

**MIDDLE TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING
JANUARY 3, 2019
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, 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 Fox, School Business Administrator/Board Secretary
- P Dr. Toni Lehman, Director of Curriculum and Instruction
- A Robert F. Johnson, Director of Special Education
- P Christian Paskalides, Principal, Elementary #1
- P Nancy Loteck, Principal, Elementary #2
- P Jeffrey Ortman, Principal, Middle School
- P George West, Principal, High School
- A William Donio, Board Solicitor
- P Amy Elco, Board Solicitor

II. PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE

Diane S. Fox, School Business Administrator/Board Secretary led the Pledge of Allegiance, which was followed by a moment of silence.

III. REPORT OF ELECTION RESULTS

Diane S. Fox, SBA/Board Secretary, reported the results of the School Board Election held on November 6, 2018.

Exhibit A 19:10:1/3/19

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

Ms. Elco swore in Stephanie Thomas with her husband and son holding the Bible for her.

Mayor Tim Donahue swore in Kimberly D. Krauss with her two children holding the Bible for her.

V. ROLL CALL

Motion:	Ms. Thomas	Second:	Ms. Krauss
Vote:	Roll Call	Carried:	Yes

		<u>Term Expires</u>
<u>P</u>	Dennis Roberts	2020
<u>P</u>	George DeLollis	2019
<u>A</u>	Calvin Back	2019
<u>A</u>	Burgess (Butch) Hamer	2019
<u>P</u>	Gloria Hodges	2020
<u>P</u>	Kimberly Krauss	2021
<u>A</u>	David Todd McCarty	2021
<u>P</u>	James Norris	2020
<u>A</u>	Dennis Twp. Rep.	2019
<u>P</u>	Stephanie Thomas	2021

VI. DISCUSSION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS
Exhibit A 19:11:1/3/19

XI. MOTION TO CLOSE NOMINATIONS

Motion:	Mr. Roberts	Second:	Ms. Thomas
Vote:	Voice	Carried:	Yes

XII. VOTE RESULTS FOR BOARD OF EDUCATION VICE PRESIDENT

Motion:	Mr. Roberts	Second:	Ms. Thomas
Vote:	Roll Call	Carried:	Yes

- Y Dennis Roberts
- Y George DeLollis
- A Calvin Back
- A Burgess Hamer
- Y Gloria Hodges
- Y Kimberly Krauss
- A David Todd McCarty
- Y James Norris
- A Renee Pettit
- Y Stephanie Thomas

XIII. NEW BOARD PRESIDENT ASSUMES CHARGE OF THE MEETING

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 2019 Calendar Year.

b. DEPOSITORY OF FUNDS

BE IT RESOLVED that the Board of Education appoints the following Depository of School Funds for the 2019 Calendar Year.:

- Sturdy Bank;
- Student Activity Accounts – Sturdy Bank for Elementary #1, #2, Middle School and Middle School Camping Trip; High School & High School Scholarships.

c. NEWSPAPERS

BE IT RESOLVED that the Board of Education appoints The Press of Atlantic City and the Cape May County Herald as the official newspaper for the 2019 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 2019 Calendar Year (*with the exception of the April, June, and December meetings (date changes), and approve the following calendar.

DATE

January 17, 2019
February 21, 2019
March 21, 2019
*April 11, 2019
May 1, 2019 (Public Hearing)
May 16, 2019
*June 13, 2019
July 18, 2019
August 15, 2019
September 19, 2019
October 17, 2019
November 21, 2019

*December 12, 2019
January 2, 2020 (Organizational &
Special Mtg.to follow)

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made;

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 2019 Calendar Year.

BE IT FURTHER RESOLVED, The Board of Education adopts Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2018-2019 school 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 2019 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 2017 Calendar Year.

h. SUPPORT GROUPS

BE IT RESOLVED that the Board of Education recognizes the Parent/Teacher Organization (PTO), Parents Active with School (PAWS), the Panther Parents Band Booster Club, Inc. and the Foundation for Culture and Education as approved support groups in the schools for the 2019 Calendar Year.

i. 2018/2019 SCHOOL BUDGET

BE IT RESOLVED that the Board of Education empower the Superintendent and the School Business Administrator/Board Secretary to implement the 2019 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 2019 Calendar Year.

k. OFFICIAL BARGAINING UNITS

BE IT RESOLVED that the Board of Education recognizes the official bargaining units for the 2019 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 2019 Calendar Year.

m. 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 2019 Calendar Year.

n. SUBSTITUTE PAY RATE

BE IT RESOLVED that the Board of Education approves the following substitute pay rates for the 2019 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 – \$12.00 per hour

Custodians - \$13.00 per hour
Teacher's Aides - \$12.50 per hour
Bus Aides - \$13.54 per hour
Bus Drivers - \$19.00 per hour
Mechanics - \$20.00 per hour
Box Office Assistants - \$13.00 per hour
Security Guards - \$ 13.10 per hour

o. 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
Spiegle Architects, Architect of Record
Phoenix Advisors, Continuing Disclosure Agents and Independent Registered Municipal Advisor
McManimon, Scotland & Baumann, LLC., Bond/Finance Consultant

p. RISK MANAGEMENT CONSULTANT/BROKER OF RECORD

BE IT RESOLVED that the Board of Education appoints Harry Mossbrook, Sr. of Mossbrook & Hicks Insurance Agency as Risk Management Consultant and Broker of Record for JIF (Joint Insurance Fund) and Student Accident Insurance for the 2019 Calendar Year.

Exhibit A 19:12:1/3/19

q. 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 2019 Calendar Year and Vicki Walton as Assistant Board Secretary.

r. 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 2019 Calendar Year.

s. ASBESTOS (AHERA) MANAGEMENT

BE IT RESOLVED that the Board of Education appoints Gary Coram as designated person for Asbestos Management for the 2019 Calendar Year.

t. AFFIRMATIVE ACTION OFFICERS, BUSINESS PRACTICES, CEPA

BE IT RESOLVED that the Board of Education appoints Robert Johnson and Dr. Toni Lehman 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 2019 Calendar Year.

u. 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 2019 Calendar Year.

v. 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 2019 Calendar Year.

w. INTEGRATED PEST MANAGEMENT

BE IT RESOLVED that the Board of Education appoints Diane S. Fox as Integrated Pest Management (IPM) Manager for the 2019 Calendar Year.

x. HOMELESS LIAISON

BE IT RESOLVED that the Board of Education appoints Robert Johnson as the Homeless Liaison for the 2019 Calendar Year.

y. TITLE IX COORDINATOR

BE IT RESOLVED that the Board of Education appoints Robert Johnson as the Title IX Coordinator for the 2019 Calendar Year.

z. THE FOOD SERVICE BIOSECURITY MANAGEMENT PLAN

BE IT RESOLVED that the Board of Education adopts the Food Service BioSecurity Management Plan for the 2019 Calendar Year.
Exhibit A 19:13:1/3/19

aa. 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.

bb. 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.

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

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

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

ff. BE IT RESOLVED that the Board of Education appoints Vicki Villano-Tirado as Chemical Hygiene Officer and Plan.

gg. BE IT RESOLVED that the Board of Education approves the list of state contract vendors and all approved national cooperative vendors for the 2019 year.

hh. BE IT RESOLVED THAT THE Board of Education approves the continued participation in the following cooperatives – Educational Services Commission of New Jersey and Camden County Educational Services Commission for use of the approved contract vendors for the 2019 year.

ii. BE IT RESOLVED that the Board of Education approves the district's Purchasing Manual for the 2019 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 2018-2019.

- kk. **BE IT RESOLVED** that the Board of Education approves the reauthorization of the Marzano Danielson Model Teacher Evaluation Model and rating scale for designated staff.

XV. PROCUREMENT OF GOODS & SERVICES THROUGH STATE CONTRACTS

Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2019 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 2019 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 12/31/2019 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).

XIII. 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.

XIX. DOCTRINE OF NECESSITY

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking

the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

MOTION TO APPROVE RESOLUTIONS

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

- Y Dennis Roberts
- Y George DeLollis
- A Calvin Back
- A Burgess Hamer
- Y Gloria Hodges
- Y Kimberly Krauss
- A David Todd McCarty
- Y James Norris
- A Renee Pettit
- Y Stephanie Thomas

Mr. Roberts asked if any Board member wished to speak at this time. Ms. Thomas thanked the public for their continued support. She has enjoyed her tenure on the board and looks forward to another three years. While this is an often thankless and none paying position, it is a rewarding position.

Ms. Krauss thanked her friends, family and coworkers for their support. She also, thanked newly elected Mayor Donahue for attending and swearing her in on this Board. She looks forward to working with everyone.

Mr. DeLollis thanked Ms. Thomas for her time on the board and work with the Curriculum committee. That committee is one of the ones that often gets

overlooked but is very important to the schools. He commended her for her hard work with that committee.

Mr. Roberts thanked the board for their trust and continued support. He looks forward to another year as this board has always been one that works well together and works toward the common goal.

Mr. Roberts asked if any member of the public would like to speak. Mayor Donahue praised the outstanding partnership the Township has always had with the schools and looks forward to continuing that shared vision. He is proud of Ms. Krauss and honored to have sworn her in on this Board.

XX. ADJOURNMENT

Motion to adjourn the Organizational meeting of the Board of Education at 4:17 p.m.

Motion:	Mr. DeLollis	Second:	Ms. Thomas
Vote:	Voice	Carried:	Yes

Respectfully Submitted,

Diane S. Fox
School Business Administrator/Board Secretary