MERCHANTVILLE BOARD OF EDUCATION AGENDA
JUNE 23, 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 – May 26, 2020

VI. NEW BUSINESS

- Honoring the retiring teachers of Merchantville School June 2020
  - Caren Batterman, Patricia Fields & Barbara Gandy
- Potential New Board Member Interview

VII. UNFINISHED BUSINESS

- CSA Evaluation – Finalization in Executive Session

VIII. COMMUNICATIONS

IX. COMMITTEE UPDATES

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

X. CSA REPORT

- No Emergency Drill
- Use of Facility Report June 2020 – July 2020
- Graduation Photo Opportunities - June 15 & 16
- Chromebook Collection, Yearbook Distribution/Summer Reading Distribution – June 17 & 18
- Summer Hours: Mon – Thurs (9:00 – 1:00)

- Violence & Vandalism Report (Jan 2020 – June 2020)

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 moving Yuliya Tsypenyuk from BA + 30 Step 7 to MA Step 7 for the 2020-2021 school year. (19-20 MEA contract information $68,657 to $71,987)

(2) That the Board of Education approve Lindsay Scallan's maternity leave in the beginning of the 20-21 school year. Sick days to be used until October 8 followed by FMLA 12 weeks of maternity leave.

(3) That the Board of Education approve Hillary Urena for maternity leave using FMLA time from Sept 1, 2020 to November 20, 2020.

(4) That the Board of Education approve Abbie Wence for a maternity position from Sept 1, 2020 to Dec 23, 2020 at MA Step 1. (19-20 MEA contract information - $65,987 for the full year)

(5) That the Board of Education approve to allow the administration to assign certified personnel to attend mandated Individual Education Plan meetings throughout the Summer 2020 at a contracted rate of $40 per hour. These meeting must be pre-approved by the administration before the actual meeting.

(6) That the Board of Education approve Jamie Bertini to provide Summer Speech and Language Services as per IEP needs up to 35 hours at the MEA approved rate of $40 per hour throughout the Summer of 2020.

(7) That the Board of Education approve Alicia Lord to provide summer services to students based on their IEP needs up to 20 hours at the MEA approved rate of $40 per hour throughout the Summer of 2020.

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

(8) 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
Heather Wilson	Distance learning: Strengthening Instruction with your online first grade students	OnLine	July 30, 2020	$279
Alyssa Cardona	Teach Your Heart Out	OnLine	July 13 & 14, 2020	$60

(9) That the Board of Education approve the Terms of Service for Non-MEA members for the 2020-2021 school year.

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 2020 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of May 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 May 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 May 2020. The Treasurer's Report and Secretary's report are in agreement for the month of May 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:

- May 2020 payroll **(Attachment D1)**
- June 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.

F. Void Check

Approval voiding of the following warrant account checks:

#2917	10/23/18	$37.75	American Marking Systems
#2961	11/27/18	$1,519.51	Camden County Elementary League
#3211	02/26/19	$519.75	West Music
#3517	06/28/19	$4,773.60	CCESC

Motioned by_____, seconded by_____ **Roll Call**

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

G. Tuition Contract

Tuition contract with YALE School, Inc. for student #6635691237 in the amount of $67,032.00 for tuition for the 2020-2021 school year.

H. Tuition Contract

Tuition contract with Bancroft NeuroHealth for student #6117766785 in the amount of $83,095.52 for tuition and $38,584.00 for 1:1 aide for the 2020-2021 school year.

I. BCIPJIF Renewal Cost

Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2020-2021 school year at a cost of $66,315.00

J. BCIPJIF Resolution 2020-6-1
Resolution 2020-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $4,450.00 to be used to offset the 2020-2021 premium. **(Attachment J1)**

K. PL 2015 Chapter 47
To recognize the attached list to be in compliance with PL 2015 Chapter 47. **(Attachment K1)**

L. 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. The FSMC agrees to reimburse the SFA for the amount, by which the SFA's actual return for the current year is less than the Guaranteed Return for the current year.
Management Fee
District shall pay Sodexo a Flat Rate Administrative Management Fee in an amount equal to Twenty Thousand Dollars ($20,400.00) for the 2020-2021 contract year.

M. Capital Reserve
Resolution 2020-6-2, to transfer up to $300,000 of 2019-2020 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 $300,000 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.

N NJDOE Submission
To approve Garrison Architects to submit an NJDOE other capital project application and that the district acknowledges that it will receive no state aid for this project.

Motioned by_____, seconded by_____ **Roll Call**
RECOMMEND that the Merchantville Board of Education approve items O through R:

O. Bid Threshold

Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

WHEREAS, Greg Gontowski, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from $40,000 to **$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Merchantville Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **$44,000** for the Board of Education, and further authorizes Greg Gontowski,the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

P. SOP Manual

To approve changes to the Standard Operating Procedures Manual to reflect the increase in the bid and quote threshold effective July 1, 2020 **(Attachment P1)**.

Q. Purchasing Manual

To approve changes to the Purchasing Manual to reflect the increase in the bid and quote threshold effective July 1, 2020 **(Attachment Q1)**.

R. State Contract - Dell

To approve purchase through Dell under state contract #89967 in the amount of $19,727.50 for power cords for the previously purchased computers/chromebooks.

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 _____**Superintendent 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:*_____

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

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

XV. Recommendations

Motioned by_____, seconded by_____ **Roll Call**
RECOMMEND that the Merchantville Board of Education approve the Chief School Administrator Evaluation for the 2019-2020 school year.

Motioned by_____, seconded by_____ **Roll Call**
RECOMMEND that the Merchantville Board of Education approve_____ to fill the unexpired board vacancy until December 31, 2020.

XVI. ADJOURNMENT **TIME:**_____

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