

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
November 16, 2016

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 24, 2016 and sent by electronic mail to the Clerk of the Municipality.

ROLL CALL

Ms. Kim Bezanis
Mr. Robert Brittain
Ms. Mary Sullivan - ABSENT
Mrs. Sandra Weiss
Mrs. Susan Wingert

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Kelly Scapellato, Supervisor of Special Services
Mr. Stephen Muschinski, Esq.

FLAG SALUTE

PRESENTATIONS

A. Mr. Anthony Dent, October Students of the Month:

Kindergarten – Zoey Carmen
1st Grade – Molly Doyle
2nd Grade – Laurel Brescia
3rd Grade – Nicholas Panciera
4th Grade - Curren Durr
5th Grade - Emilia Ruegg
6th Grade – Maxwell Shelley
7th Grade - Kayleigh Shuff
8th Grade - Andrew Smolarski

B. Mr. Anthony Dent, Superintendent, Dr. Betsy Feinberg, Neeta Guidance Counselor and Safety Patrol Advisor, swearing in the 2016-2017 Safety Patrol:
Michael Dillon, Kelly Ferguson, Jamie Lee, Jason O'Neill, Jamie Sheffer, Arielle Smith, Luke Strong, Darren West

PUBLIC COMMENT

Mr. Brent Blanchard, 151 Algonquin Trail – Could the Board help with the Nokomis Playground? The Colony and the Women's Club are going to assist with this \$20,000 project and any assistance from the Board would be great. Time frame is January/February for fund raising and Spring build.

Mrs. Lisa Blanchard, MLEF – Announced that it was another successful paddle board fund raiser that was held in June. A \$40,000 donation was made to Medford Lakes School District that was used to purchase 50 Chromebooks, 10 iPads, a new piano, 2 charging carts and 2 teacher grants (History and Science programs) and 1 student grant. This did not include the other items such as the 3rd grade butterfly project, the middle school rocket project and Project Infinity.

Mrs. Weiss thanked the MLEF so much for their generosity.

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the Executive Session and Regular Meeting Minutes of the October 19, 2016 Meeting and the Executive Session and Regular Meeting Minutes of the November 4, 2016 Special Meeting.

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

MONTHLY REPORTS

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

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

1. Fire and Security Drills
2. Nurses Report
3. Student Enrollment
4. Staff Attendance

Ms. Bezanis questioned the number of students in pre-school. The report will be updated.

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

OLD BUSINESS

Mr. Brittain would like to have a rotation of one or two board members visiting the schools on a monthly basis. He believes this would be a good way for Board Members to see the status of the buildings and point out an areas of concern. It was decided that Mrs. Wingert and Mrs. Bezanis would walk through in December and Mr. Brittain and Mrs. Weiss in January.

Mrs. Wingert asked if there was a reason that students from Shawnee High School stopped attending meetings to give updates on events and announcements taking place at Shawnee High School. Mr. Dent replied that he would look into it.

Ms. Bezanis questioned the status of the Student of the Month Committee. Mr. Dent noted that there was a meeting last school year and progress was made. He stated that we could have another meeting to continue further but the criteria is now on-line. Nothing has changed that a student can win more than once in their 1st to 8th grade years, but students cannot win more than once in one school year.

NEW BUSINESS

Mr. Dent reported on 2 Committees:

Technology Committee meetings in which how to improve our home page was discussed.

SEAC (Special Education Advisory Committee) meetings at which time Mrs. Scapellato reported on the process of the meetings and how they were chosen this year, which was based on parent feedback. Mrs. Barr and her daughter did a great presentation on Anxiety: A Parent and Student's Perspective at the November 14th meeting.

Mrs. Weiss congratulated Kristen Caputo on her election to the Board of Education and expressed to Mrs. Wingert that she was sad to see her leave the position.

POLICY

Motion by Ms. Bezanis and seconded by Mrs. Wingert;

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

- A. Approve for first reading the following Policy Numbers(s):
 1. 2210 – Administrative Leeway in Absence of Board Policy
 2. 2224 – Non-Discrimination/Affirmative Action
 3. 2224.1 – Staff and Student Protection from Sexual Harassment
- B. Approve for second reading the following Policy Number(s):
 1. 2000/2010 – Concepts and Roles in Administration; Goals and Objectives

2. 2121 – Line of Responsibility
3. 2131 - Superintendent

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

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

1. Request for Unpaid Days
 - a Amy Wiker, November 14th, 2016
 - b Cornelia Manieri, December 19th, 20th, 21st, 22nd, 23rd, 2016
2. Deduction Days
 Michael Rutter, October 19th, 21st, 24th, 25th, 26th
3. Extra Duty Roster Addition
 Kristin Kocher-Homebound Instruction
4. In-house MD-ICA Professional Development Training on November 30th outside regularly scheduled hours:
 William Druger
 Allyse Karakashian
 Susan Anastacio
 Jenna Brey
 Morgan Spangler
 Megan Rogers
 Mary Kaiser
 Robin Arnold
 Cynthia Sullivan

Item #2 – Mr. Brittain inquired as to what a “Deduction Day” is and Mr. Colling explained that this occurs when a staff member is out of sick or personal days and is absent without a prior request for the absence.

Item #4 – Ms. Bezanis asked if these staff are going to be paid as it is outside school hours to which Mr. Colling responded that upon approval of the motion, these staff members will be paid.

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

B. CURRICULUM/COORDINATED ACTIVITIES

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

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

1. Approval of Student Threat Assessment: Risk to Others survey
2. Approval of the following field trips:
 - a. March 15, 2017 – 6th – 8th Grade to Teen Arts Festival – Pemberton, NJ
 - b. March 17, 2017 – 7th & 8th Grade Battle of the Books Competition – Cinnaminson, NJ
 - c. May 5, 2017 – Kindergarten to Storybook Land, Egg Harbor Twp., NJ

- d. May 12, 2017 – 2nd Grade to Fernwood Farms – Bordentown, NJ
- e. May 19, 2016 – 1st Grade to Philadelphia Zoo, Philadelphia, PA
- f. May 19, 2017 – 8th Grade Lock-In – Medford Fitness, Medford, NJ
- g. May 23, 2017 – 5th & 6th Grade Battle of the Books – Burlington, NJ
- h. June 9, 2017 – 7th Grade to 9/11 Memorial and The Met – New York, NY

Item #1 – Ms. Bezanis asked how this is going to be used to which Mrs. Scapellato replied that when a student makes a threat to hurt themselves or another student, a standard protocol is in place. There will be a set of people that will use this but not every teacher.

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

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Mrs. Wingert 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 31946 to Mansion Monarchs in the amount of \$350.00
3. Approve budget transfers for the month(s) of September 2016 as listed on the attached summary report.
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 September 2016. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of September. 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	Sub Cost
Shelly Craig	BCPDI Workshop – Creating and Monitoring Behavioral Plans (Pre-K – 12) – Westampton, NJ	12/8/16	Subscr.	\$125.00
Jenna Franchio	BCPDI Workshop – Creating and Monitoring Behavioral Plans (Pre-K – 12) – Westampton, NJ	12/8/16	Subscr.	\$125.00
Shelly Craig	BCPDI Workshop – The Art of Teaching: Effective Communication with Parents and Students (Grades K-12) – Westampton, NJ	03/01/17	Subscr.	\$125.00
Jenna Franchio	BCPDI Workshop – The Art of Teaching: Effective Communication with Parents and Students (Grades K-12) – Westampton, NJ	03/01/17	Subscr.	\$125.00

6. Approval of Amazing Transformations, LLC to provide ABA Services on an 'as needed' basis for the 2016-17 school year at a rate of \$110.00 per hour for BCBA/BCaBa Services, \$50 per hour for in-home services, \$75.00 per hour for Clinical Associate, \$130.00 for PD Workshops and \$42.00 for 1:1 Registered Behavior Technician/ABA Therapist

7. Re-Approval of Daniel N. DaSilva Ph.D. of Morris Psychological Group, P.A., previously approved February 17, 2016 to perform student psychological evaluations on an as needed basis through June 30, 2016 at a rate of \$2,500 per evaluation, to increase services to \$3,750 through June 30, 2016.
8. Approval of the following Resolution to Renew Membership in the Burlington County Insurance Pool Joint Insurance Fund for the 2017-18, 2018-19, 2019-20 School Year:

RESOLUTION NO. 2017-09
BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
(BCIP JIF)
RESOLUTION TO RENEW MEMBERSHIP

WHEREAS, the **Medford Lakes School District** hereinafter referred to as "Board", is a member of the Burlington County Insurance Pool Joint Insurance Fund, hereinafter referred to as "JIF", and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; and

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF's Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

"It is the goal of the Burlington County Insurance Pool Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment." and,

WHEREAS, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1984; and

WHEREAS, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

WHEREAS, the Board has determined that continued participation as a member of the JIF is in the Board's best interest;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on **July 1, 2017**, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF's Risk Management Program, which are generally described herein as follows:

1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educator's Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Violent and Malicious Acts
9. Pollution and Mold Legal Liability
10. Disaster Management Services
11. Unmanned Aerial Systems Liability
12. Student Accident on an Annual Elective Basis

BE IT FURTHER RESOLVED, that the Board appoints **Michael Colling** as its Delegate to the JIF and empowers said Delegate to; exercise the voting rights provided in the JIF's Bylaws to Delegates in a manner which best protects the Board and JIF, to implement and strengthen the Board's safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

BY:  _____

TITLE: BUSINESS ADMINISTRATOR

DATE: November 16, 2016

Item #7 – Mr. Brittain noted the large increase and Mr. Colling explained that this is a psychiatrist that was used for a student evaluation who exceeded his quoted time frame.

Item #6 – Ms. Bezanis asked how often we perform the in-home evaluations to which Mrs. Scapellato replied that this year we have done two but in the past it was very infrequent.

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

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

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

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

NONE

EXECUTIVE SESSION

Motion by Ms. Bezanis and seconded by Mrs. Wingert 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 2017-08E
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: 7:10 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 November 16, 2016 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.



Board Secretary

Motion by Mr. Brittain and seconded by Ms. Bezanis to return to open session.

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

Time: 7:37 PM

ADJOURNMENT

Motion by Mrs. Wingert and seconded by Ms. Bezanis to adjourn meeting.

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

Time: 7:37 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary