

DELANCO TOWNSHIP BOARD OF EDUCATION

Regular & Reorganization Meeting Agenda

January 3, 2018

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

- Rose Gonteski
- Steven Lohr
- Lynn Whitney

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 Middle School, and the Board of Education Office on December 22, 2017; by advertising in the Burlington County Times and the Courier Post on January 12, 2017; by sending a notice to the Burlington County Times and the Courier Post on December 22, 2017; and by filing written notice with the Clerk of Delanco Township on December 22, 2017

VII. Election of President and Vice President

The board secretary calls for nominations for the President.

_____ nominated _____ for President.

Roll call vote

The board secretary calls for nominations for the Vice-President.

_____ nominated _____ for Vice-President.

Roll call vote

The newly elected President assumes the chair.

VIII. Approval of the Following Reorganization Items:

A. Appointment of the following:

1. James M. Heiser, CPA as Board Secretary
2. Joseph Mersinger as Assistant Board Secretary
3. James M. Heiser, CPA 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 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 3, 2018 through the twelve month period thereafter;
2. 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, Labor Negotiator 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 7:00 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 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 for Grades K-8, and textbooks for Grades K-8 currently in effect
 - H. Readoption of existing contracts and agreements
 - I. Appointment of Joanne D'Angelo as the District Qualified Purchasing Agent with awarding of contracts up to the bid threshold of \$40,000 and quotes up to \$6,000
 - J. Appointment of the Superintendent as the Affirmative Action Public Agency Compliance Officer for matters relating to students, staff, and visitors
 - K. Appointment of the Business Administrator as the Affirmative Action Public Agency Compliance Officer for purchasing matters
 - L. Appointment of the Superintendent as the District 504 Program Officer
 - M. Appointment of the Superintendent as the School Safety Specialist
 - N. Appointment of the School Nurses as the District Attendance Officers
 - O. Appointment of Pearson Guidance Counselor as the District Substance Awareness Coordinator
 - P. Appointment of the Pearson Guidance Counselor as the District Homeless Liaison
 - Q. Appointment of the Pearson Guidance Counselor as the 504 Coordinator for M. Joan Pearson Elementary School
 - R. Appointment of the Walnut Guidance Counselor as the 504 Coordinator for Walnut Street Middle School
 - O. Appointment of the Superintendent as the District Anti-Bullying Coordinator
 - P. Appointment of the Pearson Guidance Counselor as the Anti-Bullying Specialist for M. Joan Pearson Elementary School
 - Q. Appointment of the Walnut Guidance Counselor as the Anti-Bullying Specialist for Walnut Street Middle School
 - Q. Appointment of the 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
 - R. Appointment of District Custodians of Records:

1. Superintendent for Student and Personnel Records
 2. Business Administrator for Financial and Government Records
- S. 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
- T. 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
- U. 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
- V. Approval of the chart of accounts
- W. Appointment of _____ as Delegate to New Jersey School Boards Association
- X. Appointment of _____ as Delegate to Burlington County School Boards Association
- Y. Appointment of _____ as Delanco Representative on Riverside Board of Education
- Z. Appointment of _____ as Liaison to Delanco Township Council
- AA. 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.
- BB. Distribution of Code of Ethics acknowledgement forms for signature

Motion:

Second:

Roll Call Vote:

Routine Matters

IX. Approval of Minutes of December 13, 2017 Regular and Executive Session Meetings

Motion: Second: Vote:

X. Accept Reports of Secretary and Treasurer for November 2017, which are in agreement

Motion: Second: Vote:

XI. Liaison Reports

- A. Riverside High School - Daniel Hamlin, Student Representative
- B. Delanco PTO - Cathryn Plum, President
- C. DYSA
- D. Recreation

XII. Student Recognition

- A. Students of the Month for December 2017 -- Compassion

XIII. Welcome Visitors - Public Comment on Agenda Items

XIV. Superintendent's Report - Mr. Mersinger

A motion is requested to approve the following:

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

	<u>Fire</u>	<u>Emergency</u>	
Pearson	12/21/17	12/22/17	Active Shooter Drill
Walnut	12/19/17	12/18/17	Active Shooter Drill

- D. Taylor Picariello, student-teacher from the College of New Jersey, to be placed in Grade 4 with Marie Braendle from January 22, 2018 through May 4, 2018.
- E. Pupil Welfare
 - 1. HIB and Suspensions on the Supplemental Agenda
 - 2. Enrollment Report - Handout

Motion: Second: Vote:

XV. Special Education Committee Report

- A. Information for Board member review is included on the supplemental agenda

XVI. Curriculum Committee Report

The committee chairperson makes a motion to approve the following:

- A. Staff professional development travel per attached exhibit

Motion: **Second:** **Vote:**

XVII. Finance Committee Report

The committee chairperson makes a motion to approve the following:

- A. Necessary line item transfers for December 2017
- B. Monthly line account certification for November 2017
- C. Payment of bills in the amount of \$65,581.19 and \$_____ (additional list will be distributed); handwritten checks #134205-134212 in the amount of \$1,368.50; and electronic funds transfers totalling \$210,594.24
- D. Homeless Tuition contracts for the 2017-18 school year with Riverside Township Board of Education for the following:

Number of Students	Tuition Rate	Period of Time	Program
1	\$14,248, prorated	12/8/17 - 6/30/18	HS
1	\$14,534, prorated	12/8/17 - 6/30/18	MS
1	\$11,768, prorated	12/8/17 - 6/30/18	ES

- E. Special Education Tuition contract for the 2017-18 school year with Burlington County Special Services School District for one student to attend the BD program at the annual rate of \$39,631, prorated, per student

Motion: **Second:** **Vote:**

XVIII. Lunchroom Report

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

- A. Ratify payment of bills in the amount of \$16,530.96 with checks #2132 - 2134
- B. Nutri-Serve's financial report for the month of November 2017

Motion: **Second:** **Vote:**

XIX. BOE Liaison Reports

- A. Riverside
- B. NJSBA and BCSBA
- C. Township Committee

XX. Operations & Facilities Committee Report

- A. Report on maintenance activities

XXI. Policy Committee Report

- A. No report

XXII. Personnel Committee Report

The committee chairperson makes a motion to approve the following:

- A. Updated substitute list as attached

Motion:

Second:

Roll Call Vote:

XXIII. Old Business

XXIV. New Business

- A. Meeting start time modification

XXV. Distributions

XXVI. Public Comment on Non-Agenda Items

XXVII. 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:

- Personnel Matters

Motion:

Second:

Vote:

XXVIII. Adjournment

Motion:

Second:

Vote: