MERCHANTVILLE BOARD OF EDUCATION MINUTES

June 19, 2017

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:33 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	Mrs. Perno –Arived 8:58	Mr. J. Scott Strong, CSA
Mr. Fitzgerald	Mr. Plenn	Mr. Greg Gontowski, Business Administrator
Mrs. Foster		
Mr. James		
Mrs. Stocker		
Mr. Vitiello		
Mr. Honigfeld		

OPEN PUBLIC COMMENT

Mike McLoone

- Asked if contract settled

Elliot Honigfeld responded no

APPROVAL OF THE MINUTES

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

Minutes May 2017

- Regular Meeting and Executive Session – May 23, 2017

Roll call vote: Motion carried: 6-0-1 **Mrs. Foster Abstained

Committee Reports

COMMITTEE REPORTS

1. Policy and Community Engagement – No Meeting
2. Education Committee – No Meeting
3. Finance: Planning and Utilization – May 17th & June 19th Meeting
4. Personnel Committee – No Meeting
5. Facilities Committee – June 19th Meeting
6. Negotiations Committee – June 13th Meeting

MERCHANTVILLE BOARD OF EDUCATION MINUTES

June 19, 2017

New Business

NEW BUSINESS

- Carroll Will Update - $97,914 distributed to 22 Merchantville School graduates
- Development of Merchantville Board of Education Goals for the 2017-2018 school year

Unfinished Business

UNFINISHED BUSINESS

- Update on the Board of Education Self Evaluation
- Update on Transportation Survey

Communications

COMMUNICATIONS – None

CSA Report

CSA REPORT

- May 2017 & June 2017 Monthly Report
- Emergency Drills: Fire Drill on May 17 at 2:10 pm & Lockdown Drill on May 23 at 10:45 am
- Emergency Drills: Fire Drill on June 15 at 2:00 pm & Evacuation Drill on June 16 at 2:00 pm

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Fitzgerald, seconded by Foster that the Merchantville Board of Education approve Item 1.

With regret accept resignation of Lee Plenn effective immediately

1. The Merchantville Board of Education approve the resignation of Board member Lee Plenn, effective immediately.

Item 1 Motion carried: 7-0-0

Motioned by Stocker, seconded by Adams that the Merchantville Board of Education approve Item 2.

Second Reading and Adoption of the updated polies listed

2. The Merchantville Board of Education approve the second reading and adoption of the updated polices listed below:

    - Policy #1000-1010 – Concepts and Goals in Community Relations – Goals & Objectives
    - Policy #1100 – Communication with the Public
    - Policy #1110 – Media
    - Policy #1220 – Citizen's Ad Hoc Advisory Committees
    - Policy #1230 – School – Connected Organizations
    - Policy #1312 – Community Complaints and Inquiries
    - Policy #1322 – Contests for Pupils
    - Policy #1330 – Use of Facilities
    - Policy #1600 – Relations Between Other Entities and the District

Item 2 Motion carried: 7-0-0

Motioned by James, seconded by Stocker that the Merchantville Board of Education approve Item 3.

Writing Curriculum to Align with NJ Student Learning Standards

3. The Merchantville Board of Education approve curriculum writing of our Writing Curriculum to align with the New Jersey Student Learning Standards. Each teacher will be given 3 hours of work at $40 per hour for each grade level assigned.

Item 3 Motion carried: 7-0-0

Motioned by Foster, seconded by Adams that the Merchantville Board of Education approve Items 4 thru 7.

Homebound Instruction Student #10076

4. The Merchantville Board of Education approve homebound instruction for student ID # 10076 from June 5, 2017 until the end of the school year. In addition, approve Alicia Lord for up to 10 hours of instruction each per week from June 5, 2017 – June 16, 2017 at $40 per hour:

Homebound Instruction Student #10622

5. The Merchantville Board of Education approve homebound instruction for student ID # 10622 from May 25th, 2017 until the end of the school year. In addition, approve Andrew Korn for up to 10 hours of instruction each per week from May 29, 2017 – June 16, 2017 at $40 per hour:

With regret accept resignation of Amanda Corbett 5/24/17

6. The Merchantville Board of Education approve the resignation of Amanda Corbett effective May 24, 2017.

With regret accept resignation of Luke James 5/24/17

7. The Merchantville Board of Education approve the resignation of Luke James effective May 24, 2017.

Items 4 thru 7 Motion carried: 7-0-0

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

Professional Development

8. 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
J. Scott Strong	Link It! Workshop – Data Warehousing Analytic Assessment Solutions	Gloucester City, NJ	July 17 & 18, 2017	$200
J. Scott Strong	NJ Achieve NJ Regional Workshop – 2017	Gloucester Township, NJ	July 27, 2017	$0
J. Scott Strong	ESSA Consolidated Formula Subgrant Application	Blackwood, NJ	July 25, 2017	$0
Kim Klaus	ESSA Consolidated Formula Subgrant Application	Blackwood, NJ	July 25, 2017	$0

Item 8 Motion carried: 7-0-0

Motioned by Vitiello, seconded by Foster that the Merchantville Board of Education approve Item 9.

District Mentoring Plan 2017-2018

9. The Merchantville Board of Education approve the District Mentoring Plan for the 2017-2018 school year.

Item 9 Motion carried: 7-0-0

Motioned by Vitiello, seconded by Fitzgerald that the Merchantville Board of Education approve Item 10.

Field Trips

10. 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:

Item 10 Motion carried: 7-0-0

Motioned by Fitzgerald, seconded by Foster that the Merchantville Board of Education approve Items 11 and 12.

Chief School Administrator to hire staff for the 2017-2018 school year until September 15, 217

11. The Merchantville Board of Education approve the ability for the Chief School Administrator to hire staff for the 2017-2018 school year until September 15, 2017 at his discretion provided that paperwork is completed for each candidate and they are appropriately qualified for the position.

Jerry Bennet – Reimbursement of $50.00 per month for work related on cell phone

12. The Merchantville Board of Education approve a reimbursement to Jerry Bennet in the amount of $50.00 per month for work related use of his personal cell phone for the 2017-2018 school year.

Items 11 and 12 Motion carried: 7-0-0

Business Office Recommendations

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

Financial and Transfers Reports

A. Monthly Reports

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

B. Transfer of Funds

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

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

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

Warrants

D. Warrants

The attached bill lists:
- May 2017 payroll **(Attachment D1)**
- June 2017 warrants **(Attachment D2)**

Approval of Payment of Bills

E. Approval of Payment of Bills

Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

Items D and E Motion carried: 7-0-0

Motioned by Adams, seconded by Vitiello that the Merchantville Board of Education approve Items F thru K.

IDEA Grant

F. IDEA Grant

To approve submission and acceptance of the 2017-2018 IDEA grant in the following amounts:

IDEA Basic - $153,479.00
IDEA Preschool - $6,376.00

BCIPJIF Renewal Cost

G. BCIPJIF Renewal Cost

Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2017-2018 school year at a cost of $59,882.00.

BCIPJIF Resolution 2017-6-1

H. BCIPJIF Resolution 2017-6-1
Resolution 2017-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $3,594.00 to be used to offset the 2017-2018 premium. **(Attachment H1)**

Fixed Asset Deletions

I. Fixed Asset Deletions
To approve the disposal of the attached fixed assets and removal from the fixed asset listing. **(Attachment I1)**

Food Service Corrective Action Plan

J. Food Service Corrective Action Plan
To approve the attached food service corrective action plan for the 2015-201 audit **(Attachment J1)**

PL 2015 Chapter 47

K. PL 2015 Chapter 47
To recognize the attached list to be in compliance with PL 2015 Chapter 47. **(Attachment K1)**

Items F thru K Motion carried: 7-0-0

Chromebooks under State Contract #89967 $22,785.70 –NO

Motioned by Vitiello, seconded by Fitzgerald that the Merchantville Board of Education approve Item L.

L. To approve purchase of chromebooks under State Contract #89967 through Dell Marketing LP in the amount of $22,785.70.

Item L Motion – rejected: 0-0-7

*****Mrs. Perno Arrived**

*****Mrs. Perno Arrived**

Motioned by Stocker, seconded by Adams that the Merchantville Board of Education approve Item M.

Chromebooks under State Contract #89967 $9,765.30

M. To approve purchase of chromebooks under State Contract #89967 through Dell Marketing LP in the amount of $9,765.30.

Item M Motion carried: 6-0-2 ** Foster and Fitzgerald Abstained

RECOGNITION OF CITIZENS AND STAFF

Mike McLoone
- Asked about board vacancy

Executive Session

Motion to recess into Executive Session at 9:11 PM by James, second by Foster.
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 10:00 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 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 Superintendent's evaluation.

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

Exit Executive Session

Motion to exit Executive Session at 10:00 P.M. and return to regular session by Vitiello, second by Adams.

Motion carried: 8-0-0

Motioned by Adams, seconded by Foster that the Merchantville Board of Education approve Item 13.

Scott Strong - Written Performance Report 16-17

13. The Merchantville Board of Education approve the annual written performance report for J. Scot Strong serving as the Chief School Administrator for the 2016-2017 school year.

Item 13 Motion carried: 8-0-0

Adjourn

Adjourn Moved by James, seconded by Foster, that the board of education approve to adjourn this meeting at 10:02 p.m.

Motion carried 8-0 -0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

June 19, 2017

Moved by Richard James and seconded by Karen Foster to adjourn, into Executive Session, from which the general public is excluded, 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 Superintendent's evaluation.

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 9:11 PM

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

Members Absent:

Also Present: Mr. J. Scott Strong, CSA

Topic: Discussion took place regarding the Superintendent's evaluation.

Return to Open Session – Moved by Albert Vitiello, and seconded by Gina Adams, that the board of education approve to return to open session at 10:00 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary