

REORGANIZATION & REGULAR MEETING MINUTES – January 6, 2016

The Reorganization and Regular Meeting of the Delanco Board of Education was held on January 6, 2016 in the M. Joan Pearson School cafeteria, Delanco Township, Burlington County, New Jersey. Board Secretary, Mrs. Joanne D'Angelo called the meeting to order at 7:30 p.m.

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

The oath of office was administered by the Board Secretary to members elect: Mr. Phil Jenkins, Mrs. Cynthia Wagstaff, Mr. Eric Hoffman, and Mr. Steven Lohr.

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

Also present were Mr. Joseph Mersinger, Superintendent/Principal; Mrs. Joanne D'Angelo, School Business Administrator/Board Secretary; Mr. Louis Conti, Principal; Mr. Cameron Jenkins, Riverside High School Representative; one DTEA member; two Township Representatives; twenty-four students; thirty-four parents and grandparents; and five residents.

The Business Administrator/Board Secretary read the following statement:

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.

Reorganization

Election of Officers

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

The President assumed the chair.

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

Approval of the Following Reorganization Items:

A. Appointment of the following:

1. Joanne D'Angelo as Board Secretary

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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

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- 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

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Board of Education, ratified and recorded in the minutes of the next regular meeting

- T. Approval of the chart of accounts
- U. Appointment of Mr. Harry Litwack as Delegate to New Jersey School Boards Association
- V. Appointment of Mr. Harry Litwack as Delegate to Burlington County School Boards Association
- W. Appointment of Mr. Phil Jenkins as Delanco Representative on Riverside Board of Education
- X. Appointment of Mr. Phil Jenkins 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

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

Routine Matters

Approval of Minutes of the December 9, 2015 Regular Meeting

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

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

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

Liaison Reports

Riverside High School Student Representative Report

Mr. Cameron Jenkins reported on the following activities at Riverside High School: During the month of December, the Student Council sponsored a food drive that collected over 1,000 cans

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for donation to the Knights of Columbus; Student Council members attended a leadership conference today at The College of New Jersey; on December 23rd the students enjoyed the annual Senior Class vs. Faculty volleyball game where the students were nearly victorious; the students are hoping to hold a successful black light dance.

Delanco PTO

Mrs. Ruth Esposito, PTO President, reported on the following PTO activities: the Holiday auction netted over \$11,000 with five home rooms showing 100% participation; the “Computers for Education” fundraiser will take place between January 11th and 15th; the next PTO meeting will be held on January 11th; ChikfilA Spirit night will take place on January 13th; Library Night - “The Turtle Show” with Steve Woyce will be held on January 26th; the balance of all PTO accounts is \$15,994.71

Student Recognition

Students of the Month for December 2015 were recognized.

A break in the meeting took place from 8:08 p.m. to 8:15 p.m. as most of the audience departed leaving one DTEA member, two Township Representatives and six residents.

Welcome Visitors - Public Comment on Agenda Items

Ms. Kate Fitzpatrick congratulated the new and re-elected Board members.

PARCC Data Presentation by Mr. Mersinger

Superintendent’s Report - Mr. Mersinger

A motion was requested to approve the following:

- A. Superintendent’s Weekly Reports submitted by Joseph Mersinger
- B. Principal’s Monthly Report submitted by Louis Conti - See attached
- C. Fire and Emergency Drills have been conducted as follows:

	<u>Fire</u>	<u>Emergency</u>
Pearson	12/21/15	12/22/15 - Lockdown Drill
Walnut	12/07/15	12/18/15 - Lockdown Drill
- D. Pupil Welfare
 - 1. HIB and Suspensions - See supplemental agenda
 - 2. Enrollment Report - See attached

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

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Special Education Report

Classifications and placements were listed on the supplemental agenda.

Curriculum Committee Report

The committee chairperson made a motion to approve the following:

- A. Staff professional development travel per attached exhibit

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

Finance Report

Finance Committee chairperson, Mr. Adams made a motion to approve the following:

The committee chairperson makes a motion to approve the following:

- A. Necessary line item transfers for December 2015
- B. Monthly line account certification for November 2015
- C. Payment of bills in the amount of \$180,264.83 and \$174,186.80; handwritten checks #132320-132330 in the amount of \$1,343.18; and electronic funds transfers totalling \$380,189.77
- D. Accept donation in the amount of \$500 designated for the Runner's Club from the Delanco Women's Civic Club
- E. Approve 2015-2016 homeless tuition contract with Burlington Township Board of Education to send one student as of November 11, 2015 through June 16, 2016 at the annual tuition rate of \$12,815, prorated
- F. Accept the 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: Mr. Hamlin Vote: 9 ayes, 0 nays

Lunchroom Report

In the absence of the committee chairperson, Mr. Hamlin made a motion to approve the following:

- A. Ratify payment of bills in the amount of \$14,886.24 with checks #2064-2065

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- B. Nutri-Serve's financial report for the month of November 2015

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

Riverside Liaison Report - Mr. Jenkins

- A. Mr. Jenkins reported that the reorganization meeting will take place tomorrow evening. Mr. Litwack asked about the letter received from the County office regarding our representation on the Riverside Board of Education. Mr. Lohr asked if data is provided to the Delanco Board regarding Delanco students.

Operations and Facilities Committee Report – Mr. Litwack

Mr. Litwack reported on the current status of maintenance projects.

Policy Committee Report - Mr. Hamlin

The committee chairperson made 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: Mrs. Karamanoogian Vote: 9 ayes, 0 nays

Personnel Committee Report - Mrs. Karamanoogian

The committee chairperson made 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: Mr. Hamlin Roll Call Vote: 9 ayes,
0 nays**

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Old Business

A. None

New Business

Mr. Litwack commented on recent issues considered by NJ School Boards and will attend the Burlington County School Boards meeting on January 16th.

Distributions

None

Public Comment on Non-Agenda Items

Mrs. Karamanoogian announced that five Delanco students traveled to Florida to participate in the national cheer competition. Second and fourth place finishes were achieved.

Adjournment

On a motion by Mr. Adams, seconded by Mrs. Gonteski and carried by unanimous vote, the meeting was adjourned at 9:33 p.m.

Respectfully submitted,

Joanne P. D'Angelo
Board Secretary