

# Allamuchy Board of Education

## Reorganization Meeting Agenda

January 4, 2021

The scheduled reorganization meeting of the Allamuchy Township Board of Education held on January 4, 2021 is called to order at \_\_\_\_ p.m. *via teleconference* 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 8, 2020 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

### I. ROLL CALL

#### Present

#### Absent

Stephen Bienko  
Abigail Christmann  
Giovanni Cusmano  
Harriett Gaddy  
Craig Green  
Venita Prudenti  
Mary Renaud  
Lisa Strutin

ALSO PRESENT: Melissa Sabol, Acting Superintendent  
James Schlessinger, School Business Administrator/Board Secretary

### II. PLEDGE TO THE FLAG

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

- Abigail Christmann
- Craig Green
- Lisa Moyer
- Venita Prudenti

### IV. ELECTION OF OFFICERS

#### OFFICE NOMINATIONS

##### A. President

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to open the nominations for President.

- \_\_\_\_\_ nominated \_\_\_\_\_ to be President
- \_\_\_\_\_ nominated \_\_\_\_\_ to be President

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Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to close the nominations for President and cast votes.

Vote for:

<u>Candidate</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>

\_\_\_\_\_ elected as President of the Board.

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

### B. Vice President

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to open the nominations for Vice-President.

- \_\_\_\_\_ nominated \_\_\_\_\_ to be Vice-President
- \_\_\_\_\_ nominated \_\_\_\_\_ to be Vice-President

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to close the nominations for President and cast votes.

Vote for:

<u>Candidate</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>

\_\_\_\_\_ elected as Vice President of the Board.

### C. Representatives/Delegates

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

BE IT RESOLVED, to appoint the following representatives and delegates:

Hackettstown Board of Ed Liaison	
NJSBA Delegate	
WCSBA Delegate	
Municipal Liaison - Allamuchy Twp	
Legislative Chairperson	
Alternate Legislative Chairperson	

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CARRIED:

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

### **V. NEW ROLL CALL**

#### **Present**

#### **Absent**

Stephen Bienko  
Abigail Christmann  
Giovanni Cusmano  
Harriett Gaddy  
Craig Green  
Lisa Moyer  
Venita Prudenti  
Mary Renaud  
Lisa Strutin

ALSO PRESENT: Melissa Sabol, Acting Superintendent  
James Schlessinger, School Business Administrator/Board Secretary

### **VI. PRESENTATION**

- Kathy Helewa - School Boards Ethics Training

### **VII. PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

*Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to five (5) minutes per person. The second public comment length is determined by the board as per policy.*

*Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.*

*The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.*

*Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person*

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*which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.*

### VII. REORGANIZATION ITEMS

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

#### A. Annual Appointments

BE IT RESOLVED, to approve the following appointments for the 2020-2021 School Year:

Appointment	Appointee	Comments
Board Secretary	Jim Schlessinger	
Board Secretary Pro Tem	Donna Trainello	
School Physician	Dr. Sanjay Jain	\$2,000 per annum
Auditor	TBD	RFP Pending
Board Attorney	Busch Law Group, LLC	
Special Education Attorney	Scarinci & Hollenbeck	
Special Attorney	Coughlin Duffy	
Special Attorney	Wilentz Spitzer & Goldman	
Project Architect	SSP Architectural Group	
Historical Architect	Eclectic Architecture, LLC	
Liability Insurance Agency	The Morville Agency (Arthur J. Gallagher; New Jersey Schools Insurance Group)	
Health Benefits Agent	Arthur J., Gallagher	
Absence Management System	Frontline	
Time & Attendance System	Frontline	
Payroll Services	R&L Datacenters	
Board Administrative Systems & Functions	CDK Systems, Inc.	
Internet Provider	Lightpath	
Student Records Administration	Realtime Information Technology, Inc.	
Policy Service Provider	Strauss Esmay	

BE IT FURTHER RESOLVED, to approve the following for the 2020-2021 School Year:

Item	Description
Policies	Adopt all existing policies and bylaws
Textbooks	Adopt all textbooks as currently in use and that any revisions be formally adopted in future meetings
Curricula	Adopt all written curricula as currently stated and that any revisions be

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	formally adopted in future meetings
Bonding	Approve the bonding of the School Business Administrator, Board Secretary and all other employees as deemed necessary for the 2020-2021 school year as per State Law requirements
Memorandum of Agreement	Approve the Standing Memorandum of Agreement with Law Enforcement for the 2020-2021 school year

### Purchasing Agent

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 \$32,000) 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 \$4,800) 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.

### Investment of School Funds and Bank Depositories

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.

### Bank Depositories

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

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<b>Account</b>	<b>Account Number</b>	<b>Checks Signed By</b>
General	DD00669900655	President or Vice President, School Business Administrator
Salary	DD00669900663	President
Payroll Agency	DD00669900671	President
Cafeteria	DD00669900698	President
Student Activity	DD00669900711	Superintendent or Principal, Secretary for the student activity account
Unemployment Comp. Ins. Fund	DD00669900738	School Business Administrator
Health Care Fund	DD00669901190	School nurse, Board Secretary
Employee Holding	DD00669901701	School Business Administrator

### Transfers

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.

### Payment

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.

### Procurement of Goods and Services through State Contract

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 2020-2021 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.

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### Newspaper

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 may be used for staff and administrative vacancies.

### Staff Appointments

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.

### Meeting Dates

BE IT RESOLVED, to approve the official time and place of the Regular Board Meetings of the Allamuchy Township Board of Education for the 2021 calendar year as follows:

Meetings will be held at the Allamuchy Township School, Room 130, Library / Media Center, 20 Johnsonburg Road, Allamuchy, NJ (or via teleconference for the duration of the COVID-19 Pandemic or other State-ordered crisis whereby physical gatherings limit the public's access to the meeting) at 7:30 p.m. on each of the dates set forth below:

- January 4, 2021
- February 8, 2021
- March 15, 2021
- April 26, 2021
- May 24, 2021
- June 28, 2021
- July 26, 2021
- August 23, 2021
- September 27, 2021
- October 25, 2021
- November 15, 2021
- December 13, 2021
- January 6, 2022 – Reorganization Meeting (Thursday)

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

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### Not to Exceed

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

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 2020-2021 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 2020-2021 school year as \$25,000.

### Allamuchy Parent Teacher Organization

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.

### Rutherford Hall Foundation

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.

### Friends of Rutherford Hall

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



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### Compliance Positions

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	Asst to the SBA	Donna Trainello
Right to Know District	Asst to the SBA	Donna Trainello
Integrated Pest Mgt.	Asst to the SBA	Donna Trainello
OSHA Lockout/Tagout	Asst to the SBA	Donna Trainello
Vocational/Educational Health & Safety	Superintendent	Melissa Sabol
Affirmative Action Officer	Superintendent	Melissa Sabol
Gender Equity Officer	Director of Special Education	Melissa Sabol
504 Officer	Director of Special Education	Melissa Sabol
Public Agency Compliance Officer	School Business Administrator	James Schlessinger
Working Papers Issuance Officer	Administrator	Jennifer Gallegly
Truant Officer	Administrator	Jennifer Gallegly
Custodian of Public Record	School Business Administrator	James Schlessinger
Health and Safety Officer	School Nurse	Jodi DeCostanza Scott Brady
Homeless Liaison		Julie Profitto
School Safety Specialist	Administrator	Jennifer Gallegly

### Tax Shelter

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

- The Variable Annuity Life Insurance Company
- AXA

### Flexible Benefits Plan

BE IT RESOLVED, to approve HealthEquity (formerly WageWorks) to administer the Medical Care Expense Reimbursement program and the Flexible Benefits Plan.

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

BE IT RESOLVED, to reaffirm the following as members of the Affirmative Action Team:

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Marilou Tshudy	James Schlessinger	Samuel Greco
Julie Profito	Andrea Aussems	Melissa Sabol
Paige Schmiedeke		

### Payroll checks

BE IT RESOLVED, for the 2020-2021 school year all permanent employees shall have direct deposit.

CARRIED:

## **B. 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.

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- 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:

### **C. 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  
Rutherford Hall Operations

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Insurance

CARRIED:

**VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS**

**IX. ADJOURNMENT**

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

BE IT RESOLVED, to adjourn at \_\_\_\_ p.m.

CARRIED: