

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
December 12, 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, November Students of the Month
Kindergarten – Davis Jobes
1st Grade – Kallan Miller
2nd Grade – Keira Bunt

Mr. Anthony Dent, November Students of the Month
3rd Grade – Sarah Gaysek
4th Grade – Gracie Gavlick
5th Grade – Claire Reynolds
6th Grade – Katherine Brooks
7th Grade – Nathan Jacobs
8th Grade – Matthew Cummings

- B. Michael Colling, BCIP Safety Award Presentation

PUBLIC COMMENT - NONE

APPROVAL OF MINUTES

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

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

- A. November 14, 2018 Executive Session and Business Meeting Minutes

VOTE: 5 ayes 0 nays 0 absent 0 abstain 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 (19-01)

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

OLD BUSINESS - NONE

NEW BUSINESS

Mr. Dent updated the Board regarding classroom happenings. Mrs. DeYenno and the band and chorus went to Nokomis for their Winter Concert Performance. Holiday Shop by Home and School was a success and thank you to them for running that. Mr. Dent noted a possible grant opportunity for Chromebooks and would defiantly help out in getting the district to a one to one initiative. Mr. Dent also noted that there are pros and cons to this but that more research is needed.

Ms. Bezanis noted that last week she went to the NJSBA meeting and that a report was given that vaping is become more and more popular and that students as young as middle school are getting into it and that there is nicotine in all of these devices. It is a very new thing and all the details of the health problems that we will be seeing associated with it are not known but that these are unregulated devices. Ms. Bezanis wanted to know if it was possible to have a health safety awareness night to inform parents of these dangers. Mr. Dent noted that he has being trying to get in touch with different sources to set up a night for these issues. Mrs. Caputo inquired how many of our middle schoolers we are seeing with this. Mr. Dent noted that of those that he has asked, they mention that it's not really happening but that there are most likely occurring in some students. Ms. Sullivan noted that the big thing is to educate people on these items.

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. Retirements
 - a. Angela Gatto, effective June 1, 2019
 - b. Mary Jo Cooper, effective July 1, 2019
 - c. Theresa McGroarty, effective July 1, 2019

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>
402-01	11-000-240-150-0-151	Angela Gatto
801-01	11-000-230-105-0-153	Mary Jo Cooper
201-17	11-213-100-106-0-117	Theresa McGroarty

2. Approve revised contract for Marjorie Fowkes with correct total salary of \$9,754.36 at Step 6/7 for the 2018-19 school year

3. Approve New Staff
 - a. Deborah Gray, Part-Time In Class Assistant

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
201-18	11-213-100-106-0-117	Deborah Gray	\$12.90 per hour

Start Date Pending Criminal History Review clearance

4. Approve salary adjustment for Patricia Karakashian from MA+15 to MA+30 effective 2/1/2019.

<u>Position Control Roster #</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
506-01	11-213-100-101-0-117	Patricia Karakashian	MA+30 \$62,866 Prorated

5. Approve salary adjustment for Kathy O'Brien from MA to MA+15 effective 2/1/2019.
- | | | | |
|--------|----------------------|---------------|--|
| 505-01 | 11-130-100-101-0-106 | Kathy O'Brien | MA+15 \$60,063
Prorated
2/1/2019 |
|--------|----------------------|---------------|--|
6. Approve Substitute Cleaner
- a. Ebony Bratten, start date pending Criminal History Review clearance
7. Approve Classroom Observation
- a. Ally Farley two classroom observations, one in elementary school and one in middle school, between December 15th, 2018 and January 4th, 2019
8. Approve revised reduced work schedule 50% employee to 40% employee due to fall semester class schedule:
- a. Joshua Smith, 9/6/2018 – 12/07/2018

Mr. Brittain expressed his regrets for retirement of long term employees (Item #1)

Mr. Brittain inquired if this is a college student looking to come in and observe (Item #7)

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 Mrs. Caputo and seconded by Mrs. Sullivan;

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

1. FIELD TRIPS
- a. Monday, March 3, 2019 – 5th Grade to Museum of the American Revolution, Phila, PA
- b. Monday, April 1, 2019 – 7th & 8th Grade to Battle of the Books, Olson Middle School, Tabernacle, NJ
- c. Tuesday, April 2, 2019 – 8th Grade Girls to Renfrew Center, Phila, PA
- d. Wednesday, May 29, 2019 – 5th & 6th Grade to Battle of the Books, Wilbur Watts Intermediate School, Burlington, NJ

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

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

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

1. Approve New Staff
- a. Chelsie Weaver, 2nd Grade Teacher

<u>Position Control Roster #</u> 501-14	<u>Account Number</u> 11-120-100-101-0-1-2	<u>Employee</u> Chelsie Weaver	<u>Salary</u> Step 4 BA \$50,826.00 Prorated
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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

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 items:

1. *Approve Tuition Contract with Southampton for 2018-19 School Year in the amount of \$26,530.20 (Student ID: 101270)*
2. *Approve addition to the Bills List:*
 - a. *PO# 19-0674 to DEC Electric in the amount of \$15,850.00 Check No. 33422 for work relating to power loss on August 25, 2018*
3. *Approve the following Graduate Courses*
 - a. *Lauren Ferguson – Walden University – Spring 2019*
Course No. EDUC6610 – Teacher As A Professional
Course No. EDU6602 – Designing Curriculum, Instruction and Assessment
Course No. EDU6561 – Learning and Teaching Mathematics
Reimbursement Amount \$2,500.00

Mr. Wolson inquired what Item 2a is for to which Mr. Colling explained that this pertains to the PSE&G power failure and that we have to pay the bill and seek reimbursement from PSE&G.

Mrs. Caputo inquired of a pot of money for tuition reimbursement and has it ever been exhausted? Mr. Colling explained that contractually, the district sets aside \$16,000 for this and in the last 5 years this pot has not been exhausted but we are seeing more and more classes being taken.

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

B. 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 follows:

1. *Application# 19-25: Medford Lakes Boy Scout Troop 48 – Pinewood Derby, Sunday, January 27, 2019 – 12:00 PM to 7:00 PM, Nokomis APR*

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

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

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. Payment of the bills with funds available.
2. Approve budget transfers for the month(s) of October 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 October 2018. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of October. 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
Anthony Dent	NJASBO's TECHSPO '19 – Atlantic City, NJ	1/31 – 2/1/2019	\$450.00	\$0.00
Michael Colling	NJASBO's TECHSPO '19 – Atlantic City, NJ	1/31 – 2/1/2019	\$450.00	\$0.00
Dominic Antonini	NJASBO's TECHSPO '19 – Atlantic City, NJ	2/1/2019	\$299.00	\$0.00
Hope Coughlin	BER's 101 Strategies for Strengthening Your Physical Education Program (grades K-8) – Mt Laurel, NJ	2/5/2019	\$259.00	\$109.60

5. APPROVE Falasca Mechanical Change Order Number PC-02 in the amount (\$7.04) for credit of unused contingency allowance in the amount of (\$3.52) each for both Nokomis and Neeta Schools.
6. APPROVE Falasca Mechanical Change Order Number 6R-1 in the amount of \$2,595.42 to include Allowance Order Number NEETA AO-PC-03 in the amount of \$1,297.71 for floor drain replacement at Neeta School and Allowance Order Number NOKOMIS AO-PC-04 in the amount of \$1,297.71 for floor drain replacement at Nokomis School.
7. APPROVE Driscoll Mechanical, LLC Change Order Number 1 in the amount of \$1,709.24 to include Allowance Order Number NEETA AO-MC-01 to furnish and install one 4" domestic water shut-off valve at Neeta School.
8. APPROVE WJ Gross, Inc. Change Order Number 1 in the amount of \$5,430.00 for additional exterior concrete work at Neeta School to allow proper drainage.
9. APPROVE WJ Gross, Inc. Change Order Number 2 in the amount of \$1,995.00 to include Allowance Order Number NOKOMIS AO-GC-03 for demo and disposal of existing metal stud and sheet rock diving wall in security office at Nokomis School.
10. APPROVE WJ Gross, Inc. Change Order Number 4 in the amount of \$1,934.33 to include Allowance Order Number NEETA AO-GC-02 to furnish and install labor and material required to patch masonry walls in 8 openings at 6 waters closets and 2 lavs at Neeta School.

Mr. Wolson inquired about TECHSPO and what is learned there. Mr. Dent replied that this conference is related to technology and is held at Harrah's as opposed to the convention center. There are also breakout sessions each day that districts will discuss experiences that they have gone through.

Mr. Wolson inquired if next month's new business could include discussion about how the School Boards conference went.

Mr. Wolson inquired of several checks and what 504 is. Mr. Colling noted that it was a chapter of the Federal law that allows students to learn the best way possible with assistance. Mr. Wolson inquired about what B&G stands for. Mr. Colling explained that this stands for Buildings and Grounds. Mr. Wolson inquired if, going forward, that these acronyms could be spelled out instead of shorting it. Mr. Colling replied that we will do our best to address this going forward. Mr. Wolson inquired of several checks for which Mr. Colling did not have the answer to but would get back to him.

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

B. BUILDINGS AND GROUNDS

Mr. Wolson noted that he toured the buildings the previous day with Mr. Dent and that the new carpet and desks in the little guys rooms were really nice.

He would also like to see some landscaping in the front of Neeta, new basketball net area and colors in the schools need to be updated. He also noted that the playground needs some updating and regarding colors we are really beige and some green or blue might be nice. On the little guys side, there's a great conference room and would like to see if we could get some teachers desks and new filing cabinets. He would also like to see if it's possible that someone could look through Craig's list for items that we could use in district.

C. FACILITIES USE

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

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

- A. Application# 19-24: Medford Lakes Boy Scout Troop 48 – Pinewood Derby Workshop, Wednesday, January 9, 2019 – 6:00 PM to 9:00 PM, Nokomis APR

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

PUBLIC COMMENT - NONE

EXECUTIVE SESSION

Motion by Mr. Brittain and seconded by Mrs. Caputo 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 2019-09E
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: 7:10 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 December 12, 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: 7:48 PM


ADJOURNMENT

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

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

Time: 7:48 PM

Respectfully Submitted,


Michael F. Colling
Board Secretary