

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
PUBLIC AGENDA
April 18, 2018

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

A. Mrs. Carole Ramage, March Students of the Month:

Kindergarten	Eva Pullia
1 st Grade	Abigail Murray
2 nd Grade	Bode Weimer

Mr. Anthony Dent, Superintendent, March Students of the Month:

3 rd Grade	Julia Dunay
4 th Grade	Rylan Bouchard
5 th Grade	Brenna Fitzpatrick
6 th Grade	Davis Anderson
7 th Grade	Ezequiel Cirelli
8 th Grade	Lillian Murray

B. Mrs. Kristin Hurley, Girl Scouts Community Service Award Presentation

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

1. Student Enrollment
2. Fire and Security Drill Reports
3. Nurses' Reports
4. Staff Attendance

9. OLD BUSINESS

10. NEW BUSINESS

11. POLICY

A. Approve for second reading, the following policy numbers:

1. 3542 – Food Service
2. 3542.1 – Local Wellness/Nutrition
3. 3542.31 – Free or Reduced Price Milk
4. 3542.44 - Purchasing
5. 3570 – District Records and Reports
6. 3571.4 - Audit
7. 3600 – Evaluation of Business & Non-Instructional Operations

B. Approve for final reading and adoption, the following policy numbers:

1. 3516 – Safety
2. 3541.1 – Transportation Routes and Services

3. 3541.3 – Non-School Use of District Vehicles
4. 3541.31 – Privately Owned Vehicles
5. 3541.32 – District Owned Vehicles
6. 3541.33 – Transportation Safety

12. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of Tenured Staff for the 2018-2019 school year per attached Schedule A
2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of Non-Tenured Staff for the 2018-2019 school year per attached Schedule B
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of 12 Month Full Time Secretaries, 12 Month Full Time Custodian, 12 Month Part Time Custodians and 12 Month Part Time Cleaners for the 2018-2019 school year per attached Schedule C
4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of 12 Month Confidential Administrative Assistants, Coordinator of Payroll and Student Information and Treasurer for the 2018-2019 school year per attached Schedule D
5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of Administrators for the 2018-2019 school year per attached Schedule E
6. Approve Superintendent's 2017-2018 Merit Goals:
 - a. **Merit Goal #1** - 3rd Grade will be taking part in our annual MAP testing. Scores from their 2nd grade year at Nokomis will be the baseline to compare results against this data will aid in the delivery and focus of an effective instructional program based on student need the goal is to see a reduction in the number of students falling in the LO and LO AVG By combined 5 to 10%.
 - b. **Merit Goal #2** - Superintendent's goals are as follows: Provide the instructional supports necessary for both teacher and students to be successful; monitor the program through lesson plan review; attend meetings of the math department; observation/evaluation of program presentation; and monitoring of benchmarks/test scores. The goal will be for 60 to 70 % of the students taking the Alg 1 PARCC to meet expectations.
7. Accept Retirement of Jean Strath, Middle School English Language Arts Teacher, effective September 30th, 2018

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
504-20	11-130-100-101-0-106	Jean Strath

8. Approve Unpaid Days
 - a. Valerie McDevitt, Part Time In Class Assistant: 4/30/2018 and 5/1/2018
 - b. Sheree Walsh, CST Secretary: approximate dates 6/6, 6/7, 6/8, 6/11, 6/12, 6/13/2018
 - c. Amy Jennings, Lunch/Recess Aide: 4/27/2018
 - d. Joseph Bevec, Part Time Cleaner: 4/12, 4/13, 4/16, 4/17, 4/18, 4/19, 4/20, 4/23/2018
9. Approve Extra Hours to Supervise Student during Project Infinity
 - a. Jenna Griffis, Part Time In Class Assistant
 - b. Susan Anastacio, Part Time In Class Assistant
10. Approve Jennifer Heicklen as a substitute school secretary.
11. Accept Resignation
 - a. Kristin Kocher, Teacher, effective June 30th, 2018
 - b. Sarah Brier, Part Time Guidance Counselor, Effective June 30th, 2018

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
504-21	11-130-100-101-0-106	Kristin Kocher

12. Approve New Employee
 a. Elaine Nahill, Part Time In Class Assistant, start date 4.19.2018

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
201-06	11-213-100-106-0-117	Elaine Nahill	\$12.67 per hour

13. Approve Graduate Courses
- Erin Czarzasty, Lourdes University, The Driving Force: Keys to Developing a Motivating Classroom Course # 988 Tuition \$\$395
 - Erin Czarzasty, Lourdes University, Engaging Students with Pop Culture Course #998 Tuition \$395
 - Amy Wiker, Lourdes University, One Stop Shop-Online Documents, Spreadsheets, Slides and Forms for Your Classroom Course # 5833 Tuition \$395
 - Kathy O'Brien, Lourdes University, The Driving Force: Keys to Developing a Motivating Classroom Course #988 Tuition \$395
 - Kathy O'Brien, Lourdes University, Engaging Students with Pop Culture Tuition \$395
 - Jill Agin, Lourdes University, The Driving Force: Keys to Developing a Motivating Classroom Course 988 Tuition \$395
 - Jill Agin, Lourdes University, Engaging Students with Pop Culture Tuition \$395

B. CURRICULUM/COORDINATED ACTIVITIES

- Approved the following changes to the 2017-2018 District Calendar to make up snow days:
 - Friday, May 26th make up for January 4th early dismissal day
 - June 15th make up day for January 5th
 - June 18th make up day for March 8th
 - June 19th make up day for March 9th early dismissal
 - June 20th make up day for March 21st early dismissal
 - June 21st make up day for March 22nd early dismissal, last day of school
- Approve Websites and iPad Applications (list of websites and iPad Applications attached)
- Field Trips
 - Approval to change field trip for 5th – 7th Grade MD Students from Wednesday, April 18th to AmeriKick to Tuesday, April 24th to Medford Martial Arts due to schedule conflict with venue.
- Approve Harassment Intimidation and Bullying Investigations
 - Incident Report Number
 - 18-02 No Violation
 - 18-03 No Violation

13. BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

- Payment of the bills with funds available.
- Approve budget transfers for the month of February 2018 as listed on the attached summary report.
- VOID check number 32467 in the amount of \$950.00
- 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 February 2018. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of February. 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.

5. Approve the following district travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Tara Mahon	NJ Speech and Hearing Convention -- Long Branch, NJ	4/26-27/2018	Paid by employee	\$0.00
Anthony Dent	NJASA Spring Leadership Conference -- Atlantic City, NJ	5/16-18/2018	\$550.00	\$0.00

6. Approval of Joint Transportation Agreement with Burlington County Educational Services Unit to provide the following services for the 2018-19 school year:
- Public, Non-Public and Vocational Schools from September 2018 through June 2019
 - Special Education Summer School July and August 2018
 - Special Education Winter Bus Routes from September 2018 through June 2019

7. Approval of the District's 2018-19 Budget Calendar:

October 23, 2017	Administrative Discussion
November 20, 2017	Administrative Discussion
December 11, 2017	Distribution of Ed-Data Instructions to staff
December 18, 2017	Administrative Discussion
January 11, 2018	Administrative Discussion
January 12, 2018	Staff Ed-Data Orders due to Principals
January 22, 2018	Administrative Discussion
January 26, 2018	Principal approval of Ed-Data orders
February 2, 2018	Preliminary Budget to Board Members
February 5, 2018	Administrative Discussion
February 7, 2018	Public Budget Workshop Meeting with Board Members
February 26, 2018	Administrative Discussion
March 12, 2018	Administrative Discussion
March 13, 2018	Governor's Budget Address
March 15, 2018	Receipt of State Aid amounts from NJDoE
March 28, 2018	Public Board of Education Meeting and approval of submission of Preliminary Budget to County Department of Education
March 29, 2018	Deadline for Submission of Preliminary Budget to County Department of Education
Week of April 24, 2018	Advertisement of Budget
May 2, 2018	Public Budget Hearing

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 2018-25E
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;

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 purpose, 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

April 18, 2018

PO#	Vendor	Description	Payment	Check#
18-0642	ANGELA GATTO	PETTY CASH REIMB	131.67	32939
18-0661	AQUATIC SERVICES/E.RUNYON	ANNUAL WATER TESTING	490.00	32940
18-0577	ATLANTIC TOMORROWS OFFICE	COPIER SUPPLIES	47.60	32941
18-0441	BOB DRAYTON, INC	BLDG MAINTENANCE	267.18	32942
18-0655	BURLINGTON CO. SPEC. SERVICES	STUDENT SERVICES	7,790.55	32943
18-0652	CASA PAYROLL SERVICES, LLC	MARCH PAYROLL	534.50	32944
18-0657	COLLING, MICHAEL	PHONE REIMBURSEMENT	81.67	32945
18-0604	COTTRELL GRAPHICS, LLC	CST SUPPLIES	82.90	32946
18-0668	DENT, ANTHONY V	PHONE REIMBURSEMENT	191.81	32947
18-0440	ED TRETINA ELECTRICAL	BLDG REPAIRS	1,350.00	32948
18-0680	EDUCATIONAL SERVICES UNIT	LD/AT/AAC/PT SERVICE	5,383.00	32949
18-0677	FEINBERG, BETSY	TRAVEL REIMBURSEMENT	33.47	32950
18-0678	FUNCTIONALLY ABLE REHAB, INC.	OT/PT SERVICES	4,524.00	32951
18-0679	FUNCTIONALLY ABLE REHAB, INC.	OT/PT-MARCH	6,173.70	32951
18-0660	HARRISON, MATTHEW AND MEGAN	MARCH REIMBURSEMENT	5,362.63	32952
18-0483	HONEYWELL INTERNATIONAL, INC.	PM CONTRACT #4	4,777.00	32953
18-0672	HORIZON ENVIRONMENTAL GROUP	ABATEMENT-NOK	3,847.50	32954
18-0673	HORIZON ENVIRONMENTAL GROUP	ABATEMENT-NEETA	3,507.50	32954
18-0597	HOUGHTON MIFFLIN HARCOURT	NOKOMIS SUPPLIES	717.70	32955
18-0206	HUMPHREY'S PEST CONTROL	MARCH SERVICE	80.00	32956
18-0586	LEARNING A-Z	STUDENT SERVICES	109.95	32957
18-0674	MUNIHUB	BOND POSTING	500.00	32958
18-0461	MUSEUM OF THE AMERICAN REVOLUTION	5TH GR FIELD TRIP	695.20	32959
18-0201	NAUTILUS SOLAR POWER II, LLC.	JAN-MAR SOLAR	9,121.48	32960
18-0667	NJ DIVISION OF PENSION & BENEFITS / DCRP	MONTHLY PREMIUM	318.59	32961
18-0658	NJ DIVISION OF PENSION & BENEFITS / DCRP	MARCH PREMIUM	307.81	32961
18-0591	NJPSA	PROF DEV	450.00	32962
18-0631	OPEN SYSTEMS INTEGRATORS	NOKOMIS ALARM REPAIR	531.25	32963
18-0648	PARKER MC CAY, P.A.	CONSTRUCTION	1,960.00	32964
18-0669	PARKER MC CAY, P.A.	JAN SERVICES	8,330.06	32964
18-0670	PARKER MC CAY, P.A.	FEB SERVICES	2,016.55	32964
18-0671	PARKER MC CAY, P.A.	BOND FEES	17,433.53	32964
18-0659	PITNEY - BOWES CREDIT CORP.	POSTAGE RENTAL	192.00	32965
18-0195	PSE&G	MARCH ELECTRIC	4,684.79	32966
18-0676	REILLY, REGINA	REIMBURSEMENT	51.79	32967
18-0432	REPUBLIC SERVICES OF N.J.	APRIL SERVICE	334.29	32968
18-0163	SCHOOLS HEALTH INSURANCE FUND	APRIL PREMIUM	86,288.00	32969
18-0117	SMITH BROTHERS SERVICES, LLC	B&G SUPPLIES	403.99	32970
18-0682	SOURCE4TEACHERS	SUBSTITUTES-FEB	17,227.86	32971
18-0239	SOUTH JERSEY ENERGY	MARCH SERVICE	2,991.27	32972
18-0211	SOUTH JERSEY GAS CO.	MARCH USAGE	6,362.57	32973
18-0681	SPEAK FOR YOURSELF, LLC	STUDENT SERVICES	2,880.00	32974
18-0590	STAPLES (ED-DATA)	BUS. OFF. SUPPLIES	183.80	32975
18-0567	STAPLES (ED-DATA)	G.A.T.E. SUPPLIES	154.83	32975
18-0589	STAPLES ADVANTAGE	CST SUPPLIES	50.34	32976
18-0675	STARLIGHT HOMECARE AGENCY, INC	STUDENT SERVICES	967.50	32977
18-0644	TCNJ	PROF DEV	2,250.00	32978
18-0653	TD BANK	SERIES 2010 DEBT SER	403,625.00	32979
17-0852	TD WEALTH	2010 BOND FEES	950.00	32980
18-0646	THE DESIGN COLLABORATIVE	NEETA IMPROVEMENTS	3,205.37	32981
18-0645	THE DESIGN COLLABORATIVE	NOKOMIS REROOFING	1,599.32	32981

Medford Lakes Board of Education

Bills List

April 18, 2018

PO#	Vendor	Description	Payment	Check#
18-0643	THE DESIGN COLLABORATIVE	NOKOMIS IMPROVEMENTS	2,277.98	32981
18-0665	USA GENERAL CONTRACTORS CORP	NOKOMIS RE-ROOFING	17,973.20	32982
18-0647	WITHAM, GREGORY	TRAVEL REIMBURSEMENT	113.74	32983
18-0551	XTEL COMMUNICATIONS INC.	MARCH SERVICE	1,205.85	32984
			643,122.29	

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.

APRIL 18, 2018

BOARD SECRETARY

DATE