EIRC
EDUCATIONAL INFORMATION & RESOURCE CENTER

(856) 582-7000 • Fax: (856) 582-4206
200 College Drive • Blackwood, NJ 08012

18A:6-95.1 Educational Information and Resource Center; establishment; services provided.

There is established a local education agency to serve as an educational information and resource center to provide, on request, support and assistance to teachers, administrators, parent and community groups, schools and colleges, the Department of Education, and other public agencies, through the delivery of materials, techniques and expertise to improve school and community programs and services. The services provided by the center shall include: a lending library of educational and instructional materials; preparation of media and materials for informational and instructional purposes; an educational information storage and retrieval system; specific topic seminars and conferences; and consultant advice, information and expertise. The program and services of the center shall not duplicate the programs of the Department of Education.

To the extent permitted by law, the Educational Information and Resource Center shall also provide support and service to nonprofit, nonpublic schools.

+document provided
*item added after meeting notice

AGENDA
December 13, 2016
Challenger Conference Room
10:00 A.M.

Personnel Committee – 9:00 AM- Third Floor, Enterprise Room

1. Call to Order

   The Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend meetings of the public bodies, at which time any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Educational Information and Resource Center has caused notice of this meeting to be published by having the date, time, place and purpose thereof mailed to the Courier Post, South Jersey Times, The Press, and the Camden County Clerk's office on October 6, 2016.

2. Salute to the Flag

3. Roll Call

Rena Alpert	Holly R. Bush	Todd Bonsall
Phyllis Bullock-Beaufait	Staci Clendining	Thomas Coleman
Elizabeth Castiglione	John J. Deserable	Jack Hill
Charles Highsmith	Frank E. Jankowski Jr.	Edgar Keepers
Linda Martins	David Piccirillo	Grace V. Romeo
Judy Varallo	Karen Wolf	Robert P. Wooton

4. Reports and Presentations

5. Closed Session

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WHEREAS, N.J.S.A. 10:4-6, et. Seq. (Open Public Meetings Act) provides that the EIRC Board of Directors may exclude the public from that portion of the meeting at which the Board of Directors discuss certain matters as set forth in N.J.S.A. 10:4-12; and

WHEREAS, the Board of Directors has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of the Board of Directors will reconvene following the end of the closed session, approximately 4:30 pm.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____ Time: _____

6. Return from Closed Session

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____ Time: _____

7. Correspondence

8. Public Forum for Agenda Items

Members of the public may be granted permission to speak by requesting that they be recognized by the presiding officer. Members of the public must state their name and affiliation, if any, for the purposes of public record. The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all initial requests and comments pertaining to the operation of the Center to the Executive Director.

9. Routine Business

BE IT RESOLVED that the following reports and actions are hereby accepted and approved:

9.01 Travel, Conferences, Professional Development

9.01a Approve Professional Development/Travel for the following staff member to attend

(856) 582-7000 • Fax: (856) 582-4206
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District Administration Leadership Institute (DALI) Summit- Tucson, AZ:
January 11 through January 13, 2017

No cost incurred by the Center for attendance- registration, airfare, and meals all covered by the sponsoring organization.

David Lindenmuth

This travel is directly related to the responsibilities of the staff listed and furthers the efficient operation of the center.

9.01b Approve Professional Development/Travel for the following staff member to attend

Monarch Teacher Network California Educational Experience
January 13 through January 23, 2017

Cost offset by participant fees.

Brian Hayes

This travel is directly related to the responsibilities of the staff listed and furthers the efficient operation of the center.

9.01c +Approve Learning Resource Center attached memo requesting to exceed travel cap.

9.02 Resignations and Retirements- *none*

9.03 Part-Time Employment and Consultants

Educational Services/Professional Development:

9.03a +Amanda Owens- *Workshop Presenter/Consultant*
9.03b +George Guy- *Workshop Presenter/Consultant*
9.03c +Suzanne R. Fox Abdill- *Workshop Presenter/Consultant*

The Professional Development consultants receive a per diem based on the length of workshops and particular work per the approved fee schedule, on file, for Professional Development. Resumes for the above personnel are enclosed with the business agenda.

9.04 Vacancies

9.04a Board of Directors:
Curriculum
Grades 3-5 Teacher Representative
Grades 9-12 Teacher Representative

9.05 Approval of Minutes

9.05a +Minutes of the Regular Meeting- November 15, 2016
9.05b +Minutes of the Executive Sessions Meeting Minutes- November 15, 2016

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Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

10. Old Business

[Items tabled from prior meeting]

11. Personnel

11.01 Approve that the Executive Director is authorized to take personnel actions (ex. appoint, dismiss, adjust salaries, etc.), upon Personnel Committee consent, with Board confirmation at the next regular meeting.

11.02 Appointments and Terminations

11.02a Recommend the Board approve Peg Boyd as Educational Specialist- Gift & Talented; 1.5 days a week, at an annual salary of $15,720; effective January 1, 2018.

11.03 Salary Adjustments- *none*

11.04 +Approve the attached staff evaluation forms as of December 1, 2016.

Roll Call Vote by Full Board

Motion: _____
Second: _____
Vote: _____

12. Finance

12.01 BE IT RESOLVED that the following reports and actions are hereby accepted and approved:

12.01a +Treasurer Report dated October 2016
12.01b +Financial Position Report dated October 2016
12.01c +Enterprise and Internal Service Fund Statements dated October 2016

12.02 BE IT RESOLVED that the following reports and actions are hereby accepted and ratified:

12.02a +Bill List dated December 2016
12.02b +Budget Transfers for the month of October 2016
12.02c +Purchase orders in excess of $40,000
12.02d Approval to advertise bids:

Recommend approval to revise and re-advertise bids for promotional items. Bid result will be used for internal purchasing only.

12.03 BE IT RESOLVED that the following Agreements, Grants, Contracts and Proposals are hereby accepted, approved and ratified:

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12.03a The Educational Information & Resource Center Board of Directors hereby approve the proposal to the Robert Wood Johnson Foundation in the amount of $200,000 for the NJHI: Next Generation Community Leaders program in collaboration with our School Based Youth Services Programs at Willingboro- Making Visions Possible.

12.03b Inter Local Services:

East Greenwich/Interim Vice-Principal: Keith Land

12.04 Approve the termination of the EIRC website contract with Linchpin Solutions, LLC (Patricia Bruder).

12.05 Approve the contract with New Link Technology Solutions- custom *EIRC Website development and maintenance- $6,229.99*

12.06 Recommend the Board reject all bids for promotional items received on 22 November 2016. Bid results do not align with budgetary constraints.

Roll Call Vote by Full Board

Motion: _____
Second: _____
Vote: _____

13. Policy and Operations

13.01 Policy

13.02 Center Operations

14. Public Forum for Additional Topics

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14.01 Recognition of Members of the Public

14.02 Recognition of Members of the Board

15. Adjournment

Motion: _____
Second: _____
Vote: _____ Time: _____

(Reminder: Next Board meeting is scheduled on Tuesday January 10th (10 a.m.)- Challenger room)