MERCHANTVILLE BOARD OF EDUCATION AGENDA
MARCH 18, 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 – February 26, 2019

VI. NEW BUSINESS

- Kids Heart Challenge top Fundraisers: Nico Malone, Nathan Weiler, Lily Weiler, Owen Peakes, Liana D'Ambrosia
- Congratulations to the Boys Basketball Team for the Colonial Division Championship.
- Audit Presentation – 2017-2018 school year
- Budget 19-20 Update

VII. UNFINISHED BUSINESS

- CSA Evaluation needs to be completed online by April 19, 2019

VIII. COMMUNICATIONS

IX. COMMITTEE UPDATES

- Policy and Community Engagement – Meeting on Feb 26
- Education Committee
- Finance: Planning and Utilization – Meeting on March 11
- Personnel Committee
- Facility Committee
- Haddon Heights

X. CSA REPORT

- February Emergency Drills – Feb 5 at 2:10, Fire Drill & Feb 25 at 10:00, Active Shooter
- February 2019 Report
- Use of Facility Update March 2019 & April 2019
- 1 HIB Confirmation – HIB Incident #7

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 - 6: **Roll Call**

(1) That the Board of Education approve the second reading and adoption of the policies:
   a. Policy # 5141.21 – Administering Medication

(2) That the Board of Education approve the review of the following policies:
   a. Policy # 2000/2010 – Concepts & Roles in Administration Goals & Objectives
   b. Policy # 2121 – Line of Responsibility
   c. Policy # 2130 - Principal Evaluation
   d. Policy # 2131 – Chief School Administration
   e. Policy # 2210 – Administrative Leeway in Absence of Board Policy
   f. Policy # 2224 – Nondiscrimination/ Affirmative Action
   g. Policy # 2240 – Research, Evaluation and Planning
   h. Policy # 2255 – Action Planning for Thorough and Efficient Certification
   i. Policy # 2400 – Evaluation of Educational Administration

(3) That the Board of Education approve the authorization of the Affirmative Action Team to conduct the needs assessment and develop the Comprehensive Equity Plan for July 2019 – June 2022.

(4) That the Board of Education approve the 2019-2020 school calendar for the Merchantville School District.

(5) 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
Alicia Lord	Increase Your Success as a Special Education Resource Teacher	Mt. Laurel, NJ	April 8, 2019	$269
Rachel Spahr	Suicide Prevention	Cherry Hill, NJ	May 17, 2019	$99

(6) 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
The Funplex, Mt. Laurel, NJ	Gr 3 – 8 / Service Trip	Approx 160	4	30	June 2019	Service Trip
Longwood Gardens, Kennett Square, PA	Gr 4	50	2	8	April, 2019	Class Trip
American Visionary Art Museum – Baltimore, MD	Gr 7	50	3	2	June 2019	Art-A-Facts
The Franklin Institute – Philadelphia, PA	Gr 3	48	3	8	May 2019	Class Trip
Shofuso House-Philadelphia, PA	Gr 3	48	3	4	May 2019	Art-A-Facts
Statue of Liberty – NY & NJ	Gr 6	45	2	6	June 2019	Class Trip
Eastern State Penitentiary & Philadelphia, PA	Gr 8	42	2	5	June 2019	Art-A-Facts

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

B. Transfer of Funds

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

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

Motioned by_____, seconded by_____ **Roll Call**

RECOMMEND that the Merchantville Board of Education approve items E through I:

E. Tuition Contract

Tuition contract with Bancroft for student #6117766785 in the amount of $31,672.70 for tuition and $14,280.00 for 1:1 aide for the 2018-2019 school year.

F. Salaries Charged to Grants

To approve the salaries charged to grants for the 2018-2019 school year **(Attachment F1)**.

G. Shared Services Agreement – Business Office

To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $130,050.00 per attached contract for the 2019-2020 school year **(Attachment G1)**.

H. Risk Management Consultant

To approve the attached resolution appointing a risk management consultant **(Attachment H1)**.

I. Audit

To approve acceptance of the June 30, 2018 audit report with no recommendations. The audit was officially presented at the March 18, 2019 meeting and a summary of audit was made available to the public.

Motioned by_____, seconded by_____ **ROLL CALL**

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

J. 2019-2020 Budget and Resolution

It is recommended that the Merchantville Board of Education approve 2019-2020 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2019-2020 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 2019-2020 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
General Fund	$10,082,832.00	$5,779,264.00
Special Revenue Fund	$615,780.00	
Debt Service Fund	$165,000.00	$125,914.00
Total Base Budget	$10,863,612.00	$5,905,178.00

K. 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 $15,000.00 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 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:*_____