

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

The Re-Organizational Board Meeting of the Voorhees Township Board of Education was held on Wednesday, January 6, 2021 at 7:30 PM, at the Administration Building, Helen G. Haley, Business Administrator/Board Secretary, presiding.

The Voorhees Township Board of Education uses a Rolling Agenda concept. Items that are listed for a vote on the public board agenda are sent to the Board of Education members weekly as information items. Each member has the ability to request topic to be discussed in Committee meetings as needed.

Due to the increase in COVID-19 cases in New Jersey recently, the public may not attend the meeting in person and is invited to attend the meeting via Zoom. A link will be provided no later than the afternoon of the meeting on the District's website <https://www.voorhees.k12.nj.us/Page/94340>. In addition, instructions for making comments during the public participation portion of the meeting are detailed on the website.

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 August 8, 2020 and December 21, 2020.
2. Sending written notice to the Courier Post on August 8, 2020 and December 21, 2020.
3. Filing written notice with the Clerk of Voorhees Township on August 8, 2020 and December 21, 2020.
4. Posting on the Voorhees Township website on August 8, 2020 and December 21, 2020.

II. SALUTE TO THE FLAG

III. SUMMARY OF ELECTION RESULTS

At the general election held on November 3, 2020 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

Marissa Levy	7,006
Kelly Cosenza	6,752
Jason Brice	5,817

IV. SWEARING IN NEW MEMBERSV. ROLL CALLPresent

Mr. Brice
 Ms. Cosenza
 Dr. Falk
 Ms. Galiano
 Dr. Levy
 Mr. Schmus
 Mrs. Van Aken
 Mrs. Wallace (Remote)
 Mrs. Watson

AbsentVI. CODE OF ETHICS FOR BOARD MEMBERSVII. ELECTION OF PRESIDENT

1. Nomination of Mrs. Watson by Mrs. Van Aken.
2. Nomination of Mrs. Wallace by Ms. Galiano.

Motion by Mrs. Watson, seconded by Mrs. Van Aken to close the nominations.

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Van Aken, AYE; Mrs. Wallace, AYE; Mrs. Watson, AYE

The Board cast votes for Mrs. Watson; 6 ayes. With the majority vote going to Mrs. Watson, voting was closed.

Mrs. Watson was elected President.

VIII. ELECTION OF VICE PRESIDENT

1. Nomination of Mrs. Van Aken by Mrs. Watson.
2. Nomination of Ms. Galiano by Mrs. Wallace.

Motion by Mr. Schmus, seconded by Dr. Levy to close the nominations.

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Van Aken, AYE; Mrs. Wallace, AYE; Mrs. Watson, AYE

The Board cast votes for Mrs. Van Aken; 6 ayes. With the majority vote going to Mrs. Van Aken, voting was closed.

Mrs. Van Aken was elected Vice-President.

IX. AUDIENCE PARTICIPATION

(While the Board is limited in its ability to respond to the public on matters involving personnel, litigation, negotiations, and attorney-client privilege, the Board will now hear comments from the public. Comments are limited to three minutes. The Board will not take action this evening. You will be notified at some later time, by letter, electronic mail, telephone, or in the context of a later Board Meeting of any action the Board does take.)

NONE

X. INTERVIEW RFP RESPONDERS FOR PROFESSIONAL SERVICE CONTRACTS OF BOARD SOLICITOR AND LABOR COUNSELXI. EXECUTIVE SESSION

1. Motion by Mr. Schmus, seconded by Mrs. Van Aken, to adjourn to Executive Session

BE IT RESOLVED That pursuant to Section 8 of the Open Public Meeting Act the public shall be excluded from that portion of the meeting involving discussion of employment contracts.

FURTHER RESOLVED That the discussion of such matter in Executive Session can be disclosed to the public at

such time as the Board takes formal action.

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

3. Returned from Executive Session at 9:44 PM.

XII. AWARDING CONTRACTS FOR PROFESSIONAL SERVICES

1. AUDITING SERVICES

Motion by Mr. Schmus, seconded by Mrs. Wallace, to approve appointing Todd Saler of Bowman & Company, LLP as auditor for the period from January 6, 2021 through the January 2022 Board Reorganization meeting as per the following resolution:

a. BE IT RESOLVED That Todd Saler of Bowman & Company, LLP be appointed auditor for the Voorhees Township Board of Education for the period from January 6, 2021 through the January 2022 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. Attachment "B".

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 & Company, LLP as shown on Attachment "C".

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

2. ARCHITECT OF RECORD

Motion by Ms. Galiano, seconded by Dr. Levy, to approve appointing the firm of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. as architect of record for the period from January 6, 2021 through the January 2022 Board Reorganization meeting as per the following resolution:

- a. BE IT RESOLVED That the firm of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. be appointed architect of record for the Voorhees Township Board of Education for the period from January 6, 2021 through the January 2022 Board Reorganization meeting.

FURTHER RESOLVED That this contract is awarded through comparable process procedures designed to provide for a fair and open process in awarding contracts for professional services based on qualifications, merit and cost effectiveness.
Attachment "D".

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

3. BOARD SOLICITOR

Motion by Mrs. Van Aken, seconded by Dr. Falk, to approve appointing Frank Cavallo of Parker McCay as solicitor for the period from January 6, 2021 through the January 2022 Board Reorganization meeting as per the following resolution:

- a. BE IT RESOLVED That Frank Cavallo of the firm Parker McCay be appointed solicitor for the Voorhees Township Board of Education for the period from January 6, 2021 through the January 2022 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.
Attachment "E".

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

4. LABOR COUNSEL

Motion by Mrs. Van Aken, seconded by Mr. Schmus, to approve

appointing Frank Cavallo of the firm Parker McCay as labor counsel for the period from January 6, 2021 through the January 2022 Board Reorganization meeting as per the following resolution:

- a. BE IT RESOLVED That the Frank Cavallo of the firm Parker McCay be appointed labor counsel for the Voorhees Township Board of Education for the period from January 6, 2021 through the January 2022 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. Attachment "F".

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

XIII. BOARD MEMBER APPOINTMENTS

Motion by Mr. Schmus, seconded by Dr. Falk, to approve:

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

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

2020 General Election -- Camden County, New Jersey
 Camden County
 CAM_20201103_E

Joseph Ripa, County Clerk
 District Canvass
 November 3, 2020

Local BOE- Voorhees

		Registered	Ballots Cast	Turnout (%)	Randi STOOPLER	Marissa LEVY	Kelly COSENZA	Bruce KARPf	Richard J. NELSON	Jason A. BRICE, SR.	Write-In			
Voorhees Dist 1	Total	24250	122	0.50	29	29	27	21	10	21				
Voorhees Mail-In Ballot	Total	0	16656	0.00	5309	6718	6449	4994	3188	5563	95			
Voorhees Provisional	Total	0	865	0.00	267	259	276	180	135	233	9			
Voorhees Emergency Ballots	Total	0	0	0.00										
Voorhees Twp	Total	24250	17643	72.75	5605	7006	6752	5195	3333	5817	104			
Total - TC-Emergency		24250	0	0.00										
Total - TC-Machine		24250	4	0.02		1	1	1						
Total - TC-Mail-In Ballot		24250	16761	69.12	5336	6743	6472	5011	3196	5579	95			
Total - TC-Provisional		24250	878	3.62	269	262	279	183	137	238	9			
Total - TC-Rejected Ballots		24250	0	0.00										
Contest Total		24250	17643	72.75	5605	7006	6752	5195	3333	5817	104			

2020 General Election - Camden County, New Jersey

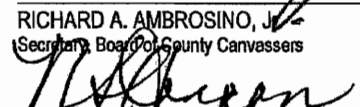
Joseph Ripa, County Clerk

WE DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the results of the election herein mentioned, as the same is exhibited by the statements produced and laid before the board of county canvassers according to law, and that the same exhibits the number of the names in the signature copy registers and the registers of voters, the number of names of the voters in the poll-books of the election districts, respectively, and of the ballots rejected, the whole number of names in the signature copy registers and the registers of voters, the whole number of names of the voters in the poll-books of the several election districts, the name of each person for whom any vote or votes were cast, the number of votes cast for each person in each election district, and the whole number of votes cast for each person for each office designated, the whole number of districts in each election district and the whole number of votes cast thereupon in the several election districts as they appear by the statements so produced and laid before the said Board.

IN WITNESS WHEREOF, we have hereunto set our hands, this Twentieth day of November, in the year of our Lord, Two Thousand Twenty.

Attest:


DONNA M. ROBINSON TAYLOR
Chairperson, Board of County Canvassers


RICHARD A. AMBROSINO, JR.
Secretary, Board of County Canvassers


NOVELLA STARKS HINSON
Member, Board of County Canvassers


R. JOHN CUSTODIO
Member, Board of County Canvassers


JOHN W. SCHMIDT
Deputy Clerk, Board of County Canvassers

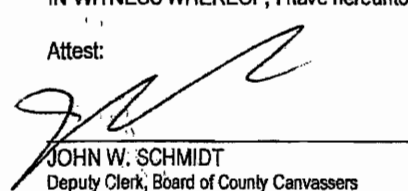
A STATEMENT of the determination of the BOARD OF COUNTY CANVASSERS, relative to an election held in the County of Camden, on the Third day of November, in the year of our Lord, Two Thousand Twenty, for the election of:

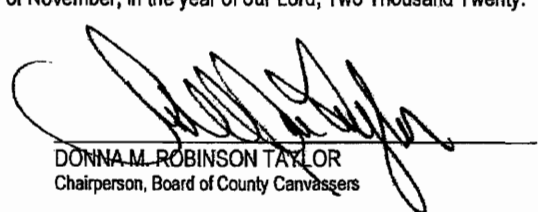
- ELECTORS OF PRESIDENT,
- UNITED STATES SENATOR,
- MEMBERS OF THE HOUSE OF REPRESENTATIVES, 1ST & 2ND CONGRESSIONAL DISTRICTS,
- SURROGATE,
- ONE MEMBER OF THE BOARD OF CHOSEN FREEHOLDERS (UNEXPIRED TERM),
- TWO MEMBERS OF THE BOARD OF CHOSEN FREEHOLDERS,
- THREE STATE PUBLIC QUESTIONS,
- ALL MUNICIPAL OFFICES & QUESTIONS IN CAMDEN COUNTY,
- ALL REGIONAL & LOCAL SCHOOL BOARD CANDIDATES & QUESTIONS,
- ALL MEMBERS OF THE BOARD OF FIRE COMMISSIONERS & QUESTIONS

I DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the determination of the Board of Canvassers therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand, this Twentieth day of November, in the year of our Lord, Two Thousand Twenty.

Attest:


JOHN W. SCHMIDT
Deputy Clerk, Board of County Canvassers


DONNA M. ROBINSON TAYLOR
Chairperson, Board of County Canvassers

VOORHEES TOWNSHIP BOARD OF EDUCATION
329 Route 73
Voorhees, NJ 08043

CONTRACT AWARD ANALYSIS

RE: RFP #01-2021

TITLE: Auditing Services

Sealed proposals were received on Thursday, December 10, 2020 at 10:00 AM by the Voorhees Township Board of Education for the purpose of acquiring the professional service of Auditing Services. The Voorhees Township Board of Education received one (1) responsive proposal which was analyzed by a committee of three (3) staff members as shown below.

Vendor	Dr. David Gentile	Helen Haley	Dr. Diane Young	Average Score
Bowman & Company 601 White Horse Road Voorhees, NJ 08043	95	100	94	96

Recommendation of Contract Award:

Based on an analysis of Technical, Management and Cost criteria, the committee recommends Bowman & Associates be awarded the contract for Auditing Services for the period from January 6, 2021 through the date of the 2022 reorganization meeting.

VOORHEES TOWNSHIP BOARD OF EDUCATION
Voorhees, New Jersey 08043

Proposal Form

AUDITING SERVICES

RFP 01-2021

Submission Date **Thursday, December 10, 2020**

I/we hereby submit the following proposal for Auditing Services:

Lump sum Fee -- Annual Audit	\$ <u>71,500.00</u>
<u>Other Services Per Hour</u>	
Partners	\$ <u>246.00 - 250.00</u> /per hour
Auditors	\$ _____ /per hour
Staff -- List Staff and Rates:	
<u>General Administration</u>	\$ <u>75.00</u> /per hour
<u>Associate</u>	\$ <u>103.00 - 105.00</u> /per hour
<u>Senior Associate</u>	\$ <u>116.00 - 125.00</u> /per hour
<u>Manager</u>	\$ <u>141.00 - 150.00</u> /per hour
<u>Senior Manager</u>	\$ <u>179.00 - 207.00</u> /per hour

Please see Proposal Section - COST CRITERIA, A. FEE PROPOSAL for date range for hourly rates.

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

Name of Company: Bowman & Company LLPAddress: 601 White Horse RoadCity, State, Zip: Voorhees, New Jersey 08043E-mail tsaler@bowmanllp.com Telephone (856) 782-2889Authorized Agent: Todd R. Saler Title PartnerAuthorized Signature:  Date: 12/01/2020

A. FEE PROPOSAL

1.0 Current Hourly Billing Rates and Fees

Our standard hourly rates for services rendered are as follows:

	<u>January 1, 2021 - June 30, 2021</u>	<u>July 1, 2021 - December 31, 2021</u>
General Administration / Report Processing	\$75.00	\$75.00
Associate	103.00	105.00
Senior Associate	116.00	125.00
Manager	141.00	150.00
Senior Manager	179.00	207.00
Partner	246.00	250.00

Our fees are based on the time expended and the standard hourly rates of our staff necessary to perform the engagement, but subject to the limitation of the amounts appropriated in the School District's budget, and will not exceed \$71,500.00, as detailed below:

General Fund	\$55,000.00
Community Education and Recreation Fund	8,500.00
Food Services Fund	8,000.00
Capital Projects Fund	-

Our standard hourly rates include all costs associated with providing our proposed services and, therefore, there are no additional contract expenses to be considered regarding our proposed fees.

2.0 Additional Services

If the School District requests any additional services that are not included in the TECHNICAL CRITERIA - DESCRIPTION OF SERVICES - Services to be Performed (Page 8 of this proposal), our fees will be based on the hours spent to perform those services and the aforementioned standard hourly rates. No additional services will be rendered without prior authorization and approval of the Board of Education and the administration of the School District.

The charges for Specialized Financial Services for professional staff shall be charged at one and one-quarter (1¼) times the standard hourly rates at the time service is rendered.

The charges for Bonding Services for professional staff shall be charged at one and one-half (1½) times the standard hourly rates at the time service is rendered, subject to certain minimum fees established in the engagement contract.

3.0 Billing Method

Progress billings may be completed on a monthly basis and will include charges through the end of the immediately preceding month.



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

LAN Associates

To Be Determined based on Project Scope of Work

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Eighteen percent (18%), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services will be determined based on the actual project scope of work and shall be as follows:

Schematic Design Phase	Ten to Twenty-Five	percent (10 - 25	%)
Design Development Phase	Fifteen to Twenty-Five	percent (15 - 25	%)
Construction Documents Phase	Thirty-Five to Fifty	percent (35 - 50	%)
Procurement Phase	Five	percent (5	%)
Construction Phase	Twenty to Thirty	percent (20 - 30	%)
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate (\$0.00)
Principal	\$180.00
Project Executive/Manager	\$150.00
Project Architect/Engineer	\$140.00
Construction Administrator	\$125.00
Senior Designer	\$105.00
Environmental Scientist	\$105.00
Designer	\$90.00
Draftsperson	\$70.00
Environmental Technician	\$60.00
Administrative Staff	\$55.00

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;

init.

VOORHEES TOWNSHIP BOARD OF EDUCATION
329 Route 73
Voorhees, NJ 08043

CONTRACT AWARD ANALYSIS

RE: RFP #02-2021

TITLE: Board Solicitor

Sealed proposals were received on Thursday, December 10, 2020 at 10:30 AM by the Voorhees Township Board of Education for the purpose of acquiring the professional service of Board Solicitor. The Voorhees Township Board of Education received five (5) responsive proposals which were analyzed by a committee of three (3) staff members as shown below.

Vendor	Dr. David Gentile	Helen Haley	Dr. Diane Young	Average Score
Adams, Gutierrez & Lattiboudere, LLC 10000 Lincoln Drive East Mount Laurel, NJ 08054	79	59	86	75
Capehart & Scatchard 8000 Midlantic Drive, Suite 300S Mount Laurel, NJ 08054	95	98	100	98
Davis and Mendelson 1200 Laurel Oak Road, Suite 101 Voorhees, NJ 08043	72	91	82	82
Malamut & Associates 457 Haddonfield Road Cherry Hill, NJ 08002	80	79	87	82
Parker McCay 9000 Midlantic Drive, Suite 300 Mount Laurel, NJ 08054	97	99	100	99

Recommendation:

Based on an analysis of Technical, Management and Cost criteria, the committee recommends Capehart and Scatchard, Davis and Mendelson and Parker McCay for interviews before the Board at the January 6, 2021 Re-organization meeting.

Awarded to: Frank Cavallo, Parker McCay

VOORHEES TOWNSHIP BOARD OF EDUCATION
329 Route 73
Voorhees, NJ 08043

CONTRACT AWARD ANALYSIS

RE: RFP #03-2021

TITLE: Labor Counsel

Sealed proposals were received on Thursday, December 10, 2020 at 11:00 AM by the Voorhees Township Board of Education for the purpose of acquiring the professional service of Labor Counsel. The Voorhees Township Board of Education received four (4) responsive proposals which were analyzed by a committee of three (3) staff members as shown below.

Vendor	Dr. David Gentile	Helen Haley	Dr. Diane Young	Average Score
Adams, Gutierrez & Lattiboudere, LLC 10000 Lincoln Drive East Mount Laurel, NJ 08054	79	59	86	75
Capehart & Scatchard 8000 Midlantic Drive, Suite 300S Mount Laurel, NJ 08054	95	98	100	98
Malamut & Associates 457 Haddonfield Road Cherry Hill, NJ 08002	80	74	87	80
Parker McCay 9000 Midlantic Drive, Suite 300 Mount Laurel, NJ 08054	97	100	100	99

Recommendation:

Based on an analysis of Technical, Management and Cost criteria, the committee recommends Capehart and Scatchard, Malamut & Associates and Parker McCay for interviews before the Board at the January 6, 2021 Re-organization meeting.

Awarded to: Frank Cavallo, Parker McCay

**RESOLUTION TO JOIN
SCHOOLS HEALTH INSURANCE FUND**

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the **SCHOOLS HEALTH INSURANCE FUND** hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of the Voorhees Township Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a.) A long term philosophy on rates.
 - b.) A willingness to work with bargaining units to achieve plan design changes.
 - c.) Professional management with stability and commitment.
 - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

ADOPTED: 01/06/2021

BY: Helen A. Haley

ATTEST:

Mollenberger

SCHOOLS HEALTH INSURANCE FUND
INDEMNITY AND TRUST AGREEMENT

THIS AGREEMENT made this 6th day of January, 2021, in the County of Camden, State of New Jersey, by and Between the **SCHOOLS HEALTH INSURANCE FUND** referred to as "SHIF" and the governing body of the Voorhees Township Board of Education, a duly constituted Board of Education, hereinafter referred to as "SCHOOL BOARD".

WITNESSETH:

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the SCHOOL BOARD has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

NOW THEREFORE, it is agreed as follows:

1. The SCHOOL BOARD accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.

2. The SCHOOL BOARD agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.

3. The SCHOOL BOARD agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on January 1, 2021 and ending on December 31, 2023 at 12:01 AM provided, however, that the SCHOOL BOARD may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.

4. The SCHOOL BOARD certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.

5. In consideration of membership in the SHIF, the SCHOOL BOARD agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the SCHOOL BOARD is a member of the SHIF, (ii) acknowledges that the SCHOOL BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the

SCHOOL BOARD is pledged to the punctual payment of any sums which shall be due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the SCHOOL BOARD for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the SCHOOL BOARD's retained limit or in an amount which is in excess of the SHIF's limit of coverage.

6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.

7. The SCHOOL BOARD and the SHIF agree that the SHIF shall hold all moneys in excess of the SCHOOL BOARD's retained loss fund paid by the SCHOOL BOARD to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.

8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
- b) Employee contributions to contributory group health insurance
- c) Employer contributions to contingency account
- d) Employee contributions to contingency account
- e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.

10. Each SCHOOL BOARD who shall become a member of the SHIF shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement. Each SCHOOL BOARD, by the execution and delivery of an Indemnity and Trust Agreement agrees to be jointly and severally bound with each other member of the SHIF who executes and delivers an Indemnity and Trust Agreement to the terms and conditions set forth in said Indemnity and Trust Agreement.

ADOPTED: 01/06/2021

BY: Helen A. Haley

ATTEST:

By: Wollenburg

XIV. NEW BUSINESS

Motion by Mrs. Van Aken, seconded by Mrs. Wallace, to approve:

1. ratifying the Resolution to renew membership in the Schools Health Insurance Fund (SHIF) effective January 1, 2021 through December 31, 2023 as shown on Attachment "G".
2. ratifying the Schools Health Insurance Fund (SHIF) Indemnity and Trust Agreement for the period from January 1, 2021 through December 31, 2023 as shown on Attachment "H".

Motion carried, 9 ayes: Mr. Brice, AYE; Mrs. Cosenza, AYE; Dr. Falk, AYE; Ms. Galiano, AYE; Dr. Levy, AYE; Mr. Schmus, AYE; Mrs. Wallace, AYE; Mrs. Van Aken, AYE; Mrs. Watson, AYE

XV. MEETING DATES

Wednesday, January 27, 2021	7:30 PM	Board Meeting Location TBD
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XVI. ADJOURNMENT

1. Motion by Dr. Falk, seconded by Ms. Galiano, to adjourn the meeting at 9:54 PM.

Motion carried unanimously.

Respectfully submitted,



Helen G. Haley, CPA
Business Administrator/Board Secretary