

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
August 16, 2017

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, Sandra Weiss, 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 18, 2017 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
Mrs. Sandra Weiss

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Carole Ramage, Director of Curriculum
Mrs. Paulette Bearer, Interim Supervisor of Special Services
Ms. Victoria Beck, Solicitor

FLAG SALUTE

PUBLIC COMMENT - NONE

APPROVAL OF MINUTES

Motion by Mrs. Caputo and seconded by Mr. Brittain;

RECOMMEND that the Board of Education approve the June 14, 2017 Executive Session and Business Meeting Minutes and the July 19, 2017 Special Meeting Minutes.

VOTE (JUNE):	5 ayes	0 nays	0 absent	0 abstain	Motion Carried
VOTE (JULY):	3 ayes	0 nays	0 absent	2 abstain (K Bezanis, M Sullivan)	Motion Carried

MONTHLY REPORTS

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

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

- A. Student Enrollment
- B. Fire and Security Drill Reports
- C. Nurses' Reports
- D. Staff Attendance

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

Referendum Update:

Mr. Dent updated the Board regarding the referendum and what the question will look like. Tomorrow night, August 17th, Mr. Dent will be meeting with the Women's Club. He will meet with Borough Council and Lions Club later in September. He also mentioned the building walk through at each building.

Mrs. Caputo asked if an email blast could be done for those that are not on Facebook. Mr. Dent replied that we could send something out regarding the evening tours.

Ms. Bezanis noted that Mr. Dent had done a good job with getting away from the first comments that this was a secret vote.

NEW BUSINESS

Curriculum Committee:

Mr. Dent reported that several updated edits were sent out this week and to make sure that there's an avenue for questions to be vetted, Mr. Dent recommends that we get one or two board members together so that they can meet with Mrs. Ramage to go over new information and take their time instead of one or two days before a meeting to be approved.

Mr. Brittain stated that he was not able to find anything about GATE in the Board Meeting minutes and noted that since the Board's responsibility is curriculum and policy, they have not heard anything about this. The Board was not told that EIRC closed and what the new program would be and should have been told about this. This was an oversight and neglect of the Board. Ms. Bezanis inquired if there was another company we will be using for GATE to which Mrs. Ramage replied that the teachers themselves wrote the curriculum and are very excited as this is an area that the staff are very interested in. Mr. Brittain inquired which teachers will be doing the new GATE program. Mrs. Ramage informed the Board of the grade levels and the teachers covering the program.

POLICY

Motion by Ms. Bezanis and seconded by Ms. Sullivan;

- A. Approve for first reading, the following policy numbers(s):
 - 1. 5142 – Pupil Safety

Ms. Bezanis inquired if this is an update or a whole new policy to which Mr. Colling replied that it is an update.

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

- B. Discussion of next Policy review series

SUPERINTENDENT'S REPORT

A. PERSONNEL

Motion by Ms. Bezanis and seconded by Ms. Sullivan;

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

- 1. Approve Dr. Michael Lee, EdD, Director of Special Education/School Psychologist

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
102-01	11-000-219-104-0-129 (80%)	Dr. Michael Lee	\$120,000.00
	11-000-240-103-0-151 (20%)		

- 2. Approve Superintendent's 2017-2018 Merit Goal – Bond Referendum
- 3. Approve resignations
 - a. Ann Schaeffer, Lunch/Recess Aide, effective June 30th, 2017
 - b. Robin Coyle, Part Time In Class Assistant, effective June 30th, 2017
 - c. Maryann Manuszak, Part Time In Class Assistant, effective June 30th, 2017
 - d. Erin Searles, Part Time Cleaner, effective August 9th, 2017
 - e. Gina Brower, Lunch/Recess Aide, effective June 30th, 2017
 - f. Megan Rodgers, Part Time In Class Assistant, effective June 30th, 2017

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
203-06	11-000-262-107-D-160	Ann Schaeffer
201-05	11-212-100-106-0-121	Robin Coyle
201-11	11-213-100-106-0-117	Maryann Manuszak
304-02	11-000-262-100-0-160	Erin Searles

203-01
201-16

11-000-262-107-D-160
11-213-100-106-1-117

Gina Brower
Megan Rodgers

4. Approve New Staff
 - a. Ann Marie Lombardi, Lunch/Recess Aide, start date pending Criminal History Review Clearance
 - b. Gina Brower, Part Time In Class Assistant
 - c. Erin Conway-Korte, Part Time In Class Assistant, start date pending Criminal History Review Clearance
 - d. Jennifer Griffis, Part Time In Class Assistant, start date pending Criminal History Review Clearance

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
203-06	11-000-262-107-D-160	Ann Marie Lombardi	\$12.55 per hour
201-11	11-213-100-106-0-117	Gina Brower	\$12.67 per hour
201-16	11-213-100-106-1-117	Erin Conway-Korte	\$12.97 per hour
201-05	11-213-100-106-1-117	Jennifer Griffis	\$12.67 per hour

5. Approve Unpaid Days
 - a. Carole Lynn Walsh, September 11th and 12th, 2017
6. 2017-2018 Master Schedule E Extra Duty Roster (list attached)
7. Approve Curriculum Writing
 - a. Erin Czarzasty, Rewrite Language Arts Literacy, 6th, 7th, 8th Grades, \$675.00 per grade level
8. Approve Job Description Updates
 - a. Director of Special Education
 - b. Principal
 - c. Building and Grounds Supervisor
9. Approve Graduate Courses
 - a. Anthony Dent, Educational Leadership Course # 7590, School Leadership: Theory and Practice, 7108, Action Research, 8130, Laboratory of Practice Superintendent, Tuition \$5,598.18
 - b. Jill Agin, Lourdes College, Course # 5045, Course Title: Assignment Homework: Where, When, Why, Tuition \$288.75
 - c. Erin Czarzasty, Lourdes College, Course # 5045, Course Title: Assignment Homework: Where, When, Why, Tuition \$288.75
 - d. Brittany Barszczewski Reid, Lourdes College, Course # 738, Course Title, Gender Matters: How Boys and Girls Learn, Tuition \$288.75
 - e. Kathy O'Brien, Lourdes College, Course # 738, Course Title, Gender Matters: How Boys and Girls Learn, Tuition \$288.75
 - f. Patricia Karakashian, Rutgers University, Course # 00804, Course Title: Biological Bases of Behavior, Tuition: \$1,579.50
10. Authorize the Superintendent to hire faculty/staff for the 2017-2018 school year to be approved at the September meeting.
11. Approve 2017-2018 Master Substitute List: Cleaners/Custodians, School Nurses
 - a. Robbie Kantner, Substitute Custodian
 - b. Debra Mandell-Jamison, Substitute Nurse
 - c. Mary Roan, Substitute Nurse
 - d. Nancy Tufte, Substitute School Nurse Applicant
 - e. Kimberly Graham Searles, Substitute Cleaner
 - f. Jayne Deal, Substitute School Nurse
 - g. William LaFleur, Substitute Custodian

Mrs. Weiss welcomed Dr. Lee to the district.

ROLL CALL VOTE: **Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss**
 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. 2017-2018 Medford Lakes School District Health Office Standing Medical Orders as approved by Dr. Max Burger, School Physician.
2. 2017-2018 Parent/Student Handbook
3. Approve Curriculum Guides:
 - a. GATE "Gifted and Talented Education" (New) grades 3/4, 5/6, and 7/8
 - b. Health (Rewrite) grades K,1,2
 - c. English Language Arts (Rewrite) grades K-8
 - d. Social Studies (Rewrite) grades K-4
 - e. Science (Rewrite) grades K-4
4. Approve the Neeta School Discipline Code/Student Code of Conduct and Student Behavioral Expectations
5. Approve the Nokomis School Classroom Management Plan
6. Middle School Dances:
 - a. October 20th, 2017
 - b. December 15th, 2017
 - c. February 9th, 2018
 - d. May 18th, 2018 (Students in grades 5-7)
7. Approve district curricula and program materials that support the New Jersey Student Learning Standards – NJLS; the standards provide the Medford Lakes School District with clear and specific benchmarks for student achievement in nine content areas and ensure that our students are receiving a thorough and efficient education.
8. Annual approval of course syllabi for middle school
9. Approve discard:
 - a. "Foundations Kit" – 1st Edition 2002 - ISBN# 1-56778-1667
 - b. K-4 Science textbooks and teacher's materials (Macmillan/McGraw Hill 2002)
 1. 67 copies of 1st grade
 2. 59 copies of 2nd grade
 3. 78 copies of 3rd grade
 4. 72 copies of 4th grade
10. Approval of pilot materials for K-4 Science: "Science Alive!" (Teacher's Curriculum Institute 2015) and "Building Blocks of Science" (Carolina Biological 2015)
11. Approval of pilot online instructional program for K-8 Music: "Quaver Music"
12. Re-approval of Guided Reading and Writer's Workshop as instructional models for reading and writing in grades K-5
13. Approval of Reader's Workshop as an additional instructional model for reading instruction in grades K-2
14. Approval of implementation of LLI "Leveled Literacy Intervention" as an intensive remedial reading intervention tool for General Education students in grades K-2
15. Approval of Guided Reading book sets and teacher's guides/lessons cards for grades K-2 from Pioneer Valley Book Company (321 titles-6 each: levels A-M) and for grades 3-5 from Benchmark Education Company (156 titles – 6 of each: Levels N-U)
16. Re-approval of the following district instructional programs/resources:
Journeys Reading Grades K-5 (2014)

enVisionsMath Grades K-5 (2012)
 Scholastic's Fiction Focus Guided Reading Materials Grades K-2 (2009)
 WriteSteps Writing Grades K-5 (2010)
 ScienceFusion Grades 5-8 (2017)
 History Alive! Grades 5-8 (grade 5 2016; grades 6-8 2011)
 Holt Elements of Language Grades 6-8 (2009)
 CC Coach Grades 6-8 (2010)
 Big Ideas Math grades 6-8 (2014)
 Horizons Social Studies K-4 (2003)

17. Approve Medford Lakes School District's 2017-2018 Crisis Response Manual
18. Approve the District's 2016-2017 HIB Self-Assessment for submission to the NJ Department of Education
19. Endorsement of the "Understanding By Design" (UbD Framework) by Jay McTighe and Grant Wiggins
20. Implementation of the first grade standards-based report card
21. Approve District Evaluation Advisory Committee:
 Robyn Barr
 Lisa Better
 Laurie Jurgens
 Judy McKeever
 Carol Lynn Walsh
 Mary Beth Wells
22. Approve the following staff members to serve on SciP, the district's School Improvement Panel:
 Lisa Better
 Jen Martinez
 Judy McKeever
 Brian Meakim
 Jay Wassell
 Amy Wiker

Mr. Brittain stated that he will reluctantly vote yes but when given the curriculum at 9:30 Tuesday morning before a meeting, it doesn't give enough time to fully review the information and he doesn't want to hurt the children or the staff. This was a lot of information to review in a short period of time.

Ms. Bezanis would also like to get it earlier so that it can be fully reviewed.

Mrs. Weiss noted that she asked all Board members to continue to review the curriculum and noted the short timing. Mrs. Ramage noted the one person curriculum department but that all new information was distributed last Monday and the old or updated curriculum was delivered this week. We trust our teachers and we are lucky to have the individuals to write the curriculum and they are the ones that know the information the best. Ms. Bezanis inquired about the schedule and the information that was given to the board.

Mr. Brittain asked that if only the first page of what was distributed was important? Mrs. Ramage replied what the rewrite and revision was. Mr. Brittain stated that if that information were distributed, he might not have had such a time crunch and upset about how it was distributed. Ms. Bezanis inquired about the video and Mr. Brittain wanted to know when that was distributed. Mrs. Ramage replied that it was embedded in an email that was distributed to the Board. Ms. Bezanis inquired about a flipped classroom. Mrs. Ramage replied that we are 5 to 8 years behind the surrounding districts and we are going forward with a 2 to 3 year commitment to this. Mrs. Caputo noted that the curriculum is very embedded with UBD language and that some teachers are going to be put off by this and how will we be getting them to accept this? Mrs. Ramage replied that we will be having training with the teachers to get them to accept them over the next few years.

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

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Ms. Sullivan and seconded by Ms. Bezanis;

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 32482 in the amount of \$927.00
3. VOID check number 32479 in the amount of \$1,670.00
4. Approval of the following 2017-18 Grants:
 - a. IDEA Basic in the amount of \$113,465
 - b. IDEA Pre-School in the amount of \$5,540
 - c. ESSA Title IIA in the amount of \$6,819.00
 - d. ESSA Title IV in the amount of \$10,000.00
5. Refusal of the following 2017-18 Grants:
 - a. ESSA Title I in the amount of \$22,453
6. Approval of 2017-18 Extended School Year Tuition **plus** transportation for the following:
 - a. BCSSSD (SID# 100842) – Westampton, NJ in the amount of \$3,700.00 for tuition plus \$5,000 for one on one aide.
7. Approve the following out of district tuition **plus** transportation for the 2017-18 school year:
 - a. YALE School North II, Inc. (SID# 101088) – Kirby's Mill Campus in the amount of \$57, 283.80, inclusive of ESY.
 - b. BCSSSD (SID# 100842) – Westampton, NJ in the amount of \$47,791.00 plus \$37,900.00 for 1-1 aide.
8. Approval to accept the following out of district tuition for the 2017-18 School Year:
 - a. Shamong Township (AS) in the amount of \$49,036.80 (including 1 on 1 aide)
 - b. Southampton Township (OB) in the amount of \$26,530.20
9. Approval of the attached providers to provide services on an as needed basis for the 2017-18 school year.
10. Approval of Regina I. Birchler, Shore Educational Diagnosticians to provide LDTC Services for the 2017-18 school year at a rate of \$360 per day
11. Approval of Barbara Hannmann to provide School Psychologist Services for the 2017-18 school year at a rate of \$360 per day

Mrs. Caputo asked if #11 is this someone new to which Mr. Dent replied that this is someone just covering until Dr. Lee comes on board. Mr. Dent noted that the second half of Mrs. Caputo's question is on the Addendum #2. This will complete our CST team.

ROLL CALL VOTE: *Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss*
 Nays: None
 Absent: None
 Abstain: 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 Superintendent's 2017-2018 salary and \$5,000 stipend for servicing as Neeta Principal
2. New Staff
 - a Melissa M. Quattrone, 60% LDT/C, Step 5 MA+15, pending submission of transcripts, start date October 1st, 2017, pending Criminal History Review Fingerprint Clearance
 - b Stacey Smarz, Part Time In Class Assistant, Step 1 + .30, \$12.97 per hour, start date pending Criminal History Review Fingerprint Clearance

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
505-02	11-000-219-104-0-129	Melissa M. Quattrone	\$34,719.60
201-10	11-213-100-106-0-117	Stacey Smarz	\$12.97 per hr.

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

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Ms. Bezanis 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. Motion to approve the Master Services Agreement with the Frontline Technologies Group LLC for Frontline IEP implementation for the 2017 – 2018 school year prorated from November 1, 2017 to June 30th 2018 at the cost of \$4,579.45.

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

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

B. BUILDINGS AND GROUNDS

Mr. Colling stated that Summer projects are coming to an end we are putting the finishing touches the door jambs and flooring down. Things went well this summer.

C. FACILITIES USE

1. Motion by Ms. Bezanis 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 - NONE

ADJOURNMENT

Motion by Mrs. Caputo and seconded by Ms. Sullivan to adjourn meeting.

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

Time: 7:02 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary