

Allamuchy Township Board of Education

The Reorganization Meeting of the Allamuchy Township School District Board of Education was called to order by Donna Trainello, Board Secretary, on April 29, 2013 at 7:08 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 and Township Municipal Office on April 16, 2012.

I. PLEDGE TO THE FLAG

II. REPORT OF ELECTION RESULTS

At the April 16, 2013 school election, 137 ballots were cast which represented 3.77% of the registered voters. Those voting for the budget was 98 for and those against were 37. The candidates were voted for as follows:

Mary Renaud	118
John Egan	114
Sue Torlucci	6

III. OATHS OF OFFICE

Administration of the Oath of Office to the newly elected board of education members by Donna Trainello, Board Secretary: Mary Renaud and Sue Torlucci

IV. ROLL CALL

James Britt
Suzette Costello
William Cramer
Mary Renaud
Sue Torlucci
Francis Gavin, President

ABSENT

John Egan
Brant Gibbs

ALSO PRESENT

Dr. Seth Cohen, CSA
Donna Trainello, Board Secretary

V. OFFICE NOMINATIONS

A. President

J. Britt nominated Francis Gavin to be president

Moved by J. Britt and seconded by M. Renaud.

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

M. Renaud nominated James Britt to be vice president

Moved by M. Renaud and seconded by W. Cramer.

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

CARRIED: Motion carried unanimously by roll call vote

C. Hackettstown Board of Education Representative

Moved by M. Renaud and seconded by W. Cramer.

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 annual board reorganization meeting.

CARRIED: Motion carried unanimously by voice vote

D. Representatives/Delegates

Moved by S. Torlucci and seconded by W. Cramer.

BE IT RESOLVED, to appoint Mary Renaud as NJSBA delegate; William Cramer as WCSBA delegate; Jay Egan as Municipal Liaison for Allamuchy Township, Brant Gibbs as Legislative Chairperson and Suzette Costello as Alternate Legislative Chairperson.

CARRIED: Motion carried unanimously by voice vote

VI. REORGANIZATION ITEMS

A. Annual Appointments

Board Secretary

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Donna Trainello be appointed as Board Secretary for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Board Secretary ProTem

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Dr. Seth Cohen be appointed as Board Secretary Pro Tem for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

School Physician

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Dr. Sanjay Jain be appointed as School Physician for the 2013-2014 school year, at the same rate as 2012-2013.

CARRIED: Motion carried unanimously by roll call vote.

Auditor

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that T.M. Vrabel & Associates, LLC, be appointed as Board Auditor for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Board Attorney

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that the firm of Apruzzese, McDermott, Mastro and Murphy be appointed as Board Attorney for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Special Attorney

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that the firm of Schwartz, Simon, Edelstein & Celso, LLP be appointed as Special Attorney for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Special Attorney

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that the firm of Coughlin Duffy be appointed as Special Attorney for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Special Attorney

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Firm of Wilentz Spitzer, and Goldman be appointed as Special Attorney for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Project Architect

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that SSP Architectural Group be appointed as project architect for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Purchasing Agent

Moved W. Cramer and seconded by M. Renaud.

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 Julie Mumaw 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 Julie Mumaw 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 Julie Mumaw 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 W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that The Morville Agency is appointed as Liability Insurance Agency of Record for 2013-2014 school year and the district continues 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 W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Chuck Black Agency, be appointed as health benefits agent of record for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Treasurer of School Monies

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Mrs. Betty Drake be appointed as Treasurer of School Monies for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Computer Service Provider - Payroll

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that R & L Datacenters, Inc., be appointed as computer service provider for payroll functions for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Computer Service Provider – Board Administrative Functions

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that CDK Systems, Inc., be appointed as computer service provider for board administrative functions for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Computer Service Provider – Internet Access

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Optimum/Cablevision be appointed as internet service provider for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Computer Service Provider – Student Records Administration

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that Realtime Information Technology, Inc., be appointed as Student Records Administration provider for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Policy Service Provider

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, to appoint Strauss Esmay to provide Board of Education Policy update Service for the Allamuchy Township School District for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Policies

Moved W. Cramer and seconded by M. Renaud.
BE IT RESOLVED, to adopt all existing policies and bylaws.

CARRIED: Motion carried unanimously by roll call vote.

Textbooks

Moved W. Cramer and seconded by M. Renaud.
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 W. Cramer and seconded by M. Renaud.
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 W. Cramer and seconded by M. Renaud.
BE IT RESOLVED, that the Board approve the bonding of the School Business Administrator, Treasurer of School Monies, and all other employees as deemed necessary for the 2013-2014 school year as per State Law requirements.

CARRIED: Motion carried unanimously by roll call vote.

Memorandum of Agreement

Moved W. Cramer and seconded by M. Renaud.
BE IT RESOLVED, to approve the Standing Memorandum of Agreement with Law Enforcement for the 2013-2014 school year.

CARRIED: Motion carried unanimously by roll call vote.

Investment of School Funds and Bank Depositories

Moved W. Cramer and seconded by M. Renaud.

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: Motion carried unanimously by roll call vote.

Bank Depositories

Moved W. Cramer and seconded by M. Renaud.

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

Investors Savings Bank

General Account: DD00669900655	Checks signed by the President or Vice President, Treasurer of School Moneys and School Business Administrator.
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 Secretary for the student activity account
Student Activity: DD0066990071	Checks signed by the Superintendent or Principal and Secretary for the student activity account
Unemployment Comp Ins. Fund: DD00669900738	Checks signed by the Treasurer of Monies or School Business Administrator
Health Care Fund DD00669901190	Checks signed by the School Nurse and Board Secretary
Rutherford Hall DD 669901800	Checks signed by the Project Manger and School Business Administrator

Employee Holding Checks signed by School Business Administrator
DD00669901701

CARRIED: Motion carried unanimously by roll call vote.

Transfers

Moved W. Cramer and seconded by M. Renaud.

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 W. Cramer and seconded by M. Renaud.

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: Motion carried unanimously by roll call vote.

Procurement of Goods and Services through State Contract

Moved W. Cramer and seconded by M. Renaud.

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 2013-2014 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 W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, that the Express-Times and/or the Morris County Daily Record, NJ Herald be 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 W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, to approve the following tuition rates for the 2013-2014 school year. These rates to apply to students received into the Allamuchy school district.

Autism program tuition	\$28,000
Pre-school disabilities tuition	\$ 14,500
Full day K tuition	\$5,900
Elementary tuition	\$5,900

CARRIED: Motion carried unanimously by roll call vote.

Staff Appointments

Moved W. Cramer and seconded by M. Renaud.

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 W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, to approve the official time and place of the Board Meetings of the Allamuchy Township Board of Education for the 2013-2014 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:

July 22, 2013
August 26, 2013
September 23, 2013
October 28, 2013
November 25, 2013
December 16, 2013
January 27, 2014
February 24, 2014
March 24, 2014 preceded by a Budget Hearing at 7:00 p.m.
April 28, 2014 preceded by a Reorganization Meeting at 7:30 p.m.
May 27, 2014
June 23, 2014

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 W. Cramer and seconded by M. Renaud.

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

CARRIED: Motion carried unanimously by roll call vote.

Moved W. Cramer and seconded by M. Renaud.

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 2013-2014 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 2013-2014 school year as \$25,000.

CARRIED: Motion carried unanimously by roll call vote.

Allamuchy Education Foundation

Moved W. Cramer and seconded by M. Renaud.

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 W. Cramer and seconded by M. Renaud.

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.

Food Service Contract

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, to approve the renewal of Maschio's Food Services, Inc., contract as the food service vendor for the 2013-2014 school year, for a management fee of \$6,695.00. Maschio's Food Service, Inc. guarantees a return of \$13,000 on the operational financial report for the 2013-2014 school year, In the event the program costs exceed total revenues (from all sources), Maschio's Food Service, Inc., shall be responsible for any losses (shortfalls) incurred.

CARRIED: Motion carried unanimously by roll call vote.

Compliance Positions

Moved W. Cramer and seconded by M. Renaud.

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 W. Cramer and seconded by M. Renaud.

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: Motion carried unanimously by roll call vote.

Comprehensive Equity Plan – Members of the Affirmative Action Team

Moved W. Cramer and seconded by M. Renaud.

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

Janet Martin	Dr. Seth Cohen, AAO
Julie Mumaw	Andrea Aussems
Samuel Greco	Melissa Sabol
Paige Schmiedeke	

CARRIED: Motion carried unanimously by roll call vote.

Board Committees

Moved W. Cramer and seconded by M. Renaud.

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

- Facilities & Property
- Communications & Public Relations
- Student Activities/ PTO Liaison
- Town Council Liaison
- Foundation Liaison
- Rutherford Hall Long Range Planning
- Finance
- Curriculum & Technology
- Personnel
- Policy

CARRIED: Motion carried unanimously by roll call vote.

Tax Shelter

Moved W. Cramer and seconded by M. Renaud.

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
- AXA

CARRIED: Motion carried unanimously by roll call vote.

Flexible Benefits Plan

Moved W. Cramer and seconded by M. Renaud.

BE IT RESOLVED, to approve AFLAC to administer the Medical Care Expense Reimbursement program and the Flexible Benefits Plan.

CARRIED: Motion carried unanimously by roll call vote.

VII. ADJOURNMENT

Moved by W. Cramer and seconded by M. Renaud

BE IT RESOLVED, to adjourn.

CARRIED: Motion carried unanimously by roll call vote.
Time: 7:30 p.m.