

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William W. Allen Middle School
March 17, 2020 – 5:00 p.m.**

I. Call to Order – 5:30 p.m.

The Regular Meeting of the Moorestown Township Board of Education is called to order. This meeting is called in conformance with the “Open Public Meetings Act” with adequate notice provided as follows:

- A. Notice filed with the Courier Post on July 10, 2019
- B. Notice filed with the Burlington County Times on July 10, 2019

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

Present	Mr. Jack Fairchild
Absent	Mrs. Dria Law
Present	Mrs. Katherine Mullin
Present	Ms. Lauren Romano
Absent	Dr. Mark Snyder
Present	Mr. Mark Villanueva
Present	Mr. David A. Weinstein

Absent	Mrs. Caryn Shaw, Vice President
Present	Dr. Sandra Alberti, President

Present	Mr. John Comegno, Esq., Solicitor
Present	Dr. Scott McCartney, Superintendent
Present	Mr. James M. Heiser, Business Administrator/Board Secretary
Present	Ms. Carole Butler, Director of Curriculum and Instruction
Present	Dr. David Tate, Director of Special Education
Present	Mrs. Debora Belfield, Director of Personnel
Present	Mr. Jeffrey Arey, Director of Instructional Technology

V. Executive Session

WHEREAS, N.J.S.A.10:4-6 ET.SEQ. (“The Open Public Meetings Act”), authorizes Board of Education to meet in executive session under certain circumstances, and

WHEREAS, the Open Public Meetings Act requires that the Board adopt a resolution at a public meeting to go into private session, now, therefore,

BE IT RESOLVED by the Board of Education of Moorestown Township, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student disciplinary matters, and specifically,
 - a. Student matters

2. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically,
 - a. Personnel

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Moved by: Mr. Weinstein Second: Ms. Romano Vote: Unanimous

VI. Return to Public

Moved by: Mr. Weinstein Second: Mr. Fairchild Vote: Unanimous

VII. Adjournment

Moved by: Mr. Weinstein Second: Mr. Fairchild Vote: Unanimous

Respectfully submitted,

James M. Heiser, CPA
Board Secretary

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William W. Allen Middle School
March 17, 2020 – 7:00 p.m.**

I. Call to Order – 7:00 p.m.

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Present	Mr. Jack Fairchild
Absent	Mrs. Dria Law
Present	Mrs. Katherine Mullin
Present	Ms. Lauren Romano
Absent	Dr. Mark Snyder
Present	Mr. Mark Villanueva
Present	Mr. David A. Weinstein

Absent	Mrs. Caryn Shaw, Vice President
Present	Dr. Sandra Alberti, President

Present	Mr. John Comegno, Esq., Solicitor
Present	Dr. Scott McCartney, Superintendent
Present	Mr. James M. Heiser, Business Administrator/Board Secretary
Present	Ms. Carole Butler, Director of Curriculum and Instruction
Present	Dr. David Tate, Director of Special Education
Present	Mrs. Debora Belfield, Director of Personnel
Present	Mr. Jeffrey Arey, Director of Instructional Technology

V. Routine Matters

A. Minutes

Approval of minutes for the following meetings attached as Exhibit #20-214:

February 18, 2020 Executive Session	March 3, 2020 Special Meeting
February 18, 2020 Regular Meeting	March 10, 2020 Special Meeting
February 25, 2020 Special Meeting	

Moved by: Mr. Weinstein Second: Ms. Romano Vote: Unanimous

B. Communications

C. Educational Highlights –Superintendent’s Monthly Report

- General Updates
 - Public Health Update
 - Budget Presentation

D. Student Board Representatives – no report

E. Board Committee Reports – Questions and Comments

F. Public Comment on Agenda Items - none

VI. Reports to the Board

A. Business Administrator/Board Secretary

1. **Financial Reports of the Board Secy.** – January, 2020 – Exhibit #20-215
2. **Treasurer’s Report** – October, 2019 – Exhibit #20-216

Resolution of Board of Education’s Monthly Certification Budgetary Major Account/Fund Status:

BE IT RESOLVED:

Board Secretary’s monthly certification budgetary line item status:
 Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8.
 Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that after review of the Secretary’s monthly financial report (appropriations 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:23A-16.10(b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

3. Approval of Budget Transfers

I recommend approval of the budget transfers for the month of January, 2020 attached as Exhibit #20-217.

4. Approval of Bills

I recommend approval of the bills, in the amount of \$8,607,971.16 attached as Exhibit #20-218.

Approval of Items 1 – 3:

Moved by: Ms. Romano Second: Mr. Fairchild Vote: Unanimous

Approval of Items 4:

Moved by: Ms. Romano Second: Mr. Fairchild Vote: 5 – 0, Abstain – 1
Abstention: Mr. Weinstein

VII. Recommendations of the Superintendent

A. 2020 - 2021 School Calendar

The 2020-2021 School Calendar is submitted for Board approval.

MOTION:

I recommend that the Board approve the 2020-2021 School Calendar attached as Exhibit #20-219.

Moved by: Mr. Weinstein Second: Ms. Romano Vote: 5 – 1
No: Mr. Villanueva

Dr. McCartney updated the board on calendar changes.

Mr. Villanueva thanked Dr. McCartney. However he is not sure this addresses some concerns that we could address, such as the start date before Labor Day. Also he would like to see Parent/Teacher conferences included.

B. Policies and Procedures

1. First Reading

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the following Regulation be entered on first reading.

- Regulation 8451 Control of Communicable Disease

MOTION:

I recommend that the Board enter on first reading the Regulation listed above as Exhibit #20-220.

2. Second Reading

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the following Policies and Regulation be entered on second reading.

- Policy 8630 Bus Driver/Bus Aide Responsibility
- Regulation 8630 Emergency School Bus Procedures
- Policy 8670 Transportation of Special Needs Students
- Policy 9400 Media Relations

MOTION:

I recommend that the Board enter and adopt on second reading the Policies and Regulation listed above as Exhibit #20-221.

Moved by: Ms. Romano Second: Mr. Weinstein Vote: Unanimous

C. Educational Program

1. Special Education Out-of-District Placements 2019-20

The following Moorestown student with special needs is recommended for placement in the appropriate out-of-district program as mandated in the Individualized Education Programs (IEPs).

MOTION:

I recommend that the Board approve the student with special needs at the placements listed on Exhibit #20-222 for the 2019-2020 school year at the location indicated at the approved tuition rates with transportation provided.

2. Burlington County Alternative School Placement for 2019-2020

The student listed is recommended for placement in the program at Burlington County Alternative School.

MOTION:

I recommend that the Board approve the student on Exhibit #20-223 for the 2019-2020 school year at Burlington County Alternative School at the prevailing tuition rate not to exceed state maximum rate with transportation provided.

3. Home Instruction 2019-2020

Approval is requested for Home Instruction for students during the 2019-2020 school year.

MOTION:

I recommend that the Board approve the Home Instruction student listed on Exhibit #20-224 for the 2019-2020 school year.

Approval of Items 1 – 3:

Moved by: Mr. Weinstein Second: Mr. Fairchild Vote: Unanimous

D. Finance and Business

1. Travel and Related Expense Reimbursement – 2020-2021

MOTION:

WHEREAS, the Moorestown Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$133,409 for all staff and board members.

2. Adoption of the Tentative Budget

MOTION:

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2020-21 Total Expenditures	75,653,286	1,102,527	5,111,132	81,866,945
Less: Anticipated Revenues	9,924,642	1,102,527	418,045	11,445,214
Taxes to be Raised	65,728,644	0	4,693,087	70,421,731

And to advertise said tentative Budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that the Moorestown Township Board of Education includes in the budget the use of banked cap in the amount of \$168,028. The purpose of the banked cap is to continue to provide resources to our schools as they meet the needs of our pupils in the areas of programming, safety, and security. The use of this banked cap cannot be deferred or incrementally completed over time.

BE IT FURTHER RESOLVED, that a public hearing be held in the William Allen Middle School, Moorestown, New Jersey on April 28, 2020 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

Approval of Items 1 – 2:

Moved by: Mr. Fairchild Second: Ms. Romano Roll Call Vote: No Vote

Mr. Weinstein requested that items 1 and 2 be voted on separately, therefore no vote occurred and motion was retracted.

Mr. Villanueva thanked the administration for budget development and that his vote does not indicate lack of admiration of their efforts.

Approval of Item 1:

Moved by: Mr. Fairchild Second: Mr. Weinstein Roll Call Vote: 6 - 0

Approval of Item 2:

Moved by: Mr. Fairchild Second: Mr. Weinstein Roll Call Vote: 5 – 1
No: Mr. Villanueva

3. Travel Expenditures Approval Requests

The State of New Jersey has enacted P.L.2007, c.53, An Act Concerning School District Accountability. Section 15 of the Act addresses “Travel Expenditures” paid by the school district.

MOTION:

I recommend that the Board approve the travel expenditures requests attached as Exhibit #20-225.

4. Approval of State Contract and Consortium Vendor Purchases

MOTION:

I recommend the Board approve NJ State Contract Interlocal Agreement and consortium purchases as per attached Exhibit #20-226.

5. Donations

MOTION:

I recommend the Board accept the following donation:

- \$100 from AbbVie Employee Engagement Fund to be used at South Valley Elementary School
- \$800 from Scott Snyder to be used by the HS Girls Swimming Program

6. Burlington County Security Grant Procurements for Moorestown High School

MOTION:

I recommend the board approve consortium purchases as follows:

Security Grant Category	Vendor	Cooperative Purchasing Agreement	Amount Not to Exceed
Communication-Public Address-devices-installation and licensing	ePlus Technology Inc	Hunterdon HC ESC 18-02, ESC 18-06, ESC 15-16	\$ 204,030.57

7. Nonpublic Security Procurements

MOTION:

I recommend the board approve consortium purchases as follows:

Security Grant Category	Vendor	Cooperative Purchasing Agreement	Amount Not to Exceed
Generator and installation	Foley Power Systems	Co-op #65-MCESCCPS, ESCNJ 18/19-09	\$74,411.00
Security Camera Upgrades	Open Systems Integrators, Inc.	Co-op #65-MCESCCPS, ESCNJ 15/16-70, ESCNJ 17/18-19	\$13,037.90

8. Burlington County Educational Services Unit Professional Services 2020-21

The Burlington County Educational Services Unit provides districts with a variety of professional services on an “as requested” basis.

MOTION:

I recommend that the Board approve the Burlington County Educational Services Unit Agreement for Professional Services for 2020-21 attached as Exhibit #20-227.

9. Overnight Student Trip

The Finance and Operations Committee has reviewed and recommends approval of the following trip:

MOTION:

I recommend that the Board approve the overnight trip listed below and detailed in the attached Exhibit #20-228.

Field Hockey Netherlands/Germany 7/31/20 to 8/8/20

10. Extended Day Care (EDC) Tuition Rates 2019-2020

MOTION:

I recommend the Board approve the 2019-2020 Extended Day Care (EDC) tuition rates attached as Exhibit #20-229.

11. High School Athletic Schedules – Spring 2020

MOTION:

I recommend the Board approve the High School Spring 2020 athletic schedules as listed in Exhibit #20-230.

12. Middle School Athletic Schedules – Spring 2020

MOTION:

I recommend the Board approve the Middle School Spring 2020 athletic schedules as listed in Exhibit #20-231.

Approval of Items 3 – 12:

Moved by: Mrs. Mullin Second: Ms. Romano Vote: Unanimous

E. Employee Relations

Subject to background checks as required by P.L. 1986 c116 and P.L. 1971, c.437 (C.9:6-8.8 et seq.), for the 2019-2020 school year.

1. Appointments

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Cianna Martinez, as a Paraprofessional at the High School. Ms. Martinez has been placed on Column Para, Step 1 of the 2019-2020 Paraprofessional Salary Guide at an hourly rate of \$11.08 (6.75 hours per day) for an annual salary of \$13,910.94 prorated, effective on March 18, 2020 through June 30, 2020.
- b. Jessica Staub, as a Paraprofessional for the Transportation Department. Ms. Staub has been placed on Column Para, Step 2 of the 2019-2020 Paraprofessional Salary Guide at an hourly rate of \$11.58 (4 hours per day) for an annual salary of \$8,615.52 prorated, effective on March 9, 2020 through June 30, 2020.
- c. Franco Cannistra, as a HVAC and General Maintenance for the District. Mr. Cannistra has been placed on Column E, Step 2 of the Building and Grounds Salary Guide at an annual salary of \$39,410.00 prorated, effective on or about April 1, 2020 through June 30, 2020.

2. Leave of Absence and Extensions to Leave of Absence

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Tahira Aziz-Logan, a School Psychologist at the George Baker Elementary School, a paid Medical Leave of Absence January 22, 2020 through February 12, 2020. Requesting an extension to a paid Medical Leave of Absence February 13, 2020 through March 17, 2020.
- b. John Lloyd, an English Teacher at the High School, a paid Medical Leave of Absence January 27, 2020 through March 13, 2020. Requesting an extension to a paid Medical Leave of Absence from March 14, 2020 through April 21, 2020.
- c. Eileen Buniva, a Reading and Math Support Teacher at the South Valley Elementary School, a paid Medical Leave of January 2, 2020 through March 6, 2020. Requesting an extension to a paid Medical Leave of Absence March 9, 2020 through March 13, 2020.

- d. Elizabeth Matarese, a Speech-Language Specialist at the South Valley Elementary School, an unpaid absence March 12, 2020 through March 17, 2020. A correction to an unpaid absence March 12, 2020, March 16, 2020 and March 17, 2020.
- e. Kelly Harkins, a Special Education Teacher at the Upper Elementary School, a paid Medical Leave of Absence September 6, 2019 through November 15, 2019; unpaid Family Medical Leave of Absence November 16, 2019 through February 25, 2020. Requesting an unpaid Child Rearing Leave of Absence February 26, 2020 through February 28, 2020.
- f. Jessica Kutylowski, a 4th Grade Teacher at the Upper Elementary School, an unpaid absence April 29, 2020 through May 1, 2020.
- g. Spring Williams, a Science Teacher at the Middle School, a paid Medical Leave of Absence August 28, 2019 through January 22, 2020; unpaid Family Medical Leave of Absence January 23, 2020 through March 13, 2020.
- h. Kim Warren, a Special Education Teacher at the High School, an unpaid Intermittent Family Medical Leave of Absence March 10, 2020 through June 30, 2020

Support Staff

- a. Michelle Molz, a Paraprofessional at the George Baker Elementary School, an unpaid absence February 24, 2020 and February 25, 2020.
- b. Michelle Powell, a Paraprofessional at the George Baker Elementary School, an unpaid absence February 11, 2020 through February 13, 2020; an unpaid Family Medical Leave of Absence February 18, 2020 through May 20, 2020.
- c. Nicole Smith, a Paraprofessional at the George Baker Elementary School, an unpaid absence January 14, 2020.
- d. Catherine Barone, a Paraprofessional at the Mary Roberts Elementary School, an unpaid absence March 18, 2020 through March 20, 2020.
- e. Linda Kaminski, a Paraprofessional at the South Valley Elementary School, an unpaid absence March 18, 2020 through March 20, 2020.
- f. Sandra Brooks, a Paraprofessional at the Upper Elementary School, an unpaid absence March 12, 2020.
- g. Suzanne Calhoun, a Paraprofessional at the Upper Elementary School, an unpaid absence March 6, 2020.
- h. Mary Foley, a Paraprofessional at the Upper Elementary School, an unpaid absence December 20, 2019.
- i. Tamara Glaze, a Paraprofessional at the Upper Elementary School, an unpaid Family Medical Leave of Absence March 9, 2020 through June 10, 2020.

- j. Michelle Hamilton, a Paraprofessional at the Upper Elementary School, an unpaid absence February 27, 2020.
 - k. Cynthia Solomon, a Paraprofessional at the Middle School, an unpaid absence March 19, 2020 and March 20, 2020.
 - l. Erin Ochinegro, a Paraprofessional at the Middle School, a paid Medical Leave of Absence March 4, 2020 and March 20, 2020.
 - m. Scott Stilts, a Custodian at the High School, a paid Medical Leave of Absence February 5, 2020 and February 19, 2020. Requesting an extension of a paid Medical Leave of Absence February 20, 2020 through May 29, 2020.
3. **Substitutes** - Exhibit #20-232
 4. **Administrative Leave** - Exhibit #20-233
 5. **Increment Withholding** - Exhibit #20-234
 6. **Assistant Business Administrator Mentor** - Exhibit #20-235
 7. **Movement on the Salary Guide** - Exhibit #20-236

Approval of Items 1 – 7:

Moved by: Ms. Romano Second: Mrs. Mullin Roll Call Vote: 6 - 0

VIII. Suspensions and HIB Report

- A. Suspensions** – Exhibit #20-238

IX. Informational Only

- A. Enrollment Information** – March 2, 2020

	2018-2019	2019-2020
High School	1282	1268
Middle School	638	659
Upper Elementary School	920	919
Elementary School	1135	1135
Total	3975	3981

- B. Old Business** - none

- C. New Business**

- 1. Resolution to Become a Member of the Fair Funding Action Committee**

MOTION:

WHEREAS, pursuant to the School Funding Reform Act (SFRA), the Moorestown Board of Education is an underfunded school district;

WHEREAS, attention must be called to the Commissioner of Education, legislators, and the Governor of the State of New Jersey, demanding that our public schools are funding equitably;

WHEREAS, the Fair Funding Action Committee is recognized as a statewide fair school funding activist organization with the ability to coordinate and connect other underfunded school districts statewide;

WHEREAS, the Fair Funding Action Committee's objective is to achieve full and equitable school funding for all of New Jersey's Public Schools through the allocations of state school aid in accordance to SFRA, without applying adjustment aid ("Hold Harmless Aid") or enrollment growth caps in time for Boards of Education to strike their next school budgets;

NOW THEREFORE, BE IT RESOLVED that the Moorestown Board of Education to become a member of the Fair Funding Action Committee.

Moved by: Ms. Romano Second: Mr. Fairchild Vote: 5 – 0, Abstain – 1
Abstention: Mr. Villanueva

Mr. Villanueva would like to know what else the organization advocates for.

2. Emergency Plan submitted to the County

D. Public Comments - none

X. Adjournment

Moved by: Mr. Weinstein Second: Ms. Romano Vote: Unanimous

Respectfully submitted,

James M. Heiser, CPA
Board Secretary