

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
April 18, 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 [ABSENT]
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 Education
Ms. Victoria Beck, Solicitor

FLAG SALUTE

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 –

Girl Scout Troop 24403 would like to do a project called "Mirror Motivations" to boost up people when they are feeling down. It will be in the hallway into the APR at Neeta School. They are looking for approval and hope to have it completed before September 1st 2018.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the following Board meeting minutes:

- A. March 20, 2018 Executive Session and Business Meeting Minutes
- B. March 28, 2018 Executive Session and Budget Meeting Minutes.

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

MONTHLY REPORTS

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

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

- 1. Student Enrollment

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

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

OLD BUSINESS

Ms. Bezanis discussed the Philadelphia Inquirer article regarding state funding and how the district is underfunded. She would like to write a letter to our assembly representatives and highlight some of the things that have been cut and how it is affecting the district. She will draft and distribute for review by the Board before sending it.

NEW BUSINESS

Classroom Activities:

Mr. Dent reviewed the activities in the classroom:

Mrs. Wiker's Class – Getting deep into Science and hands on activities, Mrs. Wiker's class has submitted pictures of a few of their activities. One experiment dealt with mold and the other was on Matter: Physical and Chemical Changes. (Photos by Mrs. Craig)

Mr. Conway/Ms. Franchio - As part of the fourth grade SS curriculum, Ms. Franchio and I have designed a career research project where we will instruct the students on various occupations, have them choose one that interests them, and research it using the Chromebooks and online sources. They will then write a research paper with all the important elements including citations etc... Next, they will dress up like a person with that career and present their information to the class and their parents on parent invitation day, May 29. The parents will get to see their children in action as they visit our classroom.

Mr. Heggan's - 8th grade science, we are having the students pick a geographic area (ex. Hawaii) and create 3d cross sections of Hawaii's hot spot and interior (or tectonic plates for anything other than a hotspot) using shoe boxes, clay, paint, and cardboard. There will be a "science fair" type grading system by the office staff and/or elementary (grades 3-4-5) rooms on Friday.

In 6th grade science, students will be creating a cloud in a jar in the lab on Thursday that represents cloud formations that we will be learning about on Wednesday. Students will also be completing a cloud project where they will venture outside (at home) for 5 days and take pictures of the clouds while identifying them. They will be presenting this poster presentation next week

Construction Updates:

Mr. Dent reviewed the construction project updates and color selections. Starting next week there will be bi-weekly project meetings to keep the district and the contractors on the same page. Mr. Dent also noted that Lower Camp will be using the Neeta APR instead of Nokomis this year.

Mural Project:

Mrs. Ramage updated the Board regarding the murals that were discussed at the last Board meeting. Mrs. Ramage inquired about the amount that we would like to raise. Ms. Bezanis noted that there are also some Gold Award Girl Scout candidates that are looking to assist or do different items in the schools. Looking at the canoe and the duck and also the signs at Nokomis. Mrs. Ramage noted that the cost has risen due to the cost of paint not being included in the quote. Mr. Brittain would like an additional proposal for Neeta but the Girl Scouts could also be providing a third mural. Mr. Brittain noted that we might seek donations from Spott's Hardware or Sherwin Williams for paint donations. Mr. Colling noted that the difference between the 2 projects is that one of them is for profit and the other is a donation. The Girl Scouts would have a better chance of getting the donations than a for profit entity. The Board would like to see the proposals for the Girl Scouts at the next meeting as to their ideas.

POLICY

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

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

- 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

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

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

1. Renewal of Tenured Staff for the 2018-2019 school year per attached Schedule A
2. Renewal of Non-Tenured Staff for the 2018-2019 school year per attached Schedule B
3. 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. 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. Renewal of Administrators for the 2018-2019 school year per attached Schedule E

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

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

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

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.

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

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

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

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
506-02	11-000-218-104-0-130	Sarah Brier

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

Ms. Bezanis responded with great regrets on #7. It will be great and you will enjoy it and thank you for all your years of service.

Mrs. Caputo was confused about the merit goals. Mr. Dent explained the testing that occurs during the 3rd grade year (Merit Goal #1). Mr. Wolson was interested in knowing the thinking in developing the goal. Mr. Dent noted that it was getting the students the attention that they need so that they are up with their peers and not staying below the mark. Mr. Wolson would also like to see the goal aimed at the middle ground so that they move up the rankings as well instead of just focusing at the bottom level. Mr. Dent replied that the kids that are struggling are the focus so that we don't get into the situation that we are now with the students. Mrs. Caputo noted that this should be a goal of the 3rd grade teachers and not the Superintendent and asked if this is related to the leadership of assisting the teachers. Mr. Dent replied that this is. He also noted that he reviews with the teachers the strategies that they are using and getting them the resources that they need to have the children succeed. Mr. Wolson inquired about the number of students in this population that are affected by this. Mr. Dent noted that he does not have that in front of him right now. Ms. Bezanis noted that these are Mr. Dent's goals for this year but that over the summer we will be making new goals for the upcoming school year.

Mr. Wolson noted that he would still like to discuss these at a further date. Mr. Brittain inquired if the NJSBA could come in and discuss and have a training regarding Superintendent goals. Mr. Wolson inquired about Merit Goal #2 and what the range is that we are currently at for current year. Mr. Dent noted that it changes every year depending on the class. The testing will occur in the next few weeks during the PARCC testing.

ROLL CALL VOTE: **Ayes: Ms. Bezanis*, Mr. Brittain, Mrs. Caputo, Mr. Wolson**
 Nays: None
 Abstain: None
 Absent: Ms. Sullivan
 Motion Carried (*Item #7 with Regrets)

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

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

1. Accept Resignation
 - a Anna Huckaby, Teacher, effective July 1, 2018

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
504-05	11-120-100-101-0-103	Anna Huckaby

2. Unpaid Leave Request
 - a Melissa Palmer, Part Time In Class Assistant, April 26th and 27th, 2018

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

BUSINESS ADMINISTRATOR'S REPORT

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

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

A. Approval to solicit bids for Nokomis Tile Abatement and Replacement Project.

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

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

B. CURRICULUM/COORDINATED ACTIVITIES

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

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

1. 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
2. Approve Websites and iPad Applications (list of websites and iPad Applications attached)
3. Field Trips
 - a. 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.
4. Approve Harassment Intimidation and Bullying Investigations
 - Incident Report Number
 - 18-02 No Violation
 - 18-03 No Violation

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

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

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

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 of February 2018 as listed on the attached summary report.
3. VOID check number 32467 in the amount of \$950.00
4. 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 |

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

B. BUILDINGS AND GROUNDS

Mr. Wolson noted that the ladder at the Nokomis playground is damaged. Ms. Bezanis noted that the playground at Nokomis is Colony property. Mr. Wolson noted that he will get in touch with the Colony to inform them.

C. FACILITIES USE

1. Motion by Mr. Brittain and seconded by Ms. Caputo;

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

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

PUBLIC COMMENT

Mrs. Annie Jones, 166 Blackfoot Trail - Would like to know when the letter goes to the state, if the public can get a copy of the letter and to be able to add their support. She would also like to see as a part of the presentation a breakdown of the loss of staff due to budget restrictions.

EXECUTIVE SESSION

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

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

Time: 7:17 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 April 18, 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: 4 ayes 0 nays 1 absent 0 abstain Motion Carried


Time: 8:47 PM

ADJOURNMENT

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

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

Time: 8:48 PM

Respectfully Submitted,

Michael F. Colling
Board Secretary