

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
MINUTES  
William Allen Middle School  
January 2, 2024 - 7:00 p.m.**

**I. Call to Order - 7:01 p.m.**

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 30, 2023
- B. Notice filed with the Burlington County Times on June 30, 2023

**II. Moment of Silence**

**III. Pledge of Allegiance**

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

- **Jaclyn Barnes**
- **Brooke Mailhiot**
- **Maurice Weeks**

**V. Roll Call**

Present	Ms. Melissa Arcaro Burns
Present	Mrs. Jaclyn Barnes
Present	Mrs. Jill Fallows Macaluso
Present	Dr. Brooke Mailhiot
Present	Mrs. Cheryl Makopoulos, Vice President
Present	Mrs. Danielle Miller
Present	Mrs. Claudine Morano
Present	Mr. Maurice Weeks
Present	Mr. Mark Villanueva, President
Present	Mr. John Comegno, Esq., Solicitor
Present	Mr. Joseph Bollendorf, Interim Superintendent
Present	Mr. James M. Heiser, Business Administrator/Board Secretary
Present	Dr. Karen Benton, Assistant Superintendent of Curriculum, Instruction and Innovation
Present	Dr. David Tate, Director of Special Education
Present	Ms. Carole Butler, Director of Human Resources, Inclusion and Diversity
Present	Mr. Jeffrey Arey, Director of Educational Technology and Innovation

**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. Weeks nominated Mr. Villanueva. Ms. Arcaro Burns nominated Mrs. Makopoulos. The floor was closed for nominations.

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

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

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

Ms. Arcaro Burns nominated Mrs. Makopoulos. The floor was closed for nominations.

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

Mr. Villanueva assumed the chair as president.

### **President Takes the Chair**

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

The Board recognizes and values public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. This Public Comment Section is for comments related to specific items on the Board's agenda. There is an opportunity for public comment on non-agenda related items later in the meeting.

When called upon to speak, please provide your name and home address, and keep your comments to three minutes. Please direct your comments to the Board, not to individual members of the Board or Administration, but note that this is not a discussion or Q&A.

Under New Jersey law, the Board shall not discuss personnel matters in public. The Board President may refer questions or requests for action to staff for response at a later date.

Speakers are reminded that comments should be respectful and maintain a level of decorum appropriate for a meeting of a public body. Defamatory or abusive remarks are always out of order.

Thank you for your consideration of others, and for taking the time to make your public comment.

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

MOTION:

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

Moved by: Mr. Weeks

Second: Mrs. Morano

Vote: Unanimous

### **2. Public Comment on Agenda Items - none**

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

MOTION:

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

Moved by: Mrs. Miller

Second: Dr. Mailhiot

Vote: Unanimous

**D. Appointments effective January 2, 2024 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**

Ms. Carole Butler as Affirmative Action Officer

**4. Medical Inspector**

Anthony Bonett of Woodbury Medical Office as Medical Inspector

**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

**8. Title IX Coordinator**

Dr. Karen Benton as Title IX Coordinator

**Approval of Items 1 - 8:**

Moved by: Mrs. Morano

Second: Dr. Mailhiot

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  
Capital Reserve

Summer Reserve  
Unemployment Trust  
Petty Cash  
Bond and Coupon  
Senior Class  
Investment  
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:

Citizens Bank  
State of New Jersey Cash Management Fund

### **3. Bank Signatories**

Approval of 2024 Bank Account Signatories as per the attached Exhibit #24-181.

### **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**

- Ad Hoc Committee on Housing Development
- 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 #24-182.

### **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.

**Approval of Items 1 - 12:**

Moved by: Ms. Arcaro Burns                      Second: Mr. Weeks                      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 #24-183.

Moved by: Ms. Arcaro Burns                      Second: Mr. Weeks                      Vote: Unanimous

**G. Establishment of Petty Cash Funds**

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

<b>Location</b>	<b>Responsible Person</b>	<b>Amount</b>
Central Administration	James Heiser	\$1,000
High School	Andrew Seibel	\$150
Middle School	Cheryl Caravano	\$150
Upper Elementary School	Susan Powell	\$150
Baker School	Michelle Rowe	\$100
Roberts School	Brian Carter	\$100
South Valley School	Heather Hackl	\$100
Transportation	Sandra Schaefer	\$200
High School (Vocational Transition Program)	David Tate	\$200

Moved by: Mrs. Miller

Second: Dr. Mailhiot

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, Fraytak Veisz Hopkins Duthie PC 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, Fraytak Veisz Hopkins Duthie PC submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, based upon the foregoing and a review of the submissions received, and Fraytak Veisz Hopkins Duthie PC’s professional qualifications and experience, the Board is satisfied that Fraytak Veisz Hopkins Duthie 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 Fraytak Veisz Hopkins Duthie PC for the Services for the period commencing January 2, 2024 through the twelve month period thereafter;
2. The Business Administrator is authorized to execute a contract with Fraytak Veisz Hopkins Duthie 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 Fraytak Veisz Hopkins Duthie PC 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, based upon the foregoing and a review of the submissions received, 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 2, 2024 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, based upon the foregoing and a review of the submissions received, 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 2, 2024 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	\$90,000

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 2, 2024;
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.

#### **5. Bond 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, Wilentz, Goldman & Spitzer, P.A., under the supervision of C. Anthony Solimine, 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, Wilentz, Goldman & Spitzer, P.A. submitted a proposal to the Board in response to a formal Request for Proposal in connection with the Services; and

WHEREAS, based upon the foregoing and a review of the submissions received, and Wilentz, Goldman & Spitzer, PA's professional qualifications and experience, the Board is satisfied that Wilentz, Goldman & Spitzer, P.A. is able to provide the Services required by the Board.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

5. A professional services contract is awarded to Wilentz, Goldman & Spitzer, P.A. for the Services for the period commencing January 2, 2024 through the twelve month period thereafter;
6. The Business Administrator is authorized to execute a contract with Wilentz, Goldman & Spitzer, P.A. for same;
7. Notice of this award shall be published in the official newspapers of the Board as required by the PSCL; and
8. A copy of the contract with Wilentz, Goldman & Spitzer, P.A. for the Services shall be maintained at the Board's offices and available for public inspection.

**Approval of Items 1 - 5:**

Moved by: Mrs. Morano

Second: Ms. Arcaro Burns

Vote: Unanimous

**VII. Employee Relations**

#### **1. Appointment - Support Staff**

- a. Jennifer Hanlin, as Confidential Administrative Assistant for the District at an annual salary of \$65,000 prorated, effective on or about January 22, 2024 through June 30, 2024.

Moved by: Mrs. Makopoulos

Second: Ms. Arcaro Burns

Roll Call Vote: 9 - 0

### **VIII. Adjournment**

Moved by: Mr. Weeks

Second: Ms. Arcaro Burns

Vote: Unanimous

Respectfully submitted,

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James M. Heiser, CPA  
Board Secretary