The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
William Allen Middle School  
January 3, 2019 – 7:00 p.m.

I. Call to Order by the Board Secretary

The Reorganization Meeting of the Moorestown Township Board of Education is called to order. This meeting is called in conformance with the “Open Public Meetings Act” with adequate notice provided as follows:

A. Notice filed with the Courier Post on July 1, 2018  
B. Notice filed with the Burlington County Times on July 1, 2018

II. Moment of Silence

III. Pledge of Allegiance

IV. Oath of Office Administered to Members Elect by the Board Secretary

- Alexandria Law  
- Caryn Shaw  
- David A. Weinstein

V. Roll Call

Present  Dr. Sandra Alberti  
Present  Mr. Jack Fairchild  
Present  Mrs. Alexandria Law  
Present  Mrs. Tinamarie Nicolo-Dorfner  
Present  Ms. Lauren Romano  
Present  Mrs. Caryn Shaw  
Present  Mr. Mark Villanueva  
Present  Mr. Maurice Weeks  
Present  Mr. David A. Weinstein

Present  Mr. John Comegno, Esq., Solicitor  
Absent  Dr. Scott McCartney, Superintendent  
Present  Mrs. Joanne D’Angelo, Business Administrator/Board Secretary  
Absent  Ms. Carole Butler, Director of Curriculum and Instruction  
Absent  Dr. David Tate, Director of Special Education  
Absent  Mrs. Debora Belfield, Director of Personnel  
Absent  Mr. Jeffrey Arey, Director of Instructional Technology

VI. Organization of the Board of Education

A. Election of President

The board secretary opened the floor for nominations for the office of President.

Mr. Weinstein nominated Dr. Alberti.

The floor was closed for nominations.
A unanimous roll call vote was taken electing Dr. Alberti as President.

Dr. Sandra Alberti assumed the chair as president.

**B. Election of Vice President**

The Board Secretary opened the floor for nominations for the office of Vice President.

Mr. Weeks nominated Mr. Weinstein.

The floor was closed for nominations.

A unanimous roll call vote was taken electing Mr. Weinstein as Vice President.

**C. Public Comment on Agenda Items - none**

**D. Appointments effective January 3, 2019 through the next reorganization meeting**

1. **Board Secretary and Qualified Purchasing Agent**
   
   Joanne D’Angelo as Board Secretary and Qualified Purchasing Agent

2. **Treasurer of School Monies**
   
   Thomas Merchel as Treasurer of School Monies

3. **Public School Accountant**

   **MOTION:**

   WHEREAS, the Moorestown 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 Moorestown 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, Holman and Frenia, P.C., under the supervision of Michael Holt, C.P.A., P.S.A., is a provider 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, Holman and Frenia, P.C. previously submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

   WHEREAS, Holman and Frenia, P.C. has provided Services to the Board for the past several years; and

   WHEREAS, the Board is fully familiar with the Services provided by Holman and Frenia, P.C. and is satisfied that such Services have been performed by Holman and Frenia, P.C. in an effective and efficient manner; and
WHEREAS, based upon the foregoing, and Holman and Frenia, P.C.’s professional qualifications and experience, the Board is satisfied that Holman and Frenia, P.C. is 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 Holman and Frenia, P.C. for the Services for the period commencing January 3, 2019 through the twelve month period thereafter;
2. The Business Administrator is authorized to execute a contract with Michael Holt 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 contract with Holman and Frenia, P.C. for the Services shall be maintained at the Board's offices and available for public inspection.

4. Medical Inspector
   Anthony Bonett of Woodbury Medical Office as Medical Inspector

5. Member to Serve as Delegate to the New Jersey School Boards Association
   Lauren Romano as Delegate to the New Jersey School Boards Association

6. Attendance Officer
   Thomas St. John as Attendance Officer

7. Member to Serve as Delegate to the Burlington County School Boards Association
   Lauren Romano as Delegate to the Burlington County School Boards Association

8. Attorney

MOTION:

WHEREAS, the Moorestown 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 Moorestown 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, Comegno Law Group, PC, under the supervision of Arthur F. Risden, is a provider 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, Comegno Law Group, PC previously submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, Comegno Law Group, PC has provided Services to the Board for the past several years; and

WHEREAS, the Board is fully familiar with the Services provided by Comegno Law Group, PC and is satisfied that such Services have been performed by Comegno Law Group, PC in an effective and efficient manner; and

WHEREAS, based upon the foregoing, and Comegno Law Group, PC’s professional qualifications and experience, the Board is satisfied that Comegno Law Group, PC is 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 Comegno Law Group, PC for the Services for the period commencing January 3, 2019 through the twelve month period thereafter;
2. The Business Administrator is authorized to execute a contract with Comegno Law Group, PC 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 contract with Comegno Law Group, PC for the Services shall be maintained at the Board's offices and available for public inspection.

9. Affirmative Action Officer
   Debora Belfield as Affirmative Action Officer

10. Psychological Examiner
    Psychological Examiner services will be provided by school psychologists on staff.

11. Insurance Broker of Record - Health

MOTION:

WHEREAS, the Moorestown Township Board of Education (the “Board”) has determined that it is necessary to obtain certain insurance services (the “Services”) in connection with the operation and efficient administration of the Moorestown Township Public School District; and

WHEREAS, the New Jersey Public School Contracts Law (“PSCL”) N.J.S.A. 18A:18A-1, et seq., and specifically N.J.S.A. 18A:18A:5(a)(10), provides that boards of education may negotiate and award a contract at a public meeting, without engaging in the public advertisement and formal bidding process, for insurance services, including the purchase of insurance coverage and consultant services, in accordance with the procedure for awarding a contract for extraordinary unspecified services (“EUS”); and

WHEREAS, the Services sought by the Board include, but are not limited to, the provision of health insurance brokerage services; and
WHEREAS, AssuredPartners/AJM Insurance submitted a proposal to the Board in response to a formal Request for Proposal at the rate noted below; and

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssuredPartners/AJM Insurance</td>
<td>$190,000</td>
</tr>
</tbody>
</table>

(all fees borne by insurance providers)

WHEREAS, AssuredPartners/AJM Insurance is a duly qualified provider of insurance services, as such terms are used in the PSCL, and specifically the Services sought by the Board; and

WHEREAS, based upon the foregoing, and AssuredPartners/AJM Insurance’s qualifications and experience, the Board is satisfied that AssuredPartners/AJM Insurance is able to provide the Services required by the Board.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

1. An EUS contract is awarded to AssuredPartners/AJM Insurance for the Services for the period commencing January 3, 2019;

2. The School Business Administrator is authorized to execute a contract with AssuredPartners/AJM Insurance for same;

3. Notice of this award, stating the nature, duration, service and amount of the contract, shall be published in the official newspapers of the Board as required by the PSCL; and

4. A copy of the contract with AssuredPartners/AJM Insurance for the Services shall be maintained at the Board’s offices and available for public inspection.

12. Insurance Broker – Other Coverages
   Burlington County Insurance Pool Joint Insurance Fund

13. Pest Management Coordinator
   William Hurley as Integrated Pest Management Coordinator

14. Architect of Record

MOTION:

WHEREAS, the Moorestown 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 Moorestown 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, Garrison Architects is a provider 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, Garrison Architects submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, Garrison Architects has provided Services to the Board for the past several years; and

WHEREAS, the Board is fully familiar with the Services provided by Garrison Architects and is satisfied that such Services have been performed by Garrison Architects in an effective and efficient manner; and

WHEREAS, based upon the foregoing, and Garrison Architects’ professional qualifications and experience, the Board is satisfied that Garrison Architects is 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 Garrison Architects for the Services for the period commencing January 3, 2019 through the twelve month period thereafter;
2. The Business Administrator is authorized to execute a contract with Garrison Architects 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 contract with Garrison Architects for the Services shall be maintained at the Board’s offices and available for public inspection.

Approval of Items 1 – 14:

Moved by: Mr. Weinstein    Second: Mrs. Nicolo-Dorfner Vote: Unanimous

E. Routine Matters for Reorganization

1. Official Newspaper

   It is recommended that the Burlington County Times, Courier Post, and the Moorestown Sun be designated official newspapers for the school district until the next reorganization meeting.

2. Depositories

   It is recommended that Investors Bank be designated official bank depository for the following board accounts:

   | Food Service                    | Summer Reserve          |
   | General                        | Unemployment Trust      |
   | Payroll – Agency               | Petty Cash              |
   | Payroll – Salary               | Bond andCoupon          |
   | Student Funds                  | Capital Projects Checking|
   | Capital Projects Escrow        | Senior Class            |
   | Student Payments               | Health Savings Account  |
and that the following financial institutions and investment providers be approved as depositories for Board funds for investment purposes until the next reorganization meeting and contingent upon notification, where applicable, of eligibility under the Government Unit Deposit Protection Act:

Republic Bank

3. Bank Signatories

Approval of 2019 Bank Account Signatories as per the attached Exhibit #19-150.

4. Ratification of Past Board Action/Bargaining Group Reorganization

It is recommended that the Board of Education ratify all past Board of Education actions and recognize all bargaining groups.

5. Re-adoption of District Curriculum, Textbooks and Board Policies

It is recommended that the Board of Education readopt all district curriculum, courses of study, handbooks, textbooks and Board of Education policies and regulations.

6. Recognize Board of Education Standing Committees

- Communications
- Curriculum
- Finance and Operations
- Leadership
- Policy

7. Chart of Accounts

The State requires the Board approval of the accounting Chart of Accounts, attached as Exhibit #19-151.

8. Cooperative Purchases

It has been our practice for many years to maximize shared services; therefore, the district participates in Educational Data Services Inc., Educational Services Commission of New Jersey, Hunterdon County Educational Services Commission, Camden County Educational Services Commission, SJTP and NJEDge.Net, Inc. cooperative purchasing agreements. It is recommended that the Board approve these cooperative purchases.


It is recommended that the Board approve the procurement of Goods and Services through State Agencies via State Contract.
10. Set Quote Threshold and Qualified Purchasing Agent to Award Contracts up to Bid Threshold:

It is recommended the Board approve the district bid limit at $40,000 and the quotation limit at $6,000. The Qualified Purchasing Agent is authorized to award bids up to the bid threshold.

11. Approve Payment of Bills Between Board Meetings

It is recommended that the Board approve the payment of bills between Board meetings until the next reorganization meeting.

12. Designation of Superintendent

It is recommended by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

Moved by: Mr. Weeks Second: Ms. Romano Vote: Unanimous

F. New Jersey School Board Member Code of Ethics

The School Ethics Act and Code of Ethics for School Board Members has been received and discussed; and that the Policies and Procedures regarding training of district Board of Education members has been adopted; and that each Board of Education member acknowledges receipt of the Code of Ethics for School Board Members and has become familiar with Code of Ethics.

MOTION:

It is recommended that the Board of Education members approve and sign the Code of Ethics form attached as Exhibit #19-152.

Moved by: Ms. Nicolo-Dorfner Second: Mr. Fairchild Vote: Unanimous

G. Establishment of Petty Cash Funds

It is recommended that the following petty cash funds be established until the next reorganization meeting.

<table>
<thead>
<tr>
<th>Location</th>
<th>Responsible Person</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Administration</td>
<td>Joanne D’Angelo</td>
<td>$1,000</td>
</tr>
<tr>
<td>High School</td>
<td>Andrew Seibel</td>
<td>$150</td>
</tr>
<tr>
<td>Middle School</td>
<td>Matthew Keith</td>
<td>$150</td>
</tr>
<tr>
<td>Upper Elementary School</td>
<td>Susan Powell</td>
<td>$150</td>
</tr>
<tr>
<td>Baker School</td>
<td>Michelle Rowe</td>
<td>$100</td>
</tr>
<tr>
<td>Roberts School</td>
<td>Brian Carter</td>
<td>$100</td>
</tr>
<tr>
<td>South Valley School</td>
<td>Heather Hackl</td>
<td>$100</td>
</tr>
<tr>
<td>Transportation</td>
<td>Cynthia Boyce</td>
<td>$200</td>
</tr>
<tr>
<td>High School (Vocational</td>
<td>Cynthia Moskalow</td>
<td>$200</td>
</tr>
<tr>
<td>Transition Program)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Moved by: Ms. Romano Second: Mr. Weeks Vote: Unanimous
VII. Capital Projects Change Orders

MOTION:

A resolution is requested approving the following change orders:

<table>
<thead>
<tr>
<th>Project</th>
<th>Contractor</th>
<th>Number</th>
<th>Amount</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security cameras at all schools</td>
<td>SJTP</td>
<td>One</td>
<td>$50,947.30</td>
<td>Connect power to data racks, receptacles, cable</td>
</tr>
<tr>
<td>Security cameras at all schools</td>
<td>SJTP</td>
<td>Two</td>
<td>$57,426.00</td>
<td>Removal/installation of cable at elementary schools</td>
</tr>
<tr>
<td>Security cameras at all schools</td>
<td>SJTP</td>
<td>Three</td>
<td>($7,251.07)</td>
<td>Reallocation of costs within schools</td>
</tr>
</tbody>
</table>

Moved by: Mr. Fairchild        Second: Ms. Romano        Vote: Unanimous

VIII. Public Comment – none

Dr. Albert distributed a draft of committee membership and asked for the board members' thoughts on when committees should be reorganized. The consensus was to reorganize the committees at the same time as the board and maintain them for the calendar year.

IX. Adjournment – 7:20 p.m.

Moved by: Mr. Weinstein        Second: Mrs. Law        Vote: Unanimous

Respectfully submitted,

Joanne P. D'Angelo
Board Secretary