

MILLBURN TOWNSHIP PUBLIC SCHOOLS  
Millburn, New Jersey

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**ORGANIZATION MEETING**

Millburn Township Board of Education  
Monday, May 2, 2011  
7:45PM – Education Center

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

On April 27, 2010, 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. ELECTION RESULTS AND OFFICER ELECTION

Board Secretary will preside:

- 1. Announcement of Election Results
- 2. Installation of New Board Members
- 3. Nomination and Election of Board President

Board President will preside:

- 4. Nomination and Election of Board Vice President

- E. 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 2011-2012 school year.

- 2. Curricula

RESOLVED, that the Board of Education adopts the Millburn Township Board of Education curricula and program of studies for the 2011-2012 school year.

E. 3. Textbooks

RESOLVED, that the Board of Education approves the use of existing district textbooks for the 2011-2012 school year.

4. Service Appointments

RESOLVED, that the Board of Education approves the following appointments for the 2011/2012 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 and Estabrook 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 March 21, 2011 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 March 25, 2011 on file in the business office.
- f. Heintz & Fiore, AIA of Short Hills, NJ as Architect of Record at the rate of \$180.00 per hour for principal, \$140.00 per hour for Architect/Designer and additional services as needed as per proposal dated April 21, 2011 on file in the business office.
- g. Brown & Brown Benefit Advisors of Livingston, NJ as Health and Dental Insurance Broker of Record.
- 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.
- j. Dr. Michele Gilsean as High School Sports Doctor at the annual rate of \$14,200.
- k. Dr. Christine Burton 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, Indoor Air Quality Designee, Chemical Hygiene Officer, and Asbestos Management Officer.

- E. 4. 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.
- 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.

- E. 4. 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.

5. Finance

- a. Depositories and Signatories

RESOLVED, that the Board of Education approves the following list of depositories (with signatories) for the 2011-2012 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
Payroll	Bank of America	Treasurer
Revolving Expense	Bank of America	Either Bd Secretary or Supt.
Unemployment	Bank of America	Either Bd Secretary or Supt.
Summer Savings	Wells Fargo	Individual Employee
Cafeteria Account	Wells Fargo	Treasurer / Board Secretary
Safety 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)
Karen Klein Memorial Fund	Bank of America	Principal / Family Members
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 / School Secretary (any two)
High School General Account	Bank of America	Principal / Bd Secretary / School Secretary (any two)
HS Connie Sycarz 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 (requires signature of Athletic Director and one other signature)

E. 5. b. Regular Education Tuition Rates

RESOLVED, that the Board of Education approves the following tuition rates for regular education students for the 2011-2012 school year:

Pre-School/Kindergarten	12,673 / year	1,267.30 / month
Grades 1 – 5	14,138 / year	1,413.80 / month
Grades 6 – 8	13,424 / year	1,342.40 / month
Grades 9 – 12	14,781 / year	1,478.10 / month

c. Authorization to Pay Claims Against the Board

RESOLVED, that the Board of Education establishes for the 2011-2012 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.

d. 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 2011-2012 school year.

E. 5. e. District Purchasing Manual

RESOLVED, that the Board of Education approves the Millburn Township Purchasing Manual, dated May 2, 2011, as on file in the business office.

f. Business Operations Standing Operating Procedures

RESOLVED, that the Board of Education approves the Millburn Township Business Operations Standing Operating Procedures Manual, dated May 2, 2011, as on file in the business office.

6. Board Committees

RESOLVED, that the Board of Education establishes standing committees as follows for the 2011-2012 school year (membership to be designated at a future Board meeting):

- Finance
- High School Liaison
- Middle School Liaison
- Negotiations
- Personnel
- Policy
- Program
- Property
- Special Education

7. Board Meeting Dates

RESOLVED, that the Board of Education approves the following meeting dates for the 2011-2012 school year: (Note: all meetings will be held on a Monday in the Education Center, unless otherwise noted.)

May 23, 2011	7:45 PM
June 13, 2011	7:45 PM
June 27, 2011	7:45 PM
July 26, 2011	7:45 PM – Tuesday
August 23, 2011	7:45 PM – Tuesday
September 12, 2011	7:45 PM
September 26, 2011	7:45 PM
October 10, 2011	7:45 PM – South Mountain School
October 24, 2011	7:45 PM
November 14, 2011	7:45 PM – Wyoming School

November 28, 2011	7:45 PM
December 12, 2011	7:45 PM
January 9, 2012	7:45 PM – Hartshorn School
January 23, 2012	7:45 PM
February 13, 2012	7:45 PM
February 27, 2012	7:45 PM
March 12, 2012	7:45 PM – Deerfield School
March 26, 2012	7:45 PM
April 9, 2012	7:45 PM
April 30, 2012	7:45 PM – Reorganization
May 14, 2012	7:45 PM – Tentative
May 29, 2012	7:45 PM – Tuesday – Tentative
June 11, 2012	7:45 PM – Tentative
June 25, 2012	7:45 PM – Tentative

E. 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 2011-2012:

Education Center	\$200	Asst. Business Administrator
Special Education	\$200	Director of Special Services

The maximum expenditure from each account for each purchase is \$25.00

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.
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.

**E. 10. District Mission Statement**

RESOLVED, that the Board of Education readopts the district's mission statement for the 2011-2012 school year as follows:

- We are dedicated to academic excellence, inspiring creativity, and realization of one's full potential through a wide range of educational opportunities for all students.
- Our schools foster the development of self-worth within a safe and secure environment.
- Our schools are places where all are treated with mutual respect and empathy. Students are encouraged to act responsibly and contribute in their own way as valued members of the community.

**11. Appointments of Representatives**

RESOLVED, that the Board of Education approves the following appointments for the 2011-2012 school year:

- a. \_\_\_\_\_ as Board Representative to the Essex Regional Educational Services Commission for the 2011-2012 school year.
- b. \_\_\_\_\_ as Board Representative to the Morris Union Jointure Commission Board of Education for the 2011-2012 school year.
- c. \_\_\_\_\_ as Board Representative to the NJSBA Delegate Assembly for the 2011-2012 school year.
- d. \_\_\_\_\_ as Board Representative to the Millburn Township Joint Facilities Committee.

**12. District Organizational Chart**

RESOLVED, that the Board of Education approves the District's Organizational Chart, dated May 2, 2011, for the 2011-2012 school year, as on file in the office of the Business Administrator.



**E. 13. Approvals**

**a. School Nursing Plan and Summaries**

RESOLVED, that the Board of Education approves the School Nursing Plan, School Nurse Assignments and District School Nursing Summaries, dated November 30, 2010, for the 2011-2012 school year, as on file in the office of the Director of Special Services.

**b. Comprehensive Equity Plan**

RESOLVED, that the Board of Education approves the Comprehensive Equity Plan – Annual Statement of Assurance for the 2011-2012 school year, dated May 24, 2010, as on file in the office of the Assistant Superintendent for Curriculum & Instruction.

**REGULAR MEETING**

**F. MINUTES**

1. Regular Public Meeting of April 11, 2011
2. Closed Meeting of April 11, 2011

**G. PRESENTATION**

**H. BOARD PRESIDENT'S REPORT**

**I. BOARD COMMITTEE REPORTS**

1. Joint Facilities Committee Report
2. Personnel Committee Report
3. Property Committee Report

**J. SUPERINTENDENT'S REPORT**

1. Bus Evacuation Drills – Spring 2011

High School	April 12
Middle School	April 15
Deerfield	April 15
Glenwood	April 14
Hartshorn School	April 14
South Mountain	April 14
Wyoming School	April 14

J. 2. Fire Drills and Emergency Exercises – April 2011

High School – April 6 & 14  
Middle School – April 12 & 26  
Deerfield – April 11 & 14  
Glenwood – April 14 & 26  
Hartshorn – April 11 & 13  
South Mountain – April 11 & 14  
Wyoming – April 11 & 27

K. ASSISTANT SUPERINTENDENT’S REPORT

L. SCHOOL BUSINESS ADMINISTRATOR’S REPORT

M. DISCUSSION

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

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

1. Instruction Agenda Items

- a. Approval of Professional Development Requests / Teacher Conferences as per policies 3440 and 4440 requiring prior approval of travel reimbursement expenses.
- b. Approval of revised tuition rate of \$18,808 for student #14113 from Livingston for the period April 11 – June 24, 2011 (student approved on April 11, 2011).

2. Personnel Agenda Items

- a. Acknowledgement of Tenure for the 2011-2012 school year.
- b. Approval of Personnel Appointments (MEA and MASA) for the 2011-2012 school year.
- c. Approval of Non-Aligned Personnel Appointments for the 2011-2012 school year.
- d. Approval of Personnel Report, dated May 2, 2011.

3. Business Agenda Items

- a. Approval of budget transfers for the month of March 2011.
- b. Approval of Treasurer of School Money’s report for period ending March 31, 2011.

- O. 3. c. Approval and Certification of Board Secretary's Report for period ending March 31, 2011.
- d. Approval of Bill Schedule # 11, dated May 2, 2011 in the amount of \$9,534,215.71.
- e. Approval to award contracts to the lowest responsible bidders as attached:
  - (1) Bid No. 11-04 – Door and Hardware Replacement at Millburn Elementary Schools (Deerfield, South Mountain and Wyoming), dated April 19, 2011 to Smitty's Door of Pittstown, NJ in the amount of \$128,950.
  - (2) Bid No. 11-05 – Door and Hardware Replacement at Millburn High School, dated April 19, 2011, to Smitty's Door of Pittstown, NJ in the amount of \$124,998.
- f. Approval to appoint The Birdsall Services Group of Cranford, NJ as Environmental Consultants and Asbestos Safety Control Monitoring firm for the 2011-2012 school year on an as-needed basis.
- g. Approval of a contract with The Birdsall Services Group of Cranford, NJ as engineer for asbestos management services for the SY 2011/2012 in the amount of \$8,750.00 as per a proposal dated March 28, 2011.
- h. Approval of a contract with EMCO of Kearny, NJ to provide elevator maintenance services for the SY 2011/2012 in the amount of \$875.00 per month as per a proposal dated March 23, 2011.
- i. Approval of a contract with TruGreen of South Plainfield, NJ to provide Turf Management Services for the SY 2011/2012 in the amount of \$5,848 for all fields plus \$12.00 per 1,000 sq.ft. for slice seeding as per a proposal dated April 11, 2011.
- j. Approval of a contract with Alliance Commercial Pest Control, Inc. of Tinton Falls, NJ to provide Integrated Pest Management Services for the SY 2010/2011 for all district buildings in the amount of \$7,140.00, emergency services outside the normal scope of services at \$65.00 per hour and \$20.00 per linear foot for termite treatments as per a proposal dated April 7, 2011.
- k. Approval of a contract, with Greentree Consulting Inc. of Hightstown, NJ to provide environmental professional services for the SY 2010/2011 in the amount of \$17,795 and act as consultant for IAQ Problems and Chemical Safety at \$92.50 / per hour as per a proposal dated April 18, 2011.

- O. 3. 1. Approval of a proposal with Computer Solutions, Inc. of Branchburg, NJ, dated April 26, 2011, to provide software support services for the school year 2011-2012 in the amount of \$13,812.
- m. Approval of a contract with The Substitute Service of Florham Park, NJ to provide substitute placement for the SY 2011/2012 at a cost of \$17,500 as per a proposal dated April 4, 2011, on file in the office of the Business Administrator.
- m. Approval of an amendment to the Millburn Township Board of Education's Long Range Facility Plan (LRFP) and of the submission to the State of New Jersey, Department of Education for the project: *"Concrete Slab Repairs at Hartshorn Elementary School"*.
- n. Approval to authorize Heintz & Fiore, AIA to prepare bid specifications and to authorize the Business Administrator to advertise for bids for the project *"Electrical Upgrades at Millburn Middle School to Support Instructional Technology"* (ARRA Funds)
- o. RESOLVED, that the Board of Education authorizes the transfer of \$171,762 from the Capital Reserve Fund to the Capital Project Fund (Fund 12) for the purpose of completing the emergent Door and Hardware Replacement projects at Deerfield, South Mountain and Wyoming Elementary Schools. This transfer authorizes an increase in appropriations for the 2010-2011 school year.

P. OLD BUSINESS

Q. NEW BUSINESS

R. PUBLIC COMMENTS (not to exceed 30 minutes)

S. BOARD MEMBER COMMENTS

T. EXECUTIVE SESSION

BE IT RESOLVED by the Millburn Board of Education that on Monday, May 2, 2011, 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:

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.

U. ADJOURNMENT