

Allamuchy Township Board of Education

The scheduled reorganization meeting of the Allamuchy Township Board of Education held on April 28, 2014 is called to order at _____ p.m. in Room 149 by _____. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on June 5, 2013 to the Express-Times, Daily Record and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

James Britt
Diane Clark
Suzette Costello
William Cramer
John Egan
Brant Gibbs
Mary Renaud
Sue Torlucci
Francis Gavin, President

Student Representatives

Savannah Doelfel
Molly Szpakowski
Jacob Leddy

ABSENT

ALSO PRESENT

II. REORGANIZATION ITEMS

A. Annual Appointments

Board Secretary

Moved _____ and seconded by _____.

BE IT RESOLVED, that Donna Trainello be appointed as Board Secretary for the 2014-2015 school year.

CARRIED:

Board Secretary ProTem

Moved _____ and seconded by _____.

BE IT RESOLVED, that _____ be appointed as Board Secretary Pro Tem for the 2014-2015 school year.

CARRIED:

School Physician

Moved _____ and seconded by _____
BE IT RESOLVED, that Dr. Sanjay Jain be appointed as School Physician for the 2014-2015 school year, at the same rate as 2013-2014.

CARRIED:

Auditor

Moved _____ and seconded by _____
BE IT RESOLVED, that T.M. Vrabel & Associates, LLC, be appointed as Board Auditor for the 2014-2015 school year.

CARRIED:

Board Attorney

Moved _____ and seconded by _____
BE IT RESOLVED, that the firm of Apruzzese, McDermott, Mastro and Murphy be appointed as Board Attorney for the 2014-2015 school year.

CARRIED:

Special Attorney

Moved _____ and seconded by _____
BE IT RESOLVED, that the firm of Schwartz, Simon, Edelstein & Celso, LLP be appointed as Special Attorney for the 2014-2015 school year.

CARRIED:

Special Attorney

Moved _____ and seconded by _____
BE IT RESOLVED, that the firm of Coughlin Duffy be appointed as Special Attorney for the 2014-2015 school year.

CARRIED:

Special Attorney

Moved _____ and seconded by _____
BE IT RESOLVED, that Firm of Wilentz Spitzer, and Goldman be appointed as Special Attorney for the 2014-2015 school year.

CARRIED:

Project Architect

Moved _____ and seconded by _____.
BE IT RESOLVED, that SSP Architectural Group be appointed as project architect for the 2014-2015 school year.

CARRIED:

Purchasing Agent

Moved _____ and seconded by _____. .

WHEREAS, 18:18A-2 provides that the 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, 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 (currently \$36,000) be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$ \$5400 a day) be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

NOW THERE BE IT RESOLVED, that the Allamuchy Twp. Board of Education pursuant to the statutes cited above hereby appoints Julie Mumaw as it duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Allamuchy Twp. Board of Education, and

BE IT FURTHER RESOLVED, that Julie Mumaw is hereby authorized to award contracts on behalf of the Allamuchy Twp. Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$4,350) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Julie Mumaw is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold.

CARRIED:

Liability Insurance Agency of Record

Moved _____ and seconded by _____.
BE IT RESOLVED, that The Morville Agency is appointed as Liability Insurance Agency of Record for 2014-2015 school year and the district continue to participate in the New Jersey School Boards Association Ins. Group.

CARRIED:

Health Benefits Agent of Records

Moved _____ and seconded by _____.
BE IT RESOLVED, that the Charles Black Agency be appointed as health benefits agent of record for the 2014-2015 school year.

CARRIED:

Treasurer of School Monies

Moved _____ and seconded by _____.
BE IT RESOLVED, that Mrs. Betty Drake be appointed as Treasurer of School Monies for the 2014-2015 school year.

CARRIED:

Computer Service Provider - Payroll

Moved _____ and seconded by _____.
BE IT RESOLVED, that R & L Datacenters, Inc., be appointed as computer service provider for payroll functions for the 2014-2015 school year.

CARRIED:

Computer Service Provider – Board Administrative Functions

Moved _____ and seconded by _____.
BE IT RESOLVED, that CDK Systems, Inc., be appointed as computer service provider for board administrative functions for the 2014-2015 school year.

CARRIED:

Computer Service Provider – Internet Access

Moved _____ and seconded by _____.

BE IT RESOLVED, that Optimum/Cablevision be appointed as internet service provider for the 2014-2015 school year.

CARRIED:

Computer Service Provider – Student Records Administration

Moved _____ and seconded by _____.

BE IT RESOLVED, that Realtime Information Technology, Inc., be appointed as Student Records Administration provider for the 2014-2015 school year.

CARRIED:

Policy Service Provider

Moved _____ and seconded by _____.

BE IT RESOLVED, to appoint Strauss Esmay to provide Board of Education Policy update Service for the Allamuchy Township School District for the 2014-2015 school year.

CARRIED:

Policies

Moved _____ and seconded by _____.

BE IT RESOLVED, to adopt all existing policies and bylaws.

CARRIED:

Textbooks

Moved _____ and seconded by _____.

BE IT RESOLVED, to adopt all textbooks as currently in use and that any revisions be formally adopted in future meetings.

CARRIED:

Curricula

Moved _____ and seconded by _____.

BE IT RESOLVED, to adopt all written curricula as currently stated and that any revisions be formally adopted in future meetings.

CARRIED:

Bonding

Moved _____ and seconded by _____ .

BE IT RESOLVED, that the Board approve the bonding of the School Business Administrator, Treasurer of School Monies, and all other employees as deemed necessary for the 2014-2015 school year as per State Law requirements.

CARRIED:

Memorandum of Agreement

Moved _____ and seconded by _____ .

BE IT RESOLVED, to approve the Standing Memorandum of Agreement with Law Enforcement for the 2014-2015 school year.

CARRIED:

Investment of School Funds and Bank Depositories

Moved _____ and seconded by _____ .

BE IT RESOLVED, that the person currently employed as School Business Administrator is appointed as person responsible for the investment of school funds, and that the Investors Savings Bank and the State of New Jersey Cash Management Fund Foundation and other selected depositories for the Savings Accounts, Certificates of Deposit and other investment vehicles.

CARRIED:

Bank Depositories

Moved _____ and seconded by _____

BE IT RESOLVED, to approve the Investors Savings Bank, Washington, NJ as depository.

Investors Savings Bank

General Account: DD00669900655 Checks signed by the President or Vice President, Treasurer of School Moneys and School Business Administrator.

Salary Account: DD00669900663 Checks signed by the Treasurer of School Moneys or President.

Payroll Agency: DD00669900671 Checks signed by the Treasurer of School Moneys or President.

| | |
|---|--|
| Cafeteria Account: DD00669900698 | Checks signed by the Treasurer or School Moneys or President. |
| Petty Cash Account: DD00669900703 | Checks signed by the Superintendent or Principal and Secretary for the student activity account |
| Student Activity: DD0066990071 | Checks signed by the Superintendent or Principal and Secretary for the student activity account |
| Unemployment Comp Ins. Fund: DD00669900738 | Checks signed by the Treasurer of Monies or School Business Administrator |
| Health Care Fund DD00669901190 | Checks signed by the School Nurse and Board Secretary |
| Rutherford Hall DD 669901800 | Checks signed by the Project Manger and School Business Administrator |
| Employee Holding DD00669901701 | Checks signed by School Business Administrator |

CARRIED:

Transfers

Moved _____ and seconded by _____.
BE IT RESOLVED, to permit the Chief School Administrator to approve such transfers as are necessary between meetings of the Board and that such transfers be reported to the Board, for ratification and recording in the minutes at a subsequent meeting of the Board, but not less than monthly as per NJSA 18A-22-8.1.

CARRIED:

Payment

Moved _____ and seconded by _____.
BE IT RESOLVED, to permit the School Business Administrator to audit and approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.

CARRIED:

Procurement of Goods and Services through State Contract

Moved _____ and seconded by _____.
WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Allamuchy School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Allamuchy Board of Education desires to authorize its purchasing agent for the 2014-2015 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Allamuchy School Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the district utilizing state approved vendors.

CARRIED:

Newspaper

Moved _____ and seconded by _____.
BE IT RESOLVED, that the Express-Times and/or the Morris County Daily Record and/or the NJ Herald be designated as official newspapers for legal advertisements and that newspapers designated by the Chief School Administrator maybe used for staff and administrative vacancies.

CARRIED:

Tuition

Moved _____ and seconded by _____.
BE IT RESOLVED, to approve the following tuition rates for the 2014-2015 school year. These rates to apply to students received into the Allamuchy school district.

| | |
|---------------------------------|---------|
| Autism program tuition | \$ TBD |
| Pre-school disabilities tuition | \$ TBD |
| Full day K tuition | \$5,900 |
| Elementary tuition | \$5,900 |

CARRIED:

Staff Appointments

Moved _____ and seconded by _____.
BE IT RESOLVED, to permit the Chief School Administrator to appoint staff members as deemed necessary between meetings of the Board and that such appointments be reported to the Board for ratification and reporting in the minutes at the next subsequent meeting of the Board as per NJSA 18A:27-4.1.

CARRIED:

Meeting Dates

Moved _____ and seconded by _____.
BE IT RESOLVED, to approve the official time and place of the Board Meetings of the Allamuchy Township Board of Education for the 2014-2015 school year as follows:

Meetings will be held at the Allamuchy School, Room 149, 20 Johnsonburg Road, Allamuchy, NJ at 7:30 p.m. on each of the dates set forth below:

July 28, 2014
August 25, 2014
September 22, 2014
October 27, 2014
November 24, 2014
December 22, 2014
January 26, 2015
February 23, 2015
March 23, 2015 preceded by a Budget Hearing at 7:00 p.m.
April 27, 2015 preceded by a Reorganization Meeting at 7:30 p.m.
May 26, 2015
June 22, 2015

Notices of any addition or changes to the above schedule will be posted in this location, and delivered to the newspaper, Allamuchy Township Clerk as required by law.

CARRIED:

Not to Exceed

Moved _____ and seconded by _____.
BE IT RESOLVED, to approve the “Not to Exceed” printing and mailing for Public Relations not to exceed \$15,000.

CARRIED:

Moved _____ and seconded by _____.
BE IT RESOLVED, to approve the “Not to Exceed” travel reimbursement figure of \$25,000.

WHEREAS, Pursuant to *N.J.S.A.* 18A:11-12, in each pre-budget year, the Allamuchy Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, The Board of Education had previously established a maximum amount for the pre-budget year 2014-2015 as \$25,000; and

WHEREAS, The Board of Education has elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

RESOLVED, That the Allamuchy Board of Education hereby establishes the maximum travel expenditure amount for the 2014-2015 school year as \$25,000.

CARRIED:

Allamuchy Education Foundation

Moved _____ and seconded by _____.
BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Allamuchy Education Foundation for the purposes of Officer Liability and errors and omissions.

CARRIED:

Allamuchy Parent Teacher Organization

Moved _____ and seconded by _____.
BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Allamuchy Parent Teacher Organization for the purposes of Officer Liability and errors and omissions.

CARRIED:

Compliance Positions

Moved _____ and seconded by _____.
BE IT RESOLVED, to appoint the following persons to the Compliance Positions:

Asbestos Hazard Emergency Response Act-Assistant to Business Admin.
Right to Know District – Assistant to Business Administrator
Integrated Pest Mgt. – Assistant to Business Administrator
OSHA Lockout/Tagout – Assistant to Business Administrator
Vocational/Educational Health & Safety – Superintendent
Affirmative Action Officer – Superintendent
Gender Equity Officer – Supervisor of Special Services
504 Officer – Supervisor of Special Services
Public Agency Compliance Officer – School Business Administrator
Working Papers Issuance Officer – Principal
Truant Officer – Principal
Custodian of Public Record – School Business Administrator
Health and Safety Officer - School Nurse

CARRIED:

ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

“The NJ Department of Education requires that each year the Boards of Education publicly acknowledge receipt of and compliance with the “Code of Ethics for School Board Members”, (18A:12-24.1).

Moved _____ and seconded by _____. .

That the Allamuchy Twp. Board of Education publicly acknowledges the receipt of and compliance with the “code of Ethics for School Board Members”, and that the board has adopted policies and procedures regarding the training of district Board of Education members on required Ethics knowledge.

Each Board member takes a turn and reads out loud a section of the Code of Ethics for Board Members.

**STATE OF NJ DEPARTMENT OF EDUCATION CODE OF ETHICS FOR
SCHOOL BOARD MEMBERS**

(18A:12-24.1)

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans for those who will be affected by them.
- d. 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.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. 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.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.
(L.2001, c.178, s.5.)

CARRIED:

Comprehensive Equity Plan – Members of the Affirmative Action Team

Moved _____ and seconded by _____.
BE IT RESOLVED, to re-affirm the following as members of the Affirmative Action Team:

| | |
|------------------|---------------------|
| Janet Martin | Superintendent, AAO |
| Julie Mumaw | Andrea Aussems |
| Samuel Greco | Melissa Sabol |
| Paige Schmiedeke | |

CARRIED:

Board Committees

Moved _____ and seconded by _____.
BE IT RESOLVED, to approve the following Board Committees; with membership to be determined by the Board President.

Facilities & Property
Communications & Public Relations
Student Activities/ PTO Liaison
Town Council Liaison
Foundation Liaison
Rutherford Hall Long Range Planning
Finance
Curriculum & Technology
Personnel
Policy
Negotiations
Hackettstown Board of Education Representative

CARRIED:

Tax Shelter

Moved _____ and seconded by _____.

BE IT RESOLVED, to allow the following Tax Shelter Annuities to market their product to the employees:

Lincoln National Life Insurance Company
The Variable Annuity Life Insurance Company
AXA

CARRIED:

Flexible Benefits Plan

Moved _____ and seconded by _____.
BE IT RESOLVED, to approve AFLAC to administer the Medical Care Expense Reimbursement program and the Flexible Benefits Plan.

CARRIED:

VII. ADJOURNMENT

Moved by _____ and seconded by _____.
BE IT RESOLVED, to adjourn.

CARRIED: