# MERCHANTVILLE BOARD OF EDUCATION AGENDA
# FEBRUARY 23, 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 & Executive Session Meeting Minutes Jan 26, 2021

## VI. AUDIT PRESENTATION

## VII. NEW BUSINESS

- Board of Education Goal #1 Update – Communication with Board Committees
- Financial Disclosure Forms – Due April 30, 2021
- Budget Update for 2021-2022

## VIII. UNFINISHED BUSINESS

## IX. COMMUNICATIONS & COMMITTEE REPORTS

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

## X. CSA REPORT

- January 2021 Monthly Report
- Emergency Drills – Fire Drill (Jan 19 at 2:35) and Bomb Threat Drill (Jan 12 at 2:00)
- Use of Facility Report Feb 2021 – March 2021 (None)

## XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____

**RECOMMEND** that the Merchantville Board of Education approve items 1 - 5:

(1) That the Board of Education approve the revised 2020-2021 school calendar. (Closing on Feb 1 and School Day on May 28)

(2) That the Board of Education approve the job description of Supervisor of Facility Management.

(3) That the Board of Education approve the Affirmative Action procedures that will be implemented at Merchantville School.

(4) That the Board of Education approve the 2021-2022 Merchantville School calendar.

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

- Policy #7110 = Long Range Facilities Planning
- Policy #7115 = Developing Educational Specifications
- Policy #9000 = Role of the Board
- Policy #9010 = Role of the Member
- Policy #9020 = Public Statements
- Policy #9113 = Filing Vacancies
- Policy #9121 = Election & Duties of President
- Policy #9130 = Committees
- Policy #9200 = Orientation and Training of Board Members
- Policy #9250 = Expense/Remuneration & Reimbursement
- Policy #9270 = Conflict of Interest
- Policy #9271 = Code of Ethics
- Policy #9272 = Pay to Play
- Policy #9311 = Formulation, Amendment of Policies
- Policy #9312 = Formulation, Adoption, Amendment of Bylaws
- Policy #9313 = Formulation, Adoption, Amendment of Administrative Regulations
- Policy #9314 = Suspension of Policies, Bylaws and Regulations
- Policy #9320 = School Board Meetings
- Policy #9321 = Time, Place, Notification of Meetings
- Policy #9322 = Public & Executive Sessions
- Policy #9323/9324 = Agenda Preparation / Advance Delivery of Meeting Material
- Policy #9325 = Rules of Order
- Policy #9325.4 = Voting Method
- Policy #9326 = Minutes
- Policy #9400 = Board Self Evaluation

Motioned by_____, seconded by_____ **ROLL CALL**

**RECOMMEND** that the Merchantville Board of Education approve item 6:

(6) That the Board of Education approve the employee renewal list for the 2020-2021 school year:

| **MEA Employee** | **2020-2021** | **Educ.** | **2020-2021** | **Full-Time** | **NOTES** |
|---|---|---|---|---|---|
| **Teachers and Nurse** | **Salary** | **Credits** | **Step** | **Equiv.** | |
| Arkainno | 65,292.00 | BA | 7 | 100.00% | *Non Tenured* |
| Baker | 68,292.00 | BA | 9 | 100.00% | |
| Bertini | 73,062.00 | MA | 7 | 100.00% | |
| Bickel | 59,292.00 | BA | 1 | 100.00% | *Non Tenured* |
| Bonilla | 69,062.00 | MA | 3 | 100.00% | *Non Tenured* |
| Brill | 101,311.00 | MA | 18 | 100.00% | |

| | | | | | |
|---|---|---|---|---|---|
| Browne | 74,562.00 | MA | 8 | 100.00% | *Non Tenured* |
| Cardona | 69,062.00 | MA | 3 | 100.00% | *Non Tenured* |
| Cucunato | 59,292.00 | BA | 1 | 100.00% | *Non Tenured* |
| Dailey | 69,012.00 | BA+15 | 8 | 100.00% | |
| Folk | 61,292.00 | BA | 3 | 100.00% | *Non Tenured* |
| Gleeson | 71,282.00 | MA+15 | 3 | 100.00% | *Non Tenured* |
| Gudowski | 72,732.00 | BA+30 | 9 | 100.00% | |
| Hood | 66,792.00 | BA | 8 | 100.00% | |
| Huber | 86,362.00 | MA | 15 | 100.00% | |
| Iannucci | 81,282.00 | MA+15 | 11 | 100.00% | |
| Kay | 71,292.00 | BA | 11 | 100.00% | *Non Tenured* |
| Korn | 68,732.00 | BA+30 | 6 | 100.00% | |
| Langston | 59,292.00 | BA | 1 | 100.00% | *Non Tenured* |
| Lord | 74,562.00 | MA | 8 | 100.00% | |
| Mahmood | 59,292.00 | BA | 1 | 100.00% | *Non Tenured* |
| Maziarz | 65,292.00 | BA | 7 | Not Applicable | *Until December 31, 2020* |
| Middleman | 64,732.00 | BA+30 | 2 | 100.00% | *Non Tenured* |
| Nemorofsky | 72,062.00 | MA | 6 | 100.00% | |
| Nettleton | 86,362.00 | MA | 15 | 100.00% | |
| Ransom-Harper | 102,661.00 | MA 9 | 18 | 100.00% | |
| Rettinger | 82,172.00 | BA | 18 | 100.00% | |
| Scallan | 74,562.00 | MA | 8 | 100.00% | |
| Sheffer | 72,792.00 | BA | 12 | 100.00% | |
| Smith | 71,062.00 | MA | 5 | 100.00% | *Non Tenured* |
| Tsypenyuk | 74,562.00 | MA | 8 | 100.00% | |
| Turan | 102,664.00 | MA+15 | 18 | 100.00% | |
| Van Sciver | 106,419.00 | MA+30 | 18 | 100.00% | |
| Waldron | 101,311.00 | MA | 18 | 100.00% | |
| Wence | 67,062.00 | MA | 1 | 100.00% | |
| Wilson | 73,062.00 | MA | 7 | 100.00% | |

| **MEA EMPLOYEE** | **2020-2021** | **2020-2021** | **2020-2021** | **Full Time** | **NOTES** |
|---|---|---|---|---|---|
| **Aides** | **Salary** | **Step** | **Hourly Rate** | **Equivalent** | **Est. Hours** |
| Alloway | | 5 | 18.86 | Hourly Non-Inst. | 5 hrs. per day |
| Bechtel | | 3 | 17.35 | Hourly Non-Inst. | 5 hrs. per day |
| Casey | | 5 | 18.86 | Hourly Non-Inst. | 5 hrs. per day |
| Grasso, Dawn | | 3 | 17.35 | Hourly Non-Inst. | 5 hrs. per day |

| | | | | | |
|---|---|---|---|---|---|
| Grasso, Denise | | 5 | 18.86 | Hourly Non-Inst. | 5 hrs. per day |
| Irvin-Turner | | 5 | 18.86 | Hourly Non-Inst. | 5 hrs. per day |
| Nolte | | 5 | 18.86 | Hourly Non-Inst. | 5 hrs. per day |
| Richards | | 5 | 28.34 | Hourly Instructional | 5 hrs. per day |
| Segrest | | 5 | 18.86 | Hourly Non-Inst. | 5 hrs. per day |
| Urena | | 2 | 16.86 | Hourly Non-Inst. | 5 hrs. per day |
| **Other MEA** | | | | | |
| Stone | 47,491.00 | 5 | | Secretary | |
| Bennett | 56,250.00 | NA | | General Maintenance | Until January 31, 2021 |
| Bennett | 6,000.00 | NA | | Supervisor Stipend | Until January 31, 2021 |

**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** | **2020-2021** | **Full-Time** | **Position** |
|---|---|---|---|
| | **Salary** | **Equiv.** | |
| Czarnick, Matthew | 41,996.00 | 1.00 | Custodian - Day |
| O'Drain, Patrick | $14.00 per hour | .75 | Custodian – Night – up to 29.5 hours |
| Reustle, Richard | 39,745.00 | 1.00 | Custodian – Night |
| Tolomeo, Mike | $14.00 per hour | .75 | Custodian – Night – up to 29.5 hours |
| Bennet, Napoleon | $14.00 per hour | .75 | Custodian – As Needed |
| DiMatteo, Rose | 60,010.00 | 1.00 | Confidential Secretary |
| Klaus, Kimberly | 100,660.00 | 1.00 | LDTC/Supervisor |
| Leise, Jeanne | 85,991.00 | 1.00 | Social Worker/Supervisor |
| Spahr, Rachel | 74,914.00 | 1.00 | Psychologist |
| Travaglini, Krista | 90,038.00 | 1.00 | Curriculum |

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

**B. Transfer of Funds**

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

- January 2021 payroll **(Attachment D1)**
- January 2021 through February 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 I:

**F. Preschool Education Aid**

To approve submission of the 2021-2022 Preschool Education Aid application.

**G. Audit**

To approve acceptance of the June 30, 2020 audit report with one recommendation. The audit was officially presented at the February 23, 2021 meeting and a summary of audit was made available to the public.

**H. Corrective Action Plan**

To approve the corrective action plan for the June 30, 2020 audit **(Attachment H1)**.

**I. Salaries Charged to Grants**
To approve the attached salaries charged to grant funds for the 2020-2021 school year **(Attachment I1)**.

## 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:*_____