

**The Board of Education of Moorestown Township**  
**Moorestown, New Jersey**  
**MINUTES**  
**William Allen Middle School**  
**March 21, 2023 – 7:00 p.m.**

**I. Call to Order – 7:02 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 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 (arrived 5:56 p.m.)
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, 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**

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

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

**VI. Return to Public**

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

## **VII. Routine Matters**

### **A. Minutes**

Approval of minutes for the following meetings attached as Exhibit #23-248:

February 21, 2023 Executive Session

February 21, 2023 Regular Meeting

Moved by: Ms. Romano

Second: Mrs. Morano

Vote: 8 – 0, Abstain - 1

Abstention: Mrs. Makopoulos

March 7, 2023 Executive Session

March 7, 2023 Special Meeting

Moved by: Ms. Romano

Second: Mrs. Morano

Vote: Unanimous

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

1. Mr. Villanueva provided a brief update on the superintendent search, including that our search firm has reported there are approximately 20 candidates who have replied to the search. While a schedule has not yet been set, Mr. Villanueva hopes to begin interviews in late April or early to mid-May.

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

1. Mr. Bollendorf congratulated the students who performed in the HS and WAMS musicals, and reminded the community about the upcoming musical "Seussical" to be performed at UES. Mr. Bollendorf also congratulated the Boys Basketball Team and the Unified Sports team on their seasons. Mr. Bollendorf advised the community that there will be a Comprehensive Coordinated Early Intervention Services (CCEIS) presentation at the April board meeting.

### **D. Student Board Representative Reports**

1. Cole Ransom, Freshman Class Liaison, reported on 2 new committees being formed, the first being the Hall of Fame Committee, which will put together a list of students and/or faculty members to be recognized for various reasons. The second committee is the HS Handbook and District Policies committee, which will review policies students feel could be changed.
2. Ameen Kazmi, Sophomore Class Liaison, reported that this is the 125<sup>th</sup> year of Moorestown HS's existence. To celebrate, tours will be given to alumni of the class of 1973. Three committees have been established to prepare for this event: Research Committee, Video Production Committee and Tour Design Committee.
3. Bhavika Verma, Junior Class Liaison, reported on the upcoming prom which will be held on May 12<sup>th</sup> at Lucien's event venue, and the upcoming prom fashion show which will be held on March 30<sup>th</sup>. Ms. Verma also provided an update from the L.O.V.E. fair, that the junior class plans to volunteer at Brandywine Senior Living.
4. Mia Savidge, Senior Class Liaison, reported on the recent senior trip that the seniors really enjoyed.

## **E. Budget Presentation**

1. Mr. James Heiser, Business Administrator, gave a presentation on the 2023-2024 budget.

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

1. Communications – Jill Fallows Macaluso updated the Board on two recent meetings. At the February 22<sup>nd</sup> meeting, discussions included under-utilized services with consultant Lori Perlow, Ms. Perlow joined the March 13<sup>th</sup> meeting and provided an overview of the results from stakeholder surveys and focus groups. Ms. Perlow set forth high-level goals to consider and will provide an action plan to be discussed at the next meeting.
2. Curriculum – Lauren Romano updated the Board on a recent meeting held on March 9<sup>th</sup>. Topics included a new field trip template, overnight trips, curriculum course name changes at WAMS, 2023 NJSLS ELA and math standards, and a preview of the CCEIS presentation.
3. Finance and Operations – Maurice Weeks updated the Board on two recent meetings. Topics at the March 6<sup>th</sup> meeting included the 21-22 audit exit conference, overnight trips, a donation and the 23-24 budget. Topics at the March 20<sup>th</sup> included an update on the 23-24 budget presentation.
4. Policy – Claudine Morano updated the Board on a recent meeting held on March 14<sup>th</sup>. Topics included a continued evaluation of our policy related to community organizations, boosters and parent organizations, and a review of policies on the agenda for second reading.

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

**2. Public Comment on Agenda Items**

- a. Allison Simpson of 132 Chestnut Street is pleased to be optimistic that winter track is part of the proposed budget and thanked the Board and administrators for listening to the community, parents and students' requests of support.

**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 Secy.** – January, 2023 – Exhibit #23-249

**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 January, 2023 attached as Exhibit #23-250.

**3. Approval of Bills**

I recommend approval of the bills, in the amount of \$4,881,141.25 attached as Exhibit #23-251.

**Approval of Items 1 – 3:**

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

**IX. Recommendations of the Superintendent**

**A. Policies and Procedures**

**1. 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 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 and adopt on second reading the Policy listed above as Exhibit #23-252.

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

**B. 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 #23-253 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 #23-254 for the 2022-23 school year at the location indicated at the approved tuition rates with transportation provided.

**3. Homeless Placements 2022-2023**

The following homeless placements are recommended.

MOTION:

I recommend that the Board approve the homeless students placement listed on Exhibit #23-255 for the 2022-2023 school year at the locations indicated and at the approved district tuition rates, where applicable.

#### **4. Burlington County Alternative School Placement for 2022 -2023**

The student listed is recommended for placement in the program at Burlington County Alternative School for the 2022-2023 school year.

MOTION:

I recommend that the Board approve the student on Exhibit #23-256 for the 2022-2023 school year at Burlington County Alternative School at the prevailing tuition rate not to exceed state maximum rate with transportation provided.

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

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

#### **C. Finance and Business**

##### **1. Travel and Related Expense Reimbursement – 2023-2024**

MOTION:

WHEREAS, the Moorestown Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$191,422 for all staff and board members.

##### **2. Adoption of the Tentative Budget**

MOTION:

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
2023-24 Total Expenditures	84,725,145	1,909,090	4,878,213	91,512,448
Less: Anticipated Revenues	14,577,014	1,909,090	413,917	16,900,021
Taxes to be Raised	70,148,131	0	4,464,296	74,612,427

BE IT FURTHER RESOLVED, included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, is \$1,050,000 for other capital project costs to replace end-of-life public address systems and ventilation equipment. The total cost of this project is estimated to be \$2,620,000, of which district local share is \$1,050,000, which represents expenditures for construction and equipment elements as necessary to maintain building health, safety and security.

BE IT FURTHER RESOLVED, to acknowledge that the 2023-2024 budget, as described above, includes the transfer of \$50,000 from Maintenance Reserve to the General Fund to support Required Maintenance.

And to advertise said tentative Budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held virtually, on April 25, 2023 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

**Approval of Items 1 – 2:**

Moved by: Mr. Weeks                      Second: Ms. Romano                      Roll Call Vote: 9 - 0

**3. 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 #23-257.

**4. 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 #23-258.

**5. Donations**

MOTION:

I recommend the Board accept the following donations:

- Frozen Yogurt from TCBY - Marlton for a MHS Track Event, with an approximate value of \$250

**6. 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 #23-259.

**7. Overnight Student Trips**

MOTION:

I recommend that the Board approve the overnight trips listed below and detailed in the attached Exhibit #23-260.

MHS Robotics District Championship	Bethlehem, PA	4/6/23 to 4/8/23
MHS Robotics World Championship	Houston, TX	4/18/23 to 4/23/23
Boys Lacrosse Tournament	Parsippany, NJ	4/12/23 to 4/13/23

**8. Non-Resident Tuition Students 2022-2023**

A resolution is requested approving acceptance of non-resident tuition students for the 2022-2023 school year.

MOTION:

I recommend that the Board approve the 2022-2023 non-resident tuition student as listed in Exhibit #23-261.

**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. 2023 ESEA Consolidated Grant Amendment #1 Application**

MOTION:

The Moorestown Township Public Schools’ ESEA Consolidated Grant Amendment Application #1 for 2023 requires Board of Education approval. This amendment is required in order to allocate \$92,114 of unspent carry-over funds.

<u>Title</u>	<u>Carryover Amounts</u>			<u>Revised Grant Amounts</u>		
	<u>Public</u>	<u>Nonpublic</u>	<u>Total</u>	<u>Public</u>	<u>Nonpublic</u>	<u>Total</u>
Title I	\$25,396	\$0	\$25,396	\$156,945	\$0	\$156,945
Title IIA	\$42,539	\$3,790	\$46,329	\$93,900	\$8,365	\$102,265
Title III	\$10,389	\$0	\$10,389	\$23,519	\$0	\$23,519
Title IV	\$9,182	\$818	\$10,000	\$18,364	\$1,636	\$20,000
Total	\$87,506	\$4,608	\$92,114	\$292,728	\$10,001	\$302,729

MOTION:

I recommend that the Board hereby authorize the submission of the ESEA Consolidated Grant Amendment #1 application for Fiscal Year 2023, and accepts the grant award of these funds upon the subsequent approval of the FY 2023 ESEA amendment application.

**11. Comprehensive Equity Plan (CEP) 2023-24 Statement of Assurance**

All public schools are mandated to develop a three-year Comprehensive Equity Plan (CEP). The CEP is designed to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting the district. The CEP enables the district to demonstrate compliance with all applicable laws, codes, and regulations.

MOTION:

The following resolutions are requested, as per the attached Exhibit #23-262:

- Resolution authorizing the submission of the Statement of Assurance extending the 2019-2022 Comprehensive Equity Plan for one calendar year.

## **12. 2021-2022 Financial Audit**

Copies of the annual financial audit for the period ended June 30, 2022 are enclosed. A synopsis of the Audit Report is attached as Exhibit #23-263 and copies have been made available to the public.

The Finance and Operations Committee has reviewed the audit and discussed the Audit Report with representatives Michael Holt and David Gorski of Holt, McNally & Associates, the District auditors.

MOTION:

WHEREAS, the 2021-2022 financial audit of the Moorestown Township Board of Education for the fiscal year ended June 30, 2022 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 2021-2022 Financial Audit be hereby accepted and approve the corresponding Corrective Action Plan and Certificate of Implementation.

## **13. ACES (Alliance for Competitive Energy Services) Gas and Electric Bid**

MOTION:

I recommend the Board approve the resolutions attached as Exhibit #23-264 to participate in the ACES gas and electric bid.

## **14. Codicil with MEA**

MOTION:

I recommend the Board approve the codicil with the MEA for 6th period assignment for certain English teachers in the High School, attached as Exhibit #23-265.

### **Approval of Items 3 – 14:**

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

### **D. Employee Relations**

- 1. Retirement** - Exhibit #23-266
- 2. Resignation** - Exhibit #23-267
- 3. Leaves of Absence** - Exhibit #23-268
- 4. Substitutes** - Exhibit #23-269
- 5. Change in Assignment** - Exhibit #23-270
- 6. Additional Hours** - Exhibit #23-271

7. **Movement on Salary Guide** - Exhibit #23-272

8. **Athletics/Co-Curricular/Clubs** - Exhibit #23-273

9. **Presenters** - Exhibit #23-274

10. **Transportation Sub Bus Driver Rate Adjustment** - Exhibit #23-275

**Approval of Items 1 – 10:**

Moved by: Mrs. Morano

Second: Ms. Romano

Roll Call Vote: 9 - 0

**X. Suspensions**

**A. Suspensions** – Exhibit #23-276

**B. Superintendent’s HIB Report**

MOTION:

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

- Substantiated
  - UES - #5
  - WAMS - #4

Moved by: Mr. Weeks

Second: Mrs. Morano

Vote: 8 – 0, Abstain – 1  
Abstention: Mrs. Makopoulos

**XI. Informational Only**

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

<b>School</b>	<b>2021-2022</b>	<b>2022-2023</b>
High School	1286	1268
Middle School	610	624
Upper Elementary School	866	869
Elementary School	<u>1095</u>	<u>1135</u>
Total	3857	3896

**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: Dr. Mailhiot                      Vote: Unanimous

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

1. Juliann Hanson, Teacher at UES, thanked the staff, cast and crew for their contributions to the spring play "Seussical, Jr".
2. Tim Haas, Teacher at WAMS, shared that WAMS recently hosted a guest speaker, Marion Lazan, a holocaust survivor, who shared her experiences before, during and after the holocaust with WAMS students. Mr. Haas also thanked the WAMS staff and community for coming out to see the musical "Addams Family".
3. Kim Martin, Teacher at WAMS, commended the staff and students at Roberts Elementary School for rocking their socks in support of Downs Syndrome. Roberts School will also be having their annual STEM week next week.
4. Greg Harr, Teacher at MHS, commended students in the work-based learning program for completing their internship at the Camden Aquarium, and for their participation at Travelers Aid at the Philadelphia International Airport. MHS will also be hosting the Moorestown Business Association's monthly meeting. Mr. Harr thanked the HS staff who attended the senior trip to provide physical and emotional safety of the students. Mr. Harr also commended the UES and WAMS staff on their theatrical productions.
5. Erin Harr, Teacher at South Valley Elementary School, commended SV staff on recent activities around leprechauns, which ended with a scavenger hunt.
6. Lauren Graf, Teacher at Baker Elementary School, commended Baker staff for joining the Home & School to make the fundraiser a huge success. Mrs. Graf also thanked Baker Librarian Mrs. Ferruggia for building excitement for the spring book fair which has the theme "Reading is Sweet".
7. Katie Berman of 6 Murray Road commented that all four schools that participated in Boosterthon were successful and exceeded their goal and thanked the staff and community for their participation.

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

MOTION:

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

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

**XV. Good of the Order**

**A.** Dr. Mailhiot commended Jessica Noguera and the video production students who participated in the Burlington County Teen Arts Festival.

**XVI. Adjournment – 8:20 p.m.**

Moved by: Mrs. Morano

Second: Mrs. Miller

Vote: Unanimous

Respectfully submitted,

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James M. Heiser, CPA  
Board Secretary