

MILLBURN TOWNSHIP PUBLIC SCHOOLS  
Millburn, New Jersey

**\*\* A G E N D A \*\***

**ORGANIZATION MEETING AND REGULAR MEETING**

Millburn Township Board of Education

Tuesday, May 27, 2014

7:45PM – Education Center

- A. CALL TO ORDER
- B. SILENT COUNT OF BOARD MEMBERS
- C. ANNOUNCEMENT OF MEETING NOTICE

On April 28, 2014 a notice of this meeting was transmitted to the Board of Education and a copy of the notice was posted at the Education Center bulletin board. Copies were also transmitted to the Millburn-Short Hills Item, the Star-Ledger, the Millburn-Short Hills Independent Press, TV-36, the Township Clerk and members of the Township Committee, the Presidents of the PTO and Civic Associations, and the Public Library.

**D. ORGANIZATION MEETING ACTIONS (Roll Call Vote)**

- 1. Policies

RESOLVED, that the Board of Education adopts the policies and by-laws of the Millburn Township Board of Education for the 2014-2015 school year.

- 2. Curricula

RESOLVED, that the Board of Education adopts the Millburn Township Board of Education curricula and program of studies for the 2014-2015 school year.

- 3. Textbooks

RESOLVED, that the Board of Education approves the use of existing district textbooks for the 2014-2015 school year.

**D. 4. Service Appointments**

RESOLVED, that the Board of Education approves the following appointments for the 2014-2015 school year:

- a. J. Steven DiGeronimo as Board Secretary.
- b. Dr. James A. Crisfield as Acting Board Secretary in the absence of the Board Secretary.
- c. Cheryl Nardino as Treasurer of School Monies for the Millburn Township Board of Education at the annual rate of \$ 9,073.
- d. Lindabury, McCormick, Estabrook & Cooper of Westfield, NJ as Board Attorneys for Labor, Special Education and General Counsel at the rate of \$160.00 per hour as per proposal dated, May 9, 2014, on file in the business office.
- e. Nisivoccia, LLP of Mt Olive, NJ as auditors at the annual rate of \$45,000 and additional services as needed as per proposal dated May 2, 2014 on file in the business office.
- f. Brown & Brown Benefit Advisors of Livingston, NJ as Dental Insurance Broker of Record and SEHBP Insurance Consultant at the monthly rate of \$6,000 per month as per proposal dated May 2014.
- g. **RESOLUTION AUTHORIZING PROPOSAL FOR CERTAIN FINANCIAL ADVISORY SERVICES ADOPTED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MILLBURN IN THE COUNTY OF ESSEX, NEW JERSEY**

WHEREAS, there exists a need for specialized financial advisory services in connection with the authorization and the issuance of Bonds and/or Notes and other matters relating to Fiscal Management for The Board of Education of the Township of Millburn in the County of Essex, New Jersey (the "Board"), a body corporate of the State of New Jersey, including the review and compilation of financial and demographic information of the School District; obtaining the appropriate credit enhancements for any public debt issuance; structuring the various terms and conditions associated with the issuance of bonds; and general advice to the Board about the various financial aspects of the fiscal management; and

WHEREAS, such financial advisory services can be provided only by a recognized firm specializing in public finance, and the firm of Phoenix Advisors, LLC, Bordentown, New Jersey is so recognized by the financial community; and

**D. 4. g. Service Appointments continued:**

WHEREAS, funds are or will be available for this purpose;

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF MILLBURN IN THE COUNTY OF ESSEX, NEW JERSEY  
AS FOLLOWS:**

1. The firm of Phoenix Advisors, LLC, Bordentown, New Jersey is hereby retained to provide specialized financial advisory services to the Board for the 2014-15 fiscal year in accordance with a Proposal submitted to the Board (the "Proposal").
  2. The Proposal is awarded without competitive bidding in accordance with N.J.S.A. 18A:18-5(a)(2) because such services are considered extraordinary and unspecifiable in their nature.
  3. A copy of this resolution as well as the Proposal shall be placed on file with the Secretary of the Board.
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- h. Wells Fargo Insurance Services Northeast of Madison, NJ as Property and Liability Insurance Broker of Record.
  - i. Dr. Dahlia Hall as School Physician (Medical Inspector) at the annual rate of \$8,000 for the SY 2014-2015.
  - j. Dr. Michele Gilsenan as High School Sports Doctor at the annual rate of \$16,700 for the SY 2014-2015.
  - k. Ms. Candace Wildy as Affirmative Action Officer, Title IX Coordinator and 504 Officer.
  - l. John Van Teeckelenburgh as Right-to-Know contact, AHERA Designated Person, Integrated Pest Management Coordinator (IPMC), Safety & Health Designee, Emergency Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer, and Asbestos Management Officer.
  - m. Julianna Kusz as Division of Youth and Family Services (DYFS) Liaison.
  - n. J. Steven DiGeronimo as Public Contracts Officer.
  - o. J. Steven DiGeronimo as Public Agency Compliance Officer (PACO).
  - p. J. Steven DiGeronimo as Custodian of Records.

**D. 4. Service Appointments continued:**

q. J. Steven DiGeronimo as Purchasing Agent as follows:

WHEREAS, N.J.S.A.18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, J. Steven DiGeronimo possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq; and

WHEREAS, N.J.S.A. 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold of \$36,000, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS, N.J.S.A. 18A:18A-37, c. provides that all contracts that are in the aggregate less than \$5,400 may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution,

NOW THEREFORE BE IT RESOLVED, the Millburn Board of Education pursuant to the statutes cited above hereby appoints the person holding the title of School Business Administrator as its purchasing agent and assigns him the statutory authority, responsibility and accountability for the purchasing activity of the Millburn Board and Education, and be it

FURTHER RESOLVED, that the person holding the title of School Business Administrator is hereby authorized to award contracts on behalf of the Millburn Board of Education that are in the aggregate less than \$5,400 without soliciting competitive quotations, and be it

FURTHER RESOLVED, that the person holding the title of School Business Administrator is hereby authorized to seek competitive quotations and advertise for bids, when applicable and practicable, and award contracts which in the aggregate exceed \$5,400 but are less than the bid threshold of \$36,000.

**D. 4. Service Appointments continued:**

- r. The appointment of J. Steven DiGeronimo as Investment Officer as follows:  
  
WHEREAS, prudent financial management includes the investment of temporarily idle funds; and  
  
WHEREAS, frequently throughout the course of the school year, funds are available for short and long term investments;  
  
NOW THEREFORE BE IT RESOLVED the Millburn Township Board of Education authorizes the School Business Administrator to transfer and invest funds and in his absence the Superintendent and the Assistant Business Administrator.
- s. AXA Equitable; Lincoln Investment Planning, Inc; Variable Annuity Life Insurance Company (VALIC) and Prudential Retirement as 403(b) plan providers.
- t. AXA Equitable and Lincoln Investment Planning, Inc. as 457 plan providers.
- u. Prudential Insurance Company of America as disability insurance vendor (at no cost to the district).
- v. Daniel Brundage as District Anti-Bullying Coordinator.
- w. The Star-Ledger, The Item and The Independent Press as legal newspapers pursuant to N.J.S.A. 18A:18A-4.
- x. Parette Somjen Architects of Rockaway, NJ as Public School Architect of Record for the period July 1, 2014 to June 30, 2015.

**D. 5. Finance**

- a. Depositories and Signatories  
  
RESOLVED, that the Board of Education approves the following list of depositories (with signatories) for the 2013-2014 school year:

| <u>Account Name</u> | <u>Bank</u>     | <u>Signatory(ies)</u>               |
|---------------------|-----------------|-------------------------------------|
| General Fund        | Wells Fargo     | Treasurer / Bd Pres. / Bd Secretary |
| Payroll Agency      | Bank of America | Treasurer                           |
| Flexible Spending   | Bank of America | Treasurer                           |
| Investment Account  | Bank of America | Board Secretary                     |

**D. 5. a. Finance continued:**

|  |                 |   |
|--|-----------------|---|
| Payroll                                | Bank of America | Treasurer   |
| Revolving Expense                      | Bank of America | Either Bd Secretary or Supt.  |
| Unemployment                           | Bank of America | Either Bd Secretary or Supt.  |
| Cafeteria Account                      | Wells Fargo     | Treasurer / Board Secretary   |
| Safe Deposit Box                       | Wells Fargo     | Either Bd Secretary or Supt.  |
| Clearing Account                       | Union Center    | Treasurer / Bd Pres / Bd Secretary  |
| Deerfield General Account              | Wells Fargo     | Principal / Bd Secretary / School Secretary (any two)   |
| Glenwood General Account               | Wells Fargo     | Principal / Bd Secretary / School Secretary (any two)   |
| Hartshorn General Account              | Wells Fargo     | Principal / Bd Secretary / School Secretary (any two)   |
| South Mountain General Account         | Wells Fargo     | Principal / Bd Secretary / School Secretary (any two)   |
| Wyoming General General Account        | Wells Fargo     | Principal / Bd Secretary / School Secretary (any two)   |
| Middle School Account                  | PNC Bank        | Principal / Bd Secretary / Vice Principals / School Secr. (any two)   |
| High School General Account            | Wells Fargo     | Principal / Bd Secretary / Vice Principals (any two)  |
| HS Connie Syclarz Memorial Account     | Investor's S&L  | Principal / Vice Principals (any two)   |
| Athletic Official & Entry Fees Account | Bank of America | Director of Athletics / Bd Secretary / HS Principal / HS Vice Principals<br>(requires signature of Athletic Director and one other signature) |
| Capital Reserve                        | NJ/ARM          | Business Administrator / Asst.  |
| 2006 Bond Referendum                   | NJ/ARM          | Business Administrator  |

b. Regular Education Tuition Rates

RESOLVED, that the Board of Education approves the following tuition rates for regular education students for the 2014-2015 school year:

|                         |               |                  |
|-------------------------|---------------|------------------|
| Pre-School/Kindergarten | 13,134 / year | 1,313.40 / month |
| Grades 1 – 5            | 14,414 / year | 1,441.40 / month |
| Grades 6 – 8            | 15,290 / year | 1,529.00 / month |
| Grades 9 – 12           | 15,437 / year | 1,543.70 / month |

**D. 5. Finance continued:**

- c. Resolution requesting Millburn Township to authorize payments of district taxes according to the following schedule:

|                                 |              |                        |
|---------------------------------|--------------|------------------------|
| July 10, 2014                   | 6,606,283.00 |                        |
| August 8, 2014                  | 6,606,284.00 |                        |
| September 10, 2014              | 6,606,284.00 |                        |
| October 10, 2014                | 6,606,284.00 |                        |
| November 10, 2014               | 6,606,284.00 |                        |
| December 10, 2014               | 6,606,284.00 |                        |
| <b>TOTAL LAST HALF OF 2014</b>  |              | <b>\$39,637,703.00</b> |
| January 9, 2015                 | 6,606,283.00 |                        |
| February 10, 2015               | 6,606,284.00 |                        |
| March 10, 2015                  | 6,606,284.00 |                        |
| April 10, 2015                  | 6,606,284.00 |                        |
| May 8, 2015                     | 6,606,284.00 |                        |
| June 10, 2015                   | 6,606,284.00 |                        |
| <b>TOTAL FIRST HALF OF 2015</b> |              | <b>\$39,637,703.00</b> |
| <b>GRAND TOTAL</b>              |              | <b>\$79,275,406.00</b> |

- d. Authorization to Pay Claims Against the Board

RESOLVED, that the Board of Education establishes for the 2014-2015 school year that payment of claims against the Board shall occur at a regular monthly meeting as presented by the Business Administrator/Board Secretary, and further, authorizes the Business Administrator/Board Secretary to approve such intermittent payments as may be required for the effective conduct of school district affairs, and for said payments to be presented to the Board for approval at its next regular meeting.

- e. Authorization to Purchase by State Contract

RESOLVED, that the Board of Education authorizes the Business Administrator/Board Secretary pursuant to 18A:18A-10(a) to make purchases as needed and appropriate by use of the contracts awarded by the Purchase Bureau of the Division of Purchase and Property, Department of Treasury, State of New Jersey, and in accordance with the Public Procurement Laws for the 2014-2015 school year.

**D. 5. Finance continued:**

f. District Purchasing Manual

RESOLVED, that the Board of Education approves the Millburn Township Purchasing Manual, dated May 27, 2014, as on file in the business office.

g. Business Operations Standard Operating Procedures

RESOLVED, that the Board of Education approves the Millburn Township Business Operations Standard Operating Procedures Manual, dated May 27, 2014, as on file in the business office.

h. Resolution for member participation in a cooperative pricing system with the Middlesex Regional Educational Services Commission:

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on May 27, 2014, the governing body of the Millburn Township Board of Education, County of Essex, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

**TITLE**

This resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Millburn Township Board of Education

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.



**D. 5. Finance continued:**

- i. Resolution for member participation in a cooperative pricing system with the Morris County Cooperative Pricing Council for the period July 1, 2014 to June 30, 2015 in the amount of \$1,100.00.

**6. Board Meeting Dates**

RESOLVED, that the Board of Education approves the following meeting dates for the 2014-2015 school year: (Note: all meetings will be held on a Monday in the Education Center, unless otherwise noted.)

|                    |         |                                    |
|--------------------|---------|------------------------------------|
| June 25, 2014      | 7:45 PM | Wednesday/Board Retreat            |
| July 28, 2014      | 7:45 PM |                                    |
| August 25, 2014    | 7:45 PM |                                    |
| September 8, 2014  | 7:45 PM |                                    |
| September 22, 2014 | 7:45 PM |                                    |
| October 13, 2014   | 7:45 PM |                                    |
| October 27, 2014   | 7:45 PM |                                    |
| November 10, 2014  | 7:45 PM |                                    |
| November 24, 2014  | 7:45 PM |                                    |
| December 15, 2014  | 7:45 PM |                                    |
| January 5, 2015    | 7:45 PM | Board Organization                 |
| January 12, 2015   | 7:45 PM |                                    |
| January 25, 2015   | 2:00 PM | Sunday /Open Forum /Public Library |
| January 26, 2015   | 7:45 PM |                                    |
| February 9, 2015   | 7:45 PM |                                    |
| February 23, 2015  | 7:45 PM |                                    |
| March 9, 2015      | 7:45 PM |                                    |
| March 23, 2015     | 7:45 PM |                                    |
| April 13, 2015     | 7:45 PM |                                    |
| April 27, 2015     | 7:45 PM |                                    |
| May 11, 2015       | 7:45 PM |                                    |
| May 26, 2015       | 7:45 PM | Tuesday/ Board Organization        |
| June 8, 2015       | 7:45 PM |                                    |
| June 22, 2015      | 7:45 PM |                                    |

**D. 7. Board Committees**

RESOLVED, that the Board of Education establishes committees as follows for the 2014-2015 school year.

- Finance
- Student Liaison Committee
- Negotiations
- Personnel (Ad Hoc)
- Policy
- Program
- Property
- Special Education (Ad Hoc)
- Board/Staff

**8. Petty Cash Accounts**

RESOLVED, that the Board of Education approves the following petty cash accounts and the individuals responsible for the accounts for the SY 2014-2015:

Education Center     \$200     Asst. Business Administrator

Special Education     \$200     Director of Special Services

The maximum expenditure from each account for each purchase is \$35.00

**9. Board Member Code of Ethics**

RESOLVED, that the Board of Education acknowledges that each Board Member has received a copy of the Code of Ethics as follows:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

**D. 9. Board Member Code of Ethics continued:**

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Superintendent.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the Superintendent and will act on such complaints at public meetings only after failure of an administrative solution.

**D. 10. District Mission Statement**

RESOLVED, that the Board of Education adopts the district's mission statement for the 2014-2015 school year as follows:

The mission of the Millburn Township School District, reflecting our commitment to the pursuit of excellence, is to educate students\* to be successful and engaged citizens of an ever-changing world through outstanding teaching, challenging programs, and enriching experiences in a safe, nurturing learning environment.

*\* all students will meet or exceed the NJCCCS and the CCSS*

**11. Appointments of Representatives**

RESOLVED, that the Board of Education approves the following appointments for the 2014-2015 school year:

- a. Mr. Waters as Board Representative to the Essex Regional Educational Services Commission for the 2014-2015 school year.
- b. Dr. Crisfield as Board Representative to the Morris Union Jointure Commission Board of Education for the 2014-2015 school year.
- c. Dr. Wadhwa as Board Representative to the NJSBA Delegate Assembly for the 2014-2015 school year as previously approved on January 13, 2014.
- d. Mr. Wong as Board Representative to the Millburn Township Joint Facilities Committee for the 2014-2015 school year as previously approved on January 13, 2014.

**D. 11. Appointment of Representative continued:**

- e. Mr. Harrison as Board Representative to the Garden State Coalition for the 2014-2015 school year as previously approved on January 13, 2014.

**D. 12. District Organizational Chart**

RESOLVED, that the Board of Education approves the District's Organizational Chart, dated May 5, 2014, for the 2014-2015 school year, as on file in the office of the Business Administrator.

**REGULAR MEETING**

**E. MINUTES**

- 1. Regular Public Meeting of May 12, 2014

**F. PRESENTATION**

**G. BOARD PRESIDENT'S REPORT**

**H. BOARD COMMITTEE REPORTS**

- 1. Finance Committee Report
- 2. Personnel Committee Report
- 3. Property Committee Report
- 4. Program Ad Hoc Committee Report
- 5. Policy Committee Report

**I. SUPERINTENDENT'S REPORT**

**J. ASSISTANT SUPERINTENDENT'S REPORT**

**K. SCHOOL BUSINESS ADMINISTRATOR'S REPORT**

**L. DISCUSSION**

- 1. Referendum Update

**M. PUBLIC COMMENTS (not to exceed 30 minutes) – Agenda Items Only**

**N. BOARD ACTION ITEMS (Roll Call Votes)**

**1. Instruction Agenda Items**

- a. Resolve to affirm the administration's determinations concerning the HIB investigations for the period 5/8/14 to 5/21/14 as outlined in the confidential report shared with Board of Education members and on file in the Superintendent's office.
- b. Resolve to approve Professional Development Requests / Teacher Conferences as per policies 3440 and 4440 requiring prior approval of travel reimbursement expenses.
- c. Resolve to approve membership into the New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2014-2015 school year.
- d. Resolve to approve the following athletic teams to begin summer practice on or after June 9, 2014 in accordance to NJSIAA Rules and Regulations:
  - Girls/Boys Basketball
  - Football
  - Boys/Girls Tennis
  - Boys/Girls Cross Country
  - Field Hockey
  - Boys/Girls Soccer
  - Boys/Girls Volleyball
  - Baseball
  - Softball
  - Boys/Girls Lacrosse
- e. Resolve to approve use of the state approved Marshall Model for teacher evaluation for the 2014-2015 School Year.
- f. Resolve to approve use of the state approved Marshall Model for Principal and Assistant Principal evaluation for the 2014-2015 School Year.
- g. Resolve to approve the following textbook adoptions for SY 2014-2015:
  - a. HS: The Middle East Today: Political, Geographical & Cultural Perspectives (Middle East ACC/CPA).
  - b. HS: Foundations of Personal Finance (Economics ACC/CPA)
  - c. MS: Digits (MS Basic Skills Math)

**N. 1. Instruction Agenda Items continued:**

- h. Resolve to approve in-district summer programs 2014:
  - 1. ELL Elementary Summer Enrichment Program to be held at Glenwood Elementary School.
  - 2. Algebra I CPA level course to be held at Millburn High School.
  - 3. Power Skills to be held at the Millburn Middle School.
  - 4. ESY Program to be held at the Millburn Middle School.
- i. Resolve to accept donations for the SY 2014/15 from the Education Foundation of Millburn-Short Hills in the total amount of \$203,378.

**2. Personnel Agenda Items**

Resolve to approve Personnel Report, dated May 27, 2014.

**3. Business Agenda Items**

- a. Resolve to approve budget transfers for the month of April 2014.
- b. Resolve to approve Treasurer of School Moneys report for period ending April 30, 2014.
- c. Approval and Certification of Board Secretary's Report for period ending April 30, 2014.
- d. Resolve to approve Bill Schedule # 12, dated May 27, 2014 in the amount of \$7,657,176.33.
- e. Resolve to appoint Saban Engineering Group, Inc., of Kearny, NJ to provide professional environmental management services for the SY 2014-2015 on an as-needed basis as per proposal dated April 29, 2014.
- f. Resolve to approve a contract with Saban Engineering Group, Inc. of Kearny, NJ to provide Environmental Consultant Services for the SY 2014-2015 in the amount of \$15,920.00.

**N. 3. Business Agenda Items continued:**

- g. Resolve to approve a contract with Whitman of Cranbury, NJ as engineer for asbestos management services for the SY 2014/2015 in the amount of \$3,180 as per a proposal dated April 28, 2014.
- h. Resolve to approve a contract with Elevator Maintenance Corporation of Kearny, NJ to provide elevator maintenance services for the SY 2014-2015 in the amount of \$875.00 per month as per a proposal dated April 17, 2014.
- i. Resolve to approve a contract with TruGreen of South Plainfield, NJ 07080 to provide Turf Management Services for the SY 2014-2015 in the amount of \$7,728 for all fields plus \$15.00 per 1,000 sq.ft. for slice seeding, as per a proposal dated May 7, 2014.
- j. Resolve to approve a contract with Alliance Commercial Pest Control, Inc. of Tinton Falls, NJ to provide Integrated Pest Management Services for the SY 2014/2015 for all district buildings in the amount of \$4,499.52 per year, emergency services outside the normal scope of services at \$75.00 per hour and \$15 per linear foot for termite treatments as per a proposal dated May 8, 2014.
- k. Resolve to approve The Substitute Service of Florham Park, NJ to provide substitute placement services for the SY 2014/2015 at a cost of \$15,742.67 to be paid in 10 monthly payments of \$1,574.26 as per proposal dated January 13, 2014.
- l. Resolve to approve participation in Joint Transportation Agreement with Educational Services Commission of Morris County for the SY 2014/2015. This authorizes the Millburn Township Board of Education to utilize their services in the procurement of busing services on an as-needed basis.
- m. Resolve to approve to award a bid for printed materials for the SY 2014-2015 to Ridgewood Press of Ridgewood, NJ in the amount of \$13,559.85 throughout the SY 2014-2015.
- n. Resolve to authorize payment to Apple Financial, Inc. for year 3 of lease-purchase agreement 1010Af in the amount of \$485,572.80, reflecting the no trade in payment schedule. This amount includes the recurring payment of \$323,836.37 and \$89,853.43 plus 71,883 as partial payment for 725 Macbook additional units as well as associated services and supplies.
- o. Resolve to approve a contract with Mathusek Sport and Commercial Flooring of Oakland, NJ, for repairs to the Middle School Multi-purpose room floor, in the amount of \$64,484.

Be it further resolved that the district will be reimbursed for these expenses by Utica Insurance.

**N. 3. Business Agenda Items continued:**

- p. **MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION (New Jersey State Approved Cooperative Pricing System #65MCESCCPS) “SMALL TICKET LEASE PROGRAM” (Middlesex Regional Educational Services Commission Bid No. 13/14-23)**

Lessee: Millburn Township Board of Education

Principal Amount Expected To Be Financed: \$ 86,038.43

WHEREAS, the Lessee named above (the “Lessee”) is a political subdivision of the State of New Jersey (the “State”) and is duly organized and existing pursuant to the Constitution and laws of the State;

WHEREAS, pursuant to applicable law, the Lessee acting through its governing body (the “Governing Body”) is authorized to acquire and lease personal property necessary to the functions or operations of the Lessee;

WHEREAS, the Governing Body hereby finds and determines the execution of one or more lease-purchase agreements (“Equipment Leases”) in the principal amount not exceeding the amount stated above (the “Principal Amount”) for the purpose of acquiring the Equipment described generally below (the “Equipment”) and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee;

Brief Description of Equipment:

2015 Model Year 54 Passenger Blue Bird “Vision” School Bus per Bid Item #8 MRESC

WHEREAS, **FIRST HOPE BANK, a National Banking Association**, (the “Lessor”) is expected to act as the Lessor under the Equipment Leases;

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Equipment prior to its receipt of proceeds of the Equipment Leases (“Lease Purchase Proceeds”) for such expenditures, and such expenditures are not expected to exceed the Principal Amount; and

WHEREAS, the Lessee hereby declares its official intent to be reimbursed for any capital expenditures made for the Equipment after adoption of this resolution but prior to the issuance of the Equipment Leases from the Lease Purchase Proceeds.



**N. 3. p. Business Agenda Item continued:**

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee as follows:

Section 1. The Lessee hereby determines that it has critically evaluated the financing alternatives and that entering into the Equipment Leases and financing the acquisition of the Equipment thereby is in the best interests of the Lessee.

Section 2. The Lessee is hereby authorized to acquire and install the Equipment and is hereby authorized to finance the Equipment by entering into the Equipment Leases. Any action taken by the Lessee in connection therewith is hereby ratified and confirmed.

Section 3. Steve DiGeronimo, Business Administrator as the “Authorized Representative” acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. The Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other agreement or documents relating to the Equipment Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate.

Section 4. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

Section 5. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 6. The Lessee’s obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Leases, and the Lessee’s obligations under the Equipment Leases shall not constitute indebtedness of the Lessee under the laws of the State.

**N. 3. p. Business Agenda Item continued:**

Section 7. It is hereby determined that the acquisition of the Equipment is permitted under the laws governing the Lessee and is essential to the efficient operation of the Lessee.

Section 8. The Governing Body of the Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Equipment following

adoption of this resolution but prior to the receipt of the Lease Purchase Proceeds for the Equipment. The Governing Body of the Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for such Equipment expenditures. This section of the resolution is adopted by the Governing Body of the Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of this resolution does not bind the Lessee to make any expenditure, incur any obligation, or proceed with the acquisition of the Equipment.

Section 9. The Lessee covenants that it will comply with all requirements of the Internal Revenue Code of 1986, as amended, (the "Code") necessary to ensure that the interest portion of rental payments due under the Equipment Leases will be excluded from gross income under Section 103(a) of the Code. [The Lessee reasonably expects it will not issue more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" that are not "qualified 501(c)(3) bonds") during the calendar year in which each of the Equipment Leases is issued and hereby designates each Equipment Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Code.] The Authorized Representative is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest portion of the rental payments due on the Equipment Leases authorized by this resolution as excludable from gross income for federal income tax purposes pursuant to Section 103(a) of the Code.

Section 10. This resolution shall take effect immediately upon its adoption and approval.

**4. Policy Agenda Items**

First Reading of Policies: No action necessary

- a. Policy 1240 Evaluation of Superintendent (M) (Revised)
- b. Policy 3142 Nonrenewal of Nontenured Teaching Staff Member (Revised)
- c. Policy 3144 Certification of Tenure Charges (Revised)
- d. Policy 4146 Nonrenewal of Nontenured Support Staff Member (Revised)
- e. Policy 3221 Evaluation of Teachers (M) (New)
- f. Policy 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
- g. Policy 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
- h. Policy 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New) i.
- j. Policy 0141 Board Member Number and Term (Revised)
- k. Policy 0143 Board Member Election and Appointment (Revised)
- l. Policy 3125 Employment of Teaching Staff Members (M) (Revised)
- m. Policy 3230 Outside Activities (Revised)
- n. Policy 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- o. Policy 4125 Employment of Support Staff Members (M) (Revised)
- p. Policy 4230 Outside Activities (Revised)
- q. Policy 1581 Victim of Domestic or Sexual Violence Leave (M) (New)
- r. Policy 2330 Homework (Reviewed)
- s. Policy 9150 School Visitors (Reviewed)
- t. Policy 9230 Parental Responsibilities (Revised)

**O. OLD BUSINESS**

**P. NEW BUSINESS**

**Q. PUBLIC COMMENTS (not to exceed 30 minutes)**

**R. BOARD MEMBER COMMENTS**

**S. EXECUTIVE SESSION**

BE IT RESOLVED by the Millburn Board of Education that on Monday, May 27, 2014, during the regular public meeting on that date, this body shall meet at the Education Center, 434 Millburn Avenue, Millburn, New Jersey, for a discussion pursuant to Section 7b of the Open Public Meetings Act. A general description of the matters to be discussed is as follows:

At the time of Agenda development, there is no planned discussion. If a need arises, the topic will be announced at the meeting.

The discussion on these topics will be disclosed to the public at the next public meeting of the Board or as soon thereafter as the circumstances and nature of the subjects permit.

**T. ADJOURNMENT**