MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 29, 2019

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:33 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. Carcanague	Ms. Adams – Arrived 7:47	Mr. J. Scott Strong, CSA
Mrs. Geddes	Mrs. Stocker	Mr. Greg Gontowski, Business Administrator
Mr. Honigfeld		
Mr. Licata		
Mr. Nussbaum		
Mrs. Perno		
Mrs. DiSimone		

OPEN PUBLIC COMMENT I - None

APPROVAL OF THE MINUTES

Moved by DiSimone and seconded by Carcanague for the board of education to approve the following board minutes:

Approval- April Minutes

- Regular Meeting – April 30, 2019

Approval of Minutes Motion carried: 7-0-0

New Business

NEW BUSINESS

- School Board Self-Evaluation
- Carroll Will Update
- Presentation of award from school boards to Mr. Honigfeld for 10 years as Board of Education member

Ms. Adams Arrived

***Ms. Adams Arrived 7:47**

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation Update

Communication

COMMUNICATIONS

- QSAC District Improvement Plan Approval

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 29, 2019

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement
- Education Committee - Meeting on May 14
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee – Meeting on May 29
- Haddon Heights

CSA Report

CSA REPORT

- April Emergency Drills – April 9 at 1:00 Fire Drill & April 18 at 9:30 Evacuation Drill
- April 2019 Report
- Use of Facility Update May 2019 & June 2019
- HIB Confirmation: Case #9
- Summer Hours: Mon – Thurs starting June 24 – Aug 31 8:00 – 4:00 each day

CSA Recommendations

CSA RECOMMENDATIONS

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

K. Travaglini – Director of Equity, curriculum and Instruction 7/1/19

1. That the Board of Education approve Krista Travaglini as the Director of Equity, Curriculum and Instruction starting July 1, 2019 at a 12 month position at a starting salary of $87,500

N. Jones ESY

2. That the Board of Education approve Nicole Jones for 6 hours a week of instruction for the Summer Enhancement Program to run Monday, June 24 – Thursday, July 25 from 1:30 pm – 3:00 pm. (Two days a week of ELA instruction and two days a week of Math instruction). Previous approved for only 3 hours a week.

With Regret Accept the Resignation of J-Hellman 6/30/19

3. That the Board of Education accept, with regret, the retirement of Joanna Hellman effective June 30 ,2019.

With Regret Accept the Resignation of K. Wright Daniel 6/7/19

4. That the Board of Education accept the resignation of Keisha Wright Daniel effective June 7, 2019

A. Gleeson – 2019-2020 Salary Guide Step 2 MA+15

5. That the Board of Education move Andrea Gleeson on the 2019-2020 Salary Guide to Step 2 MA +15 with a salary of $69,207. (Previously approved at Step 2 MA)

Co-Curricular Advisors and Coaching Positions 19-20

6. That the Board of Education approve the following co-curricular, advisors and coaching positions for the 2019-2020 school year:

Coach, Field Hockey Coach, Cheerleading Coach, Soccer	Ms. Sindy Bonilla	($2088)
Coach, Spring Track	Mr. Michael Dailey	($2431)
Coach, Basketball Boys	Mr. James Moore	($2431)

Coach, Basketball Girls	Mr. James Moore	($2431)
Advisor, National Junior Honors Society		($1594)
Advisor, Student Council	Mr. Reginald Shearer & Ms. Jamie Bertini	($797 each)
Advisor, Yearbook	Ms. Alyssa Cardona	($1594)
Advisor, Band	Mrs. Vanessa Van Sciver	($1594)
Advisor, Choir	Mrs. Vanessa Van Sciver	($1594)
Advisor, Musical Director	Mrs. Vanessa Van Sciver	($1594)
Advisor, Garden Club	Mrs. Gerardina Turan	($1594)
Advisor, Stage Crew	Mr. Shawn Waldron	($1594)
Advisor, Assistant Music Director	Mrs. Terry Turner	($1040)
Advisor, Art Club	Ms. Karen Baker	($1594)
Advisor, Running Club	Mr. Michael Dailey	($1594)
Advisor, Model UN	Mr. Shawn Waldron	($1594)
Advisor, Naturalist Club	Mrs. Adrienne Browne	($1594)
Advisor, Newsletter	Mrs. Sherry Iannucci & Mrs. Margaret Hood	($300 each)
	Minimum of 3 and maximum of 6 for the school year	
Coordinator, Renaissance Program	Mrs. Jeanne Leise & Mr. Michael Dailey	($797 each)
Coordinator, Athletic Director	Mr. Michael Dailey	($2760)
Coordinator, Safety Patrol	Mr. Shawn Waldron	($2760)

J. Bennett – Telephone Reimbursement 2019-2020

7. That the Board of Education approve telephone reimbursement to Jerry Bennett in the amount of $600.00 for the 2019-2020 school year.

Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, and Honigfeld.

Motion carried: 8-0-0

Motioned by Perno, seconded by Carcanague that the Merchantville Board of Education approve Items 8 thru 13.

Discipline Code of Conduct and Student dress Code 2019-2020

8. That the Merchantville Board of Education approve the Discipline Code of Conduct and Student Dress Code for the 2019-2020 School Year.

Added Electives

9. That the Board of Education approve the following courses to be added to the curriculum for the 7th and 8th grade electives: Spanish 1, Illustration, Intro to Dissection, Comic Book Illustration.

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

Policies

10. That the Board of Education approve the review of the following policies:

5020	Role of Parents/Guardians
5111	Admission
5113	Student Absences & Excuses

5114	Suspension and Expulsion
5118	Non-Residents
5118.1	School Choice Program
5118.2	Foster Care and Educational Stability
5119	Transfers
5120	Assessment of Individual Needs
5124	Reporting To Parents/Guardians
5125	Pupil Records
5126	Awards For Achievement
5127	Commencement Activities
5131	Conduct/Discipline
5131.1	Harassment, Intimidation and Bullying
5131.5	Vandalism/Violence
5131.6	Drugs, Alcohol, Tobacco
5131.7	Weapons & Dangerous Instruments
5134	Married/Pregnant Pupils
5136	Fund-Raising Activities
5141	Health
5141.1	Accidents
5141.2	Illness
5141.21	Administering Medication
5141.22	Medical Marijuana
5141.3	Health Examinations and Immunizations
5141.4	Missing, Abused and Neglected Children
5141.8	Sports Related Concussion and Head Injury
5142	Pupil Safety
5142.1	Safety Patrols
5145.4	Equal Educational Opportunity
5145.5	Photographs of Pupils
5145.6	Pupil Grievance Procedure
5145.7	Gender Identity and Expression

5145.11	Questioning and Apprehension
5145.12	Search and Seizure
5200	Nonpublic School Pupils
5231	Dress Code

Non-MEA Terms of Service 2019-2020

11. That the Board of Education approve the Non-MEA Terms of Service for the 2019-2020 school year.

Workshops- K. Klaus 6/11/19, S. Strong 7/31/19 and S. Strong and K. Travaglini 7/24 and 7/25

12. That 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
Kim Klaus	Hot Issues in Special Education Law	Monroe, NJ	June 11, 2019	$0
J Scott Strong	NJDOE Statewide Equity for All Conference	Trenton, NJ	July 31, 2019	$0
J Scott Strong & Krista Travaglini	LinkIt! Summer Institute	Williamstown, NJ	July 24 & 25	$200 each

Field Trips

13. 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:

Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, and Honigfeld.

Motion carried: 8-0-0

Business Office Recommendations

Motioned by Geddes, seconded by Nussbaum 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 April 2019 **(Attachment A1 and A2).**

B. Transfer of Funds
The attached transfer list, with the recommendation of the Superintendent, for the month of April 2019 **(Attachment B1)**.

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 2019. 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 April 2019. The Treasurer's Report and Secretary's report are in agreement for the month of April 2019. **(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:

- April 2019 payroll **(Attachment D1)**
- May 2019 warrants **(Attachment D2)**

Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, and Honigfeld.

Motion carried: 8-0-0

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

Non Fair and Open – Decker's

E. Non Fair and Open – Decker's

To award non fair and open contract to Decker's, Inc. for the 2019-2020 school year for annual lawn services in an amount to exceed $17,500.00

Non Fair and Open – J & G

F. Non Fair and Open – J&G

To award non fair and open contract to J&G Industrial Supply for the 2019-2020 school year for custodial supplies in an amount to exceed $17,500.00

Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, and Honigfeld.

Motion carried: 8-0-0

Motioned by Carcanague, seconded by Adams that the Merchantville Board of Education approve Items G thru V.

Extraordinary Aid 2018-2019

G. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2018-2019 school year.

Resolution to Appoint Professional Services 2019-2020

H. 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 2019-2020 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$26,750.00
Garrison Architects	Architect of Record	$150.00/hour
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	

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 2019-2020

I. Health Care Providers – To approve the following health care providers for the 2019-2020 school year:

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

Audit Peer Review Bowman & Company 19-20 Completion of 18-19

J. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2019-2020 school year for completion of the 2018-2019 audit.

Greg Gontowski – Board Secretary 2019-2020

K. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2019-2020 school year.

Greg Gontowski – Business Administrator 2019-2020

L. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2019-2020 school year.

Courier Post and The Retrospect Official Newspaper

M. 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

N. 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

O. 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

P. 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

Q. 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

R. 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

S. 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 2019-2020

T. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2019-2020:

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

U. Chart of Accounts - It is recommended that the Board of Education approve the 2019-2020 chart of accounts.

Prepayment Authorization

V. Prepayment Authorization
It is recommended that the Board of Education approve to authorize the business administrator/business office to pay selected invoices prior to board meetings. These payments will subsequently be approved at the next board meeting. **(Attachment V1)**

Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, and Honigfeld.

Motion carried: 8-0-0

Motioned by Adams, seconded by DiSimone that the Merchantville Board of Education approve Items W thru Y.

CMS-AC

W. CM3 - AC
To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of HVAC in the Spanish room in the amount of $19,788.00 for the 2019-2020 school year.

Non Fair and Open Ransome Rugs

X. Ransome Rugs and Flooring
To award a non fair and open contract to Ransome Rugs and Flooring for the 2019-2020 school year for the installation of flooring in classrooms in the amount of $24,400.00.

Non Fair and Kieran McKenna Flooring

Y. Kieran McKenna Flooring
To award a non fair and open contract to Kieran McKenna Flooring for the 2019-2020 school year for the installation of stair treads in the amount of $26,200.00.

Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, and Honigfeld.

Motion carried: 8-0-0

OPEN PUBLIC COMMENT II - None

Executive Session

Motion to recess into Executive Session at 8:31 PM by Perno, second by Nussbaum. Motion carried 8-0 -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 Board of Education 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 10:15 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Merchantville Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

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 Superintendent's Evaluation) ;

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

Motion to exit Executive Session at 10:12 P.M. and return to regular session by Nussbaum, second by DiSimone.

Motion carried: 8-0-0

Adjourn

Adjourn Moved by DiSimone, seconded by Nussbaum, that the board of education approve to adjourn this meeting at 10:13 p.m.

Motion carried 8-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

May 29, 2019

Moved by Jennifer Perno and seconded by Craig Nussbaum to adjourn, into Executive Session, from which the general public is excluded, 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 Superintendent's Evaluation) ;

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 8:31 PM

Members Present: Ms. Adams, Mr. Carcanague, Mrs. DiSimone, Mrs. Geddes, Mr. Licata, Mr. Nussbaum, Mrs. Perno, and Mr. Honigfeld

Members Absent: Mrs. Stocker

Also Present:

Topic: Superintendent's Evaluation

Return to Open Session – Moved by Craig Nussbaum, and seconded by Kerry DiSimone, that the board of education approve to return to open session at 10:12 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary