MERCHANTVILLE BOARD OF EDUCATION MINUTES

March 18, 2021

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:01 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. J. Scott Strong, CSA
Mr. Carcanague		Mr. Greg Gontowski, Business Administrator
Mrs. Gaskins		
Mr. Iannucci		
Mrs. Kroot		
Mr. Licata		
Mrs. Meisner		
Mrs. Perno		
Mr. Honigfeld		

Approval Minutes

OPEN PUBLIC COMMENT I – None

APPROVAL OF THE MINUTES

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

- Regular Meeting Minutes Feb 23, 2021

Vote: To approve minutes
Board Voted All in Favor

New Business

NEW BUSINESS

- Re-Opening Next Phase – Friday Live classes

Unfinished Business

UNFINISHED BUSINESS

- Financial Disclosure Forms – Due April 30, 2021
- Budget Update for 2021-2022

Communication

COMMUNICATIONS & COMMITTEE REPORTS

- Policy and Community Relations (Aaron)
- Personnel (Perno) – March 11 Meeting

- Education (Licata) – March 10 Meeting
- Finance (Carcanague) –March 11 Meeting
- Facility (Iannucci)
- Haddon Heights Update (Perno)

CSA Report

CSA REPORT

- February Monthly Report
- Emergency Drills – Fire Drill (Feb 17 at 10:15) and Evacuation Drill (Feb 26 at 8:45)
- Use of Facility Report March 2021 – April 2021 (None)

CSA RECOMMENDATIONS

Motioned by Aaron, seconded by Gaskins that the Merchantville Board of Education approve Items 1 through 3.

Review of Policies

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

• Policy #0100	Educational Philosophy
• Policy #0300	District Goals & Objectives (T&E)
• Policy #1000-1010	Community Relations Goals & Objectives
• Policy #1100	Communication with the Public
• Policy #1110	Media
• Policy #1111	District Publications
• Policy #1120	Board of Education Meetings
• Policy #1140	Distribution of Materials by Pupils & Staff
• Policy #1200	Participation by the Public
• Policy #1220	Citizen's Ad Hoc Advisory Committees
• Policy #1230	School-Connected Organizations
• Policy #1250	Visits to the School
• Policy #1312	Community Complaints & Inquires
• Policy #1322	Contests for Pupils
• Policy #1330	Use of School Facilities
• Policy #1410	Local Units
• Policy #1600	Relations Between Other Entities & the District
• Policy #2000/2010	Concepts & Roles in Administration Goals & Objectives
• Policy #2121	Line of Responsibility
• Policy #2130	Principal Evaluation
• Policy #2131	Chief School Administration
• Policy #2210	Administrative Leeway in Absence of Board Policy
• Policy #2224	Nondiscrimination/Affirmative Action
• Policy #2240	Research, Evaluation and Planning
• Policy #2255	Action Planning for Thorough and Efficient Certification
• Policy #2400	Evaluation of Educational Administration

Filed Trips Will Be Paid Out of the Marie J. Carroll Foundation

2. That the Board of Education approve the following field trip. All funds for the trip will be paid out of the Marie J. Carroll Foundation. There is no cost incurred by the parents or the school district:

Place	Grade	# Students	# Staff	# Outside Chaperones	Month	Other Info
Camp Ockanickon – Medford, NJ	8	46	4	0	April	8th grade camping trip – Not over night

Change of Use Application for Room 108

3. That the Board of Education approve the Change of Use application for Room 108 at Merchantville School to accommodate the a special education program for students age 3 – 5 starting in Sept 2021.

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

Motion carried 9-0-0

Motioned by Perno, seconded by Aaron that the Merchantville Board of Education approve Items 4 through 7.

Quinn Murrenburke – Supervisor of Facility Management Starting 4/12/21

4. That the Board of Education approve Quinn Murrenburke as the Supervisor of Facility Management starting on April 12, 2021 at a salary of $64,000 (pro-rated for the 20-21 school year).

Yuliya Tsypenyuk – To Host An Optional Algebra Preparation Class

5. That the Board of Education approve Yuliya Tsypenyuk to host an optional Algebra preparation class up to two days a week starting March 23, 2021 until May 27, 2021 for one hour per session at the contracted MEA rate of $40 per hour. (Classes are optional and will take place outside school hours)

Jenifer Smith and Daniella Cucunato – To Develop the Summer Reading Program

6. That the Board of Education approve Jenifer Smith and Daniella Cucunato to develop the Summer Reading Program for Summer 2021. The stipend is $500 ($250 each).

Chief School Administrator for Attendance at Professional Development Workshops

7. 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
Sindy Bonilla	Acquisition Boot Camp	Virtual	Month of April – Self Paced	$149
Abbie Wence	Preparing our Guided Math Students for the 21st Century	Virtual	March 8, 2021	$289

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

Motion carried 9-0-0

Business Office Recommendations

Motioned by Kroot, seconded by Meisner 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 January 2021 **(Attachment A1 and A2).**

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of January 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 January 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 January 2021 The Treasurer's Report and Secretary's report are in agreement for the month of January 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:

- February 2021 payroll **(Attachment D1)**

- February through March 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, Iannucci, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 9-0-0

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

F. Archway – Just Kids

Archway – Just Kids

To approve contract with Archway Programs to run Just Kids for the 2021-2022 school year.

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

Motion carried 9-0-0

Motioned by Iannucci, seconded by Perno that the Merchantville Board of Education to Table Item G.

Item G Tabled

Vote: To Table Item G
Board Voted All in Favor

Motioned by Carcanague, seconded by Iannucci that the Merchantville Board of Education approve Item H.

H. 2021-2022 Budget and Resolution

2021-2022 Budget and Resolution

It is recommended that the Merchantville Board of Education approve 2021-2022 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Merchantville Board of Education has developed its 2021-2022 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 2021-2022 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
General Fund	$11,894,871.00	$6,006,987.00
Special Revenue Fund	$774,833.00	
Debt Service Fund	$157,500.00	$120,191.00
Total Base Budget	$12,827,204.00	$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, Geddes, Iannucci, Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 8-1-0 ** Carcanague – Voted No

Motioned by Licata, seconded by Perno that the Merchantville Board of Education approve Item I.

I. Maximum Travel Budget

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 2020-2021 school year is limited to $15,000.00 and the amount spent year to date is $0.00.

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

Motion carried 9-0-0

OPEN PUBLIC COMMENT II -

- **Denise Wackes 214 St. James Ave - Asked various questions about the reopening.**

Executive Session

None

Adjourn Meeting

Adjourn Moved by Aaron, seconded by Perno that the board of education approve to adjourn this meeting at 8:02p.m.

Motion carried 9-0-0

Respectfully submitted,

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Greg Gontowski

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