

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
April 12, 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 - ABSENT
Mr. Robert Brittain
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
Mrs. Kelly Scapellato, Supervisor of Special Services
Ms. Victoria Beck, Solicitor

FLAG SALUTE

PRESENTATIONS

- A. Mr. Anthony Dent, Superintendent, recognition of Clara Byrne for placing second in the Burlington County Daughters of the American Revolution Chapter essay contest.
- B. Mrs. Carole Ramage, March Students of the Month:
Kindergarten Lile Wessel
1st Grade Nicholas Melograna
2nd Grade Brianna Pancoast
- Mr. Anthony Dent, Superintendent, March Students of the Month:
3rd Grade Brendan Rodgers
4th Grade Noah Logan
5th Grade Sadie Collins
6th Grade Craig Kusnirik
7th Grade Gavin Zaun
8th Grade Brooke Steel
- C. Mr. Anthony Dent, Superintendent, and Mrs. Nancy DiYenno, Music Teacher, recognition of Neeta students participating in South Jersey Jr. High Band, South Jersey Chorus and South Jersey Intermediate Orchestra.
Steven Estacio – Selected for the All South Jersey Jr. High Band
Adele Guth – Selected for the South Jersey Chorus
Jamie Lee – Selected for the South Jersey Intermediate Orchestra
- D. Mr. Anthony Dent, Superintendent, recognition of Medford Lakes Crossing Guards
Diane Albrecht, Jenna Brey, David Crosier, Janet Dwier, Barbara Gregory, AnnMarie Lombardi, Bruce Marchitello, David Mayo, Lisa McGovern, Walter Roecker, Ann Schaeffer, Clarence Smith, Suzanne Syben-Moscicki, Ken Thompson

PUBLIC COMMENT

Mr. Manny Estacio, 86 Pocahontas Trail - Concerned about how the music department will be run in the future because if students don't get the opportunity to practice on a regular basis, they may fall away from that activity.

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the Executive Session and Business Meeting Minutes of the March 15, 2017 Business Meeting and the revised Re-Organization Meeting Minutes of January 4, 2017.

Mr. Brittain inquired about graduation moving to June 14th of the draft minutes from March 15th and then in the agenda for tonight there is a new date. Mr. Dent explained that it was accurate as of the March 15th meeting. As of now, the Board meeting will still be on June 14th, 8th grade graduation will now be on the 15th and the high school graduation will be on Friday the 16th.

Mrs. Caputo inquired about the last day of school being the same as high school. Mr. Dent explained that the high school has a requirement of graduation being the same day as the last day of school.

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

MONTHLY REPORTS

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

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

Mr. Dent reminded those present about the Technology Safety Presentation – Det. Sgt. Kohler will be here Wednesday, April 26th at 6 p.m. for a technology safety presentation open to all middle school parents.

NEW BUSINESS

Mrs. Scapellato reported on the last SEPAC meeting. Joan Sacks did a presentation on dyslexia. Regular and special education was mentioned and the minutes are on the district webpage. There were 14 people in attendance.

Mr. Dent reported on the following items:

1. Referendum Update – The referendum application has been completed and will be hand delivered for our signatures. Once signed the hard copy will be mailed to the state and the digital copy will be submitted online. Working with TDC (The Design Collaborative), we are in the early stages of putting together our Power Point presentation. Mr. Dent will be submitting a request to give the presentation to both the Colony Club and the Borough Council, as well as during a BOE meeting and a Parent Walk-through.
2. NJ School Performance Report – No real changes to those reports. Some of the things that stood out, there are more boys than girls in the district. Special Ed population has increased by about 3%. The testing breakdown for PARCC was also disclosed. We need to be at 95% according to the federal regulations and the district is at 88%. This percentage is increasing over the last 3 years, but not yet at the federal standard. It also talks about student absenting and the entire report is available on the states webpage and a link will be placed on our website.
3. 2017 QSAC – Our 3 year extension has run its course and we are up to be monitored again in 2017-18. As an admin team, we will begin discussions as to who will cover what areas in the hopes we continue to be considered a high functioning district. *It is important to note that we may lose points with regards to participation rates as we fall well below the expected 95% in the NJ School Performance Report.
4. 2018 QSAC – Reports are being re-evaluated and there are changes being made beginning in 2018. Examples of some of the changes: Chronic Absenteeism is being watched much more closely; PARCC participation rates are increasing in weight; Sub-group totals are decreasing from 30 to 20 – this is the total number of a particular population to be classified as a sub-group. Examples – MLSD only has two: WHITE and SPED.
5. Schedule for 2017 – For the most part, the 2017 schedule has been completed. There are few in-house adjustments that will need to be made, however, the bulk of the schedule has been completed. Highlighted

changes include: Related Arts will occur during the first 2–3 periods at Nokomis. Once Related Arts staff travel to Neeta, they will not have to travel back during the day; Grades 3-5 have seen the Discovery period removed and replaced with additional review time for Math and Guided Reading groups; G.A.T. E. will now become a pull out program, meaning students who have successfully entered the G.A.T.E. program will be pulled from an academic period to attend; 5th grade has been partially departmentalized with each teacher teaching 1 subject – example 1 teacher will teach Social Studies, 1 will teach Science, and 1 will teach Writing. The remaining subjects will be taught within the homeroom class as is the case K-5.

6. 4th Grade 2017 –Due to the increasing enrollment at Nokomis, there is a need for an additional section of 2nd grade and will thus be reducing the 4th grade from 3 sections to 2. This will be reevaluated at the end of next year to determine need. These sections will be no larger than those in the upper grades.
7. Colony Club News – Beginning this month, Mr. Dent will be submitting a monthly update of activities, meetings, recognitions, and school announcements to the community through the Colony Club News. His goal is to submit to Millie by the first Thursday of every month.
8. WiFi APs – We have completed the installation/wiring of 50 new WiFi APs (access points) This should improve our connectivity and speed throughout the district.
9. 8th Grade Trip – Friday, April 28th will be our annual 8th grade trip. As a reminder, we are looking to change our trip to October in the 2017-18 school year.
10. May BOE – Moving location to the APR for the annual NJ-NJHS induction program.

Mr. Brittain inquired about enrollment for incoming Kindergarten to which Mr. Dent replied that he believes it's 42 right now. With 3 sections it would be about 17 students.

Mr. Brittain then asked about preschool enrollment to which Mrs. Scapellato replied that we are still getting referrals and it looks like the numbers will be around 15. However, this number can increase throughout the summer.

POLICY

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 policy items:

- A. Approve for second reading the following policy:
 1. Eligibility Under Part B of the IDEA (MLBoE Resolution Number 2017-18)
- B. Approve for final reading and adoption the following policy number(s):
 1. 7110 – Long-Range Facilities Planning
 2. 7115 – Developing Educational Specifications
 3. 7415 – Video Surveillance

ROLL CALL VOTE: **Ayes: Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss**

Nays: None

Abstain: None

Absent: Ms. Bezanis

Motion Carried

SUPERINTENDENT'S REPORT

A. PERSONNEL

1. Motion by Ms. Sullivan and seconded by Mr. Brittain:

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of Tenured Staff for the 2017-2018 school year per attached Schedule A

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of Non-Tenured Staff for the 2017-2018 school year per attached Schedule B

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 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 2017-2018 school year per attached Schedule C

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of 12 Month Confidential Administrative Assistants, Coordinator of Payroll and Student Information and Treasurer for the 2017-2018 school year per attached Schedule D

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the renewal of Administrators for the 2017-2018 school year per attached Schedule E

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

6. 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:

Approve 6 month anniversary PT Custodian pay increase \$17.53 per hour, effective April 4th, 2017 (start date October 4th, 2017) for Corey Meeks

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
302-03	11-000-262-100-0-160	Corey Meeks	\$17.53 per hr. 56 days 4 hrs. per day
			\$3,926.72

7. 8th Grade Class Trip, April 28, 2017, Staff Members attending
 - a Jill Agin
 - b Kelly Scapellato
 - c Anthony Dent
 - d Rick Heggan
 - e Jim Moorhead
 - f Brian Meakim
 - g Jay Wassell
 - h Hope Coughlin
 - i Jean Strath
 - j Cathy Moffitt
8. 7th Grade Class Trip, June 9, 2017, Staff Members attending
 - a Jill Agin
 - b Jay Wassell
 - c Hope Couglin
 - d Jean Strath
 - e Jim Moorhead
 - f Brian Meakim
 - g Rich Heggan
 - h Anthony Dent
9. Additions to Extra Duty List
 - a Jenna Brey, After School Supervision
 - b Robin Coyle, After School Supervision
10. Request for Unpaid Leave
 - a Maryann Manuszak, March 20th to April 20th, 2017
 - b Joe Bevec, March 14th, 2017
 - c Megan Rodgers, March 20th, 21st, 22nd, 23rd 24th, 2017
 - d Jennifer Heicklen, April 3rd, 4th, 5th, 6th and 7th, 2017

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

B. CURRICULUM/COORDINATED ACTIVITIES

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

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

1. Approval of revised 2016-2017 school calendar due to March 14th, 2017 snow day. Friday, June 16th, 2017 last day of school.
2. Approval of the following field trips:
 - a. 8th Grade to Washington DC – Friday, October 6, 2017

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

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

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

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 2017 as listed on the attached summary report.
3. VOID check number 32237 in the amount of \$1,520.00
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 2017. 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
Anthony Dent	NJASA's Spring Leadership Conference – Atlantic City, NJ	5/17 th - 19 th /17	\$450.00	\$0.00

6. Approval of Joint Transportation Agreement with Burlington County Educational Services Unit to provide the following services for the 2017-18 school year:

- a. Public, Non-Public and Vocational Schools from September 2017 through June 2018
- b. Special Education Summer School July and August 2017
- c. Special Education Winter Bus Routes from September 2017 through June 2018

7. Approval of the District's 2017-18 Budget Calendar:

November 7, 2016	Administrative Discussion
December 2, 2016	Distribution of Ed-Data Instructions to staff
December 5, 2016	Administrative Discussion
January 09, 2017	Administrative Discussion
January 13, 2017	Staff Ed-Data Orders due to Principals
January 27, 2017	Principal approval of Ed-Data orders
January 30, 2017	Administrative Discussion
February 3, 2017	Preliminary Budget to Board Members
February 8, 2017	Public Budget Workshop Meeting with Board Members
February 28, 2017	Governor's Budget Address
March 03, 2017	Receipt of State Aid amounts from NJDoE
March 06, 2017	Administrative Discussion
March 07, 2017	Public Budget Workshop Meeting with Board Members
March 15, 2017	Public Board of Education Meeting and approval of submission of Preliminary Budget to County Department of Education
March 20, 2017	Deadline for Submission of Preliminary Budget to County Department of Education
Week of April 24, 2017	Advertisement of Budget
May 3, 2017	Public Budget Hearing

8. Approval of Resolution No. 2017-19 for capital maintenance projects as attached for the submission of the proposed referendum to the New Jersey Department of Education for preliminary approval.

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

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

1. Motion by Ms. Sullivan and seconded by Mrs. 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

NONE

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 2017-17E
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;

X 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: 7:13 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 12, 2017 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.



Board Secretary

Motion by Mrs. Caputo and seconded by Ms. Sullivan to return to open session.

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

Time: 8:15 PM

ADJOURNMENT

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

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

Time: 8:15 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary