

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William Allen Middle School
May 16, 2023**

I. Call to Order - 8:46 p.m.

The Executive Session 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
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. Andrew Li, Esq., Solicitor
Present	Mr. Joseph Bollendorf, Interim Superintendent
Absent	Mr. James M. Heiser, Business Administrator/Board Secretary
Absent	Dr. Karen Benton, Director of Curriculum, Instruction and Innovation
Absent	Dr. David Tate, Director of Special Education
Absent	Ms. Carole Butler, Director of Human Resources, Inclusion and Diversity
Absent	Mr. Jeffrey Arey, Director of Educational Technology and Innovation

Personnel Update

- a. Mr. Bollendorf, Mr. Comegno, and Mr. Villanueva reviewed confidential personnel matters with the Board related to the executive structure of the district.

V. Adjournment

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

Respectfully submitted,

James M. Heiser, CPA
Board Secretary

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William Allen Middle School
May 16, 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
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. Andrew Li, 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: Mrs. Makopoulos 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 #23-313:

April 18, 2023 Executive Session
April 18, 2023 Special Meeting

April 29, 2023 Executive Session
April 29, 2023 Special Meeting

Moved by: Ms. Romano Second: Mrs. Miller

Vote: Unanimous

April 25, 2023 Executive Session

April 25, 2023 Regular Meeting

Moved by: Ms. Romano Second: Mrs. Miller

Vote: 8 - 0, Abstain - 1
Abstention: Mrs. Fallows Macaluso

B. President's Remarks

1. Mr. Villanueva commented on the Superintendent search. While the Board has met with many great candidates, Mr. Bollendorf will serve as Interim Superintendent through June, 2024. Our Superintendent search is not over, the timeline has changed. The hope is that the candidates we've met with will continue to be interested.

C. Superintendent's Update

1. Mr. Bollendorf thanked the Board for their kind words and looks forward to continuing his work in the District. Mr. Bollendorf updated the Board and community that he has met with the mayor and plans are moving forward to hire three Class 3 officers, thereby tripling the size of police coverage in our buildings. Mr. Bollendorf also reminded the Board and community that the District is closed for Memorial Day weekend from May 26th to May 30th. Mr. Bollendorf also spoke about the re-development of the DEI committee which will be very diverse, will involve staff members, administrators, students, community members and community leaders, in an effort to move in a positive direction so students and staff members feel like they belong, are appreciated and have a voice in this community.

D. Student Board Representative Reports

1. Lucas Megill, Senior Class Liaison, updated the Board and community on year-end events, graduation, the 50th class reunion tours and prom.
2. Bhavika Verma, Junior Class Liaison, updated the Board and community on AP exams and prom.
3. Ameen Kazmi, Sophomore Class Liaison, updated the Board and community on Brandywine visits on April 18th and 22nd.
4. Dominic Gorman, Freshman Class Liaison, updated the Board and community with a recap on spring sports standings.

E. Board Committee Reports - Questions and Comments

1. Ad Hoc Committee on Housing Development - Mark Villanueva provided an update on a kickoff meeting. The committee discussed what we need to do in the near term to make sure we are well positioned financially and structurally to handle an influx of students, which includes hiring a demographer.
2. Communications - Jill Fallows Macaluso reported that the Communications Committee did not meet this month and is scheduled to meet on May 24th.

3. Curriculum - Lauren Romano provided an update on a recent Curriculum Committee meeting. Topics included field trips, instructional library materials procedures and UES summer reading discussion.
4. Finance and Operations - Maurice Weeks provided an update on a recent Finance and Operations Committee meeting. Topics included an overnight trip, the grounds bid award, CDL resolution, paraprofessional codicil, rewriting of job descriptions, ROD grant submission, auditor RFP, school Chromebooks, demographer study and enrollment projections.
5. Policy - Claudine Morano provided an update on a recent Policy Committee meeting. Topics included policies included on the agenda for 2nd reading, policy related to community organizations, boosters and parent organizations, and how to better structure operationalizing new or amended policies.

F. Off-Board Committee Updates - none

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

VIII. Reports to the Board

A. Business Administrator/Board Secretary

1. **Financial Reports of the Board Secretary** - March, 2023 - Exhibit #23-314
2. **Cafeteria Report** - March, 2023 - Exhibit #23-315

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 March, 2023 attached as Exhibit #23-316.

4. Approval of Bills

I recommend approval of the bills, in the amount of \$4,732,840.60 attached as Exhibit #23-317.

Approval of Items 1 - 4:

Moved by: Mrs. Makopoulos Second: Mrs. Miller

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 Policies and Regulations be entered and adopted on second reading:

- Policy 0144 Board Member Orientation and Training
- Policy 2423 Bilingual and ESL Education
- Regulation 2423 Bilingual and ESL Education
- Regulation 2460.30 Additional/Compensatory Special Education and Related Services
- Regulation 7425 Lead Testing of Water in Schools

MOTION:

I recommend that the Board enter and adopt on second reading the Policies and Regulations listed above as Exhibit #23-318.

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

B. Educational Program

1. Special Education Out-of-District Placements 2022-2023

The following Moorestown students with special needs are being 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 placements listed on Exhibit #23-319 for the 2022-2023 school year at the locations indicated at the approved tuition rates with transportation provided.

2. Homeless Placements 2022-2023

The following homeless placement is recommended.

MOTION:

I recommend that the Board approve the homeless student placement list on Exhibit #23-320 for the 2022-2023 school year at the location indicated and at the approved district tuition rates, where applicable.

3. Burlington County Alternative School Placements for 2022-2023

The students listed are 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 students on Exhibit #23-321 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.

4. 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 #23-322 for the 2022-2023 school year.

Approval of Items 1 - 4:

Moved by: Mrs. Makopoulos Second: Mrs. Miller 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 #23-323.

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 #23-324.

3. Donations

MOTION:

I recommend the Board accept the following donations:

- \$1,000 from Brian & Debra Kelly to be used by the MHS Boys Golf Program
- \$250 from Shandi Hogg to be used by the MHS Girls Golf Program

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 #23-325.

5. Joint Transportation Agreement - Sending

Approval of the following Joint Transportation Agreement which will allow Moorestown to participate in transportation services coordinated with Camden County Educational Services Commission for three (3) displaced students.

MOTION:

I recommend the Board approve a Joint Transportation Agreement with Camden County Educational Services Commission for 3/6/23 to 6/30/23 in the amount of \$58,251.24.

6. Bid Award - Grounds Services

MOTION:

WHEREAS, Moorestown Township Public School District Board of Education ("Board") advertised for bids for Ground Services, Bid No: 23-06 ("Project"); and

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

WHEREAS, the Board previously held a public bid opening for the award of a contract for the Project; and

WHEREAS, two (2) bidders submitted bids for the Project; and

WHEREAS, the apparent lowest bid was made by TLC Landscape Co. (“TLC”); and

WHEREAS, TLC’s bid submission contained a base bid of Seven Hundred Forty-Six Thousand Eight Hundred Eighty Dollars (\$746,880), and TLC’s bid submission also included an “add” bid for Alternate #1 of Seventy-Three Thousand Eight Hundred Dollars (\$73,800); and

WHEREAS, TLC’s base bid, along with its additional “add” bid for Alternate #1 total Eight Hundred Twenty Thousand Six Hundred Eight Dollars (\$820,680); and

WHEREAS, the Board has reviewed TLC’s bid submission with the Board’s professionals and determined TLC to be the lowest responsive and responsible bidder for the Project; and

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of the Public School Contracts Law, the Board hereby awards the contract for the Project to TLC, based on its base bid of Seven Hundred Forty-Six Thousand Eight Hundred Eighty Dollars (\$746,880), and if deemed appropriate by the Board, its base bid and Alternate #1 totaling Eight Hundred Twenty Thousand Six Hundred Eighty Dollars (\$820,680); and

BE IT FURTHER RESOLVED, that the Board President, Business Administrator, and their designees are authorized to execute a contract on behalf of the Board with TLC for the Project, based on TLC’s base bid of Seven Hundred Forty-Six Thousand Eight Hundred Eighty Dollars (\$746,880), and if deemed appropriate by the Board, its base bid and Alternate #1 totaling Eight Hundred Twenty Thousand Six Hundred Eighty Dollars (\$820,680).

This resolution will take effect immediately on this 16th day of May, 2023.

7. 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 2023-24, as listed in Exhibit #23-326.

8. Burlington County Educational Services Unit Non-Public Contracted Services 2023-24

The Burlington County Educational Services Unit has provided services on behalf of Moorestown Township Public Schools to non-public schools pursuant to the requirements of NP Chapters 192/193, Chapter 226 (Nursing) and IDEA.

MOTION:

I recommend that the Board approve the agreements, attached as Exhibit #23-327 with Burlington County Educational Services Unit for non-public Chapters 192/193, Chapter 226 (Nursing) and IDEA services for 2023-24.

9. Overnight Student Trips

MOTION:

I recommend that the Board approve the overnight trip listed below and detailed in the attached Exhibit #23-328.

MHS Girls Basketball Camp	Elizabethtown, PA	8/4/23 to 8/6/23
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10. Paraprofessional Codicil

MOTION:

I recommend the Board approve the codicil with the MEA for substitute certified paraprofessional coverage as per the attached Exhibit #23-329.

11. CDL Resolution

MOTION:

A RESOLUTION IN SUPPORT OF S32023/A4835 - BILLS WHICH PERMIT THE HOLDER OF A TYPE S SCHOOL BUS CERTIFICATE TO OPERATE A TYPE S SCHOOL BUS TO TRANSPORT CHILDREN TO AND FROM SCHOOL WITHOUT OBTAINING A COMMERCIAL DRIVER LICENSE

WHEREAS, school district budgets are strained from unexpected increases in transportation costs; and

WHEREAS, the costs associated with hiring, training and retaining school bus drivers with the requisite commercial driver licenses (CDLs) has also risen significantly; and

WHEREAS, there exists a national shortage of qualified drivers possessing CDLs; and

WHEREAS, the shortage of school bus drivers with CDLs has severely impacted the ability of local districts across the state to meet the demand for adequate bus services to district students.

NOW, THEREFORE, BE IT RESOLVED, that the Moorestown Township Board of Education in the county of Burlington call upon the New Jersey State Legislature to immediately pass the aforementioned bill(s), and be it further

RESOLVED, that the Moorestown Township Board of Education in the county of Burlington urge the Governor to sign this legislation upon legislative approval; and be it further

RESOLVED, that a copy of this resolution be forwarded to Governor Murphy, State Treasurer Muoio, Senate President Scutari, Assembly Speaker Coughlin, Senator Singleton, Assemblywoman Conaway, Assemblywoman Murphy, and the New Jersey Association of School Business Officials.

12. Student Matters

MOTION:

I recommend the Board accept and approve the Board Sub Committee's recommendations regarding students #3001524 and #3001225.

Approval of Items 1 - 12:

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

D. Employee Relations

- 1. Appointments** - Exhibit #23-330
- 2. Retirement** - Exhibit #23-331
- 3. Resignation** - Exhibit #23-332
- 4. Leaves of Absence** - Exhibit #23-333
- 5. Substitutes** - Exhibit #23-334
- 6. Change in Assignment** - Exhibit #23-335
- 7. Additional Hours** - Exhibit #23-336
- 8. Presenters** - Exhibit #23-337
- 9. Movement on Salary Guide** - Exhibit #23-338
- 10. Buildings & Grounds Reappointment** - Exhibit #23-339
- 11. Reappointment Adjustment** - Exhibit #23-340
- 12. Athletics/Co-Curricular/Clubs** - Exhibit #23-341
- 13. ESEA Tutors** - Exhibit #23-342
- 14. Extended School Year Staff** - Exhibit #23-343
- 15. ESSA Summer Teaching Staff** - Exhibit #23-344

Approval of Items 1 - 15:

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

X. Suspensions

A. Suspensions - Exhibit #23-345

B. Superintendent’s HIB Report

MOTION:

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

- Substantiated
 - WAMS - #5

Moved by: Ms. Romano Second: Mrs. Miller Vote: 8 - 0, Abstain - 1
 Abstention: Mrs. Fallows Macaluso

XI. Informational Only

A. Enrollment Information - May 1, 2023

School	2021-2022	2022-2023
High School	1284	1268
Middle School	611	623
Upper Elementary School	869	871
Elementary Schools	<u>1099</u>	<u>1140</u>
Total	3863	3902

XII. Old Business

XIII. New Business

A. Competitive Contracting RFP

MOTION:

WHEREAS, the Moorestown Township Board of Education wishes to obtain competitive proposals for the purpose of evaluating replacement options for its accounting, personnel, and payroll software; and

NOW THEREFORE BE IT RESOLVED, that the Business Administrator has the authority to create and advertise a Competitive Contracting Request for Proposals for the purpose of evaluating replacement options for its accounting, personnel and payroll software.

Moved by: Mrs. Miller Second: Mrs. Morano 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: Mr. Weeks Second: Dr. Mailhiot Vote: Unanimous

B. Public Comment

1. Erin Kitley, Teacher at Baker Elementary School, commended the Baker staff for their spring concert, National Library Week event, Officer Wright and Moorestown PD visits to kindergarten classes, and spring fling activities.
2. Patricia Kammerhoff, Teacher at Roberts Elementary School, thanked the Roberts staff for their Arbor Day performance.
3. Linda Kapostas, WAMS staff member, commended WAMS staff for their preparation of STEM career day.
4. Kim Martin, Teacher at WAMS, commended the UES music directors for their work with orchestra, band and chorus students in preparation of the upcoming spring concert.
5. Tom Kacerek, Teacher at South Valley Elementary School, commended the South Valley staff for their work with the First Baptist food pantry and the 3rd grade study on the history of Moorestown.
6. Cecelia Coleman of 215 E. Main Street commented on a stakeholder survey regarding underutilized resources that mentioned an action pending and asked if there was any follow up or action plan and what we could look forward to moving forward.
7. Annmarie Kirwin, Teacher at MHS, commended MHS staff on their participation in the prom, and thanked AP teachers who prepared their students for AP exams. Mrs. Kirwin also spoke about the students in the work-based learning program who are working at the airport, partnering with Travelers Aid.
8. Bill Kelly, Teacher at MHS, recognized the work of all counselors, in recognition of May being Mental Health Awareness month.
9. Lisa Trapani, MEA President, asked about resolutions that were on the agenda, and commented on a previous demographic study. Ms. Trapani also offered to serve on the Housing Committee.

C. Close Public Comment

MOTION:

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

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

XV. Good of the Order

- A. Mr. Villanueva asked Mr. Heiser to describe the resolution regarding the RFP. Mr. Heiser explained the purpose of the RFP as required by public contracts law.
- B. Mr. Villanueva thanked Ms. Trapani for the offer to assist the new committee examining housing issues and assured the board will seek input and feedback from stakeholders, including the MEA.
- C. Mr. Bollendorf spoke about the stakeholder survey referenced in public comment and offered to speak to the commenter personally to address her concerns. Mrs. Fallows Macaluso also commented that the Communications Committee has a draft action plan that will be discussed at the May 25th meeting.

XVI. Executive Session - 7:56 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

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

XVII. Return to Public - 8:45 p.m.

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

XVIII. Adjournment

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

Respectfully submitted,

James M. Heiser, CPA
Board Secretary