

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
October 18, 2017

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 6:31 PM.

ANNOUNCEMENT OF NOTICE

Adequate notice of the meeting was advertised by the Burlington County Times on January 18, 2017 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
Mrs. Sandra Weiss

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Carole Ramage, Director of Curriculum
Dr. Michael Lee, Director of Special Education
Mr. Frank Cavallo, Jr., Esq., Solicitor

FLAG SALUTE

PRESENTATIONS

A. Mrs. Carole Ramage, September Students of the Month
Kindergarten – Tyler Schmidlin
1st Grade – Eliza Mitchell
2nd Grade – Josiah Franco

Mr. Anthony Dent, September Students of the Month
3rd Grade – Kiera Howell
4th Grade – Sean O'Reilly
5th Grade – Elizabeth Kusnirik
6th Grade – Meredith Bandomer
7th Grade – Sarah DeAngelis
8th Grade – Melanie Craig

B. Representative from Connor Strong & Buckelew – Presentation of the Virgin Plus Fitness Challenge Award - Mr. Travis Lance thanked Mr. Colling and the Business Office for their support of the wellness challenge. He noted that other districts have a Human Resources department that takes care of this but here in Medford Lakes it relies on the Business Office. The Education Foundation has benefited from this and wanted to publicly thank the Business Office.

PUBLIC COMMENT

Mrs. Judy McKeever, Teacher - Wanted to say a few words about Mr. Dent. Mr. Dent has used his gift of gab for something good here in Medford Lakes and has become the heart of the district. Wants to recognize that he almost single handedly passed the bond referendum. (Standing Ovation from Teachers) Also welcomed Dr. Lee to the district and hopes that his being here will free up Mr. Dent to fulfill his goals and visions for the district.

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the September 20, 2017 Business and Executive Session Meeting Minutes.

VOTE: 3 ayes 0 nays 1 absent 1 abstain (Mrs. Weiss) Motion Carried

MONTHLY REPORTS

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

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

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

OLD BUSINESS

Referendum Update - Mr. Dent thanked the town and staff for their comments. We have had 2 meetings since the referendum passed and will be moving forward with a lot of prep work. The plan is to get the bid out as soon as possible. Once the heat goes off in April, work on the boiler will begin so that the summer concentration can be put to the rest of the project. There will be a lot more people coming after school hours to keep the work moving.

NEW BUSINESS

- A. Mass mailings/email blast - Fortinet is our new web filter and firewall piece and this has caused a lot of the weekly messages to not go through due to volume. We are looking to get a new communication service.
- B. Butterfly release. This year was painted ladies and still a great job was done again this year by all involved.
- C. B.O.E. policy- physical education, recess and excuses - Mr. Dent explained that there have been a lot of students with excused absences for gym but then want to participate in recess. Mr. Dent asked Mr. Cavallo if there's a Board policy regarding this. Mr. Cavallo noted that he will research other districts and see if they have a policy regarding this issue.

POLICY

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

- A. Approve for final reading and adoption, the following policy number(s):
 - 1. 5142 – Pupil Safety
- B. Approve for first reading the following policy number(s):
 - 1. 3000/3010 – Concepts and Roles in Business and Non-Instructional Operations: Goals and Objectives
 - 2. 3100 – Budget Planning, Preparation and Adoption
 - 3. 3160 – Transfer of Funds Between Line Items, Amendments, Purchases Not Budgeted
 - 4. 3220/3230 – State Funds/Federal Funds
 - 5. 3250 – Income From Fees, Fines, Charges
 - 6. 3260/3270 – Sale and Disposal of Books, Equipment and Supplies; Sale, Licensing and Rental of Property

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

SUPERINTENDENT'S REPORT

A. 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 2017-2018 Merit Goals for Superintendent and request that Goals be submitted to the Executive County Superintendent for final approval and acceptance.

2. Approve Merit Goal Stipend for Anthony Dent, Superintendent, \$5,000 Bond Referendum passed by Borough residents on September 26th, 2017. 615 Yes votes, 115 No votes
3. Approve retirement
Mrs. Katherine Gillet, Teacher, effective date of retirement, July 1, 2018

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
504-18	11-213-100-101-0-11	Mrs. Katherine Gillet

4. Salary Adjustment
 - a. Mary Kaiser, Full Time In Class Assistant, 15 years longevity \$200 + \$21,313.44 = \$21,513.44
 - b. Stacey Smarz, working periods per day as a teacher at Step 1BA
Remaining contracted time as a Part Time In Class Assistant

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
205-01	11-212-100-106-0-121	Mary Kaiser	\$21,513.44
201-10	11-213-100-106-0-117	Stacey Smarz	\$4,211.55
501-20	11-213-100-101-1-117	Stacey Smarz	\$10,323.00

5. Approve New Staff
 - a. Denise DiNicola, Lunch/Recess Aide, Start date pending Criminal History Review Approval
 - b. Casey Walsh, Part Time In Class Assistant, Start date pending Criminal History Review Approval
 - c. Jessica Coughlin, Part Time In Class Assistant, Start date pending Criminal History Review Approval

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
203-03	11-000-262-107-D-117	Denise DiNicola	\$12.55 per hour
201-20	11-213-100-106-0-117	Casey Walsh	
201-04	11-213-100-106-0-117	Jessica Coughlin	\$12.67 per hour

6. Approve Deduct Days
 - A. Joshua Smith, August 3rd, 4th, 7th, 8th, 9th, 10th, 11th, 14th, 15th, 2017

7. Approved Extra Duty Positions
 - A. Jenna Brey, After School Supervision to cover Project Infinity
 - B. Casey Walsh, After School Supervision to cover Project Infinity

8. Approve Substitute School Nurses
 - A. Barbara Wilhelm
 - B. Deanna Thomas
 - C. Tammy Brown
 - D. Jennifer Yeager

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

Mrs. Weiss shared her regrets on Item #3

B. CURRICULUM/COORDINATED ACTIVITIES

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

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

1. Approve submission of 2017-2018 NJQSAC Statement of Assurance (SOA) and NJQSAC District Performance Review (DPR) to New Jersey Department of Education
2. Disposal of the following from the Nokomis Library:
 - a. 14 Scott-Foresman Beginning Dictionaries, Copyright 1979
 - b. 8 Scott-Foresman Intermediate Dictionaries, Copyright 1979
 - c. 15 American Heritage First Dictionary, Copyright 2003
 - d. 1 Scholastic Thesaurus, Copyright 2005

e. 1 Webster New World Thesaurus, Copyright 1972

3. Approval of the following field trip(s):
 - a. 7th Grade to Hershey Park on Friday, May 11, 2018 – Students travel via Charter Bus to participate in the Franklin Institute's "Science Showdown" – Hershey, PA
 - b. 6th Grade to Franklin Institute Science Museum on Friday, March 2, 2018 – Students to Visit Terracotta Warriors Exhibit – Philadelphia, PA
4. Approve change of date for Halloween Dance to October 27th, 2017. Previously approved for October 20th, 2017. Change of date due to 8th grade class trip being on October 20th, 2017.

Ms. Bezanis inquired if the cost to Hershey Park would be comparable to what was paid in the past. Mr. Colling replied that we have not calculated the cost yet and Mr. Dent replied that we haven't heard from Hershey Park if there's any additional cost for the day as we are attending on Science Day.

Mrs. Bezanis also inquired if the 6th grade trip was new this year. Mr. Dent replied that it was and is in addition to the 6th grade overnight camping trip.

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 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. Approve budget transfers for the months of July, August and September 2017 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: 23-2.11(c) 3 and N.J.A.C. 6A:23-2.11(a) for the month(s) of June (revised), July, August and September 2017. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of June, July August and 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.

4. VOID check number 32520 in the amount of \$68.00
5. VOID check number 32521 in the amount of \$0.25
6. Approve the following district travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Patricia Karakashian	LLI System 1 Workshop hosted by Medford Township Public Schools – Medford, NJ	10/23 & 24/2017	\$0.00	\$0.00
Jenna Franchio	LLI System 1 Workshop hosted by Medford Township Public Schools – Medford, NJ	10/23 & 24/2017	\$0.00	\$0.00

7. Approval of Special Education Tuition Contract Agreement with Burlington County Special Education Services School District for the 2017-18 school year in the amount of \$47,791.00

8. Approve the 2017-18 Agreement with Phoenix Advisors for Continuing Disclosure Agent Services and appointment as Independent Registered Municipal Advisor
9. Approval of the following items for discard:
 - A.. Nokomis
 1. GE TV (Serial # 21163143) and Cart
 2. Sony TV (Serial #4156189)
 3. Polycom Unit (Medford Lakes Barcode #10028)
 - B.. Neeta
 1. Sony TV (Serial #4156208)
 2. Polycom Unit (Medford Lakes Barcode #10271)

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

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

Motion by Mrs. Caputo 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. Approve the following as attached:
 - a. Comprehensive Maintenance Plan (CMP) N.J.A.C. 6A:26A
 - b. M-1, Form

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

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

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

RECOMMEND that the Board of Education approve the Additional State Aid for 2017-18 in the amount of \$75,666 to increase the 2017-2018 fund appropriations in the following line items:

- A.. 11-000-219-104-0-129 – CST Salaries - \$21,365
- B. 11-000-211-340-0-132 – CST Purchased Services - \$4,900.00
- C. 11-000-266-420-0-160 – Security - \$11,430.00
- D. 11-000-213-300-0-131 – Nurse Purchased Professional Services - \$37,971.00

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

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

1. Motion by Mrs. Caputo and seconded by Ms. Bezanis;

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. 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 2018-05E
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: 6:55 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 October 18, 2017 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.



Board Secretary

Motion by Ms. Sullivan and seconded by Ms. Bezanis to return to open session.

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

Time: 7:32 PM

ADJOURNMENT

Motion by Ms. Bezanis and seconded by Ms. Sullivan to adjourn meeting.

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

Time: 7:33PM

Respectfully Submitted,



Michael F. Colling
Board Secretary