

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
William Allen Middle School  
January 2, 2018 – 7:00 p.m.**

**I. Call to Order**

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 June 1, 2017
- B.** Notice filed with the Burlington County Times on June 1, 2017

**II. Moment of Silence**

**III. Pledge of Allegiance**

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

- **Jack Fairchild**
- **Tinamarie Nicolo-Dorfner**
- **Lauren Romano**
- **Mark Villanueva**

**V. Roll Call**

- X Dr. Sandra Alberti
- X Mr. Jack Fairchild
- X Mrs. Tinamarie Nicolo-Dorfner
- X Mr. Brandon J. Pugh
- X Ms. Lauren Romano
- X Mr. Dimitri Schneiberg
- X Mr. Mark Villanueva
- X Mr. Maurice Weeks
- X Mr. David A. Weinstein

Mr. Arthur F. Ridsen, Esq., Solicitor  
Dr. Scott McCartney, Superintendent  
Mrs. Joanne D’Angelo, Business Administrator/Board Secretary  
Ms. Carole Butler, Director of Curriculum and Instruction  
Dr. David Tate, Director of Special Education  
Mrs. Debora Belfield, Director of Personnel  
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. Schneiberg nominated Mr. Pugh.  
Mr. Weinstein nominated Dr. Alberti.

The floor was closed for nominations.

Mr. Pugh commented on his qualifications and goals as a candidate for president of the board of education.

Dr. Alberti commented on her qualifications and goals as a candidate for president of the board of education.

Mr. Schneiberg commented on his reasons for nominating Mr. Pugh for the office of president.

Mr. Villanueva commented in support of the nomination of Mr. Pugh.

Mr. Weinstein commented on his reasons for nominating Dr. Alberti for the office of president.

Mr. Weeks shared his view regarding the election of president.

Mr. Pugh spoke further about his candidacy.

A roll call vote was recorded as follows:

<u>Board Member</u>	<u>Vote</u>
Alberti	Alberti
Fairchild	Alberti
Nicolo-Dorfner	Pugh
Pugh	Pugh
Romano	Alberti
Schneiberg	Pugh
Villanueva	Pugh
Weeks	Alberti
Weinstein	Alberti

Dr. Sandra Alberti assumed the chair as president.

## **B. Election of Vice President**

Dr. Alberti opened the floor for nominations for the office of Vice President.

Mr. Weeks nominated Mr. Weinstein.

The floor was closed for nominations.

Mr. Weinstein commented on his goals as Vice President.

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

## **C. Public Comment**

Ms. Trapani congratulated the new officers. She addressed the board to comment on the board's intention to appoint a new health benefits broker.

Dr. Alberti responded to Ms. Trapani's comments regarding the RFP process.

Mr. Weinstein asked how the RFPs had been evaluated.

Mr. Schneiberg responded to the comments regarding the RFPs and the work of the Budget & Finance committee.

Mr. Fairchild commented regarding the matrix that was used to evaluate the RFPs.

Mr. Judson Vandervort of 322 Bridgeboro Road commented regarding the election of president.

#### **D. Appointments**

##### **1. Board Secretary and Qualified Purchasing Agent**

Joanne D'Angelo as Board Secretary and Qualified Purchasing Agent for the district effective January 2, 2018 through the next reorganization meeting.

##### **2. Pest Management Coordinator**

Gregory McCarty as Integrated Pest management Coordinator for the district effective January 2, 2018 through the next reorganization meeting.

##### **3. Affirmative Action Officer**

Debora Belfield as Affirmative Action Officer for the district effective January 2, 2018 through the next reorganization meeting.

##### **4. Treasurer of School Monies**

It is recommended that Thomas Merchel be appointed Treasurer of School Monies effective January 2, 2018 through the next reorganization meeting.

Moved by: Mr. Pugh

Second: Mr. Weinstein

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  
General  
Payroll – Agency  
Payroll – Salary  
Student Funds  
Capital Projects Escrow  
Student Payments

Summer Reserve  
Unemployment Trust  
Petty Cash  
Bond and Coupon  
Capital Projects Checking  
Senior Class  
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:

Liberty Bell Bank  
Republic Bank

**3. Bank Signatories**

Approval of 2018 Bank Account Signatories as per the attached Exhibit #18-158.

**4. Ratification of Past Board Action/Bargaining Group Recognition**

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. Chart of Accounts**

The State requires the Board approval of the accounting Chart of Accounts, attached as Exhibit #18-159.

**7. 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.

**8. Procurement of Goods and Services Through State Agencies (State Contract)**

It is recommended that the Board approve the procurement of Goods and Services through State Agencies via State Contract.

**9. 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.

**10. 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.

## 11. 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: Mr. Villanueva                      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 approve and sign the Code of Ethics form attached as Exhibit #18-160.

Moved by: Mr. Weinstein                      Second: Mr. Villanueva                      Vote: Unanimous

### G. Establishment of Petty Cash Funds

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

Location	Responsible Person	Amount
Central Administration	Joanne D'Angelo	\$1,000
High School	Andrew Seibel	\$150
Middle School	Matthew Keith	\$150
Upper Elementary School	Susan Powell	\$150
Baker School	Michelle Rowe	\$100
Roberts School	Brian Carter	\$100
South Valley School	Leisa Karanjia	\$100
Transportation	Cynthia Boyce	\$200

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

### H. Professional Services

#### 1. 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, 2017 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.

Moved by: Mr. Schneiberg

Second: Mr. Weeks

Vote: 8 – 0, Abstain – 1

Abstention: Mr. Fairchild

Mr. Weinstein acknowledged Garrison’s excellent service to the district.

## **2. Auditor Appointment**

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 Frenia Allison, 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 Frenia Allison, P.C. submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, Holman Frenia Allison, 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 Frenia Allison, P.C. and is satisfied that such Services have been performed by Holman Frenia Allison, P.C. in an effective and efficient manner; and

WHEREAS, based upon the foregoing, and Holman Frenia Allison, P.C.'s professional qualifications and experience, the Board is satisfied that Holman Frenia Allison, 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 Frenia Allison, P.C. for the Services for the period commencing January 3, 2017 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 Frenia Allison, P.C. for the Services shall be maintained at the Board's offices and available for public inspection.

Moved by: Mr. Schneiberg

Second: Mr. Weinstein

Vote: 8 – 0, Abstain – 1

Abstention: Mr. Pugh

### **3. Legal Services – School Solicitor**

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. Riden, 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 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, 2017 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.

Moved by: Mr. Pugh

Second: Mr. Villanueva

Vote: 7 – 0, Abstain – 2

Abstentions: Mr. Fairchild,  
Ms. Romano

Mr. Pugh and Mr. Weinstein commented on the outstanding services provided by the Comegno Law Group.

#### **4. Conflict Counsel**

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, Thomas J. Gosse, Esq. 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, Thomas J. Gosse previously submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, Thomas J. Gosse has provided Services to the Board for the past several years; and

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

WHEREAS, based upon the foregoing, and Thomas J. Gosse's professional qualifications and experience, the Board is satisfied that Thomas J. Gosse 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 Thomas J. Gosse for the Services for the period commencing January 3, 2017 through the twelve month period thereafter;
2. The Business Administrator is authorized to execute a contract with Thomas J. Gosse 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 Thomas J. Gosse for the Services shall be maintained at the Board's offices and available for public inspection.

Moved by: Mr. Schneiberg

Second: Mr. Pugh

Vote: Unanimous

##### **5. Insurance Broker of Record**

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

Vendor Name	Price
AssuredPartners/AJM Insurance	\$190,000 (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 2, 2018;
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.

Moved by: Mr. Schneiberg                      Second: Mr. Pugh                      Vote: 7 – 0, Abstain – 2  
Abstentions: Mr. Fairchild,  
Ms. Romano

**VII. Amendment to Long Range Facilities Plan**

MOTION:

A resolution is requested approving an amendment to the District’s Long Range Facilities Plan as per the attached Exhibit #18-161.

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

**VIII. Adjournment – 8:09 p.m.**

Moved by: Mr. Villanueva                      Second: Mr. Pugh                      Vote: Unanimous

Respectfully submitted,

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Joanne P. D’Angelo  
Board Secretary