MERCHANTVILLE BOARD OF EDUCATION MINUTES

June 25, 2019

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
Ms. Adams	Mr. Carcanague	Mr. J. Scott Strong, CSA
Mrs. DiSimone	Mrs. Geddes	Mr. Greg Gontowski, Business Administrator
Mr. Licata	Mr. Nussbaum	
Mrs. Stocker	Mrs. Perno	
Mr. Honigfeld		

OPEN PUBLIC COMMENT I

- McGloone – Mentioned writing article about graduation and if the school has any suggestions or comments they would like to share.

APPROVAL OF THE MINUTES

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

Approval- May Minutes

- Regular Meeting and Executive Session Meeting – May 29, 2019

Approval of Minutes Motion carried: 5-0-0

New Business

NEW BUSINESS

- Recognition of retiring staff members: Kathi Harvey-Wilson and Joanna Hellman
- School Choice Update

Unfinished Business

UNFINISHED BUSINESS

- School Board Self Evaluation and Goal Setting Update
- Chief School Administrator Evaluation – Executive Session followed by final approval

Communication

COMMUNICATIONS - None

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement

- Education Committee
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights

CSA Report

CSA REPORT

- May Emergency Drills – May 15 at 11:01 Fire Drill & May 21 at 8:33 Evacuation Drill
- June Emergency Drills – June 17 at 1:00 Fire Drill & June 18 at 9:00 Notification System Test
- May 2019 Report & June 2019 Report
- Use of Facility Update June 2019, July 2019 & August 2019

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Licata, seconded by DiSimone that the Merchantville Board of Education approve Items 1 thru 10.

E. Kay – Elementary Teacher 19-20

1. That the Board of Education approve Ellen Kay as an Elementary Education Teacher at BA Step 10 ($68,717) starting September 1, 2019.

A. Maziarz – Maternity Leave Elementary Ed. Teacher 19-20

2. That the Board of Education approve Alyssa Maziarz as a maternity leave Elementary Education Teacher at BA Step 6 ($63,217) for the 2019-2020 school year starting September 1, 2019 until June 30, 2020.

B. Middleman – Special Ed. Teacher 19-20

3. That the Board of Education approve Brittany Middleman as a Special Education Teacher at BA + 30 Step 1 ($62,657) for the 2019-2020 school year starting September 1, 2019.

B. Middleman – Field Hockey coach 19-20

4. That the Board of Education approve Brittany Middleman as the Field Hockey Coach for the Fall 2019 season during the 2019-2020 school year at the MEA contracted rate of $2,088.

Substitute Custodian 19-20

5. That the Board of Education approve the substitute custodian list for the 2019-2020 school year effective July 1, 2019: Richard L. Cruz, Napoleon S. Bennett, Thomas W. Springer, Sr and Paul Kelly. The pay for substitute custodian is $14 per hour.

N. Bennet – Custodial July and August 2019

6. That the Board of Education approve Napoleon Bennet to work in the custodial department starting July 1, 2019 until August 31, 2019 for up to 29.5 hours per week as needed at a rate of $14 per hour.

A. Gleeson and R. Spahr – National Junior Honors Society Advisors 19-20

7. That the Board of Education approve Andrea Gleeson and Rachel Spahr as National Junior Honors Society advisors for the 2019-2020 school year to split the stipend of $1594 per person.

C. Batterman – Kindergarten Assessment

8. That the Board of Education approve Caren Batterman for up to 6 hours of Kindergarten assessment for new students to the district at the MEA contracted rate of $40 per hour.

Administration to Assign Certified Personnel to Attend Mandated Individual Ed. Plan Meetings thru Summer 2019

A. Grohe – Cheerleading Coash 19-20

9. That the Board of Education approve to allow the administration to assign certified personnel to attend mandated Individual Education Plan meetings throughout the Summer 2019 at a contracted rate of $40 per hour. These meeting must be pre-approved by the administration before the actual meeting.

10. That the Board of Education approve Alison Grohe at the cheerleading coach for the 2019-2020 school year at the MEA contracted rate of $2427 for home games only.

Roll Call Vote: Voting Yes: Adams, DiSimone, Licata, Stocker and Honigfeld.

Motion carried: 5-0-0

Motioned by Stocker, seconded by DiSimone that the Merchantville Board of Education approve Items 11 thru 14.

Consortium with Lindenwold Title III 19-20

11. That the Board of Education approve to continue to be a part of the consortium with Lindenwold School District acting as the lead applicant in order to receive Title III allocations for the 2019-2020 school year.

Policies

12. 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
5141.8	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

Policies

13. That the Board of Education approve the first reading of the revise policies:

a. Policy #3542.2 – School Meal Program Arrears
b. Policy #5141.4 – Missing, Abused and Neglected Children

C. Batterman, K. Arkainno and S. Strong – Workshops July 2019

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
Caren Batterman and Kim Arkainno	2019 Kindergarten Conference	Voorhees, NJ	July 2019	$269 each
J Scott Strong	NJDOE Comprehensive Active Shooter Incident Management	Sayerville, NJ	July 30, 2019	$0

Roll Call Vote: Voting Yes: Adams, DiSimone, Licata, Stocker and Honigfeld.

Motion carried: 5-0-0

Business Office Recommendations

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

Financial and Transfers Reports

A. Monthly Reports
The Budget Summary and Revenue Summary for the month of May 2019 **(Attachment A1 and A2).**

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

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

Warrants - Continue Payment of all Bills until the next BOE Meeting

E. Warrants

Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

Voided Check

F. Void Check

Approval voiding of the following warrant account check:
#1975 10/24/17 $87.89 Scholastic

Roll Call Vote: Voting Yes: Adams, DiSimone, Licata, Stocker and Honigfeld.

Motion carried: 5-0-0

Motioned by DiSimone, seconded by Adams that the Merchantville Board of Education approve Items G and R.

Non Fair and Open TNT Consulting

G. Non Fair and Open – TNT Consulting

To award a non fair and open contract to TNT Consulting in the amount of $39,500.00 for technology services for the 2019-2020 school year.

State Contract - Dell

H. State Contract – Dell

To approve purchase through Dell under state contract #89967 in the amount of $24,478.64 for chromebooks for the 2019-2020 school year.

IDEA Grant

I. IDEA Grant

To approve submission and acceptance of the 2019-2020 IDEA grant in the following amounts:

IDEA Basic - $131,647.00
IDEA Preschool - $7,250.00

ESSA Grant

J. ESSA Grant

To approve submission and acceptance of the 2019-2020 ESSA grant in the following amounts:

Title I - $97,580.00
Title IIA - $17,725.00

Title III - $549.00
Title IV - $10,000.00 (to be moved to Title II)

BCIPJIF Renewal Cost

K. BCIPJIF Renewal Cost

Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2019-2020 school year at a cost of $64,547.00

BCIPJIG Resolution 20196-1

L. BCIPJIF Resolution 2019-6-1

Resolution 2019-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $4,045.00 to be used to offset the 2019-2020 premium. **(Attachment L1)**

PL 2015 Chapter 47

M. PL 2015 Chapter 47

To recognize the attached list to be in compliance with PL 2015 Chapter 47. **(Attachment M1)**

Sodexo – Food Service Management 2019-2020

N. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2019-2020 school year:

Be it resolved that the Merchantville Board of Education Approves:

Surplus Guarantee
Sodexo guarantees that District shall receive an annual Surplus of Two Thousand Dollars ($2,000.00) for the 2019-2020 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 Flat Rate Administrative Management Fee in an amount equal to Twenty Thousand Dollars ($20,000.00) for the 2019-2020 contract year.

Meal Prices – 2019-2020

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

Paid Lunch	$3.00 (Increased from $2.90 in 2018-2019)
Reduced Lunch	$ .40
Paid Breakfast	$1.25
Reduced Breakfast	$ .30
Adult Lunch	$4.00
Adult Breakfast	$1.75

Durand Tuition Student #2119089755 2019-2020

P. Tuition – Durand

To approve tuition contract with Durand Academy for student #2119089755 in the amount of $75,687.48 for the 2019-2020 school year.

Bancroft – Tuition Student #6117766785 2019-2020

Q. Tuition – Bancroft

To approve tuition contract with Bancroft Neurohealth for student #6117766785 in the amount of $78,995.44 for tuition and $37,100.00 for 1:1 aide for the 2019-2020 school year.

Capital Reserve

R. Capital Reserve

Resolution 2019-6-2, to transfer up to $250,000 of 2018-2019 year surplus to Capital Reserve.

Resolution for Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Merchantville Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Merchantville Board of Education has determined that an amount not to exceed $450,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Merchantville Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Roll Call Vote: Voting Yes: Adams, DiSimone, Licata, Stocker and Honigfeld.

Motion carried: 5-0-0

OPEN PUBLIC COMMENT II

- McGloone – Asked if he can have a copy of the graduation/awards ceremony program.
  - Asked about teacher vacancies.

Executive Session

Motion to recess into Executive Session at 8:06 PM by Adams, second by Licata
Motion carried 5-0 -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 8:30 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 CSA 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 be taken

Exit Executive Session

Motion to exit Executive Session at 8:34 P.M. and return to regular session by Adams, second by Stocker.

Motion carried: 5-0-0

Motioned by Adams, seconded by DiSimone that the Merchantville Board of Education approve Item 15.

CSA Evaluation Presented in Executive Session for 18-19

15. That the Board of Education approve the Chief School Administrator Evaluation for the 2018-2019 School year.

Roll Call Vote: Voting Yes: Adams, DiSimone, Licata, Stocker and Honigfeld.

Motion carried: 5-0-0

Adjourn

Adjourn Moved by DiSimone, seconded by Adams, that the board of education approve to adjourn this meeting at 8:35 p.m.

Motion carried 5-0-0

Respectfully submitted,

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Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

June 25, 2019

Moved by Gina Adams and seconded by Daniel Licata 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 CSA 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 8:06 PM

Members Present: Ms. Adams, Mrs DiSimone, Mr. Licata, Mrs. Stocker and Mr. Honigfeld

Members Absent: Mr. Carcanague, Mrs. Geddes, Mr. Nussbaum and Ms. Perno

Also Present: Mr. J. Scott Strong, CSA

Topic: CSA Evaluation

Return to Open Session – Moved by Gina Adams, and seconded by Anjali Stocker, that the board of education approve to return to open session at 8:34 p.m.

Motion carried: 5-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary