MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 28, 2020

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
Mr. Carcanague	Mr. Licata	Mr. J. Scott Strong, CSA
Mrs. Geddes	Mr. Iannucci - Arrived at 7:39	Mr. Greg Gontowski, Business Administrator
Mr. Honigfeld		
Mr. Nussbaum		
Mrs. Perno		
Mrs. Stocker		
Ms. Adams		

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- March Minutes

- Regular Meeting – March 18, 2020

Vote: To approve minutes
Board Voted All in Favor

New Business

NEW BUSINESS

Motioned by Perno, seconded by Stocker that the Merchantville Board of Education approve Dick's Sporting Good Grant.

Dick's Sporting Good Grant

- Dick's Sporting Good Grant acceptance of $5,000.00

Vote: To approve Dick's Sporting Good Grant
Board Voted All in Favor

***** Mark Iannucci – Arrived 7:39**

- NJSLA 2019 Science Test Results – Presented by Krista Travaglini
- Budget Presentation for 2020-2021

MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 28, 2020

Motioned by Iannucci, seconded by Carcanague that the Merchantville Board of Education accept resignation of Gina Adams as Board Member.

- Motion to accept the resignation of Gina Adams as board member effective July 1, 2020

Vote: To approve Gina Adams Resignation of the Board
Board Voted All in Favor

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation – Discussion in Executive Session following this meeting

Communication

COMMUNICATIONS – None

Committee Updates

COMMITTEE UPDATES

- Policy and Community Engagement
- Education Committee
- Finance: Planning and Utilization
- Personnel Committee
- Facility Committee
- Haddon Heights
- Negotiations Meeting

CSA Report

CSA REPORT

- March 2020 Monthly Report
- Emergency Drills – Fire Drill on March 3 at 9:20 & Table Top Discussion March 16 In-Service
- Use of Facility Report April 2020 – May 2020 (None)
- 1 Confirmed HIB from March 2020

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Adams, seconded by Nussbaum that the Merchantville Board of Education approve Items 1 thru 5.

With Regret Accept the Retirement of Patricia Fields

1. That the Board of Education accept the letter of notice of retirement for Patricia Fields with regret at the end of the 2019-2020 school year.

With Regret Accept the Retirement of Caren Batterman

2. That the Board of Education accept the letter of notice of retirement for Caren Batterman with regret at the end of the 2019-2020 school year.

With Regret Accept the Retirement of Barbara Gandy

3. That the Board of Education accept the letter of notice of retirement for Barbara Gandy with regret at the end of the 2019-2020 school year.

With Regret Accept the Resignation of Rebecca Meizinger

4. That the Board of Education accept the letter of resignation of Rebecca Meizinger at the end of the 2019-2020 school year.

S. Gudowski and H. Wilson – Develop Summer 2020 Reading Program

5. That the Board of Education approve Samantha Gudowski and Heather Wilson to develop the Summer Reading Program for Summer 2020. The stipend is $500. ($250 each)

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

Motion carried: 8-0-0

Motioned by Geddes, seconded by Perno that the Merchantville Board of Education approve Items 6 thru 8

Curriculum Updates - NJQSAC

6. That the Board of Education approve the following curriculum updates to align with the NJQSAC requirements:
   - **a.** World Language
   - **b.** Physical Education
   - **c.** Fine Arts
   - **d.** Technology

Camden county Elementary League Membership Resolution 20-21

7. That the Board of Education approve the Camden County Elementary League Membership Resolution for the 2020-2021 school year.

First Reading of Revised Policies

8. That the Board of Education approve the first reading of the revised 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, Geddes, Iannucci, Nussbaum, Perno, Stocker and Honigfeld.

Motion carried: 8-0-0

Motioned by Nussbaum seconded by Carcanague that the Merchantville Board of Education approve Item 9.

Employee Renewal 20-21

9. That the Board of Education approve the employee renewal list for the 2020-2021 school year (Note: Approving at 2019-2020 salary and step since still in contract negotiations).

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

Baker	65,717.00	BA	8	100.00%	*Non Tenured*
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%	
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%	
Folk	32,517.18	BA	3	54.00%	*Non Tenured*
Gleeson	69,207.00	MA+15	2	100.00%	*Non Tenured*
Gudowski	70,157.00	BA+30	8	100.00%	*Non Tenured*
Hood	64,217.00	BA	7	100.00%	
Huber	83,287.00	MA	14	100.00%	
Iannucci	76,487.00	MA	10	100.00%	
Kay	68,717.00	BA	10	100.00%	*Non Tenured*
Korn	66,657.00	BA+30	5	100.00%	*Non Tenured (Tenure in Sept 2019)*
Lord	71,987.00	MA	7	100.00%	
Middleman	62,657.00	BA+30	1	100.00%	*Non Tenured*
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%	
Scallion	71,987.00	MA	7	100.00%	*Non Tenured*
Sheffer	70,217.00	BA	11	100.00%	*Non Tenured (Tenure in Sept 2019)*
Tsypenyuk	68,657.00	BA+30	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

Bechtel	16,834.65	2	16.11	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
Urena	14,858.50	1	15.64	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		Supervisor Stipend	

Others:

Substitute Teachers/Aides	$60.00 half day	Less than 4 hours
Substitute Teachers/Aides	$100.00 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	2019-2020 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
Travaglini, Krista	87,500.00	1.00	Curriculum

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

Motion carried: 8-0-0

Business Office Recommendations

Motioned by Perno, seconded by Stocker 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 March 2020 **(Attachment A1, A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 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 March 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 March 2020. The Treasurer's Report and Secretary's report are in agreement for the month of March 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:

- March 2020 payroll **(Attachment D1)**
- April 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, Geddes, Iannucci, Nussbaum, Perno, Stocker and Honigfeld.

Motion carried: 8-0-0

Motioned by Stocker seconded by Carcanague that the Merchantville Board of Education approve Items F and G.

2020-2021 Budget

F. 2020-2021 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2020-2021 school budget, and

WHEREAS, a budget hearing was held on April 28, 2020.
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 2020-2021 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 $5,897,533.00 for the ensuing School Year (2020-2021) and a Debt Service tax levy of $123,053.00.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2020-21 Total Expenditures	11,021,547.00	436,569.00	161,250.00	11,619,366.00
Less: Anticipated Revenues	5,124,014.00	436,569.00	38,197.00	4,958,524.00
Taxes to be Raised	5,897,533.00	0.00	123,053.00	6,660,842.00

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is $260,000.00 for other capital project costs of building renovations and repairs including but not limited to, HVAC upgrades and stairwell renovations. The total costs of this project is $260,000.00 which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

Maximum Travel Budget

G. 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 2019-2020 school year is limited to $15,000.00 and the amount spent year to date is $544.44.

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

Motion carried: 8-0-0

Item H, K and M Tabled

****TABLE Item H, K and M**

Motioned by Ianucci seconded by Adams that the Merchantville Board of Education approve Items I, J and L.

Kieran McKenna Flooring – Award Non Fair and Open contract 2020-2021

I. Kieran McKenna Flooring

To award a non fair and open contract to Kieran McKenna Flooring for the 2020-2021 school year for the installation of stair treads in the amount of $28,100.00.

CM3 – Auditorium Heat

J. CM3 – Auditorium Heat

To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of replacement motors for auditorium heating in the amount of $21,203.20 for the 2020-2021 school year.

CM#-Cafeteria AC

L. CM3 – Cafeteria AC

To approve purchase through CCESC Contract #66CEPS with CM3 for the installation of air conditioning for the cafeteria in the amount of $52,300.00 for the 2020-2021 school year.

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

Motion carried: 8-0-0 Abstained Item L – Additional Support

OPEN PUBLIC COMMENT II – None

Executive Session

Motion to recess into Executive Session at 8:29 PM by Adams, 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 **9:40** 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 Staff renewals and CSA Evaluations) ;

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 9:37 P.M. and return to regular session by Perno, second by Iannucci.

Motion carried: 8-0-0

Adjourn Meeting

Adjourn Moved by Carcanague, seconded by Perno that the board of education approve to adjourn this meeting at 9:37 p.m.

Motion carried 8-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

April 28, 2020

Moved by Gina Adams and seconded by Jennifer Perno 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 Staff renewals and CSA Evaluations) ;

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 8:29 PM

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

Members Absent: Mr. Licata

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

Topic: Discussion took place regarding Staff renewals

Scott Strong and Greg Gontowski left meeting at 8:34 pm

Topic: Discussion took place regarding CSA Evaluations

Return to Open Session – Moved by Jennifer Perno and seconded by Mark Iannucci that the board of education approve to return to open session at 9:37 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary