MERCHANTVILLE BOARD OF EDUCATION AGENDA
MAY 18, 2022

I. CALL TO ORDER **TIME:_____**

I, Daniel Licata, Board President, call this meeting to order under the Open Public Meeting Act at 6:00 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 & Executive Meeting Minutes– April 28, 2022

VII. NEW BUSINESS

- Board Goal Setting will take place after all action items.
- Summer Office Hours: Monday – Thursday from 8:00 am – 4:00 pm

VIII. UNFINISHED BUSINESS

- CSA Evaluation Update

IX. COMMUNICATIONS – None

X. COMMITTEE REPORTS

- Finance and Facility Committee – Meeting Notes Shared May 2
- Personnel and Education Committee – Meeting May 11
- Policy and Community Relations – Meeting May 16
- Haddon Heights Liaison Update

X. CSA REPORT

- Emergency Drills: Fire Drill = April 25 at 10:05 Bomb Threat & April 26 at 2:27 Fire Drill
- Use of Facility Report – May 2022 – June 2022
- April 2022 CSA Monthly Report – 0 HIB cases reported

XI. CSA RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items 1 - 8:

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

3000/3010	Concepts & Roles in Business & Non-Structural Operations, Goals & Objectives
3100	Budget Planning, Preparation & Adoption
3160	Transfer of Funds Between Line Items / Amendments / Purchases Not Budgeted
3220/3230	State Funds / Federal Funds
3250	Income From Fees, Fines, Charges
3260/3270	Sale & Disposal of Books, Equipment & Supplies Sale, Licensing and Rental of Property
3280	Gifts, Grants and Bequests
3320	Purchasing Procedures
3326	Payment for Goods and Services
3327	Relations with Vendors
3400	Accounts
3440	Inventories
3450	Money in School Buildings
3451	Petty Cash Fund
3453	School Activity Fund
3510	Operation and Maintenance of Plant
3511	Integrated Pest Management
3513	Energy Conservation
3514	Equipment
3515	Smoking Prohibition
3516	Safety
3541.1	Transportation Routes & Services
3541.3	Non School Use of District Vehicles
3541.31	Privately Owned Vehicles
3541.33	Transportation Safety
3542	Food Service
3542.1	Local Wellness/Nutrition Policy
3542.2	School Meal Program Arrears
3542.31	Free or Reduced-Price Lunch / Milk
3542.44	Purchasing
3570	District Records and Reports
3571.4	Audit
3600	Evaluation of Business & Noninstructional Operations

(2) That the Board of Education approve the second reading and adoption of the following policy:

- Policy #9322 – Public and Executive Session

(3) That the Board of Education approve the second reading and adoption of the following policy:
- Policy #5141.10 – Face Coverings

(4) That the Board of Education approve the first reading of the following policy:
- Policy #5131 – Conduct / Discipline

(5) That the Board of Education approve the Terms of Service for non-MEA members from July 1, 2022 through June 30, 2022.

(6) That the Board of Education approve the Dress Code and Code of Conduct for the 2022-2023 school year.

(7) That the Board of Education approve the following electives for 7th and 8th grade students for the 22-23 school year: Coding 1, Coding 2, eSports, Health and Wellness, Fitness and Team Building, Video Production, Citizenship in the World, Genealogy, Citizenship in the Community, Sculptures, Fashion Illustration, Comic Book Illustration, MythBusters, Learn to Crochet, and Muggles Book Club.

(8) That the Board of Education approve the following field trips. All funds for these trips are paid through the Marie J. Carroll Foundation, unless otherwise noted, and there are no costs incurred by the parents or the school district:

Place	Grade / Students	# Students	# Teachers	# Outside Chaperones	Month	Other Info
Merchantville Community	Citizenship in the Community	7	1	0	May – June 2022	Walking Trip

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items 9 - 13:

(9) That the Board of Education approve an Algebra Prep Enrichment program for 2 hours per week July 5th through August 4 and
That the Board of Education approve Christina Folk for 2.5 hours per week from July 5th through August 4th to facilitate the program.

(10) That the Board of Education approve to extend FMLA until June 17, 2022 and approve an unpaid leave of absence June 18, 2022 – June 30, 2022 for employee #19114.

(11) That the Board of Education approve the resignation of Quinn Murrenburke from the position of Supervisor of Facility Management with a last day of May 20, 2022.

(12) That the Board of Education approve Rebecca Meizinger as a Special Education Teacher at MA Step 2 starting September 1, 2022. (22-23 salary 69,879).

(13) That the Board of Education approve Michael Matisi as the IT Support Technician starting on July 1, 2022 at a salary of $53,000 per year.

XII. BUSINESS OFFICE RECOMMENDATIONS

Motioned by_____, seconded by_____ **ROLL CALL**

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

A. Warrants

The attached bill lists:

- May 2022 warrants **(Attachment A1)**

B. Extraordinary Aid

To approve submission of the extraordinary aid application for the 2021-2022 school year.

C. 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 2022-2023 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$31,500.00 – Additional costs if single audit
Garrison Architects	Architect of Record	$150.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	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.

D. Health Care Providers – To approve the following health care providers for the 2022-2023 school year:

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

E. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2022-2023 school year for completion of the 2021-2022 audit.

F. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2022-2023 school year.

G. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2022-2023 school year.

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

- ✓ Courier Post
- ✓ The Retrospect

I. 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.

J. 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

K. 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.

L. 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.

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

N. 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

O. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2022-2023:

Affirmative Action Officer – Director of Equity, Curriculum & Instruction
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 – Supervisor of Facility Management
Substance Abuse Coordinator – Social Worker
Integrated Pest Management Coordinator – Supervisor of Facility Management
Homeless Liaison – Social Worker
Public Agency Compliance Officer – Business Administrator
School Safety Specialist - CSA
HIB Coordinator – LDTC/Supervisor
HIB Specialist – School Psychologist

P. Chart of Accounts - It is recommended that the Board of Education approve the 2022-2023 chart of accounts.

Q. 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 Q1)**

R. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2022-2023 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 2022-2023 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 Management Fee in an amount equal to Twenty Two Thousand One Hundred Dollars ($22,100.00) for the 2022-2023 contract year.

S. 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, 2022	$1,531,079.50	March 1, 2023	$1,531,078.50
December 1, 2022	1,531,079.50	June 1, 2023	$1,531,078.50

Total 2022-2023 taxes $6,124,316.00

T. Shared Services Agreement – Business Office
To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $138,011.00 per attached contract for the 2022-2023 school year **(Attachment T1)**.

Motioned by_____, seconded by_____ **ROLL CALL**

RECOMMEND that the Merchantville Board of Education approve items U through Z:

U. State Contract - Delll
To approve state contract #M0483 with Dell for the purchase of Chromebooks in the amount of $60,568.00 for the 22-23 school year.

V. CCESC – CM3
To approve contract with CM3 under CCESC Contract #66CCEPS for the installation of vape sensors in the amount of $9,940.40.

W. CCESC – WJ Gross
To approve contract with WJ Gross under CCESC Contract #66CCEPS for various repairs including roof repairs, water damage, and walking pathway in the amount of $46,150.00.

X. ESCNJ - Gillespie
To approve contract with The Gillespie Group under ESCNJ Contract #65MCESCCPS for floor renovations in the amount of $38,280.85

Y. Ed Data- Degler
To approve contract with Degler-Whiting, Inc. under Ed Data Bid DEG10426 for gym renovations in the amount of $88,445.00.

Z. CCESC – General Services Contract
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2022-2023 school year **(Attachment Z1)**.

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. Board Goal Setting – Facilitating by NJSBA

XV. 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: (Chief School Administrator's 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 _____

_____CSA Contract_____)

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:*_____

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

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

XVII. ADJOURNMENT **TIME:**_____

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