

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
December 13, 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 6:30 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
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
Ms. Victoria Beck, Solicitor

FLAG SALUTE

PRESENTATIONS

- A. Mrs. Carole Ramage, November Students of the Month
 - Kindergarten – Brendan Melograna
 - 1st Grade – Meade Kalinowski
 - 2nd Grade – Elle Asztalos
- Mr. Anthony Dent, November Students of the Month
 - 3rd Grade – Valen Ingram
 - 4th Grade – Zoe McConnell
 - 5th Grade – Noah Cashman
 - 6th Grade – Gavin Pizzuti
 - 7th Grade – Sienna Catanzarite
 - 8th Grade – Jullian Bellis
- B. Special Presentation for Sandy Weiss and her years of service on the Board, presented by Mr. Dent and comments by Mr. Weiss
- C. Michael Colling, Business Administrator - BCIPJIF Safety District of the Year Award
- D. Audit Presentation by Dave McNally from Holman, Frenia and Allison. Unmodified opinion, is the best opinion that you can get. No findings in the report either. Mrs. Weiss and Mr. Brittain congratulated the Business Office on another year of a clean audit. It's a pleasure to know that our finances continue to be in fine order. Mr. McNally thanked the Business Office staff for their assistance and professionalism during the audit process.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the November 15, 2017 Business and Executive Session Meeting Minutes.

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

MONTHLY REPORTS

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

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: 5 ayes 0 nays 0 absent 0 abstain Motion Carried

OLD BUSINESS

Mr. Dent reported on the referendum and the progress to date regarding colors and materials.

Mr. Brittain commented on a walk that he took with Ms. Bezanis to inspect the playground equipment and wanted to know if there is a way to purchase landings for the playground platforms at Neeta. Mr. Dent replied that he would look into seeing if these individual items could be purchased. Mr. Brittain commented that this could become a safety issue.

Mr. Brittain also noted that between 6 to 10 doors at Neeta were not locked during the school day. It was not a hot day so air circulation was not the reason that the doors were not locked or being left open.

Mr. Brittain added that he would like to see Neeta Trail become one way during the pick-up and drop off times. Mr. Dent commented the District would be responsible for the purchase and installation of the signs for this. Mr. Brittain inquired if the \$6,000 safety money could be used for this. Mr. Dent replied that there had been conversation during the summer of opening Neeta Trail itself but that it has fallen apart for the time being. Ms. Bezanis added that when the car line is long, an employee could use the other side of the road to enter the school parking lot.

NEW BUSINESS

Mr. Colling informed the Board Members that the 6th graders wrote thank you letter for their Camp experience and if they would read them they would be very appreciative.

Ms. Bezanis inquired as to what the MOA is with the Police. Mr. Dent explained that this is a standard MOA with the police and that this would allow the district and the Board to work hand in hand regarding various issues.

Mrs. Caputo asked if the MOA goes both ways in that they could also share with us to which Mr. Dent said that they are.

POLICY

Motion by Ms. Bezanis 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 first reading, the following policy numbers:
 - 1. 3440 – Inventories
 - 2. 3450 – Money in School Buildings
 - 3. 3451 – Petty Cash Funds
 - 4. 3453 – School Activity Funds
 - 5. 3510 – Operation and Maintenance of Plant
 - 6. 3514 – Equipment
 - 7. 3515 – Smoking Prohibition

- B. Approve for second reading, the following policy number(s):
 - 1. 3280 – Gifts, Grants and Requests
 - 2. 3281 – Corporate Sponsorship in Schools
 - 3. 3282 – Commercialism in schools
 - 4. 3320 – Purchasing Procedures
 - 5. 3326 – Payment for Goods and Services
 - 6. 3327 – Relations with Vendors

7. 3400 – Accounts

C. Approve for final reading and adoption 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

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

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

1. Unpaid Days
 - a. Erin Czarzasty, January 31st, February 1st, 2nd, 5th, 6th, 2018
2. Approve Jamie Terruso's leave of absence beginning March 19th 2018 to May 8th, 2018 using a 9 sick days prior to delivery, and 20 sick days after delivery.
3. Approve Brittany Reid leave of absence beginning March 19th, 2018 to March 24th, 2018 using 5 sick days prior to delivery, and 19 sick days after delivery.
4. Approve Graduate Courses
 - a. Erin Czarzasty, Lourdes College, Course # 5040, Course Title: Increasing Comprehension with Close Reading in your classroom Tuition \$385.00; Course 5015 Title: Writer's Workshop: Engaging Students Using Mentor Texts and Writer's Notebooks Tuition \$385.00 Reimbursement amount for the two classes $\$288.75 \times 2 = \577.50
 - b. Kathy O'Brien, Lourdes College, Course #970, Course Title: Math Works: Teaching Math with the Brain in Mind Tuition \$385.00; Course 5045, Course Title: Assignment homework Tuition \$385.00 Reimbursement amount for the two classes $\$288.75 \times 2 = \577.50
5. Approve Two and half extra hours for Neeta and Nokomis lunch/recess aides training.
 - a. Denise DiNicola
 - b. Ellen Garfalo
 - c. AnnMarie Lombardi
 - d. Agnes Forker
 - e. Amy Jennings
 - f. Robin Mikulski
6. Approve salary reduction of employee ID#15143 in the amount of \$192.00

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

B. CURRICULUM/COORDINATED ACTIVITIES

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

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

1. Approval of the following field trip(s):
 - a. 7th and 8th Grade Teen Arts Participants to Burlington County Teen Arts Festival, Mt. Laurel, NJ – Wednesday, March 14, 2018
 - b. 5th Grade to Museum of the American Revolution, Philadelphia, PA – Monday, March 26, 2018
 - c. 5th-7th Grade MD Students to Amerikick, Medford, NJ – Wednesday, April 18, 2018
 - d. 1st Grade to Philadelphia Zoo, Philadelphia, PA – Friday, April 20, 2018
 - e. 4th Grade to Shop Rite for "Young Consumers Program", Medford, NJ – Wednesday, April 25, 2018
 - f. Kindergarten to Storybook Land, Egg Harbor Twp, NJ – Friday, May 4, 2018
 - g. 8th Grade Students to Medford Fitness for annual "Lock In" – Friday, May 18, 2018
 - h. 5th and 6th Grade Battle of the Books Participants to County Competition, Burlington, NJ – Wednesday, May 30, 2018
 - i. Student Council, National Junior Honor Society and Safety Committee Members to Six Flags Great Adventure for end of year meeting, Jackson, NJ – Wednesday, May 30
 - j. 3rd to 8th Grade Battle of the Books Participants to Annual Banquet at Vaughn Hall – Friday, June 1, 2018
 - k. Chorus and Band Students to Clementon Park to participate in the Choral Festival, Clementon, NJ – Friday, June 8, 2018
2. 2017-2018 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) **Annual renewal**

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

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Mr. Brittain 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 month(s) of October 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 October 2017. The Treasurer's Report and Board Secretary's Report are in agreement for the month(s) of October. 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
Kristin Kocher	Math Articulation -with Shawnee HS Math Department and Medford Memorial Math Department - Shawnee HS (half day PM)	1/4/18	\$0.00	\$75.00
Kathy O'Brien	Math Articulation -with Shawnee HS Math Department and Medford Memorial Math Department - Shawnee HS (half day PM)	1/4/18	\$0.00	\$75.00
Brittany Reid	Math Articulation -with Shawnee HS Math Department and Medford Memorial Math Department - Shawnee HS (half day PM)	1/4/18	\$0.00	\$75.00
Shelly Craig	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Jenn York	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Laurie Jurgens	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Jamie Terruso	BCPDI's "Drive Your Classroom with Google EDU" – Westampton, NJ	1/30/18	\$0.00	\$125.00
Michael Lee	NJPSAFEALegal One's "Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims" – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Victoria Ley	NJPSAFEALegal One's "Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims" – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Betsy Feinberg	NJPSAFEALegal One's "Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims" – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Sara Brier	NJPSAFEALegal One's "Anti-Bullying Specialist Certificate Program – How to Investigate HIB Claims" – Monroe Twp, NJ	2/21/18	\$150.00	\$0.00
Kristin Kocher	BCPDI's "Analyzing and Addressing Behavioral Issues in the Classroom" – Westampton, NJ	2/28/18	\$0.00	\$125.00
Brittany Reid	BCPDI's "Analyzing and Addressing Behavioral Issues in the Classroom" – Westampton, NJ	2/28/18	\$0.00	\$125.00
Jenna Franchio	BCPDI's "Guided Reading, Grades 3-5 – Westampton, NJ	4/19/18	\$0.00	\$125.00
Shelly Craig	BCPDI's "Guided Reading, Grades 3-5 – Westampton, NJ	4/19/18	\$0.00	\$125.00
Jenna Franchio	BCPDI's "Mindfulness in the PK-12 Classroom" – Westampton, NJ	5/17/18	\$0.00	\$125.00

5. Acceptance of the 2017-2018 annual school district CAFR report as presented and submitted by Holman Frenia and Allison, with no recommendations.
6. Approval of REM Auditory Therapy Center, LLC to provide student services on an as needed basis for the 2017-18 school year.
7. Discard of 2 LobbyGuard Kiosks that have been replaced by updated Kiosk systems.
8. Approval of attached Resolution No. 2018-08 authorizing the issuance and sales of bonds of the school district in the aggregate principal of up to \$2,994,000.00 making certain covenants to maintain the exemption of interest on said bonds from federal income taxation; and authorizing such further actions and making such determinations as may be necessary or appropriate to effect the issuance and sale of said bonds.

Ms. Sullivan asked about #6 and wanted to know about the services. Dr. Lee explained that it would allow that agency to do the evaluation at the business location of the vendor.

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

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

SUPERINTENDENT'S REPORT

A. CURRICULUM/COORDINATED ACTIVITIES

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

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 Equivalency Application to New Jersey Department of Education

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

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

B. BUILDINGS AND GROUNDS

C. FACILITIES USE

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

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

VOTE: *5 ayes* *0 nays* *0 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 2018-07E
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;

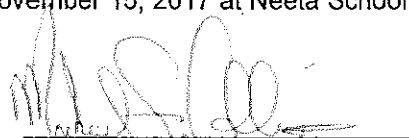
BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest 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: 5 ayes 0 nays 0 absent 0 abstain Motion Carried

Time: 7:14 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 15, 2017 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.



Board Secretary

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

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

Time: 7:58 PM

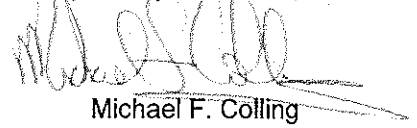
ADJOURNMENT

Motion by Ms. Sullivan and seconded by Mr. Brittain to adjourn meeting.

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

Time: 7:58 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary