

MEDFORD LAKES SCHOOL DISTRICT  
MEDFORD LAKES, NJ 08055  
MEETING MINUTES  
February 6, 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 6:31 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  
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

FLAG SALUTE

PUBLIC COMMENT - NONE

BUDGET DISCUSSION

Mr. Colling led a discussion of the budget process and discussion ensued. Mr. Colling lead off by informing the Board of how the budget was developed, that all staff members have been asked for input and that teaching staff members have been limited to \$200.00 for supplies this year. However, if a staff member would like to request more than \$200.00, then a rationale was submitted and several staff members did exceed the \$200.00 limit. Mr. Dent noted that in the budget, there are some amounts that have been budgeted that are unknowns at this time, for example, the District is currently in litigation for the placement of a student and a worst-case scenario has been presented. Mr. Colling noted that what is being presented is not a balanced budget and that we will only be talking about the expenditure side of the budget tonight. The revenue side of the budget will not be completed until after Gov. Murphy makes his state Budget address and the district received our state aid numbers 2 days later. The other part of the revenues are the tax levy and Federal grants that are budgeted at 80% of the current award, per the County Department of Education. Mr. Dent noted that if the budget were struck today, we are approximately \$450,000.00 over in our expenses and that we are hoping for the increase in state aid that we have received for the last 2 years and the increase from the S-2 legislation that occurred this summer. Mr. Wolson noted that he believes that the tax levy should not be increased this year as the residents have just been hit with the increase from the referendum. Mr. Dent reminded the Board members that the increase in the tax levy will occur for a few years and then drop off once the previous debt is retired. A discussion ensued regarding the budget.

Mr. Wolson inquired about substitute nurses and the reason for the increase. Mr. Colling noted that over the past two years the substitute line has funded this line but that ESS does not provide this service so the amount gets transferred to the nurse line to properly account for it. Mr. Wolson inquired about the supply line for nurses. Mr. Colling noted that the increase over prior year's actual expenses is due to the EpiPens. Mr. Colling noted that each year we budget for this but then also apply for, and have been successful awarded a grant for these. Mr. Colling noted that we must budget for the item in case the grant is not offered or that we are not awarded the grant. Mr. Wolson inquired about the funds that are not used if the grant is awarded. Mr. Colling noted that these funds are then used for items in the nurses office, such as this year a new examination table was purchased at Nokomis, or the funds are transferred to another line item where there are needed.

Mr. Wolson inquired about the external professional development that is done by staff. Mr. Dent noted that there are certain instances where the district is not able to provide the necessary training to staff and we find it best to send staff out of district for this purpose.

Mr. Wolson inquired of the professional services for Auditor and Legal and if these amounts could be reduced. Mr. Colling and Mr. Dent noted that the district goes out to RFP for these services approximately

every three to five years. Mr. Colling noted the longevity that these professionals have had with the district and the familiarity and history that they have amassed on our behalf.

Mr. Wolson inquired about the amount being budgeted for BOE training. Mr. Colling noted that this amount is for the Fall Workshop in Atlantic City where mandatory Board member training occurs and for other seminars that are offered by NJ School Boards Association that come up throughout the year are funded.

Mr. Brittain inquired of the summer IT salaries and if this amount was necessary or could be eliminated from the budget. Mr. Dent noted that in the past this has been for a staff member to come in a few days a week and assist in the reassembly of the computer labs and staff computers after summer cleaning. Mr. Brittain inquired if this could be eliminated as we now have a full time technology staff member.

Mr. Brittain requested that when teachers and staff come back from a workshop that the Board hear about what was learned.

Mr. Wolson inquired if there was any area of savings by outsourcing the custodians. Mr. Colling noted that there would not be any savings in this area as we are already as trim as we could be. Customarily the saving in outsourcing occurs because of health benefits. In Medford Lakes, there are only two staff members that have health benefits in the custodial department and the rest of the staff are already part time.

Mr. Colling noted that the health benefits and insurance lines have all been projected at a 5% increase but that the final numbers will not be available for a few weeks, usually right around the time of the state budget address. Historically, the School Health Insurance Fund renewal rate has been better than the School Employee Health Benefits (state plan).

Mr. Wolson inquired if sports was back in the budget. Mr. Dent noted that it was not and that at the current time, if it were to be added to the budget, an equal amount would have to be removed from the budget. The district went out to a second question a few years ago and the taxpayer overwhelmingly defeated the question. Mrs. Bezanis inquired of when the district could go out again for a second question. Mr. Dent noted that the district could go out each year for a second question instead of a few years ago when there was a time limit that the district had to wait to ask the same question again. Mr. Colling noted that if seeking a second question, the sports or items implemented with the second question would not be able to start until January of the following year.

Mr. Wolson inquired about teacher desks and if an amount was listed in the budget. Mr. Dent noted that there currently was no amount in the budget for this but the district has historically purchased new classroom sets of desk and chairs for students.

Mr. Brittain would like to see a list of the building usage and the cost of that usage as he is questioning if it would be worth it to investigate surrounding districts and the cost.

Discussion ensued regarding various line items including supplies, building usage, possible new positions.

PUBLIC COMMENT - NONE

EXECUTIVE SESSION – NONE

ADJOURNMENT

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

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

Time: 8:57 PM

Respectfully Submitted,



Michael F. Colling  
Board Secretary