

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
Public Agenda  
Video Conference  
June 16, 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:

- 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**

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

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

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

**V. Routine Matters**

**A. Minutes**

Approval of minutes for the following meetings attached as Exhibit #20-285:

May 19, 2020 Executive Sessions

May 19, 2020 Regular Meeting

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**B. Communications**

**C. Educational Highlights –Superintendent’s Monthly Report**

- Retirement Recognition
  - Laura Huda
  - John Beatrice
  - Cynthia Lyden
  - Lorraine Iacovelli
  - Rosemary Romeo
  - Marie Doman
- General Updates
  - COVID-19 Closure Update
    - Graduation / Project Graduation
    - Reopening plans
  - Thank you - Moorestown Home & School Association

**D. Student Board Representatives**

- Jack Comegno
- Cara Petrycki
- Claire Hurren
- Colin DiPasquale

**E. Board Committee Reports – Questions and Comments**

**F. Public Comment on Agenda Items**

**VI. Reports to the Board**

**A. Business Administrator/Board Secretary**

1. **Financial Reports of the Board Secy.** – April, 2020 – Exhibit #20-286
2. **Treasurer’s Report** – January, 2020 – Exhibit #20-287

**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 April, 2020 attached as Exhibit #20-288.

**4. Approval of Bills**

I recommend approval of the bills, in the amount of \$6,715,532.27 attached as Exhibit #20-289.

**Approval of Items 1 – 4:**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**VII. 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 1581 Domestic Violence
- Regulation 1581 Domestic Violence
- Policy 2422 Health and Physical Education

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #20-290.

**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 0152 Board Officers
- Policy 5330 Administration of Medication
- Regulation 5330 Administration of Medication
- Policy 5460 HS Graduation

MOTION:

I recommend that the Board enter and adopt on second reading the Policies and Regulation listed above as Exhibit #20-291.

**Approval of Items 1 – 2:**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**B. Educational Program**

**1. Burlington County Alternative School Placements for 2019-20**

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 #20-292 for the 2019-20 school year at Burlington County Alternative School at the prevailing tuition rate not to exceed state maximum rate with transportation provided.

**2. Special Education Out-of-District Placements 2020-21**

The following Moorestown students with special needs are recommended for placement in the appropriate out-of-district programs and schools as mandated in the Individualized Education Programs (IEPs).

MOTION:

I recommend that the Board approve the students with special needs at the placements listed on Exhibit #20-293 for the 2020-21 school year at the locations indicated at the approved tuition rates with transportation provided.

**3. Burlington County Alternative School Placements for 2020-21**

The students listed are recommended for placement in the program at Burlington County Alternative School for the 2020-2021 school year.

MOTION:

I recommend that the Board approve the students on Exhibit #20-294 for the 2020-21 school year at Burlington County Alternative School at the prevailing tuition rate not to exceed state maximum rate with transportation provided.

**4. Special Education In-District Placements 2020-21**

The following students with special needs have been recommended for placement in a Moorestown Township Special Education Program. The sending district will bear the cost for tuition, 1:1 aide (if needed) and provide transportation.

MOTION:

I recommend that the Board approve the students with special needs listed on Exhibit #20-295 for placement in a Moorestown Township Special Education Program for the 2020-21 school year at the appropriate rate of tuition with transportation provided by the sending districts. The sending district will bear the cost for a 1:1 aide if needed.

**Approval of Items 1 – 4:**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**C. Finance and Business**

**1. 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 #20-296.

**2. Donations**

MOTION:

I recommend the Board accept the following donations:

- Up to \$45,000 from the Home & School Association to be used to purchase 1:1 technology devices for use at the Baker, Roberts and South Valley elementary schools
- 1,000 masks from Brandon Alpert to be used by the District

**3. Annual Meeting Notice**

MOTION:

It is recommended that the schedule of regular monthly Board meetings and special Executive meetings be adopted as listed in Exhibit #20-297.

**4. Non-Resident Tuition Students**

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 #20-298.

**5. Burlington County Educational Services Unit Resolution**

The Burlington County Educational Services Unit was formed to coordinate and provide certain services for local school districts in Burlington County. Approval of the following Joint Transportation Agreements will allow Moorestown to participate in transportation services coordinated through this program.

MOTION:

I recommend that the Board approve Burlington County Educational Services Unit Joint Transportation Agreements for 2020-21, as listed in Exhibit #20-299.

**6. Athletic Organization Memberships 2020-21**

MOTION:

I recommend that the Board approve the 2020-21 memberships in the New Jersey State Interscholastic Athletic Association, the Burlington County Scholastic League, the South Jersey Interscholastic Swim League for Girls Swimming, and the Olympic Conference for Girls Golf.

**7. Student Transportation Modification Agreement**

MOTION:

I recommend that the Board approve the student transportation services modification agreement with Safety Bus Service as per the attached Exhibit #20-300.

**8. Rejection of Bid**

MOTION:

WHEREAS, the Moorestown Township School District Board of Education (“the Board”) advertised for bids for Grounds Services in and about the District (“Grounds Services”); and

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq.* (the “Contracts Law”), provides that the Board must award bids to the lowest responsive and responsible bidder for a project, as defined in the Contracts Law; and

WHEREAS, the Board received and publicly opened three (3) bids on June 3, 2020, in connection with the Grounds Services; and

WHEREAS, upon reviewing the bids received, it was determined by the School Business Administrator, and appropriate staff and professionals, that each bid was either materially deficient or substantially exceeded the cost estimate and/or appropriation for the Grounds Services; and

WHEREAS, the Contracts Law provides that a board of education may reject all bids in situations where the lowest responsive bid substantially exceeds the Board’s cost estimate and/or appropriation.

BE IT RESOLVED by the Board as follows:

- Section 1. That all bids received for the Grounds Services are hereby rejected.
- Section 2. The Grounds Services Specifications shall be reviewed and modified, as may be appropriate and/or necessary, so the services can be re-advertised for bidding as soon as possible.

This resolution will take effect immediately on this June 16, 2020

**9. Authorization for Lease Purchase**

MOTION:

A resolution is requested authorizing the award of bid for lease purchase financing for the 2020-2021 school year, as per attached Exhibit #20-301.

**10. Chapter 47 Annual Notification**

MOTION:

Pursuant to PL 2015, Chapter 47 the Moorestown Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the board of education, as attached in Exhibit #20-302. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. *et seq.*, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 *et. Seq.*

**11. Transfer to Capital Reserve (not to exceed)**

MOTION:

WHEREAS, N.J.S.A. 6A:23A-14.4 et seq permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Moorestown Township Board of Education has determined that up to \$500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Moorestown Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**12. Submission of Other Capital Project Application**

MOTION:

A resolution is requested authorizing the preparation and submission of an NJDOE Other Capital Project Application for various security projects at the South Valley Elementary School. The district will receive no state aid for these projects and further authorizes the Architect to amend the district's Long Range Facilities Plan to include these projects. The projects will be funded via a withdrawal from Capital Reserve Fund Balance.

**13. Food Service Management Contract**

MOTION:

A resolution is requested renewing the food service management contract for Nutri-Serve Food Management Inc. at the per meal fee of \$.2300 per student meal, for the 2020-21 school year with a breakeven guarantee as per the attached Exhibit #20-303.

**14. School Lunch Prices**

MOTION:

Section 205 of the Healthy, Hunger-Free Kids Act of 2010 includes a provision that requires Local Education Agencies (LEAs) participating in the National School Lunch Program (NSLP) to ensure that schools are not offsetting the cost of full price paid meals with the free or reduced price federal meal reimbursement received. This provision was effective July 1, 2011 and requires LEAs to compare the average price charged for full priced lunches to the difference between the Federal reimbursement provided for free lunches and the Federal reimbursement for paid lunches.

Pursuant to memo #SP 07-2020 dated January 22, 2020 from the USDA, a School Food Authority (SFA) with a positive or zero balance in its nonprofit school food service account as of December 31, 2019, is exempt from PLE pricing requirements found at 7 CFR 210.14(e) for school year (SY) 2020-21.

	2020-21 Price
Elementary Schools	2.55
Upper Elementary School	2.85
Middle School	2.85
High School	2.85
Premium Lunch (WAMS and MHS only)	3.25
Breakfast program (Roberts Elementary School only):	
Student	1.30
Adult	2.25
Kindergarten Milk/Juice	.50
Adult Lunches	4.25

I recommend the Board approve maintaining the school lunch prices as listed above.

**Approval of Items 1 – 14:**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**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 2020-2021 school year.

**1. Approval of the Contract for Business Administrator**

- a. A resolution is requested approving the contract for James Heiser as the Business Administrator as approved by the Department of Education, effective July 1, 2020 through June 30, 2021.

**2. Appointments**

**Administrative Staff**

No actions recommended at this time.

**Professional Staff**

- a. Nicole Dolan, as a Learning Disabilities Teacher Consultant at the High School. Ms. Dolan has a MA from The College of New Jersey. She has been placed on Column MA+30, Step 12 of the Teacher Salary Guide at a salary of \$94,048.00 prorated effective on September 1, 2020 through June 20, 2021.
- b. Amanda Doto, as a School Counselor at the Upper Elementary School. Ms. Doto has a MA from Rowan University. She has been placed on Column MA, Step 2 of the Teacher Salary Guide at a salary of \$54,020.00 prorated effective on September 1, 2020 through June 20, 2021.



**Support Staff**

- a. Carmela Roustas, as a Secretary at the George Baker Elementary School. Ms. Roustas has been placed on Column H-10 Step 2 of the 2020-2021 Secretary Salary Guide at an annual salary of \$24,996.00 prorated, effective September 1, 2020 through June 30, 2021.
- b. Shane Luggiero, as a Secretary at the South Valley Elementary School. Ms. Luggiero has been placed on Column K-10.5 Step 2 of the 2020-2021 Secretary Salary Guide at an annual salary of \$28,361.00 prorated, effective August 17, 2020 through June 30, 2021.
- c. Suzanne Calhoun, as a Secretary at the Upper Elementary School. Ms. Calhoun has been placed on Column H-10 Step 10 of the 2020-2021 Secretary Salary Guide at an annual salary of \$31,103.00 prorated, effective September 1, 2020 through June 30, 2021.

**3. Leave of Absence**

**Administrative Staff**

No actions recommended at this time.

**Professional Staff**

- a. Nicole Talarico, a Special Education Teacher at the George Baker Elementary School, a paid Medical Leave of Absence September 1, 2020 through November 16, 2020; unpaid Family Medical Leave of Absence November 17, 2020 through February 22, 2021; unpaid Child Rearing Leave of Absence February 23, 2021 through June 30, 2021.
- b. Katelynn Brotz, a Social Studies Teacher at the High School, a paid Medical Leave of Absence September 1, 2020 through November 10, 2020; unpaid Family Medical Leave of Absence November 11, 2020 through February 17, 2021.
- c. Ashley Prim Chiolan, a School Psychologist at the High School, a paid Medical Leave of Absence September 1, 2020 through November 4, 2020; unpaid Family Medical Leave of Absence November 5, 2020 through February 12, 2021; Unpaid Child Rearing Leave of Absence February 13, 2021 through April 9, 2021.

**Support Staff**

- a. Margie Cartagena, a Confidential Administrative Assistant for the District, a paid Medical Leave of Absence July 15, 2020 through August 27, 2020.
- b. Mary Foley, a Paraprofessional at the Upper Elementary School, an unpaid absence June 8, 2020, June 11, 2020 and June 15, 2020.
- c. Jayne Hessian, a Paraprofessional at the High School, a paid Medical Leave of Absence June 10, 2020 through June 18, 2020.

**4. Change of Position/Column**

**Administrative Staff**

No actions recommended at this time.

**Professional Staff**

No actions recommended at this time.

**Support Staff**

- a. Maureen Petrilli, from a Step 12 Column H-10 (\$43,231.00) Secretary to Column J-10.5 (\$49,873.00) Principal's Secretary at the George Baker Elementary School, effective August 17, 2020 through June 30, 2021.
- b. Michele Bancroft, from a Step 12 Column N-12 (\$59,113.00) Secretary to Principal's Secretary at the Upper Elementary School, effective July 1, 2020 through June 30, 2021.
- c. Maureen Handlan, from a Step 5 Column H-10 (\$24,880.00) Secretary to a Step 2, Column N-12 (\$34,843.00) Secretary at the Upper Elementary School, effective July 1, 2020 through June 30, 2021.

**5. Resignations**

**Administrative Staff**

No actions recommended at this time.

**Professional Staff**

- a. Jessica Hartzell, a School Counselor at the Upper Elementary School, effective June 30, 2020.
- b. Debra McClernan, a Part Time Nurse at the High School and Upper Elementary School, effective June 30, 2020.

**Support Staff**

No actions recommended at this time.

**6. Substitutes - Exhibit #20-304**

**7. Continuation of Employment-Paraprofessionals - Exhibit #20-305**

**8. Anticipated SWAP Day Presenters - Exhibit #20-306**

**9. Anticipated Summer Hours - Exhibit #20-307**

**10. Student Teacher/Practicum - Exhibit #20-308**

**11. Anticipated Extended School Year Staff - Exhibit #20-309**

- 12. **Black Seal License Stipend** - Exhibit #20-310
- 13. **ESSA Title I Spring Tutors** - Exhibit #20-311
- 14. **ESSA Title I Summer Tutors** - Exhibit #20-312
- 15. **Curriculum Writing Staff** - Exhibit #20-313
- 16. **Bus Driver Referral Bonus** - Exhibit #20-314
- 17. **Anticipated Kindergarten Screening Staff** - Exhibit #20-315
- 18. **High School Senior Graduation Videographer** - Exhibit #20-316
- 19. **Anticipated Middle School MAP Testing Staff** - Exhibit #20-317
- 20. **Homebound Instructors** - Exhibit #20-318
- 21. **High School Athletic Volunteers** - Exhibit #20-319

**Approval of Items 1 – 21:**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

**VIII. Informational Only**

**A. Enrollment Information – June 1, 2020**

	<b>2018-2019</b>	<b>2019-2020</b>
High School	1278	1265
Middle School	639	659
Upper Elementary School	919	916
Elementary School	1138	1135
Total	3974	3975

**B. Old Business**

**C. New Business**

**D. Public Comments**

**IX. Adjournment**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_