

MILLBURN TOWNSHIP PUBLIC SCHOOLS
Millburn, New Jersey
** REVISED AGENDA **

REGULAR MEETING

Millburn Township Board of Education
Tuesday, June 19, 2018
7:45 PM – EDUCATION CENTER

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

On May 26, 2017, 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 June 4, 2018
 - 2. Closed Minutes of Meeting of June 4, 2018

- E. PRESENTATION
 - 1. Recognition of Retiring Staff
 - 2. Residency Report
 - 3. Summary of 2017/2018 District Goals

- F. BOARD PRESIDENT'S REPORT

- G. BOARD COMMITTEE REPORTS
 - 1. Transportation
 - 2. Personnel
 - 3. Negotiations
 - 4. Property
 - 5. Student Liaison High School

H. SUPERINTENDENT’S REPORT

1. Fire/Security Drills for:

| | |
|----------------|-------------------|
| High School | June 6 / June 12 |
| Middle School | June 12 / June 13 |
| Deerfield | June 1 / June 12 |
| Glenwood | June 12 / June 18 |
| Hartshorn | June 4 / June 12 |
| South Mountain | June 6 / June 13 |
| Wyoming | June 7 / June 15 |
| Washington | June 12 / June 15 |

2. Spring Bus Evacuation Drills:

| | |
|----------------|---------|
| High School | June 12 |
| Middle School | June 12 |
| Deerfield | June 20 |
| Glenwood | June 12 |
| Hartshorn | June 12 |
| South Mountain | June 12 |
| Wyoming | June 12 |
| Washington | June 19 |

3. Referendum Update

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 affirm the administration's determinations concerning the HIB investigations for the period 5/18/18 to 6/6/18 as outlined in the confidential report shared with Board of Education members and on file in the Superintendent's office.
- b. Resolve to approve Professional Development Requests / Teacher Conferences as per policies 3440 and 4440 requiring prior approval of travel reimbursement expenses.
- c. Resolve to approve the Millburn Board of Education approves to accept the allocation of the FY 2019 Elementary and Secondary Education Act (ESEA) and be it further resolved to authorize the submission of the grant application for the 2018- 2019 school year:

Title I part A: \$326,477

Title II part A: \$86,038

Title III: \$16,791

Title III - Immigrant: \$ 12,894

Title IV: \$19,728

Instruction Agenda Items continued:

- d. Resolve to approve the Millburn Board of Education approve the submission of the grant application of IDEA Basic and IDEA PreSchool for the 2018-2019 school year.

IDEA Basic:
 District \$904,427
 Nonpublic Share \$ 61,438

Preschool:
 District \$ 32,477
 Nonpublic Share \$ -0-

- e. Resolve to approve the 2016-2017 District HIB Self-Assessment Report as on file in the Superintendent’s Office.
- f. Resolve to accept the Security Drill Statement of Assurance for the school year 2017-2018, as on file in the Business Office.
- g. Resolve to approve the legal settlement for student #11000 for the educational program for the 2018-2019 and the 2019-2020 school year.
- h. Resolution to approve continuing out of district Special Education placements for the 2018-2019 School Year.

| <u>Student ID#</u> | <u>Vendor</u> | <u>Supporting Info</u> | <u>Amount</u> |
|--------------------|---------------------------|--------------------------------|---------------|
| 13843 | Collier Youth Services | Tuition SY&ESY 210 days | \$ 68,880.00 |
| 18218 | Cornerstone Day School | Tuition SY 180 days | \$ 84,662.60 |
| 13426 | Craig School, Lower | Tuition SY&ESY 210 days | \$ 53,700.00 |
| 13541 | Craig School, Lower | Tuition SY/ESY & Aide 210 days | \$ 58,600.00 |
| 13071 | Craig School, Lower | Tuition SY/ESY & Aide 210 days | \$ 58,900.00 |
| 11823 | MUJC - DLC, Warren Campus | Tuition SY/ESY & Aide 210 days | \$ 134,459.00 |
| 11814 | MUJC - DLC, Warren Campus | Tuition SY/ESY & Aide 210 days | \$ 107,339.00 |
| 16147 | MUJC - DLC, Warren Campus | Tuition SY/ESY & Aide 210 days | \$ 134,114.00 |
| 13725 | Newmark School (K-8th) | Tuition SY 180 days | \$ 52,799.40 |
| 16747 | Newmark School (K-8th) | Tuition SY 180 days | \$ 52,799.40 |
| 15331 | Newmark School (K-8th) | Tuition SY/ESY 199 days | \$ 58,372.67 |
| 12595 | Newmark School (K-8th) | Tuition SY/ESY 199 days | \$ 58,372.67 |
| 11610 | Newmark High School | Tuition SY/ESY 199 days | \$ 62,424.30 |
| 11392 | Newmark High School | Tuition SY 180 days | \$ 56,464.20 |
| 13691 | PG Chambers | Tuition SY/ESY 210 days | \$ 81,135.60 |
| 13690 | PG Chambers | Tuition SY/ESY 210 days | \$ 81,135.60 |

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| | | | |
|-------|-------------------------------|--------------------------|---------------|
| 16563 | PG Chambers | Tuition SY/ESY 210 days | \$ 81,135.60 |
| 12489 | Reed Academy | Tuition SY/ESY 210 days | \$ 113,547.00 |
| 13623 | Sage Day - Boonton | Tuition SY/ESY 205 days | \$ 63,625.00 |
| 12114 | Sage Day - Boonton | Tuition SY | \$ 60,300.00 |
| 11613 | Union Co Vocational/Technical | Tuition SY – Shared Time | \$ 30,000.00 |
| 15666 | Union Co Vocational/Technical | Tuition SY – Shared Time | \$ 30,000.00 |
| 14470 | Union Co Vocational/Technical | Tuition SY – Shared Time | \$ 30,000.00 |
| 19632 | Union Co Vocational/Technical | Tuition SY – Shared Time | \$ 30,000.00 |
| 15693 | Union Co Vocational/Technical | Tuition SY – Shared Time | \$ 30,000.00 |
| 12572 | Garden Academy | Tuition SY/ESY 210 days | \$ 126,997.50 |

- i. Resolve to approve a lease-purchase agreement with HP Financial Services for a cost of \$250,096.59 per year for a period of four years for the purpose of purchasing:

Grade 7: 425 Hewlett Packard Chromebooks

Grade 8: 425 Hewlett Packard Chromebooks

Grade 10: 425 Hewlett Packard Chromebooks

Grades K-4: 800 Lenovo Chromebooks

All to include peripheral equipment and services including associated licensing.

2. Personnel Agenda Items

Resolve to approve the Personnel Report dated, June 19, 2018.

3. Business Agenda Items

- a. Resolve to approve the Budget Transfers of May, 2018
- b. Resolve to approve the Report of the Treasurer of May, 2018.
- c. Resolve to approve Board Secretary’s Report of May 31, 2018.
- d. Resolve to approve Bill Schedule # 13 in the amount of \$8,797,629.33 dated June 19, 2018.
- e. Resolve to authorize the transfer of the interest earned on Capital Projects Funds to the Debt Service Fund.

Business Agenda Items continued:

- f. Resolve to approve items on List “A” of obsolete Items to be recycled by Sycamore International (Apple products only) for a reimbursement.

| | |
|-------------|--------|
| Macbook Pro | #21678 |
| Macbook Pro | #8348 |

- g. Resolve to approve items on List “B” of obsolete items to be recycled by Urban Renewal at no charge.

| | |
|-------------------|---------|
| SmartBoard | #30544 |
| Zenith Tube TV | #101396 |
| Syntec Typewriter | #001720 |
| Printer | #22461 |
| SmartBoard | #20068 |
| Projector | #20070 |

- h. Substitute Staffing Services

WHEREAS, pursuant to the approval of the Department of Community Affairs, Division of Local Government Services, the Millburn Township Board of Education authorized and issued a request for proposals entitled “Substitute Teacher and Paraprofessional Staffing Services” to engage a firm to provide services to manage the substitute staffing needs of the District; and

WHEREAS, after consideration of the proposals received in response to the RFP, the Board’s Administration has recommended an award of a contract to ESS/Source4Teachers as the responsible proposer whose response was most advantageous to the District, price and other factors considered;

NOW THEREFORE, BE IT RESOLVED, that the Millburn Township Board of Education accepts the proposal of ESS/Source4Teachers dated May 31, 2018 for the full-service management of substitute staff; and be it FURTHER RESOLVED, that the Board President and the Board’s Business Administrator/Board Secretary are authorized and directed to execute an appropriate form of contract embodying the terms of the RFP and ESS/Source4Teachers proposal.

- i. Resolved, the Board rejects all bids for the Millburn High School Parking Lot Repaving and Expansion Project (“Project”). The lowest bid substantially exceeds the Board of Education’s appropriation for services and therefore all bids are rejected pursuant to NJSA 18A:A-22; and Be it Further Resolved, the Board hereby authorizes the rebid of the Project in accordance with N.J.S.A. 18A:18A-1 et. seq

Business Agenda Items continued:

- j. Resolve to accept a donation from the Hartshorn School PTO in the amount of \$59,820 to be used for the expansion, installation and surfacing of a basketball court at Hartshorn Elementary School and for the installation of a landscaped staircase, and to accept the donation of two basketball hoop systems valued at approximately \$3,500.
- k. Resolve to approve a purchase agreement with BFI for the purchase and installation of Innovative Space furniture for the Millburn Middle School at a cost of \$65,000. This contract was procured through NJ State contract #G2004 12-R-22677
- l. Resolve to renew the contract for Environmental Consultation Services for the 2018-19 school year to Whitman, at the amount of \$1,200 per round for each six month surveillance report, \$300.00 per session for additional 2 hour awareness training sessions, \$1,200 for an AHERA 3-year inspection report, if needed, \$1,200 per session for 14 hour asbestos operations and maintenance training, and \$800 per session for an 8 hour refresher operations and maintenance training session.

BE IT FURTHER RESOLVED that the Board appoints Whitman to provide Environmental Consultation Services for the 2018-19 school year on an as needed basis for hourly services per the bid including sampling, monitoring and analysis of asbestos at \$50 per hour, air quality sampling for mold at \$60 per hour, sampling, monitoring and analysis for lead paint and other contaminants at \$60 per hour; and to prepare bid specifications for abatement projects, review bids and make recommendations at an hourly rate of \$100 per hour, and for project management for abatement projects at \$100 per hour.

- m. Resolution regarding Transfer of Current Year Surplus to Capital Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the Authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations unto reserve accounts during the month of June by board resolution, and

WHEREAS, the Millburn Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at the year end, and

Business Agenda Item M.3.m. continued:

WHEREAS, the Millburn Township Board of Education has determined that an amount not to exceed \$750,000 may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by Millburn Board of Education hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- n. Resolution regarding Transfer of Current Year Surplus to Maintenance Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statues authorize procedures, under the Authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations unto reserve accounts during the month of June by board resolution, and

WHEREAS, the Millburn Township Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at the year end, and

WHEREAS, the Millburn Township Board of Education has determined that an amount not to exceed \$750,000 may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by Millburn Board of Education hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- o. Resolve to approve the fourth renewal of the Food Service Management contract and previous addendum from The Pomptonian, Inc., Fairfield, NJ, for the school year 2018-19. The contract contains the following language regarding fee and guaranteed operating results: The Food Service Management Company (FSMC) shall receive, in addition to the costs of operation, a fee of \$.0733 per meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company. Cash receipts shall be divided by \$1.00 to arrive at an equivalent meal count. The per meal management fee of \$.0733 will be multiplied by total meal equivalents. The FSMC

Business Agenda Item M.3.o. continued:

guarantees the LEA a no cost operation for the LEA for the school year 2018-2019.

p. Resolve to approve the Cafeteria Price Lists for the High School and Middle School for the SY 2018-2019.

q. Resolve to approve the following Delta Dental Rates for SY 2018-19:

| | <u>Delta Premier</u> | <u>Delta PPO</u> |
|-----------------------|----------------------|------------------|
| Employee | 73.65 | 33.55 |
| Employee & Spouse | 139.93 | 63.76 |
| Employee & Child(ren) | 132.56 | 60.40 |
| Family | 206.21. | 93.94 |

r. Resolve to approve the service appointment of Dr. Dahlia Hall to the position of School Physician (Medical Inspector) for the 2018-2019 school year. Dr. Hall will be paid a stipend of \$11,000.

s. Resolution regarding Communications Equipment and Managed Services

WHEREAS, a recommendation was made by the Business Administrator to the Millburn Board of Education ("Board") to seek a contract for Communications Equipment and Managed Services (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, June 13, 2018 the Board received the following bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.;

| | One Time Install | One Time Buy Out | Annual Management | Total Bid Amount |
|-------------------------|------------------|------------------|-------------------|------------------|
| Johnston Communications | \$0.00 | \$1.00 | \$161,635.20 | \$161,636.20 |
| Spectrotel | \$0.00 | \$1,000.00 | \$163,386.00 | \$164,386.00 |
| Mitel | \$54,877.00 | | \$133,657.44 | \$188,534.44 |
| Ten Four | \$0.00 | \$26,034.69 | \$224,833.44 | \$250,868.13 |
| Converge One | \$154,572.94 | \$1.00 | \$146,196.85 | \$300,770.79 |

WHEREAS, the bid submitted by Johnston Communication has been reviewed and has been determined to contain material defects and must be rejected in accordance with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18A:18A-1 et seq; and

Business Agenda Item M.3.s. continued:

WHEREAS , the second lowest bid for the Project was submitted by Spectrotel, whose bid has been reviewed and deemed compliant with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18A:18A-1 et seq.; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby awards the Communication Equipment and Managed Services to Spectrotel as the lowest responsible bidder at the annual cost of \$163,386.00.

- t. Resolve to approve a purchase agreement with Van-Con, Inc for the purchase of a Chevrolet 29-Passenger Bus at a cost of \$52,975.82. This Contract was procured through the Educational Services Commission of New Jersey: ESCNJ State Approved Coop: Bid #17/18-36 - School Bus Bid

4. Policy Agenda Items

Second Reading- Policy / Regulations

- a. P 1550 Equal Employment / Anti-Discrimination Practices (M) (Revised)
- b. P 2431 Athletic Competition (M) (Revised)
- c. P 2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M) (New)
- d. P 5350 Student Suicide Prevention (M) (Revised)
- e. P 5533 Student Smoking (M) (Revised)
- f. P 5535 Passive Breath Alcohol Sensor Device (Revised)
- g. P 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
- h. P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- i. R 1550 Equal Employment / Anti – Discrimination Practices (M) (Revised)
- j. R 2431.2 Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
- k. R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
- l. R 5350 Student Suicide Prevention (M) (Revised)

N. OLD BUSINESS

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. BOARD MEMBER COMMENTS

R. EXECUTIVE SESSION

WHEREAS the “Open Public Meetings Act” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it

RESOLVED that the Millburn Board of Education now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following:

- Confidential Matters by Law or Court Order
- Disclosure would Impair Districts’ Right to Receive Funding
- Unwarranted Invasion of Pupil’s Privacy
- Collective Bargaining/Negotiations
- Purchase/Lease of Property
- Strategies of Public Safety/Security and Investigations of Possible violations of Law
- Pending, Ongoing, or Anticipated Litigation
- Personnel Matters
- Deliberations related to Civil Penalty or Suspension/Loss of a Certification

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