

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
William Allen Middle School  
October 17, 2023 - 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 June 30, 2023
- B. Notice filed with the Burlington County Times on June 30, 2023

**II. Moment of Silence**

**III. Pledge of Allegiance**

**IV. Roll Call**

Present	Mrs. Melissa Arcaro Burns
Absent	Mrs. Jill Fallows Macaluso
Present	Dr. Brooke Mailhiot
Present	Mrs. Danielle Miller
Present	Mrs. Claudine Morano
Present	Ms. Lauren Romano
Present	Mr. Maurice Weeks (arrived 5:10 p.m.)
Present	Mrs. Cheryl Makopoulos, Vice President
Present	Mr. Mark Villanueva, President
Present	Mr. Mark Toscano, Esq., Solicitor
Present	Mr. Joseph Bollendorf, Interim Superintendent
Present	Mr. James M. Heiser, Business Administrator/Board Secretary
Present	Dr. Karen Benton, Assistant Superintendent of Curriculum, Instruction and Innovation
Present	Dr. David Tate, Director of Special Education
Present	Ms. Carole Butler, Director of Human Resources, Inclusion and Diversity
Absent	Mr. Jeffrey Arey, Director of Educational Technology and Innovation

**V. Executive Session - 5:06 p.m.**

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:

- Confidential Student Matters
- Confidential Personnel
- Confidential Legal Matters
- Superintendent Search Update

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

**VI. Return to Public - 6:45 p.m.**

Moved by: Mrs. Makopoulos Second: Mrs. Miller Vote: Unanimous

## **VII. Routine Matters**

### **A. President's Remarks**

### **B. Superintendent's Update**

1. General Update - Mr. Bollendorf talked about the opening of schools and thanked the Home and School Association and the Moorestown Education Foundation for their work for the district. Mr. Bollendorf talked about meeting the needs of our children and providing a safe environment for them in light of the recent events in Israel and Gaza.

### **C. Student Board Representative Reports**

1. Bhavika Verma, Senior Class Liaison, recollected on her first Board meeting which was virtual. Ms. Verma updated the Board on various senior activities which included college application submissions, ongoing spirit week activities, and planning for the Veterans Day Assembly.
2. Advait Wattal, Junior Class Liaison, updated the Board on various spirit week activities.
3. Sophia Bahram, Sophomore Class Liaison, updated the Board on sophomore activities which included the homecoming dance.
4. Avaani Dalal, Freshman Class Liaison, updated the Board on freshman activities which included the recent penny drive and an upcoming food drive.

### **D. Minutes**

Approval of minutes for the following meetings attached as Exhibit #24-86:

September 19, 2023 Executive Session

September 19, 2023 Regular Meeting

Moved by: Mrs. Arcaro Burns Second: Mrs. Miller Vote: Unanimous

### **E. Superintendent's Update (continued)**

1. SSDS Biannual District HIB Report - Mrs. Cheri Caravano provided a presentation entitled "SSDS Biannual District HIB Report" to the Board and public.
2. State of the District Presentation - Dr. Karen Benton provided a presentation entitled "State of the District Presentation" to the Board and the public.

### **F. Board Committee Reports - Questions and Comments**

1. Ad Hoc Committee on Housing Development - Mark Villanueva reported on a recent meeting. Topics included new housing construction updates, some capital improvements that may be needed, long range facilities planning, programmatic aspects of the district, project financing options and bond structuring, and a review of PILOT agreements.
2. Communications - In the absence of Mrs. Fallows Macaluso, Dr. Mailhiot provided an update on the recent meeting. Topics included prioritization of committee goal to increase student achievement communications, improving the functionality of the website, and identifying methods to get more information to the community.
3. Curriculum - Lauren Romano provided an update on the recent meeting. Topics included a review of field trips, QSAC updates, novel selection criteria, safety and diversity sub committees throughout the district, and briefly reviewed the State of the District Presentation.

4. Finance and Operations - Maurice Weeks provided an update on the recent meeting. Topics included a review of RFP's that were currently outstanding, recent ROD grant approval, ongoing annual audit criteria, QSAC preparation, facility rentals, and reviewed and discussed a potential referendum including a review of the timeline and goals that would need to be accomplished. The committee also reviewed outstanding debt and financing options.
5. Policy - Claudine Morano provided an update on the recent meetings. Topics included the policies listed on the agenda. The committee also discussed Policy 9190 extensively and recommended multiple changes.

## **G. Off-Board Committee Updates**

## **H. Public Comment on Agenda Items**

The Board recognizes and values public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. This Public Comment Section is for comments related to specific items on the Board's agenda. There is an opportunity for public comment on non-agenda related items later in the meeting.

When called upon to speak, please provide your name and home address, and keep your comments to three minutes. Please direct your comments to the Board, not to individual members of the Board or Administration, but note that this is not a discussion or Q&A.

Under New Jersey law, the Board shall not discuss personnel matters in public. The Board President may refer questions or requests for action to staff for response at a later date.

Speakers are reminded that comments should be respectful and maintain a level of decorum appropriate for a meeting of a public body. Defamatory or abusive remarks are always out of order.

Thank you for your consideration of others, and for taking the time to make your public comment.

### **1. Open Public Comment**

MOTION:

A motion is requested to open the floor for public comment.

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

### **2. Public Comment on Agenda Items**

- a. Celia Coleman of 215 E. Main Street, thanked the group of reviewing New Housing and referendum potential. Specific information would be helpful.

### **3. Close Public Comment**

MOTION:

A motion is requested to close the floor for public comment.

Moved by: Mrs. Miller      Second: Mrs. Makopoulos      Vote: Unanimous

## VIII. Reports to the Board

### A. Business Administrator/Board Secretary

#### 1. Financial Reports of the Board Secretary - August 31, 2023 - Exhibit #24-87

#### 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.

#### 2. Approval of Budget Transfers

I recommend approval of the budget transfers for the month of August 31, 2023 attached as Exhibit #24-88.

#### 3. Approval of Bills

I recommend approval of the bills, in the amount of \$9,777,648.61 attached as Exhibit #24-89.

#### Approval of Items 1 - 3:

Moved by: Mrs. Arcaro Burns Second: Ms. Romano Vote: Unanimous

## IX. 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 1511 BOE Website Accessibility
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures
- Policy 6115.01 Federal Awards-Funds Internal Controls
- Regulation 6115.01 Federal Awards-Funds Internal Controls
- Policy 6311 Contracts for Goods or Services Funded by Federal Grants

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #24-90.

## **2. Policy to Abolish**

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the following Policy be abolished:

- Policy 5460.02      Bridge Year Pilot Program

MOTION:

I recommend that the Board abolish the Policy listed above as Exhibit #24-91.

Moved by: Mrs. Morano      Second: Dr. Mailhiot      Vote: Unanimous

## **B. Educational Program**

### **1. Home Instruction 2023-2024**

Approval is requested for Home Instruction for students during the 2023-2024 school year.

MOTION:

I recommend that the Board approve the Home Instruction students listed on Exhibit #24-92 for the 2023-2024 school year.

### **2. Special Education Out-of-District Placements 2023-2024**

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

MOTION:

I recommend that the Board approve the student with special needs at the placement listed on Exhibit #24-93 for the 2023-2024 school year at the location indicated at the approved tuition rates with transportation provided.

### **3. Homeless Placements 2023-2024**

The following homeless placements are recommended.

MOTION:

I recommend that the Board approve the homeless students placement listed on Exhibit #24-94 for the 2023-2024 school year at the locations indicated and at the approved district tuition rates, where applicable.

### **Approval of Items 1 - 3:**

Moved by: Mrs. Arcaro Burns      Second: Mrs. Makopoulos      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 #24-95.

### **2. 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 #24-96.

### **3. Donations**

MOTION:

I recommend the Board accept the following donations:

- \$16,476 from Moorestown Youth Football Association to be used by the MHS Football Program

### **4. Annual 2023-2024 Nursing Plan**

MOTION:

I recommend that the Board approve the 2023-2024 Nursing Services Plan attached as Exhibit #24-97.

### **5. Cyber Security Audit Award**

MOTION:

WHEREAS, In accordance with NJSA 19:44A-20.4 et seq., the Moorestown Township Board of Education requested proposals (RFPs) from cyber security auditing firms for the purpose of conducting a cyber security audit as requested by RFP 23-08.

WHEREAS, DFDR Consulting LLC (doing business as Cybir), under the supervision of Mr. Ken Pyle, CISSP, HCISPP, OSCP, ECSA, CEH, EnCE, is a provider of cyber security auditing services, and specifically the Services sought by the Board and is duly qualified and licensed to provide the same; and

WHEREAS, DFDR Consulting LLC, submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, based upon the foregoing, and DFDR Consulting LLC's professional qualifications and experience, the Board is satisfied that DFDR Consulting LLC is able to provide the Services required by the Board.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

1. A contract is awarded to DFDR Consulting LLC for the Services stated in RFP 23-08 for the period commencing on or around October 17, 2023 through the completion of the cyber security audit; which will be within a twelve month period thereafter;
2. The Business Administrator is authorized to execute a contract with DFDR Consulting LLC;
3. Notice of this award shall be published in the official newspapers of the Board as required by the PSCL; and
4. A copy of the contract with DFDR Consulting LLC for the Services shall be maintained at the Boards offices and available for public inspection.

**6. Joint Transportation Agreement - Receiving**

Approval of the following Joint Transportation Agreement will allow Moorestown to participate in transportation services coordinated with Bordentown to transport one (1) student with special needs.

MOTION:

I recommend the Board approve a Joint Transportation Agreement with Bordentown School District for 9/6/23 to 6/18/24 at a rate of \$77.19 per day.

**7. Joint Transportation Agreement - Sending**

Approval of the following Joint Transportation Agreement will allow Moorestown to participate in transportation services coordinated with Camden County Educational Services Commission to transport one (1) student with special needs.

MOTION:

I recommend the Board approve a Joint Transportation Agreement with Camden County Educational Services Commission for 7/10/23 to 8/11/23 at a rate of \$135.00 per day.

**8. Quoted Transportation Contracts**

Approval of the following Quoted Transportation Contracts will allow Moorestown to contract with the following vendors for transportation services.

MOTION:

I recommend the Board approve the following Quoted Transportation Contracts:

<b>Vendor</b>	<b>Route #</b>	<b>Cost</b>
T&L Transportation	OOD-1	\$6,528.00
T&L Transportation	OOD-2	\$6,944.00

## **9. Sale of Surplus Property**

MOTION:

**WHEREAS**, the Moorestown Township Board of Education (“Board”) is the owner of certain surplus property which is no longer needed for public use; and

**WHEREAS**, the Board is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

**NOW THEREFORE**, be it RESOLVED by the Moorestown Township Board of Education in Moorestown Township, NJ, County of Burlington, as follows:

- a. The sale of the surplus property shall be conducted through Municibid pursuant to State Contract 19DPP00272/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with Municibid is available online at municibid.com and also available from the Board.
- b. The sale will be conducted online and the address of the auction site is municibid.com.
- c. The sale is being conducted pursuant to Local Finance Notice 2008-21R
- d. A list of the surplus property to be sold as discussed in committee
- e. The surplus property as identified shall be sold in an “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- f. The Board reserves the right to accept or reject any bid submitted.
- g. If the Board is unsuccessful in selling the surplus property the items will be disposed of.

## **10. Comprehensive Maintenance Plan**

The District’s Comprehensive Maintenance Plan (M-2) and Annual Maintenance Budget Worksheet (M-1) require Board approval.

MOTION:

I recommend that the Board approve the 2023-2024 Comprehensive Maintenance Plan and Annual Maintenance Budget Worksheet attached as Exhibit #24-98.

## **11. Health Care Consultants, Inc., d/b/a Newborn Nurses for 2023 -2024**

Health Care Consultants, Inc. nursing services are required for a student with special needs.

MOTION:

I recommend that the Board approve Health Care Consultants, Inc., to provide professional services for a special needs student as Exhibit #24-99 for the 2023-2024 school year.



## 12. Authorization to Accept Preliminary Eligible Cost Letter

MOTION:

The Board of Education of the Township of Moorestown in the County of Burlington, New Jersey hereby acknowledges receipt from the Department of Education of the Preliminary Eligible Cost "PEC" Letter, dated September 12, 2023, with respect to its George C. Baker Elementary School Project (State Project Number (02)-05-3360-060-23-R501; and determines to accept the Preliminary Eligible Costs determined by the Department of Education as Final Eligible Costs and not to appeal the determination of Preliminary Eligible Costs, and agrees to locally fund any excess costs of the Projects. The Business Administrator/Board Secretary or the Superintendent is authorized to notify the Department of Education of these determinations and elections.

State Share of Costs	Local Share of Costs	Total Costs
\$1,694,824.00	\$2,542,236.00	\$4,237,060.00

## 13. Approval of Sidebar Agreement to the MEA/Board of Education Agreement

MOTION:

I recommend that the Board approve the codicil to the MEA/Board of Education Agreement July 1, 2022 - June 30, 2025, as per the attached Exhibit #24-100.

### Approval of Items 1 - 13:

Moved by: Mrs. Arcaro Burns Second: Dr. Mailhiot Vote: Unanimous

### D. Employee Relations

1. **Creation of Position** - Exhibit #24-101
2. **Appointments** - Exhibit #24-102, as amended in executive session
3. **Substitutes** - Exhibit #24-103, as amended in executive session
4. **Change in Assignment, Hours & Location** - Exhibit #24-104
5. **Additional Pay** - Exhibit #24-105
6. **Leave of Absence** - Exhibit #24-106
7. **Resignation** - Exhibit #24-107
8. **Retirement** - Exhibit #24-108
9. **Movement on Salary Guide** - Exhibit #24-109
10. **Presenters** - Exhibit #24-110
11. **CCEIS/MCAP** - Exhibit #24-111

**12. Curriculum Writing Staff - Exhibit #24-112**

**13. Athletics & Co-Curricular Clubs - Exhibit #24-113**

**14. Transportation Staff Adjustments - Exhibit #24-114**

**Approval of Items 1 - 14:**

Moved by: Mr. Weeks

Second: Mrs. Miller

Roll Call Vote: 9 - 0

**X. Suspensions**

**A. Suspensions - Exhibit #24-115**

**XI. Informational Only**

**A. Enrollment Information - October 2, 2023**

<b>School</b>	<b>2022-2023</b>	<b>2023-2024</b>
High School	1270	1264
Middle School	620	612
Upper Elementary School	857	885
Elementary Schools	<u>1120</u>	<u>1140</u>
Total	3867	3901

**XII. Old Business**

**XIII. New Business**

**A. Settlement Agreement**

MOTION:

I recommend the Board approve the following resolution:

Resolved by the Moorestown Township Board of Education to adopt and approve the Settlement Agreement between Student #5001253 and the Moorestown Township Board of Education distributed during Executive Session.

Moved by: Mrs. Arcaro Burns

Second: Ms. Romano

Vote: Unanimous

**XIV. Public Comment**

The Board recognizes and values public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

When called upon to speak, please provide your name and home address, and keep your comments to three minutes. Please direct your comments to the Board, not to individual members of the Board or Administration, but note that this is not a discussion or Q&A.

Under New Jersey law, the Board shall not discuss personnel matters in public. The Board President may refer questions or requests for action to staff for response at a later date.

Speakers are reminded that comments should be respectful and maintain a level of decorum appropriate for a meeting of a public body. Defamatory or abusive remarks are always out of order.

Thank you for your consideration of others, and for taking the time to make your public comment.

#### **A. Open Public Comment**

MOTION:

A motion is requested to open the floor for public comment.

Moved by: Mrs. Makopoulos Second: Mrs. Arcaro Burns Vote: Unanimous

#### **B. Public Comment**

1. Nicole Dancy, President of the Home & School Association, commented on recent Home & School events in the district, including elementary school book fairs, the Harlem Wizards game, and Autumn Day.
2. Susan Warner, HS Teacher, commended Baker staff on a recent book fair and a grant award received for their music classes. Mrs. Warner also shared the recent passing of former teacher Colleen Heon, who will be missed by Baker staff.
3. Jessica Martin, Occupational Therapist at UES, thanked the UES staff for facilitating their week of respect.
4. Claire McBride, Roberts staff member, commented on Roberts' book fair.
5. Ken Lynch, WAMS Teacher, commended WAMS staff for their week of respect.
6. Kim Warren, HS Teacher, thanked the HS staff for making the administration of the PSAT's a success, and recognized the Madrigals who performed the national anthem at the Temple University football game and at the Wizards game.
7. Liz Matarese, Speech Language Pathologist at South Valley, commented on a recent student project on citizenship.
8. Rashida Khalifa of 99 E. 2nd Street commented on the Communications report regarding diversity and inclusion, and suggested more assemblies for Black History month, Hispanic Heritage month and the Asian American population. Ms. Khalifa also commented on bullying and the incidents at UES.
9. Lisa Trapani, MEA President, shared her concerns regarding the plans for a referendum.
10. Celia Coleman of 215 E. Main Street, commented on the superintendent search.

#### **C. Close Public Comment**

MOTION:

A motion is requested to close the floor for public comment.

Moved by: Mrs. Makopoulos Second: Mrs. Arcaro Burns Vote: Unanimous

**XV. Good of the Order**

- A. Mrs. Arcaro Burns read a prepared statement on bullying.
- B. Mr. Villanueva provided a brief update on the superintendent search.

**XVI. Adjournment - 8:43 p.m.**

Moved by: Mr. Weeks

Second: Dr. Mailhiot

Vote: Unanimous

Respectfully submitted,

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James M. Heiser, CPA  
Board Secretary