

MEDFORD LAKES SCHOOL DISTRICT  
MEDFORD LAKES, NJ 08055  
MEETING MINUTES  
December 14, 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  
Mrs. Sandra Weiss  
Mrs. Susan Wingert

OTHERS PRESENT

Mr. Anthony Dent, Superintendent  
Mr. Michael Colling, Business Administrator  
Mrs. Carole Ramage, Director of Curriculum/Principal  
Mrs. Kelly Scapellato, Supervisor of Special Services  
Mr. Stephen Mushinski, Solicitor

FLAG SALUTE

PRESENTATIONS

Mrs. Weiss thanked Mrs. Wingert for 6 years of service to the Board of Educaiton

Mrs. Carole Ramage, Nokomis Principal, November Students of the Month:

Kindergarten – Eliza Mitchell  
1<sup>st</sup> Grade – Josiah Franco  
2<sup>nd</sup> Grade – Cody Warren

Mr. Anthony Dent, Neeta Principal, November Students of the Month:

3<sup>rd</sup> Grade – Grace Wessel  
4<sup>th</sup> Grade - Devin Skinner  
5<sup>th</sup> Grade - Madison Dent  
6<sup>th</sup> Grade – Chloe Krilov  
7<sup>th</sup> Grade - Sonia Lombardo  
8<sup>th</sup> Grade - Sophia Davies

The Lance Group – Fitness Challenge Presentation

Holman and Frenia – Presentation of the 2015-16 CAFR

Kevin Frenia from Holman Frenia and Allison: The Finance department did a nice job this year, they were ready and available to assist and we thank you for that. The audit looks at internal controls, GAAP and compliance with state and federal regulations. We have received an unmodified opinion which is the best you can get.

Michael Colling – Presentation of BCIPJIF Safety Award

PUBLIC COMMENT

Mrs. Kelly Cone, 144 Paupukkeewis Trail – Inquired about the invoices on the bills list that MLEF is reimbursing and wanted to know if they are noted anywhere. Mr. Colling replied that because of the arrangement that we have with the MLEF, the Board pays the expense and the MLEF reimburses the district.

APPROVAL OF MINUTES

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

RECOMMEND that the Board of Education approve the Executive Session and Regular Meeting Minutes of the November 16, 2016 Meeting

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

#### MONTHLY REPORTS

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

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

#### OLD BUSINESS

Mr. Brittain asked about the new substitute calling system, Source 4 Teachers. Mr. Dent explained that there is an 85.751% fill rate over the last 4 months. Mr. Brittain commented that other districts are having a hard time finding subs and wanted to see how we are doing and also wanted to know if Source 4 Teachers bought AESOP. Mr. Dent explained that they have a similar platform in SAMS. We have had a number of days over the last month where we have had 100% fill rates, but a day like today where there are 14 or 15 staff members absent there has not been 100% fill rates. Mr. Brittain asked how those spots are filled to which Mr. Dent replied that we pull ICAs to assist where needed. Every month we have been about 80 to 85% fill rate. Mr. Brittain asked if this has been helpful to the Business Administrator. Mr. Dent replied that the we don't have to compare time sheets and benefits as we have in the past and that we are making out when we have a need for long term subs. Mr. Brittain asked if we are satisfied with the services now the which Mr. Dent replied that we will always evaluate and see if it's working for the district.

#### NEW BUSINESS

Mrs. Scapellato announced that during Week of Respect (October 4<sup>th</sup> – 7<sup>th</sup>), there were several presentations to assist the students with character education and respecting others. HIB reports are low compared to prior years but the year is still progressing. MLEF also brought in a speaker last week who was phenomenal and she thanked the MLEF for bringing the presenter in.

Mr. Brittain commented on the webpage update stating that, as someone who's not computer literate, it is a lot better and thanked the district for that. Mr. Dent commented that it is still a work in progress but it's a lot better than it was a month ago.

#### 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 second 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 final reading and adoption 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, Ms. Sullivan, Mrs. Weiss, Mrs. Wingert  
                                 Nays: None  
                                 Abstain: None  
                                 Absent: None  
                                 Motion Carried**

SUPERINTENDENT'S REPORT

A. PERSONNEL

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

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

- 1. Part Time Custodian 6 month anniversary increase
  - a Joshua Smith, hourly pay increase effective December 7<sup>th</sup>, 2016

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
302-02	11-000-262-100-0-160	Joshua Smith	\$9,990.12

- 2. Resignations
  - a Allysa Karakashian, Part Time In Class Assistant, as of January 12<sup>th</sup>, 2017
  - b Susan Lipinsky, Part Time In Class Assistant, as of December 22, 2016
  - c Dolan Druger, Part Time In Class Assistant, as of December 23, 2016

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
201-04	11-213-100-106-0-117	Allysa Karakashian
201-07	11-215-100-106-0-119	Susan Lipinsky
201-10	11-215-100-106-0-119	William Dolan Druger

- 3. Shawnee Student Volunteers to assist with Project Infinity Fencing Club  
Cameron Sviben, Carson Sviben, Gianna Dimona, Tim Estacio, Tucker Blanchard
- 4. Unpaid Request
  - a Jennifer Heicklen, January 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 2017
- 5. Deduct Day
  - a Michael Rutter, November 30<sup>th</sup>, 2016
- 6. Substitute School Nurse, Substitute ICA
  - a Monica Harty, Substitute School Nurse
  - b Ann Schaeffer, Substitute ICA

Ms. Bezanis asked if we are replacing the ICA's

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

B. CURRICULUM/COORDINATED ACTIVITIES

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

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

- 1. 2016 ESEA Accountability Waiver
- 2. Approval of the following field trips:
  - a. January 25, 2017 – MD Students to We Rock The Spectrum Gym – Mt. Laurel, NJ
  - b. February 23, 2017 – Band Students (5<sup>th</sup> to 8<sup>th</sup>) to Scottish Rite Theater – Collingswood, NJ
  - c. April 7, 2016 – 3<sup>rd</sup> Grade Students to Academy of Natural Sciences – Phila, PA
  - d. April 11, 2016 – 4<sup>th</sup> Grade Students to Shop Rite – Medford, NJ
  - e. May 25, 2017 – 3<sup>rd</sup> Grade Students to Leon Todd Memorial – Medford Lakes, NJ (walking)
  - f. June 1, 2017 – 7<sup>th</sup>/8<sup>th</sup> GATE "Green Challenge" – Bordentown, NJ
  - g. June 2, 2017 – Chorus Students (5<sup>th</sup> to 8<sup>th</sup>) to Chorus Festival – Clementon, NJ
  - h. June 5, 2017 – 5<sup>th</sup>/6<sup>th</sup> GATE "Marsville Meet-Up" – Lakewood, NJ

- i. June 6, 2017 – 3<sup>rd</sup>/4<sup>th</sup> GATE "SITE Competition" – Bordentown, NJ
- j. June 8, 2017 – 3<sup>rd</sup> – 8<sup>th</sup> Battle of the Book Banquet – Vaughn Hall, Medford Lakes (walking)

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

**BUSINESS ADMINISTRATOR'S REPORT**

**A. FINANCE/BUDGET**

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

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 and Stop Payment on check number 31859 in the amount of \$758.68
3. Approve budget transfers for the month(s) of October 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 October 2016. 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.

5. Approve the following district travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Sub Cost
Robyn Barr Kristin Kocher Brittany Barszczewski Joan Sacks Christine Hunter Patricia Karakashian	BCPDI Workshop – Legally Compliant IEP's – Westampton, NJ	1/25/2017	Subscr.	\$750.00

6. Approve the following out of district tuition plus transportation for the 2016-17 school year:
  - a. BCSSSD – Westampton, NJ in the amount of \$46,854.00
7. Acceptance of the 2015-2016 annual school district CAFR report as presented and submitted by Holman and Frenia, PC, with no recommendations.
8. Approval to solicit requests for proposals for School Architect.

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

**B. BUILDINGS AND GROUNDS:**

No discussion

C. FACILITIES USE

No new facilities use requests.

PUBLIC COMMENT

Mrs. Kelly Cone - Wanted to address Mr. Brittains comment about ICA's and the fact that we are having trouble getting aides. Mr. Dent replied that Source 4 Teachers has another company called Mission One that will handle the aide positions but that most times this gets handled in-house instead of outsourcing the positions.

Mrs. Kelly Cone – Inquired about the website and asked if there is there any way that we can get access to old Superintendents comments? Can this be changed? Mr. Dent replied that there is usually an archive for each school year and if it's not there, we can look to having this added to the website.

EXECUTIVE SESSION

Motion by Ms. Sullivan 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 2017-10E  
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: 7:05 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 December 14, 2016 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.

  
\_\_\_\_\_  
Board Secretary

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

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

Time: 7:23 PM

#### ADJOURNMENT

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

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

Time: 7:23 PM

Respectfully Submitted,

  
\_\_\_\_\_  
Michael F. Colling  
Board Secretary