

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

ORGANIZATION MEETING MINUTES

**MONTVILLE TOWNSHIP MUNICIPAL BUILDING
January 5, 2016**

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 7:03 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): **Dr. Karen Cortellino, Mr. Charles Grau, Dr. David Modrak.**

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

Andrew B. Brown, Esq., Board Attorney

IV. ORGANIZATION MEETING

A. Annual Election Results held on November 3, 2015 – Mr. Tevis

BOARD MEMBER ELECTION:

Karen Cortellino 1,477 votes
 Charles Grau 1,428 votes
 David Modrak 1,357 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, second by Member Morella 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 thanked the board, the administration and staff for all their support. He then thanked Dr. Karen Cortellino for her 5 ½ plus years of diligent service as board president of the Montville Township Public Schools.

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 Cortellino and by Member Palma to nominate Carmella Novi for the Office of Vice President of the Montville Township Board of Education.

A motion by Member Grau, second by Member Morella 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

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

Motion by Member Grau second by Member Johnson, 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 5, 2016 to the Organization Meeting of 2017.

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 5, 2016 to the Organization Meeting of 2017.

3. BOARD ATTORNEY

WHEREAS, there exists a need for the appointment of a board attorney for the 2016 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 2016 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 5, 2016, 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 2016 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, 2016 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 2016 calendar year at an annual fee of \$27,800, 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 5, 2016, 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 2016 calendar year. The contractual amount is approximately \$27,800 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 2016 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 2016 calendar year at a fee not to exceed \$160 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 5, 2016, 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 2016 calendar year. The contractual amount shall be at a fee not to exceed \$160 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 5, 2016 to the Organization Meeting of 2017:

<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 5, 2016 to the Organization Meeting of 2017.

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 5, 2016 to the Organization Meeting of 2017.

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 Shannon Dahse as the **Student Assistance Coordinators** for the period January 5, 2016 to the Organization Meeting of 2017; 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 5, 2016 to the Organization Meeting of 2017.

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 5, 2016 to the Organization Meeting of 2017.

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 5, 2016 to the Organization Meeting of 2017.

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 5, 2016 to the Organization Meeting of 2017 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 December 1, 2015 to donate his services as school dentist for the period January 5, 2016 to the Organization Meeting of 2017;

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 5, 2016 to the Organization Meeting of 2017 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 5, 2016 to the Organization Meeting of 2017 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 5, 2016 to the Organization Meeting of 2017 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 5, 2016 to the Organization Meeting of 2017.

VOTE: Resolutions E.1 – E.17:

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

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

The business administrator recommended the withdrawal of item F.15 from this evening's agenda.

Motion by Member Grau, second by Member Cortellino, to approve items F.1 – F.11 and postpone items F.12, F.13, F.14, F.16, F.17.

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
Unemployment Insurance Account	Board Secretary and Superintendent	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
Technology Petty Cash Account	Technology Manager and Dept. 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
Shine for Sarah Scholarship Fund	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
Health Insurance Imprest Account	Board Secretary, Superintendent and/or Asst. Board Secretary	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

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 5, 2016 to the Organization Meeting of 2017 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 5, 2016 to the Organization Meeting of 2017, 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 5, 2016 to the Organization Meeting of 2017:

AIG Valic

Metropolitan Life

Lincoln National
AXA Equitable

First Investors Corporation
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.17, except F.15 was postponed to the January 19, 2016 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 RECREATION COMMISSION

WITHDRAWN.

16. MONTVILLE TOWNSHIP DRUG AWARENESS COUNCIL

POSTPONED.

17. STANDING COMMITTEES (BYLAW 0155)

POSTPONED.

VOTE: Approve Resolutions F.1 – F.11 and Postpone Resolutions F.12, F.13, F.14, F.16, F.17:

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

Motion passed on a 9-0 roll call vote.

G – H. RESERVED- (NO ACTION)

Motion by Vice President Novi, second by Member Cortellino, to approve items I, K, L, M, & O.

I. MINUTES

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

December 15, 2015 Executive Session, Regular Meeting
 December 15, 2015 Public Session, Regular Meeting

J. RESERVED- (NO ACTION)

K. FACILITIES & FINANCE

K.1 Reserved – Payment of Bills - (No Action)

K.2 Transfer of Funds – November, 2015

RESOLVED, that the Montville Township Board of Education ratifies budget transfers for the period ending **November, 2015** as listed on (**Document K.2**).

K.3 Financial Reports – November, 2015

WHEREAS, the Montville Township Board of Education has received the **Report of the Board Secretary** and the **Treasurer’s Report** for the month of **November, 2015 (Documents K.3.a and K.3.b respectively)**, and

WHEREAS, the reports of the board secretary and treasurer are in agreement; and

WHEREAS, in compliance with N.J.S.A. 18A:17-9 and 18A:17-36 the secretary has certified that, as of the date of the report, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education except as noted, and that transfers have been submitted for approval of the Board at subsequent meetings.

NOW, THEREFORE, BE IT RESOLVED, that in compliance with N.J.S.A. 18A:17-9 and 18A:17-36, the board of education approves the monthly financial reports of the board secretary and treasurer and certifies that, after review of the monthly financial reports of the board secretary and treasurer, and upon consultation with the appropriate district officials, to best of its knowledge, no major account or fund has been over expended in violation of N.J.S.A. 18A:17-9 and 18A:17-36, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year; and

BE IT FURTHER RESOLVED, that pursuant to P.L. 2004 Ch. 73 (S-1701), the board certifies that after review of the secretary's monthly financial report and upon consultation with the appropriate district officials, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the commissioner of education; and

BE IT FURTHER RESOLVED that a copy of the reports (**Documents K.3.a and K.3.b**) shall become a part of the minutes of this meeting.

K.4 Use of Facility Requests

WHEREAS, the group(s)/organization(s) listed on (**Document K.4**), have requested the use of school facilities; and

WHEREAS, these requests comply with policy #7510, "Use of School Facilities" unless a waiver is so indicated:

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education approves the listed group(s)/organization(s) to rent/use the requested facilities; and

BE IT FURTHER RESOLVED, that the school business administrator is hereby authorized to issue permits for these requests but that the board continues to reserve the right to withdraw approval or permission at any time.

K.5 Reserved – Contracted Services Approval – School/Instruction Functions - (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 2015-2016 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 Contract Award: Custodial Operations Consulting Services – Edvocate

RESOLVED, that the Montville Township Board of Education approves Edvocate School Support Solutions of Toms River, NJ, to provide custodial outsourcing management company monitoring services, per their contract amendment dated January 1, 2016 (**Document K.8**), in the amount of \$9,546.00.

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 meeting of January 5, 2016, the Board of Education authorized the awarding of a contract for consulting services to Edvocate, Inc. with offices in Toms River, New Jersey, to provide custodial outsourcing management company monitoring services to the district for a six month period commencing January 1, 2016. The contractual amount is approximately \$9,546.00 for the work to be performed plus up to \$475 per day 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.

K.9 Professional Services Agreement - Phoenix Advisors: 2016

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 2016, 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 5, 2016, 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.10 Lakeland Bank Banking Services Agreement: 2016-2018

RESOLVED, that the Montville Township Board of Education approves a **Banking Services Agreement** with Lakeland Bank, Oakridge, NJ, for the period January 1, 2016 through December 31, 2018.

BE IT FURTHER RESOLVED, that the Board President and/or Business Administrator are authorized to execute the contract on behalf of the Board of Education.

K.11 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, 2016 to December 31, 2016; 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, 2016 to December 31, 2016 at a monthly fee of \$3,750.00, as stated in the firm's consulting services agreement extension (**Document K.11**), 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 5, 2016, 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, 2016 to December 31, 2016. 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. PERSONNEL

RESOLVED, that the Montville Township Board of Education approve the following personnel items: (NOTE: Approval of this resolution authorizes the superintendent to submit to the county superintendent applications for emergent hiring and the applicant's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. Seq., or N.J.S.A. 18A:6-4.13 et. Seq. for those employees listed below. All appointments are contingent upon receipt of proper teaching certification, and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

L.1 Leave of Absence

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Reason	Position	Loc.	Leave Start Date	Sick Days	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion

1	Wigley, Elizabeth	Family Medical Leave	School Nurse	William Mason	12/15/2015	N/A	12/15/2015	N/A	N/A	03/15/2016	Post Approve Intermittently as needed
2	Roesler, Kelly	Maternity Leave	Phys Ed Teacher	Woodmont	04/18/2016	9	05/02/2016	05/02/2016	09/26/2016	11/07/2016	Dates subject to change based on delivery
3	Matarazzo, Jamie	Amend Maternity Leave	Elementary School Teacher	Valley View	11/30/2015	47	02/15/2016	02/27/2016	N/A	05/16/2016	Supersedes action on 08/25/2015; L.1.3

L.2 Resignations, Retirements, Terminations

RESOLVED, that the Montville Township Board of Education accepts the following:

Code	Name	Action	Position	Loc.	Date Eff.	Discussion
1	Minter, Kelly	Resignation	Kindergarten/ Lunch Aide	Valley View	01/04/2016	New hire resignation

L.3 Appointments, Transfers (*denotes mentoring required)

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Action	Position	Deg/ Step	Salary	Loc.	Date Effective	Date Term.	Discussion
1	Marks, Alexandra	Approve	Classroom Aide	N/A	\$16.55 hourly	Valley View	01/04/2016	06/30/2016	Post Approve Not to exceed 15 hours weekly New unbudgeted due to class size
2	McFadden, Tiffany	Approve	Replacement Teacher Elementary	BA/2	\$51,361.00 prorated@ \$25,680.50	Valley View	01/04/2016	05/27/2016	Post approve Replaces CM

M. CURRICULUM / INSTRUCTION / TECHNOLOGY

M.1 Professional Day Travel, pursuant to, or in excess of Policies #0147, 3440, 4440

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Action	Location	Estimated Cost	Destination	Date Effective	Date Term.	Funding
1	Nadzak, Kenneth	Approve	Jefferson, NJ	\$ 15.62	NJACAP – Assistant Principal Conference	01/20/2016	01/20/2016	Professional Growth
2	Shera, Michael	Approve	Jefferson, NJ	\$ 15.62	NJAC APs – Assistant Principal Conference	01/20/2016	01/20/2016	Professional Growth
3	Malgeri, Stephanie	Approve	Piscataway, NJ	\$239.00	Time Saving Strategies to Integrate SLP Interventions into the Classroom	02/03/2016	02/03/2016	Title IIA

M.2 Reserved – Contracted Special Services – (No Action)

M.3 Reserved - Approval of Field Trips – (No Action)

M.4 Reserved - Uncompensated Placements (Student Teachers, Interns, Externs, Volunteers) – (No Action)

M.5 Out-of District Placement

RESOLVED, that the Montville Township Board of Education approve the following student out of district placements based upon NJ Department of Education Maximum:

Code	School	Action	SY Tuition	Additional Services	ESY Tuition	Student(s)	Date Effective	Date Term.	Discussion
1	New Beginnings	Approve		Aide \$17,325.00		101088	01/20/2016	06/30/2016	

M.6 Approval of Participation in the AP with We.org Service Pilot Program

RESOLVED, that the Montville Township Board of Education approve the participation of the Montville Township High School AP European History Classes in the AP with We.org Service Pilot Program during the 2016-2017 school year. The program will utilize instructional modules and information resources to allow participating students to explore a service learning component in conjunction with the AP European History curriculum. There are no fees associated with participation in this pilot program.

N. RESERVED – (NO ACTION)

O. CLOSED SESSION – (NONE)

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 19, 2016 at 6:30 pm to discuss (select one or more):

- 1) a matter rendered confidential by federal or state law
- 2) a matter in which release of information would impair the right to receive government funds
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) a collective bargaining agreement and/or negotiations related to it
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
- 9) deliberation after a public hearing that could result in a civil penalty or other loss.

BE IT FURTHER RESOLVED, that the Montville Township Board of Education will meet in public session on January 19, 2016 at 7:30 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, L, M, & O:

	YES	NO	ABSTAIN	ABSENT	REMARKS
Carmela Novi	X				
Karen Cortellino	X				
Charles Grau	X				Abstain on K.10.
Michael Johnson	X				
David Modrak	X				
John Morella	X				
Michael O'Brien	X				
Michael Palma	X				
Matthew Kayne	X				

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

P. SUPERINTENDENT'S REPORT

The Superintendent reported on the following items:

- Montville Township High School Media Center Ribbon Cutting Ceremony to be held on January 19, 2016 at 5:00 p.m. The community is welcome to attend.

Q. OLD BUSINESS

None.

R. ADDITIONAL REPORTS

- Member Cortellino commented on the November 2015 edition of The Podium and the Lazar Legacy Magazine.

S. GENERAL BOARD COMMENTS / NEW BUSINESS

- Member O'Brien commented that he believes that 2016 will be a great year for this board of education.
- Member Grau, Vice President Novi and Member Palma thanked Dr. Karen Cortellino for her leadership and hard work as President of the Board of Education for this district for the past several years.

T. PUBLIC PARTICIPATION

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

U. ADJOURNMENT

There being no further matters to discuss, on a motion by Member Grau, second by Vice President Novi, the meeting was adjourned at 7:37 p.m. The motion was approved by unanimous voice vote.

Respectfully submitted,

James T. Tevis
School Business Administrator/
Board Secretary