MERCHANTVILLE BOARD OF EDUCATION MINUTES – APRIL 8, 2008

The Regular Meeting of the Merchantville board of Education was held on Tuesday, April 8, 2008, at 7:30p.m. in the Reading Center at Merchantville School.

CALL TO ORDER

The board president Sharon Hartson-Stine called the meeting to order at 7:30P.M. at which time the following statement was read:

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Merchantville Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Retrospect, The Courier Post, Borough Hall, and Community Library.

Members Present: Mr. Doran, Mr. Loue, Mrs. Perno, Mr. Honigfeld, Mr. Morrone, Mr. Bohn, Mr. Kabel, and Mrs. Hartson-Stine

Members Absent: Mr. Velten

Also Present: Mr. Christian Swanson, Chief School Administrator
Mrs. Jean Grubb, SCSSSD Official

PLEDGE TO THE FLAG

The board president led the board in the pledge to the flag.

OPEN PUBLIC COMMENT

Gail Ford, from the community, had several questions regarding past board meetings, and the current and proposed budget. The board president answered each of her questions.

COMMUNICATIONS

- Thank you note from the school board to a community member for a $100 donation
- Document from our attorney regarding a staff members return to her position, with the assistance of a scooter
- Request from Camden Catholic to use the fields/track

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEES

No reports submitted by:
Curriculum and technology
Finance
High School
CCESC

Buildings and Grounds-the committee met with Mr. Lammey regarding the auditorium chairs; they also had an application for storage containers.

Carroll Will- tentative meeting date set for May 13, at 6:30 pm.

Community Relations – the user-friendly budget will be posted on the school's web page.

Discipline- Mr. Swanson distributed a discipline report for the board to review and discuss.

Personnel – Negotiations will start on April 24, 2008.

Planning – there was a meeting on Monday to discuss the QSAC requirements.

Policy – discussion regarding the use of personnel vehicles for school events. The committee will contact NJSA to learn more.

Library – April 12-19 is National Library week. A handout was distributed regarding the scheduled events.

MINUTES

Moved by Mr. Doran and seconded by Mr. Honigfeld, that the board of education approve the following minutes:

March 11, 2008, work meeting
March 25, 2008, regular meeting

Approved by unanimous voice vote.

BUSINESS OFFICE

The February 2008 Revenue Summary was distributed.

Moved by Mrs. Perno, and seconded by Mr. Doran, that the board of education approve and accept the:

Board Secretary's Report – Treasurer's Report - Certification
February 2008

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2008. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23-2.11 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2008. The Treasurer's Report and Secretary's report are in agreement for the month of February. The Board Secretary in accordance with N.J.A.C. 6A: 23 – 2.11 (a) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A: 23 – 2.11 (a) 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: 23 – 2.11 (a) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

_____ _____
Henry Bermann, RSBA Date
Pgs._____
Approved by unanimous voice vote.

Moved by Mrs. Perno, and seconded by Mr. Doran, that the board of education accept the recommendation of the superintendent, and approve the following transfer of funds for March 2008:

11 000 222 600 Library – supplies	500.00	11 000 216 600 Related services-supplies	500.00
11 204 100 610 Resource room – supplies	150.00	11 401 100 600 Co-curricular - supplies	150.00
11 000 230 610 Basic skills – supplies	200.00	11 000 216 600 Related services – supplies	200.00
11 000 251 340 Central – purchase of services	10,000.00	11 000 261 420 Building maintenance – purchase of services	10,000.00
11 000 261 420 Building maintenance – purchase of services	2000.00	11 000 261 610 Building maintenance – supplies and parts	2000.00

Approved by unanimous voice vote.

Moved by Mrs. Perno, and seconded by Mr. Doran, that the board of education approve the following payments:

P46	Tuitions-deducted from state aid	7,559.70
P 47	State Health Benefits	34,310.55
P 48	PERS employees – Pension payment	15,458.40
P 49	3-15 Payroll	155,688.14
P 50	3-31 Payroll	153,535.64

Approved by unanimous voice vote.
Pgs._____

Moved by Mrs. Perno, and seconded by Mr. Doran that the board of education approve the following travel form:

Name	Date	Location	Event	Purpose	Amount	Code
Roth, Susan	4/11/2008	Hamilton, NJ	Read 180 Leadership Seminar	Training	$28.00	1
Sasser, Kathy	4/11/2008	Hamilton, NJ	Read 180 Leadership Seminar	Training	$28.00	1
Leise, Jeanne	4/10/08	Dayton, NJ	Parent Survey Technical Assistance Session	Training	$75.00	1
Swanson, Chris	4/14/2008	Mercer County	NCLB	Training	$30.00	1
Leise, Jeanne	4/14/2008	Mercer County	NCLB	Training	$30.00	1

Approved by unanimous voice vote.

Moved by Mr. Morrone and seconded by Mr. Honigfeld, that the board of education formally approve the board's committee goals and objectives for the 2007-2008 school year, drafted at the May 8, 2007 meeting.
The board recalls discussing this motion last spring, and revising the areas where necessary, however, it was not reflected in an actual motion. Therefore, they are taking the motion tonight to reflect their previous intent.

Buildings & Grounds – provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff, and public.

- Work with administration to develop a list and budget for both short-term needs and long-term capital needs of the district including:
  - Gym wall & floor problems
  - Heating system problems
  - Other maintenance issues
- Follow-up on issues concerning new security system
- Investigate solutions for auditorium chairs
- Monitor lawn care & snow removal operations

Carroll Will

- Review procedures used by administration for develop Carroll Will budget for MES.
- Review use of Carroll Will funds for school trips, i.e. criteria for Dorney Park trips.

Community Relations – provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems, and progress of the school system to the community and the staff.

- Promote public interest and participation in the operation of the school.
- Work with Curriculum & Technology Committee and administration to add BOE content to the Web site - list of board members, contact information, list of committees, chair people of committees, etc.
- Review material in the Parent Handbook and insure that it is distributed to all school families in September and posted on the school Web site.
- Develop content for the quarterly School Newsletter.
- Create a BOE Information sheet
- Develop list of priorities for administration to meet the needs of parents and community – i.e., posting of student class lists at least 2 weeks prior to start of school, development of school calendar in a timely fashion, regular dissemination of school information, etc.

Curriculum & Technology – students shall demonstrate competency in language arts/literacy, mathematics, science, social studies, health and physical education, visual and performing arts, and world languages.

- Review curriculum development/implementation schedule with administration to ensure that all curriculums are updated and presented to the BOE according to the five-year schedule.
- Test Scores – work with administration on interpreting and reporting the standardized test scores to board and community. Work with administration on programs to improve student achievement.
- Monitor implementation of SASI software and benchmarks for continued enhancements.
- Continue to investigate reducing amount of books being brought home each night because of weight issue, i.e. use of CDs and online resources.
- Can technology used in the classroom become ubiquitous – that is can technology be widespread and everywhere and always available but not itself the focus of learning.
- Work with Community Relations Committee to enhance presence of BOE on web.

Discipline – school should be free of drugs and violence and offer a safe, disciplined environment conducive to learning.

- Monitor disciple issues within the school.
- Work with administrative staff to implement proactive programs to facilitate a productive student environment.

Finance – the Board has major responsibilities for the adoption of a budget that will provide the wherewithal – in terms of facilities, staff, materials, and equipment – to enable the administration and staff to carry out its functions.

- Work with administration to provide regular reports concerning the financial health of the district.
- Work with administration to provide guidance and recommendations concerning budget development.
- Monitor cafeteria operations related to quality, service, and profitability.
- Explore possible new sources of revenue.

High School

- Work with CSA to monitor progress of Merchantville students at PHS. Regularly report to the BOE on: number of students enrolled, student standardized test scores, number of

students taking SATs, number of students planning on attending four year colleges, number of students planning other post-graduation education.
- Continue to investigate alternatives to our current sending/receiving relationship.

Planning – all planning, both that which is and that which is not related to the budget, needs to be interpreted to the public if citizens are to support the school program.
Monitor current state-level developments that impact on our local funding and viability.
- Draft overall goals and objectives for Merchantville BOE.
- Monitor current state-level developments that impact on our local funding and viability.

Personnel Committee
- Work with administration to ensure that staffing levels provide the most efficient use of resources.
- Continue to investigate ways to reduce insurance costs (this may be a finance committee objective)
- Work with administration to review and update the job descriptions of the administrative staff.
- Review Board policies related to personnel issues
- Prepare for upcoming contract negotiation cycle

Policy – the Board is responsible for the development of policy and for evaluating the effectiveness of its policies and their implementation.
- Ensure that policy book is updated regularly by prioritizing sections for review. Coordinate the update in a timely fashion.
- Monitor policy develops through the NJSBA.
- Review implementation of Dress Code Policy.
- Review implementation of Nutrition Policy
- Review school security policy and implementation.
- Work with Community Relations Committee to ensure that school policies are communicated to parents and the community in a timely and effective manner.

Approved by unanimous voice vote.

CHIEF SCHOOL ADMINISTRATOR'S REPORT

Moved by Mr. Loue, and seconded by Mr. Doran**, t**hat the Board of Education approve the following changes to the 2007 – 2008 school year calendar:

Last day of school for students – June 18th
Last day of school for teachers – June 19th
Early dismissal days for students – (12:45 PM) – June 17th and 18th
Eighth Grade Graduation – June 17th

Approved by unanimous voice vote.

That the Board of Education formally adopt the following revised curricula, as previously presented by staff members:

Social Studies,
Elementary Math
Gifted and Talented

Approved by unanimous voice vote.

Moved by Mr. Kabel, and seconded by Mr. Loue**, t**hat the Board of Education approve the following Field Trips:

Washington's Crossing	- 42 Students
(6th Grade)	- 4 Teachers
April, 2008	- 2 Chaperons

Camden Riverfront and historic sites in Camden
(4th grade) bus paid for by community member
April, 2008 – ½ day

Approved by unanimous voice vote.

Moved by Mr. Kabel, and seconded by Mr. Doran**, t**hat the Board of Education approve the Summer Music Program to be funded by the Marie J. Carroll Foundation, at a cost of $2,000.
Approved by unanimous voice vote.

Moved by Mr. Bohn, and seconded by Mrs. Perno, that the Board of Education adjourn, by Resolution, into Closed Session, from which the general public is excluded, to discuss potential litigation and personnel or any other matter appropriate for this session. The results of this session will be made public immediately after, or as soon thereafter, as a decision is reached, if permitted by law, at 9:40 p.m.
Approved by unanimous voice vote.

Moved by Mr. Loue, and seconded by Mr. Doran, for the board of education to approve to return to open session at 10:15 p.m.
Approved by unanimous voice vote.

Moved by Mr. Bohn, and seconded by Mr. Doran, that the Board of Education accept the CSA's evaluation as presented by the personnel committee.
Approved by unanimous voice vote.

Moved by Mr. Loue, and seconded by Mr. Honigfeld, for the board of education to approve to adjourn this meeting at 10:30P.M.
Approved by unanimous voice vote.

_____
Jean Grubb, SCSSSD Official

MERCHANTVILLE BOARD OF EDUCATION MINUTES – APRIL 8, 2008