MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 22, 2018

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

OPEN PUBLIC COMMENT I

Caroline Waters 52 West Cedar Ave. Merchantville

- Expressed concern that teachers diversity does not reflect students diversity.

APPROVAL OF THE MINUTES

Approval April Minutes

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

- Regular Meeting – April 24, 2018

Approval of Minutes Motion carried: 5-0-1 **Mrs. Perno Abstained

New Business

NEW BUSINESS

- Accepting the resignation of Board member Sean Fitzgerald

Motioned by James, seconded by Nussbaum the Merchantville Board of Education approve resignation of Board member Sean Fitzgerald.

Approval of Resignation Motion carried: 6-0-0

- Board of Education Self Evaluation
- Goal Setting for 2018-2019 Process
- Summer Hours June 25 – August 30: Monday – Thursday 8:00 – 4:00

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 22, 2018

Unfinished Business

UNFINISHED BUSINESS

- Update on the CSA Evaluation Procedure 17-18

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement Committee – May 15 Meeting
- Education Committee – April 24 Meeting – Updated at last meeting
- Finance: Planning and Utilization - May 15 Meeting
- Personnel Committee
- Facilities Committee
- Promoting Positive Partnerships

Communication

COMMUNICATIONS - None

CSA Report

CSA REPORT

- April 2018 Monthly Report
- April Emergency Drills: April 18, 2018 (10:45) – Fire Drill; April 26, 2018 (1:00) – Evacuation Drill

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by James, seconded by Perno that the Merchantville Board of Education approve Items 1 thru 6.

Student Discipline and Conduct Code

1. The Merchantville Board of Education approve the Discipline Code of Conduct and Student Dress Code for the 2018-2019 School Year.

Lindenwold School – Title III 2018-2019

2. The Board of Education continue the consortium with Lindenwold School District acting as the lead applicant in order to receive Title III allocations for the 2018-2019 school year.

Tuition Rates for Pre-K and K 22018-2019

3 The Board of Education set the following tuition rates for the 2018-2019 school year:

Pre-Kindergarten (Half-Day Program)	$3400
Kindergarten (Full Day Program)	$6000

Terms of Service for non-MEA 2018-2019

4. The Board of Education approve the Terms of Service from July 1, 2018 – June 30, 2019 for non-Merchantville Education Association members.

First Reading Policy 1330, 5145.12 and 6114

5. The Board of Education approve the first reading of the following policies:

- Policy #1330 – Use of Facility
- Policy #5145.12 – Search and Seizure
- Policy #6114 – Emergency and Disaster Preparedness

Courses to be added to Curriculum 7th and 8th Grade

6. The Board of Education approve the following courses to be added to the curriculum for the 7th and 8th grade electives: Fashion Illustration, MythBusters, Scientific Art, Page to Screen, Forensic Science, Art Matters.

   Previously approved courses: Student Study Skills, Coding I, Fitness Team Building, Community Citizenship, Film Appreciation, Health and Wellness, Lego Robotics, Genealogy, Coding II, Video Production, History vs. Hollywood.

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

Motion carried: 6-0-0

Motioned by Perno, seconded by Nussbaum that the Merchantville Board of Education approve Items 7 thru 14.

Stacy McAnnaney Family Medical Leave until 6/17/18

7. The Board of Education approve the Family Medical Leave Act updated for Stacy McAnnaney until June 17, 2018.

2018 Summer Music Program

8. The Board of Education approve the 2018 Summer Music Program to run Monday, August 20 – Thursday, August 30 (Monday – Thursday) from 9:00 am – 12:00 pm.

   Furthermore, to approve Mrs. Vanessa Van Sciver to facilitate this program. The timeframe is for two weeks (3 hours a day for 8 days) at a rate of $40 per hour.

With Regret Accept Resignation of Stacy McAnnaney 6/30/18

9. The Board of Education accept the resignation of Stacy McAnnaney from the Spanish teacher position effective June 30, 2018.

Sindy Bonilla Spanish Teacher 18-19

10. The Board of Education approve Sindy Bonilla as a Spanish Teacher for the 2018-2019 school year starting September 1, 2018 at MA Step 1 ($64,775).

Summer Enhancement Program 6/25/18 thru 7/25/18

11. The Board of Education approve the Summer Enhancement Program to run Monday, June 25 – Thursday, July 25 from 1:00 pm – 3:00 pm. (Two days a week of ELA instruction and two days a week of Math instruction). The program will have three classes per day.

    Furthermore, to approve Mrs. Pat Fields, Mrs. Melody Harper-Ransom, Mrs. Samantha Gudowski, Mrs. Alicia Lord, Mrs. Rebecca Goff, and Ms. Lindsay Brooks as the instructors for 4 hours a week. In addition the following teachers may serve as substitutes for each other as needed.

Co-Curricular Advisors and Coaching Positions 2018-2019

12. The Board of Education approve the following co-curricular, advisors and coaching positions for the 2018-2019 school year:

Coach, Field Hockey	Ms. Rebecca Goff	($2048)
Coach, Spring Track	Mr. Michael Dailey	($2384)
Advisor, National Junior Honors Society	Mrs.Sherry Iannucci & Mrs. Margaret Hood	($781.50 each)
Advisor, Student Council	Mr. Reginald Shearer & Ms. Jamie Bertini	($781.50 each)
Advisor, Yearbook	Ms. Yuliya Tsypenyuk	($1563)

Advisor, Band	Mrs. Vanessa Van Sciver	($1563)
Advisor, Choir	Mrs. Vanessa Van Sciver	($1563)
Advisor, Musical Director	Mrs. Vanessa Van Sciver	($1563)
Advisor, Garden Club	Mrs. Gerardina Turan	($1563)
Advisor, Naturalist Club	Mrs. Vanessa Van Sciver	($1563)
Advisor, Stage Crew	Mr. Shawn Waldron	($1563)
Advisor, Assistant Music Director	Mrs. Terry Turner	($1020)
Advisor, Assistant Musical Director	Mrs. Terri Sheffer	($751)
Advisor, Art Club	Ms. Karen Baker	($1563)
Advisor, Running Club	Mr. Michael Dailey	($1563)
Coordinator, Renaissance Program	Mrs. Jeanne Leise & Mr. Michael Dailey	($781.50 each)
Coordinator, Athletic Director	Mr. Michael Dailey	($2706)
Coordinator, Safety Patrol	Mr. Shawn Waldron	($2706)

Jerry Bennett – Telephone Reimbursement 2018-2019

13. The Board of Education approve telephone reimbursement to Jerry Bennett in the amount of $600.00 for the 2018-2019 school year.

Jerry Bennett Supervisor of Custodian Stipend 2018-2019

14. The Board of Education approve a Supervisor of Custodian stipend in the amount of $6,000.00 to Jerry Bennett for the 2018-2019 school year.

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

Motion carried: 6-0-0

Motioned by Nussbaum, seconded by James that the Merchantville Board of Education approve Items 15 and 16.

Field Trips

15. 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
Tinicum County Park – Erwinna, PA	Naturalist Club Trip	40	3	5	June 2018	Club Trip

Professional Development

16. The 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
Caren Batterman, Pat Fields, Terri Sheffer, Debra Huber, Rebecca Goff, Reginald Shearer, Margaret Hood and Geradina Turan	Haddon Heights / Lawnside / Barrington / Merchantville ELA curriculum consortium	Barrington , NJ	June 4, 5, 6 and 7 (One day for each person)	$0

Jeanne Leise	Hot Issues in Special Education Law	Monroe Township, NJ	June 6	$0
J Scott Strong	Curriculum Consortium	Haddon Heights, NJ	June 11	$0
J Scott Strong	RealTime Implementation 2018-2019	Mt. Laurel, NJ	May 31, 2018	$0
Yuliya Tsypenyuk & J. Scott Strong	LinkIt! Principal and Teacher Data Leadership Academies	Camden County Community College – Blackwood, NJ	June 6, 2018	$150 each

Use of Facilities

Informational - Use of Facilities

Group	Event	Times	Dates	Facility

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

Motion carried: 6-0-0

Business Office Recommendations

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

Financial and Transfers Reports

A. Monthly Reports

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

B. Transfer of Funds

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

C. Financial Reports

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 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 April 2018. The Treasurer's Report and Secretary's report are in agreement for the month of April 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:

- April 2018 payroll **(Attachment D1)**
- May 2018 warrants **(Attachment D2)**

Bayada Non Fair and Open 18-19

E. Non Fair and Open - Bayada
To award a non fair and open contract to Bayada Home Health Care, Inc. in the amount of $55.00 per hour for nursing services relating to student #5544298495 for the 2018-2019 school year.

Decker's Non Fair and Open 18-19

F. Non Fair and Open – Decker's
To award non fair and open contract to Decker's, Inc. for the 2018-2019 school year for annual lawn services in an amount to exceed $17,500.00

J&G Non Fair and Open 18-19

G. Non Fair and Open – J&G
To award non fair and open contract to J&G Industrial Supply for the 2018-2019 school year for custodial supplies in an amount to exceed $17,500.00

CM3 Non Fair and Open 18-19

H. Non Fair and Open – CM3
To award non fair and open contract to CM3 for the 2018-2019 school year for security cameras in the amount of $34,827.88.

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

Motion carried: 6-0-0

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

Preschool Education Aid 2018-2019

I. 2018-2019 Preschool Education Aid
It is recommended that the Board of Education approve the receipt of $42,388.00 in Preschool Education Aid for the 2018-2019 school year.

Extraordinary Aid 2017-2018

J. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2017-2018 school year.

Resolution to Appoint Professional Services 2018-2019

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 2018-2019 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
St. Clair CPA's	School Auditor	$23,000.00
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	

Tabled

Tabled

Lammey & Giorgio	Architect of Record	$180.00/hour
Remington & Vernick	Engineer	$180.00/hour

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.

Health Care Providers 2018-2019

L. Health Care Providers – To approve the following health care providers for the 2018-2019 school year:

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

Audit Peer Review 2017-2018 and St. Clair CPS's 2018-2019

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 2018-2019 school year for completion of the 2017-2018 audit.

Greg Gontowski – Board Secretary 2018-2019

N. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2018-2019 school year.

Greg Gontowski – Business Administrator 2018-2019

O. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2018-2019 school year.

Sodexo – Food Service Management 2018-2019

P. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2018-2019 school year:

Be it resolved that the Merchantville Board of Education Approves:

Surplus Guarantee
Sodexo guarantees that District shall breakeven for the 2018-2019 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 2018-2019 contract year.

Meal Prices – 2018-2019

Q. **Meal Prices** – To approve the following food service meal prices for the 2018-2019 school year:

Paid Lunch	$2.90 (Increased from $2.85 in 2017-2018)
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 MerchantvilleSchool 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 1st 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

Appointments for 2018-2019

Y. **District Appointments and Assignments** - It is recommended that the Board of Education approve the following appointments and assignments for 2018-2019:

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
Substance Abuse Coordinator – Social Worker
Integrated Pest Management Coordinator – Maintenance Supervisor
Homeless Liaison – Social Worker
Public Agency Compliance Officer – Business Administrator
School Safety Specialist - CSA
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 2018-2019 chart of accounts.

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

Motion carried: 6-0-0

Business Office Addendum

Motioned by Geddes, seconded by Vitiello that the Merchantville Board of Education approve Addendum Items A thru C.

CCESC- IDEA Nonpublic 17-18

A. CCESC – IDEA - Nonpublic
To approve amended contract with Camden County Educational Services Commission to provide IDEA services to St. Pete's in the amount of $63,648.00 for the 2017-2018 school year.

GCSSSD Tuition Contract Student #2810241029 2017-2018

B. Tuition Contract - GCSSSD
To approve tuition contract with Gloucester County Special Services School District for student #2810241029 in the amount of $41,400.00 for the 2017-2018 school year.

GCSSSD Tuition Contract Student #8308357352 2017-2018

C. Tuition Contract - GCSSSD
To approve tuition contract with Gloucester County Special Services School District for student #8308357352 in the amount of $39,600.00 for the 2017-2018 school year.

Roll Call Vote: Voting Yes: Geddes, James, **Nussbaum, Perno, Vitiello, and Honigfeld.

Motion carried: 5-0-1 **Nussbaum Abstained

OPEN PUBLIC COMMENT II

- Mike McGloone
  - Confirmed letter of interest to be due June 19th

Executive Session

Motion to recess into Executive Session at 9:25 PM by James, second by Nussbaum.
Motion carried 6-0 -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 10:45 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 CSA Evaluations) ;

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 10:54 P.M. and return to regular session by Nussbaum, second by Perno. Motion carried: 6-0-0

Adjourn

Adjourn Moved by James, seconded by Vitiello, that the board of education approve to adjourn this meeting at 10:54 p.m.

Motion carried 6-0-0

Respectfully submitted,

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Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 22, 2018

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

May 22, 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 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 CSA Evaluations) ;

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 9:25 PM

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

Members Absent: Ms. Adams, Mr. Fitzgerald and Mrs. Stocker

Topic: CSA Evaluations

Return to Open Session – Moved by Craig Nussbaum, and seconded by Jennifer Perno that the board of education approve to return to open session at 10:54 p.m.

Motion carried: 6-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary