MERCHANTVILLE BOARD OF EDUCATION AGENDA
MARCH 18, 2021

I. CALL TO ORDER TIME:_____

I, Elliot Honigfeld, Board President, call this meeting to order under the Open Public Meeting Act at 7:00 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
Mrs. Aaron Mr. Honigfeld Mr. Licata Mr. Carcanague Mr. Iannucci Mrs. Meisner Mrs. Gaskins
Mrs. Kroot Mrs. Perno

IV. OPEN PUBLIC COMMENT – AGENDA ITEMS ONLY
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 MINIUTES – Motioned by_____, seconded by_____

- Regular Meeting Minutes Feb 23, 2021

VII. NEW BUSINESS

- Re-Opening Next Phase – Friday Live classes

VIII. UNFINISHED BUSINESS

- Financial Disclosure Forms – Due April 30, 2021
- Budget Update for 2021-2022

IX. COMMUNICATIONS & COMMITTEE REPORTS

- Policy and Community Relations (Aaron)
- Personnel (Perno) – March 11 Meeting
- Education (Licata) – March 10 Meeting
- Finance (Carcanague) –March 11 Meeting
- Facility (Iannucci)
- Haddon Heights Update (Perno)

X. CSA REPORT

- February Monthly Report
- Emergency Drills – Fire Drill (Feb 17 at 10:15) and Evacuation Drill (Feb 26 at 8:45) •

Use of Facility Report March 2021 – April 2021 (None)

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

RECOMMEND that the Merchantville Board of Education approve items 1 - 3:

(1) That the Board of Education approve the review of the following policies:

- Policy #0100 Educational Philosophy
- Policy #0300 District Goals & Objectives (T&E)
- Policy #1000-1010 Community Relations Goals & Objectives
- Policy #1100 Communication with the Public
- Policy #1110 Media
- Policy #1111 District Publications
- Policy #1120 Board of Education Meetings
- Policy #1140 Distribution of Materials by Pupils & Staff
- Policy #1200 Participation by the Public
- Policy #1220 Citizen's Ad Hoc Advisory Committees
- Policy #1230 School-Connected Organizations
- Policy #1250 Visits to the School
- Policy #1312 Community Complaints & Inquires
- Policy #1322 Contests for Pupils
- Policy #1330 Use of School Facilities
- Policy #1410 Local Units
- Policy #1600 Relations Between Other Entities & the District
- Policy #2000/2010 Concepts & Roles in Administration Goals & Objectives
- Policy #2121 Line of Responsibility
- Policy #2130 Principal Evaluation
- Policy #2131 Chief School Administration
- Policy #2210 Administrative Leeway in Absence of Board Policy
- Policy #2224 Nondiscrimination/Affirmative Action
- Policy #2240 Research, Evaluation and Planning
- Policy #2255 Action Planning for Thorough and Efficient Certification
- Policy #2400 Evaluation of Educational Administration

(2) That the Board of Education approve the following field trip. All funds for the trip will be paid out of the Marie J. Carroll Foundation. There is no cost incurred by the parents or the school district:

Place	Grade	# Students	# Staff	# Outside Chaperones	Month	Other Info
Camp Ockanickon – Medford, NJ	8	46	4	0	April	8th grade camping trip – Not over night

(3) That the Board of Education approve the Change of Use application for Room 108 at Merchantville School to accommodate the a special education program for students age 3 – 5 starting in Sept 2021.

Motioned by_____, seconded by_____ **ROLL CALL RECOMMEND** that the Merchantville Board of Education approve items 4 - 7:

(4) That the Board of Education approve Quinn Murrenburke as the Supervisor of Facility Management starting on April 12, 2021 at a salary of $64,000 (pro-rated for the 20-21 school year).

(5) That the Board of Education approve Yuliya Tsypenyuk to host an optional Algebra preparation class up to two days a week starting March 23, 2021 until May 27, 2021 for one hour per session at the contracted MEA rate of $40 per hour. (Classes are optional and will take place outside school hours)

(6) That the Board of Education approve Jenifer Smith and Daniella Cucunato to develop the Summer Reading Program for Summer 2021. The stipend is $500 ($250 each).

(7) 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
Sindy Bonilla	Acquisition Boot Camp	Virtual	Month of April – Self Paced	$149
Abbie Wence	Preparing our Guided Math Students for the 21st Century	Virtual	March 8, 2021	$289

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 January 2021 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of January 2021 **(Attachment B1)**.

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2021. 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 January 2021. The Treasurer's Report and Secretary's report are in agreement for the month of January 2021. **(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 2021 payroll **(Attachment D1)**
- February 2021 through March 2021 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. Archway – Just Kids**

To approve contract with Archway Programs to run Just Kids for the 2021-2022 school year.

G. Risk Management Consultant

To approve the attached resolution appointing Hardenbergh Insurance Group as Risk Management Consultant for the 2021-2022 school year **(Attachment G1)**.

Motioned by_____, seconded by_____ **ROLL CALL RECOMMEND** that the Merchantville Board of Education approve item H through I: **H. 2021-2022 Budget and Resolution**

It is recommended that the Merchantville Board of Education approve 2021-2022 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2021-2022 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 2021-2022 school budget as presented by the administration which includes the following:

	Budget	**Local Tax Levy**
General Fund	$11,894,871.00	$6,006,987.00
Special Revenue Fund	$774,833.00	
Debt Service Fund	$157,500.00	$120,191.00
Total Base Budget	$12,827,204.00	$6,127,178.00

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is $620,000.00 for other capital project costs of building renovations and repairs including but not limited to, ADA renovations and Interior renovations and plumbing. The total costs of these projects is $620,000.00 which represents 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.

I. 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 2020-2021 school year is limited to $15,000.00 and the amount spent year to date is $0.00.

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.

MERCHANTVILLE BOARD OF EDUCATION AGENDA
MARCH 18, 2021

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:*