

REORGANIZATION & REGULAR MEETING MINUTES – January 4, 2017

The Reorganization and Regular Meeting of the Delanco Board of Education was held on January 4, 2017 in the M. Joan Pearson School cafeteria, Delanco Township, Burlington County, New Jersey. Board Secretary, Joanne D'Angelo called the meeting to order at 7:31 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. Paul Hamlin, Mrs. Marisa Karamanoogian, and Mr. Harry Litwack (all for full three year terms).

On roll call, the following members were present: Mr. Ken Adams, Mrs. Rose Gonteski, Mr. Paul Hamlin, Mr. Eric Hoffman, Mr. Phil Jenkins, 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; Mrs. Casey Noble, Curriculum Director; Mr. Cameron Jenkins, Riverside High School Representative; four DTEA members; one PTO representative; thirty-six parents and grandparents; twenty-five students; two Township Representatives; and three 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 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 December 23, 2016; by advertising in the Burlington County Times and the Courier Post on January 27, 2016; and by filing written notice with the Clerk of Delanco Township on December 23, 2016.

Reorganization

Election of Officers

Mr. Hoffman nominated Mr. Jenkins and Mr. Litwack nominated himself for Board President. The results of the roll call vote are below:

Mr. Jenkins - Mr. Adams, Mrs. Gonteski, Mr. Hamlin, Mr. Hoffman, Mr. Jenkins and Mrs. Wagstaff.

Mr. Litwack - Mrs. Karamanoogian, Mr. Litwack, and Mr. Lohr.

Mr. Jenkins was elected as Board President.

Mr. Adams was nominated as Vice-president by Mr. Lohr. Vote showed 9 ayes, 0 nays to elect Mr. Adams as Vice-president. Motion carried and Mr. Adams was elected as Vice-President.

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The President assumed the chair.

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 4, 2017 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.

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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
 - Brown & Brown Benefit Advisors as health 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, Republic Bank, and ABCO Federal Credit Union 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, Educational Services Commission of NJ, Hunterdon County ESC, South Jersey Technology Partnership, NJ Edge, and Educational Data Services Consortium.

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- 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
- 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. Gonteski Second: Mr. Adams Roll Call Vote: 9 ayes, 0 nays

Approval of Delegates and Representatives:

- U. Mr. Adams nominated Mr. Litwack as Delegate. Appointment of Mr. Harry Litwack as Delegate to New Jersey School Boards Association
- V. Mr. Hamlin nominated Mr. Litwack as Delegate. Appointment of Mr. Harry Litwack as Delegate to Burlington County School Boards Association
- X. Mr. Lohr nominated Mrs. Karamanoogian. Appointment of Mrs. Karamanoogian as Liaison to Delanco Township Council

Roll Call Vote: 9 ayes, 0 nays Motion carried.

- W. Mr. Adams nominated Mr. Lohr. Mr. Jenkins nominated himself. Mrs. Gonteski nominated herself. The results of the roll call vote are below:

Mr. Lohr - Mr. Adams, Mr. Litwack, Mr. Lohr, and Mrs. Wagstaff

Mr. Jenkins - Mr. Jenkins

Mrs. Gonteski - Mrs. Gonteski, Mr. Hamlin, Mr. Hoffman, Mrs. Karamanoogian

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First vote resulted in four votes for Mr. Lohr, one vote for Mr. Jenkins and four votes for Mrs. Gonteski. Second roll call vote was necessary.

The second roll call vote was unanimous and Mrs. Gonteski was appointed as Delanco Representative on Riverside Board of Education.

Roll Call Vote: 9 ayes, 0 nays Motion carried.

Routine Matters

Approval of Minutes of the December 14, 2016 Regular Meeting

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

Accept Reports of Secretary and Treasurer for November 2016, 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 National Honor Society read to the Kindergarten classes to promote childhood literacy; the RHS Student Council donated thirty-eight cases of food to the Knights of Columbus; an ugly sweater contest was held and the winners were presented a certificate and a gift card sponsored by the Student Council; National Honor Society members hosted their annual Big Brother/Sister lunch. On January 11, 2017, Student Council officers will be attending the NJASC Winter Conference. The Relay for Life team is hosting their Paint Night on January 6, 2017.

Delanco PTO

Mrs. Ruth Esposito, PTO President, reported on the following PTO activities: the Holiday auction raised over \$10,800; Reading for Education Fundraiser will be sending home booklets that should be completed and returned to the school by January 13th; Chikfila Spirit Night will take place on January 11th; “The Turtle Show” with Steve Woyce will be at the Delanco Library on January 31st; Valentines “Daddy/Someone Special” Student Dance will be held on February 3rd; and the PTO is still requesting Box Tops be saved for the Box Tops Contest in the Spring. The balance of all PTO accounts is \$18,542.61.

Student Recognition

Students of the Month for December 2016 were recognized for Compassion and Caring.

A break in the meeting took place from 8:15 pm to 8:25 pm as most of the audience departed

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leaving three DTEA members, one Township Representative and three residents.

Welcome Visitors - Public Comment on Agenda Items

Ms. Kate Fitzpatrick congratulated the new and re-elected Board members. Ms. Fitzpatrick made a suggestion regarding representatives to Riverside Board of Education and potentially considering the use of an alternate.

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 - Handout
- C. Fire and Emergency Drills have been conducted as follows:

	<u>Fire</u>	<u>Emergency</u>
Pearson	12/22/16	12/01/16 - Lockdown Drill
Pearson - Excare	12/19/16	
Walnut	12/14/16	12/21/16 - Lockdown Drill

At the invitation of Mr. Conti, Mr. Gale of the Department of Education observed an unannounced lockdown drill and debriefed with Administration to review his observations. He was very pleased with the procedures currently in place.

- D. Pupil Welfare
 - 1. HIB and Suspensions - See supplemental agenda
 - 2. Enrollment Report - See attached

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

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. Hamlin Vote: 9 ayes, 0 nays

Finance Report

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

- A. Necessary line item transfers for December 2016
- B. Monthly line account certification for November 2016
- C. Payment of bills in the amount of \$90,461.18 and \$174,887.35; handwritten checks #133257-133278 in the amount of \$1,700.00; and electronic funds transfers totalling \$483,025.19
- D. Accept donation from Delanco Women's' Civic Club in the amount of \$150.
- E. Special education tuition contracts for the 2016-17 school year with Burlington County Special Services School District for the following:

Number of Students	Tuition Rate	Period of Time	Program
1	\$38,854, prorated	9/26/16-6/16/17	BD
1	\$41,140, prorated	9/27/16-6/16/17	MD

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

Lunchroom Report

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

- A. Ratify payment of bills in the amount of \$18,560.56 with checks #2102-2104
- B. Nutri-Serve's financial report for the month of November 2016

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

Riverside Liaison Report - Mr. Jenkins

Mr. Jenkins reported that the reorganization meeting will take place tomorrow evening. Mr. Jenkins indicated that he will accompany Mrs. Gonteski and introduce her to the Board.

Operations and Facilities Committee Report – Mr. Litwack

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

Policy Committee Report - Mr. Hamlin

No report.

Personnel Committee Report - Mrs. Karamanoogian

The committee chairperson made a motion to approve the following:

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- A. Movement on the salary guide for Danielle Arangio from MA to MA +30 as of February 1, 2017.

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

Old Business

- A. The “Honored Guest” option for the Eighth Grade Dance was approved by the students.
- B. DYSA requested to use the gym on Thursdays and Walnut Street School gym will be made available to them.
- C. Mr. Mersinger updated the Board regarding high school possibilities. Mr. Mersinger reached out to the Solicitor and is awaiting response. He also contacted the County Office which indicated that the Board should be cautious and aware of the Statutes in place and that all K through 8 districts must have a send/received relationship. The County also indicated that a Board cannot withdraw from a relationship without approval of the Commissioner. A Feasibility Study must be performed and conducted by any district that wishes to terminate a relationship. The study reviews the financial, educational and racial impact on both districts and there must be no negative impact on either district. Discussion was held regarding voucher/tuition agreements and choice schools.

New Business

Mr. Litwack commented on recent issues considered by NJ School Boards and will attend the Burlington County School Boards meeting on January 19th.

Distributions

None

Public Comment on Non-Agenda Items

None

Adjournment

On a motion by Mr. Lohr, seconded by Mr. Hoffman and carried by unanimous vote, the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Joanne P. D'Angelo
Board Secretary