MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 23, 2017

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:31 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. Adams	Mrs. Foster	Mr. J. Scott Strong, CSA
Mr. Fitzgerald	Mrs. Perno – Arrived 7:34	Mr. Greg Gontowski, Business Administrator
Mr. James	Mr. Plenn	
Mrs. Stocker		
Mr. Vitiello		
Mr. Honigfeld		

** Mrs. Perno Arrived

**** Mrs. Perno Arrived 7:34**

OPEN PUBLIC COMMENT

Marilyn Signorile – 108 Locust St. Merchantville
- Asked that 4:00 late bus be switched to 5:00.
- Commented that the bus company used for Haddon Heights is doing a poor job.

Superintendent – Responded

Mike McLoone
- Asked for phone number for CCESC
- Asked about union contracts

AJ Perno – 3 East Cedar Ave. Merchantville
– Asked about Read 180 for next school year in 3rd and 4th grade

APPROVAL OF THE MINUTES

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

Minutes April 2017

- Regular Meeting and Executive Session – April 25, 2017

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

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 23, 2017

Committee Reports

COMMITTEE REPORTS

1. Policy and Community Engagement – May 3rd Meeting
2. Education Committee – No Meeting
3. Personnel Committee – April 25th Meeting
4. Facilities Committee – May 23rd Meeting
5. Negotiations Committee – May 17th Meeting

New Business

NEW BUSINESS -None

Unfinished Business

UNFINISHED BUSINESS

- Board members are to complete the Board of Education Self-Evaluation

Communications

COMMUNICATIONS – None

CSA Report

CSA REPORT

- April 2017 Monthly Report
- Emergency Drills: Fire Drill on April 11 at 9:30 am & Evacuation Drill on April 27 at 9:00 am
- Summer Hours for 2017 (Monday – Thursday; 8:00 am – 4:00 pm)

CSA Recommendations

CSA RECOMMENDATIONS

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

Reviewing Policies

1. The Merchantville Board of Education approve the reviewing of the following policies:

- Policy #0100 – Educational Philosophy
- Policy #0300 – School District Goals and Objectives (T&E)
- Policy #1111 – District Publications
- Policy #1120 – Board of Education Meetings
- Policy #1140 – Distribution of Materials by Pupils and Staff
- Policy #1200 – Participation by the Public
- Policy #1250 - Visitors
- Policy #1410 – Local Units

Updated polices

2. The Merchantville Board of Education approve the first reading 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

Items 1 and 2 Motion carried: 7-0-0

Motioned by Fitzgerald, seconded by Adams that the Merchantville Board of Education approve Items 3 and 4.

Writing Curriculum

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.

- Heather Wilson – Grades K, 1 & 2
- Alicia Lord – Grades 3, 4, & 5

Contracted Rates per MEA Agreement

4. The Board of Education approve the appointment of coaches and advisors for the 2017-2018 school year. The rates listed are the 2016-2017 contracted rates as per the MEA agreement.

Coach, Field Hockey	Ms. Rebecca Goff	($1969)
Coach, Soccer	Mr. Ryan Fields	($1969)
Coach, Boy's Basketball	Mr. Ryan Fields	($4586)
Coach, Girl's Basketball	Mr. Ryan Fields	($4586)
Coach, Cheerleading	Mrs. Samantah Gudowski	($2289)
Coach, Spring Track	Mr. Michael Dailey	($1969)*
Advisor, National Junior Honors Society	Mrs. Sherry Iannucci&Mrs. Margaret Hood	($751.50 each)
Advisor, Student Council	Mrs. Janice Brill	($1503)
Advisor, Yearbook	Ms. Yuliya Tsypenyuk	($1503)
Advisor, Band	Mrs. Sandy Taylor	($1503)
Advisor, Choir	Mrs. Sandy Taylor	($1503)
Advisor, Musical Director	Mrs. Sandy Taylor	($1503)
Advisor, Garden Club	Mrs. Gerardina Turan	($1503)
Advisor, Naturalist Club	Mrs. Vanessa Van Sciver	($1503)
Advisor, Stage Crew	Mr. Shawn Waldron	($1503)
Advisor, Assistant Musical Director	Mrs. Lisa Casey	($752)
Advisor, Art Club	Ms. Karen Baker	($1503)
Advisor, Running Club	Mr. Michael Dailey	($1503)*
Coordinator, Renaissance Program	Mrs. Jeanne Leise & Ms. Alicia Papa	($751.50 each)*
Coordinator, Athletic Coordinator	Mr. Michael Dailey	($2601)*
Coordinator, Safety Patrol	Mr. Shawn Waldron	($2601)

* Positions not specified in the contract

Items 3 and 4 Motion carried: 7-0-0

Motioned by Perno, seconded by Vitiello that the Merchantville Board of Education approve Item 5.

Student Discipline and Conduct Code

5. The Merchantville Board of Education approve the Discipline Code of Conduct and Student Dress Code for the 2017-2018 school year.

Item 5 Motion carried: 7-0-0

Motioned by Stocker, seconded by Adams that the Merchantville Board of Education approve Item 6.

Lindenwold School – Title III 2017-2018

6. The Merchantville Board of Education continue the consortium with the Lindenwold School District acting as the lead applicant in order to receive our Title III allocation for the 2017 – 2018 school year.

Item 6 Motion carried: 7-0-0

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

Terms of Service for non-MEA 2017-2018

7. The Merchantville Board of Education approve for Terms of Service for non-MEA members for the 2017-2018 school year.

Item 7 Motion carried: 7-0-0

Motioned by Vitiello, seconded by James that the Merchantville Board of Education approve Items 8 thru 10.

Student #9330 – Homebound

8. The Merchantville Board of Education approve homebound instruction for student ID # 9330 from April 24, 2017 until the end of the school year. In addition, approve the following teachers for up to 5 hours of instruction each per week from April 24, 2017 – June 16, 2017 at $40 per hour:

   - Gerardina Turan
   - Vanessa Van Sciver

Tuition Rates for Pre-K and K 2017-2018

9. The Merchantville Board of Education set the following tuition rates for the 2017-2018 school year:

Pre-Kindergarten – Half-Day Program	$3400
Kindergarten – Full Day Program	$6000

Employees – Scope and Sequence Guide of English language Arts Summer 2017

10. The Merchantville Board of Education approve for the following employees to develop the scope and sequence guide for English Language Arts over the summer. Each grade level will be given up to 20 hours of work to be divided amongst the people listed at an hourly rate of $40 per hour.

ELA	Kindergarten	Caren Batterman & Ellen Franolich
ELA	1st Grade	Patricia Fields & Heather Wilson
ELA	2nd Grade	Kathi Harvey-Wilson & Teri Sheffer
ELA	3rd Grade	Deborah Huber & Melissa Nettleton
ELA	4th Grade	Rebecca Goff & Barbara Gandy
ELA	5th Grade	Alicia Papa & Samantha Gudowski

Items 8 thru 10 Motion carried: 7-0-0

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

Submission of CSA's Merit Goals 2016-2017

11. The Merchantville Board of Education approve the submission of completion of the CSA's Merit Goals for the 2016-2017.

- Goal #1 – Equal Access $2500
- Goal #2 – Public Communication $1500

Janice Brill Work Shop on 5/23/17

12. 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
Janice Brill	Revisiting Guided Reading	Mt. Laurel, NJ	May 23, 2017	$150

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

Motioned by James, seconded by Perno that the Merchantville Board of Education approve Item 13.

Non-MEA Members 2017-2018

13. The Merchantville Board of Education approve the employee renewal list for the non-MEA members for the 2017-2018 school year.

MEA Employees	2016-2017 Salary (*)	Full-Time Equiv.	Position	Notes
Anselmo, Chris	$38,472.00	1.00	Custodian - Day	
Czarnick, Matthew	$37,440.00	1.00	Custodian - Night	
DiMatteo, Rose	$53,500.00	1.00	Confidential Secretary	
James, Luke	$14.00 per hour	.50	Custodian - Night	
Corbett, Amanda	$14.39 per hour	.50	Custodian - Night	
Leise, Jeanne	$76,662.00	1.00	Social Worker/Supervisor	
Klaus, Kimberly	$89,740.00	1.00	LDTC/Supervisor	
Spahr, Rachel	$66,788.00	1.00	Psychologist	

Item 13 Motion carried: 7-0-0

Motioned by Perno, seconded by Adams that the Merchantville Board of Education approve Items 14 thru 16.

Courses added to the Curriculum

14. The Merchantville Board of Education approve for the following courses be added to the curriculum for 7th and 8th grade electives: Study Skills, Coding I, Fitness Team Building, Illustration, Citizenship in Our Community, Science Fiction Book Club, Film Appreciation, Health and Wellness, LEGO Robotics, Shakespeare Alive!, Genealogy, Coding II, Video Production, Advanced Art, Geo/Spatial STEM, Intro to Psychology, History Books vs Hollywood.

English Language Service Three-Year Program Plan 2017-2020

15. The Merchantville Board of Education approve the English Language Service Three-Year Program Plan for 2017-2020 for Merchantville School.

Filed Trips

16. 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
Various Merchantville Historic Areas	Citizenship in the Community	7	1	0	May/June 2017	No Cost

Items 14 thru 16 Motion carried: 7-0-0

Use of Facilities

Informational Use of Facilities -

Group	Event	Times	Dates	Facility
Merchantville PTA	Scholarship Meeting	6:00 – 7:00 pm	Mon, May 8, 2017	Conference Room
Class of 1964 Reunion	Reunion Tour	10:30 am – 12:00 pm	Sat, May 20, 2017	Building Tour
Merchantville PTA – 8th Grade Parents	Car Wash Fund Raiser	8:30 am- 12:30 pm	Sat, May 20, 2017	Teacher's Parking Lot
Merchantville PTA – 8th Grade Parents	Graduation Meeting	6:30 – 7:30 pm	Mon, May 15, 2017	Room 105

Business Office Recommendations

Financial and Transfers Reports

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

A. Monthly Reports

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

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of April 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 April 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 April 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:

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

Voided Check

E. Void Check

The approve the voiding of the following agency account check:

#2241	$50.00	Lincoln Investment Planning

Contract – CCESC 2017-2018

F. Camden County Educational Services Commission

To approve the attached General Services Contract with Camden County Educational Services Commission for the 2017-2018 school year **(Attachment F1)**.

Non Fair and Open Contract -Decker's Inc. 16-17 and 17-18

G. Non Fair and Open

To award non fair and open contract to Decker's, Inc. for the 2016-2017 and 2017-2018 school year for annual lawn services in an amount to exceed $17,500.00

Non Fair and Open Contract – J&G Industrial 16-17 and 17-18

H. Non Fair and Open
To award non fair and open contract to J&G Industrial Supply for the 2016-2017 and 2017-2018 school year for custodial supplies in an amount to exceed $17,500.00

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

Motioned by Adams, seconded by Fitzgerald that the Merchantville Board of Education approve Items I and J.

Preschool Education Aid 2017-2018

I. 2017-2018 Preschool Education Aid
It is recommended that the Board of Education approve the receipt of $42,644.00 in Preschool Education Aid for the 2017-2018 school year.

Extraordinary Aid 2016-2017

J. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2016-2017 school year.

Items I thru J Motion carried: 7-0-0

Motioned by Vitiello, seconded by Adams that the Merchantville Board of Education approve Item K.

Resolution to Appoint Professional Services 2016-2017

K. Professional Services – It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, Brokers of Record, School Auditor, and School Physician.

RESOLUTION

WHEREAS, the local Public Contracts Law (NJSA 40A:11.1 et seq. and 18A:18A-5) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Merchantville in the County of Camden, New Jersey, is hereby appointing the following persons to serve in the designated positions for the 2017-2018 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
St. Clair CPA's	School Auditor	$22,500.00
Lammey & Giorgio	Architect of Record	$180.00/hour
Remington & Vernick	Engineer	$165.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	Per Insurance Requirements

Hardenbergh Insurance Group	Insurance Broker of Record	Per Insurance Requirements
Brown & Brown Benefit Advisors	Health Insurance Broker of Record	Per Insurance Requirements
Dr. Gooberman	School Physician	

A copy of this Resolution shall be published in the official newspaper of the Board of Education as required by law within ten (10) days of its passage.

Item K Motion carried: 5-1-1 ** Richard James – NO, ** Jennifer Perno Abstained

Motioned by Vitiello, seconded by Fitzgerald that the Merchantville Board of Education approve Items L thru Z.

Health Care Providers 2017-2018

L. Health Care Providers – To approve the following health care providers for the 2017-2018 school year:

Horizon (Dental)
School Employees Health Benefits Program (Health & Prescription)

Audit Peer view 2016-2017

M. Audit Peer Review – To recognize the Peer Review Report conducted on St. Clair CPA's and that St. Clair CPA's is in compliance for the 2017-2018 school year for completion of the 2016-2017 audit.

Greg Gontowski - Board Secretary 2017-2018

N. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2017-2018 school year.

Greg Gontowski – Business Administrator 2017-2018

O. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2017-2018 school year.

Food Service Management 2017-2018

P. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2017-2018 school year:

Be it resolved that the Merchantville Board of Education Approves:

Surplus Guarantee
Sodexo guarantees that District shall breakeven for the 2017-2018 school year. If the actual Surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.
Management Fee
District shall pay Sodexo a Management Fee in an amount equal to $0.54 per Pattern Meal and Meal Equivalent for the 2017-2018 contract year.

Meal Prices 2017-2018

Q. Meal Prices – To approve the following food service meal prices for the 2017-2018 schoo year:

Paid Lunch	$2.85 (Increased from $2.75 in 2016-2017)
Reduced Lunch	$ .40
Paid Breakfast	$1.25
Reduced Breakfast	$ .30
Adult Lunch	$4.00
Adult Breakfast	$1.75

Courier Post and The Retrospect Official Newspaper

R. Official Newspaper – It is recommended that the Board of Education approve the following official newspapers:

- ✓ Courier Post
- ✓ The Retrospect

Merchantville School Website for Official Advertising

S. Website – It is recommended that the Board of Education approve to designate the Merchantville School website www.merchantvilleschool.org as an official site for advertising for the Merchantville Board of Education.

403B Providers

T. 403B Providers – It is recommended that the Board of Education approve the following 403B providers:

1. Lincoln Investment
2. VOYA - TSA
3. AXA Equitable – Equi Vest

Curriculum, Textbooks and Policies

U. Curriculum, Textbooks and Policies – It is recommended that the Board of Education approve to accept and reaffirm the curriculum and textbooks, policies, practices and procedures of the Merchantville Board of Education recognizing that these items may be amended when necessary with Board approval.

Photocopy Fee

V. Photocopy Fee - It is recommended that the Board of Education approve to establish a photocopy fee as per OPRA regulations; five cents ($.05) per page for standard size documents and seven cents ($.07) for legal size documents.

Approve Colonial Bank as District Depository of Funds

W. Depository of School Funds – It is recommended that the Board of Education approve 1st Colonial Community Bank as the depository of school funds.

Account Signatories

X. Account Signatories - It is recommended that the Board of Education approve the following account signatories:

Account	Requirements/Signatories
General Fund Account	Board President Board Vice President Business Administrator/Board Secretary Chief School Administrator Requires three (3) signatures

Agency Account	Business Administrator/Board Secretary Requires one (1) signature
Payroll Account	Business Administrator/Board Secretary Requires one (1) signature
Unemployment Account	Business Administrator/Board Secretary Requires one (1) signature
Student Activities Account	School Secretary Chief School Administrator Requires two (2) signatures

Appoint Professional Services 2016-2017

Y. **District Appointments and Assignments** - It is recommended that the Board of Education approve the following appointments and assignments:

Affirmative Action Officer – CSA
Title IX Coordinator – Physical Education Teacher
504 Compliance Officer – Social Worker
ADA Coordinator – CSA
Health/Safety Compliance Officer – School Nurse
Custodian of Records (student/employee) – CSA
Custodian of Records (OPRA) – Business Administrator
Right to Know Officer – Maintenance Supervisor
Integrated Pest Management Coordinator – Maintenance Supervisor
Homeless Liaison – Social Worker
Public Agency Compliance Officer – Business Administrator
HIB Coordinator – LDTC/Supervisor
HIB Specialist – School Psychologist

Chart of Accounts

Z. **Chart of Accounts** - It is recommended that the Board of Education approve the 2017-2018 chart of accounts.

Items L thru Z Motion carried: 7-0-0

RECOGNITION OF CITIZENS AND STAFF – None

Executive Session

Motion to recess into Executive Session at 9:06 PM by Perno, second by James.
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 10:30 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Merchantville School

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 23, 2017

District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-1

Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party.

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 not be taken

Exit Executive Session

Motion to exit Executive Session at 10:40 P.M. and return to regular session by James, second by Perno.

Motion carried: 7-0-0

Adjourn

Adjourn Moved by James, seconded by Perno, that the board of education approve to adjourn this meeting at 10:41 p.m.

Motion carried 7-0 -0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

May 23, 2017

Moved by Jennifer Perno 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 9:06 PM

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

Members Absent: Mrs. Karen Foster and Mr. Lee Plenn

Also Present: None

Topic: Superintendent's Contract

Return to Open Session – Moved by Richard James, and seconded by Jennifer Perno, that the board of education approve to return to open session at 10:40 p.m.

Motion carried: 7-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary