

MADISON BOARD OF EDUCATION

Leslie Lajewski, *Past Board President*



Mark Schwarz, *Superintendent of Schools*
Gary Lane, *Board Secretary*

ORGANIZATION/PUBLIC MEETING AGENDA

Date: **January 8, 2019**
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

2. OATH OF OFFICE

Pursuant to NJ Statute, the oath of Office will be administered to the following newly elected Board Members by Business Administrator/Board Secretary, Mr. Lane:

Sarah Fischer
Thomas Piskula

3. 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.

4. ROLL CALL

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

5. REPORT OF ELECTION

NAME	TOTAL VOTES
Curtis Gilfillan	1,419
David Steketee	1,604
Thomas Piskula	2,697

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Sarah Fischer	3,324
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6. ELECTION OF OFFICERS

Mr. Lane will request nominations for the Office of the President of the Board of Education.

Nominated for President: _____

Nominated by: _____

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

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

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

Nominated for Vice President: _____

Nominated by: _____

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

7. OPEN TO THE PUBLIC *(Per Policy 0167, please keep comments to 3 minutes)*

Open: _____ **Closed:** _____

8. ORGANIZATION APPOINTMENTS AND APPROVALS

Moved by _____, seconded by _____, to approve the following appointments and approvals for 2019 (until next organization meeting, or the Board takes formal action otherwise):

a. Schedule of Meetings

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

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 Moneys is hereby authorized and directed to

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maintain accounts for and on behalf of the Board of Education in said bank, and further that the Treasurer of School Moneys 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 designee; and the Treasurer of School Moneys; and

Further resolved, that the following banking institutions be designated as depositories for the Madison Board of Education Interest Investment Savings Accounts:

Provident Bank

Further resolved, that the Business Administrator/Board Secretary or his 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 designee, and the Treasurer of School Moneys, 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 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 designee is hereby authorized and directed to make principal and interest payments on school bonds.

e. Investment of Funds

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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, 2019 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), \$155/hour, all other clerks and paralegals, \$75/hour.
2. **Porzio, Bromberg & Newman**, as legal counsel for general and special education matters, 100 Southgate Pkwy., PO Box 1997, Morristown NJ 07960, \$195/hour for attorney services; \$145/hour for paralegal services.

j. Phoenix Advisors LLC

To provide continuing disclosure agent services on behalf of the Board of Education; ongoing, all-inclusive fee - \$850 (current rate)

k. 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:

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.

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

I. 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

m. Board Secretary

Appoint **Gary S. Lane** as Board Secretary.

n. 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 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 **Gary S. Lane** as its duly authorized purchasing agent and is 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 **Gary S. Lane** is 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 is 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.

o. Custodian of School Records

Appoint **Gary S. Lane** as custodian of school records.

p. Public Agency Compliance Officer

Appoint **Gary S. Lane** as the public agency compliance officer (PACO).

q. Treasurer of School Monies

Appoint **Abigail Kutz** as the 2018-19 Treasurer of School Moneys - \$5,400

r. Permission to Use State Contracts

Authorizing 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

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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.

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

CA PTO	KR PTO
TJ PTO	JS PTO
HS PTO	Madison Education Foundation
Madison Music and Arts	PPEC
Football Huddle Club	Boys/Girls Soccer Booster Clubs
Track/Cross Country Booster Club	Volleyball Booster Club
Boys Basketball - Tip In Club	Wrestling-Takedown Club
Girls Basketball - Tip In Club	Marching Dodgers Booster Club
Ice Hockey Booster Club	Baseball - Bullpen Club
Softball-Diamond Club	Girls/Boys Lacrosse Clubs
Girls/Boys Swimming	Girls Field Hockey Booster Club
Madison Junior School Athletic Org.	

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

t. **Staff Investment Services**

Be it resolved that the Madison Board of Education hereby approves the following staff investment services for TSA, 403b's & disability:

- AXA Equitable
- NEA Directinvest

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- Lincoln Investment Planning
- MetLife
- Fidelity Investments
- Valic
- Mass Mutual
- Prudential Disability
- AFLAC (American Family Life Assurance Company of Columbus) to offer voluntary paid supplemental insurance to all Madison school district full time employees

u. Section 504 Compliance Officer

Appoint **Francis Santora**, Director of Special Services, as 504 Compliance Officer - no additional compensation

v. Title IX Coordinator

Appoint **Daniel Ross**, Director of Curriculum & Instruction, as Title IX Coordinator - no additional compensation.

w. District Grant Coordinators

Appoint the following as district grant coordinators:

1. IDEA – **Francis Santora**, Director of Special Services
2. SEMI – **Francis Santora**, Director of Special Services
3. ESSA – **Daniel Ross**, Director of Curriculum & Instruction

x. Affirmative Action Office

Appoint **Francis Santora**, Director of Special Services, as Affirmative Action Officer through January 31, 2019. Appoint Joe Vespignani, Director of Human Resources, as Affirmative Action Officer effective February 1, 2019. No additional compensation to either party.

y. IPM Coordinator

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

z. 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.

aa. Participation for Cooperative Purchasing

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

- Education Services Commission of Morris County--Ed-Data
- Morris Union Jointure Commission
- Education Services Commission of NJ
- Monmouth-Ocean Educational Cooperative Pricing System- Alliance for Competitive Telecommunications (ACT)

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- Hunterdon Educational Services Commission
- Morris County Cooperative Pricing Council
- Alliance for Competitive Energy Savings (ACES)
- Western States Contracting Alliance (WSCA)
- Essex Regional Education Service Commission

bb. Participation Garden State Coalition

Approve that the Madison Board of Education continues the membership with the Garden State Coalition of Schools at a cost of \$2,500.

cc. 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 2019 DOT testing schedule.

dd. Harding Board Representative

Approve the Harding representative to the Madison Board of Education: **Mr. Abi Singh**

ee. 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:
 - MCESC Board of Directors (Morris County Educational Services Commission)
 - Delegate to MCSBA (Morris County Educational Services)
 - Borough Liaison

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

REGULAR PUBLIC MEETING

9. REPORT OF THE BOARD PRESIDENT

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

11. SUPERINTENDENT DISCUSSION ITEMS

- a. Superintendent Report
 1. Full Day Kindergarten and Air Conditioning Feasibility Studies - Architect Anthony Gianforcaro
- b. Education Report
- c. Technology Report
- d. Facilities Report

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e. Finance Report

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

13. EDUCATION AGENDA – Discussion Items

- a. **Education Committee Report**
- b. **CAS Academic Support Program and Early Morning Social Skills Group**
- c. **New Course Offerings at MHS**

14. EDUCATION AGENDA – Action Items

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

- a. **Travel**
Approve the school district travel
- b. **Field Trips**
Approve school field trips:

Sch	Gr.	# of Students	Class/ Group	Field Trip	Date	Location	Trans.	Cost/ Student
CAS	1	108	1st Grade	RVCC Theatre	3/22/19	Branchburg, NJ	District Buses	\$0
MJS	8	58	Spanish Class	Brooks Art Center for Hispanic Flamenco Ballet & Spanish Tavern for authentic Spanish lunch *originally approved on 10/18; change of venue	4/23/19	Bound Brook, NJ and Mountainside, NJ	District Buses	\$0; Tickets to show funded by MEF Grant
MJS	8	280	8th Grade Class & 7th Grade Band & Orchestra students	MJS Promotion Ceremony @ FDU Ferguson Recreation Center Gym (rain only)	6/21/19	285 Madison Ave Madison, NJ	Parents driving their own children to FDU; District buses will be available to transport students who do not have transportation to FDU, MJS faculty, and student musicians	\$0
MHS	12	TBD	12th	CCM	4/25/19	Randolph, NJ	District Bus	\$0
MHS	9-12	15	AP/HN Advanced Art	Museum of Modern Art	2/4/19	NYC	District Bus	\$17/student admission

c. Policies and Regulations

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Approve the following policy for second reading:

P 5601 School Clearance Following Crisis Situation (New)

d. Harassment, Intimidation and Bullying Report

Approve the following HIB reports:

Investigation Number	Unconfirmed/Confirmed
MHS1819:4	Unconfirmed

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

15. HUMAN RESOURCES AGENDA – Discussion Items

a. Human Resources Committee Report

16. HUMAN RESOURCES AGENDA – Action Items

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

a. Resignations

Approve the following resignations:

#	Action	Name	Position	Location	Effective Dates
1	Resignation	Kaitlyn DeBosh	Teacher Assistant	CAS	1/25/19

b. New Hires and Other Personnel Actions

Approve the following new hires and other personnel actions:

#	Action	Name	Position	Replacing/ New	Location	Effective Dates	Salary/Rate	Account #
1	New Hire	Nicole Ross	Teacher Assistant	Allison Sommer	KRS	1/11/19 to 6/21/19	TA/1 \$22,579 (to be prorated)	11-000-217-100
2	New Hire	Emma Tagariello	Leave Replacement Student Assistance Counselor	Vanessa Morgenthaler	MHS	2/14/19 to 6/21/19	Day 1-20: \$100/day; Day 21+: MA/1 \$57,933 (to be prorated)	-- 11-000-218-104

c. Extra-Curricular Appointments/Revisions

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ECA POSITIONS -- 2018-2019						
	Position - Additions/Revisions	Last Name	First Name	17-18 Step	17-18 Stipend	Longevity
1	Musical Director/TJS (split)	Ward	Donna	n/a	\$750	
2	Musical Director/TJS (split)	Hart	Emily	n/a	\$750	

d. Additional Compensation

Approve additional compensation:

Staff Name	Type of Work	Dates	Cost/hr	Total Hours	Total Pay
Robert Grundfest	Home Instruction for Student #5468179029	1/3/19 to 1/31/19	\$46/hr	2 hours per week for 5 weeks	not to exceed 10 hours or \$460
Luis Largo	Home Instruction for Student #5468179029	1/3/19 to 1/31/19	\$46/hr	2 hours per week for 5 weeks	not to exceed 10 hours or \$460
Carole Rawding	Home Instruction for Student #8054141950	1/4/19 to 2/15/19	\$46/hr	2 hours per week for 7 weeks	not to exceed 14 hours of \$644
Carole Rawding	Home Instruction for Student #1967572273	1/2/19 to 1/31/19	\$46/hr	15 hours	not to exceed \$690
Luis Largo	Home Instruction for Student #1967572273	1/2/19 to 1/31/19	\$46/hr	15 hours	not to exceed \$690
Christopher Monaco	Home Instruction for Student #1967572273	1/2/19 to 1/31/19	\$46/hr	5 hours	not to exceed \$230
Kevin Lynott	Teaching a Sixth Class	12/4/18, 12/6/18, 12/7/18, 1/10/18, 12/12/18, 12/13/18, 12/14/18	\$37.50 per class	7 classes	not to exceed \$263
Barbara Zabel	Home Instruction for Student #4921869826	1/3/19 to 1/24/19	\$46/hr	2 hours per week for 4 weeks	not to exceed 8 hours or \$368
Karen McCarthy	Title 1 After School Homework Support Program	Tuesday & Thursday from 1/31/19 to 6/6/19 (3:15-4:15)	\$46/hr	2 hours per week for maximum of 32 days	not to exceed 32 hours or \$1,472

e. Substitute Teachers for 2018-19 School Year

Approve the following substitute teachers at a rate of \$100/day:

Name
Daniel Gonzalez

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f. Practicum - Student Observation

Approve the following college student observers through

Name	School	Type of Work	Anticipated Dates	Mentor/School
Kaitlyn BeBosh	TCNJ	Classroom Observation	1/28/19 to 5/10/19	Kara DuRie/Ariel Morrison/CAS

g. District Working Papers Issuing Office

Approve David Drechsel as Issuing Officer for working papers for district students.

h. Job Descriptions

Approve the following job descriptions for the 2018-19 School Year:

1. Assistant Director of Facilities (new)

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

17. OPERATIONS AGENDA – Discussion Items

a. Operations Committee Report

18. OPERATIONS AGENDA – Action Items

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

a. Bills List

Approve bill list dated January 8, 2018.

b. Board Secretary’s and Treasurer’s Report

The Board of Education accepts the reports of the Board Secretary and Treasurer of School Monies (**November**). Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education has obtained certification from the Board Secretary that no major account has encumbrances and expenditures which in total exceed the line item appropriation and hereby certifies pursuant to N.J.A.C. 6:20-2A.10(e) that no major account or fund has been over-expended.

c. Contractor Payment

Approve application # 12 from Northeastern Interior Services for the Madison High School Renovation in the amount of \$32,235.63.

d. Professional Services

Approved professional services (by outside organizations):

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Name	Service	Cost	Effective Dates
Matthew W. Young	Drill design for Madison Marching Dodgers	\$1,000	
Matthew W. Young	Choreography design for Madison Marching Dodgers	\$1,000	
Premier Sports Medicine of New Jersey	Athletic Training Service	\$50/hr	
Creative Speech Solutions	Speech Language Therapy/KRS	\$90/hr	21 hours per week from 1/9/19 to 4/1/19

e. Disposal of Textbooks

Approve disposal of obsolete and unusable textbooks:

	Book Title	ISBN#	Publisher	Year	Quantity
1	Saxon Math	978-1-6003-2546-5	Houghton Mifflin Harcourt	2008	25

f. Proposed Administrative Consultation & Board Retreat Facilitation by Dr. Peter Gorman

Approve the Administrative Consultation Proposal by Dr. Peter Gorman for five additional days of service for the 2018-19 school year for the retainer amount of \$8,750 and travel expenses not to exceed \$5,000.

g. Settlement Agreements

1. Accept the settlement agreement between Madison Board of Education and the parents of student #2023851394.
2. Accept the settlement agreement between Madison Board of Education and the parents of student #2855421741.
3. Accept the settlement agreement between Madison Board of Education and the parents of student #2197296133.

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Ms. Lajewski	
Dr. Piskula		Mrs. Reddy		Mrs. Yousey		Mr. Singh	

19. OLD BUSINESS

20. NEW BUSINESS

21. OPEN TO THE PUBLIC

Open: _____ *Closed:* _____

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22. **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:

23. **RECONVENE TO PUBLIC SESSION** Time:

24. **ADJOURNMENT**

Moved by _____, seconded by _____,

VOTE:

Time: