

**LENAPE REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**Dr. Robert Bende
Margaret Estlow
John Jeffers
Bonnie Olt**

**Allison Eckel
Barry Fitzgerald
Paula Lee
Dave Stow**

**Linda Eckenhoff
Samuel Green
Steve Lee**

**Dr. Carol Birnbohm, Superintendent
Comegno Law Group, Solicitor**

**Constance L. Stewart, Sch.Bus.Ad./Bd.Sec.
Crystal Scott, Treasurer**

January 2, 2019

REORGANIZATION MEETING AGENDA

The Reorganization School Board meeting of the Lenape Regional High School District Board of Education will be held on January 2, 2019 at 7:30 PM in the Board of Education Meeting Room at the District Administration Building for the general purposes including but not limited to the following:

1. Roll Call
2. Chairman's statement of "Open Public Meeting Law."

Adequate notice of this meeting has been provided by posting the Notice in the entrance at the administration building and in the Office of the Board Secretary on December 20, 2018, and mailing it to two newspapers designated by the Board of Education via first class mail on December 20, 2018 -- the Central Record and the Burlington County Times -- and mailing via first class mail on to the Clerks of the eight constituent municipalities.

3. Flag Salute
4. Results of Election & Oaths of Office
5. Nomination & Election of President
6. Nomination & Election of Vice-President

7. Annual Designation of Required Appointments

- a. Consider the request to appoint Constance L. Stewart as Board Secretary from January 1, 2019 through December 31, 2019. *
- b. Consider the request to appoint Crystal Scott as Treasurer of School Monies from January 1, 2019 through December 31, 2019.
- c. Consider the request to appoint Paige MacGregor as Custodian of Records. *
- d. Consider the request to appoint Constance Stewart & Kara Huber as Purchasing Agents and to increase the level of threshold to \$40,000.00. *
- e. Consider the request to appoint Kara Huber as Purchasing Agent Compliance Officer (PACO) and as Wellness Coordinator. *
- f. Consider the request to appoint Tony Vairo as AHERA Coordinator. *
- g. Consider the request to appoint Matt Webb as District Affirmative Action Officer and Anti-Bullying Coordinator. *
- h. Consider the request to appoint James Kehoe and Matt Webb as School Safety Specialist. *
- i. Consider the request to appoint James Kehoe and Jim Murphy as Law Enforcement Unit Coordinators. *
- j. Consider the request to appoint Chris Callinan as Data Coordinator and State Testing Coordinator. *
- k. Consider the request to appoint Patricia Piserchia as McKinney-Vento Homeless Education Liaison. *
- l. Consider the request to appoint Heather Navarrette as District Educational Stability Liaison. *
- m. Consider the request to appoint Abbie DiMenna as Bilingual / ESL / ELS. *
- n. Consider the request to appoint all acting/current Board of Education members as acting board presidents for the purpose of signing diplomas.

* (These required appointments are additional duties with no compensation.)

8. Appointment of Professionals

- a. Attorneys

1. Consider the request to approve Comegno Law Group as Solicitor.
2. Consider the request to appoint the following as Special Counsel:
 - a) Capehart & Scatchard
 - b) Madden & Madden, LLC
 - c) McManimon, Scotland & Baumann, LLC
 - d) Parker McCay, P.A.
 - e) Sahli & Padovanni
 - f) Thomas J. Gosse, Esquire
3. Consider the request to approve other legal support as deemed necessary by the Superintendent.

b. Medical Inspector

Consider the request to appoint Medford Station Associates, L.L.C., (69 North Main, L.L.C.) as Medical Inspector from January 1, 2019 through December 31, 2019.

c. Auditor

Consider the request to appoint Holman, Frenia, Allison, P.C., as Auditor for fiscal year 2019.

d. Insurance

1. Consider the request to appoint Gallagher Benefits Services, Inc. for insurance services from January 1, 2019 through December 31, 2019 at no cost to the Board of Education.
2. Consider the request to approve the revised “Notice of Tort Claim”.

e. Vendors

Consider the request to appoint all state contract vendors as approved by the State of New Jersey.

9. Meeting Dates

Consider the request to establish the following Board of Education meeting dates to be held on the third Wednesday of each month, unless otherwise noted, as follows:

January 16, 2019	July 17, 2019
February 20, 2019	August 21, 2019
March 20, 2019	September 18, 2019

April 17, 2019
May 1, 2019**
May 22, 2019*
June 26, 2019

October 16, 2019
November 20, 2019
December 18, 2019
January 8, 2020***

*These meetings do not fall on the third Wednesday of the month.

** (1st Wednesday) Public Hearing/Adopt Budget

*** (2nd Wednesday) Reorganization

10. Official Newspapers

Consider the request to approve The Central Record, The Burlington County Times (for legal notice purposes) and the Asbury Park Press (for “Educational Data Services” bid requirement purposes) as official newspapers of the Board of Education.

11. Designate Depositories of Funds

a. Consider the request to designate the following depository of funds:

Republic and TD Bank Accounts:

Cafeteria Fund	Payroll
Capital Projects	Payroll Agency
Capital Reserve	Student Account Services
Certificates of Deposit	Unemployment Account
District Scholarship	Lenape Student Activity
Executive Petty Cash	Shawnee Student Activity
Flex Spending	Cherokee Student Activity
Food Service Enterprise	Seneca Student Activity
General Operating	Sequoia Student Activity
Improvement Authorization	Lenape Athletic
Internal Service Fund	Shawnee Athletic
Internal Service Fund	Cherokee Athletic
	Seneca Athletic

Any other as deemed necessary by the Board.

b. Consider the request to designate *Chase Bank* as depository of funds.

12. Adoptions/Ratifications

Consider the request to:

- a. Adopt Bylaws and Policies of Board of Education
- b. Ratify past Boards of Education actions
- c. Recognize Bargaining Units: LDAA, LDEA, LDPDA, LDSSA

- d. Adopt District Curriculum Guide, Program of Studies and Textbooks & Materials aligned with 2016 New Jersey Student Learning Standards and Common Core Standards
- e. Adopt evaluation instruments for all teaching staff members, principals, and assistant principals in accordance with 6A: 10-2.1
- f. Adopt Operating Procedures of past year for forthcoming year;
- g. Adopt the Lenape Regional High School District Comprehensive Maintenance, Grounds and Custodial Plan, and Long Range Facility Plan as amended;
- h. Adopt the Lenape Regional High School District Financial Procedures Manual and Standard Operating Procedures;
- i. Adopt Travel Policy in accordance with NJAC 6:23A for travel.
 - o Travel expenditures shall not exceed \$250,000.00. Regular travel business travel per employee shall not exceed \$1,500.00 per employee per year.
- j. Adopt the Emergency and Crisis Management Plans for the facilities of the Lenape Regional High School District;
- k. Adopt Foodservice Biosecurity Management Plan;
- l. Adopt a threshold of \$40,000.00 for Accounts Payable check runs in accordance to the amounts set forth by the New Jersey Department of Community Affairs Division of Local Government Services;
- m. Authorize award of contracts by the School Business Administrator up to bid threshold;
- n. Approve Acacia Financial Group, Inc., for Continuing Disclosures Compliance Services.

13. Petty Cash Accounts

Consider the request to establish Petty Cash amounts for the following:

<u>School/Department</u>	<u>Amount</u>
Office of Superintendent	\$200.00
Office of School Business Administrator/Board Secretary	\$200.00
Office of Assistant Superintendent	\$200.00
Principal, Lenape High School	\$200.00
Principal, Shawnee High School	\$200.00
Principal, Cherokee High School	\$200.00
Principal, Seneca High School	\$200.00
Director, Sequoia Alternative Program	\$200.00
Director of Buildings & Grounds	\$200.00
Head Custodian, Lenape High School	\$200.00
Head Custodian, Shawnee High School	\$200.00
Head Custodian, Cherokee High School	\$200.00
Head Custodian, Seneca High School	\$200.00
Director of Transportation	\$200.00

Warehouse Supervisor

\$200.00

14. Appointment of Third Party Plan Administrator for Tax Shelter Annuity Companies

Consider the request to:

- a. Approve US OMNI as third party plan administrator for all 403(b) and 457(b) retirement plans.
- b. Authorize the School Business Administrator to amend, modify, update or discontinue all or any portion of the district's 403(b) plan and/or 457(b) plan in order to comply with State and Federal law and/or IRS regulation.

15. Appointment of Tax Shelter Annuity Companies

Consider the request to approve the following tax shelter annuity companies:

Active - New Enrollments:

- a. Ameriprise Financial Services, Inc.
- b. Equitable / AXA Advisors
- c. Lincoln Investment Planning, Inc.
- d. MetLife
- e. Siracusa

Inactive – Withdrawals Only:

- a. Great American
- b. ING Life & Annuity
- c. Mutual of Omaha
- d. Security Benefit Life Group
- e. Washington National
- f. The Vanguard Group of Investment Companies

ADJOURNMENT