

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
Video Conference  
January 5, 2021 – 7:00 p.m.**

**I. Call to Order by the Board Secretary – 7:03 p.m.**

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, instructions for remote access and making public comment and, to the extent known, the agenda of this meeting on July 1, 2020, and on December 21, 2020, to the Courier Post, and Burlington County Times. Copies of this notice also have been placed in the Board Office and in each of the district schools on December 21, 2020, posted on the District website on December 22, 2020, and sent to the Township Clerk on June 19, 2020, and on December 16, 2020.

**II. Moment of Silence**

**III. Pledge of Allegiance**

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

- **Jack Fairchild**
- **Lauren Romano**
- **Maurice Weeks**

**V. Roll Call**

Present	Dr. Sandra Alberti
Present	Mr. Jack Fairchild
Present	Mrs. Alexandria Law
Present	Ms. Lauren Romano
Present	Mrs. Caryn Shaw
Present	Dr. Mark Snyder
Present	Mr. Mark Villanueva
Present	Mr. Maurice Weeks
Present	Mr. David A. Weinstein
Present	Mr. John Comegno, Esq., Solicitor
Present	Dr. Scott McCartney, Superintendent
Present	Mr. James M. Heiser, Business Administrator/Board Secretary
Present	Ms. Carole Butler, Director of Curriculum and Instruction
Present	Dr. David Tate, Director of Special Education
Present	Dr. Carolyn Gibson, Interim Director of Personnel
Present	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.

Dr. Alberti nominated Mrs. Shaw. Ms. Romano seconded the nomination. The floor was closed for nominations.

A unanimous roll call vote was taken electing Mrs. Shaw as President.

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

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

Mr. Fairchild nominated Ms. Romano. Mrs. Law seconded the nomination. Mr. Villanueva nominated Mr. Weinstein. Mr. Heiser inquired if a second was necessary from Mr. Comegno. Mr. Comegno confirmed per board policy it was not.

The floor was closed for nominations.

A roll call vote was recorded as follows:

<u>Board Member</u>	<u>Vote</u>
Alberti	Romano
Fairchild	Romano
Law	Romano
Romano	Romano
Shaw	Romano
Snyder	Romano
Villanueva	No
Weeks	Romano
Weinstein	Abstain

Ms. Romano was elected as vice-president. A roll call vote was not necessary for Mr. Weinstein.

Mrs. Shaw assumed the chair as president.

## **C. Public Comment**

### **1. Open Public Comment**

MOTION:

A motion is requested to open the floor for public comment.

Moved by: Mr. Weeks                      Second: Dr. Snyder                      Vote: 9 - 0

### **2. Public Comment on Agenda Items**

- a. Karen Vidal of 441 Oldershaw Avenue requested a public discussion regarding COVID challenges and stated that parents need a venue to voice concerns. Ms. Vidal stated she is concerned with the return to school date.
- b. Jen Brinkman of 224 E. Main Street stated she has concerns regarding athletics starting next week, especially since the sports are indoors and unmasked.

### **3. Close Public Comment**

MOTION:

A motion is requested to close the floor for public comment.

Moved by: Mr. Weinstein                      Second: Mr. Fairchild                      Vote: 9 - 0

**D. Appointments effective January 5, 2021 through the next reorganization meeting**

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

James Heiser as Board Secretary and Qualified Purchasing Agent

**2. Treasurer of School Monies**

Thomas Merchel as Treasurer of School Monies

**3. Affirmative Action Officer**

Dr. Carolyn Gibson as Affirmative Action Officer

**4. Medical Inspector**

Anthony Bonett of Woodbury Medical Office as Medical Inspector through June 30, 2021

**5. Public Agency Compliance Officer**

James Heiser as Public Agency Compliance Officer

**6. Psychological Examiner**

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

**7. Insurance Broker**

Burlington County Insurance Pool Joint Insurance Fund

**Approval of Items 1 – 7:**

Moved by: Mr. Weinstein

Second: Mr. Fairchild

Vote: 9 - 0

**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

Summer Reserve

Unemployment Trust

Petty Cash

Bond and Coupon

Capital Projects Checking

Capital Projects Escrow  
Student Payments

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:

Republic Bank  
State of New Jersey Cash Management Fund

### **3. Bank Signatories**

Approval of 2021 Bank Account Signatories as per the attached Exhibit #21-138.

### **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 #21-139.

### **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 and NJEDge.Net, Inc. cooperative purchasing agreements. It is recommended that the Board approve these cooperative purchases.

### **9. 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.

**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 \$44,000 and the quotation limit at \$6,600. 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.

**13. Teacher Evaluation System Annual Adoption**

MOTION:

**Whereas**, The Teacher Effectiveness and Accountability for the Children of New Jersey Act requires all New Jersey Public School districts to adopt educator evaluation rubrics that include state-approved teacher and principal practice evaluation instruments; and

**Whereas**, the superintendent recommends that the Moorestown Township Public Schools Teacher Evaluation Model be adopted by the Moorestown Township Public Schools;

**Therefore**, The Board of Education adopts the Moorestown Township Public Schools Teacher Evaluation Model for the 2020-2021 school year.

**14. Principal Evaluation System Annual Adoption**

MOTION:

**Whereas**, The Teacher Effectiveness and Accountability for the Children of New Jersey Act requires all New Jersey Public School districts to adopt educator evaluation rubrics that include state-approved teacher and principal practice evaluation instruments; and

**Whereas**, the superintendent recommends that the Mid-Continent Research for Education and Learning (McREL) Balanced Leadership Principal Evaluation Model be adopted by the Moorestown Township Public Schools;

**Therefore**, The Board of Education adopts the Mid-Continent Research for Education and Learning (McREL) Balanced Leadership Principal Evaluation Model for the 2020-2021 school year.

**Approval of Items 1 – 3 and 6 – 14:**

Moved by: Dr. Alberti

Second: Mrs. Law

Vote: 9 - 0

**Approval of Items 4 – 5:**

Moved by: Dr. Alberti

Second: Mrs. Law

Vote: 8 – 0, Abstain – 1  
Abstention: Mr. Villanueva

**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 #21-140.

Moved by: Mr. Fairchild

Second: Mr. Weinstein

Vote: 9 - 0

Mr. Weeks asked how standing committees are determined. Mr. Weinstein explained that it is via policy and Board president.

Mr. Villanueva asked if the Code of Ethics form can be signed electronically or if they have to be live signatures. Mr. Comegno stated that electronic signatures would suffice.

**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	James Heiser	\$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	Heather Hackl	\$100
Transportation	Gregory Cohen	\$200
High School (Vocational Transition Program)	Cynthia Moskalow	\$200

Moved by: Dr. Snyder

Second: Ms. Romano

Vote: 9 - 0

**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 5, 2021 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.

## **2. Auditor**

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, Holt McNally & Associates, 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, Holt McNally & Associates, submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, Holt McNally & Associates has provided Services to the Board for the past several years; and

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

WHEREAS, based upon the foregoing, and Holt McNally & Associates' professional qualifications and experience, the Board is satisfied that Holt McNally & Associates 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 Holt McNally & Associates for the Services for the period commencing January 5, 2021 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 Holt McNally & Associates for the Services shall be maintained at the Board's offices and available for public inspection.

### **3. Legal Services**

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 John Comegno, 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 5, 2021 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.

#### **4. 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

<b>Vendor Name</b>	<b>Price</b>
AssuredPartners/AJM Insurance	\$95,000

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 5, 2021;
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.

**Approval of Items 1 – 4:**

Moved by: Mrs. Law                      Second: Mr. Weinstein                      Vote: 9 - 0

**VII. Grant Submission Approval**

MOTION:

It is recommended that the Board of Education approve the submission of the Securing Our Children’s Future Bond Act – School Security Grant application in the amount of \$233,908, and the availability of local funds in the estimated amount of \$775.00 from 11-000-266-6100 in the event the total estimated costs of the proposed work exceed the school district’s grant allowance.

Moved by: Dr. Alberti                      Second: Ms. Romano                      Vote: 9 - 0

Dr. McCartney thanked Dr. Alberti for her dedication to the Board and the community while being Board President. Dr. McCartney congratulated Mrs. Shaw and Ms. Romano on their election. Dr. McCartney congratulated Mr. Fairchild, Ms. Romano and Mr. Weeks on their recent election.

Mrs. Law inquired when district committees will be set. Mrs. Shaw stated that she will be reaching out to Board members this week.

**VIII. Adjournment – 7:50 p.m.**

Moved by: Ms. Weinstein                      Second: Mr. Fairchild                      Vote: 9 – 0

Respectfully submitted,

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James M. Heiser, CPA  
Board Secretary