

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

**ORGANIZATION MEETING MINUTES  
January 6, 2015**

**MONTVILLE TOWNSHIP HIGH SCHOOL**

**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 7:10 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. Michael Palma, Dr. Matthew Kayne, Mr. Michael Johnson.

**C. ROLL CALL**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
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**

Paul Fried, Superintendent

Casey Shorter, Assistant Superintendent

Andrea Woodring, Assistant Superintendent for Curriculum and Instruction

James T. Tevis, School Business Administrator

**Other**

Stephen Edelstein, Esq., Board Attorney

**IV. ORGANIZATION MEETING**

**A. Annual Election Results held on November 4, 2014 – Mr. Tevis**

BOARD MEMBER ELECTION:  
 Michael Johnson 2,287 votes  
 Matthew Kayne 2,279 votes  
 Michael Palma 2,374 votes

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

**1. ELECTION OF PRESIDENT.**  
**Motion(s) to accept nominations for the office of President:**

Member O'Brien inquired about the President's term of office, and the board attorney responded that it is for 1 year per 18A:15-1.

Motion by: Member Palma Karen Cortellino  
 (Nominee)

Motion by: Member O'Brien Charles Grau  
 (Nominee)

Member Grau withdrew his nomination for President.

Motion by Member O'Brien, second by Member Palma to close nominations for president.

Motion by Member O'Brien, second by Member Palma to accept the nominations for president.

**VOTE:** A unanimous voice vote was conducted for Election of the President:

	YES	NO	ABSTAIN	ABSENT	REMARKS
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				

**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 Karen Cortellino 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.**

**2. ELECTION OF VICE PRESIDENT.**  
**Motion(s) to accept nominations for the office of Vice President**

Motion by: Member Palma Matthew Kayne  
 (Nominee)

Motion by Member Palma, second by Board President Cortellino to close nominations for vice president.

Motion by Member Palma, second by Board President Cortellino to accept nominations for vice president.

**VOTE:** A unanimous voice vote was conducted for Election of Vice President:

	YES	NO	ABSTAIN	ABSENT	REMARKS
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				

**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 **Vice President** of the Board of Education effective immediately until the next organization meeting as prescribed by law.

**C. RESOLUTION: EXECUTIVE SESSION**

1. Motion by Member Novi, second by Member Palma, to enter into executive session at 7:26 p.m.

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) *Superintendent's Harassment, Intimidation and Bullying ("HIB") update/recent matters and investigations, if any; and*
- 2) *District Physician – Appointment.*

BE IT FURTHER RESOLOVED, 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.

2. Motion by Member Novi, second by Member Morella, to return from executive session at 8:03 p.m.

**D. PUBLIC PARTICIPATION**

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

***Motion by Member Morella, second by Member Novi, to approve items E.1 – E.17, and Addendum item E.***

***Motion by Member O'Brien, second by Member Grau, to lay on the table item E.3.***

**VOTE: Motion to lay on the table Item E.3:**

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

**Motion failed on a 1-8 roll call vote.**

**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 6, 2015 to the Organization Meeting of 2016.

**2. ASSISTANT TO THE BOARD SECRETARY**

RESOLVED, that the Montville Township Board of Education appoints Mrs. Barbara Staada, as **Assistant to the Board Secretary**, (N.J.S.A. 18A:17-2, 17-5), effective January 6, 2015 to the Organization Meeting of 2016.

**3. BOARD ATTORNEY**

WHEREAS, there exists a need for the appointment of a board attorney for the 2015 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 2015 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 6, 2015, 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 2015 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, 2015 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 2015 calendar year at an annual fee of \$26,500, 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 6, 2015, 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 2015 calendar year. The contractual amount is approximately \$26,500 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 2015 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 2015 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 6, 2015, 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 2015 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 6, 2015 to the Organization Meeting of 2016:

<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 6, 2015 to the Organization Meeting of 2016.

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 6, 2015 to the Organization Meeting of 2016.

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 and Carol Caballero as the **Student Assistance Coordinators** for the period January 6, 2015 to the Organization Meeting of 2016; 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 6, 2015 to the Organization Meeting of 2016.

**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 \$36,000.00; 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 \$36,000.00; 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 6, 2015 to the Organization Meeting of 2016.

**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 6, 2015 to the Organization Meeting of 2016.

**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 6, 2015 to the Organization Meeting of 2016 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, 2014 to donate his services as school dentist for the period January 6, 2015 to the Organization Meeting of 2016;

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 6, 2015 to the Organization Meeting of 2016 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 6, 2015 to the Organization Meeting of 2016 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 6, 2015 to the Organization Meeting of 2016 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 6, 2015 to the Organization Meeting of 2016.

**VOTE: Resolutions E.1 – E.17, and Addendum Item E:**

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

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

*Member Grau inquired if the board attorney's agreement contains a minimum termination period and the board attorney responded that it would be immediate. He then requested that the school business administrator supply an analysis of legal fees for the past two and half years to the finance and facilities committee for discussion at that next meeting.*

**Motion by Member Morella, second by Member Novi, to approve items F.1 – F.11, and postpone items F.12 – 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 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, 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 6, 2015 to the Organization Meeting of 2016 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 6, 2015 to the Organization Meeting of 2016, 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 6, 2015 to the Organization Meeting of 2016:

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.17 was postponed to the January 20, 2015 board meeting.

12. **DELEGATE TO NJSBA**

WITHDRAWN.

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

WITHDRAWN.

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

WITHDRAWN.

15. **MONTVILLE TOWNSHIP RECREATION COMMISSION**

WITHDRAWN.

16. **MONTVILLE TOWNSHIP DRUG AWARENESS COUNCIL**

WITHDRAWN.

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

WITHDRAWN.

**VOTE: Resolutions F.1 – E.11 and Postpone Items F.12 – F.17:**

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

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

***Member Grau noted that his son is employed by Lakeland Bank, and therefore is abstaining on Item F.4.***

G. – I. **RESERVED - (NO ACTION)**

***Motion by Member Novi, second by Member Morella, to approve items K, L, M, & O, and Addendum items J - M.***

J. **ADMINISTRATIVE**

J.1 **Harassment, Intimidation and Bullying Report**

WHEREAS, the Montville Township Board of Education has received the Harassment, Intimidation, and Bullying Report of the Superintendent on December 15, 2014, and

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education does hereby affirm the Superintendent’s recommendation on Harassment, Intimidation and Bullying regarding the HIB report dated December 3, 2014 to December 15, 2014.

**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 – HCESC: 2014-2015**

RESOLVED, that the Board authorize participation in a voluntary Cooperative Pricing System through the Hunterdon County Education Services Commission for the 2014-2015 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.

**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 – L.2 Reserved – (No Action)**

**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	Medwin, Richard	Transfer	Maintenance Supervisor	N/A	\$55,000.00 prorated @ \$26,231.00	District	01/07/2015	06/30/2015	

**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	Hersh, Frances	Approve	Montclair, NJ	\$ 116.82	NJ Educational Computing Conference	01/07/2015	01/07/2015	Professional Growth
2	Ernst, Kathy	Approve	TDB	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA
3	Faria, Guida	Approve	TDB	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA
4	Einstein, Heather	Approve	TDB	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA
5	Hinz, Jaclynn	Approve	TDB	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA
6	Rolfe, Paul	Approve	TDB	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA

7	Barbera, Carmela	Approve	West Orange, NJ	\$ 235.00	Best iPad Apps and iPad Strategies to Increase Student Learning	01/30/2015	01/30/2015	Title IIA
8	Stewart, Tracy	Approve	West Orange, NJ	\$ 235.00	Best iPad Apps and iPad Strategies to Increase Student Learning	01/30/2015	01/30/2015	Title IIA
9	Heyburn, Donald	Approve	Philadelphia, PA	\$769.38	Eastern Athletic Trainers' Association Conference	01/10/2015	01/12/2015	Professional Growth
10	Yuhas, Sharon	Approve	TBD	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA
11	Zanone, Cheryl	Approve	TBD	\$ 60.00	Next Generation Science Standards	01/21/2015	01/21/2015	Title IIA

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

**M.3 Approval of Field Trips**

RESOLVED, that the Montville Township Board of Education approve the following in accordance with Policy 2340:

Code	School: Grade/Club/Team (Advisor)	Destination	Transportation Funding	Admission Fee Funding	Accommodations Funding
1	DECA: (Koch/Ramirez)	Ramapo College, Mahwah, NJ	Pupil/Student Activity Account	N/A	N/A

**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	Ringwood Board of Education Eleanor G. Hewitt School	Approve	\$59,211.00 Prorated @ \$32,549.67	Aide \$25,352.00 Prorated @ \$13,936.63		102849	01/20/2015	06/30/2015	

**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 20, 2015 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 20, 2015 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 K, L, M, & O, and Addendum Items J & M:**

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

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

**P. SUPERINTENDENT'S REPORT**

The superintendent reported on the following items:

**High School Student Representative Report**

The student representative reported on the following items:

- Winter Sports
- Basketball Teams Update
- Wrestling Team Update
- Winter Track Team Update
- DECA Club Update
- Forensics Team Update
- Senior College Acceptance Update
- Midterms
- Playoffs for Fall Sports

**Q. OLD BUSINESS**

None.

**R. ADDITIONAL REPORTS**

None.

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

None.

**T. PUBLIC PARTICIPATION**

One member of the public spoke regarding the following topic:

- High School Mid-Term Schedule.

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

**U. ADJOURNMENT**

There being no further business to discuss, on a motion by Member Grau, second by Member Novi, the meeting was adjourned at 8:45 p.m. The motion was approved by unanimous voice vote.

Respectfully submitted,

James T. Tevis  
School Business Administrator/  
Board Secretary

JTT: dm