MERCHANTVILLE BOARD OF EDUCATION MINUTES

August 23, 2016

I, Elliot Honigfeld, Vice President, called this meeting to order under the Open Public Meetings Act at 7:30 p.m.

This is to advise the general public and to instruct that it be recorded in the Minutes, that compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," the Merchantville Board of Education on August 23, 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. Fitzgerald	Mrs. Perno	Mr. J. Scott Strong, CSA
Mrs. Foster		Mr. Greg Gontowski Business Administrator
Mr. Honigfeld		
Mr. James		
Mrs. Stocker		
Mr. Vitiello		
Mr. Plenn		

PLEDGE TO THE FLAG

OPEN PUBLIC COMMENT - None

6-28-16 and 7-26-16 MINUTES

APPROVAL OF THE MINUTES

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

Regular Meeting – June 28, 2016
Regular Meeting – July 26, 2016

Roll call vote: Motion carried: 7-0

NEW BUSINESS

Nomination of President

- *NOMINATION OF PRESIDENT AND ELECTION OF PRESIDENT*

The Vice-President opens the floor to nominations for the Office of the President of Merchantville Borough Board of Education.

MOTION by Vitiello, and seconded by Stocker, to open the nominations for the position of President.

MOTION by James, and seconded by Fitzgerald, to nominate Elliot Honigfeld to serve as President of Merchantville Borough Board of Education.

Other Nominations: NONE

MOTION by Plenn, and seconded by Foster, to close nominations for President.

The Vice-President calls for a roll call vote on the election of Elliot Honigfeld as President of the Board of Education for the remainder of the 2016 year, beginning August 23, 2016.

Roll Call Vote: Fitzgerald, Foster, Honigfeld, James, Stocker, Vitiello, and Plenn – voting YES.

Nomination of Vice President

The Vice-President then declares Elliot Honigfeld elected to the Office of President and yields the chair to the President.

- *NOMINATION OF VICE-PRESIDENT AND ELECTION OF PRESIDENT*

The President opens the floor to nominations for the Office of the Vice- President of Merchantville Borough Board of Education.

MOTION by Vitiello, and seconded by Foster, to open the nominations for the position of Vice-President.

MOTION by Vitiello, and seconded by Stocker, to nominate Richard James to serve as Vice-President of Merchantville Borough Board of Education.

Other Nominations: NONE

MOTION by Fitzgerald, and seconded by Foster, to close nominations for Vic-President.

The President calls for a roll call vote on the election of Richard James as Vice-President of the Board of Education for the remainder of the 2016 year, beginning August 23, 2016.

Roll Call Vote: Fitzgerald, Foster, Honigfeld, James, Stocker, Vitiello, and Plenn – voting YES.

The President then declares Richard James elected to the Office of Vice-President.

- Update on the Board of Education Vacancy Applications

UNFINISHED BUSINESS – None

COMMUNICATIONS – None

CSA REPORT

CSA Report

- School Board Report of the 2015-2016 School Year

CSA RECOMMENDATIONS

Teachers Handbook 16-17

Motioned by Plenn, seconded by Foster, that the Merchantville Board of Education approve the Merchantville School Teachers' Handbook for the 2016-2017 school year.
Motion carried: 7-0

Science Curriculum grades

Motioned by Stocker, seconded by Fitzgerald, that the Board of Education approve the Science Curriculum (Grades 7 – 8), as completed by the assigned teachers during summer of 2016.
Motion carried: 7-0

7-8

Social Studies Curriculum K-8

Motioned by Stocker, seconded by Fitzgerald, that the Board of Education approve the Social Studies Curriculum (Grades K – 8), as completed by the assigned teacher, during summer of 2016.
Motion carried: 7-0

Substitute Teacher and Nurse 16-17

Motioned by Vitiello, seconded by James, that the Board of Education approve the Substitute teacher and Nurse list as presented for the 2016-2017 school year.
(attachment)
Motion carried: 7-0

Rates for Substitutes

Motioned by Vitiello, seconded by James, that the Board of Education establish the following rates for payments to substitutes:

$45.00 - for working 4 or less hours per day

and

$85.00 – for working more than 4 hours per day

Motion carried: 7-0

9-10 Haddon Heights and 11-12 Pennsauken High School

Motioned by Fitzgerald, seconded by Foster, that the Board of Education formally approve the procedure of sending all 9th and 10th grade Merchantville residents to Haddon Heights High School,and that all existing, and new 11th and 12th grade students to attend Pennsauken High School for the 2016-2017 school year.
Motion carried: 7-0

Greg Gontowski – Business Administrator And Qualified Purchasing Agent

William Thompson consulting Business Administrator and Loretta Mansolino as the consulting Board Secretary thru 9/30/16

Motioned by Foster, and seconded by Fitzgerald, that the Board of Education approve to make the following changes to administrative personnel:

To appoint:	Mr. Gregory Gontowski, as the Merchantville Board of Education's Business Administrator, Board Secretary and Qualified Purchasing Agent effective, Wednesday, August 24, 2016
Furthermore, to appoint:	Mr. William H. Thompson, as the consulting Business Administrator And, Ms. Loretta Mansolino, as the consulting Board Secretary through September 30, 2016.

Motion carried: 7-0

Account Signatories

Motioned by James, seconded by Foster, that the Board of Education approve changes to signatories on district's Financial Accounts and approve the following Account 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 (Transfers only)
	#4392	Student Activities	School Secretary CSA (1 signature required)

Motion carried: 7-0

Michelle Fiordaliso – Maternity leave 9/1/16-1/31/17

Motioned by Plenn, seconded by Vitiello, that the Merchantville Board of Education approve to hire Mrs. Michelle Fiordaliso for a maternity leave, part-time Pre-Kindergarten position, starting September 1, 2016 until January 31, 2017, at BA Step 5 on the MEA Agreement Salary Guide listed at $58,923 (pro-rated for the appropriate FTE of 50.7%. This appointment does not include benefits and does not accrue tenure.

Roll Call Vote: Voting Yes: Fitgerald, Foster, Honigfeld, James, Stocker, Vitiello, and Plenn
Motion carried

Kathleen Stone – School Secretary 9/1/16

Motioned by Plenn, seconded by Vitiello, that the Merchantville Board of Education approve to hire Ms. Kathleen Stone for the position of School Secretary – Main Office, starting September 1, 2016 (pending release from her current district, but no later than October 1, 2016), at Step1 on the MEA Agreement salary guide, listed at $42,328. This is a full time position, and includes benefits.

Roll Call Vote: Voting Yes: Fitgerald, Foster, Honigfeld, James, Stocker, Vitiello, and Plenn
Motion carried

Tracy Thomas – Non-Instructional Aid 9/1/16

Motioned by Plenn, seconded by Vitiello, that the Merchantville Board of Education approve to hire Ms. Tracy Thomas for the position of Non-Instructional Aide, starting September 1, 2016, at Step 1 of the MEA Agreement with an hourly rate at $14.35 per hour. This is a part time position, 25 hours per week, and does not include benefits.

Roll Call Vote: Voting Yes: Fitgerald, Foster, Honigfeld, James, Stocker, Vitiello, and Plenn
Motion carried

Luke James – Part Time Night Custodian

Motioned by Plenn, seconded by Vitiello, that the Merchantville Board of Education approve to hire Mr. Luke James, for the position of part-time, night custodian, working 29.5 hours per week, at $14.00 per hour, starting date of September 1, 2016, pending receipt of all mandated paperwork.

Roll Call Vote: Voting Yes: Fitgerald, Foster, Honigfeld, James, Stocker, Vitiello, and Plenn
Motion carried

Business Office Recommendations

1. Approve Payments

Payments

Motioned by Stocker, seconded by Vitiello, 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 065 – Bond Work Payment	$62,003.62
P 1 – July Bill Run	$193,226.91
P2 – June 16, 2016 Payroll	$33,406.05
P3 – June 30, 2016 Payroll – Final	$35,136.43
P 4 – Manual Ck. –Mr. Furphy – bookshelves	$800.00
P 5 – August Bill Run	$358,568.19

Motion carried: 7-0

2. Approve Budget Appropriation Transfer

Transfers

Motioned by Stocker, seconded by Vitiello, that the board of education approve the following transfer of accounts for the months of June 2016 and July 2016, as listed and approved by the business administrator: A 136, A 138, and A 002. (Attachment)
Motion carried: 7-0

3. Contract

Contract

Motioned by Stocker, seconded by Vitiello, that the board of education approve the following contract for the 2016-2017 school year:

State ID No.	Vendor	Date	Fees	Notes
7651503085	Bancroft Neuro-health	ASAP	$850.00	Student Evaluation

Motion carried: 7-0

4. Approve Financial Reports – It is recommended that the board of education approve the following

Board Secretary Financial, Revenue and Treasurer's Reports

Financial and Treasurer's Reports

A. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 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 June 2016. The Treasurer's Report and Secretary's Report are in agreement for the month of June 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)

Greg Gontowski, Business Adm. Date

Motion carried: 7-0

5. Approve Salary and Education Step Correction – It is recommended that the board of education approve the business administrator's recommendation for the following education step and salary correction for the 2016-2017.

Salary and Education Step Correction – Shawn Waldron

Mr. Shawn Waldron	BA15 on a Step 15	$76,443.00

Motion carried: 7-0

RECOGNITION OF CITIZENS AND STAFF

- Mike McCloone – Asked about plans for more financial efficiency
  - Superintendent responded

No executive session held.

Adjourn Moved by Vitiello, seconded by Foster, that the board of education approve to adjourn this meeting.
Motion carried: 7-0 8:56 p.m.

Adjourn

Respectfully submitted,

Greg Gontowski