

## Allamuchy Township Board of Education Appendix 2

The scheduled reorganization meeting of the Allamuchy Township Board of Education held on January 04, 2017 is called to order at 7:55 Donna Trainello. 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 December 15, 2016 to the NJ Herald and Township Clerk. Notice was posted in the school office.

- First part of the meeting will be conducted by Donna Trainello, Board Secretary

**I. ROLL CALL**

James Britt  
Diane Clark  
Suzette Costello  
William Cramer  
Giovanni Cusmano  
John Egan  
Francis Gavin  
Brant Gibbs

**ABSENT** Mary Renaud

**ALSO PRESENT** Mr. Joseph Flynn, CSA  
Donna Trainello, Board Secretary

**II. PLEDGE TO THE FLAG**

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

Giovanni Cusmano and John Egan

**IV. ELECTION OF OFFICERS**

**OFFICE NOMINATIONS**

**A. President**

W. Cramer nominated Diane Clark to be president seconded by F. Gavin

Moved by F. Gavin and seconded by W. Cramer.

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

Vote for Diane Clark: 8 yes, 0 no and 0 abstain

Diane Clark elected as President of the Board.

**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. Britt nominated Suzette Costello to be vice president seconded by G. Cusmano  
Moved by F. Gavin and seconded by W. Cramer.

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

Vote for Suzette Costello: 8 yes, 0 no and 0 abstain  
Suzette Costello elected as Vice President

CARRIED: Motion carried unanimously by roll call vote.

**C. Hackettstown Board of Education Representative**

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

**BE IT RESOLVED**, to designate G. Cusmano 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 roll call vote.

**D. Representatives/Delegates**

Moved by F. Gavin and seconded by W. Cramer.

**BE IT RESOLVED**, to appoint S. Costello as NJSBA delegate; W. Cramer as WCSBA delegate; J. Egan and B. Gibbs as Municipal Liaison for Allamuchy Township, F. Gavin as Legislative Chairperson and D. Clark as Alternate Legislative Chairperson.

CARRIED: Motion carried unanimously by roll call vote.

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

V. NEW ROLL CALL James Britt  
Diane Clark  
Suzette Costello  
William Cramer  
Giovanni Cusmano  
John Egan  
Francis Gavin  
Brant Gibbs

ABSENT Mary Renaud

## VI. REORGANIZATION ITEMS

### A. Annual Appointments

#### Board Secretary

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that Donna Trainello be appointed as Board Secretary for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

#### Board Secretary ProTem

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that Joseph Flynn, Superintendent, be appointed as Board Secretary Pro Tem for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

#### School Physician

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that Dr. Sanjay Jain be appointed as School Physician for the 2017-2018 school year, at the rate of \$2000 annually.

CARRIED: Motion carried unanimously by roll call vote.

#### Auditor

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that T.M. Vrabel & Associates, LLC, be appointed as Board Auditor for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Board Attorney**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that the firm of Apruzzese, McDermott, Mastro and Murphy be appointed as Board Attorney for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Special Attorney**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that the firm of Schwartz, Simon, Edelstein & Celso, LLP be appointed as Special Attorney for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Special Attorney**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that the firm of Coughlin Duffy be appointed as Special Attorney for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Special Attorney**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that Firm of Wilentz Spitzer, and Goldman be appointed as Special Attorney for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Project Architect**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that SSP Architectural Group be appointed as Board architect for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Purchasing Agent**

Moved F. Gavin 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 \$5400 a 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 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 Business Administrator 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 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: Motion carried unanimously by roll call vote.

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

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, to reappoint The Morville Agency as Liability Insurance Agency of Record for 2017-2018 school year and the district will 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 F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that the Arthur J. Gallagher & Co. be appointed as health benefits agent of record for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Computer Service Provider - Payroll**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that R & L Datacenters, Inc., be appointed as computer service provider for payroll functions for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Computer Service Provider – Board Administrative Functions**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that CDK Systems, Inc., be appointed as computer service provider for board administrative functions for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Computer Service Provider – Internet Access**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that Affinity PA LLC and Optimum/Lightpath be appointed as internet service provider for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Computer Service Provider – Student Records Administration**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that Realtime Information Technology, Inc., be appointed as Student Records Administration provider for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Policy Service Provider**

Moved F. Gavin 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 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

### **Policies**

Moved F. Gavin 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 F. Gavin 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 F. Gavin 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 F. Gavin and seconded by B. Gibbs.

**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 2017-2018 school year as per State Law requirements.

CARRIED: Motion carried unanimously by roll call vote.

## **Memorandum of Agreement**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, to approve the Standing Memorandum of Agreement with Law Enforcement for the 2017-2018 school year.

CARRIED: Motion carried unanimously by roll call vote.

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

Moved F. Gavin 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 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 \_\_\_\_\_ 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.

Petty Cash Account: DD00669900703 Checks signed by the Superintendent or Principal and Secretary for the petty cash 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 School Business Administrator



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

Employee Holding      Checks signed by School Business Administrator  
DD00669901701

CARRIED: Motion carried unanimously by roll call vote.

### **Transfers**

Moved F. Gavin 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 F. Gavin and seconded by B. Gibbs.

**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 F. Gavin 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 2017-2018 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 F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, that the Express-Times and/or the New Jersey Herald 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: Motion carried unanimously by roll call vote.

### **Staff Appointments**

Moved F. Gavin 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:

### **Meeting Dates**

Moved F. Gavin 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 2017-2018 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 23, 2017  
February 27, 2017  
March 27, 2017  
April 24, 2017  
May 22, 2017  
June 26, 2017  
July 24, 2017

August 28, 2017  
September 25, 2017  
October 23, 2017  
November 20, 2017  
December 18, 2017  
January 3, 2018 – 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: Motion carried unanimously by roll call vote.

**Not to Exceed**

Moved F. Gavin and seconded by B. Gibbs.

**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 F. Gavin and seconded by B. Gibbs.

**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 2017-2018 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 2017-2018 school year as \$25,000.

CARRIED: Motion carried unanimously by roll call vote.

### **Allamuchy Education Foundation**

Moved F. Gavin 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 F. Gavin 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.

### **Rutherford Hall Foundation**

Moved F. Gavin and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

### **Compliance Positions**

Moved F. Gavin 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 – Building Administrator  
Truant Officer – Building Administrator  
Custodian of Public Record – School Business Administrator  
Health and Safety Officer - School Nurse  
Homeless Liaison - Supervisor of Special Services

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 F. Gavin and seconded by B. Gibbs.

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 F. Gavin and seconded by B. Gibbs.

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

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

CARRIED: Motion carried unanimously by roll call vote.

**Board Committees**

Moved F. Gavin and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

**Tax Shelter**

Moved F. Gavin and seconded by B. Gibbs.

**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: Motion carried unanimously by roll call vote.

**Flexible Benefits Plan**

Moved F. Gavin and seconded by B. Gibbs.

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

CARRIED: Motion carried unanimously by roll call vote.

**VII. ADJOURNMENT**

Moved F. Gavin and seconded by B. Gibbs.

**BE IT RESOLVED**, to adjourn.

CARRIED: Motion carried unanimously by voice vote.

Time: 8:23 p.m.