

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

REGULAR MEETING

Millburn Township Board of Education
Monday, August 29, 2016
7:45 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. MINUTES
 - 1. Minutes of the Regular Public Meeting of, July 18, 2016
 - 2. Minutes of the Closed Meeting of July 18, 2016

E. PRESENTATION

F. BOARD PRESIDENT'S REPORT

G. BOARD COMMITTEE REPORTS

- 1. Finance Committee
- 2. Property Committee

- H. SUPERINTENDENT’S REPORT
- I. ASSISTANT SUPERINTENDENT’S REPORT
- J. SCHOOL BUSINESS ADMINISTRATOR’S REPORT
- K. DISCUSSION
- L. 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.*

M. BOARD ACTION ITEMS (Roll Call Votes)

1. Instruction Agenda Items

- a. Resolve to approve Professional Development Requests / Teacher Conferences as per policies 3440 and 4440 requiring prior approval of travel reimbursement expenses.
- b. Resolve to authorize the Business Administrator to submit a renewal application for Temporary Classroom Space at Glenwood Elementary School for the SY 2016-2017.
- c. Resolve to approve a donation from the Wyoming School PTO to the Wyoming School in the amount of \$14,643.00 to help purchase 14 Stand up Desks, a Character Education Program (Assembly & Workshop Sessions), a water bottle filling station, and a stainless steel serving and storage cabinet.
- d. WHEREAS, the Millburn Parent Teacher Organization at Glenwood School (“Glenwood PTO”) has engaged in a fundraising effort to replace the playground located at Glenwood School; and

WHEREAS, the Glenwood PTO raised enough funds to construct and install a new playground at the Glenwood School; and

WHEREAS, construction of the new playground at Glenwood School is complete at a cost of \$200,916.19; and

WHEREAS, the Glenwood PTO is desires to donate the playground to the Millburn Board of Education; and

NOW THEREFORE BE IT RESOLVED, the Board hereby accepts, with appreciation and gratitude, the new playground at Glenwood School in accordance with Board Policy 7230; and

BE IT FURTHER RESOLVED, that pursuant to Board Policy 7230, the Board and the Glenwood PTO shall enter into an Assignment contract for the purposes of transferring all guarantees and warranties from the Glenwood PTO to the Board.

Instruction Agenda Items continued:

- e. WHEREAS, the Millburn Parent Teacher Organization at Deerfield School (“Deerfield PTO”) has engaged in a fundraising effort to replace the playground located at Deerfield School; and

WHEREAS, the Deerfield PTO raised enough funds to construct and install a new playground at the Deerfield School; and

WHEREAS, construction of the new playground at Deerfield School is expected to be completed within seven days; and

WHEREAS, the Deerfield PTO is desires to donate the playground to the Millburn Board of Education; and

NOW THEREFORE BE IT RESOLVED, the Board hereby tentatively accepts (pending final completion), with appreciation and gratitude, the new playground at Deerfield School in accordance with Board Policy 7230; and

BE IT FURTHER RESOLVED, that pursuant to Board Policy 7230, the Board and the Deerfield PTO shall enter into an Assignment contract for the purposes of transferring all guarantees and warranties from the Deerfield PTO to the Board.

- f. Resolve to approve the legal settlement for student # 20174036 regarding a settlement agreement for the educational costs from Summer 2014 through June 30, 2017.
- g. Resolve to approve the following contracts for tuition in accordance with students Individual Education Plans for the 2016-2017 school year.

ID #	Vendor	Amount	Program
11392	Newmark High School	\$ 53,978.40	SY
16851	Alpine Learning Group	\$ 99,155.70	ESY/SY
10522	Celebrate the Children	\$ 97,524.00	SY
20177042	Union County Vocational Technical Schools	\$ 6,000.00	SY
20176007	Union County Vocational Technical Schools	\$ 6,000.00	SY
20177028	Union County Vocational Technical Schools	\$ 6,000.00	SY
13665	Union County Vocational Technical Schools	\$ 6,000.00	SY
11201	Union County Vocational Technical Schools	\$ 6,000.00	SY
12002	ECLC of New Jersey	\$ 90,286.00	ESY/SY

Instruction Agenda Items continued:

11504	ECLC of New Jersey	\$ 54,286.00	ESY/SY
20174087	Sage Day	\$ 55,980.00	SY only
20146087	Cardinal Cushing Centers	\$ 70,845.30	Tuition per legal settlement
11000	Cardinal Cushing Centers	\$139,330.60	Tuition per legal settlement
11618	St. Joseph's School for the Blind	\$ 68,079.60	SY
11333	Shepard School	\$ 53,525.67	SY
11815	Spectrum 360	\$ 67,224.66	ESY/SY
20163029	Brehm Preparatory School	\$ 50,000.00	Tuition per legal settlement
20143059	Vista Vocational & Life Skills Center	\$ 40,000.00	Tuition per legal settlement
10258	The Greenwood School	\$ 34,750.00	Tuition per legal settlement
11424	Winston Preparatory School	\$ 1,445.00	ESY only

- h. Resolve to approve a contract with Morris Union Jointure Commission for related services in accordance with students Individual Education Plans for the SY/ESY programs 2016-2017 school year, in the amount of \$61,858.00.
- i. Resolve to approve the submission of the flexibility application/waiver for the Achieve NJ requirements pertaining to the Kim Marshall evaluation model.
- j. 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.

2. Personnel Agenda Items

Resolve to approve the Personnel Report dated, August 29, 2016.

3. Business Agenda Items

- a. Resolve to approve budget transfers for the month of June, 2016.
- b. Resolve to approve Treasurer of School Moneys report for period ending June, 2016.
- c. Approval and Certification of Board Secretary's Report for period ending, 2016.
- d. Resolve to approve Bill Schedule # 2, dated July 25, 2016, in the amount of \$5,197,183.30.
- e. Resolve to approve Bill Schedule # 3, dated August 29, 2016, in the amount of \$4,187,904.91.
- f. Resolve to approve the following salaries to be charged to the 2016-17 NCLB Grant. These employees have been previously appointed to positions in the district and the board approved the grant application on July 18, 2016:

Title I

Jennifer Rodriguez	\$33,322.00	to account #20-231-100-100M-24
Sarah Guiney	\$15,278.00	to account #20-231-100-100M-24
Angela Arnold	\$40,650.00	to account #20-231-100-100S-24
Dolores Avila	\$41,234.00	to account #20-231-100-100W-24

Title II

Elizabeth Bagish	\$32,500.00	to account #20-270-100-101-24
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- g. Resolve to approve a resolution regarding the Special Election scheduled for September 27, 2016 as follows:

The polls for the special election scheduled for September 27, 2016 shall be open between the hours of 7:00 am and 9:00pm., this resolution shall be deemed to amend and supersede any resolution adopted by this Board to the extent of any inconsistency herewith, including the resolution adopted on July 18, 2016, and any actions to this effect taken prior here to are hereby ratified.

- h. Resolve to approve an agreement with Essex Regional Services Commission for Cooperative Purchasing Services for the SY 2016-2017, and for the bidding and purchasing of SY 2017-2018 school supplies, in the amount of \$18,680.00.

Business Agenda Items continued:

- i. Resolve to approve the following contract with Essex Regional Educational Services Commission for the SY 2016-2017:
 - 1. Non Public Technology Initiative Program
- j. Resolve to approve an agreement with Magellan Behavioral Health, Inc. for Employee Assistance Program for the period August 1, 2016 through July 31, 2019 at a monthly cost of \$1.47 per employee.
- k. Resolve to approve and authorize a Declaration of Obsolescence of the following vehicle to be donated to the Millburn Fire Department:

2002 Ford Cargo Van E350 1FTNE24L2HB23810 License: MG52639
- l. 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 on 8/12/16.
- m. Resolve to approve the Service Appointment of Cheryl Schneider as Public Contracts Officer as of September 1, 2016.
- n. Resolve to approve the Service Appointment of Cheryl Schneider as Public Agency Compliance Officer (PACO) as of September 1, 2016.
- o. Resolve to approve the Service Appointment of Cheryl Schneider as Custodian of Records, as of September 1, 2016.
- p. Resolve to approve the Service Appointment of Cheryl Schneider, as of September 1, 2016, 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, Cheryl Schneider 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 \$40,000, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

Business Agenda Item M.3. p. continued:

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 \$40,000.00.

- q. Resolve to approve the Service Appointment of Cheryl Schneider as Investment Officer, as of September 1, 2016, 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 her absence the Superintendent and the Assistant Business Administrator.

Business Agenda Items continued:

- r. Resolution regarding Bid No. 17-02, Fire Alarm Testing, Maintenance and Service.

WHEREAS, the **Millburn Board of Education (“Board”)** sought a contract for services for the Fire Alarm Testing, Maintenance and Service (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, August 17, 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
Alarm and	Year 1 - \$34,104.00
Communications	Year 2 - \$34,445.00
Technologies	Year 3 - \$35,134.00

WHEREAS, Alarm and Communications Technologies, Inc. of Wharton, NJ 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 Alarm and Communications Technologies, Inc. of Wharton, NJ in the total amount for three years, of \$103,683.00.

- s. Resolve to approve the write off of the following stale-dated checks:

- 1. Business Office – General Fund

Check #	Amount	Issue Date
188662	\$ 16.68	8/25/14
189621	\$167.50	11/24/14
191498	\$442.00	6/22/15
191504	\$442.00	6/22/15
191537	\$884.00	6/22/15

Business Agenda Item M.3.s. continued:

2. Payroll Account

Check #	Amount	Issue Date
170439	\$ 0.23	1/15/15
170533	\$ 0.23	1/30/15
170673	\$ 0.23	2/13/15
171024	\$ 0.23	3/30/15

3. Revolving Account

Check #	Amount	Issue Date
3227	\$67.20	12/10/14

4. High School Student Activities Account

Check #	Amount	Issue Date
699	\$600.00	6/16/15

5. High School Athletics Officer's Account

Check #	Amount	Issue Date
15309	\$ 78.00	9/ 9/14
15779	\$ 79.00	2/ 8/15
15786	\$ 58.00	2/24/15
15891	\$ 60.00	4/15/15

6. Middle School Student Activities Account

Check #	Amount	Issue Date
3717	\$ 760.60	7/25/14
3721	\$1,252.00	8/18/14

- t. Resolve, pursuant to Board Policy 7510, the Millburn Township Board of Education approves the lease agreement with Wonderay, LLC of Millburn, NJ, from September 10, 2016 through June 17, 2017.

4. Policy Agenda Items

Second 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
- r. Bylaw 0167 Public Participation in Board Meetings

N. OLD BUSINESS

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. BOARD MEMBER COMMENTS

R. EXECUTIVE SESSION

BE IT RESOLVED by the Millburn Board of Education that on Monday, Monday, , 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:

1. Personnel

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.

S. ADJOURNMENT