

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
November 14, 2018

CALL MEETING TO ORDER

This meeting is called to order under the New Jersey Open Public Meetings Act. The Secretary certifies that all requirements have been met. I, Kim Bezanis, Board President, call this meeting to order at 6:30 PM.

ANNOUNCEMENT OF NOTICE

Adequate notice of the meeting was advertised by the Burlington County Times on January 17, 2018 and sent by electronic mail to the Clerk of the Municipality.

ROLL CALL

Ms. Kim Bezanis
Mr. Robert Brittain
Mrs. Kristen Caputo
Ms. Mary Sullivan
Mr. Ken Wolson

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Carole Ramage, Director of Curriculum
Dr. Michael Lee, Director of Special Services
Ms. Victoria Beck, Solicitor

FLAG SALUTE

PRESENTATIONS

- A. Mrs. Carole Ramage, October Students of the Month
Kindergarten – Rosalie Asztalos
1st Grade – Hudson Coverdale
2nd Grade – Charles Germano

- Mr. Anthony Dent, October Students of the Month
3rd Grade – Claire Leap
4th Grade – Megan Dungee
5th Grade – Darren Doyle
6th Grade – Faith Pettit
7th Grade – CJ Miles
8th Grade – Laci Ram

- B. Dr. Michael Lee, Presentation of Harassment, Intimidation and Bullying Report

PUBLIC COMMENT - NONE

APPROVAL OF MINUTES

Motion by Ms. Sullivan and seconded by Mr. Brittain;

RECOMMEND that the Board of Education approve the following Board Meeting Minutes:

- A. October 17, 2018 Executive Session and Business Meeting Minutes

VOTE: 5 ayes 0 nays 0 absent 0 abstain Motion Carried

MONTHLY REPORTS

Motion by Mrs. Caputo and seconded by Ms. Sullivan;

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve the following monthly reports:

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

VOTE: **5 ayes** **0 nays** **0 absent** **0 abstain** **Motion Carried**

OLD BUSINESS

Dr. Lee informed the Board and community that the basic skills program has been up and running since the second week of school with Stacy Smarz at Nokomis, Michelle Strong at Neeta Elementary and Matt McCall at Neeta Middle. Dr. Lee has been monitoring the program and will be presenting to the faculty at an upcoming staff meeting. He added that, in the future, he will be able to present updates to the Board about the program and that with the first trimester ending and the MAP scores in, he will be issuing letters to parents advising them that their child no longer qualifies for the Basic Skills program.

NEW BUSINESS

- Pre-School

With the retirement of Mrs. Barr, there were huge shoes to fill and Mrs. Estevez has filled those shoes in the preschool program. Dr. Lee is looking at the option of extending the day for this program as a result of a survey that was conducted. The possible extension of this program could start as soon as January 2019. There will be a higher rate for the 3 hours instead of 2.5 hours and there is no need for extra staff. Next year it is possible that we could run a 3 year old program and that the 4 year old program would be 4 days a week instead of 5 as the teacher would have her prep during the week as required by law.

Mr. Brittain noted that everyone would benefit from this as it will not cost the Board anything and the parents will benefit from the extended hours as well. Dr. Lee noted that this will be a win-win situation for both parents and staff. Mr. Brittain inquired if it would be beneficial to do a whole day program to which Mr. Dent replied that a survey a few years ago was split 50/50 for full day vs part time. Dr. Lee noted that he would like to get the 3 year old program off the ground first before going to a full day program.

Ms. Bezanis inquired of the pre-school students that we have and do they go to another facility after leaving us in the middle of the day. Dr. Lee responded that they do and we have been expanding the program to get it to be a true learning experience instead of a daycare program. Mrs. Ramage added that Mrs. Estevez has been going out and observing other programs to see that we are on par with them.

- Updates

Mr. Dent updated the Board on classroom happenings. He shared about Mr. Heggans class and the recent rocket launches and Mrs. Fluharty's class and the school store concept.

Mr. Dent also noted about the state law regarding recess and about the lost and found and the amount of clothing that has been left behind.

Mr. Dent updated the Board regarding the Washington DC trip, stating that the timing was a lot better this year as there were not as many class trips there at the same time.

Mr. Dent also noted that Mrs. Ramage was able to secure the LLI training and that it will be here in district instead of going out to another district.

Ms. Bezanis inquired if there's a temperate guideline for outdoor recess to which Mr. Dent replied that historically, as long as it hasn't been a bone chilling temperature, we have tried to get the students out so that they are able to enjoy the outdoors.

SUPERINTENDENT'S REPORT

- A. PERSONNEL

Motion by Mrs. Caputo and seconded by Ms. Sullivan;

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve the following personnel items:

1. Approve Superintendent's Merit Goal #1 – 5th Grade 2019 Spring MAP Scores, in the amount of \$4,547.00, to be submitted to the County Superintendent for approval [TABLED UNTIL AFTER EXECUTIVE SESSION]
2. Approval of the following Spring 2019 doctorate classes for Mr. Anthony Dent (total tuition reimbursement of \$4,449.00):
 - Managing Finance (EDL7201)
 - Leading and Managing HR (EDL 7709)
 - Lab of Practice Superintendent V (EDL 8134)
3. Accept retirement of Virginia Germano, Teacher, effective July 1, 2019
4. Approve Kristina Burpee for Lunch Duty Coverage for September 13, 14, 18, 27 and October 2, 2018 at an hourly rate of \$16.96
5. Approve Unpaid Days
 - a. Joseph Bevec, October 29, 30, 31 and November 1, 2, 2018
6. Approve a "Revised" Contract for Jennifer Heicklen to reflect her correct salary amount of \$12,008.00 for 2018-2019 school year originally board approved 6.13.18.
7. Approve New Staff
 - a. Wesley Ayer, Part Time In Class Assistant, start date after fingerprint clearance
 - b. Julia Bouclier, Part Time In Class Assistant, start date after fingerprint clearance
 - c. Jack Raisola, Part Time Cleaner, start date after fingerprint clearance

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
201-09	11-213-100-106-0-117	Wesley Ayer	\$12.90 per hour
201-10	11-213-100-106-0-117	Julia Bouchlier	\$12.90 per hour
304-03	11-000-262-100-0-100	Jack Raisola	\$12.36 per hour

8. Approve Resignation
 - a. Shaun Parker, Part Time Cleaner, effective October 30th, 2018

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>
304-03	11-000-262-100-0-160	Shaun Parker

ROLL CALL VOTE: **Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mr. Wolson**
Nays: None
Abstain: None
Absent: None
Motion Carried

B. CURRICULUM/COORDINATED ACTIVITIES

Motion by Ms. Sullivan and seconded by Mrs. Caputo;

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve the following curriculum/coordinated activities:

1. FIELD TRIPS
 - a. 8th Grade – BCIT Medford Campus (offered to 8th grade students interested in attending after graduation) – Monday, November 26, 2018
 - b. Neeta Band/Chorus – Nokomis School for performance - Tuesday, December 11, 2018
 - c. 1st Grade – Philadelphia Zoo – Friday, May 17, 2019
 - d. 3rd Grade – Academy of Natural Sciences – Wednesday, May 29, 2019
 - e. 3rd Grade – Leon Todd Memorial – Wednesday, June 5, 2019

Mrs. Caputo inquired if the band will have a bus, to which Mr. Dent replied that they will.

VOTE: **5 ayes** **0 nays** **0 absent** **0 abstain** **Motion Carried**

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Mr. Brittain and seconded by Ms. Sullivan;

RECOMMEND that the Board of Education, upon the recommendation of the Business Administrator, approve the following finance/budget items:

1. Payment of the bills with funds available.
2. VOID Check Number 33321 in the amount of \$9,176.65
3. Approve budget transfers for the month(s) of September 2018 as listed on the attached summary report.
4. Acceptance of the Board Secretary and Treasurer's reports in accordance with N.J.A.C. 6A:23A-16.10(c)(4) for the month(s) of September 2018. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of September. 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
Anthony Dent	Foundation for Educational Administrations "Scheduling Strategies for Middle Schools: Major Focus on Structured Time for Intervention and Enrichment" – Monroe Twp, NJ	11/29/18	\$149.00	\$0.00
Michael Lee	Foundation for Educational Administrations "Scheduling Strategies for Middle Schools: Major Focus on Structured Time for Intervention and Enrichment" – Monroe Twp, NJ	11/29/18	\$149.00	\$0.00
Carole Ramage	Foundation for Educational Administrations "Scheduling Strategies for Middle Schools: Major Focus on Structured Time for Intervention and Enrichment" – Monroe Twp, NJ	11/29/18	\$149.00	\$0.00
Michael Lee	NJPSA/FEA Legal One's "Writing Effective HIB Reports – Cherry Hill, NJ	12/14/18	\$75.00	\$0.00

6. ACCEPT W.J. Gross Allowance Order No. NOKOMIS AO-GC-05 to include Change Order #5 in the amount of \$2,757.63 to supply and install top soil at Nokomis School and Change Order #6 in the amount of \$628.21 for additional keys for a lump sum Allowance of \$3,386.44
7. ACCEPT W.J. Gross Inc. Allowance Order No. NOKOMIS AO-GC-04 to include Change Order #7 in the amount of \$1,855.06 for gate modifications at Nokomis School to include removal of existing latch, furnish and install a galvanized plate to accept owner supplied magnets and install owner supplied magnets.
8. ACCEPT Driscoll Mechanical Change Order MC-01 in the amount of \$5,709.24 for supply and installation of 5 regulators at Neeta School.

9. ACCEPT DEC Electric Allowance Order No. NEETA AO-EC-01 in the amount of \$1,895.11 for running wire to the old boiler at Neeta School to include it in the emergency shut off.
10. Approval of 2018-19 Out of District Tuition Contract with Burlington County Special Services School District in the amount of \$48,747.00 plus a One on One Aid in the amount of \$38,660.00.
11. Approval of Resolution No. 2019-08 to renew the membership agreement between the Medford Lakes Board of Education and the School Health Insurance Fund for the period January 1, 2019 through June 30, 2021.
12. Acceptance of three (3) LCD scales to the Science Dept. from DonorsChoose.org
13. Acceptance of donation of 240 student headphones (Turtle Beach Ear Force PX24 Multi-platform Amplified Gaming Headsets) from LAKERS SEPAC to be utilized for district testing and in computer labs as needed.
14. Acceptance of Harassment, Intimidation and Bullying Report as presented by Dr. Michael Lee.

Mr. Brittain inquired about the field trip t-shirts, the office furniture, the classroom furniture and the Source for Teachers amounts. Mr. Colling explained that the t-shirts help identify the students to the staff and chaperones and that just like MLEF, the board pays upfront and then the parents pay this cost as part of the field trip fee. Mr. Colling also explained that the office furniture is actually for 2 sets of classroom desks and chairs that we try to purchase each year and that Source 4 Teachers is the billed amount for September and October and includes the long term subs that we have in district for several staff members.

Mr. Wolson inquired about the smartboards and the reason for the purchase. Mr. Colling replied that these are for classrooms that didn't have them originally but now want them and are purchased with referendum funds.

ROLL CALL VOTE: **Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mr. Wolson**
 Nays: None
 Abstain: None
 Absent: None
 Motion Carried

***** BEGIN ADDENDUM *****

SUPERINTENDENT'S REPORT

A. PERSONNEL

Motion by Ms. Sullivan and seconded by Mrs. Caputo;

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve the following personnel items:

1. *Approve Unpaid Days*
 - a. *Patricia Karakashian – 41 days from October 15, 2018 through December 14, 2018*
2. *Approve Graduate Courses*
 - a. *Amy Wiker, Lourdes University – Spring 2019*
Course# DL5843 – Co-Teaching Partners in Practice @ \$296.25
Course# DL704 – Instructional Strategies that Work @ \$296.25
 - b. *Brittany Reid, Lourdes University – Spring 2019*
Course# DL704 – Instructional Strategies that Work @ \$296.25
Course# DL993 – Shaping Respectful, Responsible Learners in Your Classroom @ \$296.25
 - c. *Colleen Bozarth, Lourdes University – Spring 2019*
Course# DL5843 – Co-Teaching Partners in Practice @ \$296.25

ROLL CALL VOTE: **Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mr. Wolson**

Nays: None
Abstain: None
Absent: None
Motion Carried

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Mrs. Caputo and seconded by Ms. Sullivan;

RECOMMEND that the Board of Education, upon the recommendation of the Business Administrator, approve the following finance/budget items:

- 1. Approve payment of \$84.46 to Kristina Burpee for Lunch Duty Coverage on September 13, 14, 18, 27 and October 2, 9, 2018.*
- 2. Approve payment of \$384.00 to Earl Ferguson for Overnight 6th Grade Camp Supervision on October 17 and 18, 2018.*

ROLL CALL VOTE: **Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mr. Wolson**
Nays: None
Abstain: None
Absent: None
Motion Carried

***** END ADDENDUM *****

B. BUILDINGS AND GROUNDS

Mr. Brittain inquired about the amount of work that needs to be completed regarding the referendum. Mr. Dent noted that we are trying to close out a few of the remaining items and that the pneumatics are still being worked on to find the leaks at Nokomis.

C. FACILITIES USE

- 1. Motion by Mrs. Caputo and seconded by Ms. Sullivan;*

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve facilities use applications as attached.

VOTE: **5 ayes** **0 nays** **0 absent** **0 abstain** **Motion Carried**

PUBLIC COMMENT

Dr. Lee updated the Board about the Lakers SEPAC and reviewed the officers and the progress that has been made. The next meeting will be on November 15th at 3:30 pm. Dr. Lee noted that the group members are movers and shakers and that under Finance 13, they donated 240 sets of headphones. They are also currently having a fundraiser for pies for Thanksgiving.

EXECUTIVE SESSION

Motion by Mr. Wolson and seconded by Ms. Sullivan to adopt a resolution to recess meeting to discuss the following under Chapter 7, NJ Open Public Meetings Act:

BOARD OF EDUCATION OF MEDFORD LAKES

RESOLUTION 2019-07E
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;

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.

VOTE: 5 ayes 0 nays 0 absent 0 abstain Motion Carried

Time: 7:28 PM

I, Michael Colling, do hereby certify the above to be a true and correct copy of a resolution adopted by the Board of Education at its meeting held on November 14, 2018, at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.


Board Secretary

Motion by Mr. Brittain and seconded by Mrs. Caputo to return to open session.

VOTE: 5 ayes 0 nays 0 absent 0 abstain Motion Carried

Time: 8:14 PM

Motion by Mr. Brittain and seconded by Mrs. Caputo to approve Superintendent's Merit Goal #1 – 5th Grade 2019 Spring MAP Scores, in the amount of \$4,547.00, to be submitted to the County Superintendent for approval.

**ROLL CALL VOTE: Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mr. Wolson
Nays: None
Abstain: None
Absent: None
Motion Carried**

ADJOURNMENT

Motion by Mrs. Caputo and seconded by Mr. Brittain to return to adjourn meeting.

VOTE: 5 ayes 0 nays 0 absent 0 abstain Motion Carried

Time: 8:16 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary