

MILLBURN TOWNSHIP PUBLIC SCHOOLS  
Millburn, New Jersey  
\* \* A G E N D A \* \*

**REGULAR MEETING**

Millburn Township Board of Education

Monday, July 18, 2016

**6:45 PM – EDUCATION CENTER**

**A. CALL TO ORDER**

**B. SILENT COUNT OF BOARD MEMBERS PRESENT**

**C. ANNOUNCEMENT OF MEETING NOTICE**

On June 24, 2016, 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, TAP-Millburn Short Hills, TV-36, the Township Clerk and members of the Township Committee, the Presidents of the PTO and Civic Associations, and the Public Library.

**D. EXECUTIVE SESSION**

BE IT RESOLVED by the Millburn Board of Education that on Monday, July 18, 2016 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 matter to be discussed is as follows:

1. Attorney/Client Privilege
2. Confidential Student Matter

The discussion on this topic 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.

**E. MINUTES**

1. Minutes of the Regular Public Meeting of Monday, June 20, 2016
2. Minutes of the Closed Meeting of Monday, June 20, 2016
3. Minutes of the Board Retreat Meeting of Wednesday, June 22, 2016

**F. PRESENTATION**

1. District/Board Goals (2015-16)

**G. BOARD PRESIDENT'S REPORT**

**H. BOARD COMMITTEE REPORTS**

1. Finance Committee Report
2. Property Committee Report
3. Program Committee Report
4. Policy Committee Report

**I. SUPERINTENDENT’S REPORT**

1. Fire/Security Drills for June 2016:

High School	June 22/ June 09
Middle School	June 9/ June 22
Deerfield	June 17/ June 22
Glenwood	June 14/ June 22
Hartshorn	June 6/ June 22
South Mountain	June 9/ June 22
Wyoming	June 15/ June 21

**J. ASSISTANT SUPERINTENDENT’S REPORT**

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

**L. DISCUSSION**

**M. PUBLIC COMMENTS**

For members of the Millburn School District community who may be joining a Meeting for the first time or would like to provide comments tonight, we’re sharing the Board Policy pertaining to public comments. Thanks in advance for sharing your thoughts as per the District’s Policy!

**0167 - Public Participation in Board Meetings**

*The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide for two periods of public comments at every regularly scheduled meeting of the Board, the length of each period to be determined by the Board. Public participation shall be governed by the following rules:*

1. *A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate.*
2. *Each statement made by a participant shall be limited to a reasonable time as determined by the presiding officer.*
3. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.*
4. *All statements shall be directed to the presiding officer; no participant may address or question Board*

*members individually.*

5. *The presiding officer may (a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant to the district; (b) Request any individual to leave the meeting when that person does not observe reasonable decorum; (c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; (d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

**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 5/5/16 and 6/10/16 to 6/30/16, 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 accept allocation of the FY 2017 (SY 2016-2017) NCLB Proposed Program and Budget in the amounts of:

Title I part A:	\$300,526
Title II part A:	\$ 42,291
Title III:	\$ 22,977
Title III – Immigrant	\$ 10,787

Be it further resolved to authorize the submission of application for this grant.

- d. Resolve to approve the submission of the grant application of IDEA Basic and IDEA PreSchool for the 2016-2017 school year.

IDEA Basic:	
District	\$897,183
Nonpublic Share	\$ 51,519

Preschool:	
District	\$ 31,537

**2. Personnel Agenda Items**

Resolve to approve the Personnel Report dated, July 18, 2016.

**3. Business Agenda Items**

- a. Resolve to approve Bill Schedule # 14 dated June 30, 2016 in the amount of \$3,488,527.64.
- b. Resolve to approve Bill Schedule # 1 dated July 8, 2016 in the amount of \$524,646.10.
- c. Resolve to approve the disposal of public records per New Jersey Division of Archives and Records Management Guidelines. Authorization for disposal was approved by the Department of Treasury.
- d. Resolve to grant authority to the Business Administrator/Board Secretary to solicit bids for Fire Alarm Testing Maintenance and Service.
- e. Resolve to amend resolution M.3.e. of June 6, 2016 to reflect a corrected amount as follows:

WHEREAS, the District needs to manage its Apple environment, including inventory and software distribution with the use of a software suite,

AND WHEREAS, the District has used Casper from JAMF software successfully and efficiently;

THEREFORE, BE IT RESOLVED to award a contract with Promedia Technology Services, Inc of Little Falls, NJ, in the amount of **\$51,900** for Casper Suite License Renewal.

BE IT FURTHER RESOLVED, this purchase was procured through the NASPO ValuePoint Contract #87720, Erate SPIN #143004851, EDS Contract #7022 – IP Integration & Services (IPIS) Barracuda # AR609-88792, IBM #A63311, HP #A70262.

- f. Resolve to approve obsolescence of outdated technology, as per the attached Lists A, B and C and to approve authorization of the Business Administrator to facilitate recycling;

Be it further resolved, to approve Urban Renewal of Kearny, NJ to remove and recycle the outdated technology equipment as per List A, and also to approve Sycamore International to remove and recycle items on List C, at no cost to the District.

The equipment on List B will be kept in the District for used spare parts only.

Business Agenda Items continued:

- g. Resolution regarding Bid No. 17-01 Building Systems, Siemens BAS 3rd Party DDC Controls.

**WHEREAS**, the **Millburn Board of Education ("Board")** sought a contract for construction services for the Building Systems Siemens BAC 3<sup>rd</sup> Party DDC Controls (hereinafter "Project"); and

**WHEREAS**, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

**WHEREAS**, on Wednesday, July 6, 2016 the Board received the following bid from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.;

Contractor	Base Bid
Siemens Industry, Inc.	Year 1 - \$95,680.00 Year 2 - \$97,590.00 Year 3 - \$99,550.00

**WHEREAS**, Siemens Industry, Inc. has submitted the lowest responsible bid for the Project in compliance with the bid specifications and New Jersey Public School Contracts Law N.J.S.A. 18A:18A-1; and

**NOW, THEREFORE:**

**BE IT RESOLVED**, that the Board hereby awards the Project to Siemens Industry, Inc. in the amount of Two Hundred and Ninety two Thousand, Eight Hundred Twenty (292,820.00) for the Base Bid.

- h. Resolve to approve the legal settlement for student # 20146087 regarding a settlement agreement for the educational costs from July 5, 2016 through June 30, 2017 (paid over two school years).
- i. Resolve to authorize payment to CSI Leasing, Inc. for year 5 of lease-purchase agreement 1010AF, in the amount of \$413,689, reflecting the no trade in payment schedule. This amount includes the recurring \$323,836.37 (Payment 5 of 5) and \$89,853.43 (Payment 4 of 5) .
- j. Resolve to authorize payment to Apple Financial, Inc. for year 3 of lease-purchase agreement 1010AF, in the amount of \$216,883.00, reflecting the no trade in payment schedule. This amount includes the recurring \$71,883.00 (Payment 3 of 5) and \$75,000 (Payment 2 of 5) plus \$70,000 (Payment 1 of 5) as partial payment for an additional 15 iMacs, 485 MacBook Airs and 85 MacBook Pros.

Business Agenda continued:

k. **RESOLUTION PROVIDING FOR A SPECIAL SCHOOL DISTRICT ELECTION TO BE HELD ON SEPTEMBER 27, 2016 FOR CONSIDERATION OF A BOND PROPOSAL BY THE LEGALLY QUALIFIED VOTERS OF THE SCHOOL DISTRICT.**

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MILLBURN IN THE COUNTY OF ESSEX, NEW JERSEY (with not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a bond proposal shall be submitted for voter approval at a special school district election to be held on September 27, 2016 between the hours of 6:00 a.m. and 9:00 p.m. as permitted and required by law. The form of the proposal shall read substantially as follows with such adjustments as may be provided by bond counsel:

**PROPOSAL**

The Board of Education of the Township of Millburn in the County of Essex, New Jersey is authorized (a) to provide for the acquisition of land and the building thereon located at 70 Spring Street, Millburn, New Jersey and described on the official Township tax map as Block 1101, Lot 44, by purchase, gift, condemnation or otherwise, to provide interior renovations and building systems improvements therefor, to provide additions, alterations and improvements at Millburn High School and Millburn Middle School, to provide additional renovations, alterations and building systems improvements at Millburn High School and Millburn Middle School and renovations, alterations and building systems and media center improvements at Deerfield Elementary School, Glenwood Elementary School, Hartshorn Elementary School, South Mountain Elementary School, Wyoming Elementary School and the Millburn Education Center, including related work, fixtures, furnishings, equipment and site work; (b) to appropriate \$25,593,176 for such purposes; and (c) to issue bonds of the school district therefor in the principal amount of \$25,593,176.

The final eligible costs of the projects approved by the Commissioner of Education are \$19,045,497 (with \$4,129,125 allocated to the new school facilities, \$3,783,658 allocated to Millburn High School and \$4,255,869 allocated to Millburn Middle School, \$1,367,253 allocated to Deerfield Elementary School, \$1,648,585 allocated to Glenwood Elementary School, \$1,889,202 allocated to Hartshorn Elementary School, \$670,274 allocated to South Mountain Elementary School and \$1,301,531 allocated to Wyoming Elementary School.) The Millburn Education Center project is not eligible for State support under the Educational Facilities Construction and Financing Act. The cost of the projects includes \$2,433,907 all allocated to the new school facilities for school

construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). **The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.**

2. This Board of Education hereby approves and adopts the proposal set forth above, and, subject to the approval of the legal voters of the School District, hereby determines to carry out the improvements described therein (the "Projects").

3. This Board of Education hereby acknowledges and confirms that in accordance with N.J.S.A. 18A:24-16 and 18A:24-17 the supplemental debt statement has been prepared by the chief financial officer of the Township of Millburn (the "Township"), giving effect to the proposed authorization of bonds of the School District in the maximum amount of bonds authorized in the proposal. The supplemental debt statement has been filed in the office of the Township Clerk and in the office of the Business Administrator/Board Secretary of this Board of Education prior to the final adoption of the proposal and will be filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special election.

4. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the proposal to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the proposal to the voters at the special school district election and to seek the assistance of the county officials and municipal clerk in conducting the special school district election.

5. The Board acknowledges receipt of the Preliminary Eligible Cost (PEC) letters from the Department of Education with respect to the Projects. The Board hereby elects to receive to receive debt service aid with respect to the Projects pursuant to Section 9 of the Act. The Board further determines to accept the preliminary eligible costs determined by the Department of Education as final eligible costs and not to appeal the determination of preliminary eligible costs. The Business Administrator/Board Secretary is authorized to notify the Department of Education of the School District's election with respect to the eligible costs and the election to receive debt service aid pursuant to Section 9 of the Act as set forth herein and as may be required.

6. The educational plans and the schematic plans for the construction of the Projects have heretofore been approved by this Board of Education, and such approvals are hereby reconfirmed.

7. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board (the “Board Representatives”) have heretofore been authorized, and such authorization is hereby reconfirmed, to submit the educational plans and the schematic plans for the Projects, together with such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of the educational plans, the schematic plans, the acquisition of the land and the Projects and any required amendment to the long-range facilities plan, in accordance with the requirements of the Act and N.J.A.C. 6A:26-2.1(f), 2.3(c), 3.1, 3.2, 3.11, 3.12 and 7.1 as appropriate.

8. The Board Representatives have heretofore further been authorized and directed to submit the schematic plans and any other required information to the Planning Board and the Department of Environmental Protection for review and comment, as necessary, and such authorization and direction is hereby reconfirmed.

9. Parette Somjen Architects, the School District’s appointed architect for the Projects (the “Project Architect”) has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Projects in consultation with and under the supervision of the Business Administrator/Board Secretary, who has heretofore been delegated the responsibility to work with the architects for this purpose on behalf of the Board of Education, and such authorizations and delegations are hereby reconfirmed and ratified, all in accordance with the requirements of N.J.S.A. 18A:18A-16.

10. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. Any actions authorized herein and taken prior hereto are hereby ratified. The Business Administrator/Board Secretary is authorized and directed to act on behalf of the Board of Education to make such determinations required of the Board of Education for the conduct of the election.

11. As used herein the reference to the Business Administrator/Board Secretary is deemed to refer to the Acting Business Administrator and/or the Acting Board Secretary, or any such interim official hired by the Board of Education, as appropriate.



**4. Policy Agenda Items**

First Reading

- a. Policy 1140 Affirmative Action Program (M)
- b. Policy 1523 Comprehensive Equity Plan (M)
- c. Policy 1530 Equal Employment Opportunities (M)
- d. Policy 1550 Affirmative Action Program for Employment and Contract Practices (M)
- e. Policy 2200 Curriculum Content (M)
- f. Policy 2260 Affirmative Action Program for School and Classroom Practices (M)
- g. Policy 2411 Guidance Counseling (M)
- h. Policy 2423 Bilingual and ESL Education (M)
- i. Policy 2610 Educational Program Evaluation (M)
- j. Policy 2622 Student Assessment (M)
- k. Policy 5750 Equal Educational Opportunity (M)
- l. Policy 3111 Creating Positions
- m. Policy 3125 Employment of Teaching Staff Members (M)
- n. Policy 3125.2 Employment of Substitute Teachers
- o. Policy 3126 District Mentoring Program
- p. Policy 3141 Resignation
- q. Policy 3144 Certification of Tenure Charges

**O. OLD BUSINESS**

**P. NEW BUSINESS**

**Q. PUBLIC COMMENTS**

**R. BOARD MEMBER COMMENTS**

**S. EXECUTIVE SESSION**

BE IT RESOLVED by the Millburn Board of Education that on Monday, June 20, 2016 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 the 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**