MERCHANTVILLE BOARD OF EDUCATION AGENDA
MAY 29, 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 – April 30, 2019

VI. NEW BUSINESS

- School Board Self-Evaluation
- Carroll Will Update

VII. UNFINISHED BUSINESS

- CSA Evaluation Update

VIII. COMMUNICATIONS

- QSAC District Improvement Plan Approval

IX. COMMITTEE UPDATES

- Policy and Community Engagement
- Education Committee - Meeting on May 14
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee – Meeting on May 29
- Haddon Heights

X. CSA REPORT

- April Emergency Drills – April 9 at 1:00 Fire Drill & April 18 at 9:30 Evacuation Drill
- April 2019 Report
- Use of Facility Update May 2019 & June 2019
- HIB Confirmation: Case #9
- Summer Hours: Mon – Thurs starting June 24 – Aug 31 8:00 – 4:00 each day

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 Krista Travaglini as the Director of Equity, Curriculum and Instruction starting July 1, 2019 at a 12 month position at a starting salary of $87,500

(2) That the Board of Education approve Nicole Jones for 6 hours a week of instruction for 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). Previous approved for only 3 hours a week.

(3) That the Board of Education accept, with regret, the retirement of Joanna Hellman effective June 30 ,2019.

(4) That the Board of Education accept the resignation of Keisha Wright Daniel effective June 7, 2019

(5) That the Board of Education move Andrea Gleeson on the 2019-2020 Salary Guide to Step 2 MA +15 with a salary of $69,207. (Previously approved at Step 2 MA)

(6) That the Board of Education approve the following co-curricular, advisors and coaching positions for the 2019-2020 school year:

Coach, Field Hockey		
Coach, Cheerleading		
Coach, Soccer	Ms. Sindy Bonilla	($2088)
Coach, Spring Track	Mr. Michael Dailey	($2431)
Coach, Basketball Boys	Mr. James Moore	($2431)
Coach, Basketball Girls	Mr. James Moore	($2431)
Advisor, National Junior Honors Society		($1594)
Advisor, Student Council	Mr. Reginald Shearer & Ms. Jamie Bertini	($797 each)
Advisor, Yearbook	Ms. Alyssa Cardona	($1594)
Advisor, Band	Mrs. Vanessa Van Sciver	($1594)
Advisor, Choir	Mrs. Vanessa Van Sciver	($1594)
Advisor, Musical Director	Mrs. Vanessa Van Sciver	($1594)
Advisor, Garden Club	Mrs. Gerardina Turan	($1594)
Advisor, Stage Crew	Mr. Shawn Waldron	($1594)
Advisor, Assistant Music Director	Mrs. Terry Turner	($1040)
Advisor, Art Club	Ms. Karen Baker	($1594)
Advisor, Running Club	Mr. Michael Dailey	($1594)
Advisor, Model UN	Mr. Shawn Waldron	($1594)
Advisor, Naturalist Club	Mrs. Adrienne Browne	($1594)
Advisor, Newsletter	Mrs. Sherry Iannucci & Mrs. Margaret Hood	($300 each)
Minimum of 3 and maximum of 6 for the school year		
Coordinator, Renaissance Program	Mrs. Jeanne Leise & Mr. Michael Dailey	($797 each)
Coordinator, Athletic Director	Mr. Michael Dailey	($2760)
Coordinator, Safety Patrol	Mr. Shawn Waldron	($2760)

(7) That the Board of Education approve telephone reimbursement to Jerry Bennett in the amount of $600.00 for the 2019-2020 school year.

MERCHANTVILLE BOARD OF EDUCATION AGENDA
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Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 8 - 13:

(8) That the Merchantville Board of Education approve the Discipline Code of Conduct and Student Dress Code for the 2019-2020 School Year.

(9) That the Board of Education approve the following courses to be added to the curriculum for the 7th and 8th grade electives: Spanish 1, Illustration, Intro to Dissection, Comic Book Illustration.

Previously approved courses: Student Study Skills, Coding I, Mythbusters, Fashion Illustration, Forensic Science, Fitness Team Building, Community Citizenship, Film Appreciation, Health and Wellness, Lego Robotics, Genealogy, Coding II, Video Production, History vs. Hollywood.

(10) 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
5141.4	Missing, Abused and Neglected Children
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

(11) That the Board of Education approve the Non-MEA Terms of Service for the 2019-2020 school year.

(12) 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
Kim Klaus	Hot Issues in Special Education Law	Monroe, NJ	June 11, 2019	$0
J Scott Strong	NJDOE Statewide Equity for All Conference	Trenton, NJ	July 31, 2019	$0
J Scott Strong & Krista Travaglini	LinkIt! Summer Institute	Williamstown, NJ	July 24 & 25	$200 each

(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
Pennsylvania Convention Center – Philadelphia, PA	No Place For Hate Committee	4	2	0	May 2019	Receiving our No Place for Hate Certification

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

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

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

Motioned by_____, seconded by_____ **ROLL CALL**

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

E. Non Fair and Open – Decker's
To award non fair and open contract to Decker's, Inc. for the 2019-2020 school year for annual lawn services in an amount to exceed $17,500.00

F. Non Fair and Open – J&G
To award non fair and open contract to J&G Industrial Supply for the 2019-2020 school year for custodial supplies in an amount to exceed $17,500.00

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items G through V:

G. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2018-2019 school year.

H. Professional Services
It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, Brokers of Record, School Auditor, and School Physician.

RESOLUTION

WHEREAS, the local Public Contracts Law (NJSA 40A:11.1 et seq. and 18A:18A-5) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Merchantville in the County of Camden, New Jersey, is hereby appointing the following persons to serve in the designated positions for the 2019-2020 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$26,750.00
Garrison Architects	Architect of Record	$150.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	Per Insurance Requirements
Hardenbergh Insurance Group	Insurance Broker of Record	Per Insurance Requirements
Brown & Brown Benefit Advisors	Health Insurance Broker of Record	Per Insurance Requirements
Dr. Gooberman	School Physician	

A copy of this Resolution shall be published in the official newspaper of the Board of Education as required by law within ten (10) days of its passage.

I. Health Care Providers – To approve the following health care providers for the 2019-2020 school year:

Horizon (Dental)
School Employees Health Benefits Program (Health & Prescription)

J. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2019-2020 school year for completion of the 2018-2019 audit.

K. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2019-2020 school year.

L. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2019-2020 school year.

M. Official Newspaper – It is recommended that the Board of Education approve the following official newspapers:

- ✓ Courier Post
- ✓ The Retrospect

N. Website – It is recommended that the Board of Education approve to designate the MerchantvilleSchool website www.merchantvilleschool.org as an official site for advertising for the Merchantville Board of Education.

O. 403B Providers – It is recommended that the Board of Education approve the following 403B providers:

1. Lincoln Investment
2. VOYA - TSA
3. AXA Equitable – Equi Vest

P. Curriculum, Textbooks and Policies – It is recommended that the Board of Education approve to accept and reaffirm the curriculum and textbooks, policies, practices and procedures of the Merchantville Board of Education recognizing that these items may be amended when necessary with Board approval.

Q. Photocopy Fee - It is recommended that the Board of Education approve to establish a photocopy fee as per OPRA regulations; five cents ($.05) per page for standard size documents and seven cents ($.07) for legal size documents.

R. Depository of School Funds – It is recommended that the Board of Education approve 1st Colonial Community Bank as the depository of school funds.

S. Account Signatories - It is recommended that the Board of Education approve the following account signatories:

Account	Requirements/Signatories
General Fund Account	Board President Board Vice President Business Administrator/Board Secretary Chief School Administrator Requires three (3) signatures
Agency Account	Business Administrator/Board Secretary Requires one (1) signature
Payroll Account	Business Administrator/Board Secretary Requires one (1) signature
Unemployment Account	Business Administrator/Board Secretary Requires one (1) signature
Student Activities Account	School Secretary Chief School Administrator Requires two (2) signatures

T. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2019-2020:

Affirmative Action Officer – CSA
Title IX Coordinator – Physical Education Teacher
504 Compliance Officer – Social Worker
ADA Coordinator – CSA
Health/Safety Compliance Officer – School Nurse
Custodian of Records (student/employee) – CSA
Custodian of Records (OPRA) – Business Administrator
Right to Know Officer – Maintenance Supervisor
Substance Abuse Coordinator – Social Worker
Integrated Pest Management Coordinator – Maintenance Supervisor

Homeless Liaison – Social Worker
Public Agency Compliance Officer – Business Administrator
School Safety Specialist - CSA
HIB Coordinator – LDTC/Supervisor
HIB Specialist – School Psychologist

U. Chart of Accounts - It is recommended that the Board of Education approve the 2019-2020 chart of accounts.

V. Prepayment Authorization
It is recommended that the Board of Education approve to authorize the business administrator/business office to pay selected invoices prior to board meetings. These payments will subsequently be approved at the next board meeting. **(Attachment V1)**

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items W through Y:

W. CM3 - AC
To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of HVAC in the Spanish room in the amount of $19,788.00 for the 2019-2020 school year.

X. Ransome Rugs and Flooring
To award a non fair and open contract to Ransome Rugs and Flooring for the 2019-2020 school year for the installation of flooring in classrooms in the amount of $24,400.00.

Y. Kieran McKenna Flooring
To award a non fair and open contract to Kieran McKenna Flooring for the 2019-2020 school year for the installation of stair treads in the amount of $26,200.00.

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:*_____