

MEMORANDUM

Re-Organization Items

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1. Motion to accept the following as Goals for the Board
 1. We will seek to identify community members that are both willing to serve and can add value to the board. We will encourage them to submit applications at the appropriate time.
 2. We will attend two (2) retreats a year where we will determine and discuss, as a whole:
 - District Performance and Culture;
 - New issues that need to be addressed;
 - New opportunities that are available.
 3. We will review and follow the calendar each month.
 4. We will strive for 100% participation in the CSA Evaluation.
 5. We will use our newly adopted Strategic Plan and bi-annually review our commitments and goals.

2. Establishment of Annual Meeting Calendar – Upon the recommendation of the Chief School Administrator, the Boonton Board of Education meet on the second and fourth Monday of each month, unless noted otherwise, at 7:30 PM in the Boonton Board of Education Annex Building, unless otherwise specified, as follows:

Month	First Meeting	Second Meeting	Year
January	*2	23	2017
February	13	27	2017
March	13	27	2017
April	3	24	2017
May	8	22	2017
June	12	26	2017
July	10	24	2017
August	14	28	2017
September	11	25	2017
October	2	23	2017
November	6	20	2017
December	4	18	2017
January	*8		2018

*Indicates Organizational Meeting

3. Approval of Appointment Board Secretary – Upon the recommendation of the Chief School Administrator, the Board of Education approves the appointment of Michael S. Neves as Board Secretary through reorganization meeting of January 2018, and further that in the absence of Mr. Neves the Superintendent will act as the Board Secretary.

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4. Authorization of Person Responsible for Investments – Upon the recommendation of the Chief School Administrator, the Board of Education authorizes the School Business Administrator/Board Secretary as the person responsible for investments, and further, that the School Business Administrator/Board Secretary be authorized to make wire transfers between accounts as required.
5. Approval of Superintendent and School Business Administrator to Oversee Implementation of 2016-2017 and 2017-2018 School Budgets – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Superintendent and Business Administrator to oversee the implementation of the 2016-2017 and 2017-2018 school budgets.
6. Authorization of School Business Administrator to Make Purchases – Upon the recommendation of the Chief School Administrator, the Board of Education authorizes the School Business Administrator to make purchases through various cooperatives or under State contracts from January 2017 through December 2017.
7. Authorization of School Business Administrator to Make Periodic Sales – Upon the recommendation of the Chief School Administrator, the Board of Education authorizes the School Business Administrator for periodic sales of used and/or surplus (non-real estate) property not needed for school purposes from January 2017 through December 2017 in accordance with N.J.S.A. 18A:18A-45.
8. Re-adoption of the Annual Nursing Services Plan – Upon the recommendation of the Chief School Administrator, the Board of Education re-adopt the Annual Nursing Services Plan as previously approved by the Board.
9. Approval of Homeless Liaison Officer – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Director of Special Services as the Homeless Liaison Officer from January 2017 through December 2017.
10. Designation of Depository of Funds - Upon the recommendation of the Chief School Administrator, the Boonton Board of Education designates NJARM as the depository of funds for the referendum bond proceeds.
11. Appointment of Section 504 Coordinators - Upon the recommendation of the Chief School Administrator, the Building Principals be appointed as the Section 504 Coordinators from January 2017 through December 2017.
12. Appointment of Affirmative Action Officer – Upon the recommendation of the Chief School Administrator, the Business Administrator/Board Secretary be appointed as the Affirmative Action Officer from January 2017 through December 2017.

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13. Appointment of Public Agency Compliance Officer - Upon the recommendation of the Chief School Administrator, the Boonton Board of Education appoints the Business Administrator/Board Secretary as Public Agency Compliance Officer from January 2017 through December 2017.
14. Approval to Re-adopt all Existing Contracts – Upon the recommendation of the Chief School Administrator, the Board of Education approves to re-adopt all existing contracts of the Board in effect at this time and authorized by law.
15. Appointment of Substance Awareness Coordinator – Upon the recommendation of the Chief School Administrator, the Boonton Board of Education appoints Leah Birchler as the Substance Awareness Coordinator from January 2017 through December 2017.
16. Approval of Insurance Brokers of Record – Upon the recommendation of the Chief School Administrator, the Board of Education approves Centric Insurance Agency as the District’s Insurance Broker of Record for its insurance coverage through the New Jersey School Boards Association Insurance Group - Educational Risk Insurance Consortium (property/casualty/liability/auto/worker compensation) of Mount Laurel, NJ, and Doyle Alliance Group, Inc. of Woodbridge, NJ, as the Insurance Broker of Record for its health insurance coverage through Blue Cross/Blue Shield and its dental insurance coverage through Delta Dental of NJ from January 2017 through December 2017.
17. Appointment of Title IX Coordinator – Upon the recommendation of the Chief School Administrator, the Boonton Board of Education appoints the Superintendent or his/her designee as the Title IX Coordinator from January 2017 through December 2017.
18. Appointment of NCLB Coordinator – Upon the recommendation of the Chief School Administrator, the Board of Education appoints the Chief School Administrator as the NCLB Coordinator from January 2017 through December 2017.
19. Approval of Permission of Emergent Hiring – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Superintendent permission of emergent hiring of employees, with permission from the Board President and Administration Committee Chair, to be ratified at future Board Meeting.
20. Approval of Emergency Checks – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Business Administrator/Board Secretary be able to write emergency checks with the permission of the Board President and Operations Committee Chair to be ratified at future Board Meeting.

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21. Approval of Government Records Officers – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Superintendent, or his designee, as the Government Records Officer for personnel and student records; and the Business Administrator/Board Secretary, or his designee, as the Government Records Officer for all other Board and Business Office records, from January 2017 through December 2017, as required by the Open Public Records Act under NJSA 47:1A-1 et seq.
22. Appointment of General Counsel – Upon the recommendation of the Chief School Administrator, the Board of Education appoints James Plosia of Plosia Cohen LLC of Chester, NJ, as General Counsel to the Board from January 2017 through December 2017, at the rate of \$185.00 per hour.
23. Appointment of Treasurer of School Monies – Upon the recommendation of the Chief School Administrator, the Board of Education approves Diane Botti of Fords, NJ, as School Treasurer of School Monies from January 2017 through December 2017 at a rate of \$450 per month.
24. Approval to Renew Agreement with Auditors - Upon the recommendation of the Chief School Administrator, the Board of Education approve renewing the agreement with Lerch, Vinci & Higgins, LLP of Fair Lawn, NJ, for auditing services from January 2017 through December 2017.
25. Approval of Contract for School Physician – Upon the recommendation of the Chief School Administrator, the Board of Education approves Dr. Arnold Pally of Vanguard Medical Group, Montville Division, (dba Changebridge Medical Associates P.A) of Montville, NJ, as the School Physician from January 2017 through December 2017 at an annual cost of \$17,100.
26. Approval of Vendors to Participate in Tax Sheltered Annuity Plans – Upon the recommendation of the Chief School Administrator, the Board of Education approves the following vendors to participate in 403b Tax Sheltered Annuity Plans with District employees from January 2017 through December 2017:

AXA Equitable
Lincoln Life
Midland
USAA
Valic

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27. Approval of Vendor to Participate in Tax Sheltered Annuity Plans – Upon the recommendation of the Chief School Administrator, the Board of Education approves the following vendor to participate in 457 Tax Sheltered Annuity Plans with District employees from January 2017 through December 2017:

AXA Equitable
28. Approval of Integrated Pest Management Officer – Upon the recommendation of the Chief School Administrator, the Boonton Board of Education appoints the Supervisor, Buildings and Grounds, as the Integrated Pest Management Officer from January 2017 through December 2017.
29. Approval of AHERA Asbestos Program Manager – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Supervisor, Buildings and Grounds, as the district's AHERA Asbestos Program Manager in accordance with the Public Law 99-519 of 1986 and EPA Law 40CFR, Part 763 from January 2017 through December 2017.
30. Approve to Appoint Right-To-Know Coordinator – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Supervisor, Buildings and Grounds, as the Right-To-Know Coordinator from January 2017 through December 2017.
31. Approval of Indoor Air Quality Designated Person – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Supervisor, Buildings and Grounds as the Indoor Air Quality Designated Person from January 2017 through December 2017 pursuant to N.J.A.C.12:100-13.1-:100-13.
32. Adoption of Parliamentary Procedures – Upon the recommendation of the Chief School Administrator, the Board of Education meetings shall be governed by Robert's Rules of Order Newly Revised 10th Edition, by reference.
33. Adoption of Educational Program and Services - Upon the recommendation of the Chief School Administrator, the Boonton Board of Education adopts the Educational Curriculum/Program and Services.
34. Re-adoption of all Existing Bylaws, Policies and Regulations – Upon the recommendation of the Chief School Administrator, the Board of Education re-adopts all exiting Bylaws, Policies and Regulations for the Board's own operation and the operation of the school system 18A:11-1.

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35. Re-adoption of Job Descriptions – Upon the recommendation of the Chief School Administrator, the Board of Education re-adopts the District’s approved Job Descriptions.
36. Approval of Strauss Esmay Contract – Upon the recommendation of the Chief School Administrator, the Board of Education approves the Strauss Esmay Contract to provide Annual Policy Alert & Support System Fee, Annual Maintenance and Support of Policy and Regulation Manuals and annual subscription to New Jersey School Digest at a cost of \$2,495.00; Annual DISTRICTOnline Maintenance Fee at a cost of \$1,595.00; and 7 extra DISTRICTOnline Users @ \$95.00 each for a cost of \$665.00, Public Access Online Annual Fee Policies \$395.00, and Public Access Online Fee Regulations \$100.00, for a total cost of \$5,250.00.
37. Designation of Official Newspapers – Upon the recommendation of the Chief School Administrator, the Board of Education accepts the Daily Record as the official daily newspaper.
38. Adoption of Code of Ethics for School Board Members – Upon the recommendation of the Chief School Administrator, the Board of Education approves the following Code of Ethics as outlined in 18A:12-24.1 – Code of Ethics for School Board Members.

A school board member shall abide by the following Code of Ethics for School Board Members:

- 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 shall 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 that 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 policy making, 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 that may compromise the board.

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- 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. 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 school.
- 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 the complaints at public meetings only after failure of an administrative solution.

39. Re-adoption of Standard Operating Procedures – Upon the recommendation of the Chief School Administrator, the Board of Education re-adopts the Standard Operating Procedures.

40. Appointment of Purchasing Agent

WHEREAS, the changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$40,000; 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, Michael Neves 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 Town of Boonton Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Town of Boonton Board of Education, in the County of Morris, in the State of New Jersey hereby increases its bid threshold to \$40,000; and be it further

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RESOLVED, that the governing body hereby appoints Michael Neves 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; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Michael Neves' certification to the Director of the Division of Local Government Services, as required.

41. Approval of State Contract Resolution

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 Town of Boonton School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Town of Boonton Board of Education desires to authorize its purchasing agent from January 2017 through December 2017 to make any and all purchases necessary to meet the needs of the school district throughout the school year,

42. Approval to Designate Superintendent for Account Transfers – Moved that the Board of Education approves to designate the Superintendent make account transfers in accordance with N.J.S.A. 18A:22-8.1, the Superintendent of Schools as are necessary between meetings of the Board.

43. Approval of Board of Education Accounts/Banking Resolution:

RESOLVED that the following Financial Institutions be designated as approved depositories for the Boonton Town School District funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Lakeland Bank

44. Approval of Amended School Depositories and Signatures – Upon the recommendation of the Chief School Administrator, the Board of Education approves 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. 18A:19-1):

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ACCOUNT	SIGNATURES	BANK	ACCOUNT	# of signatures
General	Superintendent, Business Administrator, Board President, Board Vice President	Lakeland	*****1246	3
Payroll	Superintendent, Business Administrator	Lakeland	*****1262	1
Payroll Agency	Superintendent, Business Administrator	Lakeland	*****1270	1
Capital Reserve	Business Administrator, Superintendent	Lakeland	*****1238	1
Cafeteria	Business Administrator, Superintendent	Lakeland	*****1297	1
Bridges to Learning	Business Administrator, Superintendent	Lakeland	*****6329	2
SSS activities	Superintendent, Business Administrator, School Principal	Lakeland	*****1386	2
JHS activities	Superintendent, Business Administrator, School Principal	Lakeland	*****1378	2
MS activities	Superintendent, Business Administrator, School Principal	Lakeland	*****1343	2
MS athletics	Superintendent, Business Administrator, Athletic Director	Lakeland	*****1351	2
HS activities	Superintendent, Business Administrator, School Principal	Lakeland	*****1319	2
HS athletics	Superintendent, Business Administrator, Athletic Director	Lakeland	*****2019	2

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Flexible Spending	Business Administrator, Superintendent	Lakeland	*****9522	1
Scholarship	Superintendent, Business Administrator, School Principal	Lakeland	*****1327	2
Summer Savings	Business Administrator, Superintendent	Lakeland	*****6639	1
Unemployment	Superintendent, Business Administrator	Lakeland	*****1289	1

- 45. Approval to Re-adopt all Curriculums – Upon the recommendation of the Chief School Administrator, the Board of Education approves to re-adopt all existing curriculums in effect at this time, N.J.A.C. 6A:803.1.
- 46. Approval of Textbooks – Upon the recommendation of the Chief School Administrator, the Board of Education approves the annual list of textbooks that are currently in use, and further, that whenever new textbooks are needed, a review and approval by the Administration Committee will be done prior to adoption.
- 47. Approval of Architects
WHEREAS, the Boonton Board of Education requires the services of an architect; and
NOW, THEREFORE, BE IT RESOLVED, that the firm Solutions Architecture of Newark, NJ, be appointed architects for the Boonton Board of Education from January 2017 through December 2017.
- 48. Approval to Renew Agreement with Phoenix Advisors – Upon the recommendation of the Chief School Administrator, the Board of Education approve renewing the agreement with Phoenix Advisors of Bordentown, NJ, for continuing disclosure agent services and independent registered municipal advisor of record from January 2017 through December 2017.
- 49. Adoption of Evaluation Practice Instrument - Upon the recommendation of the Chief School Administrator, the Board of Education re-adopts the District’s approved practice instruments for evaluation of staff.