MERCHANTVILLE BOARD OF EDUCATION AGENDA
JANUARY 23, 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. OATH OF OFFICE

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 – January 3, 2018
- Executive Session – January 3, 2018

VI. NEW BUSINESS

(1) Committee Formations

Motioned by_____, seconded by_____

Approve the following committees be formed for 2018 year by the Merchantville Board of Education: Policy and Community Engagement Committee, Education Committee, Finance: Planning and Utilization, Personnel Committee, Facilities Committee

- Update from Haddon Heights Diversity Committee – Mrs. Adams
- Update from the Education Committee from Dec 19 – Mrs. Stocker

(2) Merchantville School was awarded Safety Elite Award & Outstanding Performance of Claims Management for 2016-2017. This award comes with a plaque and $3500 to continue our safety endeavors.

(3) Governance Training and Financial Disclosure Forms

VII. UNFINISHED BUSINESS

VIII. COMMUNICATIONS

IX. CSA REPORT

- December 2017 Monthly Report

- December Emergency Drills: Dec 4, 2017 (2:30) – Fire Drill; Dec 18, 2017 (8:40) - Lockdown
- Update on Board of Education Goal #1 for 2017-2018: Improve student achievement at all grade levels for all students and decrease achievement gaps where they exist.

X. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 through 7:

(1) That the Merchantville Board of Education appoint J. Scott Strong as the School Safety Specialist for the remainder of the 2017-2018 school year.

(2) That the Merchantville Board of Education approve the resignation of Alicia Papa from the position of Renaissance co-coordinator as of Jan 31, 2018. (Half year stipend)

(3) That the Merchantville Board of Education approve a revised start date for Nicole Marks to be January 11, 2018. (Moved from Jan 1, 2018 – originally approved on Nov 28, 2018)

(4) That the Merchantville Board of Education approve Susanne Masso as a volunteer in Merchantville School for the 2017-2018 school year.

(5) That the Merchantville Board of Education approve the placement of Victoria Sheffer for a Field Experience in Merchantville School from Jan 8, 2018 to Jan 19, 2018.

(6) That the Merchantville Board of Education approve the placement of Brigida Gentile on the Substitute list for the 2017-2018 school year pending the completion of paperwork.

(7) **T**hat the Merchantville Board of Education approve rescinding the Assistant Musical Director position from Lisa Casey for the 2017-2018 school year.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items 8 through 12:

(8) That the Merchantville Board of Education approve Michael Dailey as the co-coordinator of the Renaissance program starting Feb 1, 2018 and continuing for the remainder of the 2017-2018 school year. (16-17 stipend was $751.50 prorated for half year)

(9) That the Merchantville Board of Education approve Amy Diaz-Trumpler as a non-instructional aide starting on January 24, 2018 at Step 1 – (16-17 hourly rate $14.35 per hour) for 5 hours a day.

(10) That the Merchantville Board of Education approve Tracy Thomas as a Special Education teacher long term substitute starting February 1, 2018 until June 30, 2018 at BA Step 1. (16-17 Salary $54,923 – prorated for 50% of the year)

(11) That the Merchantville Board of Education approve Terry Irving-Turner as the Assistant Musical Director for the 2017-2018 school year. (16-17 stipend $752)

(12) That the Merchantville Board of Education approve Vanessa Van Sciver as the Assistant Music Director for the 2017-2018 school year. (New Stipend of $1000)

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item 13:

(13) 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
Constitution Center – Philadelphia, PA	5th	46	2	8	May	

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Naturalist Club	Fundraiser Ham Dinner	4:00 pm – 8:00 pm	Fri, Jan 26, 2018 (Make-up Date – Fri, Feb 2, 2018)	Cafeteria

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

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

- December 2017 payroll **(Attachment D1)**
- January 2018 warrants **(Attachment D2)**

Motioned by_____, seconded by_____ **ROLL CALL**

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

E. Salaries Charged to Grants
To approve the attached list of salaries charged to grant funds for the 2017-2018 school year **(Attachment E1).**

F. Purchasing Manual
To approve updates to the Merchantville Board of Education Purchasing Manual **(Attachment F1).**

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:*_____