

**MONTVILLE TOWNSHIP BOARD OF EDUCATION  
MONTVILLE, NEW JERSEY**

**ORGANIZATION MEETING MINUTES**

**MONTVILLE TOWNSHIP MUNICIPAL BUILDING  
January 3, 2017**

**Mr. James Tevis, School Business Administrator, shall serve as presiding officer pro tempore until the election of a President; (Bylaw 0151).**

**I. CALL TO ORDER**

School Business Administrator/Board Secretary, James T. Tevis, called the meeting to order at 7:04 p.m.

**II. PLEDGE OF ALLEGIANCE**

Board members and all other present participated in the Pledge of Allegiance.

**III. PRESIDING OFFICER**

**A. Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

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 Montville Township Board of Education has approved this meeting date. Notice of the meeting has been posted at the Municipal Building, all Montville Public Schools, the Montville Public Library, The Montville Township Board of Education Administrative Office Building, the Montville Public School Website, and advertised in The Daily Record.

**B. OATH OF OFFICE**

Oaths of Office administered by Mr. Tevis, Board Secretary, to the newly elected Board Members (Bylaw 0151): **Mr. John Morella, Mrs. Carmela Novi, Mr. Michael F. O'Brien.**

**C. ROLL CALL**

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
Karen Cortellino	X	
Charles Grau	X	
Michael Johnson	X	
Matthew Kayne	X	
David Modrak	X	
John Morella	X	
Carmela Novi	X	
Michael O'Brien	X	
Michael Palma	X	

**Administration**

René Rovtar, Superintendent  
James T. Tevis, School Business Administrator  
Casey Shorter, Assistant Superintendent  
Andrea Woodring, Assistant Superintendent for Curriculum and Instruction

**Other**

Stephen Edelstein, Esq., Board Attorney

**IV. ORGANIZATION MEETING**

**A. Annual Election Results held on November 8, 2016 – Mr. Tevis**

**BOARD MEMBER ELECTION:**

John Morella 4,876 votes  
 Carmela Novi 4,842 votes  
 Michael F. O'Brien 4,880 votes

**B. Election of Officers (Bylaw 0152)**

**1) ELECTION OF PRESIDENT**

The business administrator/board secretary opened the floor to nominations for the election of President of the Montville Township Board of Education.

Member Cortellino nominated Member Kayne for the Office of President of the Montville Township Board of Education.

A motion by Member Grau to close the floor for nominations was approved by unanimous voice vote.

**VOTE:** A roll call vote was conducted for Election of the President:

	YES	NO	ABSTAIN	ABSENT	REMARKS
Karen Cortellino	X				
Michael Palma	X				
Charles Grau	X				
Michael Johnson	X				
Matthew Kayne	X				
David Modrak	X				
John Morella	X				
Carmela Novi	X				
Michael O'Brien	X				

**Motion passed on a 9-0 roll call vote.**

RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Montville Township Board of Education elects Matthew Kayne as **President** of the Board of Education effective immediately until the next organization meeting as prescribed by law.

**The newly elected President now presides at the meeting.**

*The board president humbly accepted and thanked the board members for this honor.*

**2) ELECTION OF VICE PRESIDENT.**

The board president opened the floor to nominations for the election of Vice President of the Montville Township Board of Education.

Motion by Member Grau to nominate Carmella Novi for the Office of Vice President of the Montville Township Board of Education.

A motion by Member Grau to close the floor for nominations was approved by unanimous voice vote.

**VOTE:** A roll call vote was conducted for Election of the Vice President:

	YES	NO	ABSTAIN	ABSENT	REMARKS
Karen Cortellino	X				
Michael Palma	X				
Charles Grau	X				
Michael Johnson	X				
Matthew Kayne	X				
David Modrak	X				
John Morella	X				
Carmela Novi	X				
Michael O'Brien	X				

**Motion passed on a 9-0 roll call vote.**

RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Montville Township Board of Education elects Carmela Novi as **Vice President** of the Board of Education effective immediately until the next organization meeting as prescribed by law.

**C. RESOLUTION: EXECUTIVE SESSION - (NONE)**

**D. PUBLIC PARTICIPATION (For items on the agenda only)**

No members of the public in attendance wished to be recognized at this time.

*Motion by Vice President Novi second by Member Morella, to approve items E.1 – E.17.*

**E. Annual Appointments (Bylaw 0153)**

**1. BOARD SECRETARY**

RESOLVED, that the Montville Township Board of Education appoints Mr. James Tevis as **Board Secretary**, (N.J.S.A. 18A:17-2, 17-5), effective January 3, 2017 to the Organization Meeting of 2018.

**2. ASSISTANT TO THE BOARD SECRETARY**

RESOLVED, that the Montville Township Board of Education appoints Mrs. Diane J. Maggiore, as **Assistant to the Board Secretary**, (N.J.S.A. 18A:17-2, 17-5), effective January 3, 2017 to the Organization Meeting of 2018.

**3. BOARD ATTORNEY**

WHEREAS, there exists a need for the appointment of a board attorney for the 2017 calendar year.

WHEREAS, the Public School Contracts Law defines legal services as professional services not subject to competitive bidding;

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education appoints the firm of Schwartz, Simon, Edelstein and Celso LLC as **Board Attorney**, (N.J.S.A. 18A:23-1), for the 2017

calendar year at a retainer not to exceed \$7,500 per annum (prorated), plus up to \$163 per hour for partners, \$168 per hour for special education and construction, \$153 per hour for senior associates, and \$143 per hour for junior associates, per the firm’s proposal and agreement (**Document E.3**), which shall remain on file in the Business Office; and

THEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Daily Record, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

MONTVILLE TOWNSHIP BOARD OF EDUCATION  
Notice of Award of Professional Services Contract

At its organization meeting of January 3, 2017, the Board of Education authorized the awarding of a contract for attorney services to Schwartz, Simon, Edelstein and Celso LLC with offices in Whippany, New Jersey, to provide legal and board negotiation services to the district for the 2017 calendar year. The contractual amount is approximately \$7,500 for the work to be performed plus up to \$168 per hour for additional work. This resolution and contract are on file and available for public inspection at the Board of Education’s offices located at 86 River Road, Montville, New Jersey.

**4. PUBLIC SCHOOL AUDITOR**

WHEREAS, there exists a need for the appointment of public accountants to perform the annual audit of the financial books and records of the Montville Township Board of Education, 2017 calendar year; and

WHEREAS, the Public School Contracts Law defines auditing and accounting services as professional services not subject to competitive bidding;

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education appoints Lerch, Vinci & Higgins, of Fair Lawn, New Jersey, as **School Auditor**, (N.J.S.A. 18A:23-1), for the 2017 calendar year at an annual fee of \$28,500, and for financial and accounting services as required during this period at the rates stated in the firm’s proposal (**Document E.4**), which shall remain on file in the Business Office; and

THEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Daily Record, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

MONTVILLE TOWNSHIP BOARD OF EDUCATION  
Notice of Award of Professional Services Contract

At its organization meeting of January 3, 2017, the Board of Education authorized the awarding of a contract for professional accounting services to Lerch, Vinci & Higgins with offices in Fair Lawn, New Jersey, to provide public accounting services to the district for the 2017 calendar year. The contractual amount is approximately \$28,500 plus rates for other financial and accounting services as needed per the firm's proposal. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 86 River Road, Montville, New Jersey.

5. **ARCHITECT OF RECORD**

WHEREAS, there exists a need for the appointment of an architect of record to provide architectural services to the Montville Township Board of Education, for the 2017 calendar year; and

WHEREAS, the Public School Contracts Law defines architectural services as professional services not subject to competitive bidding;

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education appoints Parette Somjen Architects, of Rockaway, New Jersey, as **Architect of Record**, for the 2017 calendar year at a fee not to exceed \$164 per hour per the firm's proposal and agreement (**Document E.5**), which shall remain on file in the Business Office; and

THEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Daily Record, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

MONTVILLE TOWNSHIP BOARD OF EDUCATION  
Notice of Award of Professional Services Contract

At its organization meeting of January 3, 2017, the Board of Education authorized the awarding of a contract for professional architectural services to Parette Somjen Architects with offices in Rockaway, New Jersey, to provide architectural services to the district for the 2017 calendar year. The contractual amount shall be at a fee not to exceed \$164 per hour for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 86 River Road, Montville, New Jersey.

6. **INSURANCE AGENT OF RECORD**

RESOLVED, that the Montville Township Board of Education designates the following as **Insurance Agents** for the Montville Township Board of Education, for the period January 3, 2017 to the Organization Meeting of 2018:

<u>Commercial Insurance:</u>	NJPIP - Polaris Galaxy Insurance
<u>Workers' Compensation:</u>	NJPIP - Polaris Galaxy Insurance
<u>Employee Medical Benefits:</u>	Brown & Brown Advisors
<u>Student Accident Insurance:</u>	T.L. Groseclose Associates, Inc.

7. **AFFIRMATIVE ACTION OFFICER**

RESOLVED, that the Montville Township Board of Education, in accordance with N.J.A.C. 6:4-1.3, appoints Dr. Casey Shorter as **Affirmative Action Officer** for the period January 3, 2017 to the Organization Meeting of 2018.

BE IT FURTHER RESOLVED, that the School Business Administrator is directed to advertise the name, office address and telephone number of the **Affirmative Action Officer**.

8. **SECTION 504 OFFICER**

RESOLVED, that the Montville Township Board of Education in accordance with 34 CFR 104.7(a) appoints Dr. Casey Shorter as **Section 504 Officer** for the period January 3, 2017 to the Organization Meeting of 2018.

BE IT FURTHER RESOLVED, that the School Business Administrator is directed to advertise the name, office address and telephone number of the **Section 504 Officer**.

9. **STUDENT ASSISTANCE COORDINATORS**

RESOLVED, that the Montville Township Board of Education, appoints Kelly McCorkle, Carol Candelario and Catherine Lomauro as the **Student Assistance Coordinators** for the period January 3, 2017 to the Organization Meeting of 2018; and

BE IT FURTHER RESOLVED, that the School Business Administrator is directed to advertise the name, office address and telephone number of the **Student Assistance Coordinators'** offices.

10. **PSYCHOLOGICAL EXAMINER**

RESOLVED, that the Montville Township Board of Education appoints Dr. Mark Faber as **Psychological Examiner**, (N.J.S.A. 18A:46-11), for the period January 3, 2017 to the Organization Meeting of 2018.

11. **QUALIFIED PURCHASING AGENT AND BID THRESHOLD**

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$40,000.00; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a qualified purchasing agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a qualified purchasing agent; and

WHEREAS, James Tevis possesses the designation of qualified purchasing agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Montville Township Board of Education had previously increased the bid threshold as provided in N.J.S.A. 18A:18A-3;

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Montville Township Board of Education, in the County of Morris, in the State of New Jersey hereby approves maintaining the districts **bid threshold** at \$40,000.00; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints James Tevis as the **Qualified Purchasing Agent** to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

12. **PUBLIC AGENCY COMPLIANCE OFFICER**

RESOLVED, that the Montville Township Board of Education appoints James Tevis, School Business Administrator, as the **Public Agency Compliance Officer** for the period January 3, 2017 to the Organization Meeting of 2018.

13. **CUSTODIAN OF RECORDS**

RESOLVED, that the Montville Township Board of Education appoints James Tevis, School Business Administrator, as the **Custodian of Records** for the period January 3, 2017 to the Organization Meeting of 2018.

14. **ENVIRONMENTAL & SAFETY OFFICER**

RESOLVED, that the Montville Township Board of Education appoints Steven Toth, Facilities Manager, as the district **Environmental & Safety Officer** for the period January 3, 2017 to the Organization Meeting of 2018 for the following:

- AHERA (Asbestos Management)
- Indoor Air Quality
- Integrated Pest Management
- Right-To-Know
- Chemical Hygiene

**15. SCHOOL DENTIST**

WHEREAS, Dr. Anthony Cannilla of Pine Brook, NJ has submitted a proposal dated November 17, 2016 to donate his services as school dentist for the period January 3, 2017 to the Organization Meeting of 2018;

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education appoints Dr. Anthony Cannilla as **School Dentist**, (N.J.S.A. 18A:40-1), for the period January 3, 2017 to the Organization Meeting of 2018 at an annual fee of \$1.00.

**16. A. SCHOOL PHYSICIAN**

RESOLVED, that the Montville Township Board of Education appoints Dr. Joelle S. Rehberg as **School Physician**, (N.J.S.A. 18A:40-1), for the period January 3, 2017 to the Organization Meeting of 2018 at an annual fee of \$19,000.00 plus \$95 per hour for employee examinations, \$95 per hour for special education reports, and \$175 per hour for special education examinations and reports.

**16. B. TEAM PHYSICIAN & DISTRICT ORTHOPAEDIC CONSULTANT**

RESOLVED, that the Montville Township Board of Education appoints New Jersey Orthopaedic Institute, Dr. Vincent K. McInerney, as Team Physician & District Orthopaedic Consultant, (N.J.S.A. 18A:40-1), for the period January 3, 2017 to the Organization Meeting of 2018 at a rate of \$200 per game for all varsity & sub varsity football game attendance.

**17. ATTENDANCE OFFICERS**

RESOLVED, that the Montville Township Board of Education approves the appointment of the school principals as the **Attendance Officers** for the period January 3, 2017 to the Organization Meeting of 2018.

**VOTE: Resolutions E.1 – E.17:**

	YES	NO	ABSTAIN	ABSENT	REMARKS
Carmela Novi	X				
John Morella	X				
Karen Cortellino	X				Abstain on E.3.
Charles Grau	X				
Michael Johnson	X				
David Modrak	X				
Michael O'Brien	X				
Michael Palma	X				
Matthew Kayne	X				

**Motion passed on a 9-0 roll call vote except as noted.**

***Motion by Vice President Novi, second by Member Morella, to approve items F.1 – F.11 and postpone items F.12 - F.16.***

**F. Annual Motions and Designations (Including Bylaws 0154 & 0155)**

**1. BOARD POLICIES AND BYLAWS**

RESOLVED, that the Montville Township Board of Education adopts all previously written **By-laws and Policies** of this board of education and that they be continued in force until such time that this Board amends same. The Board acknowledges that this includes By-Law 0142 – Board Member Qualifications and Prohibited Acts and Code of Ethics.

**2. INVESTMENT AUTHORIZATION AND WIRES**

RESOLVED, that the Montville Township Board of Education designates the School Business Administrator as the person responsible for any and all **Board of Education investments**; and

BE IT FURTHER RESOLVED, that the School Business Administrator be authorized to make **wire transfers** amongst board accounts as necessary.

**3. PAYMENT OF BILLS BETWEEN BOARD MEETINGS**

RESOLVED, that the Montville Township Board of Education authorizes the School Business Administrator to approve the **payment of bills, as may be necessary between board meetings**, and in accordance with board policy #6470.

**4. SCHOOL DEPOSITORIES, ACCOUNTS AND SIGNATORIES**

RESOLVED, that the Montville Township Board of Education approves the following banks to act as a **depository for public funds**, and that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A 17:9-9, 18A:17-34, 19-1):

Bank Accounts

<u>NAME</u>	<u>SIGNATURE</u>	<u>BANK</u>
General Fund	Board President, Board Secretary and Superintendent	Lakeland
Payroll Account	Board Secretary and Superintendent	Lakeland
Payroll Agency Account	Board Secretary or Asst. Board Secretary and Superintendent	Lakeland
Food Services/ Cafeteria	Board President, Board Secretary and Superintendent	Lakeland
Board Office: Petty Cash Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Elem. School Building Petty Cash Accounts	Building Principal, School Secretary and/or Board Secretary	Lakeland
Middle School Petty Cash Account	Building Principal, Vice Principal	Lakeland
High School Petty Cash Account	Building Principal, Vice Principal and/or School Secretary	Lakeland
Technology Petty Cash Account	Technology Manager and Dept. Secretary	Lakeland
Special Services Petty Cash Account	Director of Special Services, Supervisor of Special Services and/or Board Secretary	Lakeland
Athletic Department Petty Cash Account	Building Principal and Athletic Director	Lakeland
High School Athletic	Board Secretary or Superintendent, Athletic Director and/or Asst. Board Secretary	Lakeland
School Buildings Activity Accounts	Building Principal, School Secretary and/or Board Secretary	Lakeland
Class Account	Board Secretary and Asst. Board Secretary	Lakeland
Class of 1994	Board Secretary, Principal and/or Asst. Board Secretary.	Bank of America
Class of 1995	Board Secretary, Principal and/or Asst. Board Secretary	Bank of America
Class of 1997	Board Secretary, Principal and/or Asst. Board Secretary	Bank of America
Class of 2002	Board Secretary, Principal and/or Asst. Board Secretary	Lakeland
Class of 2003	Board Secretary and Asst. Board Secretary	Lakeland
Class of 2004	Board Secretary and Asst. Board Secretary	Lakeland
Class of 2005	Board Secretary and Asst. Board Secretary	Lakeland
In Memory of Matthew Scholarship	Board Secretary or Asst. Board Secretary	Lakeland
Laura E. Mazzola Scholarship Fund	Board Secretary or Asst. Board Secretary and Superintendent	Lakeland
River Road Escrow Account	Board Secretary or Asst. Board Secretary and Superintendent	Lakeland
Unemployment Insurance Account	Board Secretary and Superintendent	Lakeland
Cobra Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Health Reserve Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
FSA Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Summer Savings	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland

5. **DESIGNATION OF OFFICIAL NEWSPAPER FOR LEGAL NOTICES**

RESOLVED, that the Montville Township Board of Education designates The Daily Record as the **official newspaper** for the period January 3, 2017 to the Organization Meeting of 2018 and The Star Ledger be so designated should it be impossible to advertise in The Daily Record for reasons of timely notice, emergency, or other reasons (N.J.S.A 18A:14-19, 22-11, 39-3 and 10:4-8).

6. **DESIGNATION OF BOARD MEETING DATES**

WHEREAS, the Montville Township Board of Education is directed to meet at least once every two months during the period in which the schools in the district are in session (N.J.S.A 18A:10-6); and

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board;

THEREFORE BE IT RESOLVED, by the Montville Township Board of Education, that the following notice of regularly scheduled meetings be adopted per the attached **Schedule of Meetings, (Document F.6)**.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Montville Township Clerk;

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in all Montville Public Schools, the Board of Education Administrative Office, and the Montville Public School Website;

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the newspapers, designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

7. **DISTRICT-WIDE CURRICULUM**

RESOLVED, that upon the recommendation of the Superintendent, the Montville Township Board of Education, adopts the existing **K-12 Curriculum, Assigned Textbooks, and Programs** in alignment with the New Jersey Core Curriculum Content Standards (NJCCCS) for the period January 3, 2017 to the Organization Meeting of 2018, or until such time that this board amends same.

8. **FACSIMILE SIGNATURES**

RESOLVED, that the Montville Township Board of Education authorize the **Facsimile Signature** of the president, school business administrator/board secretary, and superintendent of schools to be used on the general fund checking account; superintendent of schools for the payroll account; and superintendent and school business administrator/board secretary for the payroll agency account.

9. **PETTY CASH FUNDS**

WHEREAS, there has been established a **petty cash fund** for the purpose of making immediate payments of comparatively small amounts; and

WHEREAS, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements which strengthen the fiscal controls and accountability for **petty cash funds**.

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education establishes the following Petty Cash Accounts and direct that they be replenished by the rules and regulations for **Petty Cash Funds** in accordance with Board Policy #6620:

Board of Education -	\$ 500. –	Administration and Clerical signatures
Each School Building -	\$ 500. –	Administration and Clerical signatures
Special Services -	\$ 500. –	Administration and Clerical signatures
Athletic Department -	\$ 500. –	Administration and Clerical signatures
Technology Department -	\$ 500. –	Administration and Clerical signatures.



**10. TAX SHELTERED ANNUITY COMPANIES**

RESOLVED, that the Montville Township Board of Education designates the current **Tax Sheltered Annuity Companies** as open for enrollment to any Montville Township Board of Education employee, for the period January 3, 2017 to the Organization Meeting of 2018:

AIG Valic	Metropolitan Life
Lincoln National	First Investors Corporation
AXA Equitable	Lincoln Investments

**11. CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

RESOLVED, that the Montville Township Board of Education adopts the following **Code of Ethics** for School Board Members, 18A:12-24.1:

- 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 should 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 which 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 policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted 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 which 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. But 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 schools.
- 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 such complaints at public meetings only after failure of an administrative solution.

BE IT FURTHER RESOLVED, that the School Ethics Act and code of Ethics for School Board Members has been received and discussed; and

BE IT FURTHER RESOLVED, that the Policies and Procedures regarding training of district Board of Education members has been adopted; and

BE IT FURTHER RESOLVED, that each Board of Education member acknowledges receipt of and has become familiar with the Code of Ethics for School Board Members.

**Each board member took turns reading sections from the above Code of Ethics.**

**Action on Items F.12 – F.16, was postponed to the January 17, 2017 board meeting.**

**12. DELEGATE TO NJSBA**

POSTPONED.

**13. DELEGATE TO MORRIS COUNTY SCHOOL BOARDS ASSOCIATION**

POSTPONED.

**14. DELEGATE TO MORRIS COUNTY EDUCATIONAL SERVICES COMMISSION**

POSTPONED.

15. **MONTVILLE TOWNSHIP DRUG AWARENESS COUNCIL**

POSTPONED.

16. **STANDING COMMITTEES (BYLAW 0155)**

POSTPONED.

**VOTE: Approve Resolutions F.1 – F.11 and Postpone Resolutions F.12 – F.16:**

	YES	NO	ABSTAIN	ABSENT	REMARKS
Carmela Novi	X				
John Morella	X				
Karen Cortellino	X				
Charles Grau	X				Abstain on F.4.
Michael Johnson	X				
David Modrak	X				
Michael O'Brien	X				
Michael Palma	X				
Matthew Kayne	X				

**Motion passed on a 9-0 roll call vote except as noted.**

G – H. **RESERVED- (NO ACTION)**

*Motion by Member Cortellino, second by Member Palma to approve items I, K & O.*

I. **MINUTES**

RESOLVED, that the Montville Township Board of Education approve the minutes of the following meetings as submitted:

December 20, 2016            Executive Session, Regular Meeting  
 December 20, 2016            Public Session, Regular Meeting

J. **RESERVED- (NO ACTION)**

K. **FACILITIES & FINANCE**

**K.1-K.5 Reserved – (No Action)**

**K.6 Use of Facilities – Rental Fee Schedule**

RESOLVED, that the Montville Township Board of Education approve a revised Use of Facilities Rental Fee Schedule (**Document K.6**), in accordance with board policy #7510.

**K.7 Participation in Voluntary Cooperative Pricing System**

RESOLVED, that the Board authorize participation in a voluntary Cooperative Pricing System through the Hunterdon County Education Services Commission for the 2017-2018 school year, for items that may include fuels, office supplies, paper products, instructional materials and equipment, vehicles, modular's and other items and services as two or more participating contracting units in the system agree can be purchased on a cooperative basis; and

BE IT FURTHER RESOLVED, that the Board agrees that the fee for participation in the Cooperative shall be up to 6% of net purchases.

**K.8 Professional Services Agreement - Phoenix Advisors: 2017**

WHEREAS, there exists a need for the appointment of a Continuing Disclosure Agent in order to fulfill annual regulatory bond disclosure and reporting requirements.

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education appoints Phoenix Advisors, LLC of Bordentown, New Jersey, for 2017, per the companies proposal and agreement, which shall remain on file in the Business Office, at a total annual fee not to exceed \$850.00.

THEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed in the Daily Record, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

MONTVILLE TOWNSHIP BOARD OF EDUCATION  
Notice of Award of Professional Services Contract

At its meeting of January 3, 2017, the Board of Education authorized the awarding of an agreement to Phoenix Advisors, LLC of Bordentown, NJ, in order to fulfill annual regulatory bond disclosure and reporting requirements. The contractual amount shall be at a fee not to exceed \$850.00. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 86 River Road, Montville, NJ.

**K.9 Insurance Consultant Services – Brown & Brown Benefit Advisors**

WHEREAS, there exists a need for the appointment of insurance consultants to provide employee benefit consulting services to the Montville Township Board of Education, effective January 1, 2017 to December 31, 2017; and

WHEREAS, the Public School Contracts Law defines insurance consulting services as professional services not subject to competitive bidding;

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education post approves Brown & Brown Benefit Advisors, of Livingston, New Jersey, as Insurance Consultants, for the

period January 1, 2017 to December 31, 2017 at a monthly fee of \$3,750.00, as stated in the firm's consulting services agreement extension (**Document K.9**), which shall remain on file in the Business Office; and

THEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Daily Record, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

MONTVILLE TOWNSHIP BOARD OF EDUCATION  
Notice of Award of Professional Services Contract

At its regular meeting of January 3, 2017, the Board of Education authorized the awarding of a contract for insurance consulting services to Brown & Brown Benefit Advisors, of Livingston, New Jersey, to provide employee benefit insurance consulting services to the district for the period January 1, 2017 to December 31, 2017. The contractual amount is \$3,750.00 per month per the firm's proposal. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 86 River Road, Montville, New Jersey.

**L-N RESERVED – (NO ACTION)**

**O. CLOSED SESSION**

**O.1 Closed Session Announcement**

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education plans to meet in closed session on January 17, 2017 at 7:00 pm to discuss (select one or more):

- 1) Superintendent's Harassment, Intimidation and Bullying ("HIB") update/recent matters and investigations, if any; and
- 2) JCP&L Lazar Power Lines Improvement Project; and
- 3) Any other permitted closed session matters not currently known, which may arise.

BE IT FURTHER RESOLVED, that the Montville Township Board of Education will meet in public session on January 17, 2017 at 7:45 pm at Montville Township Municipal Building.

BE IT FURTHER RESOLVED, that the minutes of this closed session be made public when the need for confidentiality no longer exists.

**VOTE: Resolutions I, K, & O:**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>REMARKS</b>
Karen Cortellino	X				
Michael Palma	X				
Charles Grau	X				
Michael Johnson	X				
David Modrak	X				
John Morella	X				
Michael O'Brien	X				
Carmela Novi	X				
Matthew Kayne	X				

**Motion passed on a 9-0 roll call vote.**

**P. SUPERINTENDENT'S REPORT**

None.

**Q. OLD BUSINESS**

None.

**R. ADDITIONAL REPORTS**

None.

**S. GENERAL BOARD COMMENTS / NEW BUSINESS**

- Member Cortellino congratulated the board attorney on being recognized for making the annual recognition list published by the *Best Lawyers in America*.
- Member O'Brien thanked the township committee for the recent refurbishing of council chambers.

**T. PUBLIC PARTICIPATION**

Two members of the public spoke regarding the following topics:

- Cohesive board
- Thanked the superintendent and assistant superintendent's for the work they do
- Montville Township High School handicap auditorium access
- Healthy children's project
- Student drug and suicide prevention measures
- Thanked the board president, vice president, and reelected members for their continued service
- Montville Township drug crisis.

The board and administration then responded to the public's comments.

**U. RESOLUTION: EXECUTIVE SESSION & ADJOURNMENT**

There being no further matters to discuss or action to be taken, on a motion by Member Grau, second by Vice President Novi, the meeting was simultaneously moved and adjourned at 7:40 p.m. The motion was approved by unanimous voice vote.

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT FURTHER RESOLVED, the board of education adjourns to closed session to discuss:

- 1) *Student Arson Incident at MTHS.*

BE IT FURTHER RESOLVED, that the Montville Township Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and

BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

Respectfully submitted,

James T. Tevis  
School Business Administrator/  
Board Secretary