TEWKSBURY TOWNSHIP SCHOOL DISTRICT
173 Old Turnpike Road
Califon, New Jersey 07830
Phone: 908-439-2010 Fax: 908-439-2655

COMMITTEE OF THE WHOLE AGENDA
Date: June 7, 2016
7:00 P.M.

2015-2016 Board of Education Goals:

To improve communication within the Board of Education. Ensure that the website is appropriately updated for all meetings. Committee chairs will correspond each month with Administration about committee agendas. Additionally, the board will use technology to improve the communication with parents and the community about Board of Education activities.

Develop and implement a staff recognition program. Development of the program will take place in the fall of 2015. Implementation will be scheduled to begin no later than January 2016.

District Goals:

To monitor the progress of the implementation of the Strategic Plan initiatives outlined by the Administration. The Plan will be broken into quarterly objectives for the 2015/2016 school year by the August Board Meeting. Progress will be monitored Quarterly starting in October 2015 (January 2016, April 2016, July 2016).

To support the nomination and application of the Old Turnpike School to become a Blue Ribbon School.

Committee Members:

Ms. Monica Rowland	Mrs. Lori Larsen	Mrs. Laura Bartels	Ms. Lisa Delventhal	Mr. Brian Regan
Mrs. Marin Resnick	Dr. Andrew Schiller	Mrs. Krista Geoffrion	Mrs. Krista Jenkins	Ms. Michele Tenerelli

I. SUNSHINE ANNOUNCEMENT

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Tewksbury Township Board of Education has caused notice of the time and place of this meeting to be published in the Courier News, the Hunterdon Democrat, the Hunterdon Review and notice of the meeting has been posted in the Township Municipal Building, both school buildings and the Tewksbury Township Public Library.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mrs. Bartels	Mrs. Geoffrion	Mr. Regan	Dr. Schiller	Mrs. Larsen
Ms. Delventhal	Mrs. Jenkins	Mrs. Resnick	Ms. Tenerelli	

IV. OPEN SESSION

V. PRESENTATION

- Mr. Glenn Arbesfeld, Architect-SSP Architect
- Mr. Mike Ryder - EVVRS/HIB-ITP
- Ms. Monica Rowland - School Performance Report

VI. CORRESPONDENCE

- Letter and donation received from TES grandparent

VII. BOARD ACTION

- Approval of Minutes May 12, 2016 Committee of the Whole Meeting
- Approval of Minutes May 12, 2016 Executive Session
- Approval of Minutes May 28, 2016 Regular Board Meeting
- Approval of Minutes May 28, 2016 Executive Session

VIII. COMMITTEE REPORTS

A. Curriculum
Discussion
Old Business
New Business

B. Policy
Discussion
Old Business
New Business

Motion to approve the following:

1. Approve on second reading, Policy #4112.8/4212.8 Nepotism.

2. Approve on second reading, Policy #5141.22 Medical Marijuana.

3. Approve on second reading, Policy #3570 District Records and Reports.

4. Approve on second reading, Policy #5120 Assessment of Individual Needs.

5. Approve on second reading, Policy #9250 Expenses, Travel Reimbursement.

C. Finance
Discussion
Old Business
New Business

Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of April 30, 2016, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district's Board of Education.

_____ _____

Board Secretary Date

CERTIFICATION OF FUNDS

Motion to certify that, pursuant to N.J.A.C. 6A-23A-16.10(c)(4), after review of the secretary's monthly financial report (appropriations section) for April 30, 2016, and upon proper consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A-23A-16.10(c)(4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion to approve the following:

1. Accept the Board Secretary's Report and the Cash Account Reconciliation Report for month ending April 30, 2016.

2. Approve the attached list of transfers.

3. Approve the list of bills dated _____ in the amount of_____.

4. Approve the following workshops:

Staff Member	Date	Registration	Other Expenses	Travel/Mileage	Event/Destination
Emmalee Cougle	Summer 2016 On-line Course	$269.00	$0.00	no	Solving Classroom Discipline Problems
Emmalee Cougle	Summer 2016 On-line Course	$269.00	$0.00	no	Teaching Smarter with SMART Boards

5. Approve entering into contract with Pivotal Communications Group LLC for maintenance of Front Row equipment for school year 2016-2017 at a cost of $1,422.00.

6. Approve entering into contract with Somerset County Educational Services Commission for Child Study Team Meetings (Planning, Eligibility, IEP, Reeval) on an as needed basis for the 2016-2017 school year beginning July 1, 2016 through June 30, 2017 at a rate of $70.00 per meeting.

7. Approve entering into contract with Somerset County Educational Services Commission for Child Study Team Services, evaluations with report on an as needed basis for the 2016-2017 school year beginning July 1, 2016 through June 30, 2017 at a rate of $340.00 per evaluation.

8. Approve entering into contract with Frontline Technologies Group, LLC for IEP Direct beginning July 1, 2016 through June 30, 2017 in the amount of $6,937.70.

9. Approve placement of student #8342943881 at Montgomery Academy for Extended School Year Program beginning July 1, 2016 through July 29, 2016 at a tuition cost of $6,540.00 plus transportation.

10. Approve placement of student #8342943881 at Montgomery Academy for School Year 2016-2017 beginning September 6, 2016 through June 30, 2017 at a tuition cost of $58,860.00 plus transportation.

11. Approve placement of student #8648863621 at Warren County Special Services School District for Extended School Year Program beginning July 5, 2016 through August 1, 2016 at a tuition cost of $4,000.00 and an aide salary of $2,575.00 plus transportation.

12. Approve placement of student #6343430400 at Somerset Hills Learning Institute for Extended School Year Program beginning July 18, 2016 through August 11, 2016 at a tuition cost of $15,059.99.

13. Approve placement of student #6343430400 at Somerset Hills Learning Institute for 2016-2017 School Year beginning September 6, 2016 through June 30, 2017 at a tuition cost of $93,475.80.

14. Approve the submission of the IDEA application for the FY 2017, and accept the grant award upon subsequent approval for the FY 2017 IDEA application.

15. Approve the submission of the NCLB application for the FY 2017, and accept the grant award upon subsequent approval for the FY 2017 NCLB application.

16. Approve the following school lunch prices for the 2016-2017 school year.
    - Type A Student Lunch $3.00
    - Adult Lunch $3.50

17. Approve Maschio's Food Services, Inc. of Chester, NJ, to manage the Tewksbury Township Board of Education's food services for the 2016-17 school year at an annual cost of $_____ as recommended by the School Business Administrator. Maschio's Food Service, Inc. guarantees that the food service operation for the 2016-17 school year shall operate at "no cost".

18. Approve the following Change Order to Manor II Electric, Inc. for the generator installation at Old Turnpike School:

Change Order No.: GC-03	
Architect's Project No.: 13-08069	
Allowance A1 - General Repairs	$25,000.00
Change Order GC-01 (dig up encased conduits)	$16,591.00
Change Order GC-02 (allowance return)	($8,409.00)

19. Approve the following resolution:

    WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS,the Tewksbury Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS the Tewksbury Township Board of Education has determined that an amount not to exceed $_____ is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Tewksbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

BE IT RESOLVED, that the Board approve the following resolution:

Approval to Transfer Current Year Surplus to Capital Reserve Account

20. Approve the quote in the amount of $6,250.00 from Whirl Construction, Inc. for the removal and disposal of the playground equipment at OTS.

Motion to approve the following:

21. Authorize the School Business Administrator to advertise and request bids for the Tewksbury Elementary School loading dock, stairs and sidewalk projects.

Roll Call: Mrs. Bartels___ Ms. Delventhal___ Mrs. Geoffrion___ Mrs. Jenkins___ Mr. Regan___ Mrs. Resnick___ Dr.Schiller___ Ms. Tenerelli___ Mrs. Larsen___

D. Technology
Discussion
Old Business
New Business

E. Facilities
Discussion
Old Business
New Business

F. Communications
Discussion
Old Business
New Business

G. Other

Discussion
Old Business
- CSA Evaluation due July 1, 2016
- Board Self Evaluation on-line

New Business
- Donation of Bus #9 and Bus #2 for use in emergency evacuation training

IX. SUPERINTENDENT'S REPORT

Discussion
Old Business
New Business
- Amanda Intili, a student from The College of New Jersey studying Art Education and Fine Arts will perform her student teaching placement with Kelly Takayama at OTS from October 24, 2016 through December 15, 2016.

X. REORGANIZATION APPOINTMENTS

Motion to approve the following:

1. Appoint Joanne Black as Board Secretary for the 2016-17 school year.

2. Appoint Paula Hatch as Cash Account Reconciliations Specialist for the 2016-17 school year.

3. Approve the annual appointment of Hickory Run Family Practice to be the District's Medical Inspector for the 2016-17 school year.

4. Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2016-17 school year.

5. Approve the annual appointment of the Courier News to be the District's official legal newspaper and the Hunterdon Review and Hunterdon Democrat to be the District's official Alternate newspaper for the 2016-17 school year.

6. Approve the annual appointment of Jim Miller as the District's Affirmative Action Officer for the 2016-17 school year.

7. Designate Lori Larsen, BOE President, Joanne Black, Board Secretary, and Monica Rowland, Superintendent, to endorse all school warrants from July 1, 2016 through December 31, 2016.

8. Approve the annual appointment of Joanne Black, as Investment Officer for the district for the 2016-17 school year.

9. Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2016-17 school year.

10. Appoint Joanne Black as Custodian of Records for the 2016-17 school year.

11. Approve Jeff Munsey as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator.

12. Approve the following Tax Shelter Annuity Companies: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

13. Approve all current curricula for the 2016-17 school year.

14. Approve the following companies offering disability insurance to district employees: Unum, Colonial and Prudential.

15. Approve NJ School Board Insurance Group as the district's insurance carrier for the 2016-17 school year.

16. Approve Wells Fargo as the district's broker of record for health benefits and general insurance.

17. Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2016 through June 30, 2017.

18. Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2016 through June 30, 2017.

19. Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2016 through June 30, 2017.

20. Adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint board president and board secretary to act as parliamentarians for the 2016-2017 school year.

21. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2016-2017 school year.

22. Appoint the law firm of Schneck, Price, Smith and King, LLP as the General Counsel with Marc Zitomer, Lead Counsel for the 2016-17 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

23. Appoint Machado Law Group, LLC as Special Education Counsel for the 2016-17 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

24. Appoint SSP Architectural Group as Architects of Record for the 2016-17 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

25. Approve the tentative Board Meeting Dates for the 2016-17 school year (ATTACHMENT #2).

XI. MISCELLANEOUS APPROVALS

Motion to approve the following:

1. Be it resolved that the Tewksbury Township Board of Education appoints Joanne Black, pursuant to N.J.A.C. 5:34-5.5, as temporary purchasing agent of the board of education, and as such, establishes and sets the bid threshold amount of $40,000 for the board of education, and furthermore, the board authorizes Joanne Black to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount and to approve competitive quotations for amounts more than $6,000.

2. Approve Joanne Black, School Business Administrator, to make all necessary final transfers for the 2015-2016 school year budget in order to balance the budget for June 30, 2016.

3. Appoint Joanne Black, School Business Administrator, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

4. Approve the bonding of the Joanne Black, Board Secretary as per state law.

5. Approve adherence to all policies and regulations adopted by the previous Board, including the petty cash funds in the amount of $500 naming Joanne Black as custodian.

6. Approve the following resolution authorizing the procurement of goods and services through the New Jersey state purchasing 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 Tewksbury Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and,

   WHEREAS, the Tewksbury Township School Board of Education 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 Tewksbury 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 utilizing all state contracted vendors.

7. Authorize the renewal of cooperative agreements between the Tewksbury Township School District and the following:
    - Hunterdon Educational Services Commission
    - Somerset County Cooperative Program (SOCCP)
    - The Educational Services Commission of New Jersey (formerly known as the Middlesex Regional Educational Services Commision (MRESC)).

XII. EXECUTIVE SESSION

WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances, and:
WHEREAS, said law required the Board of Education to adopt a resolution at a public meeting before it can meet in such an executive or private session;
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Tewksbury that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel matters and negotiations. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting. Action will be taken.

Motion _____ 2nd _____

XIII. OPEN SESSION

It is recommended that the Board return to Open Session.

Motion _____ 2nd _____

H. Personnel
Discussion
Old Business
New Business

XIV. ADJOURNMENT

Motion _____ 2nd _____

The next meeting of the Board of Education will be June 28, 2016.