Planning and Utilization
- Personnel Committee
- Facilities Committee
- Promoting Positive Partnerships – March 14 Planning Meeting – Actual meeting April 11

IX. COMMUNICATIONS - None

X. CSA REPORT

- February 2018 Monthly Report
- Feb Emergency Drills: March 16, 2018 (1:00) – Bomb Threat; March 19, 2018 (2:00) – Fire Drill
- Update on Board of Education Goals #2 & #3 for 2017-2018: Enhance communication and relationships with internal and external stakeholders.

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 through 2:

(1) That the Merchantville Board of Education approve the first reading 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 the adjusted 2017-2018 calendar which will have the school year on June 19, 2018.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items 3 through 7:

(3) That the Merchantville Board of Education approve Shawn Waldron to complete Social Studies Curriculum work for grades 5 – 8 in the Summer of 2018 up to 40 hours at $40 per hour.

(4) That the Merchantville Board of Education approve Heather Wilson to complete Social Studies Curriculum work for grades K - 4 in the Summer of 2018 up to 40 hours at $40 per hour.

(5) That the Merchantville Board of Education approve the increases for the 2017-2018 school year, retroactive:

Non-MEA Employees	2017-2018 Salary (*)	Full-Time Equiv.	Position
Anselmo, Chris	$39,549.00	1.00	Custodian – Night
Czarnick, Matthew	$38,488.00	1.00	Custodian - Day
DiMatteo, Rose	$54,998.00	1.00	Confidential Secretary
Leise, Jeanne	$78,809.00	1.00	Social Worker/Supervisor
Klaus, Kimberly	$92,253.00	1.00	LDTC/Supervisor
Spahr, Rachel	$68,658.00	1.00	Psychologist

(6) That the Merchantville Board of Education approve Partick O'Drian as a part time, custodian starting April 2, 2018 for up to 29.5 hours per week at a rate of $14 per hour.

(7) That the Merchantville Board of Education approve Lee Smalls be added to the custodian substitute list for the 2017-2018 school year at a rate of $13.00 per hour.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item 8 and 9:

(8) 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
Philadelphia Art Museum, Philadelphia, PA	4th Grade	50	2	4	May 2018	Class Trip

Kroc Center Camden, NJ	2nd Grade	45	2	0	May 2018	Learn to Swim
Rutgers Camden, NJ	Kindergarten	36	2	7	May 2018	Art-A-Facts
Shofuso House Philadelphia, PA	3rd Grade	48	2	4	May 2018	Art-A-Facts
Cedar Run Wildlife Refuge Medford, NJ	7th Grade	45	2	2	April 2018	Class Trip
American Visionary Art Museum & Fort McHenry Baltimore, MD	7th Grade	45	2	5	May 2018	Art-A-Facts

(9) **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	School Safety Specialist Training	Robbinsville, NJ	June 25 – 28, 2018	$0
Cheryl Rettinger	Ready for the Real World at School, in health and in life	Mt. Laurel, NJ	March 27, 2018	$45

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Merchantville PTA	8th Grade Car Was	8:00 am – 1:00 pm	Sat, April 28, 2018	Parking Lot
Merchantville Little League	MLL Spring Season	Weekdays 4:30 pm – 9:00 pm Weekends 9:00 am – 5:00 pm	March 5, 2018 – June 30 , 2018	Athletic Fields & Concession Stad
Merchantville PTA	8th Grade Meeting	7:00 – 8:00 pm	Mon, Jan 29, 2018 & Feb 26, 2018	Room 105

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 February 2018 **(Attachment A1 and A2).**

B. Transfer of Funds

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

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

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item E through J:

E. ACES – Natural Gas

To approve the attached resolution 2018-3-1 approving participation for natural gas services through the Alliance for Competitive Energy Services (ACES) **(Attachment E1)**.

F. ACES – Electricity

To approve the attached resolution 2018-3-2 approving participation for electric generation services through the Alliance for Competitive Energy Services (ACES) **(Attachment F1)**.

G. Just Kids

To approve contract with Archway Program to run Just Kids for the 2018-2019 school year.

H. Shared Services Agreement – Business Office

To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $127,500.00 per attached contract for the 2018-2019 school year **(Attachment H1)**.

I. Tuition Contract - Pennsauken

To approve tuition contract with Pennsauken Board of Education for student #2424893961 in the amount of $20,339.00 for the 2017-2018 school year and an additional charge of transportation in the amount of $5.56 per day.

J. Tuition Contract - Pennsauken

To approve tuition contract with Pennsauken Board of Education for student # in the amount of $18,959.00 for the 2017-2018 school year and an additional charge of transportation in the amount of $5.56 per day.

Motioned by_____, seconded by_____ **ROLL CALL**

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

K. 2018-2019 Budget and Resolution

It is recommended that the Merchantville Board of Education approve 2018-2019 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2018-2019 School Budget,

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

BE IT RESOLVED to approve the 2018-2019 school budget as presented by the administration which includes the following:

	Budget	**Local Tax Levy**
General Fund	$9,411,416.00	$5,877,179.00
Special Revenue Fund	$535,773.00	
Debt Service Fund	$168,750.00	$128,775.00
Total Base Budget	$10,115,939.00	$6,005,954.00

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.

BE IT FURTHER 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.

L. 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. 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:*_____