MERCHANTVILLE BOARD OF EDUCATION MINUTES
JUNE 28, 2016

I, Steve Morrone, President, call this meeting to order under the Open Public Meeting Act at 7:30 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," the Merchantville Board of Education on June 28, 2016, caused to be posted at the Business Office of the 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.

ROLL CALL

Members Present	Members Absent	Also Present
Mr. Morrone	Mr. Vitiello	Mr. J. Scott Strong, CSA
Mrs. Stocker		Mr. William H. Thompson, Business Administrator
Mr. James		Ms. Loretta Mansolino, Board Secretary
Mr. Honigfeld		
Mrs. Foster		
Mr. Fitzgerald		
Mrs. Perno		

Also Present: Mr. McLoone and Mr. Fore

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

APPROVAL OF THE MINUTES 6/14/16 Minutes

Motioned by James, and seconded by Honigfeld, that the board of education approve the following minutes:

Regular and Closed Session Meeting – June 14, 2016

Motioned carried: 6-0

NEW BUSINESS

- Mr. Thompson administered the oath of office to Mr. Lee Plenn.

UNFINISHED BUSINESS

- District Goals – Review proposed goals as developed at the June 14th work session
- Finalization of the CSA Review – Held for closed session

NO COMMUNICATIONS

CSA REPORT

- June Monthly Report – current enrollment, including Choose Student is 371 students
- June Emergency Drills
  - Active Shooter – June 7 at 10:40 (State review)
  - Fire Drill – June 14 at 1:00
- Carroll Will Update - check the website
  - Scholarships exceeding $100,000, school programs approximately $33,000
    20 community members were awarded scholarships
    There were 8/9 new applicants
    Minimum awarded $1,000, maximum $10,000
    Curriculum committee will establish the School Programs usage of funds

  Haddon Heights/Audubon Busing
    Per Mr. Strong, this busing combination was not successful
    Audubon Choice Students will not be offered busing this year, parents will be eligible for aid-in-lieu

  Board of Education Duties and Responsibilities
    Per Mr. Strong, he is working on a monthly document for board to use as a guide

CSA RECOMMENDATIONS

HIRE WILSON

Motioned by Fitzgerald, seconded by Plenn, that the Merchantville Board of Education approve Ms. Heather Wilson for the Basic Skills Math position starting September 1, 2016, at MA Step 3, salary listed as $64,693. This is a full time position, and includes benefits. (This appointment is a replacement for Mrs. Sneddon who submitted her resignation following a maternity leave.)
Ayes: Fitzgerald, Foster, Honigfeld, James, Stocker, Perno, Plenn and Morrone.
Motion carries.

HIRE MENDOZA

Motioned by Fitzgerald, seconded by Plenn, that the Merchantville Board of Education approve Ms.Meyde Mendoza for the Spanish Teacher position starting September 1, 2016, at BA Step 2, salary listed at $55,923. This is a full time position and includes benefits. (This appointment increases the FTE for this position from 80% to 100% or full time.)
Ayes: Fitzgerald, Foster, Honigfeld, James, Stocker, Perno, Plenn and Morrone.
Motion carries.

SET CUSTODIAL RATE

Motioned by Stocker, seconded by Foster, that the Merchantville Board of Education approve the part time custodian hourly rate of $14.39 per hour for the 2016-2017 school year.
Motion carried: 8-0

DISTRICT GOALS

Motioned by Stocker, seconded by Foster, that the Merchantville Board of Education approve the district goals for the 2016-2017 school year as presented.
Motion carried: 8-0

SIDEBAR AGRMT.

Motioned by Stocker, seconded by Foster, that the Merchantville Board of Education approve the sidebar amendment for the Merchantville Education Association/Merchantville Board of Education Agreement dated 2014-2017.
Motion carried: 8-0

1ST READING REVISED POLICIES

Motioned by Stocker, seconded by Foster, that the Merchantville Board of Education approve the first reading of the following revised policies:

- Policy #3570 – District Records and Reports
- Policy #4112.8 / 4212.8 – Nepotism
- Policy #5120 – Assessment of Individual Needs
- Policy #9250 – Expenses and Reimbursements

- Policy #4151.1 / 4251.1 – Personal Illness and Injury
- Policy #4151 / 4251 – Attendance Patterns

Motion carried: 8-0

1ST READING NEW POLICY #5141.22

Motioned by Stocker, seconded by Foster, that the Merchantville Board of Education approve the first reading of the following new policy:

- Policy #5141.22 – Medical Marijuana

APPOINTMENTS AND DESIGNATIONS – REORGANIZATION

Resolution - Awarding Contracts
Moved by Plenn, and seconded by Stocker, that the board of education approve the Resolution authorizing the awarding of contracts for "professional services" for a one-year term commencing July 1, 2016, until the Reorganization of the Board of Education, without competitive bidding:

AWARD CONTRACTS

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

2. **Board Solicitor**
   Leonard Wood and Associates
   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

Ayes (7) Fitzgerald, Foster, Honigfeld, Stocker, Perno, Plenn and Morrone.
Noes (1) James Motion carries.

Official Newspapers
NEWS-PAPERS
Moved by Plenn, and seconded by Stocker, that the board of education approve the following publications as the official newspapers:

The Courier Post & The Retrospect

Motion carried: 8-0

Policy Statements
POLICY STMTS.
Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve to accept and reaffirm the previous curriculum and textbooks, policies, (including Student Records Policy 5125), 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.

Motion carried: 8-0

DEPOSITORY OF SCHOOL FUNDS

Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve the following institutions as their Depository of School Funds:

Colonial Bank Morgan Stanley

Motion carried: 8-0

Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve the following Account Signatories:

SIGNATORIES

Account #	**Fund**	**Signatory's Title**
#4350	Warrant	Board President Board Vice-president Business Administrator Board Secretary Chief School Administrator (3 signatures required)
#4368	Payroll /Agency	Board Secretary Business Administrator (1 signature required)
#4376	Payroll/Salary	Board Secretary (1 signature required)
#4384	Unemployment	Board Secretary Business Administrator (1 signature required)
#4392	Student Activities	School Secretary CSA (1 signatures required)
500018	Cash Mgmt	Wire Transfers Board Secretary (1 signature required)

Motion carried: 8-0

Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve the following reappointment of district assignments:

DISTRICT ASSIGN-MENTS

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	Maintenance Supervisor
ADA Coordinator	CSA
Official Bargaining Units	Merchantville Education Association
Open Public Record Agent	School Secretary, CSA's Secretary, Business Office Personnel

Student Records	Social Worker
Integrated Pest Management Officer	CSA

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Motion carried: 8-0

REINSTATE PETTY CASH

Motioned by Honigfeld, seconded by Fitzgerald that the board of education approve to reinstate the following petty cash account for the 2016 -2017 school year:

Currently - Business Office Personnel $500.00

Motion carried: 8-0

ELECTRONIC TRANSFER OF FUNDS

Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve the use of electronic funds transfers to transfer funds from the:

Warrant/General Account to the Payroll, Agency and Employee Custodial Accounts

Motion carried: 8-0

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QUARTERLY TAX PYMTS.

Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve the quarterly tax scheduled payments submitted by the borough as follows:

September 1st, and December 1st – 2016

March 1st and June 1st - 2017

Motion carried: 8-0

Motioned by Honigfeld, seconded by Fitzgerald, that the board of education approve the following:

Appointment of a Qualified District Purchasing Agent

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

RESOLUTION

QUALIFIED PURCHASING AGENT

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 28, 2016.
Motion carried: 8-0

Business Office Recommendations

Summary of Food Service Program Financials for May 2016.

APPROVE PAYMENTS

Approve Payments
Motioned by Perno, seconded by Honigfeld, that the board of education approve the following payments, as reviewed and submitted by the business administrator.
(attachments)

ACCOUNTING PERIOD AND DATA	*TOTAL AMOUNT*
P 058 –June 13, 2016 Payroll	$209,990.30
P 059 – 1st June Bill Run	$279,358.92

Motion carried: 8-0

APPROVE TRANSFERS

Approve Budget Appropriation Transfer
Motioned by Perno, seconded by Honigfeld, that the board of education approve the following transfer of accounts for the month of January 2016 as listed on, and approved by the business administrator: A 126 (attachment)
Motion Carried: 8-0

Approve Financial Reports
Motioned by Perno, seconded by Honigfeld, that the board of education approve the following May Reports:

APPROVE FINANCIAL REPORTS MAY 2016

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 2016. 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 2016. The Treasurer's Report and Secretary's Report are in agreement for the month of May 2016.

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.
(attachments)

_____ _____
William H. Thompson, Business Adm. Date

Motion carried: 8-0

EDVOCATE RENEWAL

Approve Edvocate Amendment
Motioned by Perno, seconded by Honigfeld, that the board of education approve the renewal of the Amendment with Edvocate, Inc, Toms River, New Jersey, to serve as the consultant for the district's food service program with the fee set at $4,152.00 for the school year.
(These services are part of the contract for the Sodexo Food Service Program.)
Motion carried: 8-0
(attachment)

BANCROFT CONTRACT

Contract
Motioned by Perno, seconded by Honigfeld, that the board of education approve the following contract for the 2016-2017 school year:

State ID No.	School District	Program Dates	Transport.	No. of Days	Tuition Fees & Aides	Notes
2566396246	Bancroft School – Haddonfield Campus	7/2016 To 6/2017	No- This is a Residential Placement	212	$36,040.00	Continuing Program – Extended School Year – District is responsible for education component

Motion carried: 8-0

Back Tuition Contract

PBOE BACK TUITION

Motioned by Perno, seconded by Honigfeld, that the board of education approve the following back tuition agreement with the Pennsauken Board of Education:

Three (3) year Contract
Payable: July 2016, July 2017 and July 2018
Total amount due: $271,525.59
Includes payment for all tuition adjustments through the end of the 2014-2015 school year

(attachment)

No open public comment.

EXECUTIVE SESSION

Matters to be discussed under Section 8 of the Open Public Meeting Act.

EXECUTIVE SESSION

Moved by Morrone, seconded by Honigfeld, to adopt the following resolution to recess meeting to discuss the chief school administrator/principal's evaluation, this session is expected to last for approximately (20) twenty minutes. Action will be/will not be taken upon returning to open session. 8:05 p.m.

Resolution for Executive Session:
Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public form from a meeting in certain circumstances, and whereas this pubic body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Merchantville Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon thereafter specified subject matters. They are:

    a. Any matter which by express provision of federal law or state statue or rule of court shall be rendered confidential.
    b. Matters dealing with federal funding.
    c. Discussion of any material, the disclosure of which would constitute an unwarranted invasion of an individual's privacy.
    d. Matters dealing with collective bargaining.
    e. Matters dealing with the sale or purchase of public land
    f. Discussion of any pending or anticipated litigation or contract negotiation.

Motion carried: 8-0

Members Present
Mr. Morrone
Mrs. Stocker
Mr. James
Mr. Honigfeld
Mrs. Foster
Mr. Fitzgerald
Mrs. Perno
Mr. Plenn

Topic:

Chief School Administrator/Principal's Evaluation
Changes/Recommendations/Presentation/Follow-up

RETURN TO OPEN SESSION

Moved by Honigfeld, second by Perno, for the board of education to return to open session.
Motion carried: 8-0 8:50 p.m.

ADJOURN

Moved by Perno, and seconded by James, for the board of education to adjourn this meeting.
Motion carried: 8-0 8:51 p.m.

Respectfully Submitted,

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Loretta Mansolino, Board Secretary, Stephen Morrone, Board President