MERCHANTVILLE BOARD OF EDUCATION AGENDA
APRIL 28, 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 Session Meeting – March 18, 2020

VI. NEW BUSINESS

- Dick's Sporting Good Grant Presentation – Presented by Ryan Fields
- NJSLA 2019 Science Test Results – Presented by Krista Travaglini
- Budget Presentation for 2020-2021
- Motion to accept the resignation of Gina Adams as board member effective July 1, 2020
  Motioned by_____, seconded by_____

VII. UNFINISHED BUSINESS

- CSA Evaluation – Discussion in Executive Session following this meeting

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

- March 2020 Monthly Report
- Emergency Drills – Fire Drill on March 3 at 9:20 & Table Top Discussion March 16 In-Service
- Use of Facility Report April 2020 – May 2020 (None)

- 1 Confirmed HIB from March 2020

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____
RECOMMEND that the Merchantville Board of Education approve items 1 - 5: **Roll Call**

(1) That the Board of Education accept the letter of notice of retirement for Patricia Fields with regret at the end of the 2019-2020 school year.

(2) That the Board of Education accept the letter of notice of retirement for Caren Batterman with regret at the end of the 2019-2020 school year.

(3) That the Board of Education accept the letter of notice of retirement for Barbara Gandy with regret at the end of the 2019-2020 school year.

(4) That the Board of Education accept the letter of resignation of Rebecca Meizinger at the end of the 2019-2020 school year.

(5) That the Board of Education approve Samantha Gudowski and Heather Wilson to develop the Summer Reading Program for Summer 2020. The stipend is $500. ($250 each)

Motioned by_____, seconded by_____
RECOMMEND that the Merchantville Board of Education approve items 6 - 8: **Roll Call**

(6) That the Board of Education approve the following curriculum updates to align with the NJQSAC requirements:
- World Language
- Physical Education
- Fine Arts
- Technology

(7) That the Board of Education approve the Camden County Elementary League Membership Resolution for the 2020-2021 school year.

(8) That the Board of Education approve the first reading of the revised 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

Motioned by_____, seconded by_____ **ROLL CALL**
RECOMMEND that the Merchantville Board of Education approve item 9:

(9) That the Board of Education approve the employee renewal list for the 2020-2021 school year (Note: Approving at 2019-2020 salary and step since still in contract negotiations).

MEA Employee	**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*
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%	
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%	
Folk	32,517.18	BA	3	54.00%	*Non Tenured*
Gleeson	69,207.00	MA+15	2	100.00%	*Non Tenured*
Gudowski	70,157.00	BA+30	8	100.00%	*Non Tenured*
Hood	64,217.00	BA	7	100.00%	
Huber	83,287.00	MA	14	100.00%	
Iannucci	76,487.00	MA	10	100.00%	
Kay	68,717.00	BA	10	100.00%	*Non Tenured*
Korn	66,657.00	BA+30	5	100.00%	*Non Tenured (Tenure in Sept 2019)*
Lord	71,987.00	MA	7	100.00%	
Middleman	62,657.00	BA+30	1	100.00%	*Non Tenured*
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%	
Scallion	71,987.00	MA	7	100.00%	*Non Tenured*
Sheffer	70,217.00	BA	11	100.00%	*Non Tenured (Tenure in Sept 2019)*
Tsypenyuk	68,657.00	BA+30	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
Bechtel	16,834.65	2	16.11	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
Urena	14,858.50	1	15.64	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		Supervisor Stipend	

Others:

Substitute Teachers/Aides	$60.00 half day	Less than 4 hours
Substitute Teachers/Aides	$100.00 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	**2019-2020**	**Full-Time**	**Position**
	Salary	**Equiv.**	
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
Travaglini, Krista	87,500.00	1.00	Curriculum

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

MERCHANTVILLE BOARD OF EDUCATION AGENDA
APRIL 28, 2020

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

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

- March 2020 payroll **(Attachment D1)**
- April 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 items F through G:

F. 2020-2021 Budget
WHEREAS, the Merchantville Borough Board of Education has developed its 2020-2021 school budget, and

WHEREAS, a budget hearing was held on April 28, 2020.
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 2020-2021 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 $5,897,533.00 for the ensuing School Year (2020-2021) and a Debt Service tax levy of $123,053.00.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2020-21 Total Expenditures	11,021,547.00	436,569.00	161,250.00	11,619,366.00
Less: Anticipated Revenues	5,124,014.00	436,569.00	38,197.00	4,958,524.00
Taxes to be Raised	5,897,533.00	0.00	123,053.00	6,660,842.00

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is $260,000.00 for other capital project costs of building renovations and repairs including but not limited to, HVAC upgrades and stairwell renovations. The total costs of this project is $260,000.00 which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

G. 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.

The maximum travel expenses for all staff for the 2019-2020 school year is limited to $15,000.00 and the amount spent year to date is $544.44.

Motioned by_____, seconded by_____ **ROLL CALL**

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

H. Camden County Elementary League
To approve the attached resolution for participation in the Camden County Elementary League for the 2020-2021 school year. **(Attachment H1)**

I. Kieran McKenna Flooring
To award a non fair and open contract to Kieran McKenna Flooring for the 2020-2021 school year for the installation of stair treads in the amount of $28,100.00.

J. CM3 – Auditorium Heat
To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of replacement motors for auditorium heating in the amount of $21,203.20 for the 2020-2021 school year.

K. CM3 – Auditorium AC
To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning for the auditorium in the amount of $150,000.00 for the 2020-2021 school year.

L. CM3 – Cafeteria AC
To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning for the auditorium in the amount of $52,300.00 for the 2020-2021 school year.

M. 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.

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:*_____