

The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
Video Conference
April 28, 2020 – 5:00 p.m.

I. Call to Order – 6:01 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
Present Mrs. Dria Law
Present Mrs. Katherine Mullin
Present Ms. Lauren Romano
Present Dr. Mark Snyder
Present Mr. Mark Villanueva
Present Mr. David A. Weinstein

Present 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: Mrs. Shaw Second: Mr. Weinstein Vote: Unanimous

VI. Return to Public

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

VII. Adjournment

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

Respectfully submitted,

James M. Heiser, CPA
Board Secretary

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
Video Conference
April 28, 2020 – 7:00 p.m.**

I. Call to Order

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:

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Present Mrs. Caryn Shaw, Vice President
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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 #20-239:

March 17, 2020 Executive Session

March 17, 2020 Regular Meeting

Moved by: Ms. Romano

Second: Mr. Weinstein

Vote: 6 – 0, Abstain – 3
Abstentions: Mrs. Shaw,
Mrs. Law, Dr. Snyder

B. Communications

C. Educational Highlights –Superintendent’s Monthly Report

- General Updates
 - COVID-19 Closure Update
Dr. McCartney provided a COVID-19 update to the public.

D. Student Board Representatives

- John Comegno thanked the staff for continued support for senior class and various events. Seniors have a sense of sadness, but appreciate support and optimism.
- Dov McGuire Berk thanked the Board for the invitation to the meeting. Seniors have been discussing a few paths for graduation which include creating a community oriented event.
- Cara Petrycki thanked the Administration for all of their work. Prom has been postponed and juniors are working on alternate solutions. Drastic changes can be seen with AP exams which the juniors see as a positive change. Teachers have been accommodating and communicating with all students. Student workload has been manageable. Our only complaint is that we miss our staff and friends.
- Claire Hurren updated the Board on what the Madrigals are working on including utilization of an app to record individual performances that can be combined after. Softball has still been training as well through Zoom and posting workouts.
- Colin DiPasquale reported that he has been able to keep busy using a workout schedule provided by his coach.

E. Board Committee Reports – Questions and Comments

- a. **Communications** – Mrs. Law updated the Board on committee discussion such as virtual meeting options, website updates, keeping the community informed, and the school funding advocacy meeting that was held in February.
- b. **Curriculum** – Ms. Romano reported on the committee discussion related to curriculum delivery pros and cons, distribution of technology, lunch delivery and addressing students that need additional help. Additional topics discussed included AP testing, state assessments and SAT testing, and the neutral impact of the budget on curriculum.
- c. **Policy** – Mrs. Mullin reported that the committee discussed policy language for virtual Board meetings, HIB policy related to appeal process and internal documents, domestic violence statute, health related items in curriculum, medication administration, and background checks for contractors related to construction.
- d. **Finance** – Mr. Weinstein reported that the committee discussed 2020-21 budget approval by the County, banked cap amount available for future use, COVID-19 impact on the budget and third party revenue included in our budget such as rentals, stipends, transportation contracts, extending to May 31, extended day Kindergarten tuition revenue credits, IPS tuition is still be billed due to offering services and curriculum, Free/Reduced Price lunch applications, CARES Act and possible funding mechanisms for MIFI, cleaning materials, etc. Additional topics included diagnostic on utilization of devices that were distributed vs. what they are utilizing at home in relation to BYOD, and tax payment delays.
- e. **Chairs** – Mr. Weinstein reported that the committee chairs discussed the various committee meetings and focused on curriculum. They also discussed catalysts that could come out of this situation, including the possibility of being back in this position in the future.

F. Public Comment on Agenda Items

- a. Kathleen Nixon, staff member, wanted to speak on behalf of teachers and staff and how they have answered the challenge for our students. All were faced with an incredible task and IT and administrative staff have helped support the district. She said she is proud to say that she is part of this incredible staff.

VI. Budget Presentation

Mr. Heiser went through a prepared budget presentation.

VII. Public Hearing on the 2020-2021 Proposed Budget

MOTION:

I recommend that the Public Hearing on the 2020-21 Proposed Budget be opened.

Moved by: Mr. Weinstein Second: Mrs. Shaw Vote: Unanimous

VIII. Budget Public Hearing Comments

Mr. Dimitri Schneiberg agreed with sentiments made earlier and thanked all staff for their efforts. Mr. Schneiberg attended a budget workshop a few months ago and noted changes to the budget are material with new pay to participate and parking fees. He asked questions including: How many positions are specifically being eliminated? What revenues are expected from parking and how much will parents be expected to pay for seniors?

Dr. Alberti stated that we looked at transportation, taxpayer costs and considered the inclusion of these items heavily.

Dr. McCartney agreed and stated that our State Aid is typically shorted by 1 – 1.3 million dollars a year. The Board has reviewed alternate ways to build additional revenues and reviews them on a targeted basis.

Mr. Schneiberg added that he would like to see information that shows what this means for the public in relation to revenues and staffing changes, and asked the board to provide specificity.

IX. Close Public Hearing on the 2020-2021 Budget

MOTION:

I recommend that the Public Hearing on the 2020-21 Proposed Budget be closed.

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

X. Adoption of Final Budget – 2020-2021

MOTION:

BE IT RESOLVED that the final 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 final budget to the Executive County Superintendent of Schools:

	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

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 the proposed base budget exceeds the State's Adequacy Budget.

Moved by: Dr. Snyder

Second: Ms. Romano

Roll Call Vote: 8 – 1

No: Mr. Villanueva

Mr. Villanueva understands the budget has 16 staff members impacted, which is not a surprise because of signing the association agreement. The district couldn't afford it and can't fit it within the 2% cap. He had hoped to enter something more affordable.

XI. Reports to the Board

A. Business Administrator/Board Secretary

- 1. Financial Reports of the Board Secy.** – February, 2020 – Exhibit #20-240
- 2. Treasurer's Report** – November, 2019 – Exhibit #20-241
- 3. Cafeteria Report** – February, 2020 - Exhibit #20-242

The Board thanked cafeteria workers who served 5,965 meals since the closure to 50% of our free and reduced price lunch population.

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.

4. Approval of Budget Transfers

I recommend approval of the budget transfers for the month of February, 2020 attached as Exhibit #20-243.

5. Approval of Bills

I recommend approval of the bills, in the amount of \$12,885,598.83 attached as Exhibit #20-244.

Approval of Items 1 – 4:

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

Approval of Item 5:

Moved by: Ms. Romano Second: Mrs. Law Vote: 8 – 0, Abstain – 1
Abstention: Mr. Weinstein

XII. Recommendations of the Superintendent

A. Policies and Procedures

1. First Reading

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

- Policy 0161 Call, Adjournment and Cancellation
- Policy 5512 HIB
- Policy 7243 Supervision of Construction
- Policy 8462 Reporting Potential Missing and Abused Children

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #20-245.

2. Second Reading

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

- Regulation 8451 Control of Communicable Disease

MOTION:

I recommend that the Board enter and adopt on second reading the Regulation listed above as Exhibit #20-246.

Moved by: Mr. Weinstein Second: Mrs. Mullin Vote: Unanimous

B. Educational Program

1. 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 #20-247 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.

2. 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 #20-248 for the 2019-2020 school year.

Approval of Items 1 – 2:

Moved by: Mrs. Law Second: Mr. Fairchild Vote: Unanimous

C. Finance and Business

1. 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 #20-249.

2. Donations

MOTION:

I recommend the Board accept the following donation:

- \$56.55 from Stacey & Keith Kuhfahl to be used to support students districtwide

3. Burlington County Educational Services Unit Non-Public Contracted Services 2020-21

The Burlington County Educational Services Unit has provided services on behalf of Moorestown Township Public Schools to non-public schools pursuant to the requirements of NP Chapters 192/193, Chapter 226 (Nursing), IDEA and NP Technology.

MOTION:

I recommend that the Board approve the agreements, attached as Exhibit #20-250 with Burlington County Educational Services Unit for non-public Chapters 192/193, Chapter 226 (Nursing), IDEA and non-public Technology services for 2020-21.

4. Interlocal Services Agreement – Business Administrator Services

MOTION:

A resolution is requested approving the Interlocal Services Agreement attached as Exhibit #20-251 by and between Delanco Township Board of Education and the Moorestown Township Board of Education for School Business Administrator Services. The District will charge \$87,888 for these services. The current agreement will be in effect until July 31, 2021.

5. Interlocal Services Agreement – IT Services

MOTION:

A resolution is requested approving the shared services agreement with Delanco Township Board of Education as per attached Exhibit #20-252.

6. Non-Resident Tuition Students 2020-2021

A resolution is requested approving acceptance of non-resident tuition students for the 2020-2021 school year.

MOTION:

I recommend that the Board approve the 2020-2021 non-resident tuition students as listed in Exhibit #20-253.

Approval of Items 1 – 6:

Moved by: Mrs. Shaw

Second: Mr. Fairchild

Vote: Unanimous

D. 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. Change in Start Date

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Franco Cannistra, as a HVAC and General Maintenance for the District, effective, July 1, 2020 through June 30, 2021.

2. Leave of Absence and Extensions/Changes to Leave of Absence

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Hannah Vaksman, a 1st Grade Teacher at the George Baker Elementary School, a paid Medical Leave of Absence March 27, 2020 through May 8, 2020; unpaid Family Medical Leave of Absence May 9, 2020 through June 30, 2020.
- b. Catherine Devone, a Special Education Teacher at the Mary Roberts Elementary School, a paid Medical Leave of Absence March 27, 2020 through May 6, 2020.
- c. Heather Gaskill, a Special Education Teacher at the Upper Elementary School, a paid Medical Leave of Absence May 26, 2020 through June 30, 2020.
- d. Emily Petrillo, a Special Education Teacher at the Upper Elementary School, a paid Medical Leave of Absence March 27, 2020 through May 6, 2020; unpaid Family Medical Leave of Absence May 7, 2020 through June 30, 2020.
- e. Lauren Tomaszewski, a Special Education Teacher at the Middle School, a paid Medical Leave of Absence May 3, 2020 through June 30, 2020.
- f. John Lloyd, an English Teacher at the High School, Requesting an extension to a paid Medical Leave of Absence from April 22, 2020 through May 22, 2020.
- g. Kim Warren, a Special Education Teacher at the High School, rescinding Intermittent Family Medical Leave of Absence from March 10, 2020 through June 30, 2020.

Support Staff

- a. Ernest Bernard, a Bus Driver for the Transportation Department, an unpaid Medical Leave of Absence March 2, 2020 through April 30, 2020.
- b. Angela Roe, a Bus Driver for the Transportation Department, an unpaid absence March 16, 2020.

3. Resignation

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Jennifer Canfield, a Special Education Preschool Teacher at the South Valley Elementary School, effective June 30, 2020.
- b. Rachel Glavin, a Kindergarten Teacher at the South Valley Elementary School, effective June 30, 2020
- c. Tyler Shields, a Science Teacher at the High School, effective June 30, 2020.

Support Staff

No actions recommended at this time.

4. **Administrative Leave** - Exhibit #20-254
5. **Continuation of Employment-Certificated Tenured Staff** - Exhibit #20-255
6. **Continuation of Employment-Certificated Non-Tenured Staff**-Exhibit #20-256
7. **Continuation of Employment-Secretaries** - Exhibit #20-257
8. **Continuation of Employment-Job Coach** - Exhibit #20-258
9. **Continuation of Employment-Buildings and Grounds** - Exhibit #20-259
10. **Continuation of Employment Educational/Nursing Services** - Exhibit #20-260
11. **Movement on the Salary Guide** - Exhibit #20-261
12. **Athletics** - Exhibit #20-262

Approval of Items 1 – 12:

Moved by: Mr. Weinstein Second: Dr. Snyder Roll Call Vote: 9 - 0

XIII. Suspensions and HIB Report

A. Superintendent's HIB Report

MOTION:

I recommend that the Board approve the following HIB cases as discussed in executive session.

- Unsubstantiated
 - HS - #1

Moved by: Ms. Romano Second: Mrs. Mullin Vote: 6 – 0, Abstain – 3
Abstentions: Mrs. Shaw,
Dr. Snyder, Mrs. Law

XIV. Informational Only

A. Enrollment Information – April 1, 2020

	2018-2019	2019-2020
High School	1281	1266
Middle School	638	659
Upper Elementary School	920	918
Elementary School	<u>1135</u>	<u>1136</u>
Total	3974	3979

B. Old Business

a. Emergency Preparedness Plan

Moved by: Mr. Fairchild Second: Mrs. Shaw Vote: Unanimous

C. New Business

a. 2019-2020 School Calendar

Dr. McCartney gave an update on the school calendar.

A motion was made to amend school days from 182 to 181.

Moved by: Mr. Fairchild Second: Ms. Romano Vote: No vote

Questions and comments ensued. Mr. Villanueva requested to delay this to next meeting.

Moved by: Mr. Villanueva Second: Mrs. Law Vote: 3 – 6
No: Mr. Fairchild, Mrs. Mullin,
Ms. Romano, Mrs. Shaw,
Dr. Snyder, Dr. Alberti

A motion was made to amend school days from 182 to 181.

Moved by: Mr. Fairchild Second: Ms. Romano Vote: 8 – 1
No: Mr. Villanueva

D. Public Comments

- a. Bridget Potts, staff member, went over data points related to class size at specific grade levels.

XV. Adjournment

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

Respectfully submitted,

James M. Heiser, CPA
Board Secretary