MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 18, 2022

I, Elliot Honigfeld, President, call this meeting to order under the Open Public Meeting Act at 6:02 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	Mrs. Gaskins	Mr. J. Scott Strong, CSA
Mrs. Kroot	Mr. Iannucci	Mr. Greg Gontowski, Business Administrator
Mr. Licata		
Mrs. Meisner		
Mrs. Perno		
Mr. Honigfeld		
Mr. Carcanague		

OPEN PUBLIC COMMENT I – None

APPROVAL OF THE MINUTES

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

Approval Minutes

- Regular Meeting Minutes & Executive Meeting Minutes– April 28, 2022

Vote: To approve minutes
Board Voted All in Favor **Mrs. Perno – Abstained

New Business

NEW BUSINESS

- Board Goal Setting will take place after all action items.
- Summer Office Hours: Monday – Thursday from 8:00 am – 4:00 pm

Unfinished Business

UNFINISHED BUSINESS

- CSA Evaluation Update

Communication

COMMUNICATIONS – None

COMMITTEE REPORTS

- Finance and Facility Committee – Meeting Notes Shared May 2
- Personnel and Education Committee – Meeting May 16

- Policy and Community Relations – Meeting May 11
- Haddon Heights Liaison Update

CSA Report

CSA REPORT

- Emergency Drills: Fire Drill = April 25 at 10:05 Bomb Threat & April 26 at 2:27 Fire Drill
- Use of Facility Report – May 2022 – June 2022
- April 2022 CSA Monthly Report – 0 HIB cases reported

CSA RECOMMENDATIONS

Motioned by Meisner seconded by Kroot that the Merchantville Board of Education approve Items 1 through 8.

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

Second Reading Policy #9322

2. That the Board of Education approve the second reading and adoption of the following policy: Policy #9322 – Public and Executive Session

Second Reading Policy #5141.10

3. That the Board of Education approve the second reading and adoption of the following policy:Policy #5141.10 – Face Coverings

Second Reading Policy #5131

4. That the Board of Education approve the second reading and adoption of the following policy: Policy #5131 – Conduct / Discipline

MEA 22-23

5. That the Board of Education approve the Terms of Service for non-MEA members from July 1, 2022 through June 30, 2023.

Dress Cod 22-23

6. That the Board of Education approve the Dress Code and Code of Conduct for the 2022-2023 school year.

Electives 2022-2023

7. That the Board of Education approve the following electives for 7th and 8th grade students for the 22-23 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, Learn to Crochet, and Muggles Book Club.

Field Trips

8. 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
Merchantville Community	Citizenship in the	7	1	0	May – June 2022	Walking Trip

	Community					

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

Motion carried 7-0-0

Motioned by Honigfeld, seconded by Aaron that the Merchantville Board of Education approve Items 9 through 13.

Algebra Prep Enrichment 7/5/21-8/4/21

9. That the Board of Education approve an Algebra Prep Enrichment program for 2 hours per week July 5th through August 4 and
That the Board of Education approve Christina Folk for 2.5 hours per week from July 5th through August 4th to facilitate the program.

Employee #191414 FMLA Extend until 6/17/22

10. That the Board of Education approve to extend FMLA until June 17, 2022 and approve an unpaid leave of absence June 18, 2022 – June 30, 2022 for employee #19114.

With Regret Accept the Resignation of Quinn Murrenburkle 5/20/22

11. That the Board of Education approve the resignation of Quinn Murrenburke from the position of Supervisor of Facility Management with a last day of May 20, 2022.

Rebecca Meizinger – Special Ed. Teacher 22-23

12. That the Board of Education approve Rebecca Meizinger as a Special Education Teacher at MA Step 2 starting September 1, 2022. (22-23 salary 69,879). MERCHANTVILLE BOARD OF EDUCATION A

Miiichael Matisis – IT Support Technician 7/1/22

13. That the Board of Education approve Michael Matisi as the IT Support Technician starting on July 1, 2022 at a salary of $53,000 per year.

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

Motion carried 7-0-0

Business Office Recommendations

Motioned by Aaron seconded by Meisner that the Merchantville Board of Education approve Items A through T.

Warrants

A Warrants

The attached bill lists:

May 2022 warrants **(Attachment A1)**

Extraordinary Aid

B. Extraordinary Aid

To approve submission of the extraordinary aid application for the 2021-2022 school year.

Professional Services

C. 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 2022-2023 school year:

Wade, Long, Wood & Long, LLC	Solicitor	$135.00/hour
Bowman & Company LLP	School Auditor	$31,500.00 – Additional costs if single audit
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.

22-23 Health Care Providers

D. Health Care Providers – To approve the following health care providers for the 2022-2023 school year:

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

Audit Peer Review Bowman & Company 22-23 Completion of 21-22

E. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company, LLP and that Bowman & Company, LLP is in compliance for the 2022-2023 school year for completion of the 2021-2022 audit.

Greg Gontowski – Board Secretary 22-23

F. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2022-2023 school year.

Greg Gontowski – Business Administrator 22-23

G. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2022-2023 school year.

Courier Post and The Retrospect Official Newspaper

H. 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

I. 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

J. 403B Providers – It is recommended that the Board of Education approve the following 403B providers:
Lincoln Investment
VOYA - TSA
AXA Equitable – Equi Vest

Curriculum, Textbooks and Policies

K. 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

L. 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

M. 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

N. 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 22-23

O. District Appointments and Assignments - It is recommended that the Board of Education approve the following appointments and assignments for 2022-2023:

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

P. Chart of Accounts - It is recommended that the Board of Education approve the 2022-2023 chart of accounts.

Prepayment Authorization

Q. 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 Q1)**

Sodexo - Food Service 22-23

R. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2022-2023 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 2022-2023 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 Two Thousand One Hundred Dollars ($22,100.00) for the 2022-2023 contract year.

Tax Schedule 22-23

S. 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, 2022	$1,531,079.50	March 1, 2023	$1,531,078.50
December 1, 2022	1,531,079.50	June 1, 2023	$1,531,078.50

Total 2022-2023 taxes $6,124,316.00

Woodlynne Shared Service 22-23

T. Shared Services Agreement – Business Office

To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of $138,011.00 per attached contract for the 2022-2023 school year **(Attachment T1)**.

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

Motion carried 7-0-0

Motioned by Kroot, seconded by Honigfeld that the Merchantville Board of Education to approve Items U through Z

Dell – State contract

U. State Contract - Dell

To approve state contract #M0483 with Dell for the purchase of Chromebooks in the amount of $60,568.00 for the 22-23 school year.

CCESC-CM3

V. CCESC – CM3

To approve contract with CM3 under CCESC Contract #66CCEPS for the installation of vape sensors in the amount of $9,940.40.

CCSC-WJ Gross

W. CCESC – WJ Gross

To approve contract with WJ Gross under CCESC Contract #66CCEPS for various repairs including roof repairs, water damage, and walking pathway in the amount of $46,150.00.

ESCNJ-Gillespie

X. ESCNJ - Gillespie

To approve contract with The Gillespie Group under ESCNJ Contract #65MCESCCPS for floor renovations in the amount of $38,280.85

Ed Data Degler

Y. Ed Data- Degler

To approve contract with Degler-Whiting, Inc. under Ed Data Bid DEG10426 for gym renovations in the amount of $88,445.00.

CCESC – General Services Contract

Z. CCESC – General Services Contract

To approve the attached General Services Contract with Camden County Educational Services Commission for the 2022-2023 school year **(Attachment Z1)**.

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

Motion carried 7-0-0

MERCHANTVILLE BOARD OF EDUCATION MINUTES

May 18, 2022

Motioned by Perno, seconded by Honigfeld that the Merchantville Board of Education to approve Addendum Item A

ARP Homeless

A. ARP Homless

To approve that Merchantville Board of Education not accept the ARP Homelss funds in the maount of $1,902.00.

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

Motion carried 7-0-0

OPEN PUBLIC COMMENT II

B. Sherry Iannucci 62 W. Walnut Merchantville
– Thanked Board for full time IT support and vape sensors.

Dina Turan 213 N, Center Merchantville
- Mentioned the 8th grade trip cost
- Asked if an exterminator is still coming monthly to the school

Board Goal Setting

Board Goal Setting – Facilitating by NJSBA

Executive Session

Motion to recess into Executive Session at 8:45 PM by Meisner second by Honigfeld

Motion carried 7-0 -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 **11:00** 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).

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 10:59 P.M. and return to regular session by Meisner, second by Perno.

Motion carried: 7-0-0

Adjourn Meeting

Adjourn Moved by Perno seconded by Meisner that the board of education approve to adjourn this meeting at 11:00 p.m.

Motion carried 7-0-0

Respectfully submitted,

_____

Greg Gontowski

MERCHANTVILLE BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

May 18, 2022

Moved by Mrs. Meisner and seconded by Mr. Honigfeld 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 not be made public immediately after or as soon thereafter as a decision is reached, if permitted, by law.

Unanimously Approved **8**:45 PM

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

Members Absent – Mrs. Meisner and Mr. Iannucci

Also Present:

Topic: Superintendent Evaluation

Return to Open Session – Moved by Mrs. Gaskins and seconded by Mrs. Perno that the board of education approve to return to open session at 10:59p.m.

Motion carried: 7-0-0

Respectfully submitted,

Greg Gontowski

Board Secretary