MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 30, 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 – Arrived 7:41	Mr. J. Scott Strong, CSA
Mrs. Geddes		Mr. Greg Gontowski, Business Administrator
Mr. Honigfeld		
Mr. Licata		
Mr. Nussbaum		
Mrs. Perno		
Mrs. Stocker		
Mrs. DiSimone		

OPEN PUBLIC COMMENT I - None

APPROVAL OF THE MINUTES

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

Approval-March Minutes

- Regular Meeting – March 18, 2019

Approval of Minutes Motion carried: 8-0-0

New Business

NEW BUSINESS

- Student Presentation Update – Nasir Harrison and Mira Stocker

Ms. Adams Arrived

***Ms. Adams Arrived 7:41**

- Budget Presentation for 2019-2020
- RFP Update

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation Update

Communication

COMMUNICATIONS – None

MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 30, 2019

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement (PPP Meeting on April 16)
- Education Committee - Meeting on April 16
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights

CSA Report

CSA REPORT

- March Emergency Drills – March 11 at 2:45, Fire Drill & March 25 at 1:00, Bomb Threat
- March 2019 Report
- Use of Facility Update April 2019 & May 2019
- 2018-2019 School Safety Report Sept 2018- December 2019
- Emergency Bus Evacuation procedures have been reviewed with students on April 18, 2019

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by DiSimone, seconded by Perno that the Merchantville Board of Education approve Items 1 thru 8.

ESY Program Summer 2019

1. That the Board of Education approve the Early Childhood Extended School Year (ESY) Program for summer 2019. This program will continue the special services as mandated by Individual Education Programs (IEPs).

   July 1st through August 1st
   19 days Monday through Thursday (Closed July 4)
   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 Title	Rate of Pay	Number of Hours	Number of Days
Alicia Lord	Teacher	$40 per hour	3.25 hours per day	19
Lisa Casey	Aide	$16 per hour	3.25 hours per day	19
Chantel Bechtel	Sub Teacher/Aide	$40/$16 per hour	As needed	As needed

Jamie Bertini Speech Service ESY 2019

2. That the Board of Education approve to provide speech service throughout the 2019 summer for students as documented in Individual Education Plan needs. The services will be provided by Jamie Bertini for a period of time not to exceed 40 hours at the contracted rate of $40 per hour.

Samantha Gudowski and Heather Wilson – ESY Reading Program 2019

3. That the Board of Education approve Samantha Gudowski and Heather Wilson to develop the Summer Reading Program for Summer 2019. The stipend is $500. ($250 each)

Summer Enhancement Program

4. That the Board of Education approve 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). The program will have three classes per day.

   Furthermore, to approve Nicole Jones, Melissa Nettleton, Deb Huber and Lindsay Brooks as instructors for 3 hours a week. Furthermore to approve Melody Ransom as an instructor for 6 hours a week. In addition the following teachers may serve as substitutes for each other as needed.

ESY Music Program

5. That the Board of Education approve the 2019 Summer Music Program to run Monday, August 19 – Thursday, August 29 (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 the Resignation of Kathi Harvery-Wilson 6/30/19

6. That the Board of Education accept, with regret, the retirement of Kathi Harvey-Wilson effective June 30 ,2019.

Rebecca Meizinger – Maternity Leave

7. That the Board of Education approve the maternity leave of Rebecca Meizinger to begin June 10, 2019. Sick days will be used for the remainder of the 2018-2019 school year. She will then continue the maternity leave throughout the 2019-2020 school year.

With Regret Accept the Resignation of Keisha Wright Daniels 6/18/19

8. That the Board of Education approve, with regret, the resignation of Keisha Wright Daniels from her aide position effective June 18, 2019.

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

Motion carried: 9-0-0

Motioned by Stocker, seconded by Carcanague that the Merchantville Board of Education approve Items 9 thru 15.

Policies

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

   a. Policy # 3000/3010 – Concepts & Roles in Business & Non-Structural Operations, Goals & Objectives
   b. Policy # 3100 – Budget Planning, Preparation & Adoption
   c. Policy # 3160 - Transfer of Funds Between Line Items / Amendments / Purchases Not Budgeted
   d. Policy # 3220/3230 – State Funds / Federal Funds
   e. Policy # 3250 - Income from Fees, Fines, Charges
   f. Policy # 3260/3270 – Sale & Disposal of Books, Equipment & Supplies Sale, Licensing and Rental of Property
   g. Policy # 3280 – Gifts, Grants and Bequests
   h. Policy # 3320 – Purchasing Procedures
   i. Policy # 3326 – Payment for Goods and Services
   j. Policy #3327 – Relations with Vendors
   k. Policy #3400 – Accounts

l. Policy #3440 – Inventories
m. Policy #3450 – Money in School Buildings
n. Policy #3451 – Petty Cash Fund
o. Policy #3453 – School Activity Fund
p. Policy #3510 – Operation and Maintenance of Plant
q. Policy #3511 – Integrated Pest Management
r. Policy #3513 – Energy Conservation
s. Policy #3514 – Equipment
t. Policy #3515 – Smoking Prohibition
u. Policy #3516 – Safety
v. Policy #3541.1 – Transportation Routes & Services
w. Policy #3451.3 – Non School Use of District Vehicles
x. Policy #3541.31 – Privately Owned Vehicles
y. Policy #3541.33 – Transportation Safety
z. Policy #3542 – Food Service
aa. Policy #3542.1 – Local Wellness/Nutrition Policy
bb. Policy #3542.2 – School Meal Program Arrears
cc. Policy #3542.31 – Free or Reduced-Price Lunch / Milk
dd. Policy #3542.44 – Purchasing
ee. Policy #3570 – District Records and Reports
ff. Policy #3571.4 – Audit
gg. Policy #3600 – Evaluation of Business & Non-instructional Operations

Comprehensive Equity Plan 2019-2020, 2020-2021 and 2021-2022

10. That the Board of Education approve Comprehensive Equity Plan for the 2019-2020, 2020-2021 and 2021-2022 school years.

Job Description – Director of Equity, Curriculum and Instruction

11. That the Board of Education approve the job description for the position Director of Equity, Curriculum and Instruction.

NJQSAC District Improvement Plan for Instruction & Programing and Operations.

12. That the Board of Education approve the NJQSAC District Improvement Plan for Instruction & Programming and Operations.

Camden County Elementary League Membership Resolution 19-20

13. That the Board of Education approve the Camden County Elementary League Membership Resolution for the 2019-2020 school year.

Professional Development

14. 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
Rachel Spahr	Suicide Prevention	Cherry Hill, NJ	May 17, 2019	$99

Filed Trips

15. 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
Woodland School, Barrington, NJ	6th Grade	45	3	0	April 2019	Quad District Team Building
Fulper Family Farm, Lambertville, NJ	Kindergarten	36	2	4	May 2019	Class Trip
Mutter Museum – Philadelphia, PA	7th Grade	50	3	1	June 2019	Class Trip
Haddon Heights HS – Haddon Heights, NJ	8th Grade	42	2	0	May 2019	Shadow Day
Tinicum County Park – Bucks County, PA	Naturalist Club	20	3	4	May 2019	Naturalist Club Trip

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

Motion carried: 9-0-0

Motioned by Perno, seconded by DiSimone that the Merchantville Board of Education approve Item 16.

Employee Renewal 2019-2020

16. That the Board of Education approve the employee renewal list for the 2019-2020 school year.

MEA Employees	2019-2020	Educ.	2019-2020	Full-Time	NOTES
Teachers and Nurse	**Salary**	**Credits**	**Step**	**Equiv.**	
Arkainno	63,217.00	BA	6	100.00%	*Non Tenured*
Baker	65,717.00	BA	8	100.00%	*Non Tenured*

Batterman	100,236.00	MA	18	100.00%	
Bertini	70,987.00	MA	6	100.00%	
Bonilla	66,987.00	MA	2	100.00%	*Non Tenured*
Brill	100,236.00	MA	18	100.00%	
Brooks	71,987.00	MA	7	100.00%	*Non Tenured*
Browne	71,987.00	MA	7	100.00%	*Non Tenured*
Cardona	66,987.00	MA	2	100.00%	*Non Tenured*
Dailey	66,437.00	BA+15	7	100.00%	
Fields	81,097.00	BA	18	100.00%	
Gandy	81,097.00	BA	18	100.00%	
Gleeson	66,987.00	MA	2	100.00%	*Non Tenured*
Gudowski	67,937.00	BA+15	8	100.00%	*Non Tenured*
Hellman	100,236.00	MA	18	100.00%	
Hood	64,217.00	BA	7	100.00%	
Huber	83,287.00	MA	14	100.00%	
Iannucci	76,487.00	MA	10	100.00%	
Korn	66,657.00	BA+30	5	100.00%	*Non Tenured (Tenure in Sept 2019)*
Lord	66,437.00	BA+15	7	100.00%	
Meizinger	67,897.00	MA	3	100.00%	*Non Tenured (Employee will be out on maternity for 2019-2020)*
Nemorofsky	70,987.00	MA	6	100.00%	
Nettleton	83,287.00	MA	14	100.00%	
Ransom-Harper	101,586.00	MA 9	18	100.00%	
Rettinger	79,907.00	BA	17	100.00%	
Shearer	62,217.00	BA	5	100.00%	*Non Tenured*
Sheffer	70,217.00	BA	11	100.00%	*Non Tenured (Tenure in Sept*

					2019)
Tsypenyuk	66,437.00	BA+15	7	100.00%	
Turan	101,589.00	MA+15	18	100.00%	
Van Sciver	101,589.00	MA+15	18	100.00%	
Waldron	100,236.00	MA	18	100.00%	

Wilson	70,987.00	MA	6	100.00%	*Non-Tenured*
Wurster	70,217.00	BA	11	100.00%	

MEA EMPLOYEE	**EST.**	**2019-2020**	**2019-2020**	**Full Time**	**NOTES**
	2019-2020	**Step**	**Hourly**	**Equivalent**	
Aides	**Salary**		**Rate***		**Est. Hours**
Alloway	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Casey	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Grasso, Dawn	15,862.00	2	16.11	Hourly Non-Inst.	5 hrs. per day
Grasso, Denise	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Irvin-Turner	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Nolte	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Richards	26,211.00	5	27.59	Hourly Instructional	5 hrs. per day
Segrest	18,925.25	5	18.11	Hourly Non-Inst.	5 hrs. per day
Bechtel	16,834.65	2	16.11	Hourly Non-Inst.	5 hrs. per day
Stone	46,141.00	4		Secretary	
Bennett	54,665.00	NA		General Maintenance	
Bennett	6,000.00	NA		Stipend	

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
Czarnick, Matthew	40,812.00	1.00	Custodian - Day
O'Drain, Patrick	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
Reustle, Richard	38,625.00	1.00	Custodian – Night
Tolomeo, Mike	$14.00 per hour	.75	Custodian – Night – up to 29.5 hours
DiMatteo, Rose	58,319.00	1.00	Confidential Secretary
Klaus, Kimberly	97,823.00	1.00	LDTC/Supervisor
Leise, Jeanne	83,568.00	1.00	Social Worker/Supervisor
Spahr, Rachel	72,803.00	1.00	Psychologist

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

Motion carried: 9-0-0

Business Office Recommendations

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

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

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

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

Motion carried: 9-0-0

Motioned by Nussbaum, seconded by Perno that the Merchantville Board of Education approve Item E.

2019-2020 Budget

E 2019-2020 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2019-2020 school budget, and

WHEREAS, a budget hearing was held on April 30, 2019.

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 2019-2020 school budget as presented by the administration which includes the following:

RESOLVED, the Board has approved that there should be raised for the General Fund a tax levy of $5,779,264.00 for the ensuing School Year (2019-2020) and a Debt Service tax

levy of $125,914.00.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2019-20 Total Expenditures	10,082,922.00	615,780.00	165,000.00	10,863,702.00
Less: Anticipated Revenues	4,303,658.00	615,780.00	39,086.00	4,958,524.00
Taxes to be Raised	5,779,264.00	0.00	125,914.00	5,905,178.00

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

Motion carried: 9-0-0

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

Tax Payment Schedule

F. 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, 2019	$1,476,294.50	March 1, 2020	$1,476,294.50
December 1, 2019	$1,476,294.50	June 1, 2020	$1,476,294.50

Total 2019-2020 taxes $5,905,178.00

CCESC – 2019-2020

G. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2019-2020 school year **(Attachment G1)**.

Just Kids – Archway Progam 2019-2020

H. Just Kids
To approve contract with Archway Program to run Just Kids for the 2019-2020 school year.

2019-2020 Preschool Education Aid

I. 2019-2020 Preschool Education Aid
It is recommended that the Board of Education approve the receipt of $94,110.00 in Preschool Education Aid for the 2019-2020 school year.

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

Motion carried: 9-0-0

Motioned by Adams, seconded by DiSimone that the Merchantville Board of Education approve Items J and K and Addendum Items L and M.

CM3-AC

J. CM3 - AC

To award a non fair and open contract to CM3 in the amount of $24,712.00 for the installation of HVAC in the art room.

CM3 Cameras

K. CM3 - Cameras

To approve purchase through CCESC Contract #66CEPS with CM3 for camera installation in the amount of $39,897.20 for the 2019-2020 school year.

Maximum Travel Budget

L. 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.

The maximum travel expenses for all staff for the 2018-2019 school year is limited to $12,000.00 and the amount spent year to date is $459.02.

MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 30, 2019

Bill List

M. Warrants

The attached bill lists:

- April 2019 warrants **(Attachment M1)**

Vote: To approve Item J
Roll Call Vote: ** Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, **Perno, Stocker and Honigfeld.

Motion carried: 7-2-0 **Adams and Perno voted no

Vote: To approve Item K thru M
Roll Call Vote: Voting Yes: Adams, Carcanague, DiSimone, Geddes, Licata, Nussbaum, Perno, Stocker and Honigfeld.

Motion carried: 9-0-0

Adjourn

OPEN PUBLIC COMMENT II

- Mike McGloone – Asked about the tax rate.

Executive Session – None

Adjourn Moved by Adams seconded by DiSimone, that the board of education approve to adjourn this meeting at 9:12p.m.

Motion carried 9-0-0

Respectfully submitted,

_____

Greg Gontowski