MERCHANTVILLE BOARD OF EDUCATION MINUTES

June 23, 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. Iannucci – Arrived at 7:52	Mr. J. Scott Strong, CSA
Mr. Honigfeld		Mr. Greg Gontowski, Business Administrator
Mr. Nussbaum		
Mrs. Perno		
Mrs. Stocker		
Ms. Adams		
Mr. Licata		
Mrs. Geddes		

OPEN PUBLIC COMMENT I - None

APPROVAL OF THE MINUTES

Approval- May Minutes

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

- Regular and Executive Session Meeting – May 26, 2020

Vote: To approve minutes
Board Voted All in Favor

New Business

NEW BUSINESS

- Honoring the retiring teachers of Merchantville School June 2020
  - Caren Batterman, Patricia Fields & Barbara Gandy

Mr. Iannucci Arrived

Mr. Iannucci – Arrived at 7:52

- Potential New Board Member Interview

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation – Finalization in Executive Session

Communication

COMMUNICATIONS – None

MERCHANTVILLE BOARD OF EDUCATION MINUTES

June 23, 2020

Committee Updates

COMMITTEE UPDATES

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

CSA Report

CSA REPORT

- No Emergency Drill
- Use of Facility Report June 2020 – July 2020
- Graduation Photo Opportunities - June 15 & 16
- Chromebook Collection, Yearbook Distribution/Summer Reading Distribution – June 17 & 18
- Summer Hours: Mon – Thurs (9:00 – 1:00)
- Violence & Vandalism Report (Jan 2020 – June 2020)

CSA Recommendations

CSA RECOMMENDATIONS

Motioned by Stocker, seconded by Perno that the Merchantville Board of Education approve Items 1 thru 7.

Yuliya Tspenyuk-Moving Step 20-21

1. That the Board of Education approve moving Yuliya Tsypenyuk from BA + 30 Step 7 to MA Step 7 for the 2020-2021 school year. (19-20 MEA contract information $68,657 to $71,987)

Lindsay Scallan's – Maternity Leave

2. That the Board of Education approve Lindsay Scallan's maternity leave in the beginning of the 20-21 school year. Sick days to be used until October 8 followed by FMLA 12 weeks of maternity leave.

Hillary Urena – Maternity Leave

3. That the Board of Education approve Hillary Urena for maternity leave using FMLA time from Sept 1, 2020 to November 20, 2020.

Abbie Wence – Maternity Postiton 9/1/20-12/23/20

4. That the Board of Education approve Abbie Wence for a maternity position from Sept 1, 2020 to Dec 23, 2020 at MA Step 1. (19-20 MEA contract information - $65,987 for the full year)

Certified Personnel to Attend Mandated Individual Education Plan Meeting – Summer 2020

5. That the Board of Education approve to allow the administration to assign certified personnel to attend mandated Individual Education Plan meetings throughout the Summer 2020 at a contracted rate of $40 per hour. These meeting must be pre-approved by the administration before the actual meeting.

Jamie Bertinit – Summer Speech and Language Service Alicia Lord – Provide Summer

6. That the Board of Education approve Jamie Bertini to provide Summer Speech and Language Services as per IEP needs up to 35 hours at the MEA approved rate of $40 per hour throughout the Summer of 2020.

2020 Services to Students Based on their IEP

7. That the Board of Education approve Alicia Lord to provide summer services to students based on their IEP needs up to 20 hours at the MEA approved rate of $40 per hour throughout the Summer of 2020.

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 8 and 9.

Chief School Administrator – Professional Development Workshops 7/30/20 and 7/13 and 7/14

8. 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
Heather Wilson	Distance learning: Strengthening Instruction with your online first grade students	OnLine	July 30, 2020	$279
Alyssa Cardona	Teach Your Heart Out	OnLine	July 13 & 14, 2020	$60

Terms of Service for Non-MEA Members 20-21

9. That the Board of Education approve the Terms of Service for Non-MEA members 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

Business Office Recommendations

Financial and Transfers Reports

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

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of May 2020 **(Attachment A1, A2).**

B. Transfer of Funds

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

D. Warrants

Warrants

The attached bill lists:

- May 2020 payroll **(Attachment D1)**
- June 2020 warrants **(Attachment D2)**

E. Warrants

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

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.

Voided Checks

F. Void Check

Approval voiding of the following warrant account checks:

#2917	10/23/18	$37.75	American Marking Systems
#2961	11/27/18	$1,519.51	Camden County Elementary League
#3211	02/26/19	$519.75	West Music
#3517	06/28/19	$4,773.60	CCESC

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 Perno that the Merchantville Board of Education approve Items G thru N.

Yale Tuition Student #6635691237 20-21

G. Tuition Contract
Tuition contract with YALE School, Inc. for student #6635691237 in the amount of $67,032.00 for tuition for the 2020-2021 school year.

Bancroft Neuro Health Student Tuition 1:1 #6117766785

H. Tuition Contract
Tuition contract with Bancroft NeuroHealth for student #6117766785 in the amount of $83,095.52 for tuition and $38,584.00 for 1:1 aide for the 2020-2021 school year.

BCIPJ"IF Renewal Insurance Coverage and Student Accident Coverage 20-21

I. BCIPJIF Renewal Cost
Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2020-2021 school year at a cost of $66,315.00

BCIPJIF Resolution 2020-6-1 Directing the Distribution of Net Returned Surplus

J. BCIPJIF Resolution 2020-6-1
Resolution 2020-6-1 directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of $4,450.00 to be used to offset the 2020-2021 premium. **(Attachment J1)**

PL2015 Chapter 47

K. PL 2015 Chapter 47
To recognize the attached list to be in compliance with PL 2015 Chapter 47. **(Attachment K1)**

Food Service Management 20-21

L. 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. The FSMC agrees to reimburse the SFA for the amount, by which the SFA's actual return for the current year is less than the Guaranteed Return for the current year.
Management Fee
District shall pay Sodexo a Flat Rate Administrative Management Fee in an amount equal to Twenty Thousand Dollars ($20,400.00) for the 2020-2021 contract year.

Capital Reserve

M. Capital Reserve
Resolution 2020-6-2, to transfer up to $300,000 of 2019-2020 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 $300,000 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.

NJDOE Submission

N. NJDOE Submission

To approve Garrison Architects to submit an NJDOE other capital project application and that the district acknowledges that it will receive no state aid for this project.

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

Motion carried: 9-0-0

Motioned by Iannucci seconded by Perno that the Merchantville Board of Education approve Items O thru R.

Bid Threshold

O. Bid Threshold

Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

WHEREAS, Greg Gontowski, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from $40,000 to **$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Merchantville Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **$44,000** for the Board of Education, and further authorizes Greg Gontowski,the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

SOP Manual

P. SOP Manual
To approve changes to the Standard Operating Procedures Manual to reflect the increase in the bid and quote threshold effective July 1,2020 **(Attachment P1)**.

Purchasing Manual

Q. Purchasing Manual
To approve changes to the Purchasing Manual to reflect the increase in the bid and quote threshold effective July 1, 2020 **(Attachment Q1)**.

State Contract – Dell

R. State Contract - Dell
To approve purchase through Dell under state contract #89967 in the amount of $19,727.50 for power cords for the previously purchased computers/chromebooks.

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

Motion to recess into Executive Session at 8:28 PM by Adams, second by Perno.

Motion carried 9-0 -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 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 and new board member deliberation**) ;

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.

Mrs. Adams left meeting at 9:00

Action will be taken

Exit Executive Session and return to regular session

Motion to exit Executive Session at 9:19 P.M. and return to regular session by Perno, second by Nussbaum.

Motion carried: 8-0-0

Recommendations

CSA Evaluation 2019-2020

Motioned by Geddes seconded by Licata that the Merchantville Board of Education approve CSA Evaluation for the 2019-2020 school year.

Roll Call Vote: Voting Yes: Carcanague, Geddes, Iannucci, Licata, Nussbaum, Perno, Stocker and Honigfeld. **Carcanague – No

Motion carried: 7-1-0

Amanda Aaron - Board Member to fil the unexpired Board Vacancy until December 31, 2020

Motioned by Carcanague seconded by Iannucci that the Merchantville Board of Education approve **Amanda Aaron** to fill the unexpired board vacancy until December 31, 2020.

Roll Call Vote: Voting Yes: Carcanague, Geddes, Iannucci, Licata, Nussbaum, Perno, Stocker and Honigfeld. **Carcanague – No

Motion carried: 7-1-0

Adjourn Meeting

Adjourn Moved by Iannucci, seconded by Licata that the board of education approve to adjourn this meeting at 9:26p.m.

Motion carried 8-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

June 23, 2020

Moved by Gina Adams 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 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 and new board member deliberation) ;**

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 8:28 PM

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

Members Absent: Mrs. Adams left meeting at 9:00 pm

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 evaluation and new board member deliberation.

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 9:19 p.m.

Motion carried: 7-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary