

RESOLVED, that in accordance with NJSA 18A:15-1 and Policy 0152 the South Bound Brook Board of Education, in the county of Somerset, New Jersey, elects Allison Lih-Thiessen as President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

The newly elected President now presides over the meeting.

ELECTION OF BOARD VICE-PRESIDENT

Motion(s) for nominations for office of Vice-President (second not required):

Motion by: Nancy Santora Nominee: Charles Brown

Motion to close nominations by Constance Conner VOTE: 6-0

Motion to accept nominations by Dominic Vatalare VOTE: 6-0

Roll Call vote for Vice-President

MOTION:	SECOND:	ROLL CALL VOTE:
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<input checked="" type="checkbox"/> Mr. Brown	<input checked="" type="checkbox"/> Mrs. Conner	<input type="checkbox"/> Mrs. Esposito	<input checked="" type="checkbox"/> Mrs. Lih-Thiessen	<input checked="" type="checkbox"/> Ms. Lima
<input checked="" type="checkbox"/> Mrs. Santora	<input checked="" type="checkbox"/> Mr. Vatalare			

RESOLVED, that in accordance with NJSA 18A:15-1 and Policy 0152 the South Bound Brook Board of Education, in the county of Somerset, New Jersey, elects Charles Brown as Vice-President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

CONSENT ITEMS TO BE VOTED ON TOGETHER A - X

A. APPOINTMENT OF BOARD SECRETARY

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Vincent J. Caravello as Board Secretary, effective January 1, 2019 through December 31, 2019.

B. DESIGNATION OF TREASURER OF SCHOOL MONIES (CONSULTANT)

RESOLVED, that the South Bound Brook Board of Education in the County of Somerset, New Jersey, appoints Joseph Marra as Treasurer of School Monies (Consultant), effective January 1, 2019 to December 31, 2019, cost not to exceed \$ 5,000.00.

C. APPOINTMENT OF PURCHASING AGENT

WHEREAS, NJSA 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS, NJSA 18A:18A-37 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,

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, approves the appointment of the School Business Administrator as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c. 440; and

BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000 and establish the quote threshold at \$5,400 as per NJSA 18A:18A-2.

D. APPOINTMENT OF BOARD ATTORNEY

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the firm of Fogarty and Hara for the 2019 calendar year, effective January 1, 2019;

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education in the following form:

SOUTH BOUND BROOK BOARD OF EDUCATION

Notice of Award of Professional Services Contract

At its meeting on January 3, 2019, the Board of Education authorized the awarding of a contract for professional services to Fogarty and Hara, LLC Attorneys with offices in Fair Lawn, New Jersey, to provide legal services to the district for the 2019 calendar year. The contractual amount shall not exceed \$25,000 for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 122 Elizabeth Street, South Bound Brook, New Jersey.

E. DESIGNATION OF SCHOOL AUDITORS

WHEREAS, there exists a need for the appointment of auditors to perform the annual audit of the financial books and records of the South Bound Brook Board of Education, in the County of Somerset, New Jersey, for the school year 2018-2019; and

WHEREAS, funds are available in the annual budget for this purpose; and

WHEREAS, the Public School Contracts Law defines auditing and accounting services as professional services not subject to competitive bidding;

WHEREAS, the firm holds an uncanceled registration license as a public school

accounting for New Jersey; and

WHEREAS, the board has reviewed the firm's peer review and letter of comment;

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Suplee, Clooney & Company as public school accountant, in accordance with NJSA 18A:23-1 and Policy 6830, for the 2018-2019 school year at a fee not to exceed \$20,000; and

BE IT FURTHER RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service, and amount of the contract and available for public inspection in the office of the Board of Education.

F. APPROVAL OF ARCHITECT OF RECORD

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey approves the firm of Tokarski & Millemann of Brick, New Jersey as the school district architect of record to provide architectural services for the 2019 calendar year with fees not to exceed \$75,000; and

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education.

G. DESIGNATION OF SCHOOL PHYSICIAN

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints RWJ Physician Enterprise, PA of South Bound Brook, New Jersey as Medical Director to provide school physician services in accordance with NJSA 18A:40-1 for the 2019 calendar year at annual salary of \$4,000.00.

H. APPROVAL OF BROKER OF RECORD

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey approves Treadstone, LLC as the school district broker of record to provide insurance broker services for the 2019 calendar year with fees not to exceed \$10,000; and

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education.

I. APPOINTMENT OF REPRESENTATIVE TO RECEIVING BOARD OF EDUCATION

WHEREAS, pursuant to NJSA 18A:38-8.1 et seq., the New Jersey Department of Education has verified the appropriate representation of sending district board of education on the receiving board of education as one member;

RESOLVED, that the South Bound Brook Board of Education appoints Dominic

Vatalare as its representative to the Bound Brook Board of Education for the 2019 calendar year.

J. APPOINTMENT OF DELEGATE TO NEW JERSEY SCHOOL BOARDS ASSOCIATION (NJSBA)

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey desires to send a delegate and alternate to the New Jersey School Boards Association; and

WHEREAS, the Board of Education Policy 0153 states that the board establish such designation;

RESOLVED, that the Board of Education recognizes the appointment of Edith Lima as delegate and TBD as alternate to the New Jersey School Boards Association, (NJSA 18A:6-46), effective immediately until the next organization meeting as prescribed by law.

K. APPOINTMENT OF DELEGATE TO SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION (SCSBA)

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, desires to send a delegate to the Somerset County School Boards Association; and

WHEREAS, the Board of Education Policy 0153 states that such designation be established by board president appointment; and therefore be it

RESOLVED, that the South Bound Brook Board of Education recognizes the appointment of Constance Conner as delegate to the Somerset County School Boards Association, effective immediately until the next organization meeting as prescribed by law.

L. APPOINTMENT OF DELEGATE TO SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, desires to send a delegate to the Educational Services Commission of Somerset County, and

WHEREAS, the Board of Education Policy 0153 states that such designation be established by board president appointment; therefore be it

RESOLVED, that the South Bound Brook Board of Education recognizes the appointment of Dr. Goeke as delegate to the Somerset County Educational Services Commission effective immediately until the next organization meeting as prescribed by law.

M. APPOINTMENT OF SECTION 504 OFFICER

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with 34 CFR 104.7(a) and Policy 1510 appoints Ms. Andrea Giraldo as Section 504 Officer for the 2019 calendar year.

- N. APPOINTMENT OF AFFIRMATIVE ACTION OFFICER
RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with NJAC 6A:7-1.5 appoints Dr. Goeke as Affirmative Action Officer for the 2019 calendar year; and
BE IT FURTHER RESOLVED, that the Board Secretary is directed to advertise the name, office address, and telephone number of the Affirmative Action Officer's office; and
BE IT FURTHER RESOLVED, that the Superintendent is directed to develop and distribute the grievance procedure as per 28 CFR 35.107(a).
- O. APPOINTMENT OF INDOOR AIR QUALITY COORDINATOR
RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey appoints the Supervisor of Buildings and Grounds as the Indoor Air Quality Coordinator for the 2019 calendar year effective January 1, 2019.
- P. APPOINTMENT OF ASBESTOS/AHERA COORDINATOR
RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the Supervisor of Buildings and Grounds as the district's designated person and program manager to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CFR-763 for the 2019 calendar year effective January 1, 2019.
- Q. APPOINTMENT OF INTEGRATED PEST MANAGEMENT COORDINATOR
RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the Supervisor of Buildings and Grounds as the district's designated IPM (Integrated Pest Management) Coordinator as per NJAC 7:30-13.3 for the 2019 calendar year effective January 1, 2019.
- R. APPOINTMENT OF CHEMICAL HYGIENE OFFICER
RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the Supervisor of Buildings and Grounds as the district's designated Chemical Hygiene Officer as per 29 CFR 1910.1450 for the 2019 calendar year effective January 1, 2019.
- S. APPOINTMENT OF TITLE IX COORDINATOR
RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with 34 CFR 106.8(a) and Policy 1510 appoints the Affirmative Action Officer as Title IX Coordinator for the 2019 calendar year; and
BE IT FURTHER RESOLVED, that the Board Secretary is directed to advertise the name, office address, and telephone number of the Title IX Coordinator.
- T. APPOINTMENT OF CUSTODIAN OF RECORDS
RESOLVED, that the South Bound Brook Board of Education, in the County of

Somerset, New Jersey, appoints the School Business Administrator as Custodian of Records in accordance with NJSA 47:1A-1 et seq. for the 2019 calendar year; and BE IT FURTHER RESOLVED, the South Bound Brook Board of Education indemnifies the School Business Administrator for all legal costs, which might arise from this appointment.

U. APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, in accordance with NJAC, the State of New Jersey Division of Contract Compliance and Equal Employment Opportunity requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer; and

WHEREAS, The public agency compliance officer is also responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Public Agency and the service providers. The service provider shall include but shall not be limited to goods and services vendors, professional service vendors, and construction contractors; and

WHEREAS, the Board of Education has determined that the Board Secretary can effectively and appropriately perform the duties of the public agency compliance officer;

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, hereby designated the Board Secretary as the Public Agency Compliance Officer in accordance with the provisions of NJAC 17:27-3.2.

V. APPOINTMENT OF ATTENDANCE OFFICER

RESOLVED, upon the recommendation of the Superintendent, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Ms. Andrea Giraldo as the Attendance Officer for the 2019 calendar year (NJSA 18A:38-32).

W. APPOINTMENT OF HOMELESS LIAISON

WHEREAS, pursuant to IASA, Section 323 of P.L. 103-382, each district needs to appoint a homeless liaison to serve the families of homeless children in the district,

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, approve Ms. Andrea Giraldo as the Homeless Liaison for the district for the 2019 calendar year.

X. COMMITTEES FOR THE 2019 CALENDAR YEAR

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, establishes the following Standing Committees for the 2019 calendar year: Finance, Facilities, Negotiations and Legislative; and

BE IT FURTHER RESOLVED that the Board President shall appoint the following board members to serve a one-year term on the approved standing committees:

Finance	<u>Allison Lih-Thiessen</u> , Chair <u>Dominic Vatalare</u> <u>Constance Conner</u>
Facilities	<u>Charles Brown</u> , Chair <u>Nancy Santora</u> <u>Edith Lima</u>
Legislative	<u>Edith Lima</u> , Chair
Sick Leave Bank	<u>Constance Conner</u> , Chair <u>Janet Esposito</u> <u>Dominic Vatalare</u>

Y. APPOINTMENT OF SCHOOL SAFETY SPECIALIST

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey appoints the Vincent Caravello, School Business Administrator as the School Safety Specialist for the 2019 calendar year effective January 1, 2019.

Motion to approve the above Consent Items, A through Y.

MOTION: Mr. Brown

SECOND: Mrs. Santora

ROLL CALL
VOTE: 6-0

Mr. Brown Mrs. Conner Mrs. Esposito Mrs. Lih-Thiessen Ms. Lima
 Mrs. Santora Mr. Vatalare

ANNUAL DESIGNATIONS

A. OFFICIAL FOR INVESTMENTS AND WIRES

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, designates the Board Secretary as the person responsible for any and all Board of Education investments; and

BE IT FURTHER RESOLVED that the Board Secretary be authorized to make wire transfers amongst the board accounts as may be necessary.

B. DESIGNATION OF OFFICIAL NEWSPAPER

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey designates the Courier-News as the official newspaper for legal notices and the Star Ledger be designated should it be impossible to advertise in the Courier-News for reasons of timely notice, emergency, or other reasons (NJSA 18A:22-11, 39-3 and 10:4-18); and

BE IT FURTHER RESOLVED, that personnel postings will be placed on the district website and Njschooljobs.com; and

BE IT FURTHER RESOLVED, that the Board Secretary send all notices of any regular, special, or rescheduled meeting to any individual requesting to be placed on a mailing list as provided by NJSA 10:4-19 and Policy 0162. Such requests for notices under this resolution shall terminate at midnight on December 31st of each year.

C. TIME/PLACE/DATE FOR REGULAR BOARD OF EDUCATION MEETINGS

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, is directed to meet at least once every two months during the period in which the school in the district is in session (NJSA 18A:10-6), and

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board;

RESOLVED by the South Bound Brook Board of Education to designate that the following notice of regularly scheduled meetings be adopted in accordance with NJSA 18A:22-11:

“Notice is hereby given that a Regular Meeting of the South Bound Brook Board of Education, in the County of Somerset, New Jersey, will be held on or about the second and fourth Wednesday of each month commencing at 7:30 p.m., prevailing time.”

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 122 Elizabeth Street, South Bound Brook, New Jersey.

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerk of the municipality.

BE IT FURTHER RESOLVED, that the regular meetings during the period of January 2019 through December 2019 shall be as listed below:

X Mrs. Santora X Mr. Vatalare

APPROVAL OF ANNUAL MOTIONS A-I

A. APPROVAL OF BOARD POLICIES AND BYLAWS

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, adopts and shall be governed in all actions and business to come before this Board by the written Board Policies, Regulations, and Job Descriptions previously duly adopted and contained in the Board of Education Policy Book as per Policy 0131.

B. APPROVAL OF PARLIAMENTARY PROCEDURES

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, to the extent consistent with State Law, Policies and By-Laws of the Board will be guided by "Robert's Rules of Order" as per Policy 0164.

C. SIGNATURE AUTHORIZATION

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey 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 (NJSA 18A:19-1):

That the Board President or Vice President, School Business Administrator and Treasurer of School Monies (Consultant) be designated to sign checks, Regular Accounts, and to sign withdrawals from the time open accounts as required.

That the Board President or Vice President and School Business Administrator be designated to sign all checks, Cafeteria Account.

That the Treasurer of School Monies (Consultant) or School Business Administrator be designated to sign all payroll and agency checks.

That the School Business Administrator be designated for opening and closing of interest-bearing accounts, and

That the Superintendent or School Business Administrator or School Principal/Superintendent be designated to sign all student account checks.

D. APPROVAL OF CURRICULUM

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with NJSA 18A:33-1 and Policy 2220 approves the following curriculum for Robert Morris School for the 2019 calendar year:

1. English Language Arts
2. Mathematics
3. Science
4. Social Studies
5. Physical Education/Health
6. Library/Media Center
7. 21st Century Life and Careers
8. Art
9. Music
10. English as a Second Language
11. World Language
12. Speech
13. Preschool – Tools of the Mind
14. Guidance
15. Technology
16. Spec Ed Extended School Year

BE IT FURTHER RESOLVED, that the Board of Education approve all textbooks in use to implement this curriculum for the 2019 calendar year in accordance with NJSA 18A:34-1. Additional/new texts related to curriculum revisions for the 2019 calendar year will be subject to board approval.

E. PETTY CASH ACCOUNTS

WHEREAS, there has been a need to reestablish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy; and

WHEREAS, the State Board of Education has amended NJAC 6A:23-2.9, NJSA 18A:19-13, and Policy 6620 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds;

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, authorizes the establishment of the following petty cash funds in the amount indicated below:

Robert Morris School \$2,000 in \$200 increments (single expenditure maximum \$25.00).

F. AUTHORIZING THE USE OF STATE CONTRACTS

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 South Bound Brook Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the South Bound Brook 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; and therefore be it

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, 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.

G. APPROVAL OF PAYMENT OF BILLS BETWEEN MEETINGS

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the Business Administrator as Claims Auditor to verify and pay bills as needed to protect the interests of the board between meetings with the advice and consent of the Board President which will be listed as paid at the next regular board meeting.

H. COLLECTION AND MAINTENANCE OF PUPIL RECORDS

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, authorizes certified school personnel to collect and maintain the following mandated pupil records as per NJAC 6A:32-7.3 and Policy 8330:

- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
- b. Record of daily attendance
- c. Descriptions of student progress according to the system of student evaluation used in the school district;
- d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- e. Records pursuant to rules and regulations regarding education of students with disabilities; and
- f. All other records required by State Board of Education.

I. ADOPTION OF CODE OF ETHICS

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, adopt the following Code of Ethics as per NJSA 18A:12-21 et seq. and Policy 0142:

The members of the board of education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the board adopts this code of ethics:

- 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 which 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 policymaking, 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.
- 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 schools.
- 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.

The board shall see that all members of the board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that s/he has received a copy of it and has read and understood it.

Motion to approve the above Annual Motions, A through I.

MOTION: Mrs. Conner

SECOND: Mr. Vatalare

ROLL CALL
VOTE: 6-0

X Mr. Brown X Mrs. Conner NA Mrs. Esposito X Mrs. Lih-Thiessen X Ms. Lima
X Mrs. Santora X Mr. Vatalare

END OF ORGANIZATION MEETING

APPROVAL OF MINUTES – DECEMBER 12, 2018 REGULAR MEETING

Waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2019-2020, and

WHEREAS, the South Bound Brook Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

NOW THEREFORE BE IT RESOLVED, that the South Bound Brook Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Somerset appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2019-20 school year.

b. APPROVAL OF 2018-19 SOUTH BOUND BROOK SCHOOL DISTRICT PURCHASEING MANUAL

Motion to approve, as recommended by the superintendent the 2018-19 South Bound Brook School District Purchasing Manual.

c. APPROVAL OF AGREEMENT FOR ARMOR CAR SERVICE

Motion to approve, the agreement with Dunbar Armored to provide armored car service for the districts' TD Bank deposits. The annual cost, not to exceed \$2,075.00, using cafeteria funds.

d. APPROVAL OF WJIV INTERPRETATION AND INSTRUCTIONAL INTERVENTION PROGRAM LICENSE

Motion to approve agreement with Houghton Mifflin Harcourt for WJ IV Interpretation and Instructional Interventions one-year license, cost not to exceed \$ 536.64.

APPROPRIATION LINE 11-000-217-600 & 11-000-219-600

e. APPROVAL OF ARCHITECRUAL SERVICES

Motion to authorize Tokarski & Millemann, architect of record, to proceed with the Classroom Limited design services proposal for security vestibule at the Robert Morris School, rear entrance not to exceed \$7,300.00 for architectural services.

APPROPRIATION LINE 12-000-400-931

f. APPROVAL TO AMMEND LRFP

Resolved: that upon the recommendation of the Superintendent of Schools, the South Bound Brook Board of Education approves the Amendment to the Long Range Facilities Plan (LRFP) removing completed projects.

g. APPROVAL OF WITHDRAWL OF FUNDS FROM CAPITAL RESERVE

Motion to approve withdrawal of funds from Capital Reserve for the following

Projects:

Project	Amount
Classroom HVAC Replacement	\$ 342,000.00
RTU 1 Replacement	\$ 113,000.00
TOTAL	\$ 455,000.00

h. APPROVAL OF RFP

Motion to authorize the School Business Administrator/Purchasing Agent to prepare And advertise a Request for Proposal for the following projects:

Classroom HVAC and RTU 1 Replacement at the Robert Morris School

APPROPRIATION LINE 12-000-400-931

i. APPROVAL OF ARCHITECTURAL SERVICES

Motion to authorize Tokarski & Millemann, architect of record, to proceed with the Classroom HVAC and RTU 1 Replacement at the Robert Morris School, not to exceed \$33,000.00 for architectural services.

APPROPRIATION LINE 12-000-400-931

j. TUITION FOR RECEIVING OUT-OF-DISTRICT SPECIAL EDUCATION PLACEMENTS FOR 2018-19 SCHOOL YEAR

A motion is necessary for inclusion in the minutes to accept the following amended contract for receiving out-of-district special education placement for the 2018-19 school year.

<u>Sending District</u>	<u>Amount</u>
Middlesex BOE	\$ 74,615.00

k. APPROVAL OF AGREEMENT FOR SECURITY CAMERA AND ACCESS CONTROL

Motion to approve agreement with NewEra Technology to provide the purchase and installation of Security Cameras and Access Control for Robert Morris School, cost not to exceed \$ 74,534.21.

APPROPRIATION LINES 20-008-100-610, 11-000-266-300 and 11-000-266-800

m. MOTION FOR APPROVAL TO ATTEND WORKSHOPS AND PROFESSIONAL DEVELOPMENT

Motion to approve the attendance of the following to attend workshops and to receive reimbursement for incurred expenses:

NAME	DATE	COST	DESCRIPTION
E. Kalacheva	1/15/19	\$ 259.00	Strategies! Increase and Accelerate Your ELL Students' Learning and Success in School
A. Giraldo	1/16/19	\$ 169.00	NJASA Dealing with Difficult Employees
L. Goeke	1/16/19	\$ 149.00	NJASA Dealing with Difficult Employees

n. LEAVE OF ABSENCE FOR LAUREN MISKA

Motion to approve Lauren Miska's request for a maternity leave of absence to begin on February 19, 2019, she is then requesting a child care leave of absence (FMLA), tentatively returning to work on September 1, 2020.

o. ACCEPTANCE OF DONATION FOR KINDERGARTEN CENTER MATERIALS

Motion to accept donation from The Work-Family Connection in the amount of \$100.00 to go towards replenishment of Kindergarten center materials.

p. APPROVAL OF SERVICE AGREEMENT FOR PLANNED MAINTENANCE

Approval of service agreement with Modern Group Power Systems for planned maintenance on the generator, not to exceed \$ 1,025.00.

APPROPRIATION LINE 11-000-262-420-000

q. TUITION FOR OUT-OF-DISTRICT PLACEMENTS FOR 2018-2019

A motion is necessary for inclusion in the minutes to accept the following tuition costs for out-of-district placements for the 2018-19 school year (September 1, 2018 through June 30, 2019):

<u>DESTINATION</u>	<u>COST</u>
Bernards BOE – Ridge HS (ESY)	\$ 3,783.50
Bernards BOE – Ridge HS (2018-19)	\$ 34,619.00

APPROPRIATION LINE 11-000-562-100

r. APPROVAL OF SUBSTITUTE TEACHERS FOR THE 2018-2019 SCHOOL YEAR

Motion to approve the following substitute teachers for the 2018-2019 school year (through June 30, 2019):

Barkley, Angela
Beckles, Melody
Burns, Tara
Eckardt, Jenna
Canavan, Barbara

Hardy-Ali, Kristal
Smith, Lee

Rates to be paid per agreement with EDUStaff.

APPROPRIATION LINE 11-130-100-101-001

Motion to accept above action items a-k & m-r.

MOTION: Mr. Brown

SECOND: Mr. Vatalare

ROLL CALL
VOTE: 6-0

COMMITTEE REPORTS

Mr. Caravello stated that the Finance Committee will meet on the evening of the February 6, 2019.

OLD BUSINESS

Mr. Caravello updated the board on the following items:

- The Self-Assessment with Gwen Thornton will be scheduled for March 2019.
- The Security Cameras and Swipe Card System was approved and will be installed over Spring break.
- The HVAC and Vestibule Project will be scheduled for Summer 2019.
- Vendor has been contacted to explore options for an automatic gate for the Madison Street parking lot.
- The Demographic Study is currently underway
- The Architect will be making a presentation to the board at the January 16, 2019 meeting regarding the upcoming scheduled projects and potential future projects.

NEW BUSINESS

~~**ADJOURNMENT TO EXECUTIVE SESSION (TIME: _____)~~

~~RESOLVED by the South Bound Brook Board of Education as per Chapter 231, P.L. 1975:~~

- ~~a. That it is hereby determined that it is necessary to meet in Executive Session on January 3, 2018 to discuss:~~
 - ~~Student Matter~~
- ~~b. 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.~~
- ~~c. Length of meeting thought to be approximately 15 minutes.~~
- ~~d. Action will be taken upon return to Open Session.~~

~~ROLL CALL
MOTION: _____ SECOND: _____ VOTE: _____~~

RETURN TO OPEN SESSION (TIME: _____)

~~_____ Motion to return to Open Session.~~

_____ MOTION: _____ SECOND: _____ VOTE: _____

ACTION ITEM L

~~_____ I. ACCEPTANCE OF HIB INCIDENT REPORT~~
~~_____ Motion to accept January 3, 2019 Harassment, Intimidation and Bullying (HIB)~~
~~_____ Incident Report.~~

~~_____ Motion to approve the above action item I.~~

_____ MOTION: _____ SECOND: _____ ROLL CALL
_____ VOTE: _____

ADJOURNMENT (TIME: 8:30 PM)

MOTION: Mrs. Santora SECOND: Mrs. Conner VOTE: 6-0

* The Executive Session was canceled, will be conducted at the next scheduled board meeting.

Respectfully submitted,

Vincent J. Caravello
School Business Administrator/Board Secretary