

DELANCO TOWNSHIP BOARD OF EDUCATION

Regular & Reorganization Meeting Agenda

**January 6, 2016
7:30 pm**

I. Call to Order

II. Moment of Silence

III. Flag Salute

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

- Phil Jenkins
- Cynthia Wagstaff
- Eric Hoffman
- Steven Lohr

V. Roll Call

VI. Reading of Statement of Adequate Notice

PUBLIC NOTICE of this meeting pursuant to the Open Public Meetings Act has been given as follows: by posting on the official bulletin boards at the M. Joan Pearson School, the Walnut Street School, and the Board of Education Office on December 23, 2015; by advertising in the Burlington County Times and the Courier Post on January 16, 2015 and by sending a notice on December 23, 2015; and by filing written notice with the Clerk of Delanco Township on December 23, 2015.

VII. Election of President and Vice President

Newly elected President assumes the chair.

VIII. Approval of the Following Reorganization Items:

A. Appointment of the following:

1. Joanne D'Angelo as Board Secretary
2. Joseph Mersinger as Assistant Board Secretary
3. Joanne D'Angelo as Joint Insurance Fund Delegate

B. 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 6, 2016 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. 2014)
 - Herb Conaway, Jr. MD as School Physician
 - Garrison Architects as Architect of Record
 - The Barclay Group as Insurance Broker of Record - Extraordinary Unspecifiable Service per PSCL
- C. Designate Burlington County Times and/or Courier Post as Official Newspapers, and for NJ Cooperative Bidding Program bid requirements, Asbury Park Press
- D. Designate Investors Bank, Delanco Federal Savings Bank, NJ Cash Management Fund as Depositories with President, Vice-President, Business Administrator and Superintendent as signers on accounts as assigned (per exhibit)

- E. 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 exceptions noted on attached exhibit
- F. 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, sending written notice to the Board's official newspapers, and the annual notice to be advertised in the Board's official newspapers
- G. Readoption of all existing Board policies, curriculum, and textbooks currently in effect
- H. Readoption of existing contracts and agreements
- I. Appoint the Business Administrator as the District Qualified Purchasing Agent with awarding of contracts up to bid threshold of \$40,000 and quotes up to \$6,000
- J. Appointment of the Superintendent as the Affirmative Action Public Agency Compliance Officer and the Business Administrator for purchasing matters
- K. Appointment of the Superintendent as the District 504 Handicapped Program Officer
- L. Appointment of the School Nurses as the District Attendance Officers
- M. Appointment of Guidance Counselor as the District Substance Awareness Coordinator
- N. Appointment of the Guidance Counselor as the District Homeless Liaison
- O. Appointment of Director of Facilities as:
 - 1. District Asbestos Management Officer
 - 2. AHERA Coordinator
 - 3. Indoor Air Quality Designee
 - 4. Integrated Pest Management Coordinator
 - 5. District Right to Know Officer
- P. Appointment of District Custodians of Records:
 - 1. Superintendent for Student and Personnel Records
 - 2. Business Administrator for Financial and Government Records
- Q. Approval of procurement of goods and services through the following cooperative purchasing agreements: Burlington County Educational Services Unit, NJ State Contract, Middlesex Regional Educational Consortium, Hunterdon County ESC, South Jersey Technology Partnership, NJ Edge, Hi-Nella Board of Education, and Educational Data Services Consortium
- R. Approval to establish Petty Cash Accounts:
 - 1. \$100 managed by the Superintendent's Secretary with a maximum payment amount of \$50 and reported on monthly by voucher
 - 2. \$100 managed by the Administrative Assistant with a maximum payment amount of \$50 and reported on monthly by voucher
- S. 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
- T. Approval of the chart of accounts
- U. Appointment of _____ as Delegate to New Jersey School Boards Association
- V. Appointment of _____ as Delegate to Burlington County School

Boards Association

W. Appointment of _____ as Delanco Representative on Riverside Board of Education

X. Appointment of _____ as Liaison to Delanco Township Council

Y. N.J.A.C. 6A:32-3.2 Requirements for the code of ethics for district board of education members.

1. Each district Board of Education shall:

a) 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;

b) Adopt policies and procedures regarding the training of district board of education in understanding the Code of Ethics; and

c) Provide documentation pursuant to (d) below that each member of the district board of education has received and reviewed the Code of Ethics.

d) 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.

Z. Distribution of Code of Ethics acknowledgement forms for signature

Moved:

Second:

Roll Call Vote:

Routine Matters

IX. Approval of Minutes of December 9, 2015 Regular Session Meeting

Motion:

Second:

Vote:

X. Accept Reports of Secretary and Treasurer for November 2015, which are in agreement

Motion: Mr. Adams

Second:

Vote:

XI. Liaison Reports

A. Riverside High School Report - Mr. Cameron Jenkins, Student Representative

B. Delanco PTO Update - Mrs. Ruth Esposito, President

XII. Student Recognition

A. Students of the Month for December 2015

XIII. Welcome Visitors - Public Comment on Agenda Items

XIV. PARCC Data Presentation - Mr. Mersinger

- F. 2014-2015 Comprehensive Annual Financial Report - Presentation of the "Summary of the Audit Report" to the public for discussion and acknowledgement that there are no comments or recommendations contained therein, and acceptance of report

Motion: Mr. Adams

Second:

Vote:

XIX. Lunchroom Report – Mr. Adams

The Finance Committee chairperson makes a motion to approve the following:

- A. Ratify payment of bills in the amount of \$14,886.24 with checks #2064-2065
- B. Nutri-Serve's financial report for the month of November 2015

Motion: Mr. Adams

Second:

Vote:

XX. Liaison Riverside Report – Mr. Jenkins

- A. Riverside update

XXI. Operations & Facilities Committee Report – Mr. Litwack

- A. Report on maintenance activities

XXII. Policy Committee Report - Mr. Hamlin

The committee chairperson makes a motion to enter and adopt on second reading the following policies and regulations:

- A. Board Policies #5111 through 9720 as attached
- B. Board Regulations #5111 through 9324 as attached

Motion: Mr. Hamlin

Second:

Vote:

XXIII. Personnel Committee Report – Mrs. Karamanoogian

The committee chairperson makes a motion to approve the following:

- A. Updated substitute list as attached
- B. Dana Guckin as the long-term substitute for Melissa Barbara (Pearson Special Education Teacher) from approximately January 25, 2016 until May 2, 2016 at the daily rates established by the Board-approved substitute payment schedule.
- C. Unpaid leave of absence for Lauren Wydra as instructional aide from approximately January 15, 2016 to May 2, 2016

D. Lauren Wydra as the long-term substitute for Danielle Arangio (Pearson Special Education Teacher) from approximately January 15, 2016 to May 2, 2016 at the daily rates established by the Board-approved substitute payment schedule.

Motion: Mrs. Karamanoogian

Second:

Roll Call Vote:

XXIV. Old Business

XXV. New Business

A. NJSBA & BCSBA update - Mr. Litwack

XXVI. Distributions

XXVII. Public Comment on Non-Agenda Items

XXVIII. Executive Session (if necessary)

At _____ p.m. Mr. Jenkins read the following statement:

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:

Motion:

Second:

Vote:

XXIX. Adjournment

Motion:

Second:

Vote:

SUPPLEMENTAL AGENDA

I. Student Recognition

Walnut Street Middle School Students of the Month for December 2015	
Grade 6	Daniel O'Malley
Grade 7	Madison Garton
Grade 8	Alexis Bartlett
Safety Patrol	Sibel Gunaydin

M. Joan Pearson Elementary School Students of the Month for December 2015	
1 Crozier	Hannah Tuccillo
1 Santino	Hailey Stillwaggon
2 Fitzwater	Sabeeha Chaudhary
2 Wallace	Kyle Wisniewski
3 Guckin	Michael Sweet
3 Smith	Dominick Allen
3 Toth	Samuel Mellor
Mrs. Arangio	Isaiah Williams
4 Braendle	Tyler Weidrick
4 Mader	Jayla Mosley-Spruell
5 Dickinson	Clare Jackson
5 Stockton	Jolie Regimbal

Walnut Street Middle School Student Government Officers 2015-2016	
President	Lauren Hoffman
Vice President	Myles Jackson
Secretary	Niyah Rodriguez
Treasurer	Nicholas Kern

II. Pupil Welfare Report

A. Suspensions for December 2015

- a. Walnut Street Middle School
 - i. Grade 6 -- In School Suspension -- 1 day -- Fighting
 - ii. Grade 6 -- In School Suspension -- 1 day -- Fighting
 - b. M. Joan Pearson Elementary School
 - i. Grade 1 -- Out of School Suspension -- 3 days -- Kicking teacher
- B. Harassment Intimidation & Bullying (HIB) Investigations for December 2015
- a. Walnut Street Middle School
 - i. HIBster #22628 -- Determined to be Non-HIB
 - b. M. Joan Pearson Elementary School
 - i. N/A
- C. Classifications and Placements Update
- a. Grade 9 student -- IEP developed by the Riverside CST