

**MIDDLE TOWNSHIP BOARD OF EDUCATION  
ORGANIZATION MEETING  
JANUARY 6, 2016  
4:01 PM**

**MINUTES**

**MISSION STATEMENT:** The mission of the Middle Township School District is to provide excellence in education while celebrating the strength of its diversity and upholding the values and traditions of the community in order to produce graduates who possess a love of learning and a sense of responsibility. This education aims to enable all students to reach their potential and become active, productive members of a dynamic, global society.

**I. CALL TO ORDER**

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice to the Atlantic City Press, the Cape May County Gazette, written notice with the Clerk of the Township of Middle and posted on the Board Secretary's bulletin board.

**The purpose of this meeting is for organization of the Board.**

**ATTENDANCE**

- P   Dr. David Salvo, Superintendent of Schools
- P   Diane S. Fox, School Business Administrator/Board Secretary
- P   Kathleen McDonald, Director of Curriculum and Instruction
- P   Robert F. Johnson, Director of Special Education
- P   Christian Paskalides, Principal, Elementary #1
- P   Douglas Penkethman, Principal, Elementary #2
- P   Dr. Toni Lehman, Principal, Middle School
- P   John King, Assistant Principal, High School
- P   William Donio, Board Solicitor
- A   Amy Houck, Board Solicitor

**II. PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE**

To be led by Diane S. Fox, School Business Administrator/Board Secretary and followed by a moment of silence.

**III. REPORT OF ELECTION RESULTS**

Diane S. Fox, SBA/Board Secretary, to report the results of the School Board Election held on November 3, 2015.

**Exhibit A 16:19:1/6/16**

**IV. ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY ELECTED MEMBERS OF THE BOARD OF EDUCATION**

Ms. Taylor and Mr. Dagney were sworn in by newly elected mayor, Michael Clark.

Ms. Thomas was sworn in by Board Solicitor, Will Donio.

**V. ROLL CALL**

P Dennis Roberts  
P George DeLollis  
P Calvin Back  
P Robert Bakley II  
P Edward Dagney  
A Burgess Hamer  
P Gloria Hodges  
P Patricia Taylor  
P Stephanie Thomas  
A Dennis Township Rep.

**VI. DISCUSSION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**  
**Exhibit A 16:20:1/6/16**

Mr. Donio explained the Ethics Act to the board members.

**VII. NOMINATIONS FOR PRESIDENT**

**Nomination: Dennis Roberts**

**Motion made by: Gloria Hodges and George DeLollis**

**VIII. MOTION TO CLOSE NOMINATIONS**



#### **XIV. APPOINTMENT BY BOARD RESOLUTION**

**All appointments are subject to the Board's authorization of contracts for services of these providers and, where applicable, the provider's compliance with the requirements of N.J.S.A. 19:44A-20.26. The Board agreed that the following items will be voted upon with a single roll call vote.**

**a. SENATE BILL #1606**

**WHEREAS**, Senate Bill #1606 signed into law on December 8, 1982 as Public Law 1982, Chapter 196 provides for Boards of Education to designate an additional person to audit and approve certain accounts and demands for payment prior to presentation to the Board of Education; and whereas, there are occasions when the practice of paying bills before Board approval is advantageous to the district; now therefore **BE IT RESOLVED** by this Board of Education that Dr. David Salvo, Superintendent, be granted the authority to approve such payments of demands as he deems appropriate for the 2016 Calendar Year.

**b. DEPOSITORY OF FUNDS**

**BE IT RESOLVED** that the Board of Education appoints the following Depository of School Funds for the 2016 Calendar Year.:

- Sturdy Bank;
- Student Activity Accounts – Sturdy Bank for Elementary #1, Middle School and Middle School Camping Trip; Bank of America for Elementary #2; Cape Savings Bank for High School;

**c. NEWSPAPERS**

**BE IT RESOLVED** that the Board of Education appoints The Press of Atlantic City and The Gazette as official newspapers for the 2016 Calendar Year.

- **BE IT RESOLVED** that the Board of Education appoints the Newark Star Ledger for NJ Cooperative bid requirements through Educational Data Services only.

**d. BOARD OF EDUCATION REGULARLY MONTHLY MEETINGS**

**BE IT RESOLVED** that the Board of Education set 7:00 p.m. on the third Thursday of each month in the Board Room of the Administration Building as the time, date and place for regular

monthly meetings for the 2016 Calendar Year (with the exception of the December Meeting), and approve the following calendar.

**DATE**

January 21, 2016  
February 18, 2016  
March 17, 2016  
April 21, 2016  
May 19, 2016  
June 16, 2016  
July 21, 2016  
August 18, 2016  
September 15, 2016  
October 20, 2016  
November 17, 2016  
December 8, 2016\*

Organization Meeting - January 5, 2017 at 4:00 p.m.

(\*December is the 2<sup>nd</sup> Thursday)

**e. BYLAWS, POLICIES AND REGULATIONS**

**BE IT RESOLVED** that the Board of Education approves the bylaws, policies and regulations of the Board of Education as contained in the district policy book and documents issued by the Board and Superintendent for the 2016 Calendar Year.

**f. TEXTBOOKS AND CURRICULA**

**BE IT RESOLVED** that the Board of Education adopts the approved textbooks, materials, and written curricula of the district for the 2016 Calendar Year. Explanation: Readopting of the curriculum, text and materials is required by N.J.S.A. 18A:58-3746.

**g. COMPLIANCE OFFICER FOR ADA AND SECTION 504 VOCATIONAL REHABILITATION ACT**

**BE IT RESOLVED** that the Board of Education appoints Robert Johnson, Director of Special Education, as Compliance Officer for ADA and Section 504 of the Vocational Rehabilitation Act for the 2016 Calendar Year.

**h. SUPPORT GROUPS**

**BE IT RESOLVED** that the Board of Education recognizes the Parent/Teacher Association (PTA), Home and School Association, the Panther Parents Band Booster Club, Inc. and the Foundation for Culture and Education as approved support groups in the schools for the 2016 Calendar Year.

**i. 2015/2016 SCHOOL BUDGET**

**BE IT RESOLVED** that the Board of Education empower the Superintendent and the School Business Administrator/Board Secretary to implement the 2016 School Budget pursuant to the policies and regulations of the State Board of Education and the Local Board of Education. (Subject to final certification of taxes).

**j. CRISIS MANAGEMENT AND EMERGENCY MANAGEMENT PLANS**

**BE IT RESOLVED** that the Board of Education adopts and approves the Crisis Management Plan and the Emergency Management Plan for the 2016 Calendar Year.

**k. OFFICIAL BARGAINING UNITS**

**BE IT RESOLVED** that the Board of Education recognizes the official bargaining units for the 2016 Calendar Year:

- Middle Township Administrators Association (MTAA)
- Middle Township Education Association (MTEA)

**l. PROFESSIONAL DEVELOPMENT PLAN**

**BE IT RESOLVED** that the Board of Education approves the district's Professional Development Plan for the 2016 Calendar Year.

**m. CURRICULUM**

**BE IT RESOLVED** that the Board of Education approve the Curriculum for the Guidance and Counseling and the Gifted & Talented programs for the 2016 Calendar Year.

**n. ALLIANCE FOR COMPETITIVE TELECOMMUNICATIONS (ACT)**

**BE IT RESOLVED** that the Board of Education authorizes the Participation Agreement for Cooperative Purchasing of Telecommunication Services for the 2016 Calendar Year.

**o. SUBSTITUTE PAY RATE**

**BE IT RESOLVED** that the Board of Education approves the following substitute pay rates for the 2016 Calendar Year:

Athletic Trainer - \$100 per day  
Sub Teachers w/Sub Cert. - \$85 per day  
Sub Teachers w/Teaching Cert. - \$90 per day  
L.T. Sub Teachers - \$125 per day  
RN's - \$125 per day  
Secretaries – \$9.74 per hour  
Custodians - \$13.00 per hour  
Teacher's Aides - \$9.00 per hour  
Bus Aides - \$13.54 per hour  
Bus Drivers - \$19.00 per hour  
Security Guards - \$11.66 per hour  
Mechanics - \$20.00 per hour  
Box Office Assistants - \$13.00 per hour

**p. PROFESSIONAL SERVICES**

Approve the following Professional Services upon the Board of Education's annual review and qualification based on the receipt of a **Political Contribution Disclosure** form in accordance with the N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2).

Ford-Scott and Associates as Auditors  
William Donio of Cooper Levinson, Attorneys at Law as Solicitor  
Raymond Cassetta as the Employee Relations Consultant  
Spiezle Architects, Architect of Record  
Phoenix Advisors, Continuing Disclosure Agents and Independent Registered Municipal Advisor

**q. RISK MANAGEMENT CONSULTANT/BROKER OF RECORD**

**BE IT RESOLVED** that the Board of Education appoints Harry Mossbrook, Jr. of Mossbrook and & Hicks, Inc. as Risk Management Consultant and Broker of Record for Student Accident Insurance for the 2016 Calendar Year.

**Exhibit A 16:21:1/6/16**

**r. BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR**

**BE IT RESOLVED** that the Board of Education appoints Diane S. Fox as Board Secretary/School Business Administrator for the 2016 Calendar Year and Vicki Walton as Assistant Board Secretary.

**s. PUBLIC AGENCY COMPLIANCE OFFICER, HEARING OFFICER AND RECORD KEEPER/CONTACT PERSON**

**BE IT RESOLVED** that the Board of Education designates Diane S. Fox to serve as the Public Agency Compliance Officer, Hearing Officer for all district-level matters related to the New Jersey Department of Personnel, and as the Custodian of Records for review and release of mandated records (OPRA) for the 2016 Calendar Year.

**t. ASBESTOS (AHERA) MANAGEMENT**

**BE IT RESOLVED** that the Board of Education appoints Gary Coram as designated person for Asbestos Management for the 2016 Calendar Year.

**u. AFFIRMATIVE ACTION OFFICERS, BUSINESS PRACTICES, CEPA**

**BE IT RESOLVED** that the Board of Education appoints Robert Johnson and Kathleen McDonald as the Affirmative Action Officers for Personnel, School and Classroom Practices and Diane S. Fox for Business Practices and as the designee for the Conscientious Employee Protection Act (CEPA) for the 2016 Calendar Year.

**v. RIGHT TO KNOW CONSULTANT**

**BE IT RESOLVED** that the Board of Education appoints Gary Coram and the Atlantic/Cape May County Joint Insurance Fund as Right to Know Consultant for the 2016 Calendar Year.

**w. SCHOOL MEDICAL INSPECTOR**

**BE IT RESOLVED** that the Board of Education appoints Dr. Tara Vogdes, D.O., as the School District's Medical Inspector for the 2016 Calendar Year.

**x. INTEGRATED PEST MANAGEMENT**

**BE IT RESOLVED** that the Board of Education appoints Diane S. Fox as Integrated Pest Management (IPM) Manager for the 2016 Calendar Year.

**y. HOMELESS LIAISON**

**BE IT RESOLVED** that the Board of Education appoints Robert Johnson as the Homeless Liaison for the 2016 Calendar Year.

**z. TITLE IX COORDINATOR**

**BE IT RESOLVED** that the Board of Education appoints Robert Johnson as the Title IX Coordinator for the 2016 Calendar Year.

**aa. THE FOOD SERVICE BIOSECURITY MANAGEMENT PLAN**

**BE IT RESOLVED** that the Board of Education adopts the Food Service BioSecurity Management Plan for the 2016 Calendar Year.  
**Exhibit A 16:22:1/6/16**

**bb. BE IT RESOLVED** that the Board of Education adopts the Code of Ethics for School Board of Education members contained within the School Ethics Act, C178, P.L. 2001.

**cc. BE IT RESOLVED** that the Board of Education appoints Dennis Roberts and George DeLollis (Alternate) as representative to the County School Board Association, New Jersey School Board Association and New Jersey School Board Association delegate.

**dd. BE IT RESOLVED** that the Board of Education appoints Gary Coram as PEOSHA Coordinator.

**ee. BE IT RESOLVED** that the Board of Education appoints Scott Webster as Safety & Health Designee and Re-adoption of Safety and Security Plan.

**ff. BE IT RESOLVED** that the Board of Education appoints Gary Coram as Indoor Air Quality Designee.

**gg. BE IT RESOLVED** that the Board of Education appoints John King as Chemical Hygiene Officer and Plan.

**hh. BE IT RESOLVED** that the Board of Education approves the list of state contract vendors for the 2016 year.

- ii. **BE IT RESOLVED** that the Board of Education approves the district's Purchasing Manual for the 2016 Calendar Year.

**jj. ALTERNATIVE EDUCATION PROGRAM**

**BE IT RESOLVED** that the Board of Education accepts the renewal of the application to operate an Alternate Education Program and County-wide Program for the remainder of the school year 2015-2016.

- kk. **BE IT RESOLVED** that the Board of Education approves the reauthorization of the Marzano Causal Teacher Evaluation Model and rating scale for Teachers, Administrators, and Staff.

**XV. PROCUREMENT OF GOODS & SERVICES THROUGH STATE CONTRACTS**

Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2016 Calendar Year.

Title 18A: 18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

The Middle Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

The Middle Township Board of Education desires to authorize its purchasing agent for the 2016 Calendar Year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

The Middle Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

**XVI. TRAVEL AND RELATED EXPENSE REIMBURSEMENT**

**WHEREAS**, the Middle Township Board of Education recognizes school staff and Board members will incur travel and related expenses in accordance with N.J.A.C. 6A:10A-8.3 et seq. Travel by school staff and Board members shall be educationally necessary and fiscally prudent; and

**WHEREAS**, N.J.A.C. 6A:10A-8.3 (g) requires staff members to receive prior approval of these expenses by the Superintendent of schools and a majority of the full voting membership of the Board and N.J.A.C. 6A:10A-8.3 (h) requires Board Members to receive prior approval of these expenses by a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

**WHEREAS**, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500 per staff/Board Member where prior Board approval shall not be required unless this annual threshold for a staff/Board Member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, upon Board approval, any travel outside New Jersey where the total cost will exceed \$2,500.00 or if more than two staff members or Board Members plan to attend the same event will be submitted to the Department of Education for approval as required by N.J.A.C. 6A:10-8.3(0): and

**THEREFORE, BE IT RESOLVED**, the Board of Education approves the travel and unrelated expense reimbursements as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Form.

\*annual travel budget will not exceed \$300,000.

**XVII. RE-APPOINTMENT OF DISTRICT PURCHASING AGENT**  
Re-appoint Diane S. Fox, Qualified Purchasing Agent, as District Purchasing Agent through 12/31/2016 as required by New Jersey Statute 18A:18A-2. The annual bid quote thresholds will be in accordance with NJ Statute 18A:18A-3(a) and (c).

**XVIII. PAYMENT OF BILLS**  
The payment of certain bills is occasionally needed prior to the Regular Meeting of the Board of Education:

The Board of Education of Middle Township School District in an effort to improve business practices and procedures, take advantage of cash discounts offered, and establish a good credit rating for the Board of Education by paying bills and obligations of the Board promptly, the following procedures are hereby adopted:

In accordance with New Jersey Statute 18A: 19-1, the Board of Education hereby appoints Dr. David Salvo to approve invoices for payment;

The School Business Administrator is hereby authorized to pay necessary bills to be ratified at the next scheduled meeting of the Board.

**MOTION TO APPROVE RESOLUTIONS**

Motion: Mr. DeLollis Second: Ms. Taylor  
Vote: Roll Call Carried: Yes

- Y Dennis Roberts
- Y George DeLollis
- Y Calvin Back
- Y Robert Bakley II
- Y Edward Dagney
- A Burgess Hamer
- Y Gloria Hodges
- Y Patricia Taylor
- Y Stephanie Thomas
- A Dennis Township Rep.

**XIX. ADJOURNMENT**

Motion to adjourn the Organizational meeting of the Board of Education at 4:20 p.m.

**Motion:** Ms. Hodges **Second:** Ms. Thomas  
**Vote:** Voice **Carried:** Yes

Respectfully Submitted,

Diane S. Fox  
School Business Administrator/Board Secretary