MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 24, 2018

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:32 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	Mrs. Perno	Mr. J. Scott Strong, CSA
Mr. Fitzgerald		Mr. Greg Gontowski, Business Administrator
Mrs. Geddes		
Mr. Honigfeld		
Mr. James		
Mr. Nussbaum		
Mrs. Stocker		
Mr. Vitiello		

OPEN PUBLIC COMMENT I

- Marvin Gaskill – 102 E. Chestnut Ave. Merchantville
  - Asked BOE to consider the school's budget's impact on the community as a whole.

APPROVAL OF THE MINUTES

Approval March Minutes

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

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

Approval of Minutes Motion carried: 8-0-0

New Business

NEW BUSINESS

- RFQ Update
- Haddon Heights Diversity Committee Update
- NJSBA Presentation on CSA Evaluation Process
- Public Presentation of the 2018-2019 Budget

Unfinished Business

UNFINISHED BUSINESS - None

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement Committee
- Education Committee – April 24 Meeting
- Finance: Planning and Utilization

- Personnel Committee – April 16 Meeting
- Facilities Committee
- Promoting Positive Partnerships – April 11 Meeting

Communication

COMMUNICATIONS

- Invitation to Haddon Heights Academic Awards evening – May 23 at 7:30

CSA Report

CSA REPORT

- March 2018 Monthly Report
- March Emergency Drills: March 16, 2018 (1:00) – Bomb Threat; March 19, 2018 (2:00) – Fire Drill

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by James, seconded by Adams that the Merchantville Board of Education approve Items 1 thru 3.

Polices Second Reading

1. The Merchantville Board of Education approve the second reading and adoption 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

Camden County Elementary League Resolution Membership 18-19

2. The Merchantville Board of Education approve Camden County Elementary League Membership Resolution for the 2018-2019 school year.

Stephanie DeVito – Elementary and Special Ed. Placement Fall 2018

3. The Merchantville Board of Education approve the student teaching placement of Stephanie DeVitc for Elementary and Special Education placement in the Fall 2018 semester.

Motion carried: 8-0-0

Motioned by Vitielo seconded by Nussbaum that the Merchantville Board of Education approve Items 4 thru 11.

Lindsay Brooks and Dina Turna – Homebound – Student #10060

4. The Merchantville Board of Education approve Lindsay Brooks and Dina Turan to provide homebound instruction for student ID #10060 for a total up to 10 hours a week starting April 23, 2018 at a rate of $40 per hour.

Nancy Talarico – Hombound – Student #10820

5. The Merchantville Board of Education approve Nancy Talarico to provide homebound instruction for student ID #10820 for a total up to 5 hours a week starting April 16, 2018 at a rate of $40 per hour.

With Regret Accept Retirement of Ellen Franolich 6/30/18

6. The Merchantville Board of Education approve, with regret, the retirement of Ellen Franolich effective at the end of this contract – June 30, 2018.

With Regret Accept Resignation of Sandra Taylor 6/30/18

7. The Merchantville Board of Education approve, with regret, the resignation of Sandra Taylor effective at the end of this contract – June 30, 2018.

ESY Program Summer 2018

8. The Board of Education approve the recommendation of the Chief School Administrator to continue with the Early Childhood Extended School Year (ESY) Program for summer 2018. This program will continue the special services as mandated by Individual Education Programs (IEPs).

July 9th through August 9rd - 20 days
Monday through Thursday each week
9:00 a.m. to 11:30 a.m.

Furthermore, to approve the following personnel associated with the Preschool Extended School Year Program:

Employee	Job Description	Rate of Pay	Number of Hours	Number of Days
Caren J. Batterman	Teacher	$40.00 per hour	3.25 hours per day	20 Days
Denise Grasso	Aide	$16.00 per hour	3.25 hours per day	18 Days
Alicia Lord	Substitute Teacher / Aide	$40 / $16 per hour	As needed	As needed

Speech Service – Jamie Betini Speech Teacher

9. The Board of Education approve to provide speech service over the summer for students with Individual Education Plan needs. The services will be provided by Ms. Jamie Bertini, the district's speech teacher, for a period not to exceed 40 hours, as the contractual agreement rate of $ 40 per hour.

S. Gudowski and H. Wilson – Develop Summer Reading Program 2018

10. The Board of Education approve the stipend to be shared equally with Samantha Gudowski and Heather Wilson to develop a Summer Reading Program for 2018. The stipend is $500. ($250 each)

Stacy McAnnaney – Family Medical Leave

11. The Board of Education approve the Family Medical Leave Act for Stacy McAnnaney starting April 9, 2018.

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

Motion carried 8-0-0

Motioned by Stocker, seconded by Fitzgerald that the Merchantville Board of Education approve Items 12 and 13.

Field Trips

12. 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
Please Touch Museum, Philadelphia, PA	Pre-K	16	3	6	June 2018	Class Trip
Funplex & Maple Hill Restaurant Mt. Laurel, NJ	Student Government	18	3	0	June 2018	Activity Trip
Statue of Liberty and Ellis Island New York, NY	6th Grade	44	3	6	June 2018	Class Trip
Penn Museum Philadelphia, PA	6th Grade	44	2	6	May 2018	Art-A-Facts
Fulper Farm Lambertville, NJ	Kindergarten	36	2	7	June 2018	Class Trip
Clementon Park Clementon, NJ	Gr 3 – 8	175	4	30	June 2018	Service Trip
Eastern State Penitentiary Philadelphia, PA	Gr 8	43	3	4	June 2018	Art-A-Facts

Professional Development

13. 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	Using Data in School Leadership	Monroe Township, NJ	April 17, 2018	$149
Terri Sheffer	Decrease Attention-Getting and Tantrum Behaviors: Practical Solutions	Cherry Hill, NJ	May 11, 2018	$259

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

Motion carried 8-0-0

Motioned by Geddes, seconded by Adams that the Merchantville Board of Education approve Item 14.

Employee Renewal 18-19

14. The Board of Education approve the employee renewal list for the 2018-2019 school year.

MEA Employees	**2018-2019**	**Educ.**	**2018-2019**	**Full-Time**	**NOTES**
Teachers and Nurse	**Salary**	**Credits**	**Step**	**Equiv.**	
Baker	63,005.00	BA	7	100.00%	Non Tenured
Batterman	99,024.00	MA	18	100.00%	
Bertini	68,775.00	MA	5	100.00%	*Non Tenured*
Brill	94,045.00	MA	17	100.00%	
Brooks	69,775.00	MA	6	100.00%	*Non Tenured*
Dailey	62,005.00	BA	6	100.00%	
Fields	79,885.00	BA	18	100.00%	
Gandy	79,885.00	BA	18	100.00%	
Gudowski	63,005.00	BA	7	100.00%	*Non Tenured*
Goff	60,225.00	BA+15	2	100.00%	*Non Tenured*
Hellman	99,024.00	MA	18	100.00%	
Hood	62,005.00	BA	6	100.00%	
Huber	80,175.00	MA	13	100.00%	
Iannucci	73,775.00	MA	9	100.00%	*Tenured 9/1/18*
Korn	60,005.00	BA	4	100.00%	*Non Tenured*
Lord	64,225.00	BA+15	6	100.00%	
Marks	39,137.50	MA	12	50.00%	*Non Tenured*
Maziarz	31,002.50	BA	6	50.00%	

Nemorofsky	68,775.00	MA	5	100.00%	*Tenured 9/1/18*
Nettleton	80,175.00	MA	13	100.00%	
Ransom-Harper	100,374.00	MA 9	18	100.00%	
Rettinger	77,500.00	BA	16	100.00%	
Shearer	60,005.00	BA	4	100.00%	*Non Tenured*
Sheffer	67,505.00	BA	10	100.00%	*Non Tenured*
Tsypenyuk	62,005.00	BA	6	100.00%	
Turan	100,377.00	MA+15	18	100.00%	
Van Sciver	100,377.00	MA+15	18	100.00%	
Waldron	89,295.00	BA+30	17	100.00%	
Wilson-Harvey	91,740.00	BA 21	18	100.00%	
Wilson	68,775.00	MA	5	100.00%	*Non-Tenured*
Wurster	67,505.00	BA	10	100.00%	

MEA EMPLOYEE	**EST. 2018-2019 Salary**	**2018-2019 Step**	**2018-2019 Hourly Rate***	**Full Time Equivalent**	**NOTES Est. Hours**
Aides					
Alloway	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Casey	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Grasso	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Irvin-Turner	18,4555.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Nolte	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Richards	25,774.00	5	27.13	Hourly Instructional	5 hrs. per day
Segrest	18,455.00	5	17.66	Hourly Non-Inst.	5 hrs. per day
Thomas	16,866.00	3	16.14	Hourly Non-Inst.	5 hrs. per day
Stone	44,797.00	3		Secretary	
Bennett	53,073.00	NA		General Maintenance	

Others:

Substitute Teachers/Aides	$50.00 half day	Less than 4 hours

Substitute Teachers/Aides	$85.00 full day
Substitute Nurse	$175.00 full day
Substitute Nurse Overnight	$150.00
Substitute Secretary	12.50 per hr
Alarm Responders	$70.00
Interpreter	$33.00 per hr.

Non-MEA Employees	2018-2019 Salary	Full-Time Equiv.	Position
Anselmo, Chris	$40,716.00	1.00	Custodian – Night
Czarnick, Matthew	$39,623.00	1.00	Custodian - Day
O'Drain, Patrick	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
Reustle, Richard	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
DiMatteo, Rose	$56,620.00	1.00	Confidential Secretary
Klaus, Kimberly	$94,974.00	1.00	LDTC/Supervisor
Leise, Jeanne	$81,134.00	1.00	Social Worker/Supervisor
Spahr, Rachel	$70,683.00	1.00	Psychologist

Use of Facilities

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Merchantville PTA	Science Expo	5:00 pm – 8:00 pm	Thurs, April 19, 2018	Gymnasium

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

Motion carried 8-0-0

Business Office Recommendations

Motioned by Nussbaum, seconded by Vitiello 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 March 2018 **(Attachment A1 and A2).**

B. Transfer of Funds

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

C. Financial Reports

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

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

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

Motion carried 8-0-0

Motioned by Fitzgerald, seconded by Naussbaum that the Merchantville Board of Education approve Item E.

Budget 18-19

E. 2018-2019 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2018-2019 school budget, and

WHEREAS, a budget hearing was held on April 24, 2018.

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

NOW THEREFORE, BE IT RESOLVED that the Merchantville Board of Education hereby approves the 2018-2019 school budget as presented by the administration which includes the following:

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.

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.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2018-19 Total Expenditures	9,361,506.00	535,773.00	168,750.00	10,066,029.00
Less: Anticipated Revenues	3,484,327.00	535,773.00	39,975.00	4,060,075.00
Taxes to be Raised	5,877,179.00	0.00	128,775.00	6,005,954.00

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

Motion carried 8-0-0

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

Risk Management Consultant

F. Risk Management Consultant
To approve the attached resolution appointing a risk management consultant **(Attachment F1)**.

Tax Payment Schedule

G. Tax Payment Schedule

It is recommended that the Board of Education approve the following monthly schedule of Borough tax payments to the Merchantville Board of Education.

September 1, 2018	$1,501,489.00	March 1, 2019	$1,501,488.00
December 1, 2018	$1,501,489.00	June 1, 2019	$1,501,488.00

Total 2018-2019 taxes $6,005,954.00

CCESC 18-19

H. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2018-2019 school year **(Attachment H1)**.

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

Motion carried 8-0-0

OPEN PUBLIC COMMENT II

- Mike McGloone
  - Asked a few questions on the 18-19 budget.

Executive Session

Executive Session – None

Adjourn

Adjourn Moved by Fitzgerald, seconded by Adams, that the board of education approve to adjourn this meeting at 9:33p.m.

Motion carried 8-0-0

Respectfully submitted,

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Greg Gontowski