

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
RE-ORGANIZATION MINUTES
January 4, 2017

CALL MEETING TO ORDER

This meeting is called to order under the New Jersey Open Public Meetings Act. I certify that all requirements have been met. I, Michael F. Colling, Board Secretary, call this meeting to order at 6:30 PM. Adequate notice of the meeting was advertised by the Burlington County Times on January 24, 2016 and sent by electronic mail to the Clerk of the Municipality.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE OF NEW BOARD MEMBERS

ROLL CALL

Ms. Kim Bezanis
Mr. Robert Brittain
Mrs. Kristen Caputo
Ms. Mary Sullivan
Mrs. Sandra Weiss

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Carole Ramage, Director of Curriculum/Nokomis Principal
Mrs. Kelly Scapellato, Supervisor of Special Services
Mr. Frank Cavallo, Jr., Esq., Solicitor

ELECTION OF OFFICERS

A. Nominations for President:

Motion by Ms. Sullivan and seconded by Ms. Bezanis to open the floor to nominations.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Motion by Ms. Sullivan and seconded by Mr. Brittain to nominate Mrs. Sandra Weiss for President of the Board.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Motion by Ms. Bezanis and seconded by Mr. Brittain to appoint Mrs. Sandra Weiss as president.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

B. President presides over meeting

C. Nominations for Vice President

Motion by Ms. Sullivan and seconded by Mr. Brittain to open the floor to nominations.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Motion by Mr. Brittain and seconded by Ms. Sullivan to nominate Ms. Kim Bezanis as Vice President of the Board.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Motion by Mr. Brittain and seconded by Mrs. Caputo to appoint Ms. Kim Bezanis.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

D. Appointment of New Jersey and Burlington County Delegate.

Motion by Ms. Sullivan and seconded by Ms. Bezanis to open the floor to nominations and nominate Ms. Kim Bezanis as New Jersey and Burlington County Delegate.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Motion by Ms. Sullivan and seconded by Ms. Caputo to appoint Ms. Bezanis as district delegate and Mr. Brittain as district alternate delegate.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

E. Annual School Board Election Results

Candidates for one seat on the Board for three years:

Mrs. Kristen Caputo	<u>1,465</u>
Personal Choice	<u>13</u>

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

APPOINTMENTS

Motion by Ms. Sullivan and seconded by Mr. Brittain;

Recommend that the Board of Education approve the following appointments for the 2017-2018 School year:

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
Kelly Scapellato	ADA Officer
Kelly Scapellato	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
The Lance Group	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, 2017. This contract is awarded as a professional service pursuant to N.J.S.A. 18A:18A-5a(1).

C. 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, 2017.

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

D. Designation of Tax Sheltered Annuity Companies

Recommend that the Board of Education approve the following institutions as tax sheltered annuity companies through December 31st, 2017.

Equitable Annuities
Lincoln Investments
MetLife Company

E. Designated Newspapers

Recommend that the Board of Education name the following as newspapers of record through December 31st, 2017.

Burlington County Times
Central Record
Courier Post
Asbury Park Press

F. Meeting Schedule

Recommend that the Board of Education set the following dates as the regularly scheduled meetings of the Board of Education through December 31st, 2017 to take place in the Neeta School Library at 6:30 PM for Public Session with Executive Session immediately following:

January 18 th	August 16 th
February 15 th	September 20 th
March 15 th	October 18 th
April 12 th	November 15 th
May 17 th	December 13 th
June 14 th	January 3 rd , 2018 - Reorganization

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.

G. 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

H. Adopt Resolution for Purchasing under State Contract

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

I. 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	Sandra Weiss Kim Bezanis 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

J. 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.

K. Establish Petty Cash Fund

Recommend that the Board of Education establish a Petty Cash Fund through December 31st, 2017, 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.

L. Recognize Bargaining Unit

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

M. 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 2017-2018 school year. The Medford Lakes School District Board of Education hereby establishes the school district travel maximum for the 2017-2018 school year at the maximum sum of \$35,000.

- N. Adopt Curricula that reflect the NJCCCS/CCSS (New Jersey Common Core Curriculum Standards/Common Core State Standards), textbooks and District Technology Plan 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.
- O. Recommend that the Board of Education approve parliamentary procedures for board meetings
- P. 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.
- Q. Recommend that the Board of Education adopt the Safety and Security Plan as set by the previous Board.
- R. Recommend that the Board of Education approve payment of bills between Board meetings.
- S. Recommend that the Board of Education approved the Integrated Pest Management Plan as set by the previous Board.
- T. Recommend that the Board of Education approve collection and maintenance of student records according to 6A:32-7.3.
- U. Recommend that the Board of Education approve the following substitute rates through December 31st, 2017:

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
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Substitute Secretarial Hourly Rates: \$10.67

Substitute Nurses Daily Rates: \$150.00

- V. Recommend that the Board of Education approve 125 Plan as set forth by the previous board.
- W. 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.

ROLL CALL VOTE: *Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss*
 Nays: None
 Abstain: None
 Absent: None

ADJOURNMENT OF REORGANIZATION MEETING

Motion by Ms. Bezanis and seconded by Ms. Sullivan to adjourn the reorganization meeting.

VOTE: **5 Ayes** **0 Nays** **0 Abstain** **0 Absent** **Motion Carried**

TIME: 6:37 PM

Respectfully Submitted,



Michael F. Colling
Board Secretary

MEDFORD LAKES SCHOOL DISTRICT
MEDFORD LAKES, NJ 08055
MEETING MINUTES
January 4, 2017

CALL MEETING TO ORDER

This meeting is called to order under the New Jersey Open Public Meetings Act. The Secretary certifies that all requirements have been met. I, Sandra Weiss, Board President, call this meeting to order at 6:37 PM.

ANNOUNCEMENT OF NOTICE

Adequate notice of the meeting was advertised by the Burlington County Times on January 24, 2016 and sent by electronic mail to the Clerk of the Municipality.

ROLL CALL

Ms. Kim Bezanis
Mr. Robert Brittain
Mrs. Kristen Caputo
Ms. Mary Sullivan
Mrs. Sandra Weiss

OTHERS PRESENT

Mr. Anthony Dent, Superintendent
Mr. Michael Colling, Business Administrator
Mrs. Carole Ramage, Director of Curriculum
Mrs. Kelly Scapellato, Supervisor of Special Services
Mr. Frank Cavallo, Jr., Esq., Solicitor

FLAG SALUTE

PRESENTATIONS

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

Kindergarten	Conner Haney
1 st Grade	Frank Donnelly
2 nd Grade	Lilly Estevez

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

3 rd Grade	Katie Adamson
4 th Grade	Sean Sipera
5 th Grade	Gavin Pizzuti
6 th Grade	Andrew Lewis
7 th Grade	Eamon Loftus
8 th Grade	Aidan Uray

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

Motion by Ms. Bezanis and seconded by Mr. Brittain;

RECOMMEND that the Board of Education approve the Executive Session and Regular Meeting Minutes of the December 14, 2016 Meeting of the Board of Education.

VOTE: 4 Ayes 0 Nays 1 Abstain (Caputo) 0 Absent Motion Carried

MONTHLY REPORTS

Motion by Ms. Sullivan and seconded by Ms. Bezanis;

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve the following monthly reports:

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

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

OLD BUSINESS

Mr. Dent reported that today the water testing results came back and that the two results for Lead testing indicated that we are now in compliance. He explained the process for testing and that a letter will be going out to the district this week letting the public know of these results.

NEW BUSINESS

Ms. Sullivan inquired about the recognition to all the crossing guards, she wanted to know when we did this last year and wanted to repeat this process this year. Mr. Dent believed that it was in April or May of last year and that we could repeat this process.

Mr. Colling talked about Budget and advertising February 8 at 6pm for our first Budget meeting.

POLICY

Motion by Ms. Sullivan and seconded by Mr. Brittain;

RECOMMEND that the Board of Education, upon the recommendation of the Business Administrator, approve the following policy items:

- A. Approve for first reading the following policy number(s):
 - 1. 2224.2 – Employees and Students Harassment, Intimidation and Bullying
 - 2. 2240 – Research, Evaluation and Planning
 - 3. 2255 Action Planning for T&E Certification
- B. Approve for final reading and adoption the following policy numbers(s):
 - 1. 2210 – Administrative Leeway in Absence of Board Policy
 - 2. 2224 – Non-Discrimination/Affirmative Action
 - 3. 2224.1 – Staff and Student Protection from Sexual Harassment

Ms. Bezanis reviewed the policies for first reading

ROLL CALL VOTE: *Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss*
 Nays: None
 Abstain: None
 Absent: None
 Motion Carried

SUPERINTENDENT’S REPORT

A. PERSONNEL

Motion by Ms. Bezanis and seconded by Ms. Sullivan;

RECOMMEND that the Board of Education, upon the recommendation of the Superintendent, approve the following personnel items:

- 1. Approve Anna Huckaby's leave of absence beginning on February 21, 2017 using 20 days of sick time until March 21, 2017. Beginning March 22nd, 2017 unpaid leave of absence in accordance with the New Jersey Family Leave Act. Returning to work on May 22nd, 2017.
- 2. Approve Cathy Moffitt for a leave of absence under the Family Medical Leave Act beginning, Monday, January 9th, 2017 and will be returning Monday, February 6th, 2017. One and half day will be a Family Illness day, two and a half days will be personal days.

3. Resignation Lunch/Recess Aide

a Donna Le

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>
203-07	11-000-262-107-D-160	Donna Le

4. Approve Part Time In Class Assistants

- a Tracey Casciato
- b Donna Le

<u>Position Control Roster Number</u>	<u>Account Number</u>	<u>Employee</u>	<u>Salary</u>
201-07	11-215-100-106-0-119	Tracey Casciato	Step 1 \$12.19 per hour
201-10	11-215-100-106-0-119	Donna Le	Step 1 \$12.19 per hour

5. Approve Melissa Palmer, PT ICA, transfer from p.m. 1st grade to p.m. MD classroom at Neeta

6. Unpaid Leave Request

a Susan Lipinsky December 19th, 20th, and 22nd, 2016

Ms. Bezanis asked for clarification of Item # 2 and if those were the remaining days available to this employee. Mr. Dent replied that they were.

ROLL CALL VOTE: *Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss*
 Nays: None
 Abstain: None
 Absent: None
 Motion Carried

CURRICULUM/COORDINATED ACTIVITIES

1. NONE

BUSINESS ADMINISTRATOR'S REPORT

A. FINANCE/BUDGET

Motion by Mrs. Caputo and seconded by Mr. Brittain;

RECOMMEND that the Board of Education, upon the recommendation of the Business Administrator, approve the following finance/budget items:

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

Name	Description	Date	Registr. Amount	Hotel Cost
Michael Colling	NJASBO Conference – Atlantic City, NJ	6/7-9/17	\$275.00	\$210.00

ROLL CALL VOTE: *Ayes: Ms. Bezanis, Mr. Brittain, Mrs. Caputo, Ms. Sullivan, Mrs. Weiss*
 Nays: None
 Abstain: None
 Absent: None
 Motion Carried

B. BUILDINGS AND GROUNDS - NONE

C. FACILITIES USE - NONE

PUBLIC COMMENT

NONE

EXECUTIVE SESSION

Motion by Ms. Bezanis and seconded by Mr. Brittain to adopt a resolution to recess meeting to discuss the following under Chapter 7, NJ Open Public Meetings Act:

BOARD OF EDUCATION OF MEDFORD LAKES

RESOLUTION 2017-11E
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;

X 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.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Time: 6:53 PM

I, Michael Colling, do hereby certify the above to be a true and correct copy of a resolution adopted by the Board of Education at its meeting held on January 4, 2017 at Neeta School Library, 44 Neeta Trail, Medford Lakes, New Jersey.



Board Secretary

Motion by Ms. Sullivan and seconded by Ms. Caputo to return to open session.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

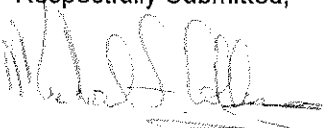
Time: 7:36 PM

ADJOURNMENT

Motion by Ms. Bezanis and seconded by Mr. Brittain to adjourn meeting.

VOTE: 5 Ayes 0 Nays 0 Abstain 0 Absent Motion Carried

Time: 7:36 PM

Respectfully Submitted,


Michael F. Colling
Board Secretary