

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
Public Agenda  
William Allen Middle School  
January 3, 2023 – 7:00 p.m.**

**I. Call to Order by the Board Secretary**

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 July 1, 2022
- B. Notice filed with the Burlington County Times on July 1, 2022

**II. Moment of Silence**

**III. Pledge of Allegiance**

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

- **Brooke Mailhiot**
- **Danielle Miller**
- **Claudine Morano**
- **Mark Villanueva**

**V. Roll Call**

Ms. Melissa Arcaro Burns  
Mrs. Jill Fallows Macaluso  
Dr. Brooke Mailhiot  
Mrs. Cheryl Makopoulos  
Mrs. Danielle Miller  
Mrs. Claudine Morano  
Ms. Lauren Romano  
Mr. Mark Villanueva  
Mr. Maurice Weeks

Mr. John Comegno, Esq., Solicitor  
Mr. Michael Volpe, Superintendent  
Mr. James M. Heiser, Business Administrator/Board Secretary  
Dr. Karen Benton, Director of Curriculum, Instruction and Innovation  
Dr. David Tate, Director of Special Education  
Ms. Carole Butler, Director of Human Resources, Inclusion and Diversity  
Mr. Jeffrey Arey, Director of Educational Technology and Innovation

**VI. Organization of the Board of Education**

**A. Election of President**

**B. Election of Vice President**

**President Takes the Chair**

**C. Public Comment**

**1. Open Public Comment**

MOTION:

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

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**2. Public Comment on Agenda Items**

**3. Close Public Comment**

MOTION:

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

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**D. Appointments effective January 3, 2023 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

**Approval of Items 1 – 7:**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

## **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	Summer Reserve
General	Unemployment Trust
Payroll – Agency	Petty Cash
Payroll – Salary	Bond and Coupon
Student Funds	Capital Projects Checking
Capital Projects Escrow	Senior Class
Student Payments	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 2023 Bank Account Signatories as per the attached Exhibit #23-178.

### **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 #23-179.

**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: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**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 #23-180.

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**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	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	Sandra Schaefer	\$200
High School (Vocational Transition Program)	David Tate	\$200

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**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 3, 2023 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 3, 2023 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 3, 2023 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

Vendor Name	Price
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 3, 2023;
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: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_



**VII. Employee Relations**

**A. Employee Relations**

**1. Appointment – Support Staff**

- a. Meghann Risell, as Payroll Coordinator for the District at an annual salary of \$73,200.00 prorated, effective on or about February 21, 2023 through June 30, 2023.

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

**VIII. Adjournment**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**The Board of Education of Moorestown Township  
Moorestown, New Jersey  
ADDENDUM  
William Allen Middle School  
January 3, 2023 – 7:00 p.m.**

**VII. Executive Session**

BE IT RESOLVED by the Board of Education of Moorestown Township, that it is necessary to meet in executive session to discuss certain items involving:

- Confidential Personnel Matters

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**VIII. Return to Public**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**IX. Separation Agreement**

MOTION:

Be it resolved, pending further review and determination by the New Jersey State Department of Education/Executive County Superintendent, that the Separation Agreement between the Board and Mr. Michael Volpe is hereby approved and adopted.

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_