MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 26, 2020

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:35 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	Mrs. Geddes	Mr. J. Scott Strong, CSA
Mr. Honigfeld		Mr. Greg Gontowski, Business Administrator
Mr. Nussbaum		
Mrs. Perno		
Mrs. Stocker		
Ms. Adams		
Mr. Licata		
Mr. Iannucci		

OPEN PUBLIC COMMENT I - None

APPROVAL OF THE MINUTES

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

Approval- April Minutes

- Regular and Executive Session Meeting – April 28, 2020

Vote: To approve minutes
Board Voted All in Favor

New Business

NEW BUSINESS

- Carrol Will Update – Meeting set for May 27

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation – Discussion in Executive Session following this meeting
- Board vacancy

Communication

COMMUNICATIONS – None

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 26, 2020

Committee Updates

COMMITTEE UPDATES

- Policy and Community Engagement
- Education Committee – May 4 Meeting
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights
- Negotiations Meeting – May 19 Meeting (Closed Session Discussion)

CSA Report

CSA REPORT

- No Emergency Drill
- Use of Facility Report May 2020 – June 2020 (None)
- No In-person Summer Programs
- Student Clean out of Lockers is currently taking place
- 8th grade celebration update

CSA Recommendations

CSA RECOMMENDATIONS

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

Sherry Iannucci – Moving Step per MEA Contract

1. That the Board of Education approve moving Sherry Iannucci from MA Step 10 to MA + 15 Step 10 for the 2020-2021 school year. (19-20 MEA contract information $76,487 to $78,707)

With Regret Accept the Retirement of Reginald Shearer

2. That the Board of Education approve to accept the letter of resignation from Reginald Shearer as of June 30, 2020.

Alyssa Maziarz – Teacher 20-21

3. That the Board of Education approve Alyssa Maziarz as an Elementary Teacher at BA Step 7 starting September 1, 2020 (19-20 MEA contract information - $64,217)

Jennifer Smith – Teacher 20-21

4. That the Board of Education approve Jennifer Smith as an Elementary Teacher at MA Step 5 starting September 1, 2020 (19-20 MEA contract information - $69,987)

Daniella Cucunato – Teacher 20-21

5. That the Board of Education approve Daniella Cucunato as an Elementary Teacher at BA Step 1 starting September 1, 2020 (19-20 MEA contract information - $58,217)

Aleesha Langston – Teacher 20-21

6. That the Board of Education approve Aleesha Langston as an Elementary Teacher at BA Step 1 starting September 1, 2020 (19-20 MEA contract information - $58,217)

Misbah Mahmood – Teacher 20-21

7. That the Board of Education approve Misbah Mahmood as an Elementary Teacher at BA Step 1 starting September 1, 2020 (19-20 MEA contract information - $58,217)

Napoleon Bennett – Custodial 6/8/20-8/28/20

8. That the Board of Education approve Napoleon Bennett to work in the custodial department starting June 8, 2020 until August 28, 2020 for up to 29.5 hours per week at a rate of $14 per hour.

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

Motion carried: 8-0-0

Motioned by Adams, seconded by Iannucci that the Merchantville Board of Education approve Items 9 thru 14.

Updated calendar 19-20

9. That the Board of Education approve the updated calendar for the 2019-2020 school year.

Code of Conduct and Dress Code 20-21

10. That the Board of Education approve the Code of Conduct and the Dress Code for the 2020-2021 school year.

Correct 19-20 Stipend for Newsletter

11. That the Board of Education approve the correct 2019-2020 stipend for the newsletter. Approved May 2019 at $300 per issue. However, the MEA contracted amount is $330 per issue.

School Closure Plan Updated

12. That the Board of Education approve the Merchantville School Closure Plan updated May 20, 2020.

New Elective Courses 20-21

13. That the Board of Education approve the new elective courses for the 2020-2021 school year: Citizenship in the World, Math Essentials and ELA Essentials.

Second reading and Adoption of the updated Policies

14. That the Board of Education approve the second reading and adoption of the updated policies:

- Policy #4111.1-4211.1 = Nondiscrimination/ Affirmative Action
- Policy #5134 = Married, Pregnant, Lactating Students
- Policy #4111.2-4211.2 = Domestic Violence
- Policy #5113 = Attendance, Absences and Excuses
- Policy #5141 = Health
- Policy #6140 = Curriculum Adoption
- Policy #6161.1 = Guidelines for the Evaluation and Selection of Materials

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

Motion carried: 8-0-0

Business Office Recommendations

Motioned by Carcanague, 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 April 2020 **(Attachment A1, A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of April 2020 **(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 2020. 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 2020. The Treasurer's Report and Secretary's report are in agreement for the month of April 2020. **(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 2020 payroll **(Attachment D1)**
- May 2020 warrants **(Attachment D2)**

Warrants – BA to Continue Payment of All Bills thru Next BOE Meeting

E. Warrants

Approval of the Business Administrator to continue payment of all bills through 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, Carcanague, Iannucci, Licata, Nussbaum, Perno, Stocker and Honigfeld.

Motion carried: 8-0-0

Motioned by Iannnucci seconded by Licata that the Merchantville Board of Education approve Items F and H.

Decker's – Non Fair and Open

F. Non Fair and Open – Decker's
To award non fair and open contract to Decker's, Inc. for the 2020-2021 school year for annual lawn services in an amount to exceed $17,500.00.

J&G – Non Fair and Open

G. Non Fair and Open – J&G
To award non fair and open contract to J&G Industrial Supply for the 2020-2021 school year for custodial supplies in an amount to exceed $17,500.00.

TNT Consulting – Non Fair and Open

H. Non Fair and Open – TNT Consulting
To award a non fair and open contract to TNT Consulting in the amount of $38,000.00 for technology services for the 2020-2021 school year.

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

Motion carried: 8-0-0

Motioned by Stocker seconded by Perno that the Merchantville Board of Education approve Items I thru AA.

Extraordinary Aid

Extraordinary Aid 19-20

I. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2019-2020 school year.

Resolution to Appoint Professional Services 2020-21

J. 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 2020-2021 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$28,000.00

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.

20-21 Health Care Providers 20

K. Health Care Providers – To approve the following health care providers for the 2020-2021 school year:

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

Audit Peer Review Bowman & Company 20-21 Completion of 19-20

L. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2020-2021 school year for completion of the 2019-2020 audit.

Greg Gontowski – Board Secretary 20-21

M. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2020-2021 school year.

Greg Gontowski – Business Administrator 20-21

N. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2020-2021 school year.

Courier Post and The Retrospect Official Newspaper

O. 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

P. 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

Q. 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

R. 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

S. 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

T. 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

U. 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 220-2021

V. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2020-2021:

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

W. Chart of Accounts - It is recommended that the Board of Education approve the 2020-2021 chart of accounts.

Prepayment Authorization

X. 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 X1)**

Sodexo - Food Service 20-21

Y. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2020-2021 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 2020-2021 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 Four Hundred Dollars ($20,400.00) for the 2020-2021 contract year.

Meal Prices 20-21

Z. Meal Prices – To approve the following food service meal prices for the 2020-2021 school year:

Paid Lunch	$3.05 (Increased from $3.00 in 2019-2020)
Reduced Lunch	$ .40
Paid Breakfast	$1.25
Reduced Breakfast	$ .30
Adult Lunch	$4.00
Adult Breakfast	$1.75

Tax Schedule 20-21

AA. 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, 2020	$1,505,146.50	March 1, 2021	$1,505,146.50
December 1, 2020	$1,505,146.50	June 1, 2021	$1,505,146.50

Total 2020-2021 taxes $6,020,586.00

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

Motion carried: 8-0-0

Motioned by Licata seconded by Nussbaum that the Merchantville Board of Education approve Items BB and EE

CARES Grant

BB. CARES Grant

To approve submission and acceptance of the CARES grant in the following amounts:

Merchantville - $36,582.00
Saint Peter - $21,392.00

IDEA Grant

CC. IDEA Grant

To approve submission and acceptance of the 2020-2021 IDEA grant in the following amounts:

IDEA Basic - $192,864.00
IDEA Preschool - $7,016.00

ESSA Grant

DD. ESSA Grant

To approve submission and acceptance of the 2020-2021 ESSA grant in the following amounts:

Title I - $85,827.00
Title IIA - $17,362.00
Title III - $3,598.00
Title IV - $10,000.00

Tuition – BCSSSD #8383710512 2018-2019

EE. Tuition - BCSSSD

To approve tuition contract with Burlington County Special Services School District for student #8383710512 in the amount of $39,243.00 for tuition for the 2018-2019 school year (to be prorated).

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

Motion carried: 8-0-0

Motioned by Nussbaum seconded by Iannucci that the Merchantville Board of Education approve Items FF and II.

CM3 – Room 116 AC

FF. CM3 – Room 116 AC

To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning in room 116 in the amount of $21,820.00 for the 2020-2021 school year.

CM3-Room 100,101,102,103 AC

GG. CM3 – Room 100, 101, 102, 103 AC

To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning in room 100, 101, 102, 103 in the amount of $58,685.00 for the 2020-2021 school year.

Tate Builders – Non Fair and Open

HH. Tate Builders

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

State Contract – Dell – Chromebooks and Mini Computers 2019-2020

II. State Contract - Dell

To approve purchase through Dell under state contract #89967 in the amount of $51,437.80 for chromebooks and mini computers for the 2019-2020 school year.

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

Motion carried: 8-0-0

OPEN PUBLIC COMMENT II – None

Executive Session

Motion to recess into Executive Session at 8:12 PM by Iannucci, second by Perno.

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 **9:15** 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 pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.(If contract negotiation the nature of the contract and interested party is negotiations and Superintendent evaluation.)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

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

Exit Executive Session and return to regular session

Motion to exit Executive Session at 9:12 P.M. and return to regular session by Nussbaum, second by Adams.

Motion carried: 7-0-0

Adjourn Meeting

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

Motion carried 7-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

May 26, 2020

Moved by Mark Iannucci and seconded by Jennifer Perno to adjourn, into Executive Session, from which the general public is excluded, any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. (If contract negotiation the nature of the contract and interested party is negotiations and Superintendent evaluation.)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

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 8:12 PM

Members Present: Ms. Adams, Mr. Iannucci, Mr. Licata, Mr. Nussbaum, Mrs. Perno, Mrs. Stocker and Mr. Honigfeld

Members Absent: Mrs. Lynn Geddes and Marc Carcanague

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

Topic: Discussion took place regarding contract negotiations.

Scott Strong and Greg Gontowski left meeting

Topic: Discussion took place regarding superintendent evaluations.

Return to Open Session – Moved by Craig Nussbaum and seconded by Gina Adams that the board of education approve to return to open session at 9:12 p.m.

Motion carried: 7-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary