

REGULAR MEETING MINUTES – June 14, 2017

The Regular Meeting of the Delanco Board of Education was held on June 14, 2017 in the M. Joan Pearson School cafeteria, Delanco Township, Burlington County, New Jersey. President, Mr. Phil Jenkins called the meeting to order at 7:34 p.m.

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

On roll call, the following members were present: Mr. Paul Hamlin, Mr. Phil Jenkins, Mrs. Marisa Karamanoogian, Mr. Harry Litwack, Mr. Steven Lohr and Mrs. Cindy Wagstaff

Also present were Mr. Joseph Mersinger, Superintendent/Principal; Mr. James M. Heiser, CPA, School Business Administrator/Board Secretary; Mr. Louis Conti, Principal; Mr. Cameron Jenkins, Riverside High School Representative; four DTEA members; one DPTO members; one Township Representative; fifteen students; twenty-two parents and grandparents; and ten 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 Elementary School, the Walnut Street Middle School, and the Delanco Township Board of Education Office on June 1, 2017; by advertising in the Burlington County Times and the Courier Post on January 12, 2017 and by sending a notice on June 1, 2017; and by filing written notice with the Clerk of Delanco Township on June 1, 2017.

Approval of Minutes of May 3, 2017 Regular & Executive Session Meetings

Motion: Mrs. Wagstaff Second: Mr. Hamlin Vote: 6 ayes, 0 nays

Accept Reports of Secretary and Treasurer for April 2017, which are in agreement

Motion: Mr. Jenkins Second: Mr. Hamlin Vote: 6 ayes, 0 nays

Mr. Ken Adams arrived at 7:41 p.m.

Liaison Reports

Riverside High School Student Representative Report

Mr. Cameron Jenkins reported on the following events and activities at Riverside High School: Various National Honor Society service projects were completed; The Student Council received the Community Smile Award and the \$1,000 State Charity Award at the NJASC spring awards ceremony; 15 students and Mrs. Hunter participated in Relay for Life at Delran High School and raised over \$1,200 for the the American Cancer Society.

Mr. Cameron Jenkins introduced Mr. Danny Hamlin as his successor.

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Delanco PTO

Ms. Cathryn Plum updated the Board and audience on the following items: the outcome of the May elections; the names of the new Delance PTO Board members; bank balances of \$3,614.06 in the regular account and \$3,144.32 in the gaming account; recent events that included a Mother's Day dance and a Kona Ice Truck at Pearson for field day; upcoming events including the 8th grade breakfast, 5th grade clap out and the staff luncheon.

DYSA & Recreation report

Mrs. Marlene Jass announced information regarding the Coaches vs. Coaches fundraiser as well as annual soccer registrations.

Student and Staff Recognition

Students of the Month for May 2017 were recognized.

Girls Who Code were recognized for their work creating an "app."

Maria Zacher and Allison Donnelly were recognized for their contributions to the Impact Club.

A break in the meeting took place from 8:13 p.m. to 8:18 p.m. Most of the audience departed leaving four DTEA members, one Township Representative and two residents.

Welcome Visitors - Public Comment on Agenda Items

Mrs. Heather Phillips inquired regarding what projects were being considered as part of the LRFP modifications.

Superintendent's Report - Mr. Mersinger

A motion is requested to approve the following:

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

	<u>Fire</u>	<u>Emergency</u>	
Pearson	5/31/17	5/31/17	Lockdown Drill
Walnut	5/31/17	5/15/17	Bomb Threat Drill

Code Valentine (AED and CPR) Drills conducted at Pearson on May 23, 2017 and WSMS on May 17, 2017.

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D. Pupil Welfare

- a. HIB and Suspensions - See supplemental agenda
- b. Enrollment Report - See attached

Motion: Mrs. Karamanoogian Second: Mr. Adams Vote: 7 ayes, 0 nays

Special Education Report

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

- A. Classifications and Placements for the month as listed on supplement
- B. ESY (Extended School Year) program for summer 2017, which runs from June 26, 2017 through August 1, 2017.

Motion: Mr. Jenkins Second: Mr. Lohr Vote: 7 ayes, 0 nays

Curriculum Committee Report

The committee chairperson makes a motion to approve the following:

- A. ESSA (Every Student Succeeds Act) Title I program for summer 2017, which runs from June 26, 2017 through August 1, 2017.

Motion: Mrs. Wagstaff Second: Mr. Litwack Roll Call Vote: 7 ayes, 0 nays

Finance Report

Mr. Adams apologized for being late to the meeting and commented regarding the flag ceremony by the Boy Scouts. The committee chairperson makes a motion to approve the following:

- A. Necessary line item transfers for May 2017
- B. Monthly line account certification for May 2017
- C. Payment of bills in the amount of \$433,240.41; handwritten check #133596-133600 in the amounts of \$375.00; and electronic funds transfers in the amount of \$662,781.90
- D. Pursuant to PL 2015, Chapter 47 the Delanco Township Board of Education intends to renew, award, or permit to expire contracts previously awarded by the board of education per the attached list. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and

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regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200.

- E. Authorization for the Business Administrator to process additional invoices for payment during the current fiscal year with Board confirmation at the next regular meeting
- F. Resolution directing the distribution of the Delanco Township Board of Education net returned surplus funds held in trust by the Burlington County Insurance Pool Joint Insurance Fund as per the attached exhibit
- G. 2017-2018 tuition rates as follows:

<u>Kindergarten</u>	<u>Grades 1-5</u>	<u>Grades 6-8</u>
\$15,366	\$16,947	\$16,472

- H. Resolution Authorizing and Approving Renewal of Interlocal Services Agreement for Shared Business Administrator Services with Moorestown Township Board of Education

WHEREAS, on December 1, 2012, the Moorestown Township Board of Education (“Moorestown”) entered into an Interlocal Services Agreement for Shared Business Administrator Services (the “Agreement”) with the Delanco Township Board of Education (“Delanco”) (Delanco and Moorestown collectively, the “Parties”), pursuant to the provisions of the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. and N.J.A.C. 6A:23-1.1, et seq.; and.

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. and N.J.A.C. 23-1.1 et seq. authorize local school districts to enter into an agreement with each other to subcontract any service which the parties to such an agreement are empowered to render within its own jurisdiction; and

WHEREAS, Moorestown and Delanco are both required to provide the services of a School Business Administrator/Board Secretary and related business services (“Business Services”) for their respective school districts; and

WHEREAS, the Parties remain of the opinion that the Business Services are more efficiently and economically provided to their respective school districts through a joint agreement for the subcontracting of such Business Services; and

WHEREAS, the Parties desire to extend the term of the Agreement for one (1) year, effective August 1, 2017, by virtue of an Addendum.; and

WHEREAS, under the terms of the Agreement and the Addendum thereto, Moorestown shall provide Business Services to Delanco as more specifically delineated in the Agreement and the Addendum

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NOW THEREFORE, BE IT RESOLVED, that Delanco hereby authorizes and approves the Addendum to the Agreement extending the term of the Agreement for one (1) year, effective August 1, 2017

- I. Resolution to transfer up to \$250,000 of 2016-2017 year surplus to Capital Reserve:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Delanco Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the General Fund into a Capital Reserve account at year end, and

WHEREAS, the Delanco Township Board of Education has determined that an amount not to exceed \$250,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delanco Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- J. Special education tuition contract for the 2016-17 school year with Burlington County Special Services Board of Education for one student to attend the program for the period 02/21/17 - 06/20/17 at the annual rate of \$37,720 prorated
- K. Special education tuition contract for the 2016-17 school year with Burlington County Special Services Board of Education for one student to attend the program for the period 01/03/17 - 06/20/17 at the annual rate of \$38,854 prorated

Motion: Mr. Adams

Second: Mr. Hamlin

Vote: 7 ayes, 0 nays

Lunchroom Report

The committee chairperson makes a motion to approve the following:

- A. Nutri-Serve's monthly report for April 2017
- B. Ratification of bills paid in the amount of \$12,293.41 with check #2112
- C. Child nutrition program lunch prices for both schools for the 2017-18 school year

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as follows:

Lunch - \$3.00 Reduced Lunch - \$.40 Adult Lunch: \$4.00
Breakfast - \$1.00 Reduced Breakfast - \$.30 Adult Breakfast: \$1.40

Motion: Mr. Adams Second: Mr. Hamlin Vote: 7 ayes, 0 nays

Riverside Liaison Report - Mrs. Gonteski

No report at this time.

NJSBA and BCSBA Report - Mr. Litwack

Mr Litwack updated the Board regarding the BCSBA Spring Meeting at The Madison Cafe.

Township Committee - Mrs. Karamanoogian

Mrs. Karamanoogian didn't have a report; however, Mrs. Marlene Jass updated the Board regarding Pilot programs.

Operations and Facilities Committee Report

The committee chairperson makes a motion to approve the following:

- A. Maintenance updates
- B. Authorizing Garrison Architects to prepare an NJDOE Other Capital Project Application for various capital projects at the Walnut Street School. The district acknowledges that it will receive no state aid for these projects and further authorizes Garrison Architects to amend the district's Long Range Facilities Plan to include these projects

Motion: Mr. Litwack Second: Mr. Adams Vote: 7 ayes, 0 nays

Policy Committee Report - Mr. Hamlin

No report at this time.

Personnel Committee Report

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

- A. Approving substitute calling list revisions
- B. Approve salaries for DTEA teachers for 2017-18 school year as per attached list

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and the 2016-17 DTEA contract rates

- C. Approve salaries for DTEA support staff for the 2017-18 school year as per attached list and the 2016-17 DTEA contract rates
- D. Approve salaries for non-DTEA personnel for the 2017-18 school year as per attached list
- E. Approve Anu Ward and Shane Manuel as summer custodians beginning June 26, 2017 through August 31, 2017 at an hourly rate of \$11
- F. Stipend positions per attached exhibit at rates according to DTEA agreement
- G. Transfer of Richelle Farley (currently Walnut Street Middle School ELA teacher) to the position of Pearson Basic Skills Teacher, beginning with the 2017-2018 school year and as needed thereafter.
- H. Transfer of M. Christopher Hazynski (currently Pearson Basic Skills Teacher) to the position of Walnut Street Middle School ELA teacher, beginning with the 2017-2018 school year and as needed thereafter.
- I. Continuation of the Substitute Calling Consortium with Beverly, Edgewater Park and Riverton School Districts for the 2017-2018 school year with Jacqueline DiLuzio as Substitute Caller at the rate of \$7,465 per year
- J. Melissa Barbara as the Extended School Year (ESY) teacher for the period of June 26, 2017 through August 1, 2017 at the rate of \$46 per hour per DTEA agreement
- K. The following teachers, instructional aides, and substitutes for the summer school program funded by 2017 ESSA Title I:

\$46 teachers and their substitutes

(4 days a week for 5 weeks for approximately 4 hours a day)

\$22 for teaching assistants and their substitutes

(4 days a week for 5 weeks approximately 3.5 hours a day)

Teachers:	Kelli Santino, Dana Mader
Wilson Certified Teacher:	Mary Deaner
Instructional Aides:	Pegeen Harper, Amanda Smith
Nurses:	Thereese Rafanello (50%) Holly Smith (50%)
Substitute Teachers:	Pegeen Harper, Kim Minimi
Substitute Aides:	Peter Muscarnera, Jennifer Niver

In addition - all instructional aides as approved for the 2017-18 school year to be

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approved as substitute instructional aides for the Title I Summer Program.

- L. Behavior Modification grants for the 2017-18 school year to Special Education teachers as listed:

Danielle Arangio	\$100
Melissa Barbara	\$100
Melissa Morgan	\$100
Diane Tascione	\$100
Dawn Schroff	\$100
Angela Reading	\$50 (prorated for part-time)

- M. Payment of unused sick per contract for the following staff members:

Debbie Minard

- N. Approve summer secretarial hours:

Brenda Thomas	105 hours - at rate per contract
Denise Cotten	210 hours - at rate per contract

Motion: Mrs. Karamanoogian Second: Mr. Hamlin Roll Call Vote: 7 ayes, 0 nays

Old Business

There was no old business.

New Business

There was no new business.

Distributions

All distributions were out.

Public Comment on Non-Agenda Items

Heather Phillips asked several questions regarding the summer reading program.

Carol Lipinski commented on the summer reading program and a data security breach letter that was mailed to all staff members as well as vendors affected.

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Executive Session

At 9:30 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 regular meeting of this Board of Education will reconvene at the conclusion of executive session at approximately 9:45 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 upcoming negotiations meetings

Motion: Mr. Adams Second: Mr. Litwack Vote: 7 ayes, 0 nays

The Board returned to public session at 9:47 p.m.

Adjournment

On a motion by Mr. Adams, seconded by Mr. Litwack and carried by unanimous vote, the meeting was adjourned at 9:47 p.m.

Respectfully submitted,

James M. Heiser, CPA
Board Secretary