MERCHANTVILLE BOARD OF EDUCATION MINUTES

January 23, 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
Mr. Fitzgerald	Ms. Adams	Mr. J. Scott Strong, CSA
Mrs. Geddes	Mrs. Stocker	Mr. Greg Gontowski, Business Administrator
Mr. Honigfeld		
Mr. James		
Mr. Nussbaum		
Mrs. Perno		
Mr. Vitiello		

OPEN PUBLIC COMMENT I - None

APPROVAL OF THE MINUTES

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

Approval of Minutes

- Regular Meeting – January 3, 2018
- Executive Session – January 3, 2018

Approval of Minutes Motion carried: 7-0-0

NEW BUSINESS - None

Committee Formation

Committee Formations

Motioned by Vitiello, seconded by Perno that the Merchantville Board of Education approve Committee Formations.

- Approve the following committees be formed for 2018 year by the Merchantville Board of Education: Policy and Community Engagement Committee, Education Committee, Finance: Planning and Utilization, Personnel Committee, Facilities Committee.

Roll Call Vote: Voting Yes: Fitzgerald, Geddes, Honigfeld, James, Nussbaum, Perno, and Vitiello, Motion carried 7-0-0

- Update from the Education Committee from Dec 19 – Mrs. Stocker

- Merchantville School was awarded Safety Elite Award & Outstanding Performance of Claims Management for 2016-2017. This award comes with a plaque and $3500 to continue our safety endeavors.

- Governance Training and Financial Disclosure Forms.

UNFINISHED BUSINESS - None

COMMUNICATIONS – None

Executive Session

Motion to recess into Executive Session at 7:41 PM by James, second by Nussbaum. 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 9:00 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 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

Action will be taken

Motion to exit Executive Session at 9:07 P.M. and return to regular session by Fitzgerald, second by Perno. Motion carried: 7-0-0

CSA Report

CSA REPORT

- December 2017 Monthly Report
- December Emergency Drills: Dec 4, 2017 (2:30) – Fire Drill; Dec 18, 2017 (8:40) - Lockdown
- Update on Board of Education Goal #1 for 2017-2018: Improve student achievement at all grade levels for all students and decrease achievement gaps where they exist.

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Fitzgerald, seconded by James that the Merchantville Board of Education approve Items 1 thru 7.

Scott Strong-School Safety Specialist 17-18

1. The Merchantville Board of Education appoint J. Scott Strong as the School Safety Specialist for the remainder of the 2017-2018 school year.

With Regret Accept Resignation of Alicia Papa 1/31/18

2. The Merchantville Board of Education approve the resignation of Alicia Papa from the position of Renaissance co-coordinator as of Jan 31, 2018. (Half year stipend)

Nicole Marks-Revised Start Date 1/11/18

3. The Merchantville Board of Education approve a revised start date for Nicole Marks to be January 11, 2018. (Moved from Jan 1, 2018 – originally approved on Nov 28, 2018)

Susanne Masso – Volunteer 17-18

4. The Merchantville Board of Education approve Susanne Masso as a volunteer in Merchantville School for the 2017-2018 school year.

Vicoria Sheffer-Field Experience 1/8/18-1/19/18

5. The Merchantville Board of Education approve the placement of Victoria Sheffer for a Field Experience in Merchantville School from Jan 8, 2018 to Jan 19, 2018.

Brigida Gentile-Substitute 17-18

6. The Merchantville Board of Education approve the placement of Brigida Gentile on the Substitute list for the 2017-2018 school year pending the completion of paperwork.

Lisa Casey-Rescinding the Assistant Musical Director 17-18

7. The Merchantville Board of Education approve rescinding the Assistant Musical Director position from Lisa Casey for the 2017-2018 school year.

Items 1 thru 7 Motion carried: 7-0-0

Motioned by Geddes, seconded by Nussbaum that the Merchantville Board of Education approve Items 8 thru 12.

Michael Dailey – Co-Coordinator of Renaissance 17-18

8. The Merchantville Board of Education approve Michael Dailey as the co-coordinator of the Renaissance program starting Feb 1, 2018 and continuing for the remainder of the 2017-2018 school year. (16-17 stipend was $751.50 prorated for half year)

Amy Diaz-Trumpler – Non-Instructional Aide 17-18

9. The Merchantville Board of Education approve Amy Diaz-Trumpler as a non-instructional aide starting on January 24, 2018 at Step 1 – (16-17 hourly rate $14.35 per hour) for 5 hours a day.

Tracy Thomas – Special Education Teacher Long Term Substitute 17-18

10. The Merchantville Board of Education approve Tracy Thomas as a Special Education teacher long term substitute starting February 1, 2018 until June 30, 2018 at BA Step 1. (16-17 Salary $54,923 – prorated for 50% of the year)

Terry Irving-Turner-Assistant Musical Director 17-18

11. The Merchantville Board of Education approve Terry Irving-Turner as the Assistant Musical Director for the 2017-2018 school year. (16-17 stipend $752)

Vanessa Van Sciver – Assistant Music Director 17-18

12. The Merchantville Board of Education approve Vanessa Van Sciver as the Assistant Music Director for the 2017-2018 school year. (New Stipend of $1000)

Roll Call Vote: Voting Yes: Fitzgerald, Geddes, Honigfeld, James, Nussbaum, Perno, and Vitiello, Motion carried 7-0-0

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

Field Trips

13. 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:

Roll Call Vote: Voting Yes: Fitzgerald, Geddes, Honigfeld, James, Nussbaum, Perno, and Vitiello, Motion carried 7-0-0

Place	Grade / Students	# Students	# Teachers	# Outside Chaperones	Month	Other Info
Constitution Center – Philadelphia, PA	5th	46	2	8	May	

Use of Facilities

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Naturalist Club	Fundraiser Ham Dinner	4:00 pm – 8:00 pm	Fri, Jan 26, 2018 (Make-up Date – Fri, Feb 2, 2018)	Cafeteria

Business Office Recommendations

Motioned by Perno, seconded by Fitzgerald 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 December 2017 **(Attachment A1 and A2).**

B. Transfer of Funds

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

- December 2017 payroll **(Attachment D1)**
- January 2018 warrants **(Attachment D2)**

Roll Call Vote: Voting Yes: Fitzgerald, Geddes, Honigfeld, James, Nussbaum, Perno, and Vitiello, Motion carried 7-0-0

Motioned by Nussbaum, seconded by Perno that the Merchantville Board of Education approve Items E and F.

Salaries Charged to Grants

E. Salaries Charged to Grants

To approve the attached list of salaries charged to grant funds for the 2017-2018 school year **(Attachment E1).**

Purchasing Manual

F. Purchasing Manual

To approve updates to the Merchantville Board of Education Purchasing Manual **(Attachment F1).**

Roll Call Vote: Voting Yes: Fitzgerald, Geddes, Honigfeld, James, Nussbaum, Perno, and Vitiello, Motion carried 7-0-0

OPEN PUBLIC COMMENT II - None

Adjourn

Adjourn Moved by Perno, seconded by Fitzgerald, that the board of education approve to adjourn this meeting at 9:27 p.m.

Motion carried 7-0-0

Respectfully submitted,

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Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

January 23, 2018

Moved by Richard James and seconded by Craig Nussbaum to adjourn, into Executive Session, from which the general public is excluded, any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. 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 7:41 PM

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

Members Absent: Ms. Adams and Mrs. Stocker

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

Topic: Discussion took place regarding HIB case #1 (17-18) and appeal to Board of Education by parent.

Return to Open Session – Moved by Sean Fitzgerald, and seconded by Jennifer Perno that the board of education approve to return to open session at 9:07 p.m.

Motion carried: 7-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary