MERCHANTVILLE BOARD OF EDUCATION MINUTES

February 28, 2017

I, Elliot Honigfeld, 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," 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.

PLEDGE TO THE FLAG

ROLL CALL

Members Present	Members absent	Also Present
Ms. Adams	Mr. James	Mr. J. Scott Strong, CSA
Mr. Fitzgerald		Mr. Greg Gontowski, Business Administrator
Mrs. Foster		
Mrs. Perno		
Mr. Plenn – Left 8:30		
Mrs. Stocker		
Mr. Vitiello		
Mr. Honigfeld		

OPEN PUBLIC COMMENT - None

APPROVAL OF THE MINUTES

Moved by Vitiello, and seconded by Plenn for the board of education to approve the following board minutes:

January 24, 2017 Minutes

- Regular Meeting – January 24, 2017

Roll call vote: Motion carried: 8-0-0

Committee Reports

COMMITTEE REPORTS

1. Policy and Community Engagement – Meeting Feb 8 – Update by Lee Plenn
2. Education Committee – Meeting Feb 14 – Update by Anjali Stocker
3. Finance: Planning and Utilization – Meeting Feb 8 & 23 – Update by Karen Foster
4. Personnel Committee – No formal meeting
5. Facilities Committee – Meeting Feb 23 – Update by Albert Vitiello
6. Negotiations Committee – Meeting Feb 8

New Business

NEW BUSINESS

- Budget Process Presentation – Greg Gontowski
- Review the School District Goals for 2016-2017 and progress – J. Scott Strong

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Unfinished Business

UNFINISHED BUSINESS

- Confirmation of RFP's that were shared are ready for release

Communications

COMMUNICATIONS – None

CSA Report

CSA REPORT

- January 2017 Monthly Report
- Emergency Drills: Fire Drill on Jan 12 at 2:31 pm & Active Shooter on Jan 24 at 9:22 am

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Foster, seconded by Fitzgerald that the Merchantville Board of Education approve Items 1 thru 3.

First Reading of Policies

1. The first reading of the following policies:
   - Policy #6171.4 – Special Education
   - Policy #9200 – Orientation and training of Board Members
   - Policy #9250 – Expenses / Remuneration & Reimbursement
   - Policy #9323-9324 – Agenda Preparation / Advance Delivery of Meeting Material

Second reading of Policies

2. The second reading and the adoption of the following policies:
   - Policy #4116 – Evaluation
   - Policy #5111 – Admission
   - Policy #5131 – Conduct / Discipline
   - Policy #5131.5 – Vandalism / Violence
   - Policy #5134 – Married/ Pregnant Pupils
   - Policy #5141 – Health
   - Policy #5141.4 – Missing Abused and Neglected Children

Changes made to Policy #9325.4

3. The following policy with no changes made to it:
   - Policy #9325.4 – Voting Method

Items 1 thru 3 Motion carried: 8-0-0

Motioned by Stocker, seconded by Perno that the Merchantville Board of Education approve Items 4 and 5.

Nancy Tlarico – Substitute 16-17

4. The Merchantville Board of Education approve Nancy Talarico be added to the Substitute list for the 2016-2017 school year pending completion of paperwork.

Lisa Casey – Increase daily hours

5. The Merchantville Board of Education approve Lisa Casey to increase her daily hours from 5 hours a day to 5.92 hours per day in her role as a teaching aide starting Feb 16, 2017 and lasting for the remainder of the 2016-2017 school year. (To meet the needs of a new student)

Items 4 and 5 Motion carried: 8-0-0

Motioned by Perno, seconded by Plenn that the Merchantville Board of Education approve Item 6.

Three Year Pre-Scholl Plan

6. The Merchantville Board of Education approve the Three Year Pre-School Plan for Merchantville School dated 2017-2020 and the 2017-2018 Preschool Education Budget application.

Item 6 Motion carried: 8-0-0

Motioned by Fitzgerald, seconded by Perno that the Merchantville Board of Education approve Item 7.

Workshops

7. 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
Yuliya Tsypenyuk	Algebraic Thinking & Making Sense of Algebra in Middle School	Glassboro, NJ (Rowan University)	March 28, 2017	$149
Ellen Franolich	Decrease Attention Getting Tantrum Behaviors: Practical Solutions	Voorhees, NJ	March 29, 2017	$245
Barbara Gandy	Strengthening Your Students' Writing Skills	Voorhees, NJ	March 31, 2017	$245
Deborah Huber	Strengthening Your Students' Writing Skills	Voorhees, NJ	March 31, 2017	$245

Item 7 Motion carried: 8-0-0

Motioned by Plenn, seconded by Adams that the Merchantville Board of Education approve Item 8.

Field Trips

8. The Board of Education approve the following field trips. All funds for these trips are paid through the Marie J. Carroll Foundation, unless otherwise noted, and there are no costs incurred by the parents or the school district:

Place	Grade / Students	# Students	# Teachers	# Outside Chaperones	Month	Other Info
Wheaton Village	4th Grade	42	2	6	April	Art-A-Facts
Longwood Gardens	4th Grade	42	2 + Aide	5	May	Class Trip
Arden Theater, Philadelphia, PA	1st Grade	43	2	6	May	Art-A-Facts
The Franklin Institute, Philadelphia, PA	3rd Grade	50	2	2	April	

Fort McHenry / American Visionary Art Museum Baltimore, MD	7th Grade	43	3	6	May	Art-A-Facts
Constitution Center Philadelphia, PA	5th Grade	36	4	8	May	
Palmyra Cove, Palmyra NJ	7th Grade	43	2	4	May	
Kroc Center Camden, NJ	2nd Grade	47	2	0	May-June	Learn to Swim

Item 8 Motion carried: 8-0-0

Use of Facilities

Informational Use of Facilities –

Group	Event	Times	Dates	Facility
Merchantville PTA	Take Your Family to School Week	5:30 – 9:00	Feb 21, 2017	Cafe
Merchantville PTA	Take Your Family to School Week	5:30 – 8:30	Feb 24, 2017	Gymnasium
Merchantville Little League	Pitching Lessons	7:00 – 8:15	Tuesdays March 7 – April 25, 2017	Gymnasium

Business Office Recommendations

Financial and Transfers Reports

Motioned by Adams, seconded by Plenn that the Merchantville Board of Education approve Items A thru D.

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of January 2017 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of January 2017 **(Attachment B1).**

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9

for the month of January 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. **(Attachment C1)**

2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2017. The Treasurer's Report and Secretary's report are in agreement for the month of January 2017. **(Attachment C2)**

3. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

4. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 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:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Warrants

D. Warrants

The attached bill lists:

- February 2017 payroll **(Attachment D1)**
- February 2017 warrants **(Attachment D2)**

****Mr. Lee Plenn left meeting 8:30**

Items A thru D Motion carried: 7-0-0

Motioned by Vitiello, seconded by Foster that the Merchantville Board of Education approve Items E thru H.

Comegno Law Group as negotiator

E. Negotiator
To approve Comegno Law Group, PC as negotiator for contract negotiations at a rate of $175.00 per hour.

IDEA Submission 16-17

F. IDEA Amendment
To approve submission of the 2016-2017 IDEA Amendment.

No G

G. No G

Salaries Charged to Grants 16-17

H. Salaries Charged to Grants
To approve the salaries charged to grants for the 2016-2017 school year **(Attachment H1)**.

Items E, F and H Motion carried: 7-0-0

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RECOGNITION OF CITIZENS AND STAFF

- Mike McLoone
  - Asked about budget handout
  - Asked about new budgeted positions

Executive Session

Motion to recess into Executive Session at 8:40 PM by Perno, second by Foster.

Motion carried 7-0 -0

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Merchantville School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately **9:10** p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Merchantville School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is Shared Services.

IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution

Action will be taken

Motion to exit Executive Session at 9:07 P.M. and return to regular session by Perno, second by Fitzgerald.

Motion carried: 7-0-0

Motioned by Perno, seconded by Adams that the Merchantville Board of Education approve Items 3I.

I. Shared Service – Business Office

Shared Service – Business Office

To approve the shared service agreement with Woodlynne Board of Education for business office services for the 2017-2018 school year in the amount of $125,000.00 **(Attachment I1)**.

Item I Motion carried: 7-0-0

Adjourn

Adjourn Moved by Perno, seconded by Foster, that the board of education approve to adjourn this meeting at 9:10 p.m.

Motion carried 7-0 -0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

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Moved by Jennifer Perno, and seconded by Karen Foster to adjourn, into Executive Session, from which the general public is excluded, to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is Shared Services:

The results of this session will be made public immediately after or as soon thereafter as a decision is reached, if permitted, by law.

Unanimously Approved 8:40 PM

Members Present: Ms. Adams, Mr. Fitzgerald, Mrs. Foster, Mr. Perno, Mrs. Stocker, Mr. Vitellio and Mr. Honigfeld,

Members Absent: Mr. James and Mr. Plenn

Also Present: Mr. J. Scott Strong, CSA/Principal
Mr. Greg Gontowski, Business Administrator

Topic: Discussion took place pertaining shared services.

Return to Open Session – Moved by Perno, and seconded by Fitzgerald, that the board of education approve to return to open session at 9:07 p.m.

Motion carried: 7-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary