

MEDFORD LAKES SCHOOL DISTRICT
 MEDFORD LAKES, NJ 08055
 RE-ORGANIZATION MEETING
 PUBLIC AGENDA
 January 3, 2018

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

Candidates for one seat on the Board for three years:

Mr. Robert Brittain	928
Mr. Benjamin Vinci	632
Mr. Kenneth Wolson	708
Personal Choice	7

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
Betsy Feinberg	Substance Awareness Coordinator
Anthony V. Dent	Attendance Officer
Anthony V. Dent	Custodian of Records (OPRA)
Parker McCay, P.C.	Chief Negotiator

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, 2018. 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 31st, 2018. 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, 2018.

TD Bank
Beneficial 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, 2018.

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, 2018.

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 2, 2019 to take place in the Neeta School Library at 6:30 PM for Public Session with Executive Session immediately following:

February 21 st	September 19 th
March 21 st	October 17 th
April 18 th	November 14 th
May 16 th	December 12 th
June 13 th	January 2 nd , 2019 - Reorganization
August 22 nd	

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

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 Carole Ramage Michael Colling	Superintendent Principal Bus. Admin / Bd. Sec'y.	2
XXXXXX1067	Scholarship	Anthony V. Dent Carole Ramage Michael Colling	Superintendent Principal 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

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 31st, 2018, 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 2018-2019 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 31st, 2018:

Substitute Teacher Full Day Rates:

Degree in Teaching:	\$80.00
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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 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

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
PUBLIC AGENDA
January 3, 2018

1. CALL MEETING TO ORDER
2. ANNOUNCEMENT OF NOTICE
3. ROLL CALL
4. FLAG SALUTE
5. PRESENTATIONS

A. Mrs. Carole Ramage, December Students of the Month:

Kindergarten	Jayden Gwynne
1 st Grade	Elliot Still
2 nd Grade	Gwynth Kerfoot

Mr. Anthony Dent, Superintendent, December Students of the Month:

3 rd Grade	Danica DiPerna
4 th Grade	Olivia Coolidge
5 th Grade	Layla DelRossi
6 th Grade	Steven Wingert
7 th Grade	Katherine Schaefer
8 th Grade	Gavin Zaun

6. PUBLIC COMMENT

The Board of Education welcomes and encourages comments from members of the community. The Board Secretary will note your comments, because of this we ask that you state your name and address before speaking and keep your comments to a 3 minute time limit. Concerns stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion and action or disposition at a later time/date. However, if your questions or comments pertain to litigation, student or personnel items, or negotiations, we ask that you see the Superintendent of Schools after the meeting. We do not discuss these items in public.

7. APPROVAL OF MINUTES

8. MONTHLY REPORTS

1. Student Enrollment
2. Fire and Security Drill Reports
3. Nurses' Reports
4. Staff Attendance

9. OLD BUSINESS

10. NEW BUSINESS

11. POLICY

a. Approve for second reading, the following policy numbers:

1. 3440 – Inventories
2. 3450 – Money in School Buildings
3. 3451 – Petty Cash Funds
4. 3453 – School Activity Funds
5. 3510 – Operation and Maintenance of Plant
6. 3514 – Equipment
7. 3515 – Smoking Prohibition

b. Approve for final reading and adoption, the following policy number(s):

1. 3280 – Gifts, Grants and Requests
2. 3281 – Corporate Sponsorship in Schools
3. 3282 – Commercialism in schools
4. 3320 – Purchasing Procedures
5. 3326 – Payment for Goods and Services

- 6. 3327 – Relations with Vendors
- 7. 3400 – Accounts

12. SUPERINTENDENT'S REPORT

A. PERSONNEL

- 1. Approve retirement of
 - a. Cathy Moffitt effective June 30, 2018.
- 2. Approve Unpaid Leave Request
 - a. Tracey Casciato, Part Time In Class Assistant
January 16th, 17th, 18th, 19th, 2018
 - b. AnnMarie Lombardi, Lunch/Recess Aide
December 20th, 2017

B. CURRICULUM/COORDINATED ACTIVITIES

Approval of the following field trip(s):

- 1. 2nd Grade students to Fernbrook Farms Environmental Education Center, Bordentown, NJ – Friday, May 11, 2018

13. BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

- 1. Payment of the bills with funds available.
- 2. Approve the following district travel to include mileage reimbursement:

Name	Description	Date	Registr. Amount	Sub Cost
Regina Reilly	American Heart Association's Basic Life Skills – Mt. Laurel, NJ (7pm – 9pm)	1/9/2018	\$78.50	\$0.00
Rebecca Smith	American Heart Association's Basic Life Skills – Mt. Laurel, NJ (7pm – 9pm)	1/9/2018	\$78.50	\$0.00
Jill Agin	Classroom Observations and Vertical Articulation (Science) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Erin Czarzasty	Classroom Observations and Vertical Articulation (English) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Rick Heggan	Classroom Observations and Vertical Articulation (Science) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Judy McKeever	Classroom Observations and Vertical Articulation (History) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Brian Meakim	Classroom Observations and Vertical Articulation (History) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Jeanie Strath	Classroom Observations and Vertical Articulation (English) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Michelle Strong	Classroom Observations and Vertical Articulation (English) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Carol Lynn Walsh	Classroom Observations and Vertical Articulation (History) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Amy Wiker	Classroom Observations and Vertical Articulation (Science) – Medford, NJ (1/2 day PM)	1/12/18	\$0.00	\$0.00
Brian Meakim	NJDoE Social Studies Info Session – Medford, NJ	1/22/18	\$0.00	\$125.00
Carol Lynn Walsh	NJDoE Social Studies Info Session – Medford, NJ	1/22/18	\$0.00	\$125.00
Carole Ramage	NJDoE Social Studies Info Session – Medford, NJ	1/22/18	\$0.00	\$0.00

B. BUILDINGS AND GROUNDS - NONE

C. FACILITIES USE - NONE

14. PUBLIC COMMENT

The Board of Education welcomes and encourages comments from members of the community. The Board Secretary will note your comments, because of this we ask that you state your name and address before speaking and keep your comments to a 3 minute time limit. Concerns stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion and action or disposition at a later time/date. However, if your questions or comments pertain to litigation, student or personnel items, or negotiations, we ask that you see the Superintendent of Schools after the meeting. We do not discuss these items in public.

15. EXECUTIVE SESSION

BOARD OF EDUCATION OF MEDFORD LAKES

RESOLUTION 2018-09E
AUTHORIZING EXECUTIVE SESSION

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of Medford Lakes ("Board of Education") has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

___ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

___ Any matter in which the release of information would impair a right to receive funds from the federal government;

X Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

___ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body;

___ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

___ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

___ Any investigations of violations or possible violations of the law;

___ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: [John Doe vs. ABC Board of Education])

(If contract negotiation the nature of the contract and interested party is _____
_____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

___ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is _____);

_____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion. That time is currently estimated as the time of said matter. (Estimated date: _____) or upon the occurrence of _____);

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution. Action may be taken when public session resumes.

16. ADJOURNMENT

Medford Lakes Board of Education

Bills List

January 3, 2018

PO#	Vendor	Invoice#	Payment	Check#
18-0416	AMAZON.COM	B & G SUPPLIES	81.95	32782
18-0439	AMAZON.COM	B & G SUPPLIES.	493.61	32782
18-0414	AMAZON.COM	B & G SUPPLIES-	56.19	32782
18-0437	APOGEE ROCKETS	ROCKETRY CLUB	215.06	32783
18-0488	CASA PAYROLL SERVICES, LLC	DECEMBER PAYROLL	536.90	32784
18-0495	COLLING, MICHAEL	CELL PHONE RREIMB	113.75	32785
18-0210	COMCAST - BUSINESS SERVICES	INTERNET SERVICE	7,479.03	32786
18-0494	DENT, ANTHONY V	CELL PHONE REIMBURSE	63.97	32787
18-0176	DENT, ANTHONY V	TUITION REIMBURSEMEN	5,598.18	32787
18-0113A	EDUCATIONAL DATA SERVICES, INC	LIC & MAINT INSTALLM	405.00	32788
18-0487	EDUCATIONAL SERVICES UNIT	LDTG SERVICES-NOV	2,790.00	32789
18-0465	EDUCATIONAL SERVICES UNIT	LDTG - SEPT	465.00	32789
18-0462	EDUCATIONAL SERVICES UNIT	LDTG- NOV	1,860.00	32789
18-0464	EDUCATIONAL SERVICES UNIT	PSYCH SERVICES	430.00	32789
18-0486	EDUCATIONAL SERVICES UNIT	TECHNOLOGY SVCS	22,500.00	32789
18-0478	EDUCATIONAL SERVICES UNIT-TRANS	AID IN LIEU PYMT 1	3,675.00	32790
18-0479	EDUCATIONAL SERVICES UNIT-TRANS	DEC TRANSPORT	6,222.90	32790
18-0294	EDUCERE LLC	STUDENT ON-LINE COUR	399.00	32791
18-0435	GLOBAL EQUIPMENT COMPANY, INC.	B&G SUPPLIES	146.83	32792
18-0484	HEGGAN, RICHARD	SCIENCE SUPPLIES	67.63	32793
18-0483	HONEYWELL INTERNATIONAL, INC.	PM AGREEMENT	9,554.00	32794
18-0146	IMPERIAL BAG & PAPER	EQUIP REPAIR	656.62	32795
18-0472	KEN WOLSON	REIMBURSEMENT	62.00	32796
18-0448	LENAPE REGIONAL HS DIST.	LENAPE REG CURR COUN	1,500.00	32797
18-0485	LENAPE REGIONAL HS DIST.	NOV FUEL	62.53	32797
18-0489	MOTION PICTURE LICENSING CORP	LICENSE RENEWAL	312.18	32798
18-0480	NJ DIVISION OF PENSION & BENEFITS / DCRP	DECEMBER DCRP PREMIU	294.52	32799
18-0445	NJPSA	MEMBERSHIP-RAMAGE	1,055.00	32800
18-0476	PARKER MC CAY, P.A.	NOVEMBER FEES	7,676.18	32801
18-0493	PITNEY - BOWES CREDIT CORP.	POSTAGE METER RENTAL	236.00	32802
18-0104	PROTECTIVE SERVICES GROUP	FIRE MONITORING	348.00	32803
18-0395	RED CIRCLE SOLUTIONS	LOBBY GUARD KIOSKS	11,430.00	32804
18-0447	REM AUDIOLOGY ASSOCIATES, PC	STUDENT SERVICES	200.00	32805
18-0477	SAFEGUARD BUSINESS SYSTEMS	BANKING SUPPLIES	53.51	32806
18-0366	SECURITY & DATA TECHNOLOGIES	ALARM REPAIRS	5,980.16	32807
18-0107	SONITROL SECURITY OF DE VALLEY	SECURITY MONITORING	1,881.81	32808
18-0436	SONITROL SECURITY OF DE VALLEY	KEY FOBS	209.43	32808
18-0239	SOUTH JERSEY ENERGY	GAS SUPPLY	1,976.99	32809
18-0442	SPOTTS, INC. HARDWARE	B&G SUPPLIES	48.70	32810
18-0482	STARLIGHT HOMECARE AGENCY, INC	STUDENT SERVICES-	4,685.00	32811
18-0481	SYSTEMS 3000	SUPPORT/LICENCE	4,591.00	32812
18-0367	TTI ENVIRONMENTAL, INC.	ASBESTOS INSPECTION	7,146.50	32813
18-0244	YALE SCHOOL NORTH II, INC.	JANUARY TUITION	5,728.38	32814
			119,288.51	

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S.A. 18A:19 et seq.

JANUARY 3, 2018

BOARD SECRETARY

DATE