MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 25, 2021

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 7:03p.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
Mrs. Gaskins		Mr. Greg Gontowski, Business Administrator
Mrs. Kroot		
Mr. Licata		
Mrs. Meisner		
Mrs. Perno		
Mr. Honigfeld		
Mr. Iannucci		
Mr. Carcanague		

OPEN PUBLIC COMMENT I – None

Approval Minutes

APPROVAL OF THE MINUTES

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

- Regular Meeting Minutes April, 27, 2021
- Executive Session Minutes April 27, 2021
- Special Meeting Minutes May 15, 2021

Vote: To approve minutes
Board Voted All in Favor **Mr. Iannucci – Abstained

New Business

NEW BUSINESS

- CSA Evaluation Procedure 20-21 School Year
- School Boards Workshop – Virtual – October 26-28, 2021

Unfinished Business

UNFINISHED BUSINESS - None

Communication

COMMUNICATIONS & COMMITTEE REPORTS

- Policy and Community Relations (Aaron) – PPP Meeting (May 11)
- Personnel (Perno) – Meeting (May 13)

- Education (Licata)
- Finance (Carcanague)
- Facility (Iannucci)
- Haddon Heights Update (Perno)

CSA REPORT

CSA Report

- April Monthly Report
- 20-21 Update
- Emergency Drills – Fire Drill (May 11 at 12:00) and Active Shooter Drill (March 16 at 10:55)
- Use of Facility Report May 2021 – June 2021

CSA RECOMMENDATIONS

Motioned by Aaron seconded by Carcanague that the Merchantville Board of Education approve Items 1 through 4

Review of Policies

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

4111	Recruitment, Selection and Hiring
4111.1 / 4211.1	Nondiscrimination/Affirmative Action
4111.2 - 4211.2	Domestic Violence
4112.4 / 4212.4	Employee Health
4112.6 / 4212.6	Personnel Records
4112.8 / 4218.8	Nepotism
4113/4114/4213/4214	Assignment; Transfer
4115	Supervision
4116	Evaluation
4117.4	Reduction in Force/Abolishing a Position
4117.41	Nonrenewal
4119.21 / 4219.21	Conflict of Interest
4119.22 / 4219.22	Conduct and Dress
4119.23	Employee Substance Abuse
4119.26	Electronic Communication by the School Staff
4121	Substitute Teachers
4122	Student Teachers/Interns
4123	Classroom Aides (Paraprofessionals)
4131/4131.1	Staff Development; In-service Education/Visitation/Conferences
4138 / 4238	Non-school Employment
4138.2	Private Tutoring
4147 / 4247	Employee Safety
4151 / 4251	Attendance Patterns
4151.1 / 4251.1	Personal Illness and Injury
4211	Recruitment, Selection and Hiring
4215	Supervision
4216	Evaluation
4219.23	Employee Substance Abuse
4222	Non-Instructional Aides
4231 / 4231.1	Staff Development / In-Service Education / Visitations / Conferences

Electives for 7th & 8th Grade Student 2021-2022

2. That the Board of Education approve the following electives for 7th and 8th grade students for the 21-22 school year: Coding 1, Coding 2, eSports, Health and Wellness, Fitness and Team Building, Video Production, Citizenship in the World, Genealogy, Citizenship in the Community, Sculptures, Fashion Illustration, Comic Book Illustration, MythBusters

Terms of Service for non MEA Members 7/1/21-6/30/22

3. That the Board of Education approve the Terms of Service for the non-MEA members from July 1, 2021 – June 30, 2022.

Code of Conduct and Dress code 2021-2022

4. That the Board of Education approve the Code of Conduct and Dress Code for the 2021-2022 school year.

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

Motion carried 9-0-0

Motioned by Carcanague, seconded by Licata that the Merchantville Board of Education approve Items 5 through 11

Paige Van Sciver – Student Teaching

5. That the Board of Education approve Paige Van Sciver for Student Teaching placement in 1st grade for the 2021-2022 School Year

Curriculum Team Leaders – A. Jackson, D. Cucumato & J. Smith

6. That the Board of Education approve the following teachers for Curriculum Team Leaders approving up to 20 hours person for Summer 2021 and up to 20 hours of outside of contracted hours throughout the 2021-2022 school year:
   - Alyssa Jackson (Cardona) Grades K – 2
   - Daniella Cucunato Grades 3 – 5
   - Jenifer Smith Grades 6 – 8

Sophia Honigefeld – Volunteer at the Summer Knights Program 2021

7. That the Board of Education approve Sophia Honigfeld to volunteer at the Summer Knights program for Summer 2021. (Background check and mandated trainings will take place)

Madison Bickel – Early Childhood Teacher Starting 9/1/21

8. That the Board of Education approve Madison Bickel as an Early Childhood Teacher at BA Step 1 starting September 1, 2021. (MEA Contracted Salary $60,196 – Replacing Wurster Retirement)

MacKenzie Tyler- Elementary Teacher Starting 9/1/21

9. That the Board of Education approve MacKenzie Tyler as an Elementary Teacher at BA Step 1 starting September 1, 2021. (MEA Contracted Salary $60,196 – Replacing Maziarz Resignation)

Abbie Wence – Jr. High Teacher 9/1/21

10. That the Board of Education approve Abbie Wence as a Jr High Teacher at MA Step 1 starting September 1, 2021. (MEA Contracted Salary $67,966 – Originally from ESSER funds, switching placement due to staffing changes)

Profession Development Workshops

11. 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
Sherry Iannucci	EGF High School & Middle School eSports Info Session	On-line	May 5, 2021 (After Hours)	$0
Abbie Wence & Jenifer Smith	Pathways to Proficient Writing	On-line	Summer 2021	$750 each
Alyssa Cardona	Phonological Awareness	On-Line	July 5 & 6, 2021	$550
Krista Travaglini	Research Based Tiered Literacy Interventions	On-Line	July 14, 2021	$0

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

Motion carried 7-0-2 **Mr. Iannucci and Mr. Honigfeld -Abtained

Business Office Recommendations

Motioned by Gaskins 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 March 2021 **(Attachment A1 and A2).**

B. Transfer of Funds

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

- April 2021 payroll **(Attachment D1)**
- May through April 2021warrants **(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: Aaron, Carcanague, Gaskins, Iannucci Kroot, Licata, Meisner, Perno, and Honigfeld.

Motion carried 9-0-0

Motioned by Kroot, seconded by Meisner that the Merchantville Board of Education to approve Items F through W

Extraordinary Aid

F. Extraordinary Aid
To approve submission of the extraordinary aid application for the 2020-2021 school year.

Professional Services

G. Professional Services
It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, Brokers of Record, School Auditor, and School Physician.

RESOLUTION

WHEREAS, the local Public Contracts Law (NJSA 40A:11.1 et seq. and 18A:18A-5) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Merchantville in the County of Camden, New Jersey, is hereby appointing the following persons to serve in the designated positions for the 2021-2022 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$29,000.00
Garrison Architects	Architect of Record	$150.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	Per Insurance Requirements
Brown & Brown Benefit Advisors	Health Insurance Broker of Record	Per Insurance Requirements
Dr. Gooberman	School Physician	

A copy of this Resolution shall be published in the official newspaper of the Board of Education as required by law within ten (10) days of its passage.

21-22 Health Care Providers

H. Health Care Providers – To approve the following health care providers for the 2021-2022 school year:

Horizon (Dental)
School Employees Health Benefits Program (Health & Prescription)

Audit Peer Review Bowman & Company 21-22Completion of 20-21

I. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2021-2022 school year for completion of the 2020-2021 audit.

Greg Gontowski – Board Secretary 21-22

J. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2021-2022 school year.

Greg Gontowski – Business Administrator 21-22

K. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2021-2022 school year.

Courier Post and The Retrospect Official Newspaper

L. Official Newspaper – It is recommended that the Board of Education approve the following official newspapers:

- ✓ Courier Post
- ✓ The Retrospect

Merchantville School Website for Official Advertising

M. Website – It is recommended that the Board of Education approve to designate the MerchantvilleSchool website www.merchantvilleschool.org as an official site for advertising for the Merchantville Board of Education.

403B Providers

N. 403B Providers – It is recommended that the Board of Education approve the following 403B providers:

1. Lincoln Investment
2. VOYA - TSA
3. AXA Equitable – Equi Vest

Curriculum, Textbooks and Policies

O. Curriculum, Textbooks and Policies – It is recommended that the Board of Education approve to accept and reaffirm the curriculum and textbooks, policies, practices and procedures of the Merchantville Board of Education recognizing that these items may be amended when necessary with Board approval.

Photocopy Fee

P. Photocopy Fee - It is recommended that the Board of Education approve to establish a photocopy fee as per OPRA regulations; five cents ($.05) per page for standard size documents and seven cents ($.07) for legal size documents.

Approve 1st Colonial Bank as District Depository of Funds

Q. Depository of School Funds – It is recommended that the Board of Education approve 1st Colonial Community Bank as the depository of school funds.

Account Signatories

R. Account Signatories - It is recommended that the Board of Education approve the following account signatories:

Account	Requirements/Signatories
General Fund Account	Board President Board Vice President Business Administrator/Board Secretary Chief School Administrator Requires three (3) signatures
Agency Account	Business Administrator/Board Secretary Requires one (1) signature
Payroll Account	Business Administrator/Board Secretary Requires one (1) signature
Unemployment Account	Business Administrator/Board Secretary Requires one (1) signature
Student Activities Account	School Secretary Chief School Administrator Requires two (2) signatures

Appointments and Assignments 21-22

S. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2021-2022:

Affirmative Action Officer – Director of Equity, Curriculum & Instruction
Title IX Coordinator – Physical Education Teacher
504 Compliance Officer – Social Worker
ADA Coordinator – CSA
Health/Safety Compliance Officer – School Nurse
Custodian of Records (student/employee) – CSA
Custodian of Records (OPRA) – Business Administrator
Right to Know Officer – Supervisor of Facility Management
Substance Abuse Coordinator – Social Worker

Integrated Pest Management Coordinator – Supervisor of Facility Management
Homeless Liaison – Social Worker
Public Agency Compliance Officer – Business Administrator
School Safety Specialist - CSA
HIB Coordinator – LDTC/Supervisor
HIB Specialist – School Psychologist

Chart of Accounts

T. Chart of Accounts - It is recommended that the Board of Education approve the 2021-2022 chart of accounts.

Prepayment Authorization

U. Prepayment Authorization
It is recommended that the Board of Education approve to authorize the business administrator/business office to pay selected invoices prior to board meetings. These payments will subsequently be approved at the next board meeting. **(Attachment U1)**

Sodexo - Food Service 20-21

V. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2021-2022 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 2021-2022 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 Management Fee in an amount equal to Twenty Thousand Six Hundred Dollars ($20,600.00) for the 2021-2022 contract year.

Tax Schedule 21-22

W. Tax Payment Schedule
It is recommended that the Board of Education approve the following monthly schedule of Borough tax payments to the Merchantville Board of Education.

September 1, 2021	$1,531,794.50	March 1, 2022	$1,531,794.50
December 1, 2021	$1,531,794.50	June 1, 2022	$1,531,794.50

Total 2021-2022 taxes $6,127,178.00

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

Motion carried 9-0-0

Motioned by Licata, seconded by Aaron that the Merchantville Board of Education to approve

Items X through Z

Preschool Education Aid

X. Preschool Education Aid
To approve the receipt of $58,401.00 in Preschool Education Aid for the 2021-2022 school year.

Security Grant

Y. Security Grant
To approve submission of the School Security Grant in the amount of $21,875.00 with the acknowledgement of the availability of local funds to pay for costs of the proposed work that exceed the school district's grant allowance.

Hampton Academy – Tuition Student #3763939977

Z. Tuition – Hampton Academy
To approve tuition contract with Hampton Academy for student #3763939977 in the amount of $61,807.20 for tuition and $36,950.00 for a 1:1 aide for the 2020-2021 school year (to be prorated).

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

Motion carried 9-0-0

- District Goals Review

Executive Session

OPEN PUBLIC COMMENT II – None

Mark Iannucci – Left @ 7:50 pm

Motion to recess into Executive Session at 7:50 PM by Perno second by Carcanague.

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 **10:00** 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 staff member guide placemen_) :

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 9:45 P.M. and return to regular session by Carcanague, second by Perno.

Motion carried: 8-0-0

Adjourn Meeting

Adjourn Moved by Perno seconded by Kroot that the board of education approve to adjourn this meeting at 9:47 p.m.

Motion carried 8-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

May 25, 2021

Moved by Jennifer Perno and seconded by Marc Carcanagueto 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 staff member guide placement) ;

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 7:50 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 staff placement on the guide and CSA evaluation.

Return to Open Session – Moved by Jennifer Perno and seconded by Kristina Kroot that the board of education approve to return to open session at 9:47 p.m.

Motion carried: 8-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary