

VOORHEES TOWNSHIP BOARD OF EDUCATION
329 ROUTE 73, VOORHEES, NJ 08043

The Reorganization Board Meeting of the Voorhees Township Board of Education was held on Thursday, January 3, 2019 at 7:30 PM at the Administration Building, Helen G. Haley, Business Administrator/Board Secretary, presiding.

I. PUBLIC NOTICE

Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Board Secretary in the following manner:

1. Posting written notice on the official bulletin board at the Voorhees Township Public Schools Administrative Building on July 12, 2018.
2. Publishing written notice in the Courier Post on July 12, 2018.
3. Filing written notice with the Clerk of Voorhees Township on July 12, 2018.

II. SALUTE TO THE FLAG

III. SUMMARY OF ELECTION RESULTS

At the general election held on November 6, 2018 the legal voters of the Township of Voorhees School District elected three (3) members for full three year terms as shown below and on Attachment "A".

SCHOOL BOARD MEMBERS

Barbara Dunleavy	4,717
Rachel van Aken	4,651
Monica Watson	4,938

IV. SWEARING IN NEW MEMBERS

V.

ROLL CALLPresent

Barbara Dunleavy
 Dana Galiano
 Bruce Karpf
 Richard Nelson
 John Schmus
 Rachel van Aken
 Dawn Wallace
 Monica Watson
 Dr. Barry J. Galasso, Interim Superintendent
 Helen G. Haley, Business Administrator/Board Secretary
 Howard Mendelson, Solicitor

Absent

Dr. Marissa Levy

VI.

CODE OF ETHICS FOR BOARD MEMBERS

VII.

ELECTION OF PRESIDENT

1. Nomination of Mr. Nelson by Mr. Schmus.
2. Nomination of Mrs. Wallace by Ms. Galiano.

The nominations were closed.

The Board cast votes as follows:

Mr. Nelson

Mrs. Dunleavy

Mr. Karpf

Mr. Nelson

Mr. Schmus

Mrs. Wallace

Ms. Galiano

Mrs. van Aken

Mrs. Wallace

Mrs. Watson

The vote was tied. Mrs. Haley called for a second vote:

The Board cast votes as follows:

Mr. Nelson

Mrs. Dunleavy

Mr. Karpf

Mr. Nelson

Mr. Schmus

Mrs. Wallace

Ms. Galiano

Mrs. van Aken

Mrs. Wallace

Mrs. Watson

The vote was tied.

Mr. Mendelson declared the Board was at an impasse and closed the vote.

The matter was tabled and will be referred to the Executive County Superintendent.

VIII. ELECTION OF VICE PRESIDENT

1. Nomination of Mrs. Watson by Mrs. Wallace.
2. Nomination of Mr. Karpf by Mrs. Dunleavy.

The nominations were closed.

The Board cast votes as follows:

<u>Mrs. Wallace</u>	<u>Mr. Karpf</u>
Ms. Galiano	Mrs. Dunleavy
Mrs. van Aken	Mr. Karpf
Mrs. Wallace	Mr. Nelson
Mrs. Watson	Mr. Schmus

The vote was tied. Mrs. Haley called for a second vote:

The Board cast votes as follows:

<u>Mrs. Wallace</u>	<u>Mr. Karpf</u>
Ms. Galiano	Mrs. Dunleavy
Mrs. van Aken	Mr. Karpf
Mrs. Wallace	Mr. Nelson
Mrs. Watson	Mr. Schmus

The vote was tied.

Mr. Mendelson declared the Board was at an impasse and closed the vote.

The matter was tabled and will be referred to the Executive County Superintendent.

IX. AWARDING CONTRACTS FOR PROFESSIONAL SERVICES

Motion by Mr. Karpf, seconded by Mrs. Wallace, to approve:

1. AUDITOR

appointing Todd Saler of Bowman and Company as auditor for the period from January 3, 2019 through the January 2020 Board Reorganization meeting as per the following resolution:

- a. BE IT RESOLVED That Todd Saler of Bowman and Company be appointed auditor for the Voorhees Township Board of Education for the period from January 3, 2019 through the January 2020 Board Reorganization Meeting.

FURTHER RESOLVED That this contract is awarded through a Request for Proposals for Professional Services with procedures designed to provide for a fair and open process in awarding contracts for professional services based on qualifications, merit and cost effectiveness through accessible advertising.

This appointment is made in accordance with N.J.A.C. 23-2.2 (i) requiring the Board of Education to review the Peer Report of Bowman and Company, LLP as shown on Attachment "B".

Motion carried, 8 ayes.

Motion by Mr. Schmus, seconded by Mr. Karpf, to approve:

2. SOLICITOR

appointing Howard Mendelson of Davis and Mendelson as solicitor for the period from January 3, 2019 through the January 2020 Board Reorganization meeting as per the following resolution:

- a. BE IT RESOLVED That Howard Mendelson of the firm Davis and Mendelson be appointed solicitor for the Voorhees Township Board of Education for the period from January 3, 2019 through the January 2020 Board Reorganization meeting.

FURTHER RESOLVED That this contract is awarded through a Request for Proposals for Professional Services with procedures designed to provide for a fair and open process in awarding contracts for professional services based on qualifications, merit and cost effectiveness through accessible advertising.

Motion carried, 7 ayes, 1 nay; Mrs. Wallace.

Motion by Karpf, seconded by Dunleavy, to approve:

3. LABOR COUNSEL

appointing Frank Cavallo of Parker McCay as labor counsel for the period from January 3, 2019 through the January 2020 Board Reorganization meeting as per the following resolution:

- a. BE IT RESOLVED That Parker McCay be appointed labor counsel for the Voorhees Township Board of Education for the period from January 3, 2019 through the January 2020 Board Reorganization meeting.

FURTHER RESOLVED That this contract is awarded through a Request for Proposals for Professional Services with procedures designed to provide for a fair and open process in awarding contracts for professional services based on qualifications, merit and cost effectiveness through accessible advertising.

Motion carried, 8 ayes.

X. BOARD MEMBER APPOINTMENTS

1. Ms. Galiano as a representative to the Camden County School Boards Association Executive Committee.
2. Mrs. Dunleavy as a delegate to the New Jersey School Boards Association.
3. Dr. Levy as an alternate delegate to the New Jersey School Boards Association.
4. Mrs. Dunleavy as a legislative representative to the New Jersey School Boards Association.
5. Mr. Schmus as a representative to the Camden County Educational Services Commission.

XII. AUDIENCE PARTICIPATION

(The Board is limited in its ability to respond in public on the following matters: personnel, litigation, negotiations, attorney-client privilege.)

Mr. Anthony Klock
President, VTEA

On behalf of the VTEA,
welcomed the new Board members

CAM_20181106_E
November 6, 2018
Summary Report
Camden County
Official Results ✓

Local BOE-Runnemede Boro UNEX (con	(6)	6/6 100.00%
Write-In	19	1.11%
Total ...	1,708	100.00%

Local BOE- Runnemede Boro	(6)	6/6 100.00%
Under Votes: 3836		
Over Votes: 0		
NON - Patricia ADAIR	1,629	33.20%
NON - Samantha SAMPOLSKI-SPAULDING	1,677	34.18%
NON - Charles D. BUCHHEIM	1,559	31.78%
Write-In	41	0.84%
Total ...	4,906	100.00%

Sterling Regional Member BOE Somerda	(4)	4/4 100.00%
Under Votes: 1935		
Over Votes: 0		
Write-In	42	60.00%
NON - Marc Ritz	15	21.43%
NON - Stephanie White	13	18.57%
Total ...	70	100.00%

Sterling Regional Member BOE Somerdz	(4)	4/4 100.00%
Under Votes: 1010		
Over Votes: 1		
NON - Barbara OKESON-BRANDT	986	99.20%
Write-In	8	0.80%
Total ...	994	100.00%

Local BOE- Somerdale Boro	(4)	4/4 100.00%
Under Votes: 2925		
Over Votes: 60		
NON - Susan A. LOWDEN	895	29.54%
NON - Thomas A. LEAKAN	600	19.80%
NON - Kevin M. SMITH	808	26.67%
NON - Melissa A. MOORE	714	23.56%
Write-In	13	0.43%
Total ...	3,030	100.00%

Sterling Regional Member BOE Stratforc	(6)	6/6 100.00%
Under Votes: 949		
Over Votes: 1		
NON - Paul SIMS	1,742	98.20%
Write-In	32	1.80%
Total ...	1,774	100.00%

Local BOE- Stratford Boro	(6)	6/6 100.00%
Under Votes: 3176		
Over Votes: 3		
NON - Mandy CONWAY	1,622	32.49%
NON - A. Harry MOFFETT	1,579	31.62%

Local BOE- Stratford Boro (cont'd...)	(6)	6/6 100.00%
NON - Lori Ann JONES	1,685	33.75%
Write-In	107	2.14%
Total ...	4,993	100.00%

Eastern Cam Co Regional Member BOE	(19)	19/19 100.00%
Under Votes: 8651		
Over Votes: 164		
NON - Robert L. CAMPBELL	3,618	22.15%
NON - Richard A. TEICHMAN	2,982	18.26%
NON - John D. ROTHMAN	2,239	13.71%
NON - Veronica PARKER	4,437	27.17%
NON - John J. PARKER	3,007	18.41%
Write-In	48	0.29%
Total ...	16,331	100.00%

Local BOE- Voorhees ✓	(19)	19/19 100.00%
Under Votes: 14843		
Over Votes: 75		
NON - Barbara DUNLEAVY	4,717	20.69%
NON - Denise KIRKLAND	3,922	17.20%
NON - Mayur R. CHHEDA	4,531	19.87%
NON - Rachel VAN AKEN	4,651	20.40%
NON - Monica WATSON	4,938	21.66%
Write-In	42	0.18%
Total ...	22,801	100.00%

Local BOE- Waterford Township	(8)	8/8 100.00%
Under Votes: 4720		
Over Votes: 33		
NON - Roe HUNTER	1,925	23.35%
NON - Joel S. THOMPSON	1,495	18.14%
NON - Terri CHIDDENTON	1,911	23.18%
NON - Daniel HOOVER	1,242	15.07%
NON - Kimberly HOAGLAND-HURLEY	1,634	19.82%
Write-In	36	0.44%
Total ...	8,243	100.00%

Local BOE- Winslow Township	(22)	22/22 100.00%
Under Votes: 18748		
Over Votes: 216		
NON - Abena MC CLENDON	5,973	23.47%
NON - Cheryl PITTS	7,358	28.91%
NON - Gail P. WATKINS	7,201	28.30%
NON - La Vonyia B. WILSON-MITCHELL	4,744	18.64%
Write-In	172	0.68%
Total ...	25,448	100.00%



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111 Wood Avenue South
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A W A E I S N E R A M P E R P A R T N E R S

Report on the Firm's System of Quality Control

October 23, 2017

To the Partners of Bowman & Company LLP
and the Peer Review Committee of the New Jersey Society of Certified Public Accountants:

We have reviewed the system of quality control for the accounting and auditing practice of Bowman & Company LLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review including engagements performed under *Government Auditing Standards*, compliance audits under the Single Audit Act, audits of employee benefit plans and an examination of a service organization (SOC 1).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bowman & Company LLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bowman & Company LLP has received a peer review rating of *pass*.

EisnerAmper LLP
EISNERAMPER LLP

**State of New Jersey**

DEPARTMENT OF EDUCATION

Camden County Office

Regional Emergency Training Center

420 Woodbury-Turnersville Road

Blackwood, NJ 08012

Phone (856) 401-2400 Fax (856) 401-2410

PHIL MURPHY
*Governor*SHEILA Y. OLIVER
*Lt. Governor*LAMONT O. REPOLLET, ED.D.
*Commissioner*LOVELL PUGH-BASSETT, PH.D.
Interim Executive County Superintendent

December 21, 2018

Mr. Raymond Brosel, Superintendent
Voorhees School District
329 Route 73
Voorhees, NJ 08043

Dear Mr. Brosel:

I have reviewed the employment contract for Ms. Helen G. Haley, Business Administrator/Board Secretary in accordance with N.J.S.A. 18A:7-8(j), and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on January 1, 2019 through June 30, 2019.

If there are any changes to the terms of this contract, you will need to submit it to my office for review and approval prior to a required public notice and hearing of such changes.

Once the board has approved the contract, an original signed contract is to be sent to my office.

Sincerely,

A handwritten signature in cursive script that reads "Lovell Pugh-Bassett".

Lovell Pugh-Bassett, Ph.D
Interim Executive County Superintendent

LPB:mr

c: Mr. Frank DeBerardinis, Business Administrator

**VOORHEES TOWNSHIP BOARD OF EDUCATION
EMPLOYMENT AGREEMENT FOR
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

THIS EMPLOYMENT AGREEMENT is made and entered into this 29th day of October, 2018, by and between the VOORHEES TOWNSHIP BOARD OF EDUCATION, with offices located at 329 Route 73 S., Voorhees, New Jersey 08043 (herein referred to as the "Board"), and Helen G. Haley whose address is 578 Old White Horse Pike, Atco, New Jersey 08004 under the following terms and conditions:

1. **TERM:** The Board hereby employs Helen G Haley as the School Business Administrator/Board Secretary (hereinafter referred to as "SBA/BS") in accordance with N.J.S.A. 18A: 17-5, et seq. for a term commencing January 1, 2019 and ending June 30, 2019. Helen G. Haley shall perform the duties of School Business Administrator/Board Secretary for the Board as prescribed by the laws of the State of New Jersey and the rules, regulations and policies of said Board. The SBA/BS shall devote himself/herself on a full-time basis to faithfully perform these duties.
2. **COMPENSATION:** The SBA/BA's annual salary to be pro-rated for the term of this Agreement shall be **\$150,168.00**. The salary shall be paid in equal installments in accordance with the Board's regular salary payment procedure.
3. **EVALUATION:** The Superintendent shall evaluate the SBA/BS regarding performance of responsibilities of the SBA/BS's job description during the term of this Agreement, in accordance with Board Policy 1330.
4. **BENEFITS:**
 - a. **Vacation:** The SBA/BS shall receive **20 vacation days** per school year, exclusive of legal and school calendar holidays starting July 1, 2019. Unused vacation days may be carried over for one (1) year at a maximum of twenty-five (25) days for use in the subsequent year. If the vacation days carried over are not used, then those days shall be forfeited. Upon termination of employment or retirement, the SBA/BS shall be paid for any accumulated, unused vacation days at the rate of 1/260th of his/her last salary. Any payment hereunder shall be made by the Board to the SBA/BS within thirty (30) days of the SBA/BS's last day of employment. In the event that of the death of the SBA/BS payment for any accumulated, unused vacation days will be made to his/her estate.
 - b. **Health Insurance Coverage:** The School Business Administrator/Board Secretary shall be entitled to Health Insurance Coverage (medical, dental, vision and prescription coverage) available to other employees of the Board. The SBA/BS shall pay the mandatory health benefit contribution toward health benefits of 35%

of the premium by payroll deduction to offset the cost of medical benefits which includes prescription. The cost of Dental and Vision are excluded in the total cost for all employees.

- c. In the event that the SBA/BS waives Medical and/ Prescription coverage, he/she shall be eligible for a waiver payment of the lessor of 25% of the Board's savings or \$5,000.
- d. Professional Development and Growth: The Board encourages the continuing professional growth of the SBA/BS through the attendance and participation in appropriate professional meetings, seminar/courses, informational meetings and organizations including: two New Jersey School Boards Convention or other State School Board or Administrator's Convention. The Board shall pay all necessary travel, lodging, registration, and other reasonable expenses.
- e. The Board shall pay 100% of the SBA/BS's membership charges to the New Jersey Association of School Business Officials, and Camden County Association of School Business Officials and other professional organizations as deemed appropriate for the position of SBA/BS. In addition, the SBA/BS shall keep the Superintendent apprised of attendance of all professional meetings.
- f. Mileage Stipend: The SBA/BS shall be reimbursed for mileage pursuant to Board policy and pursuant to applicable law and regulation and is reimbursed at a rate of \$.31 and/or "in accordance with 0-09 OMB Circular". (N.J.A.C. 6A-3.1(e) (11) for in-district travel expenses, exclusive of mileage for commuting. Reimbursement for all other reasonable expenses incurred by the SBA/BS in the performance of his/her duties shall be made provided the SBA/BS submits verification of such expenses in accordance with the policies of the Board.
- g. Personal Days: The SBA/BS shall be entitled to three (3) paid personal days during the term of this Agreement. Unused personal days can accumulate into sick days.
- h. Family Illness Days: The SBA/BS shall be entitled to two (2) paid family illness days during the term of this Agreement. Unused family illness days do not accumulate and any days not used in a given school year shall be forfeited.
- i. Bereavement Days: The SBA/BS shall be entitled to five (5) paid bereavement days during the term of this Agreement.
- j. Holidays: The Business Administrator shall be entitled to all holidays including winter and spring breaks listed on the approved school calendar from September 1 to June 30, and the fourth (4th) of July.

- k. Sick Leave: The SBA/BS shall be allowed twelve (12) days sick leave per school year. **The unused portion of such leave, at the end of any school year, shall accumulate, including personal days that have converted to sick time, by a maximum of 15 days in any one year.**

 - l. Catastrophic Sick Leave Bank: The Board agrees to allow the SBA/BS to bring with her sixty (60) sick leave days accumulated from their prior school district for use in the event of catastrophic illness. Catastrophic illness shall be defined as terminal, life-threatening surgery or serious bodily injury of the SBA/BS. The aforementioned bank of sick days shall not be used as leave time to care for a family member. Before any time can be utilized for catastrophic illness, SBA/BS shall be required to first use any and all accumulated leave time. The sick leave days under this paragraph are ineligible for reimbursement under paragraph 5 – Separation from Service - below.

 - m. Cell Phone: The SBA/BS shall be entitled to the use of a District owned cell phone.
5. **SEPARATION FROM SERVICE.** Upon the SBA/BS's separation of service from the Board, by retirement, the Board shall pay all unused sick days earned while employed by the Board in accordance with the law and regulations. Upon the School Business Administrator/Board Secretary's retirement from the district, the Board will pay for unused accumulated sick days at the Business Administrator's current per diem rate of pay not to exceed \$15,000. Daily rate of pay is based upon 260 work days per year. The School Business Administrator/Board Secretary will give the Board 60 days notice of her intent to retire.
6. **PROFESSIONAL LIABILITY:** The Board agrees that it shall defend, hold harmless, and indemnify the SBA/BS from any and all legal proceedings brought against the SBA/BS in accordance with N.J.S. A.18A:16-6 and 6:1.
7. **SAVINGS CLAUSE:** If, during the term of this employment contract, it is found that a specific clause of the employment contract is illegal in Federal or State law, the remainder of the employment contract not affected by such a ruling shall remain in force.
8. **TERMINATION:** This Agreement shall terminate upon the expiration of the term of this contract. Prior thereto, this Agreement may be terminated by:
- A. Mutual agreement of the parties;

 - B. The School Business Administrator/Board Secretary upon at least sixty (60) days prior written notice to the Board;

- C. The Board upon at least sixty (60) days prior written notice to the School Business Administrator/Board Secretary. The Board, however, in its discretion, may allow the School Business Administrator/Board Secretary to continue performing her job duties during the notice period or may immediately relieve the School Business Administrator/Board Secretary of her duties with continuation of salary payments during the notice period;
- D. The Board immediately for cause. In the event of termination for cause, the School Business Administrator/Board Secretary shall not be entitled to payment for any unused sick leave which may have accrued during the term of this Agreement.

9. **CERTIFICATION:** In the event that the SBA/BS Certification is revoked, this Agreement shall be null and void.

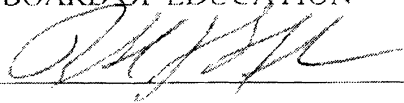
10. **ENTIRE AGREEMENT:** This Agreement embodies the whole agreement between the Board and the SBA/BS and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This Agreement may not be changed except by writing signed by the party against whom enforcement thereof is sought.

IN WITNESS WHEREOF, they set their hands and seals to this employment contract effective on the day and year first above written.

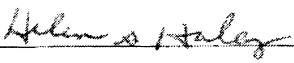
ATTEST:

VOORHEES TOWNSHIP
BOARD OF EDUCATION

1/2/19
Date

By: 
Board President

1/2/19
Date


Board Secretary/
School Business Administrator

XIII. PERSONNEL

Motion by Karpf, seconded by Mrs. Wallace, to approve:

1. the employment contract for Helen G. Haley, Business Administrator/Board Secretary, for the period from January 1, 2019 through June 30, 2019, as reviewed and approved by the Camden County Office of Education as shown on Attachment "C".

Motion carried, 8 ayes.

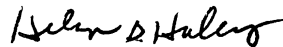
XIV. MEETING DATES

Wednesday, January 30, 2019	7:30 PM	Board Meeting Signal Hill School
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XV. ADJOURNMENT

1. Motion by Mr. Karpf, seconded by Mrs. Wallace, to approve adjourning the meeting at 7:52 PM.

Respectfully submitted,



Helen G. Haley, CPA
Business Administrator/Board Secretary