MERCHANTVILLE BOARD OF EDUCATION AGENDA
OCTOBER 24, 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. Honigfeld	Mrs. Perno
Mr. Fitzgerald	Mr. James	Mrs. Stocker
Mrs. Foster	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 and Executive Session – September 26, 2017
- Special Meeting - October 3, 2017

VI. COMMITTEE REPORTS

1. Policy and Community Engagement – Meeting Oct 18 at 6:30
2. Education Committee – Meeting Sept 26 at 6:30
3. Finance: Planning and Utilization – No Meeting
4. Personnel Committee – No Meeting
5. Facilities Committee – Meeting Oct 24 at 6:30
6. Negotiations Committee – No new Update Since August Meeting

VII. NEW BUSINESS

VIII. UNFINISHED BUSINESS

- Merchantville Board of Education Goals – Review proposed Goals

Motioned by_____, seconded by_____

(A) **RECOMMEND** that the Merchantville Board of Education approve the proposed Merchantville School District Goals for the 2017-2018 school year.

IX. COMMUNICATIONS - None

X. CSA REPORT

- Monthly Report September 2017
- Emergency Drills: Fire Drill 9/7 at 10:08 & Evacuation Drill 9/21 at 9:15
- QSAC Presentation of Statement of Assurance
- Hearing on School Violence, Vandalism & Substance Abuse with the Week of Respect of Activities

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

(1) **RECOMMEND** that the Board of Education approve the QSAC Statement of Assurance for School Year 2017-2018 with the following scores:

- Instruction 5/5 = 100%
- Fiscal Management 10/10 = 100%
- Governance 10 / 10 = 100%
- Personnel 5/5 = 100%
- Operations 20/20 = 100%

Motioned by_____, seconded by_____

(2) **RECOMMEND** that the Merchantville Board of Education approve the 5-Year Curriculum plan from July 2017 – June 2022.

Motioned by_____, seconded by_____ **ROLL CALL**

(3) **RECOMMEND** that the Merchantville Board of Education approve Elizabeth Alloway as a substitute detention and Homework Center proctor for the 2017-2018 school year at a rate of $25 per hour.

Motioned by_____, seconded by_____ **ROLL CALL**

(4) **RECOMMEND** that the Merchantville Board of Education approve Tracy Thomas as a substitute detention and Homework Center proctor for the 2017-2018 school year at a rate of $25 per hour.

Motioned by_____, seconded by_____ **ROLL CALL**

(5) **RECOMMEND** that the Merchantville Board of Education approve Thomas Springer Sr. as a substitute custodian for the 2017-2018 school year at a rate of $13.00 per hour.

Motioned by_____, seconded by_____ **ROLL CALL**

(6) **RECOMMEND** that the Merchantville Board of Education approve Levi Cruz as a substitute custodian for the 2017-2018 school year at a rate of $13.00 per hour.

Motioned by_____, seconded by_____

(7) **RECOMMEND** that the Merchantville Board of Education approve Chantel Bechtel added to the substitute aide list for the 2017-2018 school year, pending the completion of paperwork.

Motioned by_____, seconded by_____

(8) **RECOMMEND** that the Merchantville Board of Education approve Angela DiPietro added to the substitute list for the 2017-2018 school year, pending the completion of paperwork.

Motioned by_____, seconded by_____

(9) **RECOMMEND** that the Merchantville Board of Education approve the Center for Family Service provide a Girls Circle Program for students in grades 5 – 8 for the 2017-2018 school year.

Motioned by_____, seconded by_____

(10) **RECOMMEND** that the Board of Education approve the second reading and adoption of the updated polices listed below:

- 3510 – Operation and Maintenance of Plant
- 3516 – Safety
- 3542.2 – School Meal Program Arrears
- 5141.4 – Missing, Abused and Neglected Children

Motioned by_____, seconded by_____

(11) **RECOMMEND** that the Board of Education approve the first reading of the following policy updates:

- 3541.33 – Transportation Safety

- 3542.1 – Local Wellness / Nutrition Policy
- 6114 – Emergencies & Disaster Preparedness

Motioned by_____,seconded by_____

(12) **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
Arden Theater / Smith Memorial Playground Philadelphia, PA	1st Grade	39	2	6	May 2018	
YMCA Fairview Lake Camp Newton, NJ	8th Grade	43	4	3	Nov – Dec 2017	

Motioned by_____, seconded by_____ **ROLL CALL**

(13) **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
Rachel Spahr	NJASP Winter Conference	East Windsor, NJ	Dec 8, 2017	$175
Kim Klaus	NJALC Fall Symposium	Somerset, NJ	Oct 20, 2017	$165
Jeanne Leise	Addressing Challenging Behaviors in the School Environment	Monroe Township, NJ	Oct 23, 2017	$175
J. Scott Strong	Techspo 2018	Atlantic City, NJ	January 25-26, 2018	$425

Informational Use of Facilities –

Group	Event	Times	Dates	Facility
Merchantville PTA	8th Grade Parent Meeting	7:00 – 8:30 pm	Mon, Oct 16	Room 105
Merchantville PTA	8th Grade Haunted House	5:00 – 10:00 pm 11:00 am – 1:00 pm	10/20 & 21 10/22	Playground / Gymnasium
Merchantville PTA	Talent Show	3:00 – 6:00 pm 5:00 – 9:00 pm	Mon – Fri Oct 11 – Nov 17 Fri, Nov 17	Auditorium
Merchantville PTA	Intramural Basketball	Wed 6:30 – 8:30 pm Sat 11:00 am – 1:00 pm	Jan 6 – March 10	Gymnasium

XIII. ADMINISTRATIVE PERSONNEL RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

(14) **RECOMMEND** that the Merchantville Board of Education approve to rescind the Chief School Administrator contract from July 1, 2015 – June 30, 2018 for J. Scott Strong.

Motioned by_____, seconded by_____ **ROLL CALL**

(15) **RECOMMEND** that the Merchantville Board of Education approve the Chief School Administrator contract from July 1, 2017 – June 30, 2012 for J. Scott Strong with salaries listed:

- 2017-2018 salary of $135,000
- 2018-2019 salary of $137,500
- 2019-2020 salary of $140,000
- 2020-2021 salary of $142,500
- 2021-2022 salary of $145,000

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 September 2017 **(Attachment A1 and A2).**

B. Transfer of Funds

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

D. Warrants

The attached bill lists:

- September 2017 payroll **(Attachment D1)**
- October 2017 warrants **(Attachment D2)**

Motioned by_____, seconded by_____ **ROLL CALL**

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

E. Tuition Contract

Tuition contract with Camden County Technical Schools in the total amount of $48,015.00 less a credit of $30,068.00 (from the 2015-2016 school year) for the 2017-2018 school year.

F. Tuition Contract

Tuition contract with Burlington County Special Services School District for student #5078866897 in the amount of $38,474.00 for the 2017-2018 school year.

G. Tuition - Contract
Tuition contract with Burlington County Special Services School District for student #4998755685 in the amount of $47,791.00 for the 2017-2018 school year.

H. Tuition - Contract
Tuition contract with Kingsway Learning Center for student #5438264891 in the amount of $60,528.30 for the 2017-2018 school year. (Note: Including ESY)

I. Comprehensive Maintenance Plan
To approve the 2017-2018 comprehensive maintenance plan for submission to the county **(Attachment I1)**.

J. Form M-1
To approve the 2017-2018 Form M-1 for submission to the county **(Attachment J1)**.

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:*_____