MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 25, 2017

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:32 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
Mr. Fitzgerald	Ms. Adams	Mr. J. Scott Strong, CSA
Mrs. Foster	Mr. Plenn – Arrived 7:37	Mr. Greg Gontowski, Business Administrator
Mr. James		
Mrs. Perno		
Mrs. Stocker		
Mr. Vitiello		
Mr. Honigfeld		

New Business

NEW BUSINESS

- Honoring the four students that represented Merchantville School at the NJ Reflections competition: Kevin Conway, Shania Ford, Mira Stocker and Ava Vitiello. (Mira Stocker received an Award of Merit for her literature piece)

**** Mr. Plenn Arrived**

****Mr. Plenn arrived 7:37**

OPEN PUBLIC COMMENT

- Deborah Nickollof - 46 Chapel Ave. Merchantville
  - Concerns about the buses to Haddon Heights
  - Late bus leaving early

- Helen Vervelakis – 10 Euclid Ave. Merchantville
  - Expressed concerns regarding discipline of her son

- Mike McLoone
  - Asked about Kevin Conways's project

APPROVAL OF THE MINUTES

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

March 13, 2017 Minutes

- Regular Meeting and Executive Session – March 13, 2017

Roll call vote: Motion carried: 7-0-1 **Mrs. Foster Abstained

MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 25, 2017

Committee Reports

COMMITTEE REPORTS

1. Policy and Community Engagement – April 5th Meeting
2. Education Committee – April 5th Meeting
3. Finance: Planning and Utilization – No Meeting
4. Personnel Committee – No Meeting
5. Facilities Committee – No Meeting
6. Negotiations Committee – No Meeting

New Business

NEW BUSINESS

- Review the CSA Merit Goals for 2016-2017 – J. Scott Strong
- Public Presentation of the 2017-2018 Budget

Unfinished Business

UNFINISHED BUSINESS

- Board members are to complete the CSA Evaluation

Communications

COMMUNICATIONS – None

CSA Report

CSA REPORT

- March 2017 Monthly Report
- Emergency Drills: Fire Drill on March 8 at 1:00 pm & Evacuation Drill on March 21 at 2:10 pm

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Vitiello, seconded by James hat the Merchantville Board of Education approve Items 1 and 2.

Second Reading of Policies

1. The Merchantville Board of Education approve the second reading and adoption of the following policies:

- Policy #5119 – Transfers
- Policy #5141.3 – Health Examinations & Immunizations
- Policy #6010 – Goals and Objectives
- Policy #6114 – Emergencies & Disaster Preparedness
- Policy #6140 – Curriculum Adoption
- Policy #6141 – Curriculum Design / Development
- Policy #6142 – Subject Fields
- Policy #6142.4 – Physical Education and Health
- Policy #6142.10 - Technology
- Policy #6145 – Extra Curricular Activities
- Policy #6145.1/6145.2 – Intramural Competition; Interscholastic Competition
- Policy #6146 – Graduation Requirements
- Policy #6162.5 - Research
- Policy #6163.1 – Media Center / Library

- Policy #6164.4 – Child Study Team
- Policy #6171 – Special Instruction Programs
- Policy #6173 – Home Instruction

Deletion of Policy #6200

2. The Merchantville Board of Education approve the that the deletion of the following policy due to the fact that it does not apply to Merchantville School:

   - Policy #6200 – Adult / Community Education

Items 1 and 2 Motion carried: 8-0-0

Motioned by Foster, seconded by Fitzgerald that the Merchantville Board of Education approve Items 3 and 5.

Revised 16-17 School Calendar

3. The Merchantville Board of Education approve the revised 2016-2017 Merchantville School calendar changing the last day of school to June 16, 2017, which would be the 180th day of school.

Camden County Elementary League Membership Resolution for the 17-18 school year

5. The Merchantville Board of Education approve the Camden County Elementary League Membership Resolution for the 2017-2018 school year.

Items 3 and 5 Motion carried: 8-0-0

Motioned by James, seconded by Foster that the Merchantville Board of Education approve Items 4.

With regret accept resignation of Kara Temeles effective 6/30/17

4. The Merchantville Board of Education approve, with regret, the resignation of Mrs. Kara Temeles, a special education Pre-K teacher, effective the end of her maternity leave – June 30, 2017.

Item 4 Motion carried: 8-0-0

Motioned by Fitzgerald, seconded by Plenn that the Merchantville Board of Education approve Items 6 thru 12.

Curriculum

6. The Merchantville Board of Education approve curriculum writing of our Reading Curriculum to align with the New Jersey Student Learning Standards. Each teacher will be given 5 hours of work at $40 per hour for each grade level assigned.

   - Heather Wilson – Grades K, 1 & 2
   - Alicia Lord – Grades 3, 4, & 5
   - Gerardina Turan – Grades 6, 7 & 8

Early Childhood Extended School Year 2017

7. The Merchantville Board of Education approve the recommendation of the Chief School Administrator to continue with the Early Childhood Extended School Year (ESY) Program for summer 2017. This program will continue the special services as mandated by Individual Education Programs (IEPs).

July 5th through August 3rd - 18 days
Monday through Thursday each week
9:00 a.m. to 11:30 a.m.

Furthermore, to approve the following personnel associated with the Preschool Extended School Year Program:

Employee	Job Description	Rate of Pay	Number of Hours	Number of Days
Batterman, Caren	Teacher	$40.00 per hour	3.25 hours per day	18 Days
Casey, Lisa	Aide	$16.00 per hour	3.25 hours per day	18 Days
Brooks, Lindsay	Substitute Teacher / Aide	$40 / $16 per hour	As needed	As needed

Summer Speech Service

8. The Merchantville Board of Education approve to provide speech service over the summer for students with Individual Education Plan needs. The services will be provided by Ms. Jamie Bertini, the district's speech teacher, for a period not to exceed 40 hours, as the contractual agreement rate of $ 40 per hour.

Summer Reading Program – Wilson and Gudowski

9. The Merchantville Board of Education approve the stipend to be shared equally with Mrs. Samantha Gudowski and Ms. Heather Wilson to develop a Summer Reading Program for 2017. The stipend is $500. ($250 each)

Summer Music Program

10. The Merchantville Board of Education approve the 2017 Summer Music Program with a time frame of June 19, 2017 – June 29, 2017 from 9:00 am to 1:00 pm (Monday – Thursday).

Lucia Segrest – Increase in Daily Hours

11. The Merchantville Board of Education approve Lucia Segrest to increase her daily hours from 5.5 hours a day to 5.95 hours per day in her role as a teaching aide starting April 10, 2017 and lasting for the remainder of the 2016-2017 school year. (To meet the needs of a student)

Terika Floyd – Non-Instructional Aid

12. The Merchantville Board of Education approve Terika Floyd as a non-instructional aide at Step 1 with a rate of $14.35 per hour for 3 hours a day starting April 24, 2017 and lasting for the remainder of the 2016-2017 school year. (To meet the needs of a student)

Items 6 thru 12 Motion carried: 8-0-0

Motioned by Plenn, seconded by Foster that the Merchantville Board of Education approve Items 13 and 14.

Field Trips

13. The Merchantville 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
Haddon Heights	8th Grade	36	2	0	May 2017	Orientation Field

High School						Day (No Cost)
Annenberg Theater – Philadelphia, PA	6th Grade	43	2	6	May 2017	Art-A-Facts
Clementon Park – Clementon, NJ	Service Trip – Grades 3 – 8	130	3	20	June 2017	Service Trip
Rutgers Center for the Arts – Camden, NJ	Kindergarten	40	2	7	June 2017	Art-A-Facts
Fulper Family Farm – Lambertville, NJ	Kindergarten	40	2	5	May 2017	Class Trip
Tinicum County Park – Bucks County, PA	Naturalist Club	33	3	4	June 2017	Club Trip – Paid by Club
Please Touch Museum – Philadelphia, PA	Pre-Kindergarten	17	3	7	May 2017	Class Trip
The Capital Building – Washington, DC	8th Grade Trip	36	2	6	June 2017	Art-A-Facts Trip

Workshops

14. The Merchantville 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
Melissa Nettleton	Revisiting Guided Reading	Mt. Laurel, NJ	May 23, 2017	$150
Samantha Gudowski	Revisiting Guided Reading	Mt. Laurel, NJ	May 23, 2017	$150
Stacy McAnnaney	Strengthening Students' Self Control to Increase Learning	Voorhees, NJ	May 11, 2017	$245

Items 13 and 14 Motion carried: 8-0-0

Motioned by Perno, seconded by Stocker that the Board of Education approve Item 15.

Employee Renewal 2017-2018

15. The Board of Education approve the employee renewal list for the 2017-2018 school year.

MEA Employees	2016-2017	Educ.	2016-2017	Full-Time	NOTES

Teachers and Nurse	Salary (*)	Credits	Step(*)	Equiv.	
Baker	58,923.00	BA	5	100.00%	
Batterman	96,942.00	MA	18	100.00%	
Bertini	64,693.00	MA	3	100.00%	*Non Tenured*
Brill	81,993.00	MA	15	100.00%	
Brooks	65,693.00	MA	4	100.00%	
Dailey	57,923.00	BA	4	100.00%	
Fields	77,803.00	BA	18	100.00%	
Franolich	79,314.00	BA 9	18	100.00%	
Gandy	76,613.00	BA	17	100.00%	
Gudowski	58,923.00	BA	5	100.00%	
Hellman	96,942.00	MA	18	100.00%	
Hood	57,923.00	BA	4	100.00%	
Huber	74,693.00	MA	11	100.00%	
Iannucci	68,693.00	MA	7	100.00%	*Non Tenured*
Korn	55,923.00	BA	2	100.00%	*Non Tenured*
Lord	60,143.00	BA 15	4	100.00%	
Maziarz	28,961.50	BA	4	50.00%	
McAnnaney	54,923.00	BA	1	100.00%	
Nemorofsky	64,693.00	MA	3	100.00%	
Nettleton	74,693.00	MA	11	100.00%	
Papa	55,923.00	BA	2	100.00%	*Non Tenured*
Ransom-Harper	98,292.00	MA 9	18	100.00%	
Rettinger	72,223.00	BA	14	100.00%	
Shearer	55,923.00	BA	2	100.00%	
Sheffer	62,423.00	BA	8	100.00%	*Non Tenured*
Taylor	49,408.55	BA	7	81.10%	
Tsypenyuk	57,923.00	BA	4	100.00%	
Turan	98,295.00	MA15	18	100.00%	
Van Sciver	98,295.00	MA 15	18	100.00%	
Waldron	76,443.00	BA	15	100.00%	
Wilson-Harvey	89,658.00	BA 21	18	100.00%	
Wilson	64,693.00	MA	3	100.00%	
Wurster	62,423.00	BA	8	100.00%	

MEA EMPLOYEE	EST. 2017-2018 Salary(*)	2016-2017 Step(*)	2016-2017 Hourly Rate*	Full Time Equivalent	NOTES Est. Hours
Aides					
Alloway	17,394.00	4	16.16	Hourly Non-Inst.	5 hrs. per day
Casey	17,302.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Grasso	18,126.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Irvin-Turner	16,478.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Nolte	16,478.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Richards	25,735.00	5	26.30	Hourly Instructional	5 hrs. per day
Segrest	16,478.00	5	16.84	Hourly Non-Inst.	5 hrs. per day
Thomas	13,451.00	1	14.35	Hourly Non-Inst.	5 hrs. per day
Stone	42,328.00	1		Secretary	
Bennett	50,148.00	3		Gen'l Maintenance	

Others:

Substitute Teachers/Aides	$50.00 half day	Less than 4 hours
Substitute Teachers/Aides	$85.00 full day	
Substitute Nurse	$175.00 full day	
Substitute Nurse Overnight	$150.00	
Substitute Secretary	12.50 per hr	
Alarm Responders	$70.00	
Interpreter	$33.00 per hr.	

(*) = Note: 2016-2017 Salary and step to be used until the 2017-2018 contract/salary guide is approved.

Use of Facilities

Informational Use of Facilities -

Group	Event	Times	Dates	Facility
Merchantville PTA	8th Grade Parent Meeting	6:30 – 8:00 pm	Mon, April 3, 2017	Room 105

Item 15 Motion carried: 8-0-0

Business Office Recommendations

Financial and Transfers Reports

Motioned by Stocker, seconded by Fitzgerald that the Merchantville Board of Education approve Items A thru E.

A. Monthly Reports

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

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 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 March 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 March 2017. The Treasurer's Report and Secretary's report are in agreement for the month of March 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:

- March 2017 payroll **(Attachment D1)**
- April 2017 warrants **(Attachment D2)**

Risk Management Consultant

E. Risk Management Consultant

To approve the attached resolution appointing a risk management consultant **(Attachment E1)**.

Items A thru E Motion carried: 8-0-0

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Vitiello, seconded by Plenn that the Merchantville Board of Education approve Addendum Items 1 and 2.

Rebecca Goff – Elementary Teach 17-18

1. The Merchantville Board of Education approve Rebecca Goff as an elementary teacher for the 2017-2018 school year, starting September 1, 2017 at the BA+15 Step #1 (2016-2017 Contract amount = $57,143).

Alicia Papa – Home Instruction Student #10188 16-17

2. The Merchantville Board of Education approve Alicia Papa to provide home instruction for up to 10 hours per week for Local Student ID #: 10188 at $40 per hour for the remainder of the 2016-2017 school year starting April 23, 2017 – June 16, 2017.

Addendum Items 1 and 2 Motion carried: 8-0-0

Motioned by Foster, seconded by Plenn that the Merchantville Board of Education approve Item F.

2017-2018 Budget

F. 2017-2018 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2017-2018 school budget, and

WHEREAS, a budget hearing was held on April 25, 2017.

WHEREAS, NJAC 6:19-2.7(a) requires Merchantville Board of Education to adopt and submit a formal Board resolution,

NOW THEREFORE, BE IT RESOLVED that the Merchantville Board of Education hereby approves the 2017-2018 school budget as presented by the administration which includes the following:

RESOLVED, that the Merchantville Board of Education includes in the budget the adjustment for increased costs of health benefits in the amount of $32,503.00 and the enrollment adjustment in the amount of $86,106.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

BE IT FURTHER RESOLVED to use banked cap in the amount of $332,488.00. The purpose of the banked cap is to continue to provide resources to our schools as they meet the needs of our pupils in the areas of high school tuition costs. The use of this banked cap cannot be deferred or incrementally completed over time.

GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL

2017-18 Total Expenditures	8,248,332.00	489,616.00	173,515.00	8,911,463.00
Less: Anticipated Revenues	2,994,627.00	489,616.00	41,103.00	3,525,346.00
Taxes to be Raised	5,253,705.00	0.00	132,412.00	5,386,117.00

Roll Call Vote: Fitzgerald, Foster, James, Perno, Pleen, Stocker, Vitiello and Honigfeld – VotingYES

Motioned by James, seconded by Foster that the Merchantville Board of Education approve Item G.

Tax Payment Schedule

G. Tax Payment Schedule

It is recommended that the Board of Education approve the following monthly schedule o Borough tax payments to the Merchantville Board of Education.

September 1, 2017	$1,346,529.50	March 1, 2018	$1,346,529.00
December 1, 2017	$1,346,529.50	June 1, 2018	$1,346,529.00

Total 2017-2018 taxes $5,386,117.00

Roll Call Vote: Fitzgerald, Foster, James, Perno, Pleen, Stocker, Vitiello and Honigfeld – Voting YES

Motioned by James, seconded by Vitiello that the Merchantville Board of Education approve Item H.

Travel Budget

H. Maximum Travel Budget

It is recommended that the Board of Education approve the following Resolution:

WHEREAS, the Merchantville Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the

approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $12,000.00 for all staff and board members.

Roll Call Vote: Fitzgerald, Foster, James, Perno, Pleen, Stocker, Vitiello and Honigfeld – Voting YES

RECOGNITION OF CITIZENS AND STAFF – None

Executive Session

Motion to recess into Executive Session at 9:13 PM by Foster, second by James.
Motion carried 8-0 -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 9:50 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. 10:4-1

Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

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

MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 25, 2017

Action will not be taken

Exit Executive Session

Motion to exit Executive Session at 9:53 P.M. and return to regular session by Vitiello, second by Perno.

Motion carried: 8-0-0

Adjourn

Adjourn Moved by Foster, seconded by Plenn, that the board of education approve to adjourn this meeting at 9:54 p.m.

Motion carried 8-0 -0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

April 25, 2017

Moved by Karen Foster and seconded by Richard James to adjourn, into Executive Session, from which the general public is excluded, any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

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 9:13 PM

Members Present: Mr. Fitzgerald, Mrs. Foster, Mr. James, Mrs. Perno, Mr. Plenn, Mrs. Stocker, Mr. Vitellio and Mr. Honigfeld,

Members Absent: Ms. Adams

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

Topic: Discussion took place pertaining to incident regarding student #1476408187.

Return to Open Session – Moved by Albert Vitiello, and seconded by Jennifer Perno, that the board of education approve to return to open session at 9:53 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary