

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
PUBLIC AGENDA
December 13, 2017

1. CALL MEETING TO ORDER
2. ANNOUNCEMENT OF NOTICE
3. ROLL CALL
4. FLAG SALUTE
5. PRESENTATIONS

- A. Mrs. Carole Ramage, November Students of the Month
Kindergarten – Brendan Melograna
1st Grade – Meade Kalinowski
2nd Grade – Elle Asztalos

- Mr. Anthony Dent, November Students of the Month
3rd Grade – Valen Ingram
4th Grade – Zoe McConnell
5th Grade – Noah Cashman
6th Grade – Gavin Pizzuti
7th Grade – Sienna Catanzarite
8th Grade – Jullian Bellis

- B. Holman and Frenia – Presentation of the 2016-17 CAFR

- C. Michael Colling, Presentation of Medford Lakes Board of Education as the 2016-17 BCIPJIF Safety Award Winner

6. PUBLIC COMMENT

The Board of Education welcomes and encourages comments from members of the community. The Board Secretary will note your comments, because of this we ask that you state your name and address before speaking and keep your comments to a 3 minute time limit. Concerns stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion and action or disposition at a later time/date. However, if your questions or comments pertain to litigation, student or personnel items, or negotiations, we ask that you see the Superintendent of Schools after the meeting. We do not discuss these items in public.

7. APPROVAL OF MINUTES
8. MONTHLY REPORTS

- A. Fire and Security Drills
- B. Nurses' Report
- C. Student Enrollment
- D. Staff Attendance

9. OLD BUSINESS

10. NEW BUSINESS

11. POLICY

- A. Approve for first reading, the following policy numbers:
 1. 3440 – Inventories
 2. 3450 – Money in School Buildings
 3. 3451 – Petty Cash Funds
 4. 3453 – School Activity Funds
 5. 3510 – Operation and Maintenance of Plant
 6. 3514 – Equipment
 7. 3515 – Smoking Prohibition

- B. Approve for second reading, the following policy number(s):
 1. 3280 – Gifts, Grants and Requests
 2. 3281 – Corporate Sponsorship in Schools
 3. 3282 – Commercialism in schools
 4. 3320 – Purchasing Procedures
 5. 3326 – Payment for Goods and Services
 6. 3327 – Relations with Vendors
 7. 3400 – Accounts

- C. Approve for final reading and adoption the following policy number(s):
 1. 3000/3010 – Concepts and Roles in Business and Non-Instructional Operations: Goals and Objectives
 2. 3100 – Budget Planning, Preparation and Adoption
 3. 3160 – Transfer of Funds Between Line Items, Amendments, Purchases Not Budgeted
 4. 3220/3230 – State Funds/Federal Funds
 5. 3250 – Income From Fees, Fines, Charges
 6. 3260/3270 – Sale and Disposal of Books, Equipment and Supplies; Sale, Licensing and Rental of Property

12. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. Unpaid Days
 - a. Erin Czarzasty, January 31st, February 1st, 2nd, 5th, 6th, 2018

2. Approve Jamie Terruso's leave of absence beginning March 19th 2018 to May 8th, 2018 using a 9 sick days prior to delivery, and 20 sick days after delivery.

3. Approve Brittany Reid leave of absence beginning March 19th, 2018 to March 24th, 2018 using 5 sick days prior to delivery, and 19 sick days after delivery.

4. Approve Graduate Courses
 - a. Erin Czarzasty, Lourdes College, Course # 5040, Course Title: Increasing Comprehension with Close Reading in your classroom Tuition \$385.00; Course 5015 Title: Writer's Workshop: Engaging Students Using Mentor Texts and Writer's Notebooks Tuition \$385.00 Reimbursement amount for the two classes \$288.75 x 2 = \$577.50
 - b. Kathy O'Brien, Lourdes College, Course #970, Course Title: Math Works: Teaching Math with the Brain in Mind Tuition \$385.00; Course 5045, Course Title: Assignment homework Tuition \$385.00 Reimbursement amount for the two classes \$288.75 x 2 = \$577.50

5. Approve Two and half extra hours for Neeta and Nokomis lunch/recess aides training.
 - a. Denise DiNicola
 - b. Ellen Garfalo
 - c. AnnMarie Lombardi
 - d. Agnes Forker
 - e. Amy Jennings
 - f. Robin Mikulski

6. Approve salary reduction of employee ID#15143 in the amount of \$192.00

B. CURRICULUM/COORDINATED ACTIVITIES

1. Approval of the following field trip(s):
 - a. 7th and 8th Grade Teen Arts Participants to Burlington County Teen Arts Festival, Mt. Laurel, NJ – Wednesday, March 14, 2018
 - b. 5th Grade to Museum of the American Revolution, Philadelphia, PA – Monday, March 26, 2018
 - c. 5th-7th Grade MD Students to Amerikick, Medford, NJ – Wednesday, April 18, 2018
 - d. 1st Grade to Philadelphia Zoo, Philadelphia, PA – Friday, April 20, 2018
 - e. 4th Grade to Shop Rite for "Young Consumers Program", Medford, NJ – Wednesday, April 25, 2018
 - f. Kindergarten to Storybook Land, Egg Harbor Twp, NJ – Friday, May 4, 2018
 - g. 8th Grade Students to Medford Fitness for annual "Lock In" – Friday, May 18, 2018

- h. 5th and 6th Grade Battle of the Books Participants to County Competition, Burlington, NJ – Wednesday, May 30, 2018
 - i. Student Council, National Junior Honor Society and Safety Committee Members to Six Flags Great Adventure for end of year meeting, Jackson, NJ – Wednesday, May 30
 - j. 3rd to 8th Grade Battle of the Books Participants to Annual Banquet at Vaughn Hall – Friday, June 1, 2018
 - k. Chorus and Band Students to Clementon Park to participate in the Choral Festival, Clementon, NJ – Friday, June 8, 2018
2. 2017-2018 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) **Annual renewal**

13. BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

- 1. Payment of the bills with funds available.
- 2. Approve budget transfers for the month(s) of October 2017 as listed on the attached summary report.
- 3. Acceptance of the Board Secretary and Treasurer's reports in accordance with N.J.A.C. 6A: 23-2.11(c) 3 and N.J.A.C. 6A:23-2.11(a) for the month(s) of October 2017. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of October. The Board Secretary certifies no line item account has been over extended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Pursuant to N.J.A.C. 6A:23-2.11(c) (4), the Board of Education, after review of the Board Secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- 4. Approve the following district travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Kristin Kocher	<u>Math Articulation</u> -with Shawnee HS Math Department and Medford Memorial Math Department - Shawnee HS (half day PM)	1/4/18	\$0.00	\$75.00
Kathy O'Brien	<u>Math Articulation</u> -with Shawnee HS Math Department and Medford Memorial Math Department - Shawnee HS (half day PM)	1/4/18	\$0.00	\$75.00
Brittany Reid	<u>Math Articulation</u> -with Shawnee HS Math Department and Medford Memorial Math Department - Shawnee HS (half day PM)	1/4/18	\$0.00	\$75.00
Shelly Craig	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Jenn York	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Laurie Jurgens	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Jamie Terruso	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Michael Lee	NJPSAFEA/Legal One's "Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims" – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Victoria Ley	NJPSAFEA/Legal One's "Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims" – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
	NJPSAFEA/Legal One's "Anti-Bullying Specialist			

Betsy Feinberg	Certificate Program – How to Investigate HIB Claims” – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Sara Brier	NJPSAFE/ Legal One’s “Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims” – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Kristin Kocher	BCPDI’s “Analyzing and Addressing Behavioral Issues in the Classroom” – Westampton, NJ	2/28/18	\$0.00	\$125.00
Brittany Reid	BCPDI’s “Analyzing and Addressing Behavioral Issues in the Classroom” – Westampton, NJ	2/28/18	\$0.00	\$125.00
Jenna Franchio	BCPDI’s “Guided Reading, Grades 3-5 – Westampton, NJ	4/19/18	\$0.00	\$125.00
Shelly Craig	BCPDI’s “Guided Reading, Grades 3-5 – Westampton, NJ	4/19/18	\$0.00	\$125.00
Jenna Franchio	BCPDI’s “Mindfulness in the PK-12 Classroom” – Westampton, NJ	5/17/18	\$0.00	\$125.00

5. Acceptance of the 2017-2018 annual school district CAFR report as presented and submitted by Holman Frenia and Allison, with no recommendations.
6. Approval of REM Auditory Therapy Center, LLC to provide student services on an as needed basis for the 2017-18 school year.
7. Discard of 2 LobbyGuard Kiosks that have been replaced by updated Kiosk systems.
8. Approval of attached Resolution No. 2018-08 authorizing the issuance and sales of bonds of the school district in the aggregate principal of up to \$2,994,000.00 making certain covenants to maintain the exemption of interest on said bonds from federal income taxation; and authorizing such further actions and making such determinations as may be necessary or appropriate to effect the issuance and sale of said bonds.

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

14. PUBLIC COMMENT

The Board of Education welcomes and encourages comments from members of the community. The Board Secretary will note your comments, because of this we ask that you state your name and address before speaking and keep your comments to a 3 minute time limit. Concerns stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion and action or disposition at a later time/date. However, if your questions or comments pertain to litigation, student or personnel items, or negotiations, we ask that you see the Superintendent of Schools after the meeting. We do not discuss these items in public.

15. EXECUTIVE SESSION

BOARD OF EDUCATION OF MEDFORD LAKES

**RESOLUTION 2018-07E
AUTHORIZING EXECUTIVE SESSION**

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 Medford Lakes (“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 the Board of Education will reconvene following the end of the closed session;

NOW, THEREFORE, BE IT RESOLVED that the 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 which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

___ Any matter in which the release of information would impair a right to receive funds from the federal government;

X ___ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

___ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body;

___ Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

___ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

___ Any investigations of violations or possible violations of the law;

___ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: [John Doe vs. ABC Board of Education])

(If contract negotiation the nature of the contract and interested party is _____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

___ 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 _____) ;

___ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

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 of Education 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. That time is currently estimated as the time of said matter. (Estimated date: _____) or upon the occurrence of _____);

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 may be taken when public session resumes.

16. ADJOURNMENT

Medford Lakes Board of Education
Bills List
December 13, 2017

PO#	Vendor	Invoice#	Payment	Check#
18-0323	ADVENTURE AQUARIUM	4TH GRADE TRIP	495.00	32729
18-0254	ALENCO FENCE AND LUMBER CORP	B&G -REPAIRS	137.00	32730
18-0292	AMAZON.COM	BUTTERFLY SUPPLIES	175.56	32731
18-0351	AMAZON.COM	B&G SUPPLIES	578.87	32731
18-0305	AMAZON.COM	IT SUPPLIES	1,015.00	32731
18-0264	AMAZON.COM	B&G-SUPPLIES	63.91	32731
18-0282	AMAZON.COM	B&G SUPPLIES.	22.67	32731
18-0299	AMAZON.COM	504 SUPPORT	358.51	32731
18-0418	AMERICAN SCHOOL BD. JOUR.	17-18 SUBSCRIPTION	253.50	32732
18-0430	ANGELA GATTO	PETTY CASH	73.74	32733
18-0430	ANGELA GATTO	PETTY CASH	53.74	32733
18-0430	ANGELA GATTO	PETTY CASH	20.00	32733
18-0338	BARR, ROBYN	CLASSROOM SUPPLIES	17.29	32734
18-0411	CASA PAYROLL SERVICES, LLC	NOVEMBER PAYROLL	507.50	32735
18-0452	CINTAS FIRE PROTECTION	FIRE EXT INSPECTION	278.34	32736
18-0452	CINTAS FIRE PROTECTION	FIRE EXT INSPECTION	186.77	32736
18-0451	CINTAS FIRE PROTECTION	SPRINKLER INSP	303.00	32736
18-0415	DENT, ANTHONY V	CELL PHONE REIMB	127.94	32737
18-0114	EASTERN ACOUSTICS	AUDIOMETER CALIB	68.25	32738
18-0113A	EDUCATIONAL DATA SERVICES, INC	AGREEMENT PYMT 2	405.00	32739
18-0409	EDUCATIONAL SERVICES UNIT	LDTC SVCS	3,255.00	32740
18-0404	EDUCATIONAL SERVICES UNIT	LDTC SERVICES	2,790.00	32740
18-0421	EDUCATIONAL SERVICES UNIT-TRANS	NOV TRANSPORT	6,222.90	32741
18-0230	EDUCERE LLC	STUDENT COURSE	399.00	32742
18-0460	FERNBROOK FARMS EDUCATION CENTER	2ND GRADE DEPOSIT	50.00	32743
18-0424	FUNCTIONALLY ABLE REHAB, INC.	NOV OT/PT	7,137.00	32744
18-0425	FUNCTIONALLY ABLE REHAB, INC.	NOV OT/PT-PRE-K	292.50	32744
18-0399	FUNCTIONALLY ABLE REHAB, INC.	OT EVAL	702.00	32744
18-0401	FUNCTIONALLY ABLE REHAB, INC.	SEPT OT/PT	4,992.00	32744
18-0403	FUNCTIONALLY ABLE REHAB, INC.	OCT OT/PT	6,376.50	32744
18-0402	FUNCTIONALLY ABLE REHAB, INC.	OCT OT/PT-PRE-K	780.00	32744
18-0400	FUNCTIONALLY ABLE REHAB, INC.	SEPT OT/PT-PRE-K	741.00	32744
18-0397	FUNCTIONALLY ABLE REHAB, INC.	JULY OT/PT-PRE-K	936.00	32744
18-0398	FUNCTIONALLY ABLE REHAB, INC.	AUGUST PT EVAL	702.00	32744
18-0376	GRAINGER	B & G PARTS	28.54	32745
18-0426	HARRISON, MATTHEW AND MEGAN	OCT/NOV REIMBURSEMEN	9,518.22	32746
18-0426	HARRISON, MATTHEW AND MEGAN	OCT/NOV REIMBURSEMEN	3,017.60	32746
18-0429	HEGGAN, RICHARD	ROCKETRY REIMB	200.00	32747
18-0236	HERTZ FURNITURE SYSTEMS	LIBRARY FURNITURE	9,814.35	32748
18-0431	HOLMAN & FRENIA, P.C.	AUDIT SERVICES	17,800.00	32749
18-0457	HOLMAN & FRENIA, P.C.	CAFR FILING	138.00	32749
18-0206	HUMPHREY'S PEST CONTROL	NOVEMBER SERVICE	80.00	32750
18-0346	IMPERIAL BAG & PAPER	SCRUBBER REPAIR	224.50	32751
18-0405	LEARNING FOR TOMORROW	1/2 DAY PD	650.00	32752
18-0297	LEARNING WITHOUT TEARS	HANDWRITING W/O TEAR	1,556.61	32753
18-0420	LENAPE REGIONAL HS DIST.	FIELD TRIP TRANSPORT	600.00	32754
18-0427	LICOM	B7G REPAIRS	106.12	32755
18-0373	MAC GILL & COMPANY	AUDIOMETERS	1,910.00	32756
18-0378	MAKERBOT INDUSTRIES, LLC	3D PRINTER	3,296.64	32757
18-0106	MUNICIPAL CAPITAL FINANCE	COPIER LEASE PAYMENT	819.25	32758
18-0106	MUNICIPAL CAPITAL FINANCE	COPIER LEASE PAYMENT	819.09	32758
18-0106	MUNICIPAL CAPITAL FINANCE	COPIER LEASE PAYMENT	3,275.75	32758

Medford Lakes Board of Education
Bills List
December 13, 2017

PO#	Vendor	Invoice#	Payment	Check#
18-0461	MUSEUM OF THE AMERICAN REVOLUTION	5TH GR DEPOSIT	176.80	32759
18-0413	NJ DEPT OF LABOR AND WORKFORCE DEV	UNEMP PYMT-9/30	847.99	32760
18-0255	NJSBA	CONV REGIST	300.00	32761
18-0255	NJSBA	CONV REGIST	600.00	32761
18-0255	NJSBA	CONV REGIST	300.00	32761
18-0417	PARKER MC CAY, P.A.	OCTOBER SVCS	6,476.51	32762
18-0388	PEMBERTON ELECTRICAL SUPPLY COMPAI	B&G SUPPLIES	375.00	32763
18-0195	PSE&G	OCT/NOV	6,470.78	32764
18-0432	REPUBLIC SERVICES OF N.J.	DEC SERVICES	334.29	32765
18-0336	SCHOLASTIC CLASSROOM MAGAZINE	PRE-K MAGAZINE	115.50	32766
18-0374	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES	199.50	32767
18-0163	SCHOOLS HEALTH INSURANCE FUND	DECEMBER PREMIUM	89,086.00	32768
18-0407	SELECTIVE MUTISM CENTER/SMART CENTI	CONSULT	300.00	32769
18-0410	SELECTIVE MUTISM CENTER/SMART CENTI	WEBINAR	250.00	32769
18-0428	SOURCE4TEACHERS	SUB SERVICES-NOV	12,395.01	32770
18-0211	SOUTH JERSEY GAS CO.	DECEMBER SERVICE	3,988.41	32771
18-0317	STAPLES ADVANTAGE	GATE SUPPLIES	245.18	32772
18-0406	STARLIGHT HOMECARE AGENCY, INC	STUDENT SERVICES	4,545.00	32773
18-0408	STARLIGHT HOMECARE AGENCY, INC	STUDENT SERVICES.	6,780.00	32773
18-0419	SUPPLYWORKS	B&G SUPPLIES..	12.00	32774
18-0372	THE ORIGINAL LAKES APPLIANCE & TV	FRIDGE/WASHER	1,090.00	32775
18-0326	TROXELL	CHROMEBOOKS	14,112.50	32776
18-0345	UNITED ELECTRIC SUPPLY COMPANY	B&G SUPPLIES	126.68	32777
18-0443	UPS STORE, THE	B&G SHIPPING	25.80	32778
18-0369	UPS STORE, THE	NURSE RETURNS	21.60	32778
18-0412	WITHAM, GREGORY	SEPT& OCT REIMB	58.00	32779
18-0455	XTEL COMMUNICATIONS INC.	DECEMBER PHONE	1,208.20	32780
18-0456	YMCA CAMP OCKANICKON, INC.	6TH GRADE CAMP	9,975.00	32781
			254,787.91	

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S.A. 18A:19 et seq.

BOARD SECRETARY

DECEMBER 13, 2017

DATE