# MERCHANTVILLE BOARD OF EDUCATION MINUTES
# JULY 23, 2013

The Merchantville Board of Education Meeting was held on Tuesday, July 23, 2013, at 7:30 p.m., in the Reading Center of Merchantville School. Notice of the meeting was published in *The Retrospect.*

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| Members Present: | Mr. Bohn, Mr. Morrone, Ms. Engelke, Mr. Kabel, Mrs. Perno, Ms. Fuentes, Mr. Honigfeld and Mrs. Stocker |
| Members Absent: | Mr. Morgan |
| Also Present: | Mr. J. Scott Strong, CSA/Principal<br>Mr. William H. Thompson, Business Administrator<br>Ms. Loretta Mansolino, Assistant to the Business Administrator |

The board president led the group in the pledge to the flag of the United States of America.

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 of this meeting to be published by having the date, time, and place thereof posted in The Retrospect, Borough Hall, Merchantville School and the Reading Center at Merchantville School .

BOE Self Evaluation – please finalize.

Merchantville/Pennsauken Send Receive Litigation – Attorney will present an update in closed session.

**COMMITTEE REPORT**

- **Policy Committee**
    - **Wellness Check Results –** The policies were revised in 2009. Some of the district's policies need to be updated – NJSBA does provide a service to update policies. Policy Committee scheduled a meeting for the last week of August.
- **Buildings and Grounds**
    - **ROD Grant Motions for approval / update –** Motion in listed for approval - two (2) Applications will be submitted – funding requests can be basic.
- **. Personnel**
    - **New Personnel**
      Motions for approval listed below. CSA Review is due in September 2013.
- **Public Relations**
  Committee Chairs should submit a review of all committee meeting discussions to Ms. Fuentes for publication in the 1st edition of the newsletter.

**CSA REPORT**

- QSAC Finalized Report Update
  There are five (5) components to this report. The district evaluates itself, and the county officials review it. The county officials found no variances in Personnel, Operations and Fiscal Management. County personnel advised that there were variances in Instruction and Programs as there were no written commitments to programs. The Governance component finding was concerning the review of the district's policies.

- Board Report at the August 27th Meeting
  Student attendance reports and the NJASK scores will be presented.

- Update on Summer Projects
  Prior to the 8/27th meeting, there will be a tour of the building to inspect the summer projects.

APPROVE MENTORING PROGRAM

*Approve Mentoring Program* - Moved by Ms. Engelke, and seconded by Mrs. Perno, that the Board of Education approve the Mentoring Program for the 2013-2014 school year, as distributed.
Ayes (7) Noes (1) Mr. Kabel Abstain (0) Motion carries.

APPROVE STUDENT HANDBOOK

Approve Student Handbook - Moved by Ms. Engelke, and seconded by Mrs. Perno, that the Board of Education approve the Student Handbook for the 2013-2014 school year, as distributed.

Discussion: Handbook does not require BOE approval – The Discipline Policy and the Code of Conduct should contain an approval date for reference purposes - Should/should not important data be listed in the Students' Agenda Books.

TABLE MOTION

*Table Motion* – Moved by Mr. Kabel, and seconded by Mr. Morrone, that the Board of Education approve to table this motion.
Ayes (7) Noes (1) Mr. Bohn Abstain (0) Motion carries.

APPROVE TO HIRE WURSTER

*Approve to hire Ms. Debra Wurster as a full time teacher* - Moved by Mrs. Perno, and seconded by Ms. Fuentes, that the Board of Education approve a change in FTE for Ms. Debra Wurster, a teacher, from 47.3% to 100%, effective September 1, 2013. Mrs. Wurster will be placed on a BA Step 5 on the salary guide, at a salary of $54,049 with benefits. (Part of 3rd Grade - Retirement)
Roll call vote: Ayes (8) Noes (0) Abstain (0) Motion carries.

APPROVE TO HIRE SNEDDON

*Approve to hire Mrs. Ann Sneddon as a full time teacher* - Moved by Mrs. Perno, and seconded by Ms. Fuentes, that the Board of Education approve a change in FTE for Mrs. Ann Sneddon, a teacher, from 47.3% to 100, effective September 1, 2013. Mrs. Sneddon will be placed on at BA Step 2 on the salary guide, at a salary of $51,909 with benefits. (Part of 3rd Grade Retirement)

Roll call vote: Ayes (8) Noes (0) Abstain (0) Motion carries.

APPROVE TO HIRE LETTS

*Approve to hire Ms. Alyssa Letts as a full time teacher* - Moved by Mrs. Perno, and seconded by Ms. Fuentes, that the Board of Education approve to hire Ms. Alyssa Letts, as a full time teacher, with a September 1, 2013 starting date. Ms. Letts will be placed on a BA Step 1 on the salary guide, at a salary of $50,909, with benefits. Grade Position - Retirement)
Roll call vote: Ayes (8) Noes (0) Abstain (0) Motion carries.

APPROVE TO HIRE YSPENYUK

*Approve to hire Ms. Yuliya Tsypenyuk as a full time teacher* – Moved by Mrs. Perno, and seconded by Ms Fuentes, that the Board of Education approve to hire Ms. Yuliya Tsypenyuk, as a full time teacher, with a September 1, 2013 starting date. Ms. Tsypenyuk will be placed on a BA Step 1 on the salary guide, at a salary of $50,909, with benefits. (Jr. High Math/LA Position - Retirement)
Roll call vote: Ayes (8) Noes (0) Abstain (0) Motion carries.

APPROVE TO HIRE BROOMFIELD

*Approve to hire Ms. Jessica Broomfield as a full time teacher* - Moved by Mrs. Perno, and seconded by Ms. Fuentes, that the Board of Education approve to hire Ms. Jessica Broomfield, as a full time teacher, with a September 1, 2013 starting date. Ms. Broomfield will be place on a BA Step 1, on the salary guide, at a salary of $50,909, with benefits. (Jr. High LA/Spanish Position - Retirement)

TABLE MOTION

Discussion followed; Certificate of eligibility questions – emergency hiring – number of applicants.

*Table this motion* – Moved by Mrs. Perno, and seconded by Mr. Kabel to table this motion.
Ayes (6) Noes (2) Mr. Bohn and Mrs. Stocker Abstain (0) Motion carries.

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APPROVE MINUTES 6/25/2013 AND 7/9//2013

*Approve Minutes* – Moved by Mr. Morrone, and seconded by Mr. Honigfeld, that the Merchantville Board of Education approve the following minutes:

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|---|---|
| June 25, 2013 | Regular Board Meeting |
| July 9, 2103 | Regular and Closed Session Meeting |

Approved by unanimous voice vote.

APPROVE FINANCIAL REPORTS FOR MAY 2013

*Approve Board Secretary and Treasurers' Reports* - Moved by Mr. Honigfeld and seconded by Mr. Morrone, that the Merchantville Board of Education approve the following financial reports:

A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2013. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 © 3, and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year.

B. Treasurer's Report in accordance with 18A:17-36 and 18A: 17-9 for the month of May 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of May 2013.

C. Board Secretary in accordance with N.J.A.C. 6A:23A – 16-10 © 2 certifies that there are no changes in anticipated revenue amount or revenue sources.

D. Board of Education Certification – pursuant to N.J.A. C. 6A:23A-16.10 © 4 – We certify that after review of the secretary's monthly financial report (appropriations section), and upon consultations with the appropriate district officials, that to the best of our knowledge no major accounts for funds have 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.

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Approved by unanimous voice vote.

APPROVE PAYMENTS

*Approve Payments*- Moved by Mr. Honigfeld, and seconded by Mr. Morrone, that the Merchantville Board of Education approve the following payments:

| BATCH NO. | DESCRIPTION | AMOUNT |
|---|---|---|
| P 64 | June Payroll | $161,766.84 |
| P 65 | June Payroll | $156,206.70 |
| P 66 | June Payroll | $54,263.60 |
| P 67 | June Bill Run | $41,951.85 |
| P 68 | June Bill Run | $29,294.91 |
| P 01 | July Bill Run | $209,563.85 |

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Approved by unanimous voice vote.

APPROVE TRANSFERS

*Approve Transfers* - Moved by Mr. Honigfeld, and seconded by Mr. Morrone, that the Merchantville Board of Education approve the following transfer of accounts for the month of June 2013, as listed in Adjustments #121 attached.
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Approved by unanimous voice vote.

HORIZON DENTAL PROGRAM RENEWAL

*Brown and Brown Renewal for Horizon Dental Program* - Moved by Mr. Honigfeld, and seconded by Mr. Morrone, that the Merchantville Board of Education approve the renewal rates for the employee Dental Program for the 2013-2014 school year.
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AWARD CONSTRUCTION BID

*Award Construction Bid* – Moved by Mr. Morrone, and seconded by Ms. Fuentes, that the Merchantville Board of Education approve to enter into a construction contract with the lowest responsive bidder, MJJ Construction, Atco, New Jersey, on project number #13255.02 – Renovations to the Front Office Area of the School Building. The total bid was $64,000.00. A protest was registered against the lowest bidder for this job, and the district's attorney submitted a review stating that the protest letter was correct, and the award should go to the next lowest bidder.
Ayes (7) Noes (0) Abstain (1) Mr. Kabel Motion carries.
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APPROVE VOLUNTEER

*Approve Volunteer* - Moved by Mr. Honigfeld, and seconded by Mr. Morrone, that the Merchantville Board of Education approve for Ms. Alexa Batterman to serve as a volunteer in the summer Pre K program. Ms. Batterman has submitted the required paperwork.
Approved by unanimous voice vote.

APPROVE TO SUBMIT ROD GRANT APPLICAT-ION

*Approve Resolution with Remington and Vernick* - Moved by Mr. Honigfeld, and seconded by Mr. Morrone, that the Merchantville Board of Education approve the following resolution:

> *"Resolve* to delegate Remington and Vernick the authority to submit the ROD Grant – Round IV application to the New Jersey Department of Education on behalf of Merchantville School District for Phase 1 and Phase 2 Improvements to the Merchantville School".

Approved by unanimous voice vote.

Mr. George Fore, St. James Avenue, requested more information on the Maintenance Program and the renovations to the front office areas.

ENTER COSED SESSION

*Recess Into Closed Session* - Moved by Mr. Morrone, and seconded by Mrs. Perno, that the Merchantville Board of Education adjourn, by Resolution, into Closed Session, from which the general public is excluded, to discuss litigations issues. This session is expected to last for approximately one hour. The results of this session will be made public immediately after, or as soon thereafter, as a decision is reached, if permitted by law. 8:55 p.m.
Approved by unanimous voice vote.

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|---|---|
| Members Present: | Mr. Bohn, Mr. Morrone, Ms. Engelke, Mr. Kabel, Mrs. Perno, Ms. Fuentes, Mr. Honigfeld and Mrs. Stocker |
| Members Absent: | Mr. Morgan |
| Also Present: | Mr. J. Scott Strong, CSA/Principal<br>Mr. William H. Thompson, Business Administrator<br>Ms. Loretta Mansolino, Assistant to the Business Administrator<br>Mr. Vito Gagliardi, Special Counsel<br>Ms. Kerri A. Wright, Special Counsel<br>(From the Porzio, Bromberg and Newman Law Firm) |

Topic Discussed:
Haddon Heights BOE Partnership
Representation of their BOE
Committee Representation

Pennsauken BOE Send/Receive
Witness list for the upcoming trial
Other aspects relating to the trial

RETURN TO OPEN SESSION

*Return to Open Session* - Moved by Ms. Fuentes, and seconded by Ms. Engelke, that the Merchantville Board of Education approve to return to open session. 10:26 p.m.
Approved by unanimous voice vote.

ADJOURN

Adjourn - Moved by Ms. Fuentes, and seconded by Mr. Morrone, that the Merchantville Board of Education approve to adjourn this meeting. 10:27 p.m.
Approved by unanimous voice vote.

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Loretta Mansolino, Recording Secretary

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