

MADISON BOARD OF EDUCATION

_____, **Board President**
_____, **Vice President**



Mark Schwarz, Superintendent of Schools
Dr. Vincent Occhino, Interim Board Secretary

ORGANIZATION/PUBLIC MEETING AGENDA

Date: **January 7, 2020**
Time: **7:00 p.m.** Public Session
Location: Alice Perlaw Library Media Center, 170 Ridgedale Avenue, Madison, New Jersey 07940
Public WiFi: Network ID: **MPS_Guest2**; Password: **boardtemp**

- 1. FLAG SALUTE/CALL TO ORDER BY INTERIM BOARD SECRETARY**
- 2. REPORT OF ELECTION**

Name	Total Votes
John Regan	2,265
David Steketee	1,543
Stephen H. Tindall	1,862

3. OATH OF OFFICE

Pursuant to N.J.S.A. 18A:12-2.1 and N.J.S.A. 41:1-1 and 1-3, the oath of Office will be administered to the following newly elected Board Members by Interim Business Administrator/Board Secretary, Dr. Occhino.

*I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.**

*I, _____, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education, and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S. 18A:12-1, and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability So help me God.**

**No individual shall be required to swear or affirm that part of the oaths which states "So help me God."*

4. NOTICE OF MEETING

In compliance with the Open Public Meetings Act, Chapter 231, Laws of New Jersey, 1975, notice of this meeting has been sent to the Madison Eagle, the Daily Record and has been posted in the Board of Education Office, the Borough Hall, the Madison Railroad Station, the YMCA, the Madison Library, all school buildings and on the district's website. The public is invited to attend. This evening's meeting constitutes an official Public Meeting of the Board of Education. Action may be taken.

If needed, the Board will convene into Executive Session to discuss matters permitted pursuant to NJSA 10:4-12. Upon conclusion of the Executive Session, the Board will return to Regular Session at which time public action may be taken.

5. ROLL CALL INFORMATION 2020 MADISON BOARD OF EDUCATION:

<u>Board Members</u>	<u>Year Term Expires</u>
Sarah Fischer	2021
David Irwin	2020
Thomas Piskula	2021
Heather Reddy	2020
John Regan	2022
Stephen Tindall	2022
Pamela Yousey	2020
<i>Harding Rep (TBD)</i>	2020 (annual appointment)

ROLL CALL:

Ms. Fischer		Mr. Irwin		Dr. Piskula		Mrs. Reddy	
Mr. Regan		Mr. Tindall		Mrs. Yousey			

6. ELECTION OF OFFICERS

Dr. Occhino will request nominations for the position of President of the Board of Education.

Nominated for President: _____

Nominated by: _____

ROLL CALL:

Ms. Fischer		Mr. Irwin		Dr. Piskula		Mrs. Reddy	
Mr. Regan		Mr. Tindall		Mrs. Yousey			

Dr. Occhino will request nominations for the position of Vice President of the Board of Education.

Nominated for Vice President: _____

Nominated by: _____

ROLL CALL:

Ms. Fischer		Mr. Irwin		Dr. Piskula		Mrs. Reddy	
Mr. Regan		Mr. Tindall		Mrs. Yousey			

The newly elected president will assume the chair and continue the meeting.

7. OPEN TO THE PUBLIC *Open:* _____ *Closed:* _____

8. ORGANIZATION APPOINTMENTS AND APPROVALS

Moved by _____, seconded by _____, to approve the following appointments and approvals for 2020 (until next organization meeting or until the Board takes formal action otherwise):

a. Schedule of Meetings

Approve the Annual Meeting Dates, in compliance with the Open Public Meetings Act, Chapter 231, Laws of New Jersey, 1975.

Meeting Date	Meeting Type
January 7, 2020	Reorganization Meeting
January 21, 2020	Regular Meeting
February 18, 2020	Regular Meeting
March 3, 2020	<i>Preliminary Budget Hearing Meeting</i>
March 17, 2020	Regular Meeting/ <i>Preliminary Budget Adoption Meeting</i>
March 31, 2020	<i>Special Board Meeting for Personnel Matters</i>
April 28, 2020	Regular Meeting/ <i>Final Budget Hearing Meeting</i>
May 12, 2020	<i>Regular Meeting</i>
June 2, 2020	<i>Special Board Meeting for Personnel Matters</i>
June 16, 2020	Regular Meeting
July 14, 2020	<i>Special Board Meeting for Personnel Matters</i>
July 28, 2020	Regular Meeting
August 18, 2020	Regular Meeting
August 25, 2020	<i>Special Board Meeting for Personnel Matters</i>
September 22, 2020	Regular Meeting
October 13, 2020	Regular Meeting
November 17, 2020	Regular Meeting
December 15, 2020	Regular Meeting
January 5, 2021	Reorganization Meeting

b. Conduct of Meeting

Robert's Rules of Order, Bylaw 0161, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

c. Designations of depositories and authorization to execute warrants

Be it resolved, that the Madison Branch of Provident Bank be designated as depository for the Madison Board of Education General Account until the Board of Education determines by formal action otherwise. As such, the Treasurer of School Monies is hereby authorized and directed to maintain accounts for and on behalf of the Board of Education in said bank, and further that the Treasurer of School Monies is authorized to endorse for deposit in said bank all warrants and checks received for account of this Board. All warrants for withdrawal of funds from the Board of Education General Account shall be signed jointly by the Board President or Vice President; and the Business Administrator/Board Secretary or his/her designee; and the Treasurer of School Monies; and

Further resolved, that **Provident Bank** be designated as the banking institution depository for the Madison Board of Education Interest Investment Savings Accounts; and

Further resolved, that the Business Administrator/Board Secretary or his/her designee are hereby authorized to transfer funds to and from these accounts and consolidate such as deemed appropriate on behalf of the Board of Education; and

Further resolved, that pursuant to the timelines established in the initial paragraph of this resolution, the Office Account of each public school shall be established at Provident Bank. All warrants for the withdrawal of funds from these accounts shall require two signatures as designated by the Business Administrator; and

Further resolved, that pursuant to the timelines established in the initial paragraph of this resolution, Provident Bank be and hereby are designated as the depository for the following accounts:

Activity Accounts	Board Office Accounts
Madison High School	Payroll Agency Account
Madison Junior School	Unemployment Checking Account
Central Avenue School	SUI Unemployment Checking Account
Kings Road School	General Fund Account
Torey J. Sabatini School	Flexible Spending Account
Athletic Fund Account	Payroll Holding Fund
Payroll Account	

d. Authorization for Secretary to Make Certain Payments

Be it resolved that the President or Vice President, and/or the Business Administrator/Board Secretary or his/her designee, and the Treasurer of School Monies, are hereby authorized and directed to execute warrants without further action of the part of the Board for payment, when due, including but not limited to the salaries and health benefits of all Board of Education personnel heretofore authorized and approved by the Board of Education, as well as other payments as deemed necessary by the Business Administrator/Board Secretary or his/her designee and to make such line-item transfers as necessary to conduct district business and execute payroll operation; and

Further, the Business Administrator/Board Secretary or his/her designee is hereby authorized and directed to make principal and interest payments on school bonds.

e. Investment of Funds

Authorize the Business Administrator to invest district funds as governed by appropriate laws.

f. Approval of Board of Education Code of Ethics

Be it resolved that the Madison Board of Education accepts the New Jersey School Boards Association Board Member Code of Ethics as adopted at the May 10, 1975 Delegate assembly of the New Jersey School Board Association; and further that each Board member has read, understands and shall abide by same.

g. Official Newspapers

Approve the **Madison Eagle** and the **Daily Record** as official newspapers of the Board of Education, and the **Star-Ledger** as alternate.

h. Appointment of Auditor

Approve **Nisivoccia & Co. LLP**, 200 Valley Rd., Suite 300, Mt. Arlington NJ 07856, as the district auditor for the fiscal year ending June 30, 2020 at a rate not to exceed \$44,365 annually (2% increase).

i. Appointment of Legal Counsel

Approve the following:

1. **Cleary Giacobbe Alfieri Jacobs LLC**, as legal counsel for labor/negotiation matters, 169 Ramapo Valley Road, Upper Level 105, Oakland, New Jersey 07436 (Matthew Giacobbe), \$145/hour, all other clerks and paralegals, \$75/hour.
2. **Porzio, Bromberg & Newman**, as legal counsel for special education matters, 100 Southgate Pkwy., PO Box 1997, Morristown NJ 07960, \$195/hour for attorney services; \$145/hour for paralegal services.

j. Right-to-Know

Approve R & K Environmental, 401 St. James Ave, Phillipsburg, NJ for the Board of Education Right-to-Know Training at the rates listed below:

Item	Rate
Right-To-Know Surveys	\$4,018.75
Hazardous substance container labels, per label	\$0.20
Apply Labels, per hour	Included above
Initial & Update Training (approx. 2.5 hrs.)	\$495.00
Asbestos Awareness Training	\$395.00
Bloodborne Pathogen Training	\$395.00
Professional Engineer	\$125.00/hr.
Degreed Engineer	\$95.00/hr.
Industrial Hygienist	\$75.00/hr.

Safety Data Sheets - optional	\$35.00/hr.
Subcontracted Services	Cost + 15%

k. **Ahera Consulting Services**

Approve R & K Environmental, to provide Asbestos Safety Control Monitoring and Designated Person Services in accordance with federal and state regulations - \$2,175

l. **Board Secretary**

Appoint Vincent Occhino as Interim Board Secretary from January 1, 2020 to February 17, 2020 and appoint Danielle Mancuso as Board Secretary from February 18, 2020 (or sooner) to January 5, 2021.

m. **District Qualified Purchasing Agent**

Whereas, 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by a Board resolution, and

Whereas, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

Therefore, be resolved the Madison Board of Education pursuant to the statutes cited above hereby appoints **Vincent Occhino** from January 1, 2020 to February 17, 2020 and appoints **Danielle Mancuso** from February 18, 2020 (or sooner) to January 5, 2021 as its duly authorized qualified purchasing agent, duly assigned the authority, responsibility and accountability for the purchasing activity of the Madison Board of Education from this date through next organization meeting, and

Be it resolved, that **Vincent Occhino** and **Danielle Mancuso**, as per the dates outlined above, are hereby authorized to award contracts on behalf of the Madison Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and are hereby authorized to seek and award competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold but less than the bid threshold.

n. **Custodian of School Records**

Appoint **Vincent Occhino** as custodian of school records from January 1, 2020 to February 17, 2020 and appoint **Danielle Mancuso** as custodian of school records from February 18, 2020 (or sooner) to January 5, 2021.

o. **Public Agency Compliance Officer**

Appoint **Vincent Occhino** as the public agency compliance officer (PACO) from January 1, 2020 to February 17, 2020 and appoint **Danielle Mancuso** as the public agency compliance officer (PACO) from February 18, 2020 (or sooner) to January 5, 2021.

p. Treasurer of School Monies

Appoint **John Griffin** as the 2019-2020 Treasurer of School Monies - \$6,000 (to be prorated)

q. Permission to Use State Contracts

Approve the following item related to authorization of the procurement of goods and services through state agency:

Whereas, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services 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

Whereas, the Madison School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Madison School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Madison 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 utilizing various vendors.

r. Insurance Consultant and Providers

Approve the following insurance consultant and provider until such time prior to the next organization meeting that the Board of Education determines by formal action otherwise:

1. **Brown & Brown Metro**, 30A Vreeland Rd., Florham Park, NJ 07932, - liability/property/casualty (SAIF); Student accident insurance (Monarch)

Approve the addition of the following organizations* to the Board's General Liability Insurance Policy:

CAS PTO	Boys/Girls Soccer Booster Clubs	Football Huddle Club
KRS PTO	Volleyball Booster Club	Track/Cross Country Booster Club
MHS PTO	Wrestling-Takedown Club	Boys Basketball - Tip In Club
MJS PTO	Marching Dodgers Booster Club	Girls Basketball - Tip In Club
TJS PTO	Baseball - Bullpen Club	Ice Hockey Booster Club
Madison Music and Arts	Girls/Boys Lacrosse Clubs	Softball-Diamond Club
Madison Education Foundation	Girls/Boys Swimming	Girls Field Hockey Booster Club
Special Education Parent Advisory Group	Madison Junior School Athletic Org	

**The organizations listed must file a Quasi Entity Application as mandated by the district insurance company in order to be provided coverage.*

s. Payroll Deduction Services

Approve the use of the following payroll deduction services:

1. Services related to Tax-Sheltered Annuities/403(b) and 457(b) Plans:
 - i. AXA Equitable
 - ii. Security Benefit NEA Directinvest
 - iii. Lincoln Investment Planning
 - iv. MetLife
 - v. Fidelity Investments
 - vi. VALIC
 - vii. Mass Mutual
2. Services related to Disability Insurance:
 - i. Prudential NJEA Endorsed Disability Insurance Program
 - ii. AFLAC (American Family Life Assurance Company of Columbus) to offer voluntary paid supplemental insurance to all Madison school district full time employees
 - iii. Prudential New Jersey School Administrators Group Disability Insurance Program
3. Services related to Medical Care, Health Spending Accounts, Flexible Spending Accounts, and Worker's Compensation:
 - i. Centric Benefits Consulting
 - ii. Delta Dental
 - iii. Aetna
 - iv. Ameriflex
 - v. PayFlex Systems USA, Inc.
 - vi. COBRA Compliance: OCA I Office of Compliant Administration
 - vii. Worker's Compensation: Inservco Insurance Services, Inc.

t. Section 504 Compliance Officer

Appoint **Frank Santora**, Assistant Superintendent for Pupil Personnel Services, as 504 Compliance Officer - no additional compensation

u. Title IX Coordinator

Appoint **Daniel Ross**, Assistant Superintendent for Curriculum, Instruction, and Personnel, as Title IX Coordinator - no additional compensation.

v. District Grant Coordinators

Appoint the following as district grant coordinators:

1. IDEA – **Frank Santora**, Assistant Superintendent for Pupil Personnel Services
2. SEMI – **Frank Santora**, Assistant Superintendent for Pupil Personnel Services
3. ESSA – **Daniel Ross**, Assistant Superintendent for Curriculum, Instruction, and Personnel

w. Affirmative Action Officer

Appoint **Joe Vespignani**, Director of Human Resources, as Affirmative Action Officer - no additional compensation.

x. Integrated Pest Management (IPM) Coordinator

Approve **Michael Zulla**, Supervisor of Buildings & Grounds, as the Integrated Pest Management (IPM) Coordinator - no additional compensation.

y. Policies, Curriculum, and Contracts

All policies for the district heretofore adopted by the Madison Board of Education, as recorded in the official minute book, are adopted by this Board.

The educational program/curriculum - including previously approved textbooks and materials be adopted by this Board.

All employment agreements/contracts heretofore adopted by the Madison Board of Education are adopted by this Board.

z. Participation for Cooperative Purchasing

Approve that the Madison Board of Education participate with the following purchasing cooperatives:

1. Education Services Commission of Morris County--Ed-Data
2. Morris Union Jointure Commission
3. Education Services Commission of NJ
4. Monmouth-Ocean Educational Cooperative Pricing System- Alliance for Competitive Telecommunications (ACT)
5. Hunterdon Educational Services Commission
6. Morris County Cooperative Pricing Council
7. Alliance for Competitive Energy Savings (ACES)
8. Western States Contracting Alliance (WSCA)
9. Essex Regional Education Service Commission

aa. Prevention Specialists

Approve Prevention Specialists, Inc., Oakhurst, NJ for drug and alcohol testing of bus drivers – annual fee \$250, plus fee per test in accordance with their 2020 DOT testing schedule.

bb. Harding Board Representative

Approve the Harding representative to the Madison Board of Education: Richard Bruno

cc. Establish Committees/Representatives

1. Approve the establishment of committees:
 - i. Education
 - ii. Operations
 - iii. Human Resources
 - iv. Policy
 - v. Shared Services
2. Approve district representatives and alternates:
 - i. MCESC Board of Directors (Morris County Educational Services Commission)
 - ii. Delegate to MCSBA (Morris County School Boards Association)
 - iii. Downtown Development Commission
 - iv. Sustainability
 - v. Recreation Department
 - vi. Complete Streets
 - vii. Emergency Preparedness

dd. Travel and Related Expense Reimbursement

Approve the following item related to reimbursement for travel and related expenses:

Whereas, the Madison Board of Education recognizes that school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

Whereas, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and 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

Whereas, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$75,000 for all staff and board members.

ee. Benefits Broker

Approve the following insurance consultant and provider from January 1, 2020 through the January 2021 Board reorganization meeting:

1. **Centric Benefits Consulting**, 219 South Street, New Providence, NJ 07974 - health/dental benefits consultant.

ff. Facilities Use Rates

Approve the following changes to the Use of Facilities rates for all new Facilities Use Requests effective February 1, 2020.

ROLL CALL:

Ms. Fischer		Mr. Irwin		Dr. Piskula		Mrs. Reddy	
Mr. Regan		Mr. Tindall		Mrs. Yousey			

9. REPORT OF THE BOARD PRESIDENT

10. SUPERINTENDENT DISCUSSION ITEMS

- a. Superintendent Report

11. OPEN TO THE PUBLIC *Open:* _____ *Closed:* _____

12. EDUCATION AGENDA – Discussion Items

13. EDUCATION AGENDA – Action Items

Moved by _____, seconded by _____, at the recommendation of the superintendent, approve the following:

a. Field Trips

Approve the school field trips as per the attached list.

ROLL CALL:

Ms. Fischer		Mr. Irwin		Dr. Piskula		Mrs. Reddy	
Mr. Regan		Mr. Tindall		Mrs. Yousey			

14. HUMAN RESOURCES AGENDA – Discussion Items

15. HUMAN RESOURCES AGENDA – Action Items

Moved by _____, seconded by _____, at the recommendation of the superintendent, approve the following:

a. Resolution of Indemnification

WHEREAS, the Madison Board of Education has entered into a contract with Danielle Mancuso for the purpose of retaining Ms. Mancuso as Business Administrator/Board Secretary, effective February 18, 2020 (or sooner); and

WHEREAS, the Board wishes to give Ms. Mancuso an opportunity to consult with current school administrators on critical operational matters; and

WHEREAS, the Board seeks to protect Ms. Mancuso from any potential liability in connection with this consultation, which she has volunteered to perform without compensation,

NOW, THEREFORE, BE IT RESOLVED that the Board hereby agrees to provide Ms. Mancuso with indemnification consistent with N.J.S.A. 18A:16-6 as if she were an employee of the Board, from this date through the date on which she assumes the position of Business Administrator/ Board Secretary.

b. Resolution of Indemnification

WHEREAS, the Madison Board of Education has entered into a contract with Ileana Sing for the purpose of retaining Ms. Sing as Principal of Torey J. Sabatini School, effective February 18, 2020 (or sooner); and

WHEREAS, the Board wishes to give Ms. Sing an opportunity to consult with current school administrators on critical personnel and student matters; and

WHEREAS, the Board seeks to protect Ms. Sing from any potential liability in connection with this consultation, which she has volunteered to perform without compensation,

NOW, THEREFORE, BE IT RESOLVED that the Board hereby agrees to provide Ms. Sing with indemnification consistent with N.J.S.A. 18A:16-6 as if she were an employee of the Board, from this date through the date on which she assumes the position of Principal of Torey J. Sabatini School.

ROLL CALL:

Ms. Fischer		Mr. Irwin		Dr. Piskula		Mrs. Reddy	
Mr. Regan		Mr. Tindall		Mrs. Yousey			

16. OLD BUSINESS**17. NEW BUSINESS****18. OPEN TO THE PUBLIC** *Open:* _____ *Closed:* _____**19. CLOSED EXECUTIVE SESSION (If Necessary)**

Moved by _____, seconded by _____, to approve as follows:

Resolved: that the Board of Education move into closed executive session for the purpose of discussing personnel/legal issues. It is anticipated that the Board will be in closed session for _hour(s) and action may be taken in public session afterward. Discussion conducted in closed executive session shall be disclosed to the public to the extent that making such matters public shall not be inconsistent with the Open Public Meeting Act.

VOICE VOTE: _____

Time: _____

20. RECONVENE TO PUBLIC SESSION Time: _____**21. ADJOURNMENT**

Moved by _____, seconded by _____,

VOTE: _____

Time: _____