# MERCHANTVILLE BOARD OF EDUCATION MINUTES – NOVEMBER 24, 2009

The Regular Meeting of the Merchantville School District Board of Education was held on Tuesday, November 24, 2009, at 7:30 p.m., in the Reading Center at Merchantville School.

The board president called the meeting to order at 7:30 p.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 The Community Library.

Members Present: Mr. Kabel, Mrs. Hartson–Stine, Mr. Loue, Mr. Morrone, Mr. Barnett, and Mr. Bohn

Members Absent: Mr. Doran, Ms. Engelke, and Mrs. Perno

Also Present: Mr. Christian Swanson, Chief School Administrator
Mr. William Thompson, RSBA
Ms. Loretta Mansolino, Recording Secretary

Mrs. Diane Borrelli and Mrs. Annette Pompeano-Swanson attended.

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.

## AUDIT PRESENTATION

Mrs. Frances Sperling Feldbaum, CPA's Solutions Auditor, presented a review of the audit for the school year ending June 30, 2009, along with the auditor's recommendations.

Discussion included:

- Revenue received from the state and the federal government decreased.
- The district's overall expenditures decreased.
- The Food Service expenses exceeded the revenue and reimbursements received.
- Prior year audit findings were corrected.
- State Revenues were received on a less timely basis and this is expected to continue in the future.
- Yearly, funds should be placed in Capital Expenditures for future repair and maintenance.
- The district maintains a Maintenance Reserve Account.

APPROVE AND ACCEPT 6/30/2009 AUDIT REPORT AND CORRECTIVE ACTION PLAN

*APPROVE AND ACCEPT AUDIT* –Moved by Mr. Bohn, and seconded by Mr. Kabel, that the board of education approve and accept the June 30, 2009 Audit Report as presented by Mrs. Sperling- Feldbaum of CPA Solutions , with additional dialogue from Mr. Thompson, Board Secretary.
Unanimously approved by voice vote.

*Notes:*

1. Recommendations will be read by Mr. Thompson and discussed by the BOE
2. Summary of the Audit Report will be available to the public.

*CORRECTIVE ACTION PLAN* – Moved by Mr. Bohn, and seconded by Mr. Kabel, that the board of education approve the Corrective Action Plan as outlined below.

**MERCHANTVILLE BOARD OF EDUCATION-CORRECTIVE ACTION PLAN FOR**

| RECOMMENDATION | CORRECTIVE ACTION | IMPLEMENTATION | INDIVIDUAL RESPONSIBLE | COMPLETION DATE |
|---|---|---|---|---|
| 2009-1<br>Prior to submitting reimbursement claims to the New Jersey Department of Agriculture, the school milk claim should be verified to the meal count activity sheet and the edit check worksheet. | The Business Administrator will ensure that the school milk claim be verified to the meal count activity sheet and edit check worksheet prior to submission. | On a monthly basis, and prior to submission, the Business Administrator will compare all claims for reimbursement to the meal count activity sheet and edit check to ensure agreement. | Business Administrator | December 1, 2009 |
| County | Contact person | Contact Number | Board Meeting Date | Type of Audit |
| Camden | William H. Thompson | 856-663-1091 | 11/24/2009 | School |
| Chief School Adm. | Date | Board Secretary/School Business Administrator | Date | |

Approved by unanimous voice vote.

## New Business

Doctor Rita Hanna, Camden County Department of Education, was here to review the Finance Component of NJQSAC. Another section of NJQSAC will be assessed in January 2010.

## Committee Reports

*Operations*

Mr. Morrone and Mr. Swanson walked through the building and inspected the repairs and maintenance being done. Security cameras are being installed in the library foyer and the the gym foyer.

*Personnel*

Committee met today to review the job descriptions presented by the chief school administrator.

*MINUTES* – Moved by Mr. Bohn, and seconded by Mr. Kabel, that the board of education approve the following minutes:

| | | | | |
|---|---|---|---|---|
| APPROVE 10/13/09 | | October 13, 2009 | | |
| | Ayes (5) | Noes (0) | Abstain (1) Mr. Bohn | Motion carries. |
| 10/27/09 AND 11/10/09 MINUTES | | October 27, 2009 | | |
| | Ayes (5) | Noes (0) | Abstain (1) Mr. Loue | Motion carries. |
| | | November 10, 2009 | | |
| | Ayes (4) | Noes (0) | Abstain (2) Mr. Loue and Mr. Morrone | Motion carries. |

The October 2009 Revenue and a Fund Summary Reports were given to all members.

*Payments* – Moved by Mr. Barnett, and seconded by Mr. Kabel, that the board of education approve the following payments:

| | | |
|---|---|---|
| P 23 | 9-09 Adjustment Posting | $905.05 |
| P 24 | 10-15 Payroll | $159,689.97 |
| P 25 | 10-31 Payroll | $157,393.06 |
| P 26 | 11-13 Payroll | $163,235.32 |
| P 27 | November Bill Run | $240,317.32 |
| P 28 | Tuitions deducted from state aid | $8,354.20 |

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APPROVE PAYMENTS

*Approve September and October 2009 Financials* – Moved by Mr. Barnett, and seconded by Mr. Kabel, that the board of education approve the following:

Board Secretary's Report – Treasurer's Report - Certification
For September 2009 and October 2009

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of September and October 2009. The Board Secretary certifies that no line item account 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.

APPROVE FINANCIAL REPORTS FOR 9/09 AND 10/09

Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of September and October 2009. The Treasurer's Report and Secretary's report are in agreement for the months of September and October 2009 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.

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William Thompson, Business Administrator Date

Approved by unanimous voice vote.
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APPROVE SEMINAR

*Approve Seminar* – Moved by Mr. Barnett, and seconded by Mr. Kabel, that the board of education approve attendance at the following seminar:

| Employee | Date | Topic | Location | Cost |
|---|---|---|---|---|
| Batterman, Caren | 2/19/2010 | Conference for NJ Pre-K teachers | Atlantic City, New Jersey | $250.00 |

Approved by unanimous voice vote.

*Approve Transfers* - Moved by Mr. Barnett, and seconded by Mr. Kabel, that the board of education approve the Chief School Administrator's recommendation to transfer funds from and to the following accounts for October and November 2009:

| | | | |
|---|---|---|---|
| 11 000 100 562 Tuition –other LEA's | 3,000.00 | 11 000 100 565 Tuition – County Schools | 3,000.00 |
| 11 190 100 610 General supplies | 200.00 | 11 000 100 600 Related Service supplies | 200.00 |
| 11 000 219 320 CST – purchase of services | 1,000.00 | 11 000 230 530 Communications | 1,000.00* |
| 11 000 230 610 Gen'l Adm. – supplies | 500.00 | 11 000 230 530 Communications | 500.00* |
| 11 000 230 500 Gen'l Adm. – other purchase of services | 900.00 | 11 000 230 530 Communications | 900.00* |
| 11 190 100 610 General supplies | 100.00 | 11 401 100 600 Co-curricular supplies | 100.00 |
| 11 190 100 106 Salaries –other instructions | 800.00 | 11 130 100 101A Grades 5-8 substitutes | 800.00 |
| 11 190 100 106 Salaries –other instructions | 640.00 | 11 190 100 106A Salaries – other instructions – aides | 640.00 |

APPROVE TRANSFERS

* These fund transfers were needed to pay for the upgrade and repairs to the communication system. (Not a budgeted item.)

Approved by unanimous voice vote.

APPROVE MONTEL-EON'S CONTRACT

*Approve Monteleone's Consulting Contract* – Moved by Mr. Loue, and seconded by Mr. Kabel, that the board of education approve to renew Mr. Frank Monteleon's Consulting Contract to perform the duties as the district's computer technology coordinator for the 2009-2010. Mr. Monteleone's hourly rate is $40.00.

Approved by unanimous voice vote.

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APPROVE HOMEBOUND INSTRUCT-ION

*Homebound Instructor Contract* – Moved by Mr. Loue, and seconded by Mr. Kabel, that the board of education approve to enter into a contract with Mrs. Joan Cholodofsky, Pennsauken, NJ, to provide home-bound instruction for the 2009-2010 school year to district students. Homebound rate is $33.25 per hour, and the time frame is stipulated in code and the student's IEP.

Approved by unanimous voice vote.

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## CHIEF SCHOOL ADMINISTRATOR

*Chief School Administrator Report*

Moved by Mr. Morrone, and seconded by Mr. Barrett, that the Merchantville Board of Education approve Mrs. Cindy Guldin to the district's substitute list for the 2008- 2009 school year.
Approved by unanimous voice vote.

APPROVE GULDIN TO SUB LIST

Moved by Mr. Bohn, and seconded by Mr. Barrett, that the Board of Education approve the recommendation of the Chief School Administrator and members of the Personnel Committee to approve the revised job descriptions as outlined for the following positions:

APPROVE JOB DESCRIPT-IONS

School Counselor / Supervisor, School Nurse, Learning Consultant / Supervisor, Social Worker / Coordinator of Child Study Team, School Psychologist, Assistant to the School Business Administrator / Board Secretary, Clerk – Board of Education Office, Classroom Aide, Music Teacher, Art Teacher, Health and Physical Education Teacher, Elementary Education Teacher, and Special Education Teacher.

Approved by unanimous voice vote.

Moved by Mr. Morrone, and seconded by Mr. Barrett, that the Merchantville Board of Education approve the recommendation of the Chief School Administrator and members of the Child Study Team to hire Ms. Denise Grasso as a part-time classroom aide for two and a half hours per day, at an hourly rate of $12.55 for the remainder of school year 2009- 2010 school year.
Approved by unanimous voice vote.

APPROVE TO HIRE GRASSO AS AN AIDE

Moved by Mr. Morrone, and seconded by Mr. Barrett, that the Merchantville Board of Education approve the recommendation of the Chief School Administrator to extend the resource room teacher, Mrs. Margaret Bakey's, leave of absence through the end of this school year – June 30, 2009. Mrs. Bakey's first twelve weeks of leave are covered under the New Jersey Disability Act. The remainder of this leave will be considered an extended maternity leave of absence.
Approved by unanimous voice vote.

APPROVE TO EXTEND BAKEY'S LEAVE OF ABSENCE THRU 6/30/09

Moved by Mr. Morrone, and seconded by Mr. Barnett, that the Merchantville Board of Education approve the recommendation of the chief school administrator to provide home instruction on behalf of a student, (SME), for up to eight (8) weeks, at the rate of $30.00 per hour.
Approved by unanimous voice vote.

APPROVE HOME-BOUND INSTRUCT.

No open public comment.

Moved by Mr. Morrone, and seconded by Mr. Bohn, that the Board of Education adjourns, by Resolution, into Closed Session, from which the general public is excluded, to discuss, 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. 8:50 p.m.
Approved by unanimous voice vote.

ENTER CLOSED SESSION

Members Present: Mr. Kabel, Mrs. Hartson–Stine, Mr. Loue, Mr. Morrone, Mr. Barnett, and Mr. Bohn

Members Absent: Mr. Doran, Ms. Engelke, and Mrs. Perno

Also Present: Mr. Christian Swanson, Chief School Administrator
Mr. William Thompson, RSBA
Ms. Loretta Mansolino, Recording Secretary

Topics Discussed:

CSA's Goals and Objectives

Shared Services

RETURN TO OPEN SESSION

Moved by Mr. Kabel, and seconded by Mr. Loue, that the board of education to approve to return to open session. 9:25 p.m.
Approved by unanimous voice vote.

APPROVE CSA'S GOALS AND OBJECT-IVES

Moved by Mr. Loue, and seconded by Mr. Morrone, that the board of education to approve to the CSA's Goals and Objectives for the 2009-2010 school year.
Approved by unanimous voice vote.

The board discussed a January 2010 date for the Shared Services Feasibility Study, and contact with Mr. Gagliardi will continue to discuss and set the parameters for this study.

ADJOURN

Moved by Mr. Morrone, and seconded by Mr. Bohn, that the Board of Education approve to adjourn this meeting. 9:27 p.m.

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Loretta Mansolino, Recording Secretary