

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

REGULAR MEETING

Millburn Township Board of Education
Monday, August 25, 2014
7:45 PM – EDUCATION CENTER

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

On May 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. MINUTES
 - 1. Minutes of the Regular Meeting of Monday, July 28, 2014
 - 2. Minutes of the Closed Meeting of the Monday, July 28, 2014
- E. PRESENTATION
- F. BOARD PRESIDENT'S REPORT
- G. BOARD COMMITTEE REPORTS
 - 1. Personnel Committee Report
 - 2. Property Committee Report
 - 3. Program Committee Report
 - 4. Negotiations Committee Report
- H. SUPERINTENDENT'S REPORT
- I. ASSISTANT SUPERINTENDENT'S REPORT
- J. SCHOOL BUSINESS ADMINISTRATOR'S REPORT
- K. DISCUSSION
- L. PUBLIC COMMENTS (not to exceed 30 minutes)

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 approve the following contract with Essex Regional Educational Services Commission for the SY 2014-15:
 1. Non-Public Technology Initiative Program
- c. Resolve to approve an agreement with Jedediah Baker to provide Social Skills Therapy and Consultation Services, in the amount of \$21,600, for the SY 2014-15.
- d. Resolve to approve various related services with Morris Union Jointure Commission, in the amount of \$66,230 for ESY and SY 2014-15.
- e. Resolve to approve an agreement with The Uncommon Thread to provide ABA Services, in the amount of \$29,000 for ESY and SY 2014-15.
- f. Resolve to approve the 2014-15 District and Board Goals, dated 8/25/14.
- g. Resolve to approve the following Curriculum Revisions:
 - a. **Elementary**
 - Language Arts (Writing performance tasks) – Grades 2-4
 - b. **Middle School**
 - Intermediate Robotics - Grades 7-8
 - Wind Ensemble – Grades 7-8
 - c. **High School**
 - Wind Ensemble – Grades 9-12
 - Medical Humanities- Grade 12
 - Physics I & II AP – Grades 11-12
 - Environmental Science AP – Grade 12
 - Global Security CPA & ACC – Grades 9-12
 - Women’s Studies CPA & ACC – Grades 10-12
 - Economics & Financial Literacy CPA – Grades 9-12
 - English 9 CPB, CPA, ACC

2. Personnel Agenda Items

Resolve to approve the Personnel Report dated Monday, August 25, 2014.

3. Business Agenda Items

- a. Resolve to approve the budget transfers for the month of June 2014.
- b. Resolve to approve the Treasurer of School Moneys report for the period ending June 30, 2014.
- c. Resolve to approve and certify the Board Secretary's Report for the period ending June 30, 2014.
- d. Resolve to approve Bill Schedule # 3 dated August 25, 2014, in the amount of 3,443,386.66.
- e. Resolve to authorize the Business Administrator to submit a renewal application for Temporary Classroom Space at Glenwood Elementary School for the 2014/15 School Year.
- f. Resolve to approve Millburn School District Cafeteria Food Prices for the SY 2014-2015. Copies are on file in the Business Office.
- g. Resolve to approve a lease agreement with Atlantic Tomorrow's Office for two copiers to be located at the High School, as follows:

Two (2) Savin 1107 Digital Copier Systems, in the amount of \$691.70 each per month, for a term of 60 months, effective October 2014.
- h. Declaration of obsolescence and authorization for the Business Administrator to donate the following school bus to the Millburn Fire Department:

<u>Year</u>	<u>Make & Model</u>	<u>VIN#</u>	<u>License Plate</u>
2000	INT 380 54 Passenger	1HVBB ABPXY H2833 10	2979AS1

Business Agenda Items continued:

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

1. Business Office - General Fund

<u>Check #</u>	<u>Amount</u>	<u>Issue Date</u>
181560	\$1,660.00	07/30/12
182557	\$ 10.30	11/26/12
182623	\$ 4.03	11/26/12
183339	\$ 442.00	02/25/13
183341	\$1,326.00	02/25/13
183627	\$ 8.00	02/25/13
184936	\$ 135.00	06/28/13

2. Payroll Account

<u>Check #</u>	<u>Amount</u>	<u>Issue Date</u>
139503	\$ 349.38	12/23/11
140204	\$ 392.76	01/13/12
140977	\$ 349.29	01/30/12
148563	\$ 79.12	06/29/12
149079	\$ 249.30	07/30/12
149251	\$ 248.12	07/30/12
150162	\$ 812.44	08/30/12
158702	\$ 41.27	02/15/13

3. High School Student Activities Account

<u>Check #</u>	<u>Amount</u>	<u>Issue Date</u>
7356	\$ 49.80	06/11/12
7624	\$ 50.00	02/04/13
7650	\$ 180.00	02/27/13
7683	\$2,238.00	03/13/13
7685	\$ 270.00	03/26/13
7731	\$ 8.00	04/09/13
7904	\$ 55.00	05/17/13
7919	\$ 576.00	06/19/13

4. High School Athletic Officials Account

<u>Check #</u>	<u>Amount</u>	<u>Issue Date</u>
12996	\$ 55.00	01/27/12
12997	\$ 240.00	01/27/12
13005	\$ 110.00	01/27/12
13029	\$ 80.00	02/07/12
13097	\$ 60.00	03/12/12

Business Agenda Item M.3.i. continued:

13290	\$ 73.00	04/26/12
13460	\$ 55.00	09/13/12
13544	\$ 75.00	10/01/12
13656	\$ 55.00	10/24/12
13657	\$ 55.00	10/24/12
13917	\$ 82.00	02/05/13
14203	\$ 148.00	04/19/13
14284	\$ 120.00	05/07/13

5. Middle School Student Activities Account

<u>Check #</u>	<u>Amount</u>	<u>Issue Date</u>
3539	\$ 44.95	03/13/13

6. South Mountain Student Activities Account

<u>Check #</u>	<u>Amount</u>	<u>Issue Date</u>
1172	\$ 408.00	09/07/12

j. Resolve to authorize a parental transportation contract to the parents of student # 16563, in the amount of \$9,000.00, for the 2014-2015 school year.

k. **RESOLUTION AUTHORIZING A REVIEW OF COMPLIANCE WITH PRIOR ANNUAL CONTINUING DISCLOSURE OBLIGATIONS AND PARTICIPATION IN THE SECURITIES AND EXCHANGE COMMISSION'S MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE**

WHEREAS, the above-defined Issuer has previously issued one or more series of bonds, including bond issues in the past five (5) years pursuant to one or more preliminary and final official statements (collectively, the "Bonds"); and

WHEREAS, in connection with the issuance of such Bonds, the Issuer covenanted with Bondholders to provide certain secondary market disclosure information on an annual basis to the Nationally Recognized Municipal Securities Information Repositories (pre-2009) and to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access Data Port (2009 to present) ("EMMA"), which secondary market disclosure information may consist of one or more of the following: audited financial statements, budgets, other financial and operating data and ratings changes; and

Business Agenda Item M.3.k. continued:

WHEREAS, the Securities and Exchange Commission (the "SEC") has recently focused attention on what it alleges is widespread failure of local government issuers across the nation to meet their continuing disclosure obligations and misrepresentation through material misstatements in an official statement (innocently, inadvertently or otherwise) of past compliance with continuing disclosure obligations; and

WHEREAS, in an effort to remedy these perceived issues, the SEC has implemented the Municipalities Continuing Disclosure Cooperation Initiative (the "SEC Initiative"), a limited-time program ending at 5:00 p.m. on December 1, 2014, that encourages issuers of municipal bonds, including the Issuer, to self-report possible material misstatements or omissions, made in the past five (5) years in an official statement regarding compliance with prior continuing disclosure obligations; and

WHEREAS, should the SEC determine that an issuer has made material misstatements in an official statement regarding compliance with prior continuing disclosure obligations, issuers participating in the SEC Initiative agree to accept certain non-monetary penalties, in lieu of unknown, and, by all accounts, hefty monetary and non-monetary penalties the SEC has threatened on issuers that do not participate in the SEC Initiative; and

WHEREAS, by participating in the SEC Initiative, issuers agree to accept the following penalties, if imposed by the SEC (i) compliance with a cease and desist order in which the issuer neither admits nor denies the findings of the SEC, (ii) implementation of policies, procedures and training regarding continuing disclosure obligations, (iii) compliance with all existing continuing disclosure undertakings, (iv) cooperation with any further SEC investigation, (v) disclosure of settlement terms in any final official statement issued within five years of the date of institution of the proceedings, and (vi) production to the SEC of a compliance certificate regarding the applicable undertakings on the one year anniversary of the proceedings; and

WHEREAS, on July 24, 2014, the Division of Local Government Services issued Local Finance Notice 2014-9 (i) alerting local governments to the SEC Initiative, (ii) strongly recommending that local governments examine their continuing disclosure contractual obligations and past official statements in order to determine if it is advisable for an issuer to participate in the SEC Initiative, and (iii) cautioning, among other things, that local governments that fail to complete a disclosure assessment in connection with the SEC Initiative will likely have difficulty accessing capital markets; and

Business Agenda Item M.3.k. continued:

WHEREAS, the Issuer desires to conduct a disclosure audit that will (i) summarize the results of the Issuer's prior compliance with its secondary market disclosure obligations, and (ii) compare those results to the statements made by the Issuer in its official statements regarding past compliance (the "Disclosure Audit"); and

WHEREAS, the Issuer further desires to retain the services of a disclosure specialist to conduct the Disclosure Audit; and

WHEREAS, based on the results of the Disclosure Audit, and weighing heavily the known non-monetary penalties that may come through the Issuer's participation in the SEC Initiative versus the unknown, and, by all accounts, hefty monetary and non-monetary penalties the SEC has threatened on issuers that do not self-report, the Issuer further desires to delegate to the Business Administrator/Board Secretary, in consultation with the Issuer's general counsel, bond counsel, auditor and other finance professionals, the power to prepare and submit all documentation required to enter the Issuer's Bond issues into the SEC Initiative, as necessary;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ISSUER, AS FOLLOWS:

Section 1. The Issuer hereby authorizes completion of the Disclosure Audit.

Section 2. The Issuer hereby authorizes the Business Administrator/Board Secretary to engage the services of a disclosure specialist to complete the Disclosure Audit; provided that the award of any contract in connection therewith meets the requirements of the Public Schools Contracts Law (N.J.S.A. 18A:18A-1 *et seq.*).

Section 3. In the event the Disclosure Audit reveals that the Issuer **may** have made a material misstatement regarding the Issuer's compliance with prior continuing disclosure undertakings, the Issuer hereby authorizes and directs the Business Administrator/Board Secretary to prepare and submit all documentation necessary to enter the Issuer's applicable Bond issues into the SEC Initiative.

Section 4. Any action taken by the Business Administrator/Board Secretary or any other officer of the Issuer, with respect to the Disclosure Audit, the engagement of a disclosure specialist and participation in the SEC Initiative, is hereby ratified and confirmed.

Section 5. This resolution shall take effect immediately.

Business Agenda Items continued:

3. 1. Resolve to authorize the Business Administrator to solicit proposals for Print Management Services for the district.

4. **Policy Agenda Items**

Second Reading and Approval of Policies (**Roll Call Vote**):

- a. Policy 3283 - Electronic Communications Between Teaching Staff Members and Students - New (M)
- b. Policy 4283 - Electronic Communications Between Support Staff Members and Students - New (M)
- c. Policy 5300 - Automated External Defibrillators (AEDS) (M)

N. OLD BUSINESS

O. NEW BUSINESS

P. PUBLIC COMMENTS (not to exceed 30 minutes - Any Topic)

Q. BOARD MEMBER COMMENTS

R. EXECUTIVE SESSION

BE IT RESOLVED by the Millburn Board of Education that on Monday, July 28, 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:

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 subject permits.

S. ADJOURNMENT