MERCHANTVILLE BOARD OF EDUCATION AGENDA
APRIL 30, 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 – March 18, 2019

VI. NEW BUSINESS

- Student Presentation Update – Nasir Harrison and Mira Stocker
- Budget Presentation for 2019-2020
- RFP Update

VII. UNFINISHED BUSINESS

- CSA Evaluation Update

VIII. COMMUNICATIONS

IX. COMMITTEE UPDATES

- Policy and Community Engagement (PPP Meeting on April 16)
- Education Committee - Meeting on April 16
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights

X. CSA REPORT

- March Emergency Drills – March 11 at 2:45, Fire Drill & March 25 at 1:00, Bomb Threat
- March 2019 Report
- Use of Facility Update April 2019 & May 2019
- 2018-2019 School Safety Report Sept 2018- December 2019
- Emergency Bus Evacuation procedures have been reviewed with students on April 18, 2019

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 - 7: **Roll Call**

(1) That the Board of Education approve the Early Childhood Extended School Year (ESY) Program for summer 2019. This program will continue the special services as mandated by Individual Education Programs (IEPs).

July 1st through August 1st
19 days Monday through Thursday (Closed July 4)
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 Title	Rate of Pay	Number of Hours	Number of Days
Alicia Lord	Teacher	$40 per hour	3.25 hours per day	19
Lisa Casey	Aide	$16 per hour	3.25 hours per day	19
Chantel Bechtel	Sub Teacher/Aide	$40/$16 per hour	As needed	As needed

(2) That the Board of Education approve to provide speech service throughout the 2019 summer for students as documented in Individual Education Plan needs. The services will be provided by Jamie Bertini for a period of time not to exceed 40 hours at the contracted rate of $40 per hour.

(3) That the Board of Education approve Samantha Gudowski and Heather Wilson to develop the Summer Reading Program for Summer 2019. The stipend is $500. ($250 each)

(4) That the Board of Education approve the Summer Enhancement Program to run Monday, June 24 – Thursday, July 25 from 1:30 pm – 3:00 pm. (Two days a week of ELA instruction and two days a week of Math instruction). The program will have three classes per day.

Furthermore, to approve Nicole Jones, Melissa Nettleton, Deb Huber and Lindsay Brooks as instructors for 3 hours a week. Furthermore to approve Melody Ransom as an instructor for 6 hours a week. In addition the following teachers may serve as substitutes for each other as needed.

(5) That the Board of Education approve the 2019 Summer Music Program to run Monday, August 19 – Thursday, August 29 (Monday – Thursday) from 9:00 am – 12:00 pm.

Furthermore, to approve Mrs. Vanessa Van Sciver to facilitate this program. The timeframe is for two weeks (3 hours a day for 8 days) at a rate of $40 per hour.

(6) That the Board of Education accept, with regret, the retirement of Kathi Harvey-Wilson effective June 30 ,2019.

(7) That the Board of Education approve the maternity leave of Rebecca Meizinger to begin June 10, 2019. Sick days will be used for the remainder of the 2018-2019 school year. She will then continue the maternity leave throughout the 2019-2020 school year.

(8) That the Board of Education approve, with regret, the resignation of Keisha Wright Daniels from her aide position effective June 18, 2019.

Motioned by_____, seconded by_____

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

(9) That the Board of Education approve the review of the following policies:
- a. Policy # 3000/3010 – Concepts & Roles in Business & Non-Structural Operations, Goals & Objectives
- b. Policy # 3100 – Budget Planning, Preparation & Adoption
- c. Policy # 3160 - Transfer of Funds Between Line Items / Amendments / Purchases Not Budgeted
- d. Policy # 3220/3230 – State Funds / Federal Funds
- e. Policy # 3250 - Income from Fees, Fines, Charges
- f. Policy # 3260/3270 – Sale & Disposal of Books, Equipment & Supplies Sale, Licensing and Rental of Property
- g. Policy # 3280 – Gifts, Grants and Bequests
- h. Policy # 3320 – Purchasing Procedures
- i. Policy # 3326 – Payment for Goods and Services
- j. Policy #3327 – Relations with Vendors
- k. Policy #3400 – Accounts
- l. Policy #3440 – Inventories
- m. Policy #3450 – Money in School Buildings
- n. Policy #3451 – Petty Cash Fund
- o. Policy #3453 – School Activity Fund
- p. Policy #3510 – Operation and Maintenance of Plant
- q. Policy #3511 – Integrated Pest Management
- r. Policy #3513 – Energy Conservation
- s. Policy #3514 – Equipment
- t. Policy #3515 – Smoking Prohibition
- u. Policy #3516 – Safety
- v. Policy #3541.1 – Transportation Routes & Services
- w. Policy #3451.3 – Non School Use of District Vehicles
- x. Policy #3541.31 – Privately Owned Vehicles
- y. Policy #3541.33 – Transportation Safety
- z. Policy #3542 – Food Service
- aa. Policy #3542.1 – Local Wellness/Nutrition Policy
- bb. Policy #3542.2 – School Meal Program Arrears
- cc. Policy #3542.31 – Free or Reduced-Price Lunch / Milk
- dd. Policy #3542.44 – Purchasing
- ee. Policy #3570 – District Records and Reports
- ff. Policy #3571.4 – Audit
- gg. Policy #3600 – Evaluation of Business & Non-instructional Operations

(10) That the Board of Education approve Comprehensive Equity Plan for the 2019-2020, 2020-2021 and 2021-2022 school years.

(11) That the Board of Education approve the job description for the position Director of Equity, Curriculum and Instruction.

(12) That the Board of Education approve the NJQSAC District Improvement Plan for Instruction & Programming and Operations.

(13) That the Board of Education approve the Camden County Elementary League Membership Resolution for the 2019-2020 school year.

(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
Rachel Spahr	Suicide Prevention	Cherry Hill, NJ	May 17, 2019	$99

(15) 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
Woodland School, Barrington, NJ	6th Grade	45	3	0	April 2019	Quad District Team Building
Fulper Family Farm, Lambertville, NJ	Kindergarten	36	2	4	May 2019	Class Trip
Mutter Museum – Philadelphia, PA	7th Grade	50	3	1	June 2019	Class Trip
Haddon Heights HS – Haddon Heights, NJ	8th Grade	42	2	0	May 2019	Shadow Day
Tinicum County Park – Bucks County, PA	Naturalist Club	20	3	4	May 2019	Naturalist Club Trip

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve item 15:

(15) That the Board of Education approve the employee renewal list for the 2019-2020 school year.

MEA Employees	2019-2020	Educ.	2019-2020	Full-Time	NOTES
Teachers and Nurse	**Salary**	**Credits**	**Step**	**Equiv.**	
Arkainno	63,217.00	BA	6	100.00%	*Non Tenured*
Baker	65,717.00	BA	8	100.00%	*Non Tenured*
Batterman	100,236.00	MA	18	100.00%	
Bertini	70,987.00	MA	6	100.00%	
Bonilla	66,987.00	MA	2	100.00%	*Non Tenured*
Brill	100,236.00	MA	18	100.00%	
Brooks	71,987.00	MA	7	100.00%	*Non Tenured*
Browne	71,987.00	MA	7	100.00%	*Non Tenured*
Cardona	66,987.00	MA	2	100.00%	*Non Tenured*
Dailey	66,437.00	BA+15	7	100.00%	
Fields	81,097.00	BA	18	100.00%	
Gandy	81,097.00	BA	18	100.00%	
Gleeson	66,987.00	MA	2	100.00%	*Non Tenured*
Gudowski	67,937.00	BA+15	8	100.00%	*Non Tenured*
Hellman	100,236.00	MA	18	100.00%	
Hood	64,217.00	BA	7	100.00%	
Huber	83,287.00	MA	14	100.00%	

Iannucci	76,487.00	MA	10	100.00%	
Korn	66,657.00	BA+30	5	100.00%	*Non Tenured (Tenure in Sept 2019)*
Lord	66,437.00	BA+15	7	100.00%	
Meizinger	67,897.00	MA	3	100.00%	*Non Tenured (Employee will be out on maternity for 2019-2020)*
Nemorofsky	70,987.00	MA	6	100.00%	
Nettleton	83,287.00	MA	14	100.00%	
Ransom-Harper	101,586.00	MA 9	18	100.00%	
Rettinger	79,907.00	BA	17	100.00%	
Shearer	62,217.00	BA	5	100.00%	*Non Tenured*
Sheffer	70,217.00	BA	11	100.00%	*Non Tenured (Tenure in Sept 2019)*
Tsypenyuk	66,437.00	BA+15	7	100.00%	
Turan	101,589.00	MA+15	18	100.00%	
Van Sciver	101,589.00	MA+15	18	100.00%	
Waldron	100,236.00	MA	18	100.00%	
Wilson	70,987.00	MA	6	100.00%	*Non-Tenured*
Wurster	70,217.00	BA	11	100.00%	

MEA EMPLOYEE	**EST.**	**2019-2020**	**2019-2020**	**Full Time**	**NOTES**
	2019-2020	**Step**	**Hourly**	**Equivalent**	
Aides	**Salary**		**Rate***		**Est. Hours**
Alloway	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Casey	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Grasso, Dawn	15,862.00	2	16.11	Hourly Non-Inst.	5 hrs. per day
Grasso, Denise	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Irvin-Turner	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Nolte	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Richards	26,211.00	5	27.59	Hourly Instructional	5 hrs. per day
Segrest	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Bechtel	16,834.65	2	16.11	Hourly Non-Inst.	5 hrs. per day
Stone	46,141.00	4		Secretary	
Bennett	54,665.00	NA		General Maintenance	
Bennett	6,000.00	NA		Stipend	

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 Salary	Full-Time Equiv.	Position
Czarnick, Matthew	40,812.00	1.00	Custodian - Day
O'Drain, Patrick	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
Reustle, Richard	38,625.00	1.00	Custodian – Night
Tolomeo, Mike	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
DiMatteo, Rose	58,319.00	1.00	Confidential Secretary
Klaus, Kimberly	97,823.00	1.00	LDTC/Supervisor
Leise, Jeanne	83,568.00	1.00	Social Worker/Supervisor
Spahr, Rachel	72,803.00	1.00	Psychologist

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 2019 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 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 March 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 March 2019. The Treasurer's Report and Secretary's report are in agreement for the month of March 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:

- March 2019 payroll **(Attachment D1)**
- April 2019 warrants **(Attachment D2)**

Motioned by_____, seconded by_____ **Roll Call**

RECOMMEND that the Merchantville Board of Education approve item E:

E. 2019-2020 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2019-2020 school budget, and

WHEREAS, a budget hearing was held on April 30, 2019.

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 2019-2020 school budget as presented by the administration which includes the following:

RESOLVED, the Board has approved that there should be raised for the General Fund a tax levy of $5,779,264.00 for the ensuing School Year (2019-2020) and a Debt Service tax levy of $125,914.00.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2019-20 Total Expenditures	10,082,922.00	615,780.00	165,000.00	10,863,702.00
Less: Anticipated Revenues	4,303,658.00	615,780.00	39,975.00	4,958,524.00
Taxes to be Raised	5,779,264.00	0.00	125,914.00	5,905,178.00

Motioned by_____, seconded by_____ **ROLL CALL**

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

F. 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, 2019	$1,476,294.50	March 1, 2020	$1,476,294.50
December 1, 2019	$1,476,294.50	June 1, 2020	$1,476,294.50

Total 2019-2020 taxes $6,005,954.00

G. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2019-2020 school year **(Attachment G1)**.

H. Just Kids
To approve contract with Archway Program to run Just Kids for the 2019-2020 school year.

I. 2019-2020 Preschool Education Aid
It is recommended that the Board of Education approve the receipt of $94,110.00 in Preschool Education Aid for the 2019-2020 school year.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items J through K:

J. CM3 - AC
To award a non fair and open contract to CM3 in the amount of $24,712.00 for the installation of HVAC in the art room.

K. CM3 - AC
To approve purchse through CCESC Contract #66CEPS with CM3 for camera installation in the amount of $39,897.20 for the 2019-2020 school year.

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);

_____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:*_____