

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
Moorestown High School
December 12, 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 October 26, 2023
- B. Notice filed with the Burlington County Times on October 26, 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
Present	Mrs. Cheryl Makopoulos, Vice President
Present	Mr. Mark Villanueva, President
Present	Mr. John Comegno, 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
Absent	Ms. Carole Butler, Director of Human Resources, Inclusion and Diversity
Present	Mr. Jeffrey Arey, Director of Educational Technology and Innovation

V. Executive Session - 5:37 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

Moved by: Mr. Weeks Second: Mrs. Makopoulos Vote: Unanimous

VI. Return to Public - 6:44 p.m.

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

VII. Routine Matters

A. Minutes

Approval of minutes for the following meetings attached as Exhibit #24-148:

November 21, 2023 Executive Session

November 21, 2023 Regular Meeting

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

Vote: 7 - 0, Abstain - 1
Abstention: Mr. Weeks

B. Student Board Representative Reports

1. Kyle Sumerson, Junior Class Liaison, reported on a recent student trip to the Anti-Defamation League Student Leadership Conference in Philadelphia.
2. Sophia Bahram, Sophomore Class Liaison, reported on a recent chorus concert, as well as upcoming HS activities including the orchestra and band winter concert, the LOVE fair, and the MLK Day assembly.

C. President's Remarks

D. Superintendent's Update

1. General Update - Mr. Bollendorf updated the community on a recent false alarm incident at South Valley Elementary School. Mr. Bollendorf thanked Ms. Romano for her service to the Board of Education and presented her with a plaque.

E. Board Committee Reports - Questions and Comments

1. Ad Hoc Committee on Housing Development - Mark Villanueva reported that he expects to meet with the committee in early January.
2. Communications - Jill Fallows Macaluso - no report
3. Curriculum - Lauren Romano provided an update on a recent meeting. Topics included a review of QSAC information, a proposed staff research project and an overview of the budget development for curriculum and instruction for 2024-25.
4. Finance and Operations - Maurice Weeks provided an update on a recent meeting. Topics included a review of QSAC information, a review of standard operating procedures, a review of the matrixes for RFPs submitted for architect, auditor, broker of record and bond counsel, and a review of job descriptions.
5. Policy - Claudine Morano provided an update on a recent meeting. Topics included policies listed on the agenda.

F. Off-Board Committee Updates

1. Mrs. Arcaro Burns attended a recent SpEAC meeting, and stated that Anthony Rizzo, one of our district psychologists, will be speaking at an upcoming meeting.

G. 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: Mr. Weeks Second: Ms. Romano Vote: Unanimous

2. Public Comment on Agenda Items

- a. Daniela Riggins of 620 N. Washington Avenue, commented on policies related to community organizations and her concerns related to the drafts.
- b. Sarah Gerber of 8 W. Maple Avenue, expressed her concerns about the policies related to community organizations.
- c. Celia Coleman of 215 E. Main Street, expressed her concerns about the policy revisions related to community organizations. Mrs. Coleman also expressed concern and wants to know if organizations were included in the process.

3. Close Public Comment

MOTION:

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

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

VIII. Reports to the Board

A. Business Administrator/Board Secretary

1. **Financial Reports of the Board Secretary** - October, 2023 - Exhibit #24-149
2. **Treasurer's Report** - August, September and October 2023 - Exhibit #24-150

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 October, 2023 attached as Exhibit #24-151.

4. Approval of Bills

I recommend approval of the bills, in the amount of \$6,335,789.29 attached as Exhibit #24-152.

Approval of Items 1 - 4:

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

IX. Recommendations of the Superintendent

A. Bi-annual Affirmation of 2023-2024 Safe Return/Remote Learning Plan

A resolution is requested approving the 2023 – 2024 Safe Return/Remote Learning Plan. Each school district must annually submit a proposed program for emergency virtual or remote instruction (plan) to the New Jersey Department of Education. The plan will be implemented during an LEA closure lasting more than 3 consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health related closure. If instituted, this plan will utilize virtual or remote instruction to satisfy the 180-day requirement, pursuant to N.J.S.A. 18A:7F-9.

MOTION:

I recommend that the Board approve the 2023-2024 Safe Return/Remote Learning Plan as per the attached Exhibit #24-153.

Moved by: Mrs. Arcaro Burns Second: Mr. Weeks Vote: Unanimous

B. 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 9190 Community Organizations
- Policy 9190.1 Educational Foundations
- Policy 9191 Booster Clubs
- Policy 9210 Parent Organizations

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #24-154.

2. Second Reading

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

- Policy/Regulation 2419 School Threat Assessment Teams

MOTION:

I recommend that the Board enter and adopt on second reading the Policy and Regulation listed above as Exhibit #24-155.

Approval of Items 1 - 2:

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

C. 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 student listed on Exhibit #24-156 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 #24-157 for the 2023-2024 school year at the location indicated at the approved tuition rates with transportation provided.

3. Approval of New Curriculum

MOTION:

I recommend the Board approve the Superintendent's recommendation of all new and revised curriculum for the 2023-2024 school year in order to meet the NJ Student Learning Standards and the district identified instructional goals.

Approval of Items 1 - 3:

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

D. 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 #24-158.

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 #24-159.

3. New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review Self-Assessment

The Moorestown Board of Education hereby approves the Self-Assessment and District Performance Review as part of the New Jersey Quality Single Accountability Continuum. As such, a resolution is requested approving the submission of the District Performance Review and Self-Assessment to the New Jersey Department of Education prior to December 15, 2023.

MOTION:

I recommend that the Board approve the resolution to submit the District Performance Review and Self-Assessment to the New Jersey Department of Education attached as Exhibit #24-160.

4. Non-Resident Tuition Students

A resolution is requested approving acceptance of non-resident tuition students for the 2023-2024 school year.

MOTION:

I recommend that the Board approve the 2023-2024 non-resident tuition students as listed in Exhibit #24-161.

5. 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:

Vendor	Route #	Cost
Holcomb Transportation, LLC	Q-IK3	\$14,420

6. 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 attached in Exhibit #24-162
- 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.

7. 2022-2023 Financial Audit

Copies of the annual financial audit for the period ended June 30, 2023 are enclosed. A synopsis of the Audit Report has been made available to the public.

MOTION:

WHEREAS, the 2022-2023 financial audit of the Moorestown Township Board of Education for the fiscal year ended June 30, 2023 as prepared by Michael Holt of Holt, McNally & Associates has been received by the Board, and

WHEREAS, copies of the synopsis of the Audit Report have been made available to the public,

NOW THEREFORE BE IT RESOLVED BY THE Board of Education that the 2022-2023 Financial Audit be hereby accepted.

Approval of Items 1 - 7:

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

E. Employee Relations

- 1. Creation of Position** - Exhibit #24-163
- 2. Abolishment of Position** - Exhibit #24-164
- 3. Job Descriptions** - Exhibit #24-165
 - a. Administrative Associate for IT
 - b. Board Certified Behavior Analyst
 - c. Lead IT Engineer
 - d. Media Specialist
 - e. Occupational Therapist
 - f. School Counselor
 - g. School Nurse
 - h. School Psychologist
 - i. School Social Worker
 - j. Speech and Language Specialist
 - k. Supervisor of Curriculum & Instruction
 - l. Teacher
- 4. Appointments** - Exhibit #24-166
- 5. Substitutes** - Exhibit #24-167
- 6. Change in Assignment, Hours, Location** - Exhibit #24-168
- 7. Additional Pay** - Exhibit #24-169
- 8. Leave of Absence** - Exhibit #24-170
- 9. Abandonment of Position** - Exhibit #24-171
- 10. Resignation** - Exhibit #24-172
- 11. Retirement** - Exhibit #24-173
- 12. Presenters** - Exhibit #24-174
- 13. Title I Tutors** - Exhibit #24-175
- 14. Practicum Students & Student Teachers** - Exhibit #24-176
- 15. Athletic & Co-Curricular Clubs** - Exhibit #24-177
- 16. Volunteers** - Exhibit #24-178
- 17. Unified Sports Event** - Exhibit #24-179

Approval of Items 1 - 17:

Moved by: Mr. Weeks

Second: Mrs. Morano

Roll Call Vote: 8 - 0

X. Suspensions

A. Suspensions - Exhibit #24-180

B. Superintendent's HIB Report

MOTION:

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

- Unsubstantiated
 - UES - #2
 - HS - #5

- Substantiated
 - HS - #3, #4

Moved by: Mrs. Morano

Second: Mrs. Miller

Vote: 6 - 0, Abstain - 2
Abstentions: Mr. Weeks,
Mrs. Arcaro Burns

XI. Informational Only

A. Enrollment Information - December 1, 2023

School	2022-2023	2023-2024
High School	1264	1262
Middle School	619	611
Upper Elementary School	861	884
Elementary Schools	<u>1130</u>	<u>1140</u>
Total	3874	3897

XII. Old Business

XIII. New Business

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: Mr. Weeks Second: Mrs. Makopoulos Vote: Unanimous

B. Public Comment

1. Christina Milligan updated the Board and community on various activities of Home & School, including Author Day, practice SAT opportunities, and a Jersey Mike's fundraising effort.
2. Dan Miller, HS Teacher, thanked his High School colleagues for various activities.
3. Patrick Mooney, HS Teacher, reported on recent Model Congress activities which included a trip to Washington D.C. Mr. Mooney also thanked WAMS staff members for various activities.
4. Michelle Mieskkolainen, Roberts Teacher, thanked her colleagues for various activities at Roberts Elementary School.
5. Amy Miele, South Valley Teacher, thanked her colleagues for various activities at South Valley Elementary School.
6. Kathryn Mills, South Valley Teacher, thanked her colleagues for various activities at Baker Elementary School.
7. Bianca Moffa, UES Teacher, thanked her colleagues at UES for various activities.
8. Celia Coleman of 215 E. Main Street, asked about the Superintendent Search and the timeline for a successor superintendent and referendum.

C. Close Public Comment

MOTION:

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

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

XV. Good of the Order

- A.** Mr. Villanueva provided an update on the Superintendent Search and that the Board intends to extend Mr. Bollendorf through 2024.

XVI. Adjournment - 7:56 p.m.

Moved by: Ms. Romano Second: Dr. Mailhiot Vote: Unanimous

Respectfully submitted,

James M. Heiser, CPA
Board Secretary