MERCHANTVILLE BOARD OF EDUCATION MINUTES

March 27, 2018

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. J. Scott Strong, CSA
Mr. Fitzgerald		Mr. Greg Gontowski, Business Administrator
Mrs. Geddes		
Mr. Honigfeld		
Mr. James		
Mr. Nussbaum		
Mrs. Perno		
Mrs. Stocker		
Mr. Vitiello		

NEW BUSINESS

- Recognizing the top fundraisers for the American Heart Association Jump Rope and Hoop for Hearts 2018: 1st Place – Nico Malone, 2nd Place – Lilly Weiler, 3rd Place, Owen Peakes, 4th Place (Tie) Gianna Malone & Calista Jervas, 5th Place – Gia Iannucci

OPEN PUBLIC COMMENT I

- Mark Iannucci 62 West Walnut Ave. Merchantville
  - Thanked board for allowing him to use the gymnasium for a Camden County basketball league.

- Summer Freeman 20 Springfield Ave. Merchantville
  - Thanks to teachers going all out especially without pay
  - Also asked about a student discipline

- Elizabeth Wright 534 Royal Ave. Camden
  - Asked about minutes

Approval February Minutes

APPROVAL OF THE MINUTES

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

- Regular Meeting – February 27, 2018
- Executive Session – February 27, 2018

MERCHANTVILLE BOARD OF EDUCATION MINUTES

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Unfinished Business

Approval of Minutes Motion carried: 9-0-0

UNFINISHED BUSINESS

- Budget Update for 18-19
- School Security Update

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement Committee
- Education Committee
- Finance: Planning and Utilization
- Personnel Committee
- Facilities Committee
- Promoting Positive Partnerships – March 14 Planning Meeting – Actual meeting April 11

CSA Report

COMMUNICATIONS – None

CSA REPORT

- February 2018 Monthly Report
- Feb Emergency Drills: March 16, 2018 (1:00) – Bomb Threat; March 19, 2018 (2:00) – Fire Drill
- Update on Board of Education Goals #2 & #3 for 2017-2018: Enhance communication and relationships with internal and external stakeholders.

CSA Recommendations

CSA RECOMMENDATIONS

Polices First Reading

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

1. That the Merchantville Board of Education approve the first reading of the following polices:
   a. Policy #1250 - Visitors
   b. Policy #2130 – Principal Evaluation
   c. Policy #2131 – Chief School Administrator
   d. Policy #4115 - Supervision
   e. Policy #4116 - Evaluation
   f. Policy #5131.1 – Harassment, Intimidation, and Bullying
   g. Policy #6145.1-6145.2 – Intramural Competition; Interscholastic Competition
   h. Policy#6171.3 – At Risk &Title 1: Improving the Academic Achievement and Parent and Family Engagement

Adjust 17-18 Calendar to 6/19/18

2. That the Merchantville Board of Education approve the adjusted 2017-2018 calendar which will have the school year on June 19, 2018

Items 1 and 2 Motion carried: 9-0-0

Motioned by Nussbaum, seconded by Adams that the Merchantville Board of Education approve Items 3 thru 7.

Shawn Waldron – Complete Social Studies Curriculum 5-8

3. That the Merchantville Board of Education approve Shawn Waldron to complete Social Studies Curriculum work for grades 5 – 8 in the Summer of 2018 up to 40 hours at $40 per hour.

Heather Wilson – Complete Social Studies Curriculum K-4

4. That the Merchantville Board of Education approve Heather Wilson to complete Social Studies Curriculum work for grades K - 4 in the Summer of 2018 up to 40 hours at $40 per hour.

Increases 17-18 School Year Retroactive

5. That the Merchantville Board of Education approve the increases for the 2017-2018 school year, retroactive:

Non-MEA Employees	2017-2018 Salary (*)	Full-Time Equiv.	Position
Anselmo, Chris	$39,549.00	1.00	Custodian – Night
Czarnick, Matthew	$38,488.00	1.00	Custodian - Day
DiMatteo, Rose	$54,998.00	1.00	Confidential Secretary
Leise, Jeanne	$78,809.00	1.00	Social Worker/Supervisor
Klaus, Kimberly	$92,253.00	1.00	LDTC/Supervisor
Spahr, Rachel	$68,658.00	1.00	Psychologist

Patrick O'Drian – Part Time Custodian

6. That the Merchantville Board of Education approve Partick O'Drian as a part time, custodian starting April 2, 2018 for up to 29.5 hours per week at a rate of $14 per hour.

Lee Smalls – Custodian Substitute

7. That the Merchantville Board of Education approve Lee Smalls be added to the custodian substitute list for the 2017-2018 school year at a rate of $13.00 per hour.

Roll Call Vote: Voting Yes: Adams, Fitzgerald, Geddes, James, Nussbaum, Perno, Stocker, Vitiello, and Honigfeld.

Motion carried 9-0-0

Motioned by Fitzgerald, seconded by Perno that the Merchantville Board of Education approve Items 8 and 9.

Filed Trips

8. That 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
Philadelphia Art Museum, Philadelphia,	4th Grade	50	2	4	May 2018	Class Trip

PA						
Kroc Center Camden, NJ	2nd Grade	45	2	0	May 2018	Learn to Swim
Rutgers Camden, NJ	Kindergarten	36	2	7	May 2018	Art-A-Facts
Shofuso House Philadelphia, PA	3rd Grade	48	2	4	May 2018	Art-A-Facts

Professional Development

9. **RECOMMEND** that 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	School Safety Specialist Training	Robbinsville, NJ	June 25 – 28, 2018	$0
Cheryl Rettinger	Ready for the Real World at School, in health and in life	Mt. Laurel, NJ	March 27, 2018	$45

Use of Facilities

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Merchantville PTA	8th Grade Car Was	8:00 am – 1:00 pm	Sat, April 28, 2018	Parking Lot
Merchantville Little League	MLL Spring Season	Weekdays 4:30 pm – 9:00 pm Weekends 9:00 am – 5:00 pm	March 5, 2018 – June 30 , 2018	Athletic Fields & Concession Stad
Merchantville PTA	8th Grade Meeting	7:00 – 8:00 pm	Mon, Jan 29, 2018 & Feb 26, 2018	Room 105

Roll Call Vote: Voting Yes: Adams, Fitzgerald, Geddes, James, Nussbaum, Perno, Stocker, Vitiello, and Honigfeld.

Motion carried 9-0-0

Business Office Recommendations

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

Financial and Transfers Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of February 2018 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month February 2018 **(Attachment B1).**

C. Financial Reports

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2018. 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)**

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2018. The Treasurer's Report and Secretary's report are in agreement for the month of February 2018. **(Attachment C2)**

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.

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 2018 payroll **(Attachment D1)**
- March 2018 warrants **(Attachment D2)**

Roll Call Vote: Voting Yes: Adams, Fitzgerald, Geddes, Nussbaum, Perno, Stocker, Vitiello, Honigfeld and **James Abstained

Motion carried 8-0-1

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

ACES-Natural Gas

E. ACES – Natural Gas
To approve the attached resolution 2018-3-1 approving participation for natural gas services through the Alliance for Competitive Energy Services (ACES) **(Attachment E1)**.

ACES-Electricity

F. ACES – Electricity
To approve the attached resolution 2018-3-2 approving participation for electric generation services through the Alliance for Competitive Energy Services (ACES) **(Attachment F1)**.

Just Kids

G. Just Kids
To approve contract with Archway Program to run Just Kids for the 2018-2019 school year.

Shared Services Agreement Woodlynne Business Office

H. Shared Services Agreement – Business Office
To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $127,500.00 per attached contract for the 2018-2019 school year **(Attachment H1)**.

Pennsauken – Tuition Student #242893961

I. Tuition Contract - Pennsauken
To approve tuition contract with Pennsauken Board of Education for student #2424893961 in the amount of $20,339.00 for the 2017-2018 school year and an additional charge of transportation in the amount of $5.56 per day.

Pennsauken - Tuition Contract Student #202742886

J. Tuition Contract - Pennsauken
To approve tuition contract with Pennsauken Board of Education for student #202742886 in the amount of $18,959.00 for the 2017-2018 school year and an additional charge of transportation in the amount of $5.56 per day.

Roll Call Vote: Voting Yes: Adams, Fitzgerald, Geddes, James, Nussbaum, Perno, Stocker, Vitiello, and Honigfeld.

Motion carried 9-0-0

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

2018-2019 Budget and Resolution

K. 2018-2019 Budget and Resolution
It is recommended that the Merchantville Board of Education approve 2018-2019 School Yea Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2018-2019 School Budget,

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

BE IT RESOLVED to approve the 2018-2019 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
General Fund	$9,411,416.00	$5,877,179.00
Special Revenue Fund	$535,773.00	
Debt Service Fund	$168,750.00	$128,775.00
Total Base Budget	$10,115,939.00	$6,005,954.00

BE IT FURTHER RESOLVED to use banked cap in the amount of $147,203.00. 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.

BE IT FURTHER RESOLVED that the Merchantville Board of Education includes in the budget the adjustment for increased costs of health benefits in the amount of $77,000.00 and the enrollment adjustment in the amount of $288,428.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

Travel Budget

L. 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 Boarc members will incur travel expenses related to and within the scope of their curren responsibilities and for travel that promotes the delivery of instruction or furthers the efficien operation of the school district; and

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

WHEREAS, a Board of Education may establish, for regular district business travel only, ar annual school year threshold of $150 per staff member where prior Board approval shall no be required unless this annual threshold for a staff member is exceeded in a given school yea (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 ir compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted or 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: Voting Yes: Adams, Fitzgerald, Geddes, James, Nussbaum, Perno, Stocker, Vitiello, and Honigfeld.

Motion carried 9-0-0

OPEN PUBLIC COMMENT II

- Mike McGloone
  - Asked some budget questions and Miscellaneous

Executive Session

Motion to recess into Executive Session at 8:55 PM by James, second by Perno.
Motion carried 9-0 -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 tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

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 10:03 P.M. and return to regular session by Fitzgerald, second by Nussbaum. Motion carried: 9-0-0

STATEMENT OF BOARD OF EDUCATION ACTIONS:

During Executive Session on 3/27/2018, the Merchantville Board of Education finalized and committed to the following course of action in response to questions and concerns about school safety and security that were raised by the community at a prior BOE meeting (2/27/2018):

1. Revision of Board policies to provide clearer direction on the plans, procedures and mechanisms associated with threat assessment and articulation with law enforcement / public safety entities when there is potential impact upon students, school safety and/or school facilities.
2. Chief School Administrator completion /certification in NJ state approved enhanced and updated school safety training.
3. Routine training / retraining in threat identification, responses and reporting responsibilities for administrators, teachers and school support staff. Accountability at all levels with corrective actions taken as appropriate.
4. Review and realignment of revised policies, practices and trainings with the Merchantville School Safety and Security Plan.

This will occur in tandem with our Promoting Positive Partnerships initiative, which was announced earlier and is focused on improving peer-to-peer student interactions, empowering students and developing their conflict resolution skills, providing resources and information to families, and enhancing diversity awareness and sensitivity at all levels throughout the school.

Adjourn

Adjourn Moved by James, seconded by Nussbaum, that the board of education approve to adjourn this meeting at 10:05 p.m.

Motion carried 9-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

March 27, 2018

Moved by Richard James and seconded by Jennifer Perno to adjourn, into Executive Session, from which the general public is excluded, any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

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 8:55 PM

Members Present: Ms. Adams, Mr. Fitzgerald, Mrs. Geddes, Mr. James, Mr. Nussbaum, Mrs. Perno, Mrs. Stocker, Mr. Vitiello and Mr. Honigfeld

Members Absent:

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

Topic: Discussion took place regarding school security.

Return to Open Session – Moved by Sean Fitzgerald, and seconded by Craig Nussbaum that the board of education approve to return to open session at 10:03 p.m.

Motion carried: 9-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary