

**Allamuchy Township School District**  
**May 9, 2011**  
**Annual Reorganization Meeting**

The Reorganization Meeting of the Allamuchy Township School District Board of Education was called to order by Peter Pearson, School Business Administrator, on May 9, 2011 at 7:27 p.m. in Room 149 at the Allamuchy Township School, 20 Johnsonburg Road, Allamuchy, New Jersey.

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Allamuchy Township School District Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the school building and notice of said meeting sent to the Express-Times, Daily Record, and Township Municipal Office in April 2011.

**I. PLEDGE TO THE FLAG**

**II. REPORT OF ELECTION RESULTS**

At the April 27, 2011 school election, 267 ballots were cast which represented 8.33% of the registered voters. Those voting for the budget was 188 for and those against were 76. The candidates were voted for as follows:

Three Year Term:	Guy D'Esposito	205
	Francis Gavin	206
	Brant Gibbs	212

**III. OATHS OF OFFICE**

Administration of the Oath of Office to the newly elected board of education members by Peter Pearson, School Business Administrator:

**IV. ROLL CALL**

James Britt  
William Cramer  
Guy D'Esposito  
John Egan  
Francis Gavin  
Brant Gibbs  
Christine Kensicki  
Mary Renaud

**ABSENT**

Michael Pelletier

**ALSO PRESENT**

Dr. Timothy Frederiks, CSA  
Mr. Peter Pearson, SBA  
Mr. Seth Cohen, Principal

**V. OFFICE NOMINATIONS**

**A. President**

J. Egan nominated Francis Gavin to be president.

Moved by J. Egan and seconded W. Cramer.

**BE IT RESOLVED**, to close the nominations for President and cast a vote for Francis Gavin as President.

CARRIED: Motion carried unanimously by roll call vote.

**The Board President becomes the presiding official of the meeting at this time.**

**B. Vice President**

J. Egan nominated James Britt to be vice president.

Moved by W. Cramer and seconded by G. D'Esposito.

**BE IT RESOLVED**, to close the nominations for vice president and cast a vote for James Britt as Vice President.

CARRIED: Motion carried unanimously by roll call vote.

C. **Hackettstown Board of Education Representative**

Moved by J. Egan and seconded by B. Gibbs.

**BE IT RESOLVED**, to designate Francis Gavin to serve as the Allamuchy representative to the Hackettstown Board of Education for one year, such term expiring on the date of the 2012 annual board reorganization meeting.

CARRIED: Motion carried unanimously by roll call vote.

D. **Representatives/Delegates**

Moved by W. Cramer and seconded by J. Egan.

**BE IT RESOLVED**, to appoint Guy D'Esposito as NJSBA delegate; Christine Kensicki as WCSBA delegate; and Mary Renaud as Municipal Liaison for Allamuchy Township, and Christine Kensicki as Legislative Chairperson and Francis Gavin as Alternate Legislative Chairperson.

CARRIED: Motion carried unanimously by roll call vote.

VI. **REORGANIZATION ITEMS**

A. **Annual Appointments**

**Board Secretary**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Peter Pearson, be appointed as Board Secretary for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Board Secretary ProTem**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Timothy Frederiks, be appointed as Board Secretary Pro Tem for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**School Physician**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Dr. Sanjay Jain be appointed as School Physician for the 2011-2012 school year, at the same rate as 2010-2011.

**CARRIED:** Motion carried unanimously by roll call vote.

**Auditor**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that T.M. Vrabel & Associates, LLC, be appointed as Board Auditor for the 2011-2012 school year.

**CARRIED:** Motion carried unanimously by roll call vote.

**Board Attorney**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Firm of Apruzzese, McDermott, Mastro and Murphy be appointed as Board Attorney for the 2011-2012 school year.

**CARRIED:** Motion carried unanimously by roll call vote.

**Special Attorney**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Firm of Schwartz, Simon, Edelstein, Celso & Kessler, LLP be appointed as Special Attorney for the 2011-2012 school year.

**CARRIED:** Motion carried unanimously by roll call vote.

**Special Attorney**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Firm of Coughlin Duffy be appointed as Special Attorney for the 2011-2012 school year.

**CARRIED:** Motion carried unanimously by roll call vote.

**Special Attorney**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Firm of Wilentz Spitzer, and Goldman be appointed as Special Attorney for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Architect**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that CAM Design Group be appointed as Board Architect for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Project Architect**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that SSP be appointed as Project Architect for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Historic Architect**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Mark Hewitt be appointed as Historic Architect for Rutherford Hall for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Purchasing Agent**

Moved by W. Cramer and seconded by B. Gibbs.

**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 \$5,400 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 Peter Pearson as its 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 Peter Pearson 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 Peter Pearson 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: Motion carried unanimously by roll call vote.

#### **Liability Insurance Agency of Record**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that The Morville Agency is appointed as Liability Insurance Agency of Record for 2011-2012 school year and the district continue to participate in the New Jersey School Boards Association Ins. Group.

CARRIED: Motion carried unanimously by roll call vote.

#### **Health Benefits Agent of Records**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Chuck Black Agency, be appointed as health benefits agent of record for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Treasurer of School Monies**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Mrs. Betty Drake be appointed as Treasurer of School Monies for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Computer Service Provider - Payroll**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that R & L Datacenters, Inc., be appointed as computer service provider for payroll functions for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Computer Service Provider – Board Administrative Functions**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that CDK Systems, Inc., be appointed as computer service provider for board administrative functions for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Computer Service Provider – Internet Access**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Optimum/Cablevision be appointed as internet service provider for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

**Computer Service Provider – Student Records Administration**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that Realtime Information Technology, Inc., be appointed as Student Records Administration provider for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Policy Service Provider**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to appoint Strauss Esmay to provide Board of Education Policy update Service for the Allamuchy Township School District for the 2011-2012 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Policies**

Moved by W. Cramer and seconded by B. Gibbs.

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

CARRIED: Motion carried unanimously by roll call vote.

### **Textbooks**

Moved by W. Cramer and seconded by B. Gibbs.

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

CARRIED: Motion carried unanimously by roll call vote.

### **Curricula**

Moved by W. Cramer and seconded by B. Gibbs.

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

CARRIED: Motion carried unanimously by roll call vote.

### **Bonding**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that the Board approve the bonding of the Board Secretary, Treasurer of School Monies, and all other employees as deemed necessary for the 2011-2012 school year as per State Law requirements.

CARRIED: Motion carried unanimously by roll call vote.



**Investment of School Funds and Bank Depositories**

Moved by W. Cramer and seconded by B. Gibbs.

**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 Skylands Community Bank, 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: Motion carried unanimously by roll call vote.

**Bank Depositories**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the Skylands Community Bank as depository and Investors Savings Bank, Washington, NJ.

**Skylands Community Bank**

General Account: 00201036312 Checks signed by the President or Vice President, Treasurer of School Moneys and Board Secretary.

Salary Account: 00201036347 Checks signed by the Treasurer of School Moneys or President.

Payroll Agency: 00201036355 Checks signed by the Treasurer of School Moneys or President.

Cafeteria Account: 00201036320 Checks signed by the Treasurer or School Moneys or President.

Petty Cash Account: 00201036428 Checks signed by the Superintendent or Principal and Administrative Assistant to the Superintendent and Receptionist

Student Activity: 00201036339 Checks signed by the Superintendent or Principal and Administrative Assistant to the Superintendent and Receptionist

Unemployment Comp Ins. Fund: 00201036398 Checks signed by the Treasurer of Monies or Board Secretary

Health Care Fund 00201036401 Checks signed by the School Nurse and Board Secretary

**Investors Savings Bank**

General Account: DD00669900655	Checks signed by the President or Vice President, Treasurer of School Moneys and Board Secretary.
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 Administrative Assistant to the Superintendent and Receptionist
Student Activity: DD0066990071	Checks signed by the Superintendent or Principal and Administrative Assistant to the Superintendent and Receptionist
Unemployment Comp Ins. Fund: DD00669900738	Checks signed by the Treasurer of Monies or Board Secretary
Health Care Fund	Checks signed by the School Nurse and Board Secretary

CARRIED: Motion carried unanimously by roll call vote.

**Transfers**

Moved by W. Cramer and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

**Payment**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to permit the Board Secretary 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: Motion carried unanimously by roll call vote.

**Procurement of Goods and Services through State Contract**

Moved by W. Cramer and seconded by B. Gibbs.

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 2011-2012 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: Motion carried unanimously by roll call vote.

**Newspaper**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, that the Express-Times and the Morris County Daily Record is designated as official newspapers for legal advertisements and that newspapers designated by the Chief School Administrator are used for staff and administrative vacancies.

CARRIED: Motion carried unanimously by roll call vote.

### **Tuition**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the following tuition rates for the 2011-2012 school year. These rates to apply to students received into the Allamuchy school district.

Autism program tuition	\$35,000
Pre-school disabilities tuition	\$13,500
Full day K tuition	\$ 5,800
Elementary tuition	\$ 5,800

CARRIED: Motion carried unanimously by roll call vote.

### **Staff Appointments**

Moved by W. Cramer and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

### **Meeting Dates**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the official time and place of the Board Meetings of the Allamuchy Township Board of Education for the 2011-2012 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:

May 31, 2011 previously advertised  
June 27, 2011 previously advertised  
July 25, 2011  
August 22, 2011  
September 26, 2011  
October 24, 2011  
November 28, 2011  
December 19, 2011  
January 23, 2012  
February 27, 2012

March 26, 2012 preceded by a Budget Hearing at 7:00 p.m.  
April 23, 2012 preceded by a Reorganization Meeting at 7:00 p.m.  
May 28, 2012  
June 25, 2012

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: Motion carried unanimously by roll call vote.

**Not to Exceed**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the “Not to Exceed” printing and mailing for Public Relations not to exceed \$10,000.00.

CARRIED: Motion carried unanimously by roll call vote.

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the “Not to Exceed” travel reimbursement figure of \$7,000.00.

**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 2011-2012 as \$7,000.00; 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 2011-2012 school year as \$7,000.00.

CARRIED: Motion carried unanimously by roll call vote.

**Allamuchy Education Foundation**

Moved by W. Cramer and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

**Allamuchy Parent Teacher Organization**

Moved by W. Cramer and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

**Compliance Positions**

Moved by W. Cramer and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

**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 by M Renaud and seconded by G. D'Esposito.

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 took a turn and read 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:** Motion carried unanimously by roll call vote.

**Comprehensive Equity Plan – Members of the Affirmative Action Team**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to re-affirm the following as members of the Affirmative Action Team:

Janet Martin  
Dr. Timothy J. Frederiks, AAO  
Peter Pearson  
Andrea Aussems  
Samuel Greco  
Joan Maison  
Saundra Rubenstein  
Melissa Sabol  
Paige Schmiedeke

CARRIED: Motion carried unanimously by roll call vote.

**Board Committees**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the following Board Committees; with membership to be determined by the Board President.

Personnel  
Finance  
Facilities & Property  
Negotiations  
Student Activities/ PTO Liaison  
Policy  
Curriculum & Technology  
Communications & Public Relations  
Town Council Liaison  
Foundation Liaison  
Great Meadows Liaison Committee  
Rutherford Mansion Long Range Planning

CARRIED: Motion carried unanimously by roll call vote.



**Tax Shelter**

Moved by W. Cramer and seconded by B. Gibbs.

**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  
AFLAC

CARRIED: Motion carried unanimously by roll call vote.

**VII. ADJOURNMENT**

Moved by W. Cramer and seconded by B. Gibbs.

**BE IT RESOLVED**, to adjourn.

CARRIED: Motion carried unanimously by roll call vote.

Time: 7:42 p.m.