MERCHANTVILLE BOARD OF EDUCATION AGENDA
MAY 26, 2020

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	Mr. Nussbaum
Mr. Carcanague	Mr. Iannucci	Mrs. Perno
Mrs. Geddes	Mr. Licata	Mrs. Stocker

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 and Executive Session Meeting – April 28, 2020

VI. NEW BUSINESS

- Carrol Will Update – Meeting set for May 27

VII. UNFINISHED BUSINESS

- CSA Evaluation – Discussion in Executive Session following this meeting
- Board vacancy

VIII. COMMUNICATIONS

IX. COMMITTEE UPDATES

- Policy and Community Engagement
- Education Committee – May 4 Meeting
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights
- Negotiations Meeting – May 19 Meeting (Closed Session Discussion)

X. CSA REPORT

- No Emergency Drill
- Use of Facility Report May 2020 – June 2020 (None)
- No In-person Summer Programs
- Student Clean out of Lockers is currently taking place
- 8th grade celebration update

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____
RECOMMEND that the Merchantville Board of Education approve items 1 - 8: **Roll Call**

(1) That the Board of Education approve moving Sherry Iannucci from MA Step 10 to MA + 15 Step 10 for the 2020-2021 school year. (19-20 MEA contract information $76,487 to $78,707)

(2) That the Board of Education approve to accept the letter of resignation from Reginald Shearer as of June 30, 2020.

(3) That the Board of Education approve Alyssa Maziarz as an Elementary Teacher at BA Step 7 starting September 1, 2020 (19-20 MEA contract information - $64,217)

(4) That the Board of Education approve Jennifer Smith as an Elementary Teacher at MA Step 5 starting September 1, 2020 (19-20 MEA contract information - $69,987)

(5) That the Board of Education approve Daniella Cucunato as an Elementary Teacher at BA Step 1 starting September 1, 2020 (19-20 MEA contract information - $58,217)

(6) That the Board of Education approve Aleesha Langston as an Elementary Teacher at BA Step 1 starting September 1, 2020 (19-20 MEA contract information - $58,217)

(7) That the Board of Education approve Misbah Mahmood as an Elementary Teacher at BA Step 1 starting September 1, 2020 (19-20 MEA contract information - $58,217)

(8) That the Board of Education approve Napoleon Bennett to work in the custodial department starting June 8, 2020 until August 28, 2020 for up to 29.5 hours per week at a rate of $14 per hour.

Motioned by_____, seconded by_____
RECOMMEND that the Merchantville Board of Education approve items 9 - 14: **Roll Call**

(9) That the Board of Education approve the updated calendar for the 2019-2020 school year.

(10) That the Board of Education approve the Code of Conduct and the Dress Code for the 2020-2021 school year.

(11) That the Board of Education approve the correct 2019-2020 stipend for the newsletter. Approved May 2019 at $300 per issue. However, the MEA contracted amount if $330 per issue.

(12) That the Board of Education approve the Merchantville School Closure Plan updated May 20, 2020.

(13) That the Board of Education approve the new elective courses for the 2020-2021 school year: Citizenship in the World, Math Essentials and ELA Essentials.

(14) That the Board of Education approve the second reading and adoption of the updated policies:

- Policy #4111.1-4211.1 = Nondiscrimination/ Affirmative Action
- Policy #5134 = Married, Pregnant, Lactating Students
- Policy #4111.2-4211.2 = Domestic Violence
- Policy #5113 = Attendance, Absences and Excuses
- Policy #5141 = Health
- Policy #6140 = Curriculum Adoption
- Policy #6161.1 = Guidelines for the Evaluation and Selection of Materials

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

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

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of April 2020 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of April 2020 **(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 2020. 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 2020. The Treasurer's Report and Secretary's report are in agreement for the month of April 2020. **(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 2020 payroll **(Attachment D1)**
- May 2020 warrants **(Attachment D2)**

E. Warrants

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

Motioned by_____, seconded by_____ **ROLL CALL**

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

F. Non Fair and Open – Decker's

To award non fair and open contract to Decker's, Inc. for the 2020-2021 school year for annual lawn services in an amount to exceed $17,500.00

G. Non Fair and Open – J&G

To award non fair and open contract to J&G Industrial Supply for the 2020-2021 school year for custodial supplies in an amount to exceed $17,500.00

H. Non Fair and Open – TNT Consulting
To award a non fair and open contract to TNT Consulting in the amount of $38,000.00 for technology services for the 2020-2021 school year.

Motioned by_____, seconded by_____ **ROLL CALL**

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

I. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2019-2020 school year.

J. 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 2020-2021 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$28,000.00
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.

K. Health Care Providers – To approve the following health care providers for the 2020-2021 school year:

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

L. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2020-2021 school year for completion of the 2019-2020 audit.

M. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2020-2021 school year.

N. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2020-2021 school year.

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

- ✓ Courier Post
- ✓ The Retrospect

P. 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.

Q. 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

R. 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.

S. 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.

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

U. 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

V. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2020-2021:

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

W. Chart of Accounts - It is recommended that the Board of Education approve the 2020-2021 chart of accounts.

X. 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 X1)**

Y. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2020-2021 school year:

Be it resolved that the Merchantville Board of Education Approves:

Surplus Guarantee
Sodexo guarantees that District shall receive an annual Surplus of Two Thousand Dollars ($2,000.00) for the 2020-2021 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 Four Hundred Dollars ($20,400.00) for the 2020-2021 contract year.

Z. Meal Prices – To approve the following food service meal prices for the 2020-2021 school year:

Paid Lunch	$3.05 (Increased from $3.00 in 2019-2020)
Reduced Lunch	$ .40
Paid Breakfast	$1.25
Reduced Breakfast	$ .30
Adult Lunch	$4.00
Adult Breakfast	$1.75

AA. 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, 2020	$1,505,146.50	March 1, 2021	$1,505,146.50
December 1, 2020	$1,505,146.50	June 1, 2021	$1,505,146.50

Total 2020-2021 taxes $6,020,586.00

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items BB through EE:

BB. CARES Grant

To approve submission and acceptance of the CARES grant in the following amounts:

Merchantville - $36,582.00
Saint Peter - $21,392.00

CC. IDEA Grant

To approve submission and acceptance of the 2020-2021 IDEA grant in the following amounts:

IDEA Basic - $192,864.00
IDEA Preschool - $7,016.00

DD. ESSA Grant

To approve submission and acceptance of the 2020-2021 ESSA grant in the following amounts:

Title I - $85,827.00
Title IIA - $17,362.00
Title III - $3,598.00
Title IV - $10,000.00

EE. Tuition - BCSSSD

To approve tuition contract with Burlington County Special Services School District for student #8383710512 in the amount of $39,243.00 for tuition for the 2018-2019 school year.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items FF through II:

FF. CM3 – Room 116 AC

To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning in room 116 in the amount of $21,820.00 for the 2020-2021 school year.

GG. CM3 – Room 100, 101, 102, 103 AC

To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning in room 100, 101, 102, 103 in the amount of $58,685.00 for the 2020-2021 school year.

HH. Tate Builders

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

II. State Contract - Dell

To approve purchase through Dell under state contract #89967 in the amount of $51,437.80 for chromebooks and mini computers 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:*_____

XIV. RESUMPTION OF PUBLIC PORTION **TIME:**_____

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

XV. ADJOURNMENT **TIME:**_____

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