

MILLBURN TOWNSHIP PUBLIC SCHOOLS
Millburn, New Jersey

* * A G E N D A * *

ORGANIZATION MEETING

Millburn Township Board of Education
Tuesday, May 28, 2013
7:45PM – Education Center

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

On March 12, 2013, 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 2013-2014 school year.

- 2. Curricula

RESOLVED, that the Board of Education adopts the Millburn Township Board of Education curricula and program of studies for the 2013-2014 school year.

- 3. Textbooks

RESOLVED, that the Board of Education approves the use of existing district textbooks for the 2013-2014 school year.

D. 4. Service Appointments

RESOLVED, that the Board of Education approves the following appointments for the 2013-2014 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 25, 2013 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 April 22, 2013 on file in the business office.
- f. Brown & Brown Benefit Advisors of Livingston, NJ as Dental Insurance Broker of Record at the monthly rate of \$6,000 per month as per proposal dated May 2013.
- g. Wells Fargo Insurance Services Northeast of Madison, NJ as Property and Liability Insurance Broker of Record.
- h. Dr. Dahlia Hall as School Physician (Medical Inspector) at the annual rate of \$8,000.
- i. Dr. Michele Gilsean as High School Sports Doctor at the annual rate of \$16,700 for the SY 2013-2014.
- j. Dr. Christine Burton as Affirmative Action Officer, Title IX Coordinator and 504 Officer.
- k. 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.
- l. Julianna Kusz as Division of Youth and Family Services (DYFS) Liaison.
- m. J. Steven DiGeronimo as Public Contracts Officer.

- D. 4.** n. J. Steven DiGeronimo as Public Agency Compliance Officer (PACO).
o. J. Steven DiGeronimo as Custodian of Records.
p. 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.** q. 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.

- r. AXA Equitable; Lincoln Investment Planning, Inc; Variable Annuity Life Insurance Company (VALIC) and Prudential Retirement as 403(b) plan providers.
- s. AXA Equitable and Lincoln Investment Planning, Inc. as 457 plan providers.
- t. Prudential Insurance Company of America as disability insurance vendor (at no cost to the district).
- u. Daniel Brundage as District Anti-Bullying Coordinator.
- v. The Star-Ledger, The Item and The Independent Press as legal newspapers pursuant to N.J.S.A. 18A:18A-4.
- w. Parette Somjen Architects of Rockaway, NJ as Public School Architect of Record for the period July 1, 2013 to June 30, 2014.

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
Payroll	Bank of America	Treasurer

D. 5. a. Finance continued:

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 Sycarz Memorial Account	Investor's S&L	Principal / Vice Principals (any two)
Athletic Official & Entry Fees Account (requires signature of Athletic Director and one other signature)	Bank of America	Director of Athletics / Bd Secretary / HS Principal / HS Vice Principals
2002 & 2006 Bond Referendum	Cutwater Asset Management	Business Administrator / Asst. Business Administrator
Capital Reserve	NJ/ARM	Business Administrator / Asst. Business Administrator

b. Regular Education Tuition Rates

RESOLVED, that the Board of Education approves the following tuition rates for regular education students for the 2013-2014 school year:

Pre-School/Kindergarten	13,964 / year	1,396.40 / month
Grades 1 – 5	14,077 / year	1,407.70 / month
Grades 6 – 8	14,792 / year	1,479.20 / month
Grades 9 – 12	14,876 / year	1,487.60 / month

- D. 5. c. Resolution requesting Millburn Township to authorize payments of district taxes according to the following schedule:

July 10, 2013	6,486,359.00	
August 9, 2013	6,486,360.00	
September 10, 2013	6,486,360.00	
October 10, 2013	6,486,360.00	
November 8, 2013	6,486,360.00	
December 10, 2013	6,486,360.00	
TOTAL LAST HALF OF 2013		\$38,918,159.00
January 10, 2014	6,486,359.00	
February 10, 2014	6,486,359.00	
March 10, 2014	6,486,359.00	
April 10, 2014	6,486,359.00	
May 9, 2014	6,486,360.00	
June 10, 2014	6,486,360.00	
TOTAL FIRST HALF OF 2014		\$38,918,156.00
GRAND TOTAL		\$77,836,315.00

- d. Authorization to Pay Claims Against the Board

RESOLVED, that the Board of Education establishes for the 2013-2014 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 2013-2014 school year.

D. 5. f. District Purchasing Manual

RESOLVED, that the Board of Education approves the Millburn Township Purchasing Manual, dated May 28, 2013, 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 28, 2013, 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 28, 2013, 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. i.** Resolution for member participation in a cooperative pricing system with the Morris County Cooperative Pricing Council for the period July 1, 2013 to June 30, 2014 in the amount of \$1,100.00.

D. 6. Board Committees

RESOLVED, that the Board of Education establishes committees as follows for the 2013-2014 school year (membership to be designated at a future Board meeting):

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

D. 7. Board Meeting Dates

RESOLVED, that the Board of Education approves the following meeting dates for the 2013-2014 school year: (Note: all meetings will be held on a Monday in the Education Center, unless otherwise noted.)

July 29, 2013	7:45 PM
August 26, 2013	7:45 PM
September 9, 2013	7:45 PM
September 23, 2013	7:45 PM
October 14, 2013	7:45 PM
October 28, 2013	7:45 PM
November 11, 2013	7:45 PM
November 25, 2013	7:45 PM
December 16, 2013	7:45 PM
January 13, 2014	7:45 PM
January 27, 2014	7:45 PM
February 10, 2014	7:45 PM
February 24, 2014	7:45 PM
March 10, 2014	7:45 PM
March 24, 2014	7:45 PM
April 7, 2014	7:45 PM
April 28, 2014	7:45 PM
May 12, 2014	7:45 PM
May 27, 2014	7:45 PM - Tuesday
June 9, 2014	7:45 PM
June 23, 2014	7:45 PM

D. 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 2013-2014:
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.
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 readopts the district's mission statement for the 2013-2014 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 2013-2014 school year:

- a. Jeffrey Waters as Board Representative to the Essex Regional Educational Services Commission for the 2013-2014 school year.
- b. James Crisfield as Board Representative to the Morris Union Jointure Commission Board of Education for the 2013-2014 school year.
- c. John Westfall-Kwong as Board Representative to the NJSBA Delegate Assembly for the 2013-2014 school year.
- d. Raymond Wong as Board Representative to the Millburn Township Joint Facilities Committee for the 2013-2014 school year.
- e. Rona Wenik as Board Representative to the Garden State Coalition for the 2013-2014 school year.

12. District Organizational Chart

RESOLVED, that the Board of Education approves the District's Organizational Chart, dated May 7, 2013, for the 2013-2014 school year, as on file in the office of the Business Administrator.

REGULAR MEETING

E. MINUTES

1. Regular Public Meeting of May 13, 2013

F. PRESENTATION

1. Caring Kids

G. BOARD PRESIDENT'S REPORT

H. BOARD COMMITTEE REPORTS

1. Finance Committee Report
2. Personnel Committee Report
3. Property Committee Report

I. SUPERINTENDENT'S REPORT

J. ASSISTANT SUPERINTENDENT'S REPORT

K. SCHOOL BUSINESS ADMINISTRATOR'S REPORT

L. DISCUSSION

1. Draft Changes to the 2013-2014 School Calendar - Professional Development Time
2. Draft 2014-15 School Calendar (new)

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 approve Professional Development Requests / Teacher Conferences as per policies 3440 and 4440 requiring prior approval of travel reimbursement expenses.
 - b. Resolve to approve membership into the New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2013-2014 school year.

Instructional Agenda Items continued:

- c. Resolve to approve the following athletic teams to begin summer practice on or after June 10, 2013 in accordance to NJSIAA Rules and Regulations:
 - Girls/Boys Basketball
 - Football
 - Girls/Boys Tennis
 - Field Hockey
 - Girls Soccer
 - Boys Soccer
 - Girls/Boys Volleyball
 - Boys/Girls Cross Country
 - Field Hockey
 - Wrestling
 - Baseball
 - Girls/Boys Lacrosse
- d. Resolve to approve use of the state approved Marshall Model for teacher evaluation for the 2013-2014 School Year.
- e. Resolve to approve use of the state approved Marshall Model for Principal and Assistant Principal evaluation for the 2013-2014 School Year.

2. Personnel Agenda Items

Approval of Personnel Report, dated May 28, 2013.

3. Business Agenda Items

- a. Resolve to approve budget transfers for the month of April 2013.
- b. Resolve to approve Treasurer of School Moneys report for period ending April 30, 2013.
- c. Approval and Certification of Board Secretary's Report for period ending April 30, 2013.
- d. Resolve to approve Bill Schedule # 12 dated May 28, 2013 in the amount of \$7,260,494.40.
- e. Resolve to appoint Saban Engineering Group, Inc., of Kearny, NJ to provide professional environmental management services for the 2013-2014 school year on an as-needed basis as per proposal dated May 17, 2013.

Business Agenda Items continued:

- f. Resolve to approve a contract with Whitman of Cranbury, NJ as engineer for asbestos management services for the SY 2013/2014 in the amount of \$3,180 as per a proposal dated May 17, 2013.
- g. Resolve to approve a contract with Elevator Maintenance Corporation to provide elevator maintenance services for the SY 2013-2014 in the amount of \$875.00 per month as per a proposal dated May 17, 2013.
- h. Resolve to approve a contract with SavaLawn of Mountainside, NJ to provide Turf Management Services for the SY 2013-2014 in the amount of \$11,338 for all fields plus \$39.00 per 1,000 sq.ft. for slice seeding as per a proposal dated May 17, 2013.
- i. Resolve to approve a contract with Saban Engineering Group, Inc. of Kearny, NJ to provide Environmental Consultant Services for the SY 2013-2014 in the amount of \$15,920.00.
- 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 2013/2014 for all district buildings in the amount of \$4,608 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 17, 2013.
- k. Resolve to approve The Substitute Service of Florham Park, NJ to provide substitute placement services for the SY 2013/2014 at a cost of \$15,742.67 to be paid in 10 monthly payments of \$1,574.26 as per proposal in the office of the Business Administrator.
- l. Resolve to approve participation in Joint Transportation Agreement with Sussex County Regional Cooperative for the SY 2013/2014. 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 participation in Joint Transportation Agreement with Educational Services Commission of Morris County for the SY 2013/2014. This authorizes the Millburn Township Board of Education to utilize their services in the procurement of busing services on an as-needed basis.
- n. Resolve to approve to award a bid for printed materials for the SY 2013-2014 to Centurion Printing Co. Inc, of Kenilworth, NJ in the amount of \$13,210.36 throughout the SY 2013-2014.

Business Agenda Items continued:

- o. Resolve to grant authority to the Business Administrator/Board Secretary to solicit bids for Building Automation System Service and Maintenance.
- p. Resolve to grant authority to the Business Administrator/Board Secretary to solicit bids for Fire Alarm Testing Maintenance and Service.
- q. Resolve to award a contract with Direct Flooring for Stair Tread Project at the Millburn Middle School at a cost of \$57,400. This contract was procured through the Middlesex Regional Educational Services Commission Time and Material Contract.

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 14, 2012, 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