

PENNSAUKEN TOWNSHIP PUBLIC SCHOOLS  
Board of Education Administration Building  
1695 Hylton Road, Pennsauken, New Jersey 08110

**BOARD OF EDUCATION MEETING ADDENDUM**  
**Wednesday, June 19, 2019**

**PERSONNEL**

1. RECOMMEND the Pennsauken Board of Education approve the following sell back of vacation days for the 2018-2019 school year:

Item	Name	Vacation Days	Per Diem Rate	Total	Account
A	Tanya Harmon	4	\$453.85	\$1,815.40	11-000-240-199-175-000-98
B	John Ogunkanmi	3.5	\$500.00	\$1,750.00	11-000-251-199-000-000-98
C	Tracy Turner	3	\$461.54	\$1,384.62	11-000-240-199-055-000-98
D	Michael McGovern	10	\$476.82	\$4,768.20	11-000-240-199-050-000-98
E	David Wagner	10	\$346.15	\$3,461.50	11-000-261-199-000-000-98
F	Frank Warwick	4	\$336.92	\$1,347.68	11-000-261-199-000-000-98
G	Richard Bonkowski	5	\$478.85	\$2,394.25	11-000-240-199-050-000-98

2. RECOMMEND the Pennsauken Board of Education approve the payment for unused sick days for the following retired employees:

Item	Name	Position/ Location	Sick	Rate	Vacation	Rate	Total	Account Number
A	Lorraine DiCarlo	Teacher Fine	75.5	\$54	n/a	n/a	\$4,077	11-000-291-299-000-000-98
B	Lisa Nowitzke	Teacher Interm.	160.5	\$71	n/a	n/a	\$11,395.50	11-000-291-299-000-000-98
C	Cynthia Cook	Teacher Franklin	4	\$54	n/a	n/a	\$216	11-000-291-299-000-000-98
D	Tracey Norfo	Teacher Fine	76.5	\$54	n/a	n/a	\$4,131	11-000-291-299-000-000-98
E	Laurie Moore	Teacher PHS	168	\$71	n/a	n/a	\$11,928	11-000-291-299-000-000-98
F	Kurt Henderson	Teacher Interm.	166.5	\$71	n/a	n/a	\$11,821.50	11-000-291-299-000-000-98

3. RECOMMEND the Pennsauken Board of Education approve the following job descriptions:

- Assistant Grounds Manager (see attachment)

	YES	NO	ABSTAIN		YES	NO	ABSTAIN
Mr. Bortnowski				Mr. La Vine			
Mr. Hurley				Mr. Perry			
Mrs. James				Mr. Viera			
Mr. Jarbough-Rafeh				Mrs. Young			
Ms. Johnson							

**APPROVAL OF ADDENDUM ITEMS #1 - #3**

**MOTION BY:**

**SECOND BY:**

**MOTION:**

## BUSINESS AND FINANCE

4. RECOMMEND the Pennsauken Board of Education approve payment of the insurance renewal policy for the Underground Storage Tank for the 2018-19 fiscal year with Conner Strong & Buckelew Company in the amount of \$1,908.38. Acct. # 11-000-262-520-000-000-00
5. RECOMMEND the Pennsauken Board of Education approve the following resolution directing the distribution of the net returned surplus funds held in trust by the Gloucester, Cumberland, Salem School Districts JIF.

WHEREAS, the Pennsauken Public Schools, hereinafter referred to as BOARD, participated as a member of the Gloucester, Cumberland, Salem School Districts, JIF, hereinafter referred to as FUND, for the FUND fiscal year beginning July 1, 2015, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND'S Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq., and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

Dollar amounts of Surplus/(Additional Assessment) by FUND Fiscal Year  
Released by the FUND'S Board of Trustees – Valued as of June 30, 2018 Financial Position

<b>Fund Fiscal Year</b>	<b>Total FUND Release</b>	<b>BOARD'S Share</b>
July 1, 2015 to June 30, 2016	\$100,000	\$17,061
<b>Subtotal Current Distribution</b>	<b>\$100,000</b>	<b>\$17,061</b>
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$241,560	\$0
<b>Total Distribution Available</b>	<b>\$341,560</b>	<b>\$17,061</b>

, and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD
2. Direct the FUND to apply the BOARD's share to the BOARD's 2019-2020 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e) (**current FUND members only**),
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to the use all or a portion of a member district's available balance in offsetting future premiums, or
4. Direct the FUND to apportion the BOARD'S share as stated dollar amount among options 1, 2, & 3 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD'S share of its Net Distribution as follows (check the box that applies):

- \_\_\_ Forward a check in the amount to the BOARD (please sign and return the enclosed payment voucher with your executed resolution).
- x Apply the full amount to the BOARD's next 2019-2020 premium (**current FUND members only**).
- \_\_\_ Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.
- \_\_\_ Distribute the full amount among options 1, 2 & 3 as follows:  
Option 1-\$                      Option 2-\$                      Option 3-\$

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

6. RECOMMEND the Pennsauken Board of Education hereby approve a joint transportation agreement with Cherry Hill School District with Pennsauken Board of Education serving as the Lead Agency for the 2019-2020 extended school year for the purpose of transporting (1) Cherry Hill School District student to Archway (Upper) at a cost of \$4,162.50. Pennsauken Board of Education will receive reimbursement from the Cherry Hill School District, as required.

WHEREAS N.J.A.C. 6A:27-9.16 authorizes contracting units to enter into Joint Transportation Agreements; and

WHEREAS THE PENNSAUKEN BOARD OF EDUCATION, County of Camden, State of New Jersey is desirous of establishing and entering into said agreement; and

WHEREAS THE PENNSAUKEN BOARD OF EDUCATION has agreed to serve as the Lead Agency for a Joint Transportation Agreement with the Cherry Hill School District and/or local governmental units within the County of Camden.

7. RECOMMEND the Pennsauken Board of Education approve submission of the Gymnasium Floor Replacements project application to the New Jersey Department of Education, the Pennsauken School District is not seeking any state funding for the project, and the project is an “Other Capital” project for the following:

Intermediate School	DOE #4060-175-19-1000
George B. Fine School	DOE #4060-140-19-1000
Pennsauken High School	DOE #4060-050-19-1000
Delair School	DOE #4060-120-19-1000

8. RECOMMEND the Pennsauken Board of Education approve payment of bills for the ESIP Program as per the MOU.

ESIP PROGRAM	TOTAL
PAYMENT APPLICATION #17	\$100,051.18
TOTAL	\$100,051.18

9. RECOMMEND the Pennsauken Board of Education approve the Clinical Affiliation Agreement between Rutgers, The State University of New Jersey, a body corporate and politic and an instrumentality of the State of New Jersey, on behalf of its unincorporated unit the Rutgers School of Nursing-Camden and the Pennsauken School District for the 2019-2020 school year. (see attachment)
10. RECOMMEND the Pennsauken Board of Education approve the contract for Student Transportation Services – Public IFB#2020-023 in which advertised bids were received, opened and read on June 13, 2019 at 2:30 pm for the 2019 - 2020 school year and;

WHEREAS the vendor listed below as the responsible bidder, submitting the lowest prices in conformance with the specifications,

COMPANY	ROUTE DESCR.	ROUTE	ROUTE COST	INCR./DECR. ADJUSTMENT COST	DISCOUNT FOR ALL AWARDED TRIPS	COST
Safety Bus Company Pennsauken, NJ	Delair	DE-1	\$137.49	\$1.50	0%	\$24,748.20
	Delair	DE-6	\$137.49	\$1.50	0%	\$24,748.20
	HS	S-20	\$137.49	\$1.50	0%	\$24,748.20
	HS	S-21	\$137.49	\$1.50	0%	\$24,748.20
	HS	S-25	\$137.49	\$1.50	0%	\$24,748.20
TOTAL ANNUAL COST						\$123,741.00

ACCT#11-000-270-511-000-000-07

THEREFORE, BE IT RESOLVED by the Pennsauken Board of Education that the Board issue a purchase order to the above named bidder, in the amount noted, and payable from the 2019 - 2020 budget.

Bids were mailed to the following with no response:

DC Star, First Student, GST Transport, H.A. DeHart, Hillman, Holcomb, McGough Bus, South Jersey Transp., Starr Transit, Stouts, STA, T & L Transp.

11. RECOMMEND the Pennsauken Board of Education reject the bid for Student Transportation Service –Public IFB#2020-023 for Routes HMPS-N and HMPS-S (Phifer Middle School North and South) only and immediately go back out to bid. Advertised bids were received, opened and read on June 13, 2019 at 2:30 pm. According to N.J.S.A 18A:18A-22 the Board of Education may reject bids due to cost.
12. RECOMMEND the Pennsauken Board of Education reject the bid for Student Transportation Service – Non-Public/Choice IFB#2020-015 and immediately go back out to bid. Advertised bids were received, opened and read on June 13, 2019 at 2:00 pm. According to N.J.S.A 18A:18A-22 the Board of Education may reject all bids due to cost.
13. RECOMMEND the Pennsauken Board of Education award the proposal for **RFP#20-12 Substitute Teacher Services** in which proposals were received, opened and read on May 21, 2019 at 11:00 am for the purpose of seeking experienced and qualified individuals or firms to provide Substitute Teacher Services for the District, and WHEREAS proposals for Substitute Teacher Services were received from: Edustaff, Inc., Grand Rapids, MI, ESS Northeast, LLC, Cherry Hill, NJ, Insight Workforce Solutions, Cherry Hill, NJ, and Spur Employment, Inc., Huntsville, AL.

WHEREAS upon review by the Business Office and based upon the evaluation analysis completed by the Evaluation Committee, the Board of Education does hereby recommend the award of contract to ESS Northeast, Inc. at the following rates:

Full Day Hourly Rate:	\$85.00	Full Day Billing Hourly Rate:	\$110.08
Half Day Hourly Rate:	\$42.50	Half Day Billing Hourly Rate:	\$55.04
Long Term Hourly Rate:	\$110.00	Long Term Billing Hourly Rate:	\$142.45
Spec. Long Term Hourly Rate:	\$120.00	Spec. Long Term Billing Hourly Rate:	\$155.40

THEREFORE, ESS Northeast, LLC was the proposal submitted as the most advantageous, price and other factors considered, in conformance with the specifications and in accordance with the provisions of the Public Schools Contract Law N.J.S.A. 18A:18A-1 et seq.;

THEREFORE, BE IT RESOLVED by the Pennsauken Board of Education award ESS Northeast, LLC for the 2019 – 2020 school year, and shall be subject to an annual review and renewable for two (2) one (1) year terms not to exceed three (3) years.

14. RECOMMEND the Pennsauken Board of Education award the proposal for Banking Services RFP#20-09 in which proposals were received, opened and read on May 21, 2019 at 11:00 am for the purpose of seeking experienced and qualified individuals or firms to provide Banking Services for the District, and;

WHEREAS proposals for Banking Services were received from: Investors Bank, Jackson, NJ and Republic Bank, Philadelphia, PA;

WHEREAS upon review by the Business Office and based upon the evaluation analysis completed by the Evaluation Committee, the Board of Education does hereby recommend the award of contract for Banking Services to Republic Bank to provide services of an annual interest projected in excess of \$1,016,000, at current balance levels, with no Cash Management fees. The interest rate projection coupled with the No Fee Compensation Model equates to a Return on Investment of 2.11%. This contract shall also include armored services at no additional charge.

THEREFORE, Republic Bank was the proposal submitted as the most advantageous, price and other factors considered, in conformance with the specifications and in accordance with the provisions of the Public Schools Contract Law N.J.S.A. 18A:18A-1 et seq.;

THEREFORE, BE IT RESOLVED by the Pennsauken Board of Education award Republic Bank for the 2019 – 2020 school year, and shall be subject to an annual review and renewable for two (2) one (1) year terms not to exceed three (3) years.

15. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-01 Architect of Record** in which proposals were opened on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for Architect of Record were received from: ARMM Architecture Associates, Inc., Cherry Hill, NJ, Garrison Architects, Bellmawr, NJ, LAN Associates, Midland Park, NJ, Taheri Architecture, Inc., Philadelphia, PA, and The Musial Group Architecture, Mountainside, NJ.

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for Architect of Record to Garrison Architects at the billing rate not to exceed \$150.00 per hour and design fees from 7.75% to 10%. The purpose of this proposal is to provide an Architect of Record in accordance with the specifications in the Request for Qualifications. This professional service is necessary and is required by this Board of Education.

Garrison Architects has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

16. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-02 Auditor** in which proposals were opened on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for Auditor were received from: Bowman & Company, Voorhees, NJ.

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for Auditor to Bowman & Company at the billing rate not to exceed \$242.00 per hour and not to exceed \$145,500.00 annually. The purpose of this proposal is to provide an Auditor in accordance with the specifications in the Request for Qualifications. This professional service is necessary and is required by this Board of Education.

Bowman & Company has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

17. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-03 Engineer of Record** in which proposals were opened on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for Engineer of Record were received from: LAN Associates, Midland Park, NJ, Remington & Vernick Engineers, Haddonfield, NJ and Suburban Consulting Engineers, Flanders, NJ.

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for Engineer of Record to Remington & Vernick Engineers at the billing rate not to exceed \$175.00 per hour including Construction Manager not to exceed the amount of \$143.00 per hour. The purpose of this proposal is to provide an Engineer of Record in accordance with the specifications in the Request for Qualifications. This professional service is necessary and is required by this Board of Education.

Remington & Vernick Engineers has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

18. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-05 Environmental Consultant** in which proposals were opened on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for Environmental Consultant were received from: Arcadis, US Inc., Fair Lawn, NJ, Brinkerhoff Environmental Services, Inc., Manasquan, NJ, Karl & Associates, Inc., Mohnton, PA, and Pennoni Associates, Inc., Philadelphia, PA.

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for Environmental Consultant to Arcadis, Inc. at the billing rate not to exceed \$280.00 per hour. The purpose of this proposal is to provide Environmental Consultant service in accordance with the specifications in the Request for Qualifications. This professional service is necessary and is required by this Board of Education.

Arcadis, Inc. has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

19. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-06 Financial Advisor** in which proposals were opened on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for Financial Advisor were received from: Acacia Financial, Mt. Laurel, NJ, NW Financial Group, Hoboken, NJ and Phoenix Advisors, Bordentown, NJ.

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for Financial Advisor to Phoenix Advisors at the billing rates per the cost proposal. The purpose of this proposal is to provide Financial Adviser services in accordance with the specifications in the Request for Qualifications. This professional service is necessary and is required by this Board of Education.

Bond Fee: \$9,500 plus \$0.50 per \$1,000 issued

Note Fee: \$1,500 plus \$0.20 per \$1,000 issued

Municipal Advisor Setup Fee: \$200 per issue

Continuing Disclosure Agent Service: \$1,000 setup fee

Phoenix Advisors has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

20. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-07 Legal Services/Bond Counsel** in which proposals were opened on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for Legal Services/Bond Counsel were received from:

Board Solicitor, Labor Attorney, Special Education Attorney: Adams Gutierrez & Lattiboudere, LLC, Marlton, NJ, Capehart & Scatchard, P.A., Mt. Laurel, NJ, Malamut & Associates, LLC, Cherry Hill, NJ, Parker McCay, P.A., Mt. Laurel, NJ, and The Busch Law Group, Metuchen, NJ

Bond Counsel: Malamut & Associates, LLC, Cherry Hill, NJ, McManimon, Scotland & Baumann, LLC, Roseland, NJ and Parker McCay, P.A., Mt. Laurel, NJ

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for Legal Services/Bond Counsel to Parker McCay at the billing rate not to exceed \$175.00 per hour for Board Solicitor, Labor Attorney and Special Education Attorney and not to exceed \$300.00 per hour for Bond Counsel. The purpose of this proposal is to provide Legal Services (Board Solicitor, Labor Attorney, Special Education Attorney and Bond Counsel) in accordance with the specifications in the Request for Qualifications. These professional services are necessary and are required by this Board of Education.

Parker McCay has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

21. RECOMMEND the Pennsauken Board of Education award the professional service contract **RFQ#20-08 School Physician** in which proposals were due on Tuesday, May 21, 2019 at 11:00 a.m. prevailing time. Proposals for School Physician were received from Woodbury Medical Office, Woodbury, NJ.

Upon review by the Business Office and the evaluation team, the Board of Education does hereby recommend the award of contract for School Physician to Dr. Anthony Bonett, Woodbury Medical Office, in the amount not to exceed \$50,000.00 annually. The purpose of this proposal is to appoint a School Physician in accordance with the specifications in the Request for Qualifications. This professional service is necessary and is required by this Board of Education.

Woodbury Medical Office has met all the necessary criteria as outlined by the proposal. The term of the contract shall be from July 1, 2019 through June 30, 2020.

22. RECOMMEND the Pennsauken Board of Education award the proposal for Construction Quality Control and Material Testing Services in which proposals were received, opened and read on June 18, 2019 at 10:00 am for the purpose of seeking experienced and qualified individuals or firms to provide testing and inspection services for Renovations and Additions at Baldwin Early Childhood Learning Center and New Concession Stand, Storage Building Renovations and HVAC Shop Renovations at the Pennsauken High School, and;

WHEREAS proposals were received from: Craig Testing Laboratories, Inc., Mays Landing, NJ and Underwood Engineering, Inc., Bellmawr, NJ;

WHEREAS Underwood Engineering, Inc. submitted the lowest, responsible proposal in conformance with the specifications in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq. and based on recommendation by Remington & Vernick Engineers;

THEREFORE, BE IT RESOLVED by the Pennsauken Board of Education that the Board award Underwood Engineering, Inc., in the estimated amount of \$21,580.00, for the 2019 – 2020 school year and/or through the duration of the construction project, taken from Account#30-000-400-450-000-713-00, contingent upon sufficient funds.

23. RECOMMEND the Pennsauken Board of Education reject the bid for IFB#2020-023 Gym Floor Replacement in which advertised bids were received, opened and read on June 18, 2019 at 2:00 pm for the 2019-2020 school year; and

WHEREAS contractor, North Eastern Hardwood Floors, Inc., submitted a base bid amount of \$1,112,323.00 and the estimated budget is \$480,000.00;

WHEREAS the lowest bid substantially exceeds the cost estimates for the goods or services and to substantially revise the specifications for the goods or services in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-22;

NOW, THEREFORE BE IT RESOLVED, that the Pennsauken Board of Education reject and re-advertise the project immediately.

	YES	NO	ABSTAIN		YES	NO	ABSTAIN
Mr. Bortnowski				Mr. La Vine			
Mr. Hurley				Mr. Perry			
Mrs. James				Mr. Viera			
Mr. Jarbough-Rafeh				Mrs. Young			
Ms. Johnson							

**APPROVAL OF ADDENDUM ITEMS #4 - #23**

**MOTION BY:**

**SECOND BY:**

**MOTION:**