MERCHANTVILLE BOARD OF EDUCATION AGENDA
JUNE 25, 2019

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. Carcanague	Mr. Licata	Mrs. Stocker
Mrs. Geddes	Mr. Nussbaum	Mrs. DiSimone

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 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 Meeting – May 29, 2019

VI. NEW BUSINESS

- Recognition of retiring staff members: Kathi Harvey-Wilson and Joanna Hellman
- School Choice Update

VII. UNFINISHED BUSINESS

- School Board Self Evaluation and Goal Setting Update
- Chief School Administrator Evaluation – Executive Session followed by final approval

VIII. COMMUNICATIONS

IX. COMMITTEE UPDATES

- Policy and Community Engagement
- Education Committee
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights

X. CSA REPORT

- May Emergency Drills – May 15 at 11:01 Fire Drill & May 21 at 8:33 Evacuation Drill
- June Emergency Drills – June 17 at 1:00 Fire Drill & June 18 at 9:00 Notification System Test
- May 2019 Report & June 2019 Report
- Use of Facility Update June 2019, July 2019 & August 2019

XI. CSA RECOMMENDATIONS

MERCHANTVILLE BOARD OF EDUCATION AGENDA
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Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 - 10: **Roll Call**

(1) That the Board of Education approve Ellen Kay as an Elementary Education Teacher at BA Step 10 ($68,717) starting September 1, 2019.

(2) That the Board of Education approve Alyssa Maziarz as a maternity leave Elementary Education Teacher at BA Step 6 ($63,217) for the 2019-2020 school year starting September 1, 2019 until June 30, 2020.

(3) That the Board of Education approve Brittany Middleman as a Special Education Teacher at BA + 30 Step 1 ($62,657) for the 2019-2020 school year starting September 1, 2019.

(4) That the Board of Education approve Brittany Middleman as the Field Hockey Coach for the Fall 2019 season during the 2019-2020 school year at the MEA contracted rate of $2,088.

(5) That the Board of Education approve the substitute custodian list for the 2019-2020 school year effective July 1, 2019: Richard L. Cruz, Napoleon S. Bennett, Thomas W. Springer, Sr and Paul Kelly. The pay for substitute custodian is $14 per hour.

(6) That the Board of Education approve Napoleon Bennet to work in the custodial department starting July 1, 2019 until August 31, 2019 for up to 29.5 hours per week as needed at a rate of $14 per hour.

(7) That the Board of Education approve Andrea Gleeson and Rachel Spahr as National Junior Honors Society advisors for the 2019-2020 school year to split the stipend of $1594 per person.

(8) That the Board of Education approve Caren Batterman for up to 6 hours of Kindergarten assessment for new students to the district at the MEA contracted rate of $40 per hour.

(9) That the Board of Education approve to allow the administration to assign certified personnel to attend mandated Individual Education Plan meetings throughout the Summer 2019 at a contracted rate of $40 per hour. These meeting must be pre-approved by the administration before the actual meeting.

(10) That the Board of Education approve Alison Grohe at the cheerleading coach for the 2019-2020 school year at the MEA contracted rate of $2427 for home games only.

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 11 - 14: **Roll Call**

(11) That the Board of Education approve to continue to be a part of the consortium with Lindenwold School District acting as the lead applicant in order to receive Title III allocations for the 2019-2020 school year.

(12) That the Board of Education approve the review of the following policies:

5020	Role of Parents/Guardians
5111	Admission
5113	Student Absences & Excuses
5114	Suspension and Expulsion
5118	Non-Residents
5118.1	School Choice Program

5118.2	Foster Care and Educational Stability
5119	Transfers
5120	Assessment of Individual Needs
5124	Reporting To Parents/Guardians
5125	Pupil Records
5126	Awards For Achievement
5127	Commencement Activities
5131	Conduct/Discipline
5131.1	Harassment, Intimidation and Bullying
5131.5	Vandalism/Violence
5131.6	Drugs, Alcohol, Tobacco
5131.7	Weapons & Dangerous Instruments
5134	Married/Pregnant Pupils
5136	Fund-Raising Activities
5141	Health
5141.1	Accidents
5141.2	Illness
5141.21	Administering Medication
5141.22	Medical Marijuana
5141.3	Health Examinations and Immunizations
5141.8	Sports Related Concussion and Head Injury
5142	Pupil Safety
5142.1	Safety Patrols
5145.4	Equal Educational Opportunity
5145.5	Photographs of Pupils
5145.6	Pupil Grievance Procedure
5145.7	Gender Identity and Expression
5145.11	Questioning and Apprehension
5145.12	Search and Seizure
5200	Nonpublic School Pupils
5231	Dress Code

(13)That the Board of Education approve the first reading of the revise policies:

a. Policy #3542.2 – School Meal Program Arrears
b. Policy #5141.4 – Missing, Abused and Neglected Children

(14) That the 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
Caren Batterman and Kim Arkainno	2019 Kindergarten Conference	Voorhees, NJ	July 2016	$269 each
J Scott Strong	NJDOE Comprehensive Active Shooter Incident Management	Sayerville, NJ	July 30, 2019	$0

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

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

A. Monthly Reports
The Budget Summary and Revenue Summary for the month of May 2019 **(Attachment A1 and A2).**

B. Transfer of Funds
The attached transfer list, with the recommendation of the Superintendent, for the month of May 2019 **(Attachment B1)**.

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2019. 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 May 2019. The Treasurer's Report and Secretary's report are in agreement for the month of May 2019. **(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:

- May 2019 payroll **(Attachment D1)**
- June 2019 warrants **(Attachment D2)**

E. Warrants
Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

F. Void Check
Approval voiding of the following warrant account check:
#1975 10/24/17 $87.89 Scholastic

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item G through R:

G. Non Fair and Open – TNT Consulting
To award a non fair and open contract to TNT Consulting in the amount of $39,500.00 for technology services for the 2019-2020 school year.

H. State Contract - Dell
To approve purchase through Dell under state contract #89967 in the amount of $24,478.64 for chromebooks for the 2019-2020 school year.

I. IDEA Grant
To approve submission and acceptance of the 2019-2020 IDEA grant in the following amounts:
IDEA Basic - $131,647.00
IDEA Preschool - $7,250.00

J. ESSA Grant
To approve submission and acceptance of the 2019-2020 ESSA grant in the following amounts:
Title I - $97,580.00
Title IIA - $17,725.00
Title III - $549.00
Title IV - $10,000.00 (to be moved to Title II)

K. BCIPJIF Renewal Cost
Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2019-2020 school year at a cost of $64,547.00

L. BCIPJIF Resolution 2019-6-1
Resolution 2019-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $4,045.00 to be used to offset the 2019-2020 premium. **(Attachment L1)**

M. PL 2015 Chapter 47
To recognize the attached list to be in compliance with PL 2015 Chapter 47. **(Attachment M1)**

N. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2019-2020 school year:

Be it resolved that the Merchantville Board of Education Approves:

<u>Surplus Guarantee</u>

Sodexo guarantees that District shall receive an annual Surplus of Two Thousand Dollars ($2,000.00) for the 2019-2020 school year. If the actual Surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.

Management Fee

District shall pay Sodexo a Flat Rate Administrative Management Fee in an amount equal to Twenty Thousand Dollars ($20,000.00) for the 2019-2020 contract year.

O. Meal Prices – To approve the following food service meal prices for the 2018-2019 school year:

Paid Lunch	$3.00 (Increased from $2.90 in 2018-2019)
Reduced Lunch	$ .40
Paid Breakfast	$1.25
Reduced Breakfast	$ .30
Adult Lunch	$4.00
Adult Breakfast	$1.75

P. Tuition - Durand

To approve tuition contract with Durand Academy for student #2119089755 in the amount of $75,687.48 for the 2019-2020 school year.

Q. Tuition - Bancroft

To approve tuition contract with Bancroft Neurohealth for student #6117766785 in the amount of $78,995.44 for tuition and $37,100.00 for 1:1 aide for the 2019-2020 school year.

R. Capital Reserve

Resolution 2019-6-2, to transfer up to $250,000 of 2018-2019 year surplus to Capital Reserve.

Resolution for Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Merchantville Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Merchantville Board of Education has determined that an amount not to exceed $450,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Merchantville Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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 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);

__X___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 _____CSA Evaluation_____

_____) ;

_____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:*_____

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve item #14 :

15) That the Board of Education approve the Chief School Administrator Evaluation for the 2018-2019 School year.

XVI. ADJOURNMENT **TIME:**_____

*Motion by:*_____ *Seconded by:*_____ *Approved:*_____