MERCHANTVILLE BOARD OF EDUCATION MINUTES

March 18, 2020

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:30 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. J. Scott Strong, CSA
Mrs. Geddes		Mr. Greg Gontowski, Business Administrator
Mr. Honigfeld		
Mr. Iannucci		
Mr. Licata		
Mr. Nussbaum		
Mrs. Perno		
Mrs. Stocker		
Ms. Adams		

OPEN PUBLIC COMMENT I - None

Approval- February Minutes

APPROVAL OF THE MINUTES

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

- Regular Meeting – February 25, 2020 **Gina Adams – Abstained

Vote: To approve minutes
Board Voted All in Favor

New Business

NEW BUSINESS

- The on-line CSA Evaluation system is open until April 15 for board members

Unfinished Business

UNFINISHED BUSINESS

- Financial Disclosure Forms – Due April 30, 2020

Communication

COMMUNICATIONS – None

Committee Updates

COMMITTEE UPDATES

- Policy and Community Engagement

- Education Committee
- Finance: Planning and Utilization – March 4 Meeting
- Personnel Committee
- Facility Committee – March 17 Meeting
- Haddon Heights
- Negotiations Meeting – March 10 Update

CSA Report

CSA REPORT

- February 2020 Monthly Report
- Emergency Drills – Fire Drill on Feb 3 at 1:45 & Active Shooter Drill on Feb 24 at 2:00
- Use of Facility Report March 2020 – April 2020

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Adams, seconded by Perno that the Merchantville Board of Education approve Items 1 and 2.

Abbie Wence – Maternity Leave Position 3/25/20-6/30/20

1. That the Board of Education approve Abbie Wence for the maternity leave position in 5th grade from March 25, 2020 – June 30, 2020 at MA Step 1 ($65,987 – prorated)

Victoria Sheffer – Substitute the Remainder of 2019-2020

2. That the Board of Education approve to add Victoria Sheffer to the Substitute List for the remainder of the 2019-2020 school year.

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

Motion carried: 9-0-0

Motioned by Licata, seconded by Adams that the Merchantville Board of Education approve Item 3.

Field Trips – Walking Tour of Philadelphia, The Funplex, Annenberg Theater, Lawnside School and Wharton State Park

3. 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
Walking Tour of Philadelphia & Museum of the American Revolution - Philadelphia, PA	5	51	2	8	May	Class Trip
The Funplex – Mt. Laurel, NJ	Gr 3- 8	170	4	20	May	Service Trip

Annenberg Theater – Philadelphia, PA	4	48	2	6	March	Art-A-Facts
Lawnside School – Lawnside, NJ	6	50	2	0	April	Quad District Event
Wharton State Park – Chatsworth, NJ	Green Team	30	2	6	June	Club Event

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

Motion carried: 9-0-0

Business Office Recommendations

Motioned by Geddes, seconded by Carcanague 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 February 2020 **(Attachment A1, A2).**

B. Transfer of Funds

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

- February 2020 payroll **(Attachment D1)**
- March 2020 warrants **(Attachment D2)**

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

Motion carried: 9-0-0

Motioned by Perno, seconded by Iannucci that the Merchantville Board of Education approve Items E thru J.

Larc School -Tuition Student #1198159863

E. Tuition Contract
Tuition contract with Larc School for student #1198159863 in the amount of $56,975.10 for tuition for the 2019-2020 school year. (Note: to be prorated)

Haddon Heights - Tuition Student #5231028280

F. Tuition Contract
Tuition contract with Haddon Heights Board of Education for student #5231028280 in the amount of $17,492.00 for a 1:1 aide for the 2019-2020 school year. (Note: to be prorated)

Woodlynne Shared Service 2020-2021

G. Shared Services Agreement – Business Office
To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $132,651.00 per attached contract for the 2020-2021 school year **(Attachment G1)**.

Risk Management Consultant

H. Risk Management Consultant
To approve the attached resolution appointing a risk management consultant **(Attachment H1)**.

CCESC General Service Contract 2020-2021

I. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2020-2021 school year **(Attachment I1)**.

Just Kids 2020-2021

J. Just Kids
To approve contract with Archway Program to run Just Kids for the 2020-2021 school year.

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

Motion carried: 9-0-0

Motioned by Stocker, seconded by Iannucci that the Merchantville Board of Education approve Items K and L.

2020-2021 Budget and Resolution

K. 2020-2021 Budget and Resolution
It is recommended that the Merchantville Board of Education approve 2020-2021 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2020-2021 School Budget,

WHEREAS, NJAC 6:19-2.7 (a) requires Merchantville Board of Education to adopt and submit a formal Board resolution.

BE IT RESOLVED to approve the 2020-2021 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
General Fund	$11,021,547.00	$5,897,533.00
Special Revenue Fund	$436,569.00	
Debt Service Fund	$161,250.00	$123,053.00
Total Base Budget	$11,619,366.00	$6,020,586.00

Maximum Travel Budget 2020-2021

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.

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

Motion carried: 9-0-0

OPEN PUBLIC COMMENT II – None

Executive Session

Executive Session - None

Adjourn Meeting

Adjourn Moved by Iannucci, seconded by Adams that the board of education approve to adjourn this meeting at 7:40 p.m.

Motion carried 9-0-0

Respectfully submitted,

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Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION MINUTES

March 18, 2020