MERCHANTVILLE BOARD OF EDUCATION REORGANICATION AND REGULAR BOARD MEETING MINUTES

June 23, 2015

The Merchantville Board of Education's Regular Meeting was held on Tuesday, June 23, 2015, at 7:30 p.m., in The Reading Center located in Merchantville School. Notice of the meeting was published in *The Retrospect.*

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.

Members Present:	Mr. Vitiello, Mr. Honigfeld, Mr. Kabel, Mr. Morrone, Mrs. Stocker, Mr. James and Ms. Engelke
Members Absent:	Mrs. Perno and Mrs. Foster
Also Present:	Mr. J. Scott Strong, CSA/Principal Mr. William H. Thompson, Business Administrator Ms. Loretta Mansolino, Recording Secretary

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

Mrs. Ami Meachum, community member and PTA Playground Committee Member, advised that the colors for the playground were chosen by the students. "Ocean" is the theme. Fundraisers are successful. $9800.00 needed to finish project.

Update on Board Mission Statement – Clarification is needed on the wording. Goal is to finalize and accept in July 2015.

Bond Referendum Project Update – The Clerk of the Works, at last Thursday's Construction Meeting, advised that all projects are moving forward – coordination is going as planned – finalized minutes will be shared – the timeframes for the bathroom renovations are waiting on product delivery – bathrooms will be demolished in stages – cosmetic work will be done on the existing ramp to the auditorium.

Tuition Costs for Students – Wording on Policy was from NJSBA varies from the district's policy. This is the first reading and changes can be made. BOE will set the tuition rates annually. Rates mentioned: $3400.00 for Pre K and $6000.00 for Kindergarten.

Monthly Report – A thank you is extended to all teachers for a successful school year. The 8th Grade Graduation Ceremony was very nicely done and was well attended.

HIRE SPAHR AS F/T PSYCHOLOG.

Moved by Kabel, and seconded by Honigfeld, that the board of education approve the chief school administrator's recommendation to hire Ms. Rachel Spahr to serve as the district's full time school psychologist, at a salary of $65,000 per year, effective employment date September 1, 2015, with full medical benefits. (This new position is not covered by the current MEA/BOE Agreement.)

Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

HIRE PAPA AS F/T SPEC. EDUC. TEACHER

Moved by Kabel, and seconded by Honigfeld, that the board of education approve the chief school administrator's recommendation to hire Ms. Alicia Papa, as a full time special education teacher, at a salary of $53,053 per year, (BA Step 1 on the salary guide) effective employment date of September 1, 2015, with full medical benefits. (This appointment will replace an employee who recently retired.)

Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

MOTION NOT MOVED - CANDIDATE DECLINED OFFER that the board of education approve the chief school administrator's recommendation to hire Ms. Nicole Macaluso as a full time special education

MOTION NOT MOVED

teacher, at a salary of $64,823 per year, (MA Step 5 on the salary guide), effective employment date is September 1, 2015, with full benefits. (This appointment will replace an employee who resigned in May 2015.)

HIRE SHEFFER F/T ELEM. TEACHER

Moved by Kabel, and seconded by Honigfeld, that the board of education approve the chief school administrator's recommendation to hire Ms. Terri Sheffer, as a full time elementary teacher, at a salary of $59,053 per year, (BA Step 7 on the salary guide), effective employment date of September 1, 2015, with full benefits. (This appointment will replace an employee who recently retired.)

Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

HIRE WILDMAN LONG TERM SUBST.

Moved by Kabel, and seconded by Honigfeld, that the board of education approve the chief school administrator's recommendation to hire Ms. Elise Wildman for the 2015-2016 school year as a full time, long-term replacement teacher for a basic skills position, at a salary of $53,053 per year, (BA Step 1 on the salary guide); effective date is September 1, 2015. (This appointment will replace an employee on maternity leave.)

Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

APPROVE MENTORING PROGRAM

Moved by Engelke, and seconded by James, that the board of education approve the Mentoring Program for the 2015-2016 school year.
Discussion - Mentors met with administrator – there will be a formal document in place – the hours and procedures will be verified and signature listed.
Approve by unanimous voice vote.

APPROVE PROF. DEV. PLAN

Moved by Engelke, and seconded by James, that the board of education approve the School Professional Development Plan for the 2015-2016 school year.
Discussion – Administration and the School Improvement Panel developed this plan.
Approved by unanimous voice vote.

APPROVE HIRES

Moved by James, and seconded by Engelke, that the board of education approve the recommendation of the chief school administrator and appoint the coaches and advisors for the 2015-2016 school year. The stipends listed are per the MEA/BOE Agreement.

Coach, Field Hockey	Mrs. Ami Meachum	($1931)
Coach, Soccer	Mr. Ryan Fields	($1931)
Coach, Boy's Basketball	Mr. Ryan Fields	($4496)
Coach, Girl's Basketball	Mr. Ryan Fields	($4496)
Coach, Spring Track	Mr. Michael Dailey	($1931)*
Advisor, National Junior Honors Society	Mrs. Nancy Talarico & Mrs. Margaret Hood	($737 each)
Advisor, Student Council	Mrs. Janice Brill	($1474)
Advisor, Yearbook	Ms. Yuliya Tsypenyuk	($1474)
Advisor, Band	Mrs. Sandra Taylor	($1474)
Advisor, Choir	Mrs. Sandra Taylor	($1474)
Advisor, Musical Director	Mrs. Sandra Taylor	($1474)
Advisor, Garden Club	Mrs. Gerardina Turan	($1474)
Advisor, Art Club	Ms. Patrice LaJeunesse	($1474)
Advisor, Naturalist Club	Mrs. Vanessa Van Sciver	($1474)
Advisor, Stage Crew	Mr. Shawn Waldron	($1474)
Advisor, Assistant Musical Director	Mrs. Lisa Casey	($ 737)
Advisor, Academic Enrichment	Mrs. Margaret Hood	($1474)*
Coordinator, Renaissance Program	Mrs. Jeanne Leise	($1474)*
Coordinator, Athletic Coordinator	Mr. Michael Dailey	($2550)*
Coordinator, Safety Patrol	Mr. Shawn Waldron	($2550)

* Positions not specified in the contract

Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

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APPROVE 1ST READING OF NON RESIDENT POLICY

Moved by James, and seconded by Engelke, that the board of education approve the first reading of policy 5118: Non-Residents.
Discussion – Tuition charged by various other schools in the area. Amount received per choice student is approximately $8942. BOE asked administration for the bases used in establishing the tuition amounts listed in the policy.
Approved by unanimous voice vote.

APPROVE NCLB 15-16 FUNDS

Moved by Stocker, and seconded by Vitiello, that the board of education approve to accept the funds as allocated by the 2015-2016 NCLB Application in the following programs.

a.	Title I LEA Allocation of	$ 78,209.00
b.	Title II (A) LEA Total Allocation of	$ 22,023.00
	i. Merchantville School Allocation of	$ 10,053.50
	ii. Private School Allocation of	$ 11,969.50
c.	Title III (Consortium) LEA Allocation of	$ 1,178.00

Approved by unanimous voice vote.

APPROVE WORKSHOP

Moved by Stocker, and seconded by Vitiello, that the board of education approve the recommendation of the Chief School Administrator for attendance at the following Professional Development Workshops:

Attendee	Event	Place of Event	Date	Cost
J. Scott Strong	Google Academy	Mullica Hill, NJ	July 27 & 28, 2015	$250

Approved by unanimous voice vote.

APPROVE TO HIRE QUINN AS A CUSTODIAN

Moved by Honigfeld, and seconded by Kabel, that the board of education approve the chief school administrator's recommendation to hire Mr. Thomas Quinn, Jr. as a full time lead custodian, at a salary of $37,440. per year, effective date is June 24, 2015, with full benefits. (This is new position and is not covered by the MEA/BOE Agreement.)
Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

APPROVE TO HIRE WYCKOFF AS A CUSTODIAN

Moved by Honigfeld, and seconded by Kabel, that the board of education approve the chief school administrator's recommendation to hire Mr. James Wyckoff, as a part time custodian, at an hourly rate of $16.00 per hour, for 4.75 hours per day, effective date is July 1, 2015. (This is new position and is not covered by the MEA/BOE Agreement.)
Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

APPROVE TO HIRE HESTON AS A CUSTODIAN

Moved by Honigfeld, and seconded by Kabel, that the board of education approve the chief school administrator's recommendation to hire Mr. Daniel Heston, as a part time custodian, at an hourly rate of $14.00 per hour, for 4.75 per day, effective date is July 1, 2015. (This is new position and is not covered by the MEA/BOE Agreement.)
Roll Call Vote: Ayes (7) Noes (0) Abstain (0) Motion carries.

APPROVE STIPEND AND CHANGE IN JOB DESCRIPT. FOR BENNETT

Moved by James, and seconded by Vitiello, that the board of education approve the recommendation of the chief school administrator and authorize the payment of a stipend to Mr. Gerald Bennett, Building Maintenance Supervisor, for the 2015-2016 school year. The stipend of $6000 will be paid through payroll on a per pay period basis. (24 payroll checks)
Discussion – Administration will amend the wording to this employee's job description to include these extra duties for extra hours worked to supervise the custodial staff.

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Resolution - Awarding Contracts

AWARD CONTRACTS

Moved by Vitiello, and seconded by Kabel, for the board of education to approve the Resolution authorizing the awarding of contracts for "professional services" for a one-year term commencing July 1, 2015, until the Reorganization of the Board of Education, without competitive bidding and the official newspapers, the policy statement and the account signatories.

APPOINTMENTS AND DESIGNATIONS – REORGANIZATION

1. **Auditor**
   CPA Solutions, Inc.

2. **Board Solicitor**
   Leonard Wood,
   Wade, Long, Wood & Kennedy

3. **School Physician**
   Dr. Gooberman

4. **Insurance Broker of Record**
   Hardenberg Insurance Group

5. **Architect of Record**
   Lammey and Giorgio

6. **Special Counsel**
   Porzio, Bromberg and Newman

7. **Bond Counsel**
   McManimon-Scotland-Baumann

8. **Engineering Consultant**
   Remington and Vernick

Approved by unanimous voice vote.

OFFICIAL NEWSPAPERS

Official Newspapers

The Courier Post & The Retrospect

Approved by unanimous voice vote.

APPROVE CURRICULUM TEXTBOOKS POLICY PRACTICES AND PROCEDURES

Policy Statements

Approve to accept and reaffirm the previous curriculum and textbooks, policies, (including Student Records Policy 5125.1), practices, and procedures of the previous Board of Education recognizing that these items may be amended when necessary, with Board approval.

NOTE: Except as otherwise provided by law, regulation of the State Department of Education or by this Board of Education, meetings of the Merchantville Board of Education shall be conducted with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A: 11-1 General Mandatory Powers and Duties.

Approved by unanimous voice vote.

APPROVE DEPOSITORY

Approve the following institutions as their Depository of School Funds:

Colonial Bank Bank of America Morgan Stanley

Approved by unanimous voice vote.

(When the district's accounts at Colonial Bank are established and numbers assigned, they will be listed for your approval.)

APPROVE ACCOUNT SIGNATORIES

Approve the following Account Signatories:

Account #	Fund	Signatory's Title
591 002736	Warrant	Board President Board Vice-president Business Administrator Board Secretary Chief School Administrator (3 signatures required)
591 002752	Payroll/Agency Board Secretary	Business Administrator (1 signature required)
4 282015943		Payroll/Salary Board Secretary (1 signature required)
0759006253	Unemployment	Board Secretary Business Administrator (1 signature required)
4282014114	Student Activity School Secretary	Business Administrator CSA (2 signatures required)
500018	Cash Mgmt	Wire Transfers Board Secretary (1 signature required)

Approved by unanimous voice vote.

APPROVE DISTRICT ASSIGNMENTS

Moved by Vitiello, and seconded by Kabel, that the board of education approve the following reappointment of district assignments:

Affirmative Action Officer	CSA
504 Compliance Officer	Social Worker
Health/Safety Compliance Officer	School Nurse
Title IX Coordinator (sports)	Physical Education Teacher
Right to Know Officer	*Pending*
ADA Coordinator	CSA
Official Bargaining Units	Merchantville Education Association
Open Public Record Agent	Board Secretary
Student Records	Social Worker
Integrated Pest Management Officer	CSA

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Approved by unanimous voice vote.

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ESTABLISH PETTY CASH

Moved by Vitiello, and seconded by Kabel, that the board of education approve to reinstate the following petty cash account for the 2015 -2016 school year:

Currently - Business Office Personnel $500.00

Approved by unanimous voice vote.

APPROVE FUND TRANSFERS

Moved by Vitiello, and seconded by Kabel, that the board of education approve the use of electronic funds transfers to transfer funds from the:

Warrant/General Account to the Payroll and the Agency Accounts.

Approved by unanimous voice vote.

APPROVE TAX PAYMENTS

Moved by Vitiello, and seconded by Kabel, that the board of education approve the quarterly tax scheduled payments submitted by the borough as follows:

September 2nd and December 1st – 2015

March 1st and June 1st - 2016

Approved by unanimous voice vote.

APPROVE RESOLUT-ION RE: PURCHAS-ING AGENT

Moved by Vitiello, and seconded by Kabel, that the board of education approve the following resolution concerning the purchasing agent.

Appointment of a Qualified District Purchasing Agent

N.J.S.A. 18A: 18A-1 ET SEQ.

RESOLUTION

USE OF STATE CONTRACTS

Approve the Resolution increasing the bid threshold and appointing a Qualified Purchasing Agent, pursuant to N.J.S.A. 18A: 18A-3a and N.J.A.C. 5:34-5 et seq.; and, also permitting the Business Administrator to use state contract pricing Whenever it is in the best interest of the district to do so; and

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to $36,000.00; and

WHEREAS, N.J.S.A.18A: 18A-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 ET seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, William H. Thompson, possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Merchantville Board of Education desires to increase the bid threshold as provided in N.J.S.A.18A: 18A-3, now, therefore, be it further

RESOLVED, that the governing body of the Merchantville Board of Education, in the County of Camden, in the State of New Jersey, hereby increases its bid threshold to $36,000.00; and be it further

RESOLVED, that the governing body hereby appoints William H. Thompson, as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A: 18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education, and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 that the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of William H. Thompson's certification to the Director of the Division of Local Government Services.

I, William H. Thompson, Secretary of the Merchantville Board of Education, in the County of Camden, State of New Jersey, and do herby certify that the foregoing is a true and correct copy of a Resolution adopted by the governing body of the

Merchantville Borough Board of Education, County of Camden, State of New Jersey, at a meeting of said governing body held on June 23, 2015.
Approved by unanimous voice vote.

APPROVE 6/9/15 MINUTES

Approve Minutes – Moved by Honigfeld, and seconded by Vitiello, that the board of education approve the following minutes:

June 9, 2015 Regular and Closed Session Minutes
Approved by unanimous voice vote.

APPROVE PAYMENT OF BILLS

Approve Payment of Bills – Moved by Stocker, and seconded by James, that the board of education approve for payment the bills listed on: P 067, P 068 and P 069.
Approved by unanimous voice vote.
Pgs._____

APPROVE TRANSFERS

Account Transfers – Moved by Stocker, and seconded by James, that the board of education approve the transfer of funds for May and June 2014 as listed on: A 111 through 114.
Pgs._____
Approved by unanimous voice vote

APPROVE VARIOUS CONTRACTS

Approve Contracts –t Moved by Stocker, and seconded by James, that the board of education approve the following contracts for the 2015-2016 school year:

State ID No.	School District	Program Dates	Transport.	No. of Days	Tuition Fees & Aides	Notes
5563744610	Marie J. Katzen-back School For The Deaf	7/2015 To 6/2016	Yes	210	85,838 Plus Summer	Continuing Program – partial residential placement

2326641541	Bancroft School – Haddon-field Campus	7/2015 To 6/2016	Yes	180	62,194.00	Continuing Program – no Extended School Year
4998755685	BCSSSD Westampt on Campus	7/2015 To 6/2016	Yes	210	52,895.00	Continuing Program Extended School Year
8281820046	BCSSSD Mount Holly, NJ	7/2015 To 6/2016	Yes	210	44,252.00	Continuing Program Extended School Year Continuing Program
2119089755	Bank-bridge Regional – GCSSSD	7/2015 To 6/2016	Yes	210	79,160.00	Continuing Program Extended School Year Continuing Program
4836299131	Y.A.L.E. Cherry Hill, NJ	7/2015 To 6/2016	Yes	210	56,645.00	Continuing Program Extended School Year Continuing Program
6635691237	Y.A.L.E. Cherry Hill, NJ	7/2015 To 6/2016	NO	210	56.645.00	Continuing Program Extended School Year Continuing Program
7651503085	Y.A.L.E. Cherry Hill, NJ	7/2015 To 6/2016	Yes	210	71,144.00	Continuing Program Extended School Year Continuing
8340675320	Y.A.L.E. Cherry Hill, NJ	7/2015 To 6/2016	Yes	210	56,645	Continuing Program Extended School Year Continuing
2091887710	Kingsway Moores-town, NJ	7/2015 To 7/2015	Yes	210	44,531.00	Continuing Program Extended School Year Continuing

9362689718	Hi-Step Behavioral Somerset NJ	6/2015 To 7/2015	Yes	30	$3,600.00	New Placement Not Budgeted

Approved by unanimous voice vote.

Approve Financial Reports – Moved by Stocker, and seconded by James, that the board of education approve the following May 2015 reports:

APPROVE MAY 2015 FINANCIALS

Board Secretary Financial, Revenue and Treasurer's Reports

A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2015. 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 2015. The Treasurer's Report and Secretary's Report are in agreement for the month of May 2015.

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.

Approved by unanimous voice vote,.

Approve to renew Edvocate, Inc's Contract – Moved by Honigfeld, and seconded by Vitiello, that the board of education approve to renew the contract with Edvocate, Inc., Toms River, New Jersey, to monitor the condition of the building for work performed by the Sodexo Food Service. This monitoring is part of the cafeteria contract.
Approved by unanimous voice vote.

APPROVE EDVOCATE CONTRACT

IDEA GRANT Submission and Acceptance- Moved by Honigfeld, and seconded by Vitiello, that the board of education approve the submission of the IDEA (Individuals with Disabilities Education) Application for 2015-2016 school year with the allocations as listed below. And, for the district to accept these funds and to utilize them to offset out of district tuition fees.

APPROVE IDEA GRANT SUBMISSION AND ACCEPTANCE

Basic Allocation	114,734.
Pre- School Allocation	6,243.
Non Public Allocation	38,833.

*Allocations represent a slight increase from prior year funding.
Approved by unanimous voice vote

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Moved by Mr. Vitiello, and seconded by Mr. Kabel, that the Merchantville Board of Education approve the following:

To approve the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) Risk Management Consultant Agreement and the Resolution Appointing Hardenberg Insurance Group as the district's Risk Management Consultant.

Approve by unanimous voice vote.

Mr. Kabel has requested that Kevin Brennan, the Clerk of the Works, submit a weekly report to the buildings and grounds committee that is to include the request for approval on all changes to the original bid. Second request, that the representative from the PNC Trustee of the Marie J. Carroll Foundation come to the board meeting and explain the guidelines for expenditures under the terms of the will.

Mrs. Fields, community member and employee, in March she submitted a request for her grandchild to be enrolled in the district's Preschool Program. It was not my intent to create an issue or set precedent. This approval would not create an influx of requests to enroll grandchildren, as there are only 5 members with grandchildren. The requests will be coming from staff members for their children.

Mr. Fore, community member and reporter, has some questions for administration regarding the bids submitted; can staff members' students be part of the Choice Program?

No closed session held.

ADJOURN

Approve to adjourn this meeting - Moved by James, and seconded by Engelke, for the board to approve to adjourn this meeting. 9:00 p.m.

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Loretta Mansolino, Recording Secretary