

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
January 16, 2019

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 8, 2019 and sent by electronic mail to the Clerk of the Municipality.

ROLL CALL

Ms. Kim Bezanis
Mr. Robert Brittain [ABSENT]
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
Mr. Frank Cavallo, Jr., Esq., Solicitor

FLAG SALUTE

PRESENTATIONS

- A. Mrs. Carole Ramage, December Students of the Month
Kindergarten – Nicholas Collison
1st Grade – Lily Petruska
2nd Grade – Hanna Miller

Mr. Anthony Dent, December Students of the Month
3rd Grade – Luke Miller
4th Grade – Gavin Vitelli
5th Grade – Alexis Hummel
6th Grade – Kevin Ulriksen
7th Grade – Morgan DiPerna
8th Grade – Nia Scott

- B. Holman and Frenia, Presentation of Comprehensive Annual Financial Report for June 30, 2018

PUBLIC COMMENT

Tom and Linda Connelly, 19 Sunrise Trail, Medford - Not residents of Medford Lakes but live near Nokomis School. Stated that there are 4 houses that could be built across from Nokomis School, behind where the teachers park. Did research regarding the development of the properties that could be built. There will be a Planning Board meeting to see what will be said regarding the sale of the property. Looking for suggestions of what could be done regarding the sale of the land. There is a lake back there and there are restrictions that will be imposed on the development. Concerned regarding the parking and egress of the traffic. Suggested that someone represent the Board at the planning board meeting.

APPROVAL OF MINUTES

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

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

- A. December 12, 2018 Executive Session and Business Meeting
B. January 2, 2019 Re-Organization Meeting

VOTE: 3 ayes 0 nays 1 absent (R. Brittain) 1 abstain (K. Wolson) 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. Fire and Security Drills
- B. Nurses' Report
- C. Student Enrollment
- D. Staff Attendance
- E. Harassment/Intimidation/Bullying Investigation – none to report

VOTE: 4 ayes 0 nays 1 absent 0 abstain Motion Carried

OLD BUSINESS

Dr. Lee spoke on behalf of Lakers' SEPAC. He updated that they will be meeting the 3rd Thursday of the month at 6:30 pm. Dr. Lee reviewed the Board members and read the mission statement of the group. He would like to make it a regular item at the Board meeting to update the BOE on how the group is going.

Mrs. Caputo inquired about the Heroin presentation reaction from the students. Mr. Dent replied the he believed that the 7th graders felt a more emotional impact than the 8th graders but that both groups seemed to have an impact from the message. Mr. Dent noted that the parent turnout was also very good as well.

Ms. Bezanis followed up regarding the vaping issue and if we could get a presentation regarding that as well. Mr. Dent noted that he is still in the process of following up with a presenter coming in to see the students. This would be a presentation for both the students and the parents.

Mr. Wolson noted the PSE&G bill and the credit and where we stand with that. Mr. Colling replied that we have submitted the application to PSE&G and are going back and forth with them to get them all the necessary information.

NEW BUSINESS

Mr. Dent noted that Mr. Wassell thanks the MLEF for the donation of the Chromebook's and that we now have a wireless lab at Nokomis. Mr. Dent also noted regarding the sending of paperless progress reports and a video that can be sent to update people to help move toward paperless. Mr. Dent noted that tomorrow morning the district will be launching a Facebook page. There is a goal of having at least one post a week from Nokomis and Neeta, to try and get out to the Community what we are doing. Long term goal is that next year we can do a Twitter feed. Mr. Dent also updated the Board regarding the One Word project that the staff are participating in for 2019. The One Word project will be hung in the library at Neeta for all to view. Mr. Dent also updated the Board regarding the Vision meeting that was held.

Mr. Wolson inquired about Facebook. He's excited about it but concerned regarding the comments that could be put on the page that could be negative. Mr. Dent noted that we are going to be the only ones that will be commenting on the page and that it will be for informational purposes only. Mr. Wolson also inquired about Chromebook's and wants to see if we could put it out there regarding the donations and pumping our chests. Mr. Dent noted that we could add this information to the Facebook page. Mr. Dent noted that a few years ago the Central Record used to come to the meetings but that through internal changes at the paper, they no longer send a rep to our meetings.

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. Additions to Extra Duty List (Schedule E)
 - a. Susan Anastasio – After School Supervision Duty
 - b. Jessica Cona – Project Infinity Coordinator
 - c. Jennifer York – Project Infinity Coordinator
 - d. Karen Samuelian – Project Infinity Coordinator
 - e. Victoria Ley – Project Infinity Coordinator
 - f. Tracey Casciato – Dance Chaperone
2. Resignations
 - a. Jack Raisola, Part Time Cleaner, Effective January 4, 2019

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>
304-03	11-000-262-100-0-100	Jack Raisola

3. Approve Mentoring Assignments for 2018-2019
 - a. Jessica Cona, Mentoring and Internship towards "Principal and Supervisor Certification" through Caldwell University supervised by Carole Ramage beginning January 2019 at no cost to the district
4. Approve New Staff
 - a. Charles Collins, III, Part Time In Class Assistant

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
201-14	11-213-100-106-0-117	Charles Collins, III	Step 1 +.30 \$13.20 per hr.

5. Salary Guide Advancement February 2019 Correction approved 12.12.2018
 - a. Patricia Karakashian, MA+30 Step 7
 - b. Kathy O'Brien, MA+15 Step 10

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
506-01	11-213-100-106-0-117	Patricia Karakashian	MA+30 \$60,063 Prorated
505-01	11-130-100-101-0-106	Kathy O'Brien	MA+15 \$62,866 Prorated

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

***** BEGIN ADDENDUM 1 *****

SUPERINTENDENT'S REPORT

1. 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 New Staff
 - a. Julia Maute

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
501-13	11-120-100-101-0-104	Julia Maute	Step 1 BA \$50,226.00 Prorated

2. Resignations
 - a. Agnes Forker, Lunch/Recess Aid – Effective January 17, 2019

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>
203-02	11-213-100-106-D-117	Agnes Forker

3. Approve Melanie Howell, Substitute School Nurse Applicant

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

***** END ADDENDUM 1 *****

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. Wednesday, March 13, 2019 – Eligible students to Burlington County Teen Arts Festival, RCBC Mt. Laurel Campus
 - b. Monday, June 3, 2019 – 8th Grade Boys to Magee Rehabilitation Center, Phila, PA

Mrs. Caputo inquired about if the girl’s trip was already approved. Mr. Dent noted that it was.

VOTE: 4 ayes 0 nays 1 absent 0 abstain Motion Carried

BUSINESS ADMINISTRATOR’S REPORT

A. FINANCE/BUDGET

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

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. Approve budget transfers for the month(s) of November 2018 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:23A-16.10(c) (4) for the month(s) of November 2018. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month(s) of November. 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
Holly Fisher	New Jersey State Bar Foundation's "Why We Bully: Talking About Race" – New Brunswick, NJ	2/8/19	\$0.00	\$0.00
Nancy DiYenno	The Lenape Regional Curriculum Consortium's "Getting to Know The National Core Arts Standards and Break-out Articulation for General Music and Secondary Instrumental & Vocal Teachers – Indian Mills School, Shamong, NJ	2/15/19	\$0.00	\$0.00
George Rogers	The Lenape Regional Curriculum Consortium's Health and Physical Education In-Service – Medford, NJ	2/15/19	\$0.00	\$0.00
Hope Coughlin	The Lenape Regional Curriculum Consortium's Health and Physical Education In-Service – Medford, NJ	2/15/19	\$0.00	\$0.00
MaryBeth Swindells	The Lenape Regional Curriculum Consortium's Library Media Specialist In-Service – Tabernacle, NJ	2/15/19	\$0.00	\$0.00
Heather Summerville	The Lenape Regional Curriculum Consortium's In-Service – Shamong, NJ	2/15/19	\$0.00	\$0.00
Holly Fisher	The Lenape Regional Curriculum Consortium's School Counselor Training – Southampton, NJ	2/15/19	\$0.00	\$0.00
Regina Reilly	School Nurse Professional Development Day – Collingswood, NJ	2/15/19	\$0.00	\$0.00
Rebecca Smith	School Nurse Professional Development Day – Collingswood, NJ	2/15/19	\$0.00	\$0.00
Lauren Ferguson	National Geographic Learning's 4th Annual Big Ideas Learning Professional Development Leadership Conference "Focusing on the Learner and Teaching Strategies to Get There" – Philadelphia, PA	2/26/19	\$0.00	\$109.60
Kathy O'Brien	National Geographic Learning's 4th Annual Big Ideas Learning Professional Development Leadership Conference "Focusing on the Learner and Teaching Strategies to Get There" – Philadelphia, PA	2/26/19	\$0.00	\$109.60
Brittany Reid	National Geographic Learning's 4th Annual Big Ideas Learning Professional Development Leadership Conference "Focusing on the Learner and Teaching Strategies to Get There" – Philadelphia, PA	2/26/19	\$0.00	\$109.60

5. APPROVE Agreement with Eastern Armored Services, Inc. for bank depository services under the Lenape Regional Banking Consortium and paid for by the Government Banking Division of Republic Bank.
6. APPROVE Agreement with Burlington County Special Services School District for a One-on-One Teacher Assistant for Student ID# 100842 for the 2018-19 School Year in the amount of \$38,660.00, pro-rated to the number of days the student is enrolled at Burlington County Special Services School District.
7. APPROVE Tuition Reimbursement for Doctoral Level Courses to Anthony Dent, Fall 2018 Session, (approved August 22, 2018) in the amount of \$4,449.00
 Course #EDL 7713: Leadership and Governance
 Course #EDL 7114: Labor Negotiations and Law
 Course #EDL 8133: Lab of Prac: Superintendent IV
8. APPROVE Graduate Course
 - a. Colleen Bozarth – Rowan Global, Spring 2019, Course No. SPED 08515, Curriculum Instruction and Transition in Special Education. Tuition Reimbursement amount: \$1,518.75
9. APPROVE WJ Gross, Inc. Change Order Number 8 /Allowance Order Number NOKOMIS AO-GC-06 dated 11/15/18 in the amount of \$830.00 to replace specified privacy screen in Nokomis boys room with new 32" urinal screen

10. APPROVE 2018-19 Independent Contractor Agreement with Christine Morabito to provide Multisensory Instruction – Foundations Professional Development services in the amount of \$900.
11. APPROVE 2018-19 Independent Contractor Agreement with Barbara Beaumont to provide Multisensory Instruction – Foundations Professional Development services in the amount of \$900.
12. APPROVE Proposal from Critical Response Group to provide Macro Collaborative Response Graphic (CRG) and Micro CRG(s) with GeoRelevant Integrated Floor Plans to include Annual Maintenance Plan* and Labeling for both Neeta and Nokomis Schools in the amount of \$3,956.00.
*Annual Maintenance Fee of \$782.32 waived for first year.
13. APPROVE discard of attached curriculum items to be offered for sale to other school districts and other vendors.

Mr. Woslon inquired about the bills regarding the repairs to the leaf blower and the purchase of one in November. This repair bill is for the blower at the other school. Mr. Woslon also inquired about the repair bill for the alarm and if that was the same one that was beeping. Mrs. Caputo inquired about travel miles and if all staff members are eligible. Mr. Colling noted that all staff members are eligible for mileage and it's up to the staff member to submit it. He also noted that there is an annual amount that staff are limited to.

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

14. Motion by Ms. Sullivan and seconded by Mrs. Caputo to APPROVE the following Board Member travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Kim Bezanis	New Jersey School Board Association's Leadership Training – Sewell, NJ	2/9/19	\$50.00	N/A

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

15. Motion by Mrs. Caputo and seconded by Ms. Bezanis to APPROVE the following Board Member travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Mary Sullivan	New Jersey School Board Association's Leadership Training – Sewell, NJ	2/9/19	\$50.00	N/A

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

***** BEGIN ADDENDUM 2 *****

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE

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

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

- 1. APPROVE the following district travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
MaryBeth Wells	Pre K-12 Educational School Services as Camden County College Presents "How to Design a Cohesive Art Lesson – Blackwood, NJ	1/23/19	\$149.00	\$109.60
Andrea Estevez	The Lenape Regional Curriculum Consortium's In-Service for Pre-School Teachers – Medford, NJ	2/15/19	\$0.00	\$0.00
Carole Ramage	Pearson's K-12 Math Symposium Featuring New Jersey's own Dr. Eric Milou and Dr. Janet Caldwell – Mt. Laurel, NJ	2/20/19	\$0.00	\$0.00
Kathy O'Brien	Pearson's K-12 Math Symposium Featuring New Jersey's own Dr. Eric Milou and Dr. Janet Caldwell – Mt. Laurel, NJ	2/20/19	\$0.00	\$109.60

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

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

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

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

VOTE: 4 ayes 0 nays 1 absent 0 abstain Motion Carried

PUBLIC COMMENT – NONE

Mr. Dent noted that the new 4th grade teacher is in attendance and introduced her to the District.

EXECUTIVE SESSION - NONE

ADJOURNMENT

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

VOTE: 4 ayes 0 nays 1 absent 0 abstain Motion Carried

Time: 7:19 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary