

**1. MEETING OPENING**

At 6:30 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. Jacobo, Mrs. Kurtz, Mrs. Maione, Mr. Roehnert, Mr. Silva, Mr. Winterbottom, and Mrs. Wyld

**Absent:** Mrs. Werner

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

**2. EXECUTIVE SESSION****A. Resolution for Executive Session**

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

**RESOLVED**, that Mullica Township Board of Education shall meet in Executive Session for the purpose of discussing contracts and attorney client matters.

**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: 6:32 PM**

**B. Resume Public Portion of Meeting**

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

**Motion approved unanimously.**

**TIME: 6:44 PM**

**Flag Salute** - Mrs. Brownhill led the flag salute.

**3. PRESENTATIONS****A. 2022 Fairview Lake Trip Chaperones**

Jessica Carroll	Dominique Cintron	Christa Ciocco Fries
Laura Engelmann	James Hanselmann	Ryan Heggan
Eric Horst	Bill Jacobo	Michael Kamenar
Nicole McCorriston	Jason McGowan	Matthew Naylor
Thomas J. Oliver III	Crystal Schoenstein	Karen Stalba

**B. 2022-2023 Budget Hearing**

**4. PUBLIC COMMENT ON BUDGET HEARING ONLY** – Mr. Stollenwerk asked what percentage of reserve accounts were used for the budget. Ms. Gfroehrer responded that the reserve accounts have sufficient funds.

**RECOMMENDATION OF THE SUPERINTENDENT - 2022-2023 BUDGET SUBMISSION APPROVAL****A. Vote to Approve Section 5 - Recommendation of the Superintendent - 2022-2023 Budget**

Motion by Mr. Roehnert seconded by Mrs. Maione;

**RECOMMEND**, that the Board of Education, upon recommendation of the Superintendent, approve items 6B-6C.

**B. 2022-2023 Proposed Budget**

**RESOLVED**, the Mullica Township Board of Education approve the tentative 2022-2023 School District Budget for submission to the county Superintendent of Schools and to authorize the Board Secretary/Business Administrator to make necessary changes as requested by the County Office to receive approval.

	<u>Budget</u>	<u>Local Tax Levy</u>
<b>Total General Fund</b>	\$ 11,420,535	\$ 4,435,362

Total Special Revenue Fund	\$	3,555,585		N/A
Total Debt Service Fund	\$	642,912	\$	509,095
Totals	\$	15,619,032	\$	4,944,457

**BE IT FURTHER RESOLVED**, to acknowledge that the 2022-2023 School Year Budget as described results as follows:

General Fund Tax Levy/Municipal Other \$4,435,362

Debt Service Municipal Levy \$509,095

**BE IT FURTHER RESOLVED**, that the Mullica Township Board of Education approve a withdrawal of \$165,000 from the maintenance reserve account for the purpose of general maintenance.

**BE IT FURTHER RESOLVED**, that the Mullica Township Board of Education approve a withdrawal of \$84,593 from unassigned fund balance for the purpose of offsetting the loss of state aid.

#### C. Tax Levy Payment Schedule

**APPROVE** the submission of the tax requisition schedule for the 2022-2023 school year as follows:

<u>2022-2023</u>	<u>Tax Levy</u>	<u>Debt Service</u>	<u>Total</u>
7/1/2022	369,613.50	42,424.58	412,038.08
8/1/2022	369,613.50	42,424.58	412,038.08
9/1/2022	369,613.50	42,424.58	412,038.08
10/1/2022	369,613.50	42,424.58	412,038.08
11/1/2022	369,613.50	42,424.58	412,038.08
12/1/2022	369,613.50	42,424.58	412,038.08
1/1/2023	369,613.50	42,424.58	412,038.08
2/1/2023	369,613.50	42,424.58	412,038.08
3/1/2023	369,613.50	42,424.58	412,038.08
4/1/2023	369,613.50	42,424.58	412,038.08
5/1/2023	369,613.50	42,424.58	412,038.08
<u>6/1/2023</u>	<u>369,613.50</u>	<u>42,424.62</u>	<u>412,038.12</u>
TOTALS	4,435,362.00	509,095.00	4,944,457.00

**Motion approved unanimously by roll call vote.**

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

#### 7. BOARD OF EDUCATION BUSINESS

##### A. Old Business

##### B. New Business

##### C. Committee Reports

Curriculum/Policy – Mrs. Jacobo spoke about the new OnCourse program that will provide easier access to parents for policies and the parent survey.

Finance/Operations – Mr. Roehnert said meal prices will be \$3.30 for lunch and \$1.50 for breakfast next year and Maschio's food service contract will be renewed for the 2022-2023 school year. He also spoke about the supply-chain issues with materials for the waste water treatment plant, substitutes, the SRO agreement, HVAC grants, and Capital projects.

Personnel/Negotiations – Mrs. Brownhill mentioned the 2022-2023 Business Administrator contract, new evaluation form for non-affiliated staff, tuition waiver for staff, renewal of employees and the drama stipend.

##### D. Correspondence - None

**E. Update** – Mr. Weber said the waste water treatment plant will be operational on a temporary basis due to supply chain issues.

### 8. MINUTES

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

**APPROVE** the March 23, 2022 Board of Education Special meeting minutes. There was no executive session.

Motion approved unanimously.

### 9. RECOMMENDATIONS OF THE SUPERINTENDENT - MONTHLY REPORTS

#### A. Monthly Reports

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

### 10. RECOMMENDATIONS OF THE SUPERINTENDENT - PERSONNEL

#### A. Vote to Approve Section 10 - Recommendation of the Superintendent - Personnel

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

**RESOLVED**, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 10B - 10J.

#### B. Renewal and Appointment of Staff

**APPROVE** the appointment and renewal of the attached staff list for the 2022-2023 school year.

#### C. 2021-2022 New Hires

**APPROVE** the following staff for the 2021-2022 school year pending receipt of appropriate paperwork including S414 "pass the trash".

Name	Position/Grade	Step/Salary	Account Number	PCR Number
Daniel Spangler	Custodian	Step 1 \$45,457.00 Prorated	11-000-262-100-00 – 60% 20-218-262-110-00 – 40%	CUS.FL.CUST.NA.04

#### D. 2021-2022 Substitutes

**APPROVE** the following substitute personnel for the 2021-2022 school year pending receipt of appropriate paperwork.

Name	Type of Substitute Category
Donna Espinosa	Aide, Teacher
Joelle Farrell	Teacher
Bianca Martinez	Aide
Delimar Morales	Teacher
Tomi Landy	Aide
Krystina Shaner	Nurse

#### E. Business Administrator's Contract

**APPROVE** the submission of the 2022-2023 business administrator/board secretary's contract to the Atlantic County Executive Superintendent for approval.

#### F. Job Description

**APPROVE** the job description for the Supervisor of Special Education and Student Services.



**G. Leave of Absence**

**APPROVE** the revised child rearing leave of absence for Alicia Champion, Teacher, on or about March 13, 2022, with an anticipated return date of September 1, 2022, in accordance with Federal Family Leave Act, New Jersey Paid Family Leave Act, and Mullica Policy #3431.1.

**APPROVE** FMLA leave for Christine Leonetti, on or about May 11, 2022, with anticipated return date of June 1, 2022, in accordance with Federal Family Leave Act, and Mullica Policy #3431.1.

**H. Comprehensive Equity Plan SOA**

**APPROVE** the submission of Comprehensive Equity Plan Statement of Assurance for the 2022-2023 School Year.

**I. Middle School Play Production**

**APPROVE** the following for the 2021-2022 school year.

Activity (# of positions)	Anticipated Compensation	Staff
Middle School Play Production	\$4,000.00 total (shared)	Michael Hannel, Altira Alexander

**J. Private Tuition**

**APPROVE** private tuition waiver for children of staff members for the 2022-2023 school year, as per the approved Private Tuition Agreement for non-resident students.

**Motion approved by roll call vote with Mrs. Maione and Mr. Winterbottom abstaining on items 10B and 10I.**

**11. RECOMMENDATIONS OF THE SUPERINTENDENT - CURRICULUM/STUDENT MATTERS****A. Vote to Approve Section 11 - Recommendation of the Superintendent - Curriculum/Students Matters**

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

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

**B. 2022 Track Schedule**

**APPROVE** the 2022 Track Schedule

**C. ACES Field Trips**

**APPROVE** the following revised ACES field trip location:

Date	Place
05/12/2022	DiDonato's

**D. Professional Development**

Name	Location	Date	Cost	Travel	Meals & Lodging	Events
Andrew Weber	Atlantic City	05/18/2022-05/20/2022	\$0	TBD	\$0	NJASA/NJAPSA Leadership Conference
Michelle Bartling	Online	05/17/2022	1.5 ETTC Hours	\$0	\$0	Photo, Video, and Audio Editing
Christina McClaren	Online	05/17/2022	1.5 ETTC Hours	\$0	\$0	Photo, Video, and Audio Editing
Jacki Lugg	Virtual	04/06/2022	\$0	\$0	\$0	Walsworth Yearbook Finalization
Kelly Capaldi	Virtual 9-10:30 AM	06/27/2022-06/30/2022	\$195.00	\$0	\$0	Intermediate Google Training
Meryl Evangelisti	Mount Laurel	05/19/2022	\$100.00	\$19.60	\$0	NJASBO Admin. Assistant Program
Kelly Capaldi	Mount Laurel	05/19/2022	\$100.00	\$19.60	\$0	NJASBO Admin. Assistant Program

**Motion approved unanimously by roll call vote.**

**12. RECOMMENDATIONS OF THE SUPERINTENDENT - BOARD POLICY****A. Vote to Approve Section 12 - Recommendation of the Superintendent - Board Policy**

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

**RESOLVED**, the Mullica Township Board of Education, upon recommendation of the Superintendent, approve items 12B-12C.

**B. First Reading**

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

P5112 Entrance Age

**C. Second Reading**

**APPROVE** the following policy (P) and regulation (R) items as a second reading:

P1648.11 the road forward COVID-19 – Health and Safety Appendices

P5541 Anti-Hazing

P8465 Bias Crimes and Bias-Related Acts

R8465 Bias Crimes and Bias-Related Acts

**Motion approved unanimously by roll call vote.**

**13. RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**A. Vote to Approve Section 13 - Recommendation of the Business Administrator/Board Secretary**

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

**RESOLVED**, the Mullica Township Board of Education, upon recommendation of the Business Administrator, approve items 13B - 13J;

**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 March 31, 2022, the Secretary's Budget Report for **February 2022 and March 2022** 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 and Board Secretary's Report for 02/28/2022 and 03/31/2022

Pursuant to Administrative code, N.J.A.C. 6A23-2.11(3) I, Karen Gfroehrer, Board Secretary, certify that as of **3/31/2022**, 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 month of **February 2022 and March 2022**.

**C. Transfers**

**APPROVE** the account transfers for February 2022 #000124 - 000136 and March 2022 #000137 - 000181.

**D. Approval of Expenditures**

**APPROVE** the payroll expense for:

March 15, 2022: \$382,784.70

March 30, 2022: \$384,000.01

**APPROVE** the April 27, 2022 bills list in the amount of \$491,066.13

Fund 10 General Expense	\$419,770.80
Fund 20 Special Revenues	\$28,651.36
Fund 30 Construction Funds	\$0.00
Fund 40 Debt Service	\$0.00
<b>Total General Fund</b>	<b>\$448,422.16</b>



Fund 62 Cafeteria	\$39,709.57
Fund 63 Washington Twp	\$0.00
Fund 95 Student Activities	\$2,934.40
<b>Total All Funds</b>	<b>\$491,066.13</b>

**E. CAFR Approval**

**ACCEPT** the 2020-2021 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.

**F. Contracts**

**APPROVE** the District's participation in the Joint Transportation Agreement with Atlantic County Special Services for the 2022-2023 school year.

**APPROVE** the 2021-2022 homeless tuition contract with Hamilton Township Board of Education at a cost to the District of \$10,042.10

**APPROVE** the 2021-2022 ESY tuition agreement with Port Republic Board of Education for one (1) student at an income to the District of \$2,300.00.

**APPROVE** the agreement with Ford Scott & Associates to provide auditing services for year ending June 30, 2022 at a cost to the District not to exceed \$23,000.00.

**APPROVE** the lease agreement with Y.A.L.E. School for the 2022-2023 school year for an income to the District of \$93,090.00 plus \$150.00 per student per year for nursing services.

**G. School Insurance**

**APPROVE** TC Irons as the Risk Management consultant for the Atlantic and Cape May County Association of School Business Officials Joint Insurance Fund (ACCASBO JIF).

**APPROVE** the Risk Management Consultant Agreement with the Atlantic and Cape May County Association of School Business Officials Joint Insurance Fund (ASSASBO JIF).

**H. Grants**

**APPROVE** the submission for the American Rescue Plan-Homeless Children and Youth Program (ARP-HCY) Grant in the amount of \$7,041.

**APPROVE** the application and acceptance of the NJ Clean Energy Grant (School and Small Business Ventilation and Energy Efficiency Verification and Repair Program) in the amount of \$1,245,925.

**I. Facilities Use**

**APPROVE** the following Facilities Use Applications items:

Date	Time	Organization	Location	Fee
05/12/2022	07:00pm-09:00pm	Mullica Twp. Alliance	Gym	\$0

**J. Bid Solicitation**

**APPROVE** the solicitation of bids for pumping of the wastewater treatment plant.

**Motion approved unanimously by roll call vote.**

**14. INFORMATIONAL** - The next board meeting is scheduled for **May 25, 2022** at 6:30 p.m. for executive session and 7:00 p.m. for public session.

**B. PTA** – The deadline for the raffle is May 20, 2000. Carnival Day will be on June 16, 2022. There will also be a Book Fair in May and a Staff Appreciation Day.

**C. MTEF** – A parent will provide lunch to staff next week. Grant applications are open for staff. \$1,000.00 annual scholarships will be offered to 8<sup>th</sup> Grade, High School, and College students.

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

**16. EXECUTIVE SESSION** - None

**17. ADJOURNMENT**

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

**Motion approved unanimously.**

**TIME: 7:40 PM**

Respectfully submitted,



Karen Gfroehrer  
Business Administrator