

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
March 15, 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 - Excused
Mrs. Sandra Weiss

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Kelly Scapellato, Supervisor of Special Services
Mr. Frank Cavallo, Jr., Esq., Solicitor

FLAG SALUTE

PRESENTATIONS

A. Mrs. Carole Ramage, February Students of the Month:

Kindergarten	Eric Peterson
1 st Grade	Danny Germano
2 nd Grade	Peyton Siciliano

Mr. Anthony Dent, Superintendent, February Students of the Month:

3 rd Grade	Sean O'Reilly
4 th Grade	Katherine Brooks
5 th Grade	Steven Wingert
6 th Grade	Cayleigh Beal
7 th Grade	Jason Karch
8 th Grade	Michael Dillon

PUBLIC COMMENT

None

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the following meeting minutes:

- A. February 8, 2017 Special Meeting and Executive Session
- B. February 15, 2017 Business Meeting and Executive Session
- C. March 7, 2017 Special Meeting and Executive Session

VOTE: 3 ayes 0 nays 2 absent 0 abstain Motion Carried

MONTHLY REPORTS

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

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

VOTE: 3 ayes 0 nays 2 absent 0 abstain Motion Carried

OLD BUSINESS

None

NEW BUSINESS

Mr. Dent reported that he, Ms. Bezanis, Mr. Colling and Mr. Witham met with the architects to go over the ideas and areas that they suggested need improvement. Some of the items on the list were questions, some suggestions and some areas that needed work. The architects will now try to get pricing for each project. We will then meet again to go over the amounts. From there Mr. Colling will need to get in touch with our Bond counsel and financial advisors for a tax levy amount. Ms. Bezanis added that the meeting went very well and that they were very thorough.

Mr. Dent reported that Wednesday April 26th at 6:30 PM in the Neeta APR there will be a parent presentation which is a repeat of the student presentation that was previously held by Det. Sgt. Dave Kohler from the Burlington County Prosecutors Office about Computer and Internet Safety. Ms. Bezanis recommended getting the word out as much as possible as it is right after spring break.

POLICY

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 policy items:

- A. Approve for first reading the following policy:
 - 1. Eligibility Under Part B of the IDEA

- B. Approve for second reading the following policy number(s):
 - 1. 7110 – Long-Range Facilities Planning
 - 2. 7115 – Developing Educational Specifications
 - 3. 7415 – Video Surveillance

- C. Approve for final reading and adoption the following policy number(s):
 - 1. 2224.2 – Employees and Students Harassment, Intimidation and Bullying
 - 2. 2240 – Research, Evaluation and Planning
 - 3. 2255 – Action Planning for T&E Certification

Mr. Colling explained the new policy and that we have been asked by the New Jersey Department of Education Office of Special Education Programs to approve this policy so that the state is in compliance with the Federal government and subsequently the district is in compliance with the state. We cannot change or make amendments to this policy. Ms. Bezanis asked if we need to make any changes to our operations because of this policy to which Mr. Colling replied that we do not.

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

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

BUSINESS ADMINISTRATORS REPORT

A. 2017-18 BUDGET

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

RECOMMEND that the Board of Education approve the 2017-18 preliminary budget for submission to the county business administrator as follows:

	BUDGET	TAX LEVY
General Fund	\$ 7,584,274	\$ 5,917,019
Special Revenue Fund	\$ 103,852	\$ 0
Debt Service	\$ 452,250	\$ 452,250
Total Base Budget	\$ 8,140,376	\$ 6,369,269

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

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

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

1. Approval to submit employment contracts for Anthony Dent, Superintendent and Michael Colling, Business Administrator/Board Secretary, to the Burlington County Office of Education for approval for the 2017-2018 school year.
2. Approve Katherine Gartland's leave of absence beginning on May 22nd, 2017 to June 14th, 2017 using 17 sick days. After delivery, beginning June 15th, 2017 to October 2nd, 2017 using 20 sick days. On October 3rd, 2017, under the New Jersey Family Leave Act, I am requesting Child-rearing maternity leave beginning on October 3rd, 2017. Following that, I am requesting a child-rearing leave under the provisions of the Collective Bargaining Agreement for the remainder of the 2017-2018 school year.
3. Approve, Rebecca Miller, Salus University, OT Fieldwork level 2 student beginning first week of April until the end of the 2016-2017 school year. Fieldwork Coordinator Brianna Brim.

4. Approve New Staff

A. Amy Wilmot, Lunch/Recess Aide; start date pending Criminal History Review Clearance

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
203-04	11-000-262-107-D-160	Amy Wilmot	\$12.15 per hr. 2 hrs. per day

5. Approval of unpaid leave request

A. Michael Rutter, Part Time Cleaner, March 7th, 9th, 14th, 16th, 21st, 23rd, 28th, 30th, 2017.

6. Approval for Tuition Reimbursement

- A. Jill Agin, Lourdes University, Gender Matters: How Boys and Girls Learn, Course No. 01-738 in the amount of \$288.75
- B. Erin Czarzasty, Lourdes University, Gender Matters: How Boys and Girls Learn, Course No. 01-738 in the amount of \$288.75

Personnel #3, Ms. Bezanis inquired if this is related to a particular student. Mrs. Scapellato clarified that this is a college student that will be shadowing the district Occupational Therapist contracted through Functionally Able Rehab.

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

B. CURRICULUM/COORDINATED ACTIVITIES

Motion by Mrs. Caputo 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 the following field trips:
 - a. May 25, 2017 – Student Council, Safety Patrol, National Junior Honor Society Members to Great Adventure – Jackson, NJ
2. Approval of revised 2016-2017 school calendar due to February 9th, 2017 snow day. Friday, May 26th, 2017 school will be in session. Calendar attached.
3. Approval of the 2017-2018 school calendar. Calendar attached.

Mrs. Weiss inquired if a revision to the calendar will be needed again due to March 14th snow day. Mr. Dent replied that the last day of school will be June 15th and 8th Grade Graduation will be moving to June 14th.

VOTE: *3 ayes* *0 nays* *2 absent* *0 abstain* *Motion Carried*

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Ms. Bezanis 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(s) of January 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 January 2017. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of January. 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
Michael Colling	BCIPJIF Annual Workers Compensation Conference – Atlantic City, NJ	5/4-5/5/17	\$0.00	\$0.00
Anthony Dent	NJSBA 2017 School PR Forum – West Trenton, NJ	4/7/2017	\$75.00	\$0.00

5. Approval of eChalk, Inc. to provide e-mail licensing and support for the 2017-18 school year in the amount of \$3,557.00
6. Approval of agreement with Interactive Kids to provide support services to students with behavioral and educational challenges for the remainder of the 2016-17 school year at an hourly rate not to exceed \$110.00 per hour and In-Service Fees not to exceed \$800 per day.

Ms. Bezanis inquired about Brett DiNovi and what the bills were for. Mrs. Scapellato replied that they are for two students that are out of district and that the expense is refunded by the state as the students are state responsible students.

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

With regard to #7 and #8, Mr. Cavallo explained the Doctrine of Necessity due to the fact that we don't have the necessary board members present and that it is necessary for the board members to vote on their own travel.

7. 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 Board Member Travel to include accommodations and mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Kristen Caputo	NJSBA's Governance I: New Board Member Orientation – Robbinsville, NJ	6/3/17	\$0.00	\$0.00

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

8. 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 Board Member Travel to include accommodations and mileage reimbursement:

Name	Description	Date	Registr. Amount	Subst. Cost
Kim Bezanis	NJSBA 2017 School PR Forum – West Trenton, NJ	4/7/2017	\$75.00	\$0.00

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

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

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

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve facilities use applications as attached.

VOTE: 3 ayes 0 nays 2 absent 0 abstain Motion Carried

PUBLIC COMMENT

None

EXECUTIVE SESSION

Motion by Mrs. Caputo and seconded by Ms. Bezanis 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 2017-14E
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: 3 ayes 0 nays 2 absent 0 abstain Motion Carried

Time: 6:51 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 March 15, 2017 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.



Board Secretary

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

VOTE: 3 ayes 0 nays 2 absent 0 abstain Motion Carried

Time: 7:55 PM

ADJOURNMENT

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

VOTE: 3 ayes 0 nays 2 absent 0 abstain Motion Carried

Time: 7:55 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary