EDUCATIONAL INFORMATION AND RESOURCE CENTER
Minutes of the Board Meeting
March 8, 2016
10:00 a.m.

The Board of Directors of the Educational Information and Resource Center held their regular meeting on Tuesday, March 8, 2016, at 10:00 a.m. at EIRC.

Those in attendance were:

Rena Alpert	John Deserable	Linda Martins
Lynda Anderson-Towns	Charles Highsmith	David Piccirillo
Todd Bonsall	Jack Hill	Grace Romeo
Holly Bush	Charles M. Ivory	Judy Varallo
Renee Candelori	Frank Jankowski	Karen Wolf
Thomas Coleman	Edgar Keepers	Robert Wooton

A quorum was declared by Robert Wooton, Board Chairperson. Mr. Wooton welcomed Board Formation Committee nominated candidates Phyllis Bullock-Beaufait, Elizabeth Castiglione, and Staci Clendining. He then respectfully requested they each step outside of the meeting room to initiate the regular business meeting and present the recommendations for votes.

I. REGULAR BUSINESS

1. Call to Order/Flag Salute – Robert Wooton

2. Open Public Meetings Act Statement – Rebecca Santiago read the Open Public Meetings Act Statement.

3. Roll Call – Rebecca Santiago

   The following members were absent: Diane Cummins

4. Mr. Wooton made a motion, seconded by Judy Varallo, to modify the order of business and act on *Board Formation Committee Agenda B.1.a- B.1.d:*

   B.1.a) David Piccirillo to serve as Board of Education representative on the Board of Directors; currently Parent representative member;

   B.1.b) Elizabeth Castiglione as Parent representative member;

   B.1.c) Phyllis Bullock-Beaufait as Pupil Personnel representative member;

   *B.1.d)*Staci Clendining as a Student representative member.

   All were in favor and the motion carried.

5. *(Agenda: B.1.a- B.1.d)* A motion was made by Karen Wolf, seconded by Rena Alpert, to approve *(B.1.a)* David Piccirillo to serve as Board of Education representative on the Board of Directors- currently Parent representative member; *(B.1.b)* Elizabeth Castiglione as Parent representative member; *(B.1.c)* Phyllis Bullock-Beaufait as Pupil Personnel representative member; and *(B.1.d)* Staci Clendining as a Student representative member. All were in favor and the motion carried.

   Mr. Wooton called the newly elected Board members back into the room and welcomed them to the EIRC Board of Directors.

6. Presentation:

   Dr. Charles Ivory introduced Dr. Mark DeMareo (Division Head of Educational Services), Dr. Jay Dugan (Director of Professional & Curriculum Development), Terry Vanaman (Director of ETTC), Dr. Steve Ciccariello (Educational Specialist), and Nancy Silver (Professional Development Coordinator) all of whom work in the Professional Development Division. Dr. DeMareo asked the Board to please excuse Dr. Ray DiNovi (Educational Specialist) who had a prior commitment. Dr. DeMareo presented a slideshow reflecting the different components each staff member oversees. The Board thanked Dr. Mareo, Dr. Dugan, Mrs. Vanaman, Dr. Ciccariello, and Mrs. Silver for their presentation.

7. *(Agenda: I. E.1- E.2)* A motion was made by Judy Varallo, seconded by Lynda Anderson-Towns, to approve *(E.1)* minutes of the Regular Meeting on February 9, 2016 and to approve (E.2) the Revised Minutes of the December 8, 2015 Regular Meeting. All were in favor, with four abstentions from Edgar Keepers, Elizabeth Castiglione, Phyllis Bullock-Beaufait, and Staci Clendining; and the motion carried.

8. Director's Report – Dr. Charles Ivory highlighted his report and reminded everyone of the ICAP conference being held on April 14, 2016 at the Caesar's Hotel and Casino in Atlantic City.

9. Assistant Director's Report- Steve Derkoski highlighted his report.

10. Foundation Report – Sandy Loewe was absent: no report.

II. <u>COMMITTEE REPORTS</u>

<u>Finance Committee</u> –John Deserable

1. Business Administrator Report – Steve Hoffman highlighted his report.

2. *(Agenda: II. A.2, A.3, A.4, A.5, A.6, A.7, A.9, A.10, A.11, A.12, A.13, A.14, A.15, & A.16)* Motion made by John Deserable, seconded by Jack Hill, to approve *(A.2)* the Treasurer's and Cash Flow Reports for January 2016; to approve *(A.3)* the Board's Monthly Certification;

to approve *(A.4)* the Enterprise and Internal Service Funds Income Statements; to ratify *(A.5)* the FY2015 Budget Revisions as submitted; to approve *(A.6)* the list of individuals attachment as small vendors and authorize the business administrator to pay these vendors on a supplemental bill list in accordance with the resolution adopted 10-13-98; to ratify and approve *(A.7)* payment of the bill list for January 2016; to approve *(A.9)* Blended Online Learning Cooperative Agreement: in the amount of $175,000. New Jersey Principals and Supervisors Association will be working with EIRC to provide the training; to approve *(A.10)* the ratification of the CAP contracts; to approve *(A.11)* School Services Contracts: Cherry Hill School District: School Psychologist @ $385 per day- Katherine Martin @ $285 per day, Technology Service Contracts: Pitman BOE Wireless Contract- $80,000, Pitman BOE Staffing Contract- $42,000, Salem Correctional Court House Access Control Contract- $94,500, Marlboro BOE Building Maintenance Contract- $92,000; to approve *(A.12)* soliciting bids for Integrated Security Systems (ISS); to approve *(A.13)* advertising for bids to supply and install a TV Production Studio and Audio/Video materials, equipment and installation for Cumberland County Vocational Technical School; to approve *(A.14)* that The Educational Information and Resource Center, (EIRC) participate in the TCPN contract for Technology Solutions: eInstruction by Turning Technologies Contract # R5109, Contract # Term August 11 April 14, 2015 – October 31, 2016 to purchase Technology Solutions and to make this contract available to other members of our cooperative purchasing system; to approve *(A.15)* WHEREAS, the Educational Information and Resource Center ("EIRC") advertised for bids in connection with certain Computers, Peripherals and Accessories products (the "Products"); and WHEREAS, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq*. (the "Contracts Law"), EIRC is required to award bids to the lowest responsive and responsible bidder , as such terms are defined in the Contracts Law; and WHEREAS, EIRC received and opened one (1) bid for the Products on December 22, 2015 from Apple, Inc. ("Apple"); an WHEREAS, EIRC awarded a contract to Apple on January 14, 2016; and WHEREAS, following the award, Apple and EIRC were unable to successfully come to terms for a contract for the Products which would be consistent with the specifications for the Products and/or the Contracts Law. BE IT RESOLVED by EIRC as follows: Section 1- That the award for the Products to Apple is hereby rescinded and Apple's bid is hereby rejected as non-responsive. Section 2- That EIRC and appropriate staff and professionals are hereby directed to determine what modifications and/or revisions to the specifications and/or solicitation for bidding should be made, if any, so that the Products can be advertised for rebid as soon as possible. This resolution will take effect immediately on March 8, 2016; to approve *(A.16)* WHEREAS, the Educational Information and Resource Center ("EIRC") advertised for Requests for Proposals (RFP's) in connection with #239EIRCCPS 2016-01 Hosted Voice over Internet Protocol Telephone System ("VoIP"); and WHEREAS, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. (the "Contracts Law"), EIRC is required to award a contract based on an evaluation and ranking , which shall include technical, management and cost related criteria developed in a way that is intended to meet the specific needs of the contracting unit; and WHEREAS, specifications were developed consistent with the Contracts Law, which included a scoring rubric to be utilized to evaluate RFP's submitted; and WHEREAS, EIRC received and opened four (4) proposals

for VoIP on January 20, 2016; and WHEREAS, an evaluation team of EIRC technical experts and other professionals evaluated and scored each proposal pursuant to the evaluation rubric, identifying the strengths and weaknesses of each proposal; and WHEREAS, upon review and evaluation of the proposals, the proposal from Broadview Networks was determined to be the most advantageous, price and other factors considered. NOW THEREFORE, BE IT RESOLVED by EIRC as follows: Section 1-That a contract for provision of VoIP be awarded to Broadview Networks for a term of March 8, 2016 through March 7, 2019, with EIRC having the option to extend the contract for two (2) additional one (1) year extensions. Section 2- That EIRC shall be permitted to extend this contract to members of its cooperative pricing system. This resolution will take effect immediately on March 8, 2016. All were in favor and the motion carried.

Board Formation Committee – Karen Wolf

1. *(Agenda: II. B.1.a- B1.d)* Please refer to Item number 4 within this agenda. Order of business modified to act on Board Formation Committee item prior to business meeting.

Planning, Public Relations and Policy Committee – Judy Varallo

1. *(Agenda: II. C.1)* Motion made by Judy Varallo, seconded by Grace Romeo, to approve and adopt the revised EIRC Organizational Chart; file code 2121. All were in favor and the motion carried.

Personnel and Staff Development Committee – Holly Bush

1. *(Agenda: II. D.2, D.3a- D.3d)* Motion made by Holly Bush, seconded by Jack Hill, to approve *(D.2)* the following consultants/contractors in Professional Development: Theresa E. Bartolotta, Amy J. Hadley, Harriet Schoeffler, and Mark Cherami Walz; to approve *(D.3a-D.3d)* the following personnel actions:

    a) Approve the termination of Lawrence Monahon, Desktop/Network Technician- Technology; effective February 19, 2016.

    b) Accept the resignation of Shantel Andrews, Technology Shared Service Representative- Technology; effective February 23, 2016.

    c) Accept the resignation of Jay Wilson Hughes, Jr., Facilities Manager- Pine Hill School District Contract; effective March 24, 2016.

    d) Approve the layoff of Robert Lightcap, Desktop/Network Technician- Technology; effective March 15, 2016, due to shortage of contracts in his line of work.

    All were in favor and the motion carried.

John Deserable asked how much notice is required for resignations. Steve Hoffman stated 30 days but would verify in Policy manual to make sure.

Holly Bush asked what Robert Lightcap does within EIRC. Steve Hoffman stated he works for different contracts as a desktop/network technician.

Facility Committee – John Deserable

1. *(Agenda: II. E.1- E.3)* A motion was made by John Deserable, seconded by Judy Varallo, to approve *(E.1)* awarding the movers bid to Simonik Transportation for $38,083 (lowest bid received): NJ State Contract; to approve *(E.2)* to deposit $122,000, in equity from the sale of the Hollydell Court property, into the Endowment account at First Bank in Williamstown, *modifying this item to note including the ability to withdraw funds if needed;* to approve *(E.3)* the shared service agreement and use license between EIRC and Camden County College. Brief summary of agreement: begins on or about July 1, 2016, approximately 35,000 square feet, 5 year term with agreement to renew for successive terms, first year base fee: $577,710 ($16.50 sq. ft.), renovation costs capped at $150,000 spread out over the 5 year term, annual increase of 2.75% the first year and additional .25% for the remaining 3 years (Average 3.125%). All were in favor and the motion carried.

Executive Director Search Committee- Charles Highsmith

1. Charles Highsmith reminded the committee about the EDSC meeting following the Business meeting.

III. REPORTS- none

IV. OLD BUSINESS- none

V. NEW BUSINESS- none

VI. ADJOURNMENT

Judy Varallo made a motion to adjourn the meeting, seconded by Linda Martins. All were in favor and the motion carried. Meeting concluded at 11:25 a.m.

Respectfully submitted,

Dr. Charles M. Ivory, Secretary