

## 1. MEETING OPENING

At 6:36 PM, Mrs. Brownhill, in accordance with the provisions of the Open Public Meetings Act, that Mullica Township Board of Education has called notice of this meeting to have been published by having the date, time and location thereof, filed with the Township Clerk and the Atlantic County Superintendent of Schools, as well as, posted on the Town Hall bulletin board and in the news media.

**Present:** Mrs. Brownhill, Mrs. Kurtz, Mrs. Maione, Mr. Roehnert, Mrs. Scrofani-Hreha, Mr. Winterbottom and Mrs. Wyld

**Absent:** Mrs. Jacobo, Mrs. Werner

**Also in attendance:** Mr. Weber, Superintendent; Ms. Gfroehrer, School Business Administrator/Board Secretary and Mrs. Amy Elco, Solicitor

## 2. OATH OF OFFICE

### A. Board Member Oath of Office

#### Administration of Oaths:

Board Attorney, Amy Elco, administered the Oath of Office to the newly appointed member (Rachel Scrofani-Hreha) of the Mullica Township Board of Education for one (1) year unexpired term. *The Code of Ethics has been provided to the newly elected board member.*

## 3. EXECUTIVE SESSION

### A. Resolution for Executive Session

Motion by Mr. Roehnert and seconded by Mrs. Maione;

**RESOLVED**, that Mullica Township Board of Education shall meet in Executive Session for the purpose of discussing Personnel and Attorney/Client Privilege.

**FURTHER RESOLVED**, That the discussion of such subject matters in Executive Session will be disclosed to the public when the matter has been resolved, unless such is otherwise prohibited by law.

**Motion approved unanimously.**

**TIME: 6:38 PM**

### B. Resume Public Portion of Meeting

Motion by Mrs. Maione and seconded by Mrs. Kurtz to resume the public portion of the agenda

**Motion approved unanimously.**

**TIME: 7:05 PM**

### C. Flag Salute - Mrs. Brownhill led the flag salute

## 4. PRESENTATIONS

### A. Teacher/Support Staff of the Year Award

Middle School Teacher of Year-Thomas McLaughlin

Elementary School Teacher of the Year-Kerrie Belfi

Support Staff of the Year-Ashley Vitullo

Support Staff of the Year-Brigitte Walters

### B. Audit - Nancy Sbrolla, Ford Scott and Associates

## 5. BOARD OF EDUCATION BUSINESS

### A. Old Business - None

### B. New Business – Strategic Planning explained

### C. Committee Reports

Curriculum/Policy Committee – Mrs. Brownhill spoke about policies, the facilities policy revision and the increase of in-person school days survey.

Finance/Operations Committee – Mr. Roehnert gave updates on the WWTP, budget, health benefits, certified tuition and shared services with Mullica Township.

Personnel/Negotiations Committee – Mrs. Brownhill informed the board of a teacher resignation and teacher leave requests.

**D. Correspondence - None**

**E. Update** – the parent survey regarding return of in-person instruction was discussed.

**6. PUBLIC COMMENT ON AGENDA ITEMS ONLY - None**

**7. MINUTES**

**A. Regular and Executive Session Minutes**

Motion by Mrs. Kurtz and seconded by Mr. Roehnert;

**APPROVE** the following meeting minutes:

January 27, 2021 Regular Meeting Minutes

January 27, 2021 Executive Session #1 & #2 Minutes

**Motion approved with Mr. Winterbottom, Mrs. Hreha and Mrs. Maione abstaining.**

**8. RECOMMENDATIONS OF THE SUPERINTENDENT - MONTHLY REPORTS**

**A. Monthly Reports**

1. Superintendent Report
2. Elementary School Principal Report
3. Middle School Principal Report
4. Facilities Report
5. Nurse's Report
6. Technology Report
7. Cafeteria Report
8. Curriculum & Data Report
9. ACES Report

**9. RECOMMENDATION OF THE SUPERINTENDENT - PERSONNEL**

**A. Vote to Approve Section 9 - Recommendation of the Superintendent - Personnel**

Motion by Mrs. Wyld and seconded by Mr. Roehnert;

**RESOLVED**, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 9B - 9D.

**B. Resignation**

**ACCEPT** the resignation of Elizabeth Alexander, Teacher, after 6 months.

**C. Child Rearing Leave**

**APPROVE** the revised child rearing leave of absence for Ashley Magalong, Teacher, on or about May 17, 2021, with an anticipated return date on the first day of the third trimester of the 2021-2022 school year, in accordance with Federal Family Leave Act, New Jersey Paid Family Leave Act, and Mullica Policy #3431.1

**APPROVE** the revised child rearing leave of absence for Michael Hannel, Teacher, on or about January 19, 2021, with an anticipated return date of February 22, 2021, in accordance with Federal Family Leave Act, New Jersey Paid Family Leave Act, and Mullica Policy #3431.1

**D. Substitutes for the 2020-2021 School Year**

**APPROVE** the following substitute personnel for the 2020-2021 school year pending receipt of appropriate paperwork including S414 "pass the trash".

| Name               | Substitute Category        |
|--------------------|----------------------------|
| Jennifer Best      | Teacher * effective 2/1/21 |
| Pelvin Gul         | Aide                       |
| Michael O'Loughlin | Custodian                  |
| Cassandra Warrener | Teacher                    |

**Motion approved by roll call vote with Mrs. Hreha abstaining.**

**10. RECOMMENDATION OF THE SUPERINTENDENT - CURRICULUM/STUDENT MATTERS**

**A. Vote to Approve Section 10 - Recommendation of the Superintendent - Curriculum/Students Matters**

Motion by Mrs. Wyld and seconded by Mrs. Kurtz;

**RECOMMEND**, that the Board of Education, upon recommendation of the Superintendent, approve items 10B-10C.

**B. PBIS Student Event**

**APPROVE** the following PBIS student event:

| Date   | Place                      | Class   | Staff in Charge |
|--------|----------------------------|---------|-----------------|
| 2/2021 | Renault Winery-Ice Skating | 3rd-8th | PBIS            |

**C. Professional Development**

**APPROVE** participation of professional meetings, workshops, etc.:

| Name            | Location | Date                     | Cost     | Travel | Meals & Lodging | Notes                                      |
|-----------------|----------|--------------------------|----------|--------|-----------------|--|
| Maris Lynn      | Zoom     | 3/5/2021, 3/12/2021      | \$50.00  | \$0    | \$0             | School Crisis Preparedness                 |
| Mallory Zolinas | Zoom     | 3/5/2021, 3/12/2021      | \$50.00  | \$0    | \$0             | School Crisis Preparedness                 |
| Karen Gfroehrer | Zoom     | 2/23/2021                | \$25.00  | \$0    | \$0             | Understanding School Ethics<br>NJSA 18A:12 |
| Maris Lynn      | On-Line  | 2/22/21, 3/16/21, 4/7/21 | \$400.00 | \$0    | \$0             | Code of Conduct                            |

Motion approved by roll call vote with Mrs. Hreha abstaining.

**11. RECOMMENDATIONS OF THE SUPERINTENDENT - BOARD/POLICY**

**A. Vote to Approve Section 11 - Recommendation of the Superintendent - Board Policy**

Motion by Mrs. Maione and seconded by Mrs. Wyld;

**RESOLVED**, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve item 11B-11C.

**B. Policies - First Reading**

**APPROVE** the following policy items as a first reading:

P 6440 Cooperative Purchasing (M) (Revised)

P & R 7510 Use of School Facilities

P & R 7440 School District Security (M) (Revised)

P 8420 Emergency and Crisis Situations (M) (Revised)

**C. Policies - Second Reading**

**APPROVE** the following policy items as a second reading:

P 1620 Administrative Employment Contracts

P 2431 Athletic Competition

R 2431.1 Emergency Procedures for Sports and Other Athletic Activity

P & R 5330.5 Seizure Action Plan

Motion approved by roll call vote with Mrs. Hreha abstaining.

**12. RECOMMENDATION OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**A. Vote to Approve Section 12 - Recommendation of the Business Administrator/Board Secretary**

Motion by Mr. Roehnert and seconded by Mrs. Wyld;

**RESOLVED**, that the Mullica Township Board of Education, upon recommendation of the Business Administrator, approve items 12B – 12E:

**B. Secretary and Treasurer Reports**

**RESOLVED**, pursuant to N.J.A.C.6A:23-11(c)4 the Board certifies that according to the Board Secretary's Certification as of **January 31, 2021**, after review of the Secretary's Budget Reports for **December 31, 2020 and January 31, 2021** as submitted, to the best of their knowledge:

- no major account or fund has been over-expended
- no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C.6a:23-11(b) and N.J.A.C. 6a:23-2-11(c)3&4 and

- that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

**RESOLVED**, that Board members are in receipt of the following Financial Reports and hereby accept Board Secretary's Certifications:

- Treasurer's report for December 31, 2020 and January 31, 2021
- Board Secretary's Report for December 31, 2020 and January 31, 2021

Pursuant to Administrative code, N.J.A.C.6A23-2.11(3) I, Karen Gfroehrer, Board Secretary, certify that as of **January 31, 2021**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Mullica Township Board of Education pursuant to N.J.S.A.18A:22-8.1 In accordance with N.J. A.C.6A23-2.11(2), it is certified that there are no changes in anticipated revenue amounts and sources for the months of **December 2020 and January 2021**.

**C. Approval of Expenditures**

**APPROVE** the payroll expense for:

January 15, 2021: \$344,762.64

January 30, 2021: \$351,387.91

**APPROVE** the February 24, 2021 list of bills in the amount of \$227,202.98

|                            |              |
|----------------------------|--------------|
| Fund 10 General Expense    | \$160,588.19 |
| Fund 20 Special Revenues   | \$48,382.01  |
| Fund 30 Construction Funds | \$ -         |
| Fund 40 Debt Service       | \$ -         |
| <b>Total General Fund</b>  | \$208,970.02 |
| Fund 62 Cafeteria          | \$18,057.83  |
| Fund 63 Washington Twp     | \$ -         |
| Fund 95 Student Activities | \$174.95     |
| <b>Total All Funds</b>     | \$227,202.98 |

**D. Transfers**

**APPROVE** the December 2020 transfers #000079 through #000095 and January 2021 transfers #000096 through #000099, as attached.

**E. CAFR Approval**

Accept the 2019-2020 Comprehensive Annual Financial Report (C.A.F.R.) as prepared by Ford, Scott and Associates, PA and as submitted to the NJ Department of Education. No Corrective Action Plan (CAP) is required.

1. Administrative Practices and Procedures – None
2. Financial Planning, Accounting and Reporting - None
3. Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001 - None
4. Other Special Federal and/or State Projects - None
5. School Purchasing Program - None
6. School Food Service Program - None
7. Application for State School Aid - None
8. Transportation - None
9. Miscellaneous - None

Further, accept the Ford Scott, and Associates, PA peer review letter as prepared by Dave Kaplan, CPA.

**Motion approved by roll call vote with Mrs. Hreha abstaining.**

**13. COMMENTS FROM THE PUBLIC, BOARD, AND STAFF ON GENERAL TOPICS - None**

**14. INFORMATIONAL**

**A. Next Board Meeting Date**

The next board meeting is rescheduled for **March 17, 2021**, with executive session starting at 6:30 p.m. and public portion of the meeting starting at 7:00 PM.

**B. PTA** – Mr. Weber thanked the PTA for the PBIS event, the Funny Farm Tickets, and the Valentine’s Day guess the candies challenge.

**C. MTEF** - None

**15. EXECUTIVE SESSION** - None

**16. ADJOURNMENT**

Motion by Mr. Roehnert and seconded by Mrs. Kurtz to adjourn the meeting

**Motion approved unanimously.**

**TIME: 7:46 PM**

Respectfully submitted,



Karen Gfroehrer  
Business Administrator