MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 27, 2021

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:00 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
Mrs. Aaron	Mr. Iannucci	Mr. J. Scott Strong, CSA
Mrs. Gaskins	Mr. Carcanague-Arrived @ 7:09	Mr. Greg Gontowski, Business Administrator
Mrs. Kroot		
Mr. Licata		
Mrs. Meisner		
Mrs. Perno		
Mr. Honigfeld		

OPEN PUBLIC COMMENT I – None

APPROVAL OF THE MINUTES

Moved by Aaron and seconded by Meisner for the board of education to approve the following board minutes:

Approval Minutes

- Regular Meeting Minutes March 18, 2021

Vote: To approve minutes
Board Voted All in Favor

New Business

NEW BUSINESS

- CSA Evaluation Procedure 20-21 School Year
- QSAC letter of compliance

Marc Carcanague Arrived

****Marc Carcanague Arrived @ 7:09**

- School Budget Presentation 2021-2022 School Year
- NJSBA Board Retreat – Saturday, May 15 at 9:00 am

Unfinished Business

UNFINISHED BUSINESS

- Financial Disclosure Forms – Due April 30, 2021
- RMC Information Update

MERCHANTVILLE BOARD OF EDUCATION MINUTES

April 27, 2021

Communication

COMMUNICATIONS & COMMITTEE REPORTS

- Policy and Community Relations (Aaron) – PPP Meeting (April 20)
- Personnel (Perno)
- Education (Licata) – April 12 Meeting
- Finance (Carcanague)
- Facility (Iannucci)
- Haddon Heights Update (Perno)

CSA Report

CSA REPORT

- March Monthly Report
- Emergency Drills – Fire Drill (March 9 at 9:00) and Lockdown Drill (March 16 at 10:55)
- Use of Facility Report April 2021 – May 2021

CSA RECOMMENDATIONS

Motioned by Licata, seconded by Aaron that the Merchantville Board of Education approve Item 1.

Review of Policies

1. That the Board of Education approve the review of the following policies:

3000/3010	Concepts & Roles in Business & Non-Structural Operations, Goals & Objectives
3100	Budget Planning, Preparation & Adoption
3160	Transfer of Funds Between Line Items / Amendments / Purchases Not Budgeted
3220/3230	State Funds / Federal Funds
3250	Income From Fees, Fines, Charges
3260/3270	Sale & Disposal of Books, Equipment & Supplies Sale, Licensing and Rental of Property
3280	Gifts, Grants and Bequests
3320	Purchasing Procedures
3326	Payment for Goods and Services
3327	Relations with Vendors
3400	Accounts
3440	Inventories
3450	Money in School Buildings
3451	Petty Cash Fund
3453	School Activity Fund

3510	Operation and Maintenance of Plant
3511	Integrated Pest Management
3513	Energy Conservation
3514	Equipment
3515	Smoking Prohibition
3516	Safety
3541.1	Transportation Routes & Services
3541.3	Non School Use of District Vehicles
3541.31	Privately Owned Vehicles
3541.33	Transportation Safety
3542	Food Service
3542.1	Local Wellness/Nutrition Policy
3542.2	School Meal Program Arrears
3542.31	Free or Reduced-Price Lunch / Milk
3542.44	Purchasing
3570	District Records and Reports
3571.4	Audit
3600	Evaluation of Business & Noninstructional Operations

Vote: To approve Item 1
Board Voted All in Favor

Motion carried 8-0-0

Motioned by Perno, seconded by Aaron that the Merchantville Board of Education approve Items 2 through 9.

Paige Van Sciver – Pre-Student Teaching Spring 2021

2. That the Board of Education approve Paige Van Sciver for Pre-Student Teaching placement in 1st grade for Spring 2021.

ESY Sumer 2021

3. That the Board of Education approve the Early Childhood Extended School Year (ESY) Program for Summer 2021. This program will continue the special services as mandated by Individual Education Programs (IEPs).

July 6th through August 12
Monday through Thursday
9:00 a.m. to 11:30 a.m.

Furthermore, to approve the following personnel associated with the Preschool Extended School Year Program:

Employee	Job Title	Rate of Pay	Number of Hours	Number of Days
Alicia Lord	Teacher	$40 per hour	3.25 hours per day	19
Lisa Casey	Aide	$16 per hour	3.25 hours per day	19
Chantel Bechtel	Sub Teacher/Aide	$40/$16 per hour	As needed	As needed

Jamie Berini Speech Service – Summer 2021

4. That the Board of Education approve to provide speech service throughout the 2021 summer for students as documented in Individual Education Plan needs. The services will be provided by Jamie Bertini for a period of time not to exceed 40 hours at the contracted rate of $40 per hour.

Summer Knights Program

5. That the Board of Education approve the Summer Knights Program to run Tuesday, July 6 – Thursday, August 12 from 1:00 pm – 3:00 pm. This is a Learning Acceleration program that will run Mondays – Thursdays

Sumer Knights Program Teachers Harper-Ransom, Langston, Wilson, Bonilla, Cucuanto, Smith, Middleman, Wence and Bickel

6. That the Board of Education approve the following teachers for the Summer Knights Program at the contracted $40 per hour for 2.5 hours per day Mondays – Thursdays July 6th – August 12: Melody Harper-Ransom, Aleesha Langston, Heather Wilson, Sindy Bonilla, Daniella Cucunato, Jen Smith, Brittany Middleman, Abigail Wence, and Madison Bickel.

Brittany Middleman to Facilitate Credit Completion Program

7. That the Board of Education approved Brittany Middleman to facilitate the self-guided credit completion program for Jr High students for 2 hours a day Mondays – Thursdays July 6th – August 12th at the contracted rate of $40 per hour.

Christina Folk – Substitute 20-21

8. That the Board of Education approve adding Christina Folk to the substitute list for the 2020-2021 school year.

Sidebar Agreement

9. To approve the sidebar agreement between the Merchantville Board of Education and the Merchantville Education Association regarding the inclusion of the School Psychologist as a recognized personnel included under the agreement.

Roll Call Vote: Voting Yes: Aaron, Carcanague, Gaskins, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 8-0-0

Motioned by Meisner, seconded by Perno that the Merchantville Board of Education approve Item 10.

Employee Renewal 2021-2022

That the Board of Education approve the employee renewal list for the 2021-2022 school year:

MEA Employee	2021-2022	Educ.	2021-2022	Full-Time	NOTES
Teachers and Nurse	Salary	Credits	Step	Equiv.	

Arkainno	67,696.00	BA	8	100.00%	*Non Tenured*
Baker	70,696.00	BA	10	100.00%	
Bertini	75,466.00	MA	8	100.00%	
Bonilla	70,966.00	MA	4	100.00%	*Non Tenured*
Brill	102,215.00	MA	18	100.00%	
Browne	76,966.00	MA	9	100.00%	*Non Tenured*
Cardona	70,966.00	MA	4	100.00%	*Non Tenured*
Cucunato	61,196.00	BA	2	100.00%	*Non Tenured*
Dailey	71,416.00	BA+15	9	100.00%	
Gleeson	73,186.00	MA+15	4	100.00%	*Non Tenured*
Gudowski	75,136.00	BA+30	10	100.00%	
Hood	69,196.00	BA	9	100.00%	
Huber	92,251.00	MA	16	100.00%	
Iannucci	83,686.00	MA+15	12	100.00%	
Kay	73,696.00	BA	12	100.00%	*Non Tenured*
Korn	70,636.00	BA+30	7	100.00%	
Langston	61,196.00	BA	2	100.00%	*Non Tenured*
Lord	76,966.00	MA	9	100.00%	
Mahmood	61,196.00	BA	2	100.00%	*Non Tenured*
Middleman	66,636.00	BA+30	3	100.00%	*Non Tenured*
Nemerofsky	73,966.00	MA	7	100.00%	
Nettleton	92,251.00	MA	16	100.00%	
Ransom-Harper	103,565.00	MA 9	18	100.00%	
Rettinger	83,076.00	BA	18	100.00%	
Scallan	75,466.00	MA	8	100.00%	
Sheffer	75,596.00	BA	13	100.00%	
Smith	72,966.00	MA	6	100.00%	*Non Tenured*
Spahr	77,406.00	MA+30	6	100.00%	
Tsypenyuk	76,966.00	MA	9	100.00%	
Turan	103,565.00	MA+15	18	100.00%	
Van Sciver	107,323.00	MA+30	18	100.00%	

Waldron	102,215.00	MA	18	100.00%	
Wilson	75,466.00	MA	8	100.00%	

MEA EMPLOYEE	2021-2022	2021-2022	2021-2022	Full Time	NOTES
Aides	**Salary**	**Step**	**Hourly Rate**	**Equivalent**	**Est. Hours**
Alloway		5	19.61	Hourly Non-Inst.	5 hrs. per day
Bechtel		4	18.95	Hourly Non-Inst.	5 hrs. per day
Casey		5	19.61	Hourly Non-Inst.	5 hrs. per day
Grasso, Dawn		4	18.95	Hourly Non-Inst.	5 hrs. per day
Grasso, Denise		5	19.61	Hourly Non-Inst.	5 hrs. per day
Irvin-Turner		5	19.61	Hourly Non-Inst.	5 hrs. per day
Nolte		5	19.61	Hourly Non-Inst.	5 hrs. per day
Richards		5	29.09	Hourly Instructional	5 hrs. per day
Segrest		5	19.61	Hourly Non-Inst.	5 hrs. per day
Urena		2	17.70	Hourly Non-Inst.	5 hrs. per day
Other MEA					
Stone	48,868.00	5		Secretary	

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	2021-2022	Full-Time	Position
	Salary	**Equiv.**	

Czarnick, Matthew	43,214.00	1.00	Custodian - Day
O'Drain, Patrick	$15.00 per hour	.75	Custodian – Night – up to 29.5 hours
Reustle, Richard	40,898.00	1.00	Custodian – Night
Tolomeo, Mike	$15.00 per hour	.75	Custodian – Night – up to 29.5 hours
Bennet, Napoleon	$15.00 per hour	.75	Custodian – Night – up to 29.5 hours
Murrenburke, Quinn	$64,000.00	1.00	Supervisor of Facility Management
DiMatteo, Rose	61,750.00	1.00	Confidential Secretary
Klaus, Kimberly	103,580.00	1.00	LDTC/Supervisor
Leise, Jeanne	88,485.00	1.00	Social Worker/Supervisor
Travaglini, Krista	92,650.00	1.00	Curriculum

Roll Call Vote: Voting Yes: Aaron, Carcanague, Gaskins, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 8-0-0

Business Office Recommendations

Motioned by Kroot, seconded by Perno that the Merchantville Board of Education approve Items A through E.

Financial and Transfers Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of February 2021 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of February 2021 **(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 2021. 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 2021 The Treasurer's Report and Secretary's report are in agreement for the month of February 2021. **(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 2021 payroll **(Attachment D1)**
- March through April 2021warrants **(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.

Roll Call Vote: Voting Yes: Aaron, Carcanague, Gaskins, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 8-0-0

Motioned by Carcanague, seconded by Licata that the Merchantville Board of Education to approve Item F.

2021-2022 Budget

F. 2021-2022 Budget

WHEREAS, the Merchantville Borough Board of Education has developed its 2021-2022 school budget, and

WHEREAS, a budget hearing was held on April 27, 2021.
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 2021-2022 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 $6,006,987.00 for the ensuing School Year (2021-2022) and a Debt Service tax levy of $120,191.00.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2021-22 Total Expenditures	11,894,871.00	774,833.00	157,500.00	12,827,204.00
Less: Anticipated Revenues	5,887,884.00	774,833.00	37,309.00	6,700,026.00
Taxes to be Raised	6,006,987.00	0.00	120,191.00	6,127,178.00

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is $620,000.00 for other capital project costs of building renovations and repairs including but not limited to, ADA renovations and Interior renovations and plumbing. The total costs of these projects is $620,000.00 which represents 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.

Roll Call Vote: Voting Yes: Aaron, Carcanague, Gaskins, Kroot, Licata, Meisner, Perno, and Honigfeld.

Voting No: Carcanague

Motion carried 7-1-0

Motioned by Aaron, seconded by Gaskins that the Merchantville Board of Education approve Items G thru J.

Shared Service-Business Office – Woodlynne BOE

G. Shared Services Agreement – Business Office
To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $135,304.00 per attached contract for the 2021-2022 school year **(Attachment G1)**.

BCSSSD 2021-2022

H. Burlington County Special Services School District
To approve the attached Agreement for Professional Services with Burlington County Special Services School District for the 2021-2022 school year **(Attachment H1)**.

CCESC 2021-2022

I. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational

Services Commission for the 2021-2022 school year **(Attachment I1)**.

CRRSA Grant

J. CRRSA Grant
To approve the acceptance of CRRSA funds in the amount of $342,454.00.

Roll Call Vote: Voting Yes: Aaron, Carcanague, Gaskins, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 8-0-0

Motioned by Kroot, seconded by Meisner that the Merchantville Board of Education approve Item K.

K. Risk Management Consultant
To approve the attached resolution appointing Hardenbergh Insurance Group as Risk Management Consultant for the 2021-2022 school year **(Attachment K1)**.

Roll Call Vote: Voting No: Aaron, Carcanague, Gaskins, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 0-8-0

OPEN PUBLIC COMMENT II - None

Executive Session

Motion to recess into Executive Session at 7:53 PM by Carcanague, 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 **8:55** 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_____) ;

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 9:53 P.M. and return to regular session by Perno, second by Meisner.

Motion carried: 8-0-0

Adjourn Meeting

Adjourn Moved by Perno seconded by Aaron that the board of education approve to adjourn this meeting at 9:56 p.m.

Motion carried 8-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

April 27, 2021

Moved by Marc Carcanague 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_____);

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 7:53 PM

Members Present: Mrs. Aaron, Mrs. Gaskins, Mr. Carcanague, Mr. Licata, Mr. Honigfeld Mrs. Kroot Mrs. Perno, and Mrs. Meisner

Members Absent: Mr. Iannucci

Topic: Discussion took place regarding Superintendent Evaluation.

Return to Open Session – Moved by Jennifer Perno and seconded by Antisha Meisner that the board of education approve to return to open session at 9:53 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary