

# Allamuchy Township Board of Education

The scheduled reorganization meeting of the Allamuchy Township Board of Education held on January 03, 2019 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 January 21, 2018 to the NJ Herald and Township Clerk. Notice was posted in the school office.

- I. ROLL CALL**
- James Britt
  - Suzette Costello
  - William Cramer
  - Giovanni Cusmano
  - John Egan
  - Craig Green
  - Venita Prudenti
  - Mary Renaud
  - Lisa Strutin

- I. ALSO PRESENT**

- II. PLEDGE TO THE FLAG**

- III. OATH OF NEW/RE-ELECTED MEMBERS**

- IV. ELECTION OF OFFICERS**

## OFFICE NOMINATIONS

- A. President**

nominated to be president seconded

Moved by and seconded by

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

Vote for: yes, no and abstain

elected as President of the Board.

CARRIED: .

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

**B. Vice President**

nominated to be vice president seconded by  
Moved by and seconded by

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

Vote for : yes, no and abstain

elected as Vice President

CARRIED:

**C. Hackettstown Board of Education Representative**

Moved by and seconded by .

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

CARRIED:

**D. Representatives/Delegates**

Moved by and seconded by .

**BE IT RESOLVED**, to appoint as NJSBA delegate;  
as WCSBA delegate; and as Municipal Liaison for  
Allamuchy Township, as Legislative Chairperson and  
Alternate Legislative Chairperson.

CARRIED:

- **Second part of the meeting will be conducted by the newly elected Officer(s)**

V. **NEW ROLL CALL** James Britt  
Suzette Costello  
Giovanni Cusmano  
William Cramer  
John Egan  
Craig Green  
Venita Prudenti  
Mary Renaud  
Lisa Strutin

**ALSO PRESENT**

VI. **REORGANIZATION ITEMS**

A. **Annual Appointments**

**Board Secretary**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that Donna Trainello be appointed as Board Secretary for the 2019-2020 school year.

CARRIED:

**Board Secretary ProTem**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that Jim Schlessinger, School Business Administrator, be appointed as Board Secretary Pro Tem for the 2019-2020 school year.

CARRIED:

**School Physician**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that Dr. Sanjay Jain be appointed as School Physician for the 2019-2020 school year, at the rate of \$2000 annually.

CARRIED:

**Auditor**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that T.M. Vrabel & Associates, LLC, be appointed as Board Auditor for the 2019-2020 school year.

CARRIED:

**Board Attorney**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that the firm of Busch Law Group, LLC be appointed as Board Attorney for the 2019-2020 school year.

CARRIED:

**Special Attorney**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that the firm of Scarinci & Hollenbeck, LLC be appointed as Special Education Attorney for the 2019-2020 school year.  
(Appendix 1)

CARRIED:

**Special Attorney**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that the firm of Coughlin Duffy be appointed as Special Attorney for the 2019-2020 school year.

CARRIED:

**Special Attorney**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that Firm of Wilentz Spitzer, and Goldman be appointed as Special Attorney for the 2019-2020 school year.

CARRIED:

**Project Architect**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that SSP Architectural Group be appointed as Board architect for the 2019-2020 school year.

CARRIED:

### **Purchasing Agent**

Moved by \_\_\_\_\_ 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 \$29,000) 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 \$4,350) 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 the Business Administrator 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 the Business Administrator 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 by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, to reappoint The Morville Agency as Liability Insurance Agency of Record for 2019-2020 school year and the district will continue to participate in the New Jersey School Boards Association Ins. Group.

CARRIED: \_\_\_\_\_ .

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

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, that the Arthur J. Gallagher & Co. be appointed as health benefits agent of record for the 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

**Frontline – Absence Management and Time and Attendance**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, that Frontline be appointed as the Absence Management and Time and Attendance System for the 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

**Computer Service Provider - Payroll**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, that R & L Datacenters, Inc., be appointed as computer service provider for payroll functions for the 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

**Computer Service Provider – Board Administrative Functions**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, that CDK Systems, Inc., be appointed as computer service provider for board administrative functions for the 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

**Computer Service Provider – Internet Access**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, that Affinity PA LLC and Optimum/Lightpath be appointed as internet service provider for the 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

**Computer Service Provider – Student Records Administration**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, that Realtime Information Technology, Inc., be appointed as Student Records Administration provider for the 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

**Policy Service Provider**

Moved by \_\_\_\_\_ 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 2019-2020 school year.

CARRIED: \_\_\_\_\_ .

### **Policies**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, to adopt all existing policies and bylaws.

CARRIED:

### **Textbooks**

Moved by \_\_\_\_\_ 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 by \_\_\_\_\_ 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 by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that the Board approve the bonding of the School Business Administrator, Board Secretary and all other employees as deemed necessary for the 2019-2020 school year as per State Law requirements.

CARRIED: .

### **Memorandum of Agreement**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, to approve the Standing Memorandum of Agreement with Law Enforcement for the 2019-2020 school year.

CARRIED:

### **Investment of School Funds and Bank Depositories**

Moved by \_\_\_\_\_ 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 by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, to approve the Investors Bank, Washington, NJ as depository.

#### **Investors Bank**

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

Salary Account: DD00669900663 Checks signed by the President.

Payroll Agency: DD00669900671 Checks signed by the President.

Cafeteria Account: DD00669900698 Checks signed by the President.

Student Activity: DD00669900711 Checks signed by the Superintendent or Principal  
and Secretary for the student activity account

Unemployment Comp Ins. Fund: DD00669900738 Checks signed by the School Business  
Administrator

Health Care Fund: DD00669901190 Checks signed by the School Nurse and Board  
Secretary

Employee Holding: DD00669901701 Checks signed by School Business Administrator

CARRIED:

### **Transfers**

Moved by \_\_\_\_\_ 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 by \_\_\_\_\_ 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 by \_\_\_\_\_ 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 2019-2020 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 by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that the New Jersey Herald or Express Times are designated as official newspapers for legal advertisements and that newspapers designated by the Chief School Administrator maybe used for staff and administrative vacancies.

CARRIED: \_\_\_\_\_

### **Staff Appointments**

Moved by \_\_\_\_\_ 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 by \_\_\_\_\_ 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 2018-2019 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:

January 28, 2019  
February 25, 2019  
March 25, 2019  
April 29, 2019  
May 20, 2019  
June 24, 2019  
July 22, 2019  
August 26, 2019  
September 23, 2019  
October 28, 2019  
November 25, 2019  
December 16, 2019  
January 6, 2020 – Reorganization Meeting

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

Moved by \_\_\_\_\_ 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 2019-2020 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 2019-2020 school year as \$25,000.

CARRIED: .

**Allamuchy Parent Teacher Organization**

Moved by \_\_\_\_\_ 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: .

**Rutherford Hall Foundation**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

**BE IT RESOLVED,** that the Board of Education recognizes the organization and activities of the Rutherford Hall Foundation for the purposes of Officer Liability and errors and omissions.

CARRIED: .

## **Compliance Positions**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, to appoint the following persons to the Compliance Positions:

<b>Position</b>	<b>Appointed to</b>	<b>Current Holder</b>
Asbestos Hazard Emergency Response Act	Assistant to Business Admin.	Donna Trainello
Right to Know District	Assistant to Business Administrator	Donna Trainello
Integrated Pest Mgt.	Assistant to Business Administrator	Donna Trainello
OSHA Lockout/Tagout	Assistant to Business Administrator	Donna Trainello
Vocational/Educational Health & Safety	Superintendent	Joseph E. Flynn
Affirmative Action Officer	Superintendent	Joseph E. Flynn
Gender Equity Officer	Supervisor of Special Services	Melissa Sabol
504 Officer	Supervisor of Special Services	Melissa Sabol
Public Agency Compliance Officer	School Business Administrator	James Schlessinger
Working Papers Issuance Officer	Building Administrator	Jennifer Gallegly
Truant Officer	Building Administrator	Jennifer Gallegly
Custodian of Public Record	School Business Administrator	James Schlessinger
Health and Safety Officer	School Nurse	Danielle Pulver/Scott Brady
Homeless Liaison	Supervisor of Special Services	Melissa Sabol
School Safety Specialist	Administrator	Jennifer Gallegly

CARRIED:

**Tax Shelter**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, to allow the following Tax Shelter Annuities to market their product to the employees:

The Variable Annuity Life Insurance Company  
AXA

CARRIED:

**Flexible Benefits Plan**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, to approve Gallagher Insurance Group to administer the Medical Care Expense Reimbursement program and the Flexible Benefits Plan.

CARRIED:

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

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

Marilou Tshudy	Joseph Flynn
James Schlessinger	Andrea Aussems
Samuel Greco	Melissa Sabol
Paige Schmiedeke	

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 by \_\_\_\_\_ 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:**

## **Board Committees**

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

### **Board**

Governance  
Education  
Operations  
Human Resources

### **Board Representative:**

Hackettstown Board of Education Representative  
Town Council Liaison

### **AD Hoc**

Negotiations  
Insurance

CARRIED:

## **VII. EXECUTIVE SESSION MOTION**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .

**BE IT RESOLVED**, WHEREAS, the Board of Education must discuss subjects concerning Legal issue and WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in public meeting; and WHEREAS, the aforesaid subjects to be discussed are within the exemptions pursuant to P.L.1975 Chapter 231, it is; therefore, **RESOLVED**, that the aforesaid subjects shall be discussed in private session by this board and administrative staff and, information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exists.

CARRIED:

### **Executive Session**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ .  
**BE IT RESOLVED**, that the Board of Education has been in executive session for minutes for the purpose of legal issue. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED:

## VIII. ADJOURNMENT

Moved by                      and seconded by                      .

**BE IT RESOLVED**, to adjourn.

CARRIED:

Time: