MERCHANTVILLE BOARD OF EDUCATION MINUTES

June 26, 2018

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:34 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. J. Scott Strong, CSA
Mr. James		Mr. Greg Gontowski, Business Administrator
Mr. Nussbaum		
Mr. Honigfeld		
Mrs. Stocker		
Mr. Vitiello		
Mrs. Perno		
Mrs. Geddes		

OPEN PUBLIC COMMENT I

Dina Turan – 213 North Centre Street Merchantville

- Asked the Board to fund the garden club since PTA no longer will be able to.

APPROVAL OF THE MINUTES

Approval - June Minutes

Moved by Perno, and seconded by James for the board of education to approve the following board minutes:

- Regular Meeting – June 12, 2018
- Executive Session Minutes – June 12, 2018

Approval of Minutes Motion carried: 8-0-0

New Business

NEW BUSINESS

- Open Board seat interviews

Executive Session

Motion to recess into Executive Session at 7:54 PM by Adams, second by Geddes. 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 School District 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 8:10 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Merchantville School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-1

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 Open Board Vacancy) ;

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 8:09 P.M. and return to regular session by Perno, second by Nussbaum. Motion carried: 8-0-0

Unfinished Business

UNFINISHED BUSINESS

Moved by Adams, and seconded by Nussbaum to approve Marc Carcanague to fill the unexpired board vacancy until December 31, 218.

- Board of Education Self-Evaluation - Board goal setting for July, 2018
- CSA Evaluation finalization will take place tonight

Committee Reports

COMMITTEE REPORTS

- Policy and Community Engagement Committee
- Education Committee – Meeting June 26
- Finance: Planning and Utilization
- Personnel Committee

- Facilities Committee
- Promoting Positive Partnerships

Communication

COMMUNICATIONS - None

CSA Report

CSA REPORT

- June Emergency Drills: June 18, 2018 (2:00) – Fire Drill; June 19, 2018 (12:30) – Evacuation
- Grant Writing Update
- End of School Year Report

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Nussbaum, seconded by James that the Merchantville Board of Education approve Items 1 thru 4.

NJFLI and FMILA Leave for Alyssa Maziarz

1. That the Board of Education approve the NJFLI and FMLA leave for Alyssa Maziarz starting July 29, 2018 and returning to work on December 1, 2018.

NJFLI and FMILA Leave for Samantha Gudowski

2. That the Board of Education approve the NJFLI and FMLA leave for Samantha Gudowski with an anticipated start date of September 14, 2018 and with a return date of December 17, 2018.

With Regret Accept Resignation of Chris Anselmo 6/15/18

3. That the Board of Education approve, with regret, the resignation of Chris Anselmo as a full-time night custodian effective June 15, 2018.

With Regret Accept Resignation of Tracy Thomas 6/30/18

4. That the Board of Education approve, with regret, the resignation of Tracy Thomas as a part time non-instructional aide effective June 30, 2018.

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

Motion carried: 8-0-0

Motioned by Geddes, seconded by Adams that the Merchantville Board of Education approve Items 5 thru 10.

C. Bechtel-Non-Instructional Aid

5. That the Board of Education approve Chantel Bechtel as a non-instructional aide starting September 1, 2018 at Step 1 at $15.18 per hour for 5 hours a day.

A. Diaz-Trumpler-No-Instructional Aid

6. That the Board of Education approve Amy Diaz-Trumpler as a non-instructional aide from September 1, 2018 to December 1, 2018 at Step 1 at $15.18 per hour for 5 hours a day.

A. Browne – Junior High School Science Teacher 18-19

7. That the Board of Education approve Adrienne Browne as a Junior High School Science teacher for the 2018-2019 school year with a start date of September 1, 2018 at MA Step 6 ($69,775).

A. Gleeson – Special Ed Teacher 18-19

8. That the Board of Education approve Andrea Gleeson as a Special Education teacher for the 2018-2019 school year with a start date of September 1, 2018 at MA Step 1 ($64,775).

K. Arkainno – Elementary Teacher 18-19

9. That the Board of Education approve Kimberly Arkainno as an Elementary Teacher for the 2018-2019 school year with a start date of September 1, 2018 at BA Step 5 ($61,005).

A. Cardona – Part Time Special Ed Teacher 18-19

10. That the Board of Education approve Alyssa Cardona as a part time Special Education Teacher for the 2018-2019 school year with a start date of September 1, 2018 at MA Step 1 ($64,775) with FTE of 50%..

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

Motion carried: 8-0-0

Motioned by James, seconded by Perno that the Merchantville Board of Education approve Items 11 and 15.

N. James – Basic Skills Teacher – Maternity Leave 9/1/18-12/21/18

11. That the Board of Education approve Nicole Jones as a Basic Skills Teacher for a maternity leave starting September 1, 2018 until December 21, 2018 at BA Step 1 ($57,005)

S. Waldron – Move from BA+30 Step 17 to Step MA Step 17

12. That the Board of Education approve Shawn Waldron move from BA +30 Step 17 to MA Step 17 ($94,045) due to the completion of the Master's Program – Master of Curriculum and Instruction.

Y. Tsyenpyuk – Substitute Teacher as needed Summer Enrichment

13. That the Board of Education approve Yuliya Tsyenpyuk as a substitute teacher as needed for the Summer Enrichment Program at a rate of $40 per hour as needed.

A. Lord and L. Brooks – Substitute Teacher as Need ESY

14. That the Board of Education approve Alicia Lord and Lindsay Brooks as substitute teachers as need for the Extended School Year Program at a rate of $40 per hour as needed.

S. Bonilla – Scoccer Coach Fall 2018

15. That the Board of Education approve Sindy Bonilla as the soccer coach for the Merchantville School soccer team for the Fall 2018. ($2,048)

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

Motion carried: 8-0-0

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

Policies

16. That the Board of Education approve the second reading and adoption of the following policies:

- Policy #1330 – Use of Facility
- Policy #5145.12 – Search and Seizure
- Policy #6114 – Emergency and Disaster Preparedness

Approval of Item 16 Motion carried: 8-0-0

Use of Facilities

Informational - Use of Facilities

Group	Event	Times	Dates	Facility
Haddon Heights Field Hockey	Field Hockey Clinic	8:00 – 10:30 am	Sat, June 30	Football/Field Hockey field
Merchantville Borough	Merchantville Car Show	All Day	Sat, July 14	Parking Lot – Passive Use

Business Office Recommendations

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

Financial and Transfers Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of May 2018 **(Attachment A1 and A2).**

B. Transfer of Funds

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

C. Financial Reports

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

- May 2018 payroll **(Attachment D1)**
- June 2018 warrants **(Attachment D2)**

Warrants

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.

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

Motion carried: 8-0-0

Motioned by Vitiello, seconded by Stocker that the Merchantville Board of Education approve Items F thru M.

Non Fair and Open – TNT Consulting

F. Non Fair and Open – TNT Consulting
To award a non fair and open contract to TNT Consulting in the amount of $38,500.00 for technology services for the 2018-2019 school year.

Non Fair and Open – Cengage Learning

G. Non Fair and Open – Cengage Learning
To award non fair and open contract to Cengage Learning in the amount of $19,910.25 for the purchase of Math Curriculum Textbooks as attached for the 2018-2019 school year. **(Attachment G1)**

IDEA Grant

H. IDEA Grant
To approve submission and acceptance of the 2018-2019 IDEA grant in the following amounts:
IDEA Basic - $151,879.00
IDEA Preschool - $6,482.00

ESSA Grant

I. ESSA Grant
To approve submission and acceptance of the 2018-201 ESSA grant in the following amounts:

Title I - $77,193.00
Title IIA - $15,364.00
Title III - $1,134.00
Title IV - $10,000.00

BCIPJIF Renewal Cost

J. BCIPJIF Renewal Cost
Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2018-2019 school year at a cost of $61,608.00.

BCIPJIF Resolution 2018-6-1

K. BCIPJIF Resolution 2018-6-1
Resolution 2018-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $3,884.00 to be used to offset the 2018-2019 premium. **(Attachment K1)**

Fixed Asset Deletions

L. Fixed Asset Deletions
To approve the disposal of the attached fixed assets and removal from the fixed asset listing. **(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)**

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

Motion carried: 8-0-0

OPEN PUBLIC COMMENT II

- Mike McGloone – asked name of new board member and graduation statistics.

Executive Session

Motion to recess into Executive Session at 9:13 PM by Perno, second by James.
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 School District 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 10:30 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Merchantville School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-1

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 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.

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

June 26, 2018

Moved by Gina Adams and seconded by Lynn Geddes 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 Open Board Vacancy) ;

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 7:54 PM

Members Present: Ms. Adams, Mrs. Geddes, Mr. James, Mr. Nussbaum, Mrs. Perno, Mrs. Stocker, Mr. Vitiello and Mr. Honigfeld

Members Absent:

Also Present: Mr. J. Scott Strong, CSA
Mr. Greg Gontowski, Business Administrator

Topic: Open Board Vacancy

Return to Open Session – Moved by Jennifer Perno, and seconded by Craig Nussbaum that the board of education approve to return to open session at 8:09 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

June 26, 2018

Moved by Jennifer Perno and seconded by Richard James 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 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 9:13 PM

Members Present: Ms. Adams, Mrs. Geddes, Mr. James, Mr. Nussbaum, Mrs. Perno, Mrs. Stocker, Mr. Vitiello and Mr. Honigfeld

Members Absent:

Also Present: Mr. J. Scott Strong, CSA

Topic: Superintendent Evaluation

Return to Open Session – Moved by Richard James, and seconded by Gina Adams that the board of education approve to return to open session at 10:25 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary