

DELANCO TOWNSHIP **BOARD OF EDUCATION**

Regular & Reorganization

Meeting Agenda

January 7, 2015

7:30 pm

I. Call to Order by the Board Secretary

II. Moment of Silence

III. Flag Salute

IV. Oath of Office Administered to Members Elect by the Board Secretary

Kenneth Adams, Dennis Bryski, Rose Gonteski

V. Roll call

Board Members present:

Board members absent:

Also in attendance:

VI. Reading of Statement of Adequate Notice

PUBLIC NOTICE of this meeting pursuant to the Open Public Meetings Act has been given in the following manner: Posting written notice on the official bulletin boards at the M. Joan Pearson School, the Walnut Street School, and the Board of Education Office on January 5, 2015; by advertising in the Burlington County Times and the Courier Post on January 15, 2014; and by filing written notice with the Clerk of Delanco Township on January 5, 2015.

VII. Election of President

President completes the agenda

VIII. Election of Vice President

IX. Approval of the following items:

Be it resolved, that the board approves:

1. Appointment of Joanne D'Angelo as Board Secretary
2. Appointment of Joseph Mersinger as Assistant Board Secretary
3. Appointment of Business Administrator as insurance fund administrator
4. Appointment of Robert Hudnell as Treasurer of School Monies through June 30, 2014
5. Appointment of professionals:

WHEREAS, the Delanco Township Board of Education (the "Board") has determined that it is necessary to obtain certain professional services (the "Services") for the operation and efficient administration of the Delanco Township Public School District; and

WHEREAS, the New Jersey Public School Contracts Law ("PSCL") N.J.S.A. 18A:18A-1, et seq., provides that boards of education may negotiate and award a contract for professional services, without engaging in the public advertisement and formal bidding process, to a provider which is authorized by law to practice a recognized profession, which practice is regulated by law, and the performance of which requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS, the following listed providers of professional services, as such terms are used in the PSCL, and specifically the Services sought by the Board and is duly qualified and licensed to provide same; and

WHEREAS, the following listed providers have previously submitted proposals to the Board in response to a formal Request for Proposal in connection with the Services; and have provided Services to the Board for the past several years; and

WHEREAS, the Board is fully familiar with the Services provided by the listed providers and is satisfied that such Services have been performed by them in an effective and efficient manner; and

WHEREAS, based upon the foregoing, and listed providers' professional qualifications and experience, the Board is satisfied that they are able to provide the Services required by the Board.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

- 1) A professional services contract is awarded to the listed providers for the Services for the period commencing January 7, 2015 through the twelve month period thereafter;
- 2) The the Board Secretary is authorized to execute a contract with them for same;
- 3) Notice of this award shall be published in the official newspapers of the Board as required by the PSCL; and
- 4) A copy of the contracts for the Services shall be maintained at the Board's offices and available for public inspection.

List of Awarded Professionals:

- Parker McCay as School Solicitor and Bond Counsel
 - Bowman and Company, LLP as School Auditor (Peer Review - Sept. 2011)
 - Dr. Herb Conaway, Jr. MD as School Physician
 - Garrison Architects as Architect of Record
 - The Barclay Group as Insurance Broker of Record and Risk Management Consultant - Extraordinary Unspecifiable Service per PSCL (through June 30, 2015)
6. Designate Burlington County Times and/or Courier Post as Official Newspapers, and for NJ Cooperative Bidding Program bid requirements, Asbury Park Press
 7. Designate Investors Bank, Delanco Federal Savings Bank, Beneficial Bank, Liberty Bell Bank, NJ Cash Management Fund as Depositories with President, Vice-President, Business Administrator, Superintendent, and Treasurer as signers on accounts as assigned (per exhibit)
 8. Adoption of Resolution setting the regular monthly meetings on the 2nd Wednesday of the month at 7:30 p.m. in the cafeteria of the M. Joan Pearson School with summer, spring recess and reorganization exceptions noted
 9. Designation of place for the posting of meeting notices to be the M. Joan Pearson School, the Walnut Street School, the Board of Education Office, filing written notice with the Clerk of Delanco Township, mailing of written notice to the Board's official newspapers, and the annual notice to be advertised in the Board's official newspapers
 10. Readoption of all existing Board policies, curriculum, and textbooks presently in effect
 11. Readoption of existing contracts and agreements
 12. Appoint the Business Administrator as the District Qualified Purchasing Agent with awarding of contracts up to bid threshold of \$36,000 and quotes up to \$5,400
 13. Appointment of the Superintendent as the Affirmative Action Public Agency Compliance Officer and the Business Administrator for purchasing matters

14. Appointment of the Superintendent as the District 504 Handicapped Program Officer
15. Appointment of the School Nurses as the District Attendance Officers
16. Appointment of Guidance Counselor as the District Substance Awareness Coordinator
17. Appointment of Buildings and Grounds Supervisor as:
 - a. District Asbestos Management Officer
 - b. AHERA Coordinator
 - c. Indoor Air Quality Designee
 - d. Integrated Pest Management Coordinator
 - e. District Right to Know Officer
18. Appointment of the Guidance Counselor as the District Homeless Liaison
19. Appointment of District Custodians of Records:
 - a. Superintendent for Student and Personnel Records
 - b. Business Administrator for Financial and Government Records
20. Approval of procurement of goods and services through the NJ State Contract, Middlesex Regional Educational Consortium, South Jersey Technology Partnership, NJ Edge, Hi-Nella Board of Education, and Educational Data Services consortium
21. Approval to establish Petty Cash Accounts:
 - a. \$100 managed by the Superintendent's Secretary with a maximum payment amount of \$50 and reported on monthly by voucher
 - b. \$100 managed by the Administrative Assistant with a maximum payment amount of \$50 and reported on monthly by voucher
22. Approval of payments and line item transfers as necessary between Board of Education meetings with the approval of the Superintendent and Business Administrator, and that such payments and transfers shall be reported to the Board of Education, ratified and recorded in the minutes of the next regular meeting
23. Approval of the chart of accounts
24. Appointment of _____ as Delegate to New Jersey School Boards Association
25. Appointment of _____ as Delegate to Burlington County School Boards Association
26. Appointment of _____ as Delanco Representative to Riverside Board of Education
27. N.J.A.C. 6A:32-3.2 Requirements for the code of ethics for district board of education members.
 - (a) Each district board of education shall:
 1. Discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 18A:12-21 et seq., at a regularly scheduled public meeting annually;
 2. Adopt policies and procedures regarding the training of district board of education in understanding the Code of Ethics; and
 3. Provide documentation pursuant to (b) below that each member of the district board

of education has received and reviewed the Code of Ethics.

(b) Each member of the district board of education shall sign an acknowledgement of receipt of the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. This acknowledgement of receipt requires each district board of education member to read and become familiar with the Code of Ethics.

28. Distribution of Code of Ethics acknowledgement forms for signature

Moved:

Second:

Roll Call Vote:

Routine Matters

X. Approval of Minutes of December 10, 2014 Regular Meeting

Moved:

Second:

Vote:

XI. Accept Reports of Secretary and Treasurer for November 2014 which are in agreement

Moved:

Second:

Vote:

XII. Recognition of Guests

XIII. Liaison Reports

1. Riverside High School Report - Mr. Cameron Jenkins, Student Representative
2. Delanco PTO Update - Mrs. Ruth Esposito, President

XIV. Recognition of Students of the Month

XV. Superintendent's Report – Mr. Mersinger

1. A motion is requested to approve the following December 2014 reports:

- a. District's HIB report - See principals' reports
- b. Fire and Emergency Drills have been conducted as follows:

	Fire	Emergency
Pearson	12/1/14	12/16/14 Evacuation Table-Top Drill
Walnut Street	12/4/14	12/12/14 Lockdown

2. The Delanco Township Board of Education hereby attests to the accuracy of the District Performance Report submission required for the New Jersey Quality Single Accountability Continuum. As such, a resolution is requested approving the submission

of the District Performance Report to the New Jersey Department of Education prior to January 15, 2015.

Motion to approve the submission of the District Performance Report to the New Jersey Department of Education as attached

Moved:

Second:

Vote:

XVI. Pupil Welfare Report – Mr. Mersinger

1. Pupil enrollment figures as of December 31, 2014 - See attached
2. Suspensions for the month of December 2014 - See attached

XVII. Special Education Committee Report – Mr. Litwack

1. List of classifications and placements (if any) will be provided at meeting

XVIII. Curriculum Committee Report – Mrs. Karamanoogian

1. A motion is requested to approve staff professional development travel per the attached exhibit

Motion:

Second:

Vote:

XIX. Finance Committee Report – Mr. Adams

The Finance Committee chairman makes a motion to approve the following items:

1. Approve necessary line item transfers for December 2014
2. Approve monthly line account certification for November 2014
3. Authorize payment of bills in the amount of \$79,069.77; handwritten checks in the amount of \$432.00 numbered 131389-131394; and electronic payments in the amount of \$830,578.70
4. Acceptance of donations per the attached list
5. Approve 2014-15 special education tuition contract with Burlington County Special Services School District to send one student as of December 1, 2014 through June 30, 2015 at the annual tuition rate of \$37,345, prorated
6. Approve 2014-15 agreement with Burlington County Special Services School District

to provide one-on-one teacher assistant for one student enrolled at Burlington County Special Services School District as of October 9, 2014 through June 30, 2015 at the rate of \$36,500, prorated

Moved: Mr. Adams

Second:

Vote:

XX. Lunchroom Report – Mr. Adams

The Finance Committee chairman makes a motion to approve the following items:

1. Accept Nutri-Serve's monthly report for November 2014
2. Authorize payment of bills in the amount of \$5,919.22 with check #2035

Moved: Mr. Adams

Second:

Vote:

XXI. Liaison Riverside Report – Mr. Jenkins

1. Riverside update

XXII. Transportation Committee Report – Mr. Hoffman

1. No report

XXIII. Buildings and Grounds Committee Report – Mrs. Wagstaff

1. No report

XXIV. Policy and Personnel Committee Report – Mr. Adams

The Policy and Personnel Committee chairman makes a motion to approve the following:

1. Approve the Master List for sub-calling service
2. Approve Alexis Welenc Substitute Teacher
3. Approve Sandra Marrazzo as a volunteer for the WSMS Drama Club for February and March 2015

Moved: Mr. Adams

Second:

Vote:

XXV. Old Business

XXVI. New Business

XXVII. Visitors

XXVIII. Distributions

XXIX. Executive Session

WHEREAS, N.J.S.A. 10:4-12 allows for a public body to go into executive session during a public meeting, and

WHEREAS, the Board of Education of the Delanco School District has deemed it necessary to go into executive session to discuss certain matters which are exempted from the public, and

WHEREAS, the special meeting of this Board of Education will reconvene at the conclusion of executive session at approximately _____p.m. this evening

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Delanco School District will go into executive session for the following reason as outlined in N.J.S.A. 10:4-12:

Moved:

Second:

Vote:

Return to Public Session

XXX. Adjournment

Moved:

Second:

Vote:

SUPPLEMENTAL AGENDA

XVI. Pupil Welfare Committee Report

1. Suspensions for the month of December

Delanco

<u>Date</u>	<u>In/Out</u>	<u>Name</u>	<u>Grade/HR</u>	<u>Reason</u>
12/15/14	Out-2 days	6193030139	2/S	Disruption to learning environment, fighting (verbal), vandalism/property damage

2. Classifications and Placements

December Initial Referral meetings held:

Student ID

270000789	12/1/2014
220000821	12/12/2014
240000640	12/12/2014
190000810	12/15/2014 (grade 8)

December Eligibility meetings held:

Student ID

240000638	12/3/2014, classified
210000812	12/12/2014, classified (continued; grade 6)
230000478	12/16/2014, classified (continued)