

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
RE-ORGANIZATION AGENDA
January 2, 2019

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. OATH OF OFFICE OF NEW BOARD MEMBERS
4. ROLL CALL
5. ELECTION OF OFFICERS
 - A. Nominations for President
 - B. President presides over meeting
 - C. Nominations for Vice President
 - D. Appointment of New Jersey and Burlington County Delegate.
 - E. Annual School Board Election Results

6. APPOINTMENTS

A. Personnel Appointments

NAME	POSITION
Michael Colling	Board Secretary
Michael Colling	Public Agency Compliance Officer
Michael Colling	Qualified Purchasing Agent
Michael Colling	Burlington County Joint Insurance Fund Delegate
Mary Bakey	Treasurer of School Monies
Mary Jo Cooper	Custodian of School Funds – Neeta
Angela Gatto	Custodian of School Funds – Nokomis
Gregory Witham	Right-To-Know Designated Person
Gregory Witham	Asbestos Management Officer
Gregory Witham	Safety and Health Designee
Gregory Witham	AHERA Coordinator
Gregory Witham	Chemical Hygiene Officer
Gregory Witham	PEOSA Officer/Coordinator
Gregory Witham	Air Quality Designee
Gregory Witham	Integrated Pest Management Coordinator
Carole Ramage	Affirmative Action Officer
Carole Ramage	Title IX Coordinator
Carole Ramage	504 Program Coordinator
Michael Lee	ADA Officer
Michael Lee	Homeless Liaison
Holly Fisher	Substance Awareness Coordinator
Anthony V. Dent	Attendance Officer
Anthony V. Dent	Custodian of Records (OPRA)
Parker McCay, P.C.	Chief Negotiator
Connor Strong & Buckelew, LLC	Health Insurance Broker of Record

B. Solicitor

Recommend that the Board of Education approve the appointment of Frank Cavallo, Esq. of Parker McCay, P.C. as district solicitors through December 31st, 2019. This contract is awarded as a professional service pursuant to N.J.S.A. 18A:18A-5a(1).

C. Architect

Recommend that the Board of Education approve the appointment of The Design Collaborative as district architects through December 31, 2019. This contract is awarded as a professional service pursuant to N.J.S.A. 18A:18A-5a(1).

D. Designated Depositories for School Funds

Recommend that the Board of Education approve the following financial institutions as depositories for the school funds through December 31st, 2019.

TD Bank
Republic Bank
Morgan Stanley Trust – New Jersey Cash Management
Bank of New York
Bank of America
PNC

E. Designation of Tax Sheltered Annuity Companies

Recommend that the Board of Education approve the following institutions as tax sheltered annuity companies through December 31st, 2019.

Equitable Annuities
Lincoln Investments
MetLife Company

F. Designated Newspapers

Recommend that the Board of Education name the following as newspapers of record through December 31st, 2019.

Burlington County Times
Central Record
Courier Post
Asbury Park Press

G. Meeting Schedule

Recommend that the Board of Education set the following dates as the regularly scheduled meetings of the Board of Education through January 8, 2020 to take place in the Neeta School Library at 6:30 PM for Public Session with Executive Session immediately following:

January 16, 2019	August 21, 2019
February 6, 2019 (Budget Workshop)	September 18, 2019
February 20, 2019	October 16, 2019
March 20, 2019	November 20, 2019
April 17, 2019	December 18, 2019
May 15, 2019	January 8, 2020 - Reorganization
June 12, 2019	

The Board acts as a committee of the whole and will schedule and publish notice of such meetings as necessary under the open public meetings acts.

H. Adopt Policies as set by Previous Board

Recommend that the Board of Education adopt and re-affirm all past and present policies and operating procedures of the Board of Education

I. Adopt Resolution for Purchasing under State Contract

Recommend that the Board of Education adopt a resolution for purchasing under New Jersey State Contracts Laws.

J. Establish Bank Signatories

1. Recommend that the Board of Education approve the signatories on all TD Bank Accounts as follows:

Account Number	Account Description	Signatories		Required
XXXXXX1166	General Fund	_____ _____ Mary E. Bakey Michael Colling	President Vice President Treasurer Bus. Admin / Bd. Sec'y.	3
XXXXXX0952	Milk	Michael Colling Michelle Revelle	Bus. Admin / Bd. Sec'y. Secretary/ Accts Payable	1
XXXXXX1025	Net Payroll	Mary E. Bakey Michael Colling	Treasurer Bus. Admin / Bd. Sec'y.	1
XXXXXX1033	Payroll Agency	Mary E. Bakey Michael Colling	Treasurer Bus. Admin / Bd. Sec'y.	1
XXXXXX1041	Petty Cash	Anthony V. Dent Michelle Revelle Michael Colling	Superintendent Secretary/ Accts Payable Bus. Admin / Bd. Sec'y.	2
XXXXXX1059	Student Council	Anthony V. Dent Michael Colling	Superintendent Bus. Admin / Bd. Sec'y.	2
XXXXXX1067	Scholarship	Anthony V. Dent Michael Colling	Superintendent Bus. Admin / Bd. Sec'y.	2
XXXXXX1083	Flex Spending	Michael Colling Mary Bakey	Bus. Admin / Bd. Sec'y. Treasurer	1
XXXXXX1075	Investment	Michael Colling	Bus. Admin / Bd. Sec'y.	1
XXXXXX1091	Unemployment	Michael Colling	Bus. Admin / Bd. Sec'y.	1
XXXXXX1116	Maintenance Reserve	Michael Colling	Bus. Admin / Bd. Sec'y	1
XXXXXX1108	Emergency Reserve	Michael Colling	Bus. Admin / Bd. Sect'y	1
XXXXXX6853	2018 Bond Proceeds	Michael Colling	Bus. Admin / Bd. Sect'y	1

2. Recommend that the Board of Education approve the signatories on all Republic Bank Accounts as follows:

Account Number	Account Description	Signatories		Required
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XXXX281	General Fund	_____	President Vice President Treasurer Bus. Admin / Bd. Sec'y.	3
XXXX400	Milk	Michael Colling Michelle Revelle	Bus. Admin / Bd. Sec'y. Secretary/ Accts Payable	1
XXXX362	Net Payroll	Mary E. Bakey Michael Colling	Treasurer Bus. Admin / Bd. Sec'y.	1
XXXX370	Payroll Agency	Mary E. Bakey Michael Colling	Treasurer Bus. Admin / Bd. Sec'y.	1
XXXX419	Petty Cash	Anthony V. Dent Michelle Revelle Michael Colling	Superintendent Secretary/ Accts Payable Bus. Admin / Bd. Sec'y.	1
XXXX427	Student Council	Anthony V. Dent Michael Colling	Superintendent Bus. Admin / Bd. Sec'y.	1
XXXX443	Scholarship	Anthony V. Dent Michael Colling	Superintendent Bus. Admin / Bd. Sec'y.	1
XXXX389	Flex Spending	Michael Colling Mary Bakey	Bus. Admin / Bd. Sec'y. Treasurer	1
XXXX303	Investment	Michael Colling	Bus. Admin / Bd. Sec'y.	1
XXXX435	Unemployment	Michael Colling	Bus. Admin / Bd. Sec'y.	1
XXXX338	Maintenance Reserve	Michael Colling	Bus. Admin / Bd. Sec'y	1
XXXX354	Emergency Reserve	Michael Colling	Bus. Admin / Bd. Sect'y	1
XXXX478	2018 Bond Proceeds	Michael Colling	Bus. Admin / Bd. Sect'y	1

K. Review and Adoption of Board Member Code of Ethics

Recommend that the Board of Education adopt the New Jersey School Board Member Code of Ethics to include:

1. That the School Ethics Act and code of Ethics for School Board Members has been received and discussed.
2. That Policies and Procedures regarding training of district Board of Education members has been adopted.
3. 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.

L. Establish Petty Cash Fund

Recommend that the Board of Education establish a Petty Cash Fund through December 31, 2019, balance not to exceed \$1,000, maximum single expenditure not to exceed \$50. The Business Administrator shall be designated to oversee proper disposition of the fund.

M. Recognize Bargaining Unit

Recommend that the Board of Education recognize the Medford Lakes Education Association as the official bargaining unit for represented staff.

N. District Travel

Recommend that the Board of Education hereby grants prior-approval for the reimbursement of expenses incurred by any employee for travel within the State of New Jersey, for which the Superintendent provides written approval, and which the Superintendent deems to be necessary or unavoidable, and which travel is for the purpose of attending any state, county or education organization affiliate meetings, for the purpose of furthering delivery of instruction or the efficient operation of the school district.

Further approve the Medford Lakes School District policy 4131/3131.1 Staff Development; In-service Education/Visitations/Conferences, 9150 Expenses and 9250 Expenses and NJAC 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2018-2019 school year. The Medford Lakes School District Board of Education hereby establishes the school district travel maximum for the 2019-2020 school year at the maximum sum of \$35,000.

- O. Adopt Curricula and programming that is aligned with the NJSLS (New Jersey Student Learning Standards/Common Core State Standards), to provide a thorough and efficient education for all children as set by the previous Board. Further the Board adopts TEACHSCAPE for both teacher and principal as the evaluation framework.
- P. Recommend that the Board of Education approve parliamentary procedures for board meetings
- Q. Recommend that the Board of Education authorize to award contracts up to the bid threshold and set quote threshold at 15% of the bid threshold amount.
- R. Recommend that the Board of Education adopt the Safety and Security Plan as set by the previous Board.
- S. Recommend that the Board of Education approve payment of bills between Board meetings.
- T. Recommend that the Board of Education approved the Integrated Pest Management Plan as set by the previous Board.
- U. Recommend that the Board of Education approve collection and maintenance of student records according to 6A:32-7.3.
- V. Recommend that the Board of Education approve the following substitute rates through December 31, 2019:

Substitute Teacher Full Day Rates:

Degree in Teaching:	\$80.00
Cert. of Teaching Only:	\$75.00

Substitute Teacher Half Day Rates:

Degree in Teaching:	\$40.00
Cert. of Teaching Only:	\$37.50

Substitute Custodial Hourly Rates: \$13.54

Substitute Part Time Cleaner: \$10.00

Substitute Secretarial Hourly Rates: \$10.67

Substitute Nurses Daily Rates: \$150.00

- W. Recommend that the Board of Education approve 125 Plan as set forth by the previous board.
- X. Recommend that the Board of Education approve the revised Memorandum of Agreement between the Medford Lakes Colony Club, owners of Hopkins Athletic Field, and the Board of Education of the Borough of Medford Lakes for the use of Hopkins Athletic Field at the cost of \$1.00.

7. ADJOURNMENT OF REORGANIZATION MEETING