

**The Board of Education of Moorestown Township**  
**Moorestown, New Jersey**  
**MINUTES**  
**William Allen Middle School**  
**February 21, 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 July 1, 2022
- B. Notice filed with the Burlington County Times on July 1, 2022

**II. Moment of Silence**

**III. Pledge of Allegiance**

**IV. Roll Call**

Present	Mrs. Melissa Arcaro Burns
Present	Mrs. Jill Fallows Macaluso
Present	Dr. Brooke Mailhiot
Present	Mrs. Danielle Miller (arrived 5:50 p.m.)
Present	Mrs. Claudine Morano
Present	Ms. Lauren Romano
Present	Mr. Maurice Weeks (arrived 5:50 p.m.)
Absent	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, Director of Curriculum, Instruction and Innovation
Present	Dr. David Tate, Director of Special Education
Present	Ms. Carole Butler, Director of Human Resources, Inclusion and Diversity
Present	Mr. Jeffrey Arey, Director of Educational Technology and Innovation

**V. Executive Session – 5:45 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 Personnel
- Confidential Student Matters
- Confidential Legal Matters
- BOE Ethics Training

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

**VI. Return to Public – 6:43 p.m.**

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

## **VII. Routine Matters**

### **A. Minutes**

Approval of minutes for the following meetings attached as Exhibit #23-215:

January 26, 2023 Executive Session  
January 26, 2023 Regular Meeting

February 9, 2023 Executive Session  
February 9, 2023 Special Meeting

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

### **B. President's Remarks**

1. Mr. Villanueva updated the community on the Superintendent Search, 2023-2024 budget development, and black history month.

### **C. Superintendent's Update**

1. Mr. Bollendorf turned the floor over to Dr. Karen Benton to provide the Fall 2022 Start Strong Assessment presentation.

### **D. Fall 2022 Start Strong Assessment Presentation – Dr. Karen Benton**

1. Dr. Benton presented to the community and the Board and reviewed the results from the Fall 2022 Start Strong testing.
2. Mr. Bollendorf updated the Board and community of ongoing collaboration within the district. Mr. Bollendorf thanked Mr. Carter for his presentation to the Office of Emergency Management, thanked the Board for their level of commitment, thanked Mr. Arey for security updates, an upcoming CCEIS presentation, congratulated the WAMS wrestling tournament, and an upcoming "Cinderella" show at the High School.

### **E. Student Board Representative Reports**

1. Lucas Megill, Senior Class Liaison, updated the Board on an upcoming spring musical of "Cinderella" and the upcoming senior trip planning at Disney.
2. Jack Brittain, Junior Class Liaison, updated the Board that the High School hosted a love fair which had a great turnout, upcoming volunteering with the elderly at Brandywine, and more ways to give back to the community.
3. Ameen Kazmi, Sophomore Class Liaison, updated the Board on the 125<sup>th</sup> anniversary of the High School. Students would like to bring graduates of the Class of 1973 and give them a tour of the High School, and plan to research new additions to the school.
4. Dominic Gorman, Freshman Class Liaison, updated the Board on High School sports, including wrestling at the regional level, girls swimming lost in the playoffs, boys swimming is still ongoing in the playoffs, and boys basketball won their first playoff game as the 4<sup>th</sup> seed.

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

1. Communications – Jill Fallows Macaluso updated the Board on a meeting that occurred with Lori Perlow. A more thorough update will be provided at the next meeting.

2. Curriculum – Lauren Romano updated the Board on a recent Curriculum Committee meeting. Topics included the 2023-2024 calendar, a CCEIS update, world language programming, the Start Strong Presentation, and a hiring plan for a vacancy.
3. Finance and Operations – Maurice Weeks updated the Board on a recent Finance and Operations Committee meeting. Topics included EDC tuition rates, emergent capital needs grant opportunities and UES window replacements, 2023-2024 calendar review, payroll updates and changes, recent donations listed on the agenda, transportation jointures, a CCEIS update, upcoming bids and RFPs, ESF contract negotiations, potential food services for a charter school, a 2023-2024 budget update, general conversation about transportation, healthcare renewal increases, class size review and conversation, and additional meetings when necessary.
4. Policy – Claudine Morano updated the Board on a recent Policy Committee meeting. Topics included Policy 9190, an internal audit of existing Board policies, the 2023-2024 calendar, and policies on first and second reading of the agenda.

**G. Off-Board Committee Updates - none**

**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: Mr. Weeks                      Second: Mrs. Morano                      Vote: Unanimous

**2. Public Comment on Agenda Items – none**

**3. Close Public Comment**

MOTION:

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

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

**VIII. Reports to the Board**

**A. Business Administrator/Board Secretary**

- 1. **Financial Reports of the Board Secy.** – December, 2022 – Exhibit #23-216
- 2. **Treasurer’s Report** – December, 2022 – Exhibit #23-217
- 3. **Cafeteria Report** – December, 2022 and January, 2023 – Exhibit #23-218

**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 December, 2022 attached as Exhibit #23-219.

**5. Approval of Bills**

I recommend approval of the bills, in the amount of \$8,340,959.44 attached as Exhibit #23-220.

**Approval of Items 1 – 5:**

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

**IX. Recommendations of the Superintendent**

**A. 2023 – 2024 School Calendar**

The 2023-2024 School Calendar is submitted for Board approval.

MOTION:

I recommend that the Board approve the 2023-2024 School Calendar attached as Exhibit #23-221.

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 Policy be entered on first reading:

- Policy 0143.2 High School Student Representative to the Board of Education
- Policy 3125 Employment of Teaching Staff Members
- Policy 5460 High School Graduation
- Policy 5722 Student Journalism

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #23-222.

### **2. Second Reading**

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

- Policy 0163 Quorum

MOTION:

I recommend that the Board enter and adopt on second reading the Policy listed above as Exhibit #23-223.

### **Approval of Items 1 – 2:**

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

## **C. Educational Program**

### **1. Home Instruction 2022-2023**

Approval is requested for Home Instruction for students during the 2022-2023 school year.

MOTION:

I recommend that the Board approve the Home Instruction student listed on Exhibit #23-224 for the 2022-2023 school year.

### **2. Special Education Out-of-District Placements 2022-2023**

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

MOTION:

I recommend that the Board approve the students with special needs at the placement listed on Exhibit #23-225 for the 2022-23 school year at the location indicated at the approved tuition rates with transportation provided.

### **3. Special Education Services Contract**

MOTION:

I recommend that the Board approve the agreement attached as Exhibit #23-226 with SJ Behavior Services to provide consulting and school-based services for students with an Individual Education Plan.

### **4. Special Education Services Contract**

MOTION:

I recommend that the Board approve the modified agreement to extend the term date of the contract with Sarah Blaikie to serve as a LTS Social Worker at the Upper Elementary School, attached as Exhibit #23-227.

#### **Approval of Items 1 - 4:**

Moved by: Mrs. Arcaro Burns Second: Dr. Mailhiot 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 #23-228.

#### **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 #23-229.

#### **3. Donations**

MOTION:

I recommend the Board accept the following donations:

- Garden sign donated by the Moorestown Education Association to be installed at Roberts Elementary School valued at \$1,162.46
- (9) \$25 gift cards (\$225 total) from Dick's Sporting Goods to be used to purchase licenses for the HS special education program
- Up to \$3,000 from the Moorestown Education Foundation to be used for the Moorestown Township Science Fair on March 29<sup>th</sup>
- \$2,000 from POWER Engineers to be used for the Moorestown Township Science Fair on March 29<sup>th</sup>

- \$500 from YARDS Science to be used for the Moorestown Township Science Fair on March 29<sup>th</sup>
- \$500 from 2S2 Communications to be used for the Moorestown Township Science Fair on March 29<sup>th</sup>
- \$250 from the Moorestown Home and School Association to be used for the Moorestown Township Science Fair on March 29<sup>th</sup>

**4. Student Field Trips**

Pursuant to regulation N.J.A.C.6A:23A-5.8(c)1, the Board of Education is required to take action regarding student activities by pre-approving field trip destinations.

MOTION:

I recommend that the Board approve the student field trip destinations for the 2022-23 school year as listed in Exhibit #23-230.

**5. Middle School and High School Athletic Schedules – Spring 2023**

MOTION:

I recommend the Board approve the Middle School and High School Spring 2023 athletic schedules as listed in Exhibit #23-231.

**6. Joint Transportation Agreement – Sending**

Approval of the following Joint Transportation Agreement which will allow Moorestown to participate in transportation services coordinated with Lenape Regional High School District for two (2) students with special needs.

MOTION:

I recommend the Board approve a Joint Transportation Agreement with Lenape Regional High School District Board of Education for 9/1/22 to 6/30/23 in the amount of \$35.93 per diem, per student for 180 days, totaling \$12,934.80.

**7. Joint Transportation Agreement – Receiving**

Approval of the following Joint Transportation Agreement which will allow Moorestown to participate in transportation services coordinated with Delran School District for a student with special needs.

MOTION:

I recommend the Board approve a Joint Transportation Agreement with Delran School District Board of Education for 1/1/23 to 6/30/23 in the amount of \$97.55 per diem, per student for 90 days, totaling \$8,779.50.

**8. 2023 - 2024 Extended Day Care (EDC) Tuition Rates**

MOTION:

I recommend the Board approve the 2023-2024 Extended Day Care (EDC) tuition rates attached as Exhibit #23-232.

## **9. FY2023 Emergent and Capital Maintenance Needs Grant – Round 2**

The Moorestown Township Public Schools' FY2023 Emergent and Capital Maintenance Needs Grant requires Board of Education approval. This grant in the amount of \$97,932 will be utilized for all costs associated with window replacements and repairs at the Upper Elementary School including architect and engineering costs.

MOTION:

I recommend that the Board hereby authorize the submission of the FY2023 Emergent and Capital Maintenance Needs Grant, and accepts the grant award of these funds upon the subsequent approval of the application.

## **10. Proprietary Product Purchase – as amended**

WHEREAS, the Moorestown Township School District Board of Education ("Board") operates the Upper Elementary School; and

WHEREAS, the Upper Elementary School has existing building window systems and structures with outdated balance systems in need of repairs and upgrades; and

WHEREAS, the existing outdated balance systems need to be replaced with specialized and proprietary balance systems which will extend the life of the windows, make them more energy efficient, and increase the safety of their operation for students and staff; and

WHEREAS, replacement of the existing outdated balance systems with other non-proprietary balance systems would undermine the functionality and longevity of the windows and not be accompanied by the same efficiency and safety improvements; and

WHEREAS, Window Repair Systems, Inc., ("WRS") is the exclusive provider of the necessary proprietary balance systems to retrofit the existing outdated window units; and

WHEREAS, WRS has provided a "Sole Source Letter" and quotation of \$392 or less for combined materials and labor relative to the retrofitting of each window unit, depending on the number of window units retrofitted; and

WHEREAS, the purchase price of the necessary proprietary parts and upgrades to the window balance systems at the Upper Elementary School by WRS in the aggregate would fall below the bid threshold of \$44,000 for public school districts with a Qualified Purchasing Agent pursuant to N.J.S.A. 18A:18A:3(b); and

WHEREAS, N.J.S.A. 18A:18A-37(a) provides that for all contracts that in the aggregate are less than the bid threshold, but 15 percent or more of that amount (between \$6,600 and \$44,000), the purchasing agent shall award the contract after solicitation of quotations, if practicable; and

WHEREAS, WRS has provided a quotation and "Sole Source Letter" for the retrofitting of the windows with the proprietary balance systems which is advantageous, price and other factors considered, especially in light of the proprietary nature of the balance systems; and

WHEREAS, the solicitation of additional quotations is not practicable or possible for the proprietary balance systems since WRS is the exclusive provider.



NOW, BE IT RESOLVED by the Board:

Section 1. That the retrofitting of the existing outdated window systems with the proprietary window balance systems by WRS is a necessary and appropriate use of the funds allotted to make repairs to the windows at the Upper Elementary School.

Section 2. That the Board hereby authorizes the School Business Administrator/Board Secretary and Qualified Purchasing Agent to execute a contract with WRS for the necessary parts and upgrades to retrofit the Upper Elementary School windows with the proprietary balance systems in the amount which shall not exceed the bid threshold of \$44,000.

### **11. Independent Contractor Agreement**

MOTION:

I recommend that the Board approve the agreement attached as Exhibit #23-233 with Jodi Lennon to provide payroll services for the District.

### **12. Parent/Legal Guardian Agreement for Transportation**

MOTION:

I recommend the Board approve the following resolution:

Resolved by the Moorestown Township Board of Education to adopt and approve the Transportation Agreement between Student #8260061 and the Moorestown Township Board of Education attached as Exhibit #23-234.

### **Approval of Items 1 – 12:**

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

### **E. Employee Relations**

1. **Appointments** - Exhibit #23-235
2. **Retirement** - Exhibit #23-236
3. **Resignation** - Exhibit #23-237
4. **Leaves of Absence** - Exhibit #23-238
5. **Substitutes** - Exhibit #23-239
6. **Change in Assignment** - Exhibit #23-240
7. **Additional Hours** - Exhibit #23-241
8. **Athletics/Co-Curricular/Clubs** - Exhibit #23-242
9. **Extension of Contract** - Exhibit #23-243
10. **Movement on Salary Guide** - Exhibit #23-244

**11. Presenters** - Exhibit #23-245

**12. Summer Enrichment Camp Instructors** - Exhibit #23-246

**Approval of Items 1 – 12:**

Moved by: Mrs. Arcaro Burns Second: Dr. Mailhiot Roll Call Vote: 8 - 0

**X. Suspensions**

**A. Suspensions** – Exhibit #23-247

**B. Superintendent’s HIB Report**

MOTION:

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

- Substantiated
  - UES - #3
  - HS - #5
  
- Unsubstantiated
  - UES - #4
  - WAMS - #3

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

**XI. Informational Only**

**A. Enrollment Information** – February 1, 2023

<b>School</b>	<b>2021-2022</b>	<b>2022-2023</b>
High School	1284	1268
Middle School	607	623
Upper Elementary School	864	869
Elementary School	<u>1094</u>	<u>1135</u>
Total	3849	3895

**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. Arcaro Burns    Vote: Unanimous

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

1. Sarah Ginter, Teacher at UES, thanked the High School staff for preparing for “Cinderella”.
2. Rosemary Anderson, Teacher at Roberts Elementary School, reviewed the Roberts garden beds and gave the background of the student activities with the garden beds.
3. Margaret Nissen, Teacher at the HS, thanked UES staff for their efforts for Kindness week.
4. Glenn Furman, Teacher at UES, thanked Baker staff for their efforts with read aloud initiatives.
5. Allison Simpson of 132 Chestnut Street requested support for bringing back the winter track and field program.
6. Kelly Gartland, Teacher at the HS, thanked Roberts staff for celebrating 100 days of learning.
7. Bridget Potts, Teacher at Roberts Elementary School, commended WAMS for black history month efforts.
8. Kimberly Martin, Teacher at WAMS, commended South Valley staff for collecting food and donations.
9. Peter Simpson, student, requested support for bringing back the winter track and field program.
10. Mary Laufer, student, requested support for bringing back the winter track and field program.
11. Julia Brock, student, requested support for bringing back the winter track and field program.
12. Raghav Akula, student, requested support for bringing back the winter track and field program.
13. Evan Schaffer, student, requested support for bringing back the winter track and field program.
14. Colin Shand, student, requested support for bringing back the winter track and field program.
15. Nate Rivera, student, requested support for bringing back the winter track and field program.
16. Sarah Rivera of 105 Smith Court requested support for bringing back the winter track and field program.

17. Ava CaseySuess, student, requested support for bringing back the winter track and field program.
18. Aaron Byrd-Leitner of 816 Stanwick Road requested support for bringing back the winter track and field program.
19. Dave Simpson of 132 Chestnut Street requested support for bringing back the winter track and field program.
20. Bert Tetreault, resident, requested support for bringing back the winter track and field program.
21. Jaya Stockham, student requested support for bringing back the winter track and field program.

**C. Close Public Comment**

MOTION:

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

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

**XV. Good of the Order**

- a. Mr. Bollendorf stated that he is so impressed by the students who made comments tonight. Athletics help teach life lessons to our students. Nobody can disagree with the need to support programs. The Board has additional things to think about.
- b. Dr. Mailhiot congratulated the MHS Interact Club on their Soup for the Soul event, and encouraged the community to attend the HS musical "Cinderella" as well as the UES musical "Seussical". Dr. Mailhiot also spoke of the NJ School Boards Association training session she attended in Plainsboro, NJ.
- c. Mrs. Arcaro Burns thanked those in attendance for coming to the board meeting and said the Board is dedicated to doing the very best for the community that they can.
- d. Mr. Weeks thanked those in attendance for coming to the board meeting and reminding the Board of the importance of the winter track and field program and the effect it has on the students.

**XVI. Adjournment – 8:30 p.m.**

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

Respectfully submitted,

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James M. Heiser, CPA  
Board Secretary