

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

ORGANIZATION MEETING AND REGULAR MEETING

Millburn Township Board of Education
Monday, May 21, 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. ORGANIZATION MEETING ACTIONS (Roll Call Vote)

1. Policies

RESOLVED, that the Board of Education adopts the policies, regulations and by-laws of the Millburn Township Board of Education for the 2018-2019 school year.

2. Curricula

RESOLVED, that the Board of Education adopts the Millburn Township Board of Education curricula and program of studies for the 2018-2019 school year.

3. Textbooks

RESOLVED, that the Board of Education approves the use of existing district textbooks for the 2018-2019 school year.

D. 4. Service Appointments

RESOLVED, that the Board of Education approves the following appointments for the 2018-2019 school year:

- a. Cheryl Schneider as Board Secretary.
- b. Christine Burton, Superintendent of Schools, as Acting Board Secretary in the absence of the Board Secretary.

Service Appointments continued:

- c. Cheryl Nardino as Treasurer of School Monies for the Millburn Township Board of Education at the annual rate of \$9,439.
- d. Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC of Westfield, NJ as Board Attorneys for Labor, Special Education and General Counsel at the rate of \$165 per hour as per proposal dated, April 30, 2018, on file in the business office.
- e. Nisivoccia, LLP of Mt Olive, NJ as auditors at the annual rate of \$47,500 and additional services as needed as per proposal dated, May 1, 2018, on file in the business office.
- f. Brown & Brown Benefit Advisors of Livingston, NJ as Medical & Dental Insurance Broker of Record.
- g. Phoenix Advisors, Inc. as the continuing Disclosure Agent, Municipal Advisor of Record, and to provide annual Financial Advisory Services necessary by the Board of Education per agreement on file in the Business office.
- h. USI Insurance Services of Summit, NJ as Property and Liability Insurance Broker of Record for the SY 2018-19.
- i. Saint Barnabas Medical Center to provide Sports Medicine related services to the Millburn High School, at the annual rate of \$13,320.00 for the SY 2018-2019, as per the agreement dated May 15, 2018.
- j. Mr. Kyle Arlington as Affirmative Action Officer.
- k. Mr. David Bailey as Title IX Coordinator and 504 Officer.
- l. Ms. Jennifer Sowa as Liaison to the Division of Child Protection and Permanency (DCP&P), formerly (DYFS).
- m. Daniel Brundage as District Anti-Bullying Coordinator.
- n. Resolve to approve Cheryl Schneider as Public Contracts Officer.
- o. Resolve to approve renewal of the appointment of Cheryl Schneider as Public Agency Compliance Officer (PACO).
- p. Resolve to approve Cheryl Schneider as Custodian of Records.

Service Appointments continued:

- q. Resolve to approve Cheryl Schneider, 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, Cheryl Schneider 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 \$40,000, 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 \$6,000 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

her 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 \$6,000 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 \$6,000 but are less than the bid threshold of \$40,000.00.

- r. Resolve to approve Cheryl Schneider 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;

Service Appointments continued:

NOW THEREFORE BE IT RESOLVED the Millburn Township Board of Education authorizes the School Business Administrator to transfer and invest funds and in her 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; Lincoln Investment Planning, Inc; Variable Annuity Life Insurance Company (VALIC) as 457 plan providers.
- u. Prudential Insurance Company of America as disability insurance vendor (at no cost to the district).
- v. NJ Advance Media, The Item, and TAP Millburn/Short Hills 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, 2018 to June 30, 2019, as per proposal on file in the Business Office.

D. 5. Finance

- a. Depositories and Signatories

RESOLVED, that the Board of Education approves the following list of depositories (with signatories) for the 2018-2019 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.
Cafeteria Account	Wells Fargo	Treasurer / Board Secretary
Safe Deposit Box	Wells Fargo	Either Bd Secretary or Supt.
Deerfield General Account	Wells Fargo	Principal / Bd Secretary / School Secretary (any two)

Finance Agenda Item 5.a. continued:

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 General Account	PNC Bank	Principal / Vice Principal / School Sec. (any two)
High School General Account	Wells Fargo	Principal / Bd Secretary / 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)
Capital Reserve	NJ/ARM	Business Administrator / Asst. B.A.
2016 Bond Referendum	NJ/ARM	Business Administrator / Asst. B.A.

b. Regular Education Tuition Rates

RESOLVED, that the Board of Education approves the following tuition rates for regular education students for the 2018-2019 school year:

Pre-School/Kindergarten	15,017 / year	1,501.70 / month
Grades 1 – 5	15,028 / year	1,502.80 / month
Grades 6 – 8	15,681 / year	1,568.10 / month
Grades 9 – 12	16,707 / year	1,670.70 / month

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

July 10, 2018	7,448,304.00
August 10, 2018	7,448,304.00
September 10, 2018	7,448,304.00
October 10, 2018	7,448,304.00
November 9, 2018	7,448,304.00
December 10, 2018	7,448,304.00

TOTAL LAST HALF OF 2018	\$44,689,822.00
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Finance Agenda Item D.5.c. continued:

January 10, 2019	7,448,304.00
February 8, 2019	7,448,304.00
March 8, 2019	7,448,304.00
April 10, 2019	7,448,304.00
May 10, 2019	7,448,304.00
June 10, 2019	7,448,304.00
TOTAL FIRST HALF OF 2019	\$44,689,822.00
GRAND TOTAL	\$89,379,646.00

d. Authorization to Pay Claims Against the Board

RESOLVED, that the Board of Education establishes for the 2018-2019 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 2018-2019 school year.

f. Resolved, that the Board of Education authorizes the Business Administrator/Board Secretary to issue bids on behalf of the Board of Education, as necessary.

g. District Purchasing Manual

RESOLVED, that the Board of Education approves the Millburn Township Purchasing Manual, dated May 21, 2018, as on file in the business office.

h. Business Operations Standard Operating Procedures

RESOLVED, that the Board of Education approves the Millburn Township Business Operations Standard Operating Procedures Manual, dated May 21, 2018, as on file in the business office.

Finance Agenda Items continued:

- i. Resolution for member participation in a cooperative pricing.

RESOLVED, that the Board of Education approves the continued membership and the procurement of good and services through the Educational Services Commission of New Jersey (Middlesex Regional), Essex Regional Educational Services Commission, Educational Data Services, Inc., the National Joint Powers Alliance Purchasing Cooperative and the Hunterdon County Educational Services Commission Cooperative.

6. Board Meeting Dates

RESOLVE that the Board of Education approves the following meeting dates for the 2018-2019 school year:

July 23, 2018	7:45 PM	
August 27, 2018	7:45 PM	
September 4, 2018	7:45 PM	Tuesday
September 24, 2018	7:45 PM	
October 08, 2018	7:45 PM	
October 29, 2018	7:45 PM	
November 05, 2018	7:45 PM	
November 19, 2018	7:45 PM	
December 17, 2018	7:45 PM	
January 2, 2019	7:45 PM	Wed. /Board Re-Organization
January 07, 2019	7:45 PM	
January 27, 2019	1:30 PM	Sunday /Open Forum /Public Library
January 28, 2019	7:45 PM	
February 11, 2019	7:45 PM	
February 25, 2019	7:45 PM	
March 04, 2019	7:45 PM	
March 18, 2019	7:45 PM	
April 08, 2019	7:45 PM	
April 22, 2019	7:45 PM	
May 06, 2019	7:45 PM	
May 20, 2019	7:45 PM	Organization Meeting
June 03, 2019	7:45 PM	
June 18, 2019	7:45 PM	Tuesday
June 26, 2019	7:45 PM	Wednesday/Board Retreat

D. 7. Appointments of Representatives

RESOLVED, that the Board of Education approves the following appointments for the year 2018-19 school year:

- a. Ms. Jaffe as Board Representative to the Essex Regional Educational Services Commission for the 2018-2019 school year.
- b. Dr. Christine Burton, Superintendent of Schools as School Safety Specialist or the 2018-2019 school year.
- c. Dr. Christine Burton, Superintendent of Schools as Board Representative to the Morris Union Jointure Commission Board of Education for the 2018-2019 school year.
- d. Ms. Woodhouse as Board Representative to the NJSBA Delegate Assembly for the 2018-2019 school year.
- e. Ms. Woodhouse as Board Representative to the Millburn Township Joint Facilities Committee for the 2018-2019 school year.
- f. Ms. Woodhouse as Board Representative to the Garden State Coalition for the 2018-2019 school year.

D. 8. District Mission Statement

RESOLVED, that the Board of Education adopts the district's mission statement for the 2018-2019 school year as follows:

The mission of the Millburn Township School District, reflecting our commitment to the pursuit of excellence, is to educate students* to be successful and engaged citizens of an ever-changing world through outstanding teaching, challenging programs, and enriching experiences in a safe, nurturing learning environment.

** all students will meet or exceed the NJCCCS and the CCSS*

9. District Organizational Chart

RESOLVED, that the Board of Education approves the District's Organizational Chart, dated May 21, 2018, for the 2018-2019 school year, as on file in the office of the Business Administrator.

10. 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 2018-2019:
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.

REGULAR MEETING

DD. MINUTES

1. Minutes of the Regular Public Meeting of May 7, 2018
2. Closed Minutes of Meeting of May 7, 2018

E. PRESENTATION

1. Fleet Week

F. BOARD PRESIDENT'S REPORT

G. BOARD COMMITTEE REPORTS

1. Transportation
2. Personnel
3. Property
4. MHS Liaison
5. MMS Liaison

H. SUPERINTENDENT'S REPORT

1. Referendum Update

I. ASSISTANT SUPERINTENDENT'S REPORT

J. SCHOOL BUSINESS ADMINISTRATOR'S REPORT

K. DISCUSSION

1. Proposed PreSchool Hours
2. Board of Education Vacancy

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 4/30/18 to 5/10/18 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.

Instruction Agenda Items continued:

- c. Resolve to approve use of the state approved Marshall Model for teacher evaluation for the 2018-2019 School Year.
- d. Resolve to approve use of the state approved Marshall Model for Principal and Assistant Principal Evaluation for the 2018-2019 School Year.
- e. Resolve to approve in-district summer programs 2018:
 - i. ELL Elementary Summer Enrichment Program to be held at Glenwood Elementary School.
 - ii. Algebra I CPA level course to be held at Millburn High School.
 - iii. ESY Program to be held at the South Mountain School.
- f. Resolve to approve the Middlebury Interactive World Language program for the six elementary schools for SY 2018-19, \$42,000.
- g. Resolve to approve membership into the New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2018-2019 school year.
- h. Resolve to approve the following athletic teams to begin summer workouts starting from June 11, 2018, in accordance to NJSIAA Rules and Regulations:
 - Girls/Boys Basketball
 - Football
 - Boys/Girls Tennis
 - Boys/Girls Cross Country
 - Field Hockey
 - Boys/Girls Soccer
 - Boys/Girls Volleyball
 - Baseball
 - Softball
 - Boys/Girls Lacrosse
 - Wrestling
- i. Resolve to approve the service contracts with Essex Regional Education Services Commission for the 2018-2019 SY to include:
 - Physical Therapy Contract
 - Occupational Therapy Contract
- j. Resolve to approve a contract with Dr. Khyati Y. Joshi, of the Institute for Teaching Diversity and Social Justice LLC, to provide professional development services for district staff on the topic of Global Awareness and Cultural Diversity for an amount not to exceed \$18,350 for the 2018-19 school year.

2. Personnel Agenda Items

Resolve to approve the Personnel Report dated, May 21, 2018.

3. Business Agenda Items

- a. Resolve to approve the Budget Transfers of April, 2018
- b. Resolve to approve the Report of the Treasurer of April 30, 2018.
- c. Resolve Board Secretary's Report of April 30, 2018.
- d. Resolve Bill Schedule #12 in the amount of \$9,232,953.03 dated May 21, 2018.
- e. Resolve to approve a donation from the Washington School PTO, in the amount of \$16,524, for the purchase and installation of a sound system projector and projection screen.
- f. Resolve to approve the Millburn Board of Education submission of the amended 2018 IDEA Basic and Pre-School grants.
- g. Resolve to approve a contract with Promedia Technology Services, Inc of Little Falls, NJ, in the amount of \$51,900.00 for Edu Pro Casper Suite License Renewal, for the 2018-2019 school year. This a software suite to manage an Apple Environment, including inventory and software distribution. This purchase was procured through the NASPO ValuePoint Contract #87720, Erate SPIN #143004851, EDS Contract #7022 - IP Integration & Services (IPIS) Barracuda #AR609-88792, IBM #A63311, HP #A70262.
- h. Resolve to approve an agreement with Saint Barnabas Medical Center to provide athletic training services at a cost of \$45.00 per hour.
- i. WHEREAS, the Millburn Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the UNION COUNTY EDUCATIONAL SERVICES COMMISSION, hereinafter referred to as the CTSA, offers coordinated transportation services; and

Business Agenda Item 3.i. continued:

WHEREAS, the CTSA will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 4%, as presented to the Union County Board of Education as calculated by the billing formula adopted by the CTSA, payment will be made according to the billing schedule attached hereto. Said formula shall be based on the route cost(s) divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on the actual cost. Any balance due back to the district will be made by June

- j. Resolve to approve a settlement agreement for student #11978 for the educational costs for April-June 2017, 2017-2018 SY and the 2018-2019 ESY/SY.
- k. Resolve to approve a purchase agreement with BFI for the purchase and installation of Media Center furniture for the Millburn High School at a cost of \$164,748. This contract was procured through NJ State contract #G2004 12-R-22677
- l. Resolve to approve a purchase agreement with Extel Communications, Inc. for Communication Wiring Services at a cost of \$268,795. This contract was procured through NJ State contract #T2989-88737
- m. Resolve to approve Professional Development Requests for Board Members as per policies 3440 and 4440 requiring prior approval of travel reimbursement expenses.

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

T. ADJOURNMENT