MERCHANTVILLE BOARD OF EDUCATION MINUTES

March 18, 2019

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
Mr. Carcanague	Ms. Adams	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 Carcanague, and seconded by Nussbaum for the board of education to approve the following board minutes:

Approval – February Minutes

- Regular Meeting – February 26, 2019

Approval of Minutes Motion carried: 6-0-1 Mrs. Perno Abstained

New Business

NEW BUSINESS

- Kids Heart Challenge top Fundraisers: Nico Malone, Nathan Weiler, Lily Weiler, Owen Peakes, Liana D'Ambrosia
- Congratulations to the Boys Basketball Team for the Colonial Division Championship.
- Audit Presentation – 2017-2018 school year
- Budget 19-20 Update

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation needs to be completed online by April 19, 2019

Communication

COMMUNICATIONS – None

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Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement – Meeting on Feb 26
- Education Committee
- Finance: Planning and Utilization – Meeting on March 11
- Personnel Committee
- Facility Committee
- Haddon Heights

CSA Report

CSA REPORT

- February Emergency Drills – Feb 5 at 2:10, Fire Drill & Feb 25 at 10:00, Active Shooter
- February 2019 Report
- Use of Facility Update March 2019 & April 2019
- 1 HIB Confirmation – HIB Incident #7

CSA Recommendations

CSA RECOMMENDATIONS

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

Second Reading and Adoption Policy #5141-21 Admin. Medication

1. That the Board of Education approve the second reading and adoption of the policies:
   a. Policy # 5141.21 – Administering Medication

Review of Policies

2. That the Board of Education approve the review of the following policies:
   a. Policy # 2000/2010 – Concepts & Roles in Administration Goals & Objectives
   b. Policy # 2121 – Line of Responsibility
   c. Policy # 2130 - Principal Evaluation
   d. Policy # 2131 – Chief School Administration
   e. Policy # 2210 – Administrative Leeway in Absence of Board Policy
   f. Policy # 2224 – Nondiscrimination/ Affirmative Action
   g. Policy # 2240 – Research, Evaluation and Planning
   h. Policy # 2255 – Action Planning for Thorough and Efficient Certification
   i. Policy # 2400 – Evaluation of Educational Administration

Comprehensive Equity Plan July 2019 – June 2022

3. That the Board of Education approve the authorization of the Affirmative Action Team to conduct the needs assessment and develop the Comprehensive Equity Plan for July 2019 – June 2022.

2019-2020 School Calendar

4. That the Board of Education approve the 2019-2020 school calendar for the Merchantville School District.

Professional Development

5. 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
Alicia Lord	Increase Your Success as a Special Education Resource Teacher	Mt. Laurel, NJ	April 8, 2019	$269
Rachel Spahr	Suicide Prevention	Cherry Hill, NJ	May 17, 2019	$99

Filed Trips

6. 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
The Funplex, Mt. Laurel, NJ	Gr 3 – 8 / Service Trip	Approx 160	4	30	June 2019	Service Trip
Longwood Gardens, Kennett Square, PA	Gr 4	50	2	8	April, 2019	Class Trip
American Visionary Art Museum – Baltimore, MD	Gr 7	50	3	2	June 2019	Art-A-Facts
The Franklin Institute – Philadelphia, PA	Gr 3	48	3	8	May 2019	Class Trip
Shofuso House- Philadelphia, PA	Gr 3	48	3	4	May 2019	Art-A-Facts
Statue of Liberty – NY & NJ	Gr 6	45	2	6	June 2019	Class Trip
Eastern State Penitentiary & Philadelphia, PA	Gr 8	42	2	5	June 2019	Art-A-Facts

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

Motion carried: 7-0-0

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Business Office Recommendations

Motioned by DiSimone, 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 February 2019 **(Attachment A1 and A2).**

B. Transfer of Funds
The attached transfer list, with the recommendation of the Superintendent, for the month of February 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 February 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 February 2019. The Treasurer's Report and Secretary's report are in agreement for the month of February 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:

- February 2019 payroll **(Attachment D1)**
- March 2019 warrants **(Attachment D2)**

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

Motion carried: 7-0-0

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

Bancroft Tuition/1:1 Aid Student #6117766785

E. Tuition Contract
Tuition contract with Bancroft for student #6117766785 in the amount of $31,672.70 for tuition and $14,280.00 for 1:1 aide for the 2018-2019 school year.

Salaries Charged to Grants 2018-2019

F. Salaries Charged to Grants
To approve the salaries charged to grants for the 2018-2019 school year **(Attachment F1)**.

Woodlynne – Shared Services Agreement 19-20

G. Shared Services Agreement – Business Office
To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $130,050.00 per attached contract for the 2019-2020 school year **(Attachment G1)**.

Risk Management Consultant

H. Risk Management Consultant
To approve the attached resolution appointing a risk management consultant **(Attachment H1)**.

Audit

I. Audit
To approve acceptance of the June 30, 2018 audit report with no recommendations. The audit was officially presented at the March 18, 2019 meeting and a summary of audit was made available to the public.

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

Motion carried: 7-0-0

Motioned by Geddes, seconded by DiSimone that the Merchantville Board of Education approve Items J and K.

2019-2020 Budget Resolution

J. 2019-2020 Budget and Resolution
It is recommended that the Merchantville Board of Education approve 2019-2020 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2019-2020 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 2019-2020 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
General Fund	$10,082,832.00	$5,779,264.00
Special Revenue Fund	$615,780.00	
Debt Service Fund	$165,000.00	$125,914.00
Total Base Budget	$10,863,612.00	$5,905,178.00

Travel Budget

K. 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 Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

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

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (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 in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on 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 $15,000.00 for all staff and board members.

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

Motion carried: 7-0-0

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OPEN PUBLIC COMMENT II

- Mike McGloone – Asked to be sent a copy of the audit

Executive Session – None

Adjourn

Adjourn Moved by Perno seconded by Nussbaum, that the board of education approve to adjourn this meeting at 8:38 p.m.

Motion carried 7-0-0

Respectfully submitted,

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Greg Gontowski