

## REGULAR & REORGANIZATION MEETING – January 7, 2015

The Reorganization and Regular Meeting of the Delanco Board of Education was held on January 7, 2015 in the M. Joan Pearson School cafeteria, Delanco Township, Burlington County, New Jersey. Board Secretary, Joanne D'Angelo called the meeting to order at 7:30 p.m.

A moment of silence was observed. The flag was saluted.

The Board Secretary administered the Oath of Office to the following members: Mr. Kenneth Adams, Mr. Dennis Bryski, and Mrs. Rose Gonteski (all for full three year terms).

On roll call, the following members were present: Mr. Ken Adams, Mr. Dennis Bryski, Mrs. Rose Gonteski, Mr. Paul Hamlin, Mr. Eric Hoffman, Mr. Phil Jenkins, Mrs. Marisa Karamanoogian, Mr. Harry Litwack, and Mrs. Cynthia Wagstaff.

Also present were Mr. Joseph Mersinger, Superintendent/Principal; Mrs. Joanne D'Angelo, School Business Administrator/Board Secretary; Ms. Jennifer Mack, Principal; Mr. Cameron Jenkins, Riverside High School Representative; one DTEA member; one PTO representative; twenty-two parents and grandparents; and fifteen students.

The Business Administrator/Board Secretary read the following statement:

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 sending a notice on January 5, 2015; and by filing written notice with the Clerk of Delanco Township on January 5, 2015.

### **Election of Officers**

On motion by Mr. Jenkins, seconded by Mr. Adams, Mr. Bryski was nominated as President. Vote showed 9 ayes, 0 nays to elect Mr. Bryski as President. Motion carried.

Mr. Bryski presided at the meeting at this time.

On motion by Mr. Hamlin, seconded by Mrs. Karamanoogian, Mr. Jenkins was nominated as Vice-president. Vote showed 9 ayes, 0 nays to elect Mr. Jenkins as Vice-president. Motion carried.

### **Reorganization Matters**

Be it resolved, that the board approves:

1. Appointment of Joanne D'Angelo as Board Secretary

**REGULAR & REORGANIZATION MEETING – January 7, 2015**

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:

- a. 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;
- b. The the Board Secretary is authorized to execute a contract with them for same;
- c. Notice of this award shall be published in the official newspapers of the Board as required by the PSCL; and
- d. A copy of the contracts for the Services shall be maintained at the Board’s offices and

## REGULAR & REORGANIZATION MEETING – January 7, 2015

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, budget public hearing 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 authority to award 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

**REGULAR & REORGANIZATION MEETING – January 7, 2015**

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 Mr. Harry Litwack as Delegate to New Jersey School Boards Association
25. Appointment of Mr. Harry Litwack as Delegate to Burlington County School Boards Association
26. Appointment of Mr. Phil Jenkins 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: Mr. Jenkins**

**Second: Mr. Hoffman**

**Roll Call Vote: 9 ayes, 0 nays**

## REGULAR & REORGANIZATION MEETING – January 7, 2015

Approval of Minutes of December 10, 2014 Regular Meeting

**Motion: Mr. Adams      Second: Mrs. Karamanoogian      Vote: 9 ayes, 0 nays**

Acceptance of the Reports of the Board Secretary and Treasurer for November 2014, which are in agreement:

**Motion: Mr. Adams      Second: Mr. Jenkins      Vote: 9 ayes, 0 nays**

### **Recognition of Guests**

### **Liaison Reports**

#### **Riverside High School Student Representative Report**

Mr. Cameron Jenkins reported the following: the National Honor Society participated in the Big Brother/Big Sister program throughout the month of December and enjoyed spending time with their little brothers and little sisters; the teachers were again victorious in the annual student/faculty basketball game which was sponsored by the Interact club and raised funds for the Project Santa drive; and a Sadie Hawkins masquerade dance is planned for January 17th in the gymnasium.

#### **Delanco PTO Report – Mrs. Ruth Esposito**

PTO President, Mrs. Ruth Esposito reported the following: the Box Tops for Education drive is underway; the Holiday Auction raised over \$9,500; booklets will go home soon for the Computers for Education fundraiser; the next Chick-Fil-A night will be held on January 14th; and the PTO will host “The Magic of Science Night” at the Delanco Library on January 27th.

### **Students of the Month**

Ms. Mack and Mr. Mersinger recognized students of the month by presenting medals and certificates to the students in attendance.

After the presentations, a break in the meeting took place from 8:00 p.m. to 8:05 p.m. while most of the audience departed leaving one DTEA member and one parent in attendance.

### **Superintendent’s Report – Mr. Mersinger**

1. A motion was 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

## REGULAR & REORGANIZATION MEETING – January 7, 2015

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

**Motion: Mr. Adams      Second: Mr. Jenkins      Vote: 9 ayes, 0 nays**

### **Pupil Welfare Report**

Mr. Mersinger reported that current enrollment at the M. Joan Pearson School is 268 and at the Walnut Street School is 122. Suspensions for the month of December were listed on the supplement.

### **Special Education Report – Mr. Litwack**

Special education classifications and placements were reported on the supplement.

### **Curriculum Committee Report – Mrs. Karamanoogian**

The Curriculum Committee Chairperson made a motion to approve the following:

1. Staff travel for professional development as attached

**Motion: Mrs. Karamanoogian      Second: Mrs. Wagstaff      Vote: 9 ayes, 0 nays**

### **Finance Report – Mr. Adams**

The Finance Committee Chairperson made a motion to approve the following:

1. Approve necessary line item transfers for the month of December 2014
2. Approve monthly line account certifications for November 2014
3. Authorize payment of bills in the amount of \$79,069.77 and \$181,841.20; handwritten checks #131389-131394 in the amount of \$432.00; 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

**REGULAR & REORGANIZATION MEETING – January 7, 2015**

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

**Motion: Mr. Adams      Second: Mr. Hoffman      Vote: 9 ayes, 0 nays**

**Lunchroom Report – Mr. Adams**

The Finance committee chairman made a motion to approve the following:

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

**Motion: Mr. Adams      Second: Mrs. Wagstaff      Vote: 9 ayes, 0 nays**

**Riverside Liaison Report – Mr. Jenkins**

Mr. Jenkins reported that Riverside Board of Education was holding their reorganization meeting concurrently.

**Transportation Committee Report – Mr. Hoffman**

No report

**Buildings and Grounds Committee Report – Mrs. Wagstaff**

No report

**Policy and Personnel Report – Mr. Adams**

The Policy and Personnel Committee Chairman made a motion to approve the following:

1. Master List of substitutes for the Sub Calling Service as attached
2. Alexis Welenc as substitute teacher
3. Sandra Marrazzo as a volunteer for the WSMS Drama Club for February and March 2015

**Motion: Mr. Adams      Second: Mr. Hamlin      Vote: 9 ayes, 0 nays**

**REGULAR & REORGANIZATION MEETING – January 7, 2015**

**Old Business**

None

**New Business**

None

**Visitors**

None

**Executive Session**

At 8:21 p.m., Mr. Bryski read the following resolution:

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 8:30 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:

To discuss a legal matter involving a student

**Moved: Mr. Jenkins**

**Second: Mr. Adams**

**Vote: 9 ayes, 0 nays**

The Board returned to public session at 8:35 p.m.

**Adjournment**

On a motion by Mr. Hoffman, seconded by Mrs. Karamanoogian and carried by unanimous vote, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Joanne P. D'Angelo  
Board Secretary