



**LONG HILL TOWNSHIP BOARD OF EDUCATION  
REORGANIZATION AND REGULAR MEETING**

**Long Hill Township Municipal Building**

**January 9, 2017**

**7:30 P.M.**

**AGENDA**

**MISSION STATEMENT**

We believe that it is the responsibility of the Long Hill Township Board of Education (BOE) to provide an educational climate that stresses high academic achievement and will permit students to grow socially, physically, intellectually, morally and emotionally. The district's mission is to support the development of our students so that they may become happy, useful and self-supporting citizens, within the limits of their individual abilities and interests. We believe in each individual's worth and dignity as a person.

We believe that:

1. Education is a growth process by which people learn to think and act more effectively.
2. We must provide a safe, pleasant environment for learning.
3. Respect for the policies of a democratic government is desirable.
4. Students should acquire an understanding of and a respect for the traditions, customs and heritage of the country.
5. Students should be encouraged to use leisure time wisely.
6. Students should be taught that education, in its broadest sense, can become a lifelong pursuit for everyone.

Our responsibility extends to encouraging a close relationship among students, teachers, administrators and the community. We seek to prepare our students to function in a rapidly changing world with an awareness of the past, an understanding of the present and an optimistic preparation for the future.

**DISTRICT GOALS 2016-2017**

1. Review the action plans that support the district's strategic plan, make revisions/updates where needed, and communicate the status of the accomplishment of the plan.
2. Implement strategies to narrow the achievement gap that exists within the district. (PLCs, district benchmarks, and data analysis)
3. Develop communication tools to increase parental engagement and strengthen parent/district partnerships.

**CALL TO ORDER by Mr. John Esposito, Board Secretary/Business Administrator**

**PLEDGE OF ALLEGIANCE**

**MEETING NOTICE**

Adequate notice of this meeting of the Long Hill Township Board of Education was given as required by the Open Public Meetings Act as follows:

Notice was sent to the Courier News, Echoes Sentinel and the Daily Record on October 12, 2015. Notice was posted on the bulletin board in the first floor entrance hall of the School District Administration Building, Gillette, New Jersey. Notices were filed with the Township Clerk; and notices were mailed to all persons who have requested individual notice pursuant to the Open Public Meetings Act.

**ELECTION RESULTS**

There was a total of 7,673 ballots cast for the 3 three-year terms in the annual election held on November 8, 2016.

<b>Candidate</b>	<b>Total</b>
Karen Nyquist	2,044
Matthew DiGiorgio	1,910
Thomas O'Leary	1,830

There was a total of 115 write-in ballots for the 1 two-year unexpired term in the annual election held on November 8, 2016.

<b>Candidate</b>	<b>Total</b>
Reid Bundonis	26

**SWEARING IN OF NEW BOARD MEMBERS**

Reid Bundonis                      Matthew DiGiorgio                      Marta Moakley  
Karen Nyquist                      Thomas O'Leary

**Roll Call**

**Mr. Bundonis                                      Mr. DiGiorgio                                      Mr. O' Leary**  
**Mrs. Butler                                      Mrs. Moakley                                      Ms. Raban**  
**Mr. Carn                                      Miss Nyquist                                      Mr. Stevens**

**Election of Board President** (conducted by the Board Secretary)

*Nominations for President (must have a second)*

\_\_\_\_\_ nominates \_\_\_\_\_.

Second by \_\_\_\_\_.

\_\_\_\_\_ nominates \_\_\_\_\_.

Second by \_\_\_\_\_.

Motion to close nominations \_\_\_\_\_.

Second by \_\_\_\_\_.

**Roll Call**

Note: If there is more than one (1) nominee, the Board Secretary will call the roll and each Board Member will vote his/her choice. A nominee must have five (5) votes. If there is only one nominee, the Board Secretary will ask for a voice vote.

The Board Secretary passes the gavel to the New Board President.

**Election of Board Vice-President** (conducted by the Board President)

*Nominations for Vice-President (must have a second)*

The Board President asked for nominations for the office of Vice-President.

\_\_\_\_\_ nominates \_\_\_\_\_.

Second by \_\_\_\_\_.

\_\_\_\_\_ nominates \_\_\_\_\_.

Second by \_\_\_\_\_.

Motion to close nominations \_\_\_\_\_.

Second by \_\_\_\_\_.

Note: If there is more than one (1) nominee, the Board President will call the roll and each Board Member will vote his/her choice. A nominee must have five (5) votes. If there is only one nominee, the Board President will ask for a voice vote.

**Roll Call**

**COMMUNICATIONS**

## **BOARD COMMITTEE REPORTS**

### **SUPERINTENDENT'S REPORT**

### **ADMINISTRATORS' AND SUPERVISORS' REPORT**

### **BUSINESS ADMINISTRATOR'S UPDATE**

### **COMMENTS FROM THE PUBLIC**

At this point, the Board of Education welcomes comments from any member of the public. Please note that as per Board Policy #1120, a total of fifteen (15) minutes is allocated for public comments at any single Board meeting. In order to provide residents the opportunity to comment, individual speakers are limited to three minutes each at any particular Board meeting. The Board may extend these time limits at its discretion.

### **RESOLUTIONS-REORGANIZATION**

#### **1. Appointment of Health Benefits Consultant**

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approves the contract with Brown & Brown Benefits Advisors to serve as Health Insurance Consultant and to provide health benefits consulting services to the district for the 2017 calendar year at a cost of \$12,000, effective January 1, 2017.

ACTION OF THE BOARD \_\_\_\_\_

#### **2. Resolution To Continue Membership In The Morris Essex Insurance Group**

**WHEREAS**, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-.18B and;

**WHEREAS**, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

**WHEREAS**, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and

**WHEREAS**, the Board of Education of Long Hill Township has determined that membership in the **MORRIS ESSEX INSURANCE GROUP** is in the best interest of the District;

**NOW THEREFORE**, be it resolved that the Board of Education of Long Hill Township does hereby agree to renew membership in the

**MORRIS ESSEX INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2017 to June 30, 2020.

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

ACTION OF THE BOARD \_\_\_\_\_

**3. Morris Essex Insurance Group Membership, Indemnity And Trust Agreement**

THIS AGREEMENT, made this first day of January, 2017 in the County of Morris, State of New Jersey By and Between: MORRIS ESSEX INSURANCE GROUP hereinafter referred to as Pool; and the Board of Education of Long Hill Township a duly constituted unit of government hereinafter referred to as the Board:

WITNESSETH:

WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the Pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepts the POOL'S Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the POOL with respect to Self-Insured Workers' Compensation and if applicable, to participate in the Insured Joint Purchasing Pool for Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the POOL, allowed by law.
3. The BOARD agrees to renew membership in the POOL for the period of three (3) years, the commencement of which shall be July 1, 2017.
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.

5. In consideration of membership in the POOL the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the POOL, all of whom as a condition of membership in the POOL shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the POOL in accordance with the Bylaws thereof, this Agreement or any applicable Statute.

6. If the POOL in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the POOL for all such reasonable expenses, fees and costs on demand.

7. The BOARD and the POOL agree that the POOL shall hold all monies paid by the BOARD to the POOL as fiduciaries for the benefit of POOL claimants all in accordance with NJSA 18a;18b.

8. The POOL shall establish separate Trust Accounts for each of the following categories of risk and liability:

- a) Claims or Loss Retention Fund
- b) Administrative
- c) Workers' Compensation Premium

The POOL shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the POOL'S Bylaws and such other Statutes as maybe applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the POOL shall be obligated to execute this Agreement.

ACTION OF THE BOARD \_\_\_\_\_

**4. Adoption of Official Newspapers**

RESOLVED that the Long Hill Township Board of Education designate the Courier News, the Star Ledger, the Daily Record and the Echoes Sentinel as the official newspapers of the Board.

ACTION OF THE BOARD \_\_\_\_\_

**5. Adoption of Robert's Rules of Order**

RESOLVED that the Long Hill Township Board of Education will operate in accordance with Robert's Rules of Order, newly revised 1981, and shall govern all official deliberations of the Board, except when they conflict with any of the established rules under N.J.S.A. 18A and N.J.A.C. Title 6 and Title 6A.

ACTION OF THE BOARD \_\_\_\_\_

## 6. Approval of Depositories

RESOLVED that the Long Hill Township Board of Education approve depositories for checking accounts for payroll, agency, general, improvement authorization, trust funds and milk accounts, and for investment in Certificates of Deposit and Cash Management programs at the following banks or their successors:

Investors Savings Bank  
MBIA Municipal Investors Service Corporation  
PNC Bank  
J.P. Morgan Chase

AND BE IT FURTHER RESOLVED that the Board Secretary and/or the Superintendent be authorized to enter into agreement(s) with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits(s) when appropriate.

AND BE IT FURTHER RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND BE IT FURTHER RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Marketing Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education.

AND BE IT FURTHER RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, binds, bind coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND BE IT FURTHER RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen signatures of required authorities to the above approved depositories.

AND BE IT FURTHER RESOLVED that the Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities as allowed by law, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation.

ACTION OF THE BOARD \_\_\_\_\_

**7. Authorization to Sign Checks**

RESOLVED that the Long Hill Township Board of Education authorize the following officials to sign all checks on the General Account: President or Vice President, Board Secretary/Business Administrator and the Chief School Administrator.

ACTION OF THE BOARD \_\_\_\_\_

**8. Appointment of Representatives Requesting Federal and State Funds**

RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary for the Long Hill Township Board of Education, or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Reorganization meeting to the Reorganization meeting in the next calendar year.

ACTION OF THE BOARD \_\_\_\_\_

**9. Approval of Board Policies, By-Laws and Administrative Guidelines**

RESOLVED that the Long Hill Township Board of Education approve all existing Board Policies, By-Laws and Administrative Guidelines of the Long Hill Township Board of Education.

ACTION OF THE BOARD \_\_\_\_\_

**10. Approval of Appointments**

RESOLVED that the Long Hill Township Board of Education approve the following appointments:

- |    |   |                  |
|----|---|------------------|
| a. | Board Secretary                         | John Esposito    |
| b. | School Physician                        | Dr. Robert Panza |
| c. | Affirmative Action Officer              | Lori Jones       |
| d. | Gender Equity Officer                   | Lori Jones       |
| e. | 504 Officer                             | Fraida Yavelberg |
| f. | Right-to-Know Contact Person            | John Esposito    |
| g. | Public Agency Compliance Officer        | John Esposito    |
| h. | Homeless Liaison                        | Edwin Acevedo    |
| i. | Americans with Disabilities Act Officer | Fraida Yavelberg |
| j. | Title IX Officer                        | Edwin Acevedo    |
| k. | English as a Second Language Coor.      | Edwin Acevedo    |
| l. | Indoor Air Quality Designated Person    | John Esposito    |
| m. | Chemical Hygiene Designated Person      | John Esposito    |
| n. | Asbestos Officer                        | John Esposito    |
| o. | Safety Officer                          | Edwin Acevedo    |
| p. | Attendance Officer                      | Edwin Acevedo    |
| q. | Integrated Pest Management Coordinator  | John Esposito    |
| r. | Custodian of School Records             | John Esposito    |

ACTION OF THE BOARD \_\_\_\_\_



**11. Appointment of Insurance Agent of Record: Property/Liability**

RESOLVED that the Long Hill Township Board of Education appoint Willis Towers Watson as property/liability insurance agent of record for the 2017-2018 school year.

ACTION OF THE BOARD \_\_\_\_\_

**12. Appointment of Board Attorney**

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, re-appoint Schwartz, Simon, Edelstein and Celso as board attorneys for the 2017 calendar year; and authorize the Business Administrator to enter into a contract with Schwartz, Simon with rates as follows: Attorney's fees are \$170.00 per hour; work performed by law clerks and paralegals will be billed at \$100.00 per hour.

ACTION OF THE BOARD \_\_\_\_\_

**13. Approval of Architect of Record**

RESOLVED that the Long Hill Township Board of Education appoint Parette Somjen Architects as the district architect of record for the 2017-2018 school year.

ACTION OF THE BOARD \_\_\_\_\_

**14. Appointment of Auditor**

RESOLVED that the Long Hill Township Board of Education appoint William Colantano, Jr., of Bedard, Kurowicki & Co., CPA's, PC, as auditor for the 2017-2018 School year at an annual fee not to exceed \$21,950.00.

ACTION OF THE BOARD \_\_\_\_\_

**15. Approval of Interlocal Agreement with Somerset County Educational Services Commission**

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an interlocal transportation services agreement with the Somerset County Educational Services Commission to participate in coordinated student transportation *on an as-needed basis for the 2017-18 school year*.

WHEREAS, Long Hill Township School District desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Somerset County Educational Services Commission, hereinafter referred to as the SCESC, offers coordinated transportation services; and

WHEREAS, the SCESC will organize, provide and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 4%, as presented to the Long Hill Township School District as calculated by the billing formula adopted by the SCESC's Board of Education. Said formula shall be based on a

route cost divided by home to school mileage of students allocated to each participating district. The total amount to be charged to district will be adjusted based on actual costs. Payments will be due within 30 days of receipt by the district and deemed late after 60 days with an additional 1% fee for late payments. At the discretion of the Commission superintendent, late fee charges may be waived for extenuating circumstances.

I. The SCESC will provide the following services:

- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by SCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. It is further agreed that the Long Hill Township School District will provide the SCESC with the following:

1. requests for any additional transportation on approved forms to be provided by the SCESC, completed in full and signed by previously authorized district personnel;

2. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Long Hill Township School District.

III. Whereas, the SCESC also provides coordinated regional bus maintenance services, safety training, coordinated purchasing, professional development and other related transportation services for an additional fee as a shared services program, the Long Hill Township School District may participate at any time.

IV. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2017 and June 30, 2018.

V. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an Instrument in writing over authorized signature.

ACTION OF THE BOARD \_\_\_\_\_

**16. Designation of Tax Sheltered Annuity Providers**

RESOLVED that the Long Hill Township Board of Education, acknowledges the following official tax shelter annuity companies:

AXA/Equitable

Prudential

Valic

Lincoln Investment

ACTION OF THE BOARD \_\_\_\_\_

**17. Appointment of Acting Board Secretary for Emergency Purposes**

RESOLVED that the Long Hill Township Board of Education appoint Dr. Edwin Acevedo as Acting Board Secretary for emergency purposes or in the absence of the Business Administrator/Board Secretary.

ACTION OF THE BOARD \_\_\_\_\_

**18. Appointment of Investment Officer**

RESOLVED that the Long Hill Township Board of Education appoint John Esposito, Business Administrator/Board Secretary, as Investment Officer.

ACTION OF THE BOARD \_\_\_\_\_

**19. Approval of Contractors of Record and Service Providers**

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and Business Administrator, approve the list of companies and agencies (as attached) as Board of Education contractors of record and service providers.

ACTION OF THE BOARD \_\_\_\_\_

**20. Approval of Petty Cash Accounts**

RESOLVED that the Long Hill Township Board of Education approve the following Petty Cash Accounts and their custodians as listed below:

Superintendent's Office	Edwin Acevedo	\$100.00
Central School	George Villar	\$100.00
Millington School	Jennifer Dawson	\$100.00
Gillette School	Lori Jones	\$100.00
Special Services	Fraida Yavelberg	\$200.00
Board Office	John Esposito	\$100.00
Business Office	John Esposito	\$1,000.00
Technology	Alex Blinder	\$100.00

ACTION OF THE BOARD \_\_\_\_\_

**21. Claims Auditor Pre-Payment Authority**

RESOLVED that the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

ACTION OF THE BOARD \_\_\_\_\_

**22. Approval of Organization Chart**

RESOLVED that the Board of Education approve the District Organization Chart (as attached).

ACTION OF THE BOARD \_\_\_\_\_

**23. Designation of Business Administrator Transfer Authority**

RESOLVED that as provided by N.J.S.A. 18A:22-8.1 amended, the Business Administrator be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and

BE IT FURTHER RESOLVED that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

ACTION OF THE BOARD \_\_\_\_\_

**24. Adoption of Curriculum**

RESOLVED that the Long Hill Township Board of Education adopt the current Curriculum Guides for the 2017-2018 school year as per the attached list.

ACTION OF THE BOARD \_\_\_\_\_

**25. Adoption of Five-Year Schedule for Program Evaluation and Applicable Curriculum Development**

RESOLVED that the Long Hill Township Board of Education adopt the Five-Year Schedule for Program Evaluation and Applicable Curriculum Development as attached.

ACTION OF THE BOARD \_\_\_\_\_

**26. Adoption of Textbooks**

RESOLVED that the Long Hill Township Board of Education adopt the Textbooks in Use List as attached.

ACTION OF THE BOARD \_\_\_\_\_

**27. Appointment of 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 contract as permitted by the 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, currently \$40,000, may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and the individual is certified as a Qualified Purchasing Agent, and

WHEREAS 18A:18A-37(c) provides that all contracts that are in the aggregate less than 15% of the bid threshold, currently \$6,000.00, may be awarded by the purchasing agent without soliciting competitive quotations of so authorized by Board resolution and the individual is certified as a Qualified Purchasing Agent.

NOW, THEREFORE BE IT RESOLVED, that the Long Hill Township Board of Education, pursuant to the statutes cited above, hereby appoints John Esposito, who holds the Qualified Purchasing

Agent designation, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Long Hill Township Board of Education, and

BE IT FURTHER RESOLVED that John Esposito is hereby authorized to award contracts on behalf of the Long Hill Township Board of Education that are in the aggregate less than 15% of the bid threshold, currently \$6,000.00, without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that John Esposito is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Long Hill Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold, currently \$6,000.00, but are less than the bid threshold of \$40,000.

ACTION OF THE BOARD \_\_\_\_\_

**28. State Contract Purchasing**

WHEREAS, 18A:18A-10 provides that “A Board of Education, without advertising for bids, or 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 Long Hill Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS the Long Hill Township 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 Long Hill 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 various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

ACTION OF THE BOARD \_\_\_\_\_

**29. Appointment of Phoenix Advisors as District Financial Advisors**

**WHEREAS**, the Bond Issuer (“Long Hill Township Board of Education”) has heretofore agreed through the execution of Continuing Disclosure Agreements (“CDA’s”) in connection with one or more bond issuances to provide certain financial and other information and notices, within specified timeframes, in a manner prescribed by the regulators of the underwriter that purchased said bond issues;  
and

**WHEREAS**, but for the execution of the CDA’s, the underwriter of such bonds would be prohibited from purchasing the bonds of the Bond Issuer; and

**WHEREAS**, in order to ascertain its compliance with various CDA’s executed in conjunction

with the issuance of bonds, the Bond Issuer must codify the requirements stipulated in those various CDA's and compare those requirements with its filings and correct any deficiencies; and

**WHEREAS**, new rules and regulations promulgated by the Securities & Exchange Commission ("SEC") restrict the provision of advice concerning the issuance of municipal debt to those that are appropriately registered with the SEC; and

**WHEREAS**, it is beneficial to retain assistance of appropriately registered experts in the field of municipal bond finance, with knowledge and experience in these matters, to assist in assuring compliance with CDA's and to stand ready to provide advice as needed with the issuance of municipal debt as Municipal Advisor of Record; and

**WHEREAS**, Phoenix Advisors provides such continuing disclosure services and is an independent registered municipal advisor under the SEC regulations and has heretofore been appointed by the Bond Issuer to provide the same until the expiration of this Agreement, as defined in Section 3 herein; and

**WHEREAS**, the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Bond Issuer.

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

Section 1. Phoenix Advisors will perform, inter alia, the tasks as described in the scope of services summarized in Exhibit I and, if further requested, in Exhibit II attached hereto.

Section 2. The Bond Issuer will compensate Phoenix Advisors for services provided in accordance with this agreement, as more particularly set forth below:

**Continuing Disclosure Agent Service:**

\$850 – All-inclusive fee

**Independent Registered Municipal Advisor of Record**

There is **no fee** charged by Phoenix Advisors for being designated as the District's Independent Registered Municipal Advisor (IRMA). As the District's IRMA, we will be available to answer general questions concerning outstanding debt issues, market conditions, preliminarily review financing proposals, or prepare preliminary project analyses.

A separate addendum to this Agreement will be provided for the District's

acknowledgement, if it chooses to have Phoenix Advisors involved in a debt issuance or to undertake an in-depth evaluation of a proposal or project, perform a consultant service, or assist with rating agency surveillance. Our goal is to be available to the District and to add value when the District needs our expertise.

Section 3. This Agreement, as to the Continuing Disclosure Agent and Municipal Advisor of record, shall be in effect through the District's fiscal year-end and is subject to annual reappointment.

Section 4. This Agreement may be terminated by the District or Phoenix Advisors, upon giving thirty (30) days prior written notice.

Section 5. This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

**IN WITNESS WHEREOF**, the Long Hill Board of Education and Phoenix Advisors have caused this Agreement to be duly executed by their authorized representatives as of January 9, 2017.

ACTION OF THE BOARD \_\_\_\_\_

### **30. Adoption of New Jersey School Boards Association Board Member Code of Ethics**

RESOLVED that the Long Hill Township Board of Education adopt and agree to abide by the New Jersey School Boards Association Board Member Code of Ethics as set forth below:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. 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.
3. 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.
4. 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.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. 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.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But 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.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.

10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

ACTION OF THE BOARD \_\_\_\_\_

**31. Committee Assignments**

The following committee assignments will be determined by the Board President:

Standing Committees

- Buildings and Grounds
- Community Relations
- Curriculum/Student Achievement
- Finance
- Negotiations
- Policy
- Technology

Liaisons

- Educational Services Commission of Morris County
- All Schools Council
- PTO
- NJSBA and MCSBA
- Liaison to Watchung Hills Regional High School
- Liaison to Long Hill Parents and Professionals for Exceptional Children (LHPPEC)
- Liaison to SPORT
- Liaison to FORCE

**Minutes**

**32. RESOLVED** that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

- a. December 19, 2016 Worksession/Regular Meeting-Public Session
- b. December 19, 2016 Worksession/Regular Meeting-Private Session

ACTION OF THE BOARD \_\_\_\_\_

**Financials**

**33. RESOLVED** that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for November 30, 2016.

ACTION OF THE BOARD \_\_\_\_\_

**34. RESOLVED** that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of November 30, 2016 after review of the Board Secretary’s monthly financial report (appropriations section) and upon consultation with 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. 6:20-2.13(B), and sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

ACTION OF THE BOARD \_\_\_\_\_



- 35.** RESOLVED that the Long Hill Township Board of Education accept the financial reports of the Board Secretary and the Reconciliation of School Funds for the month ending November 30, 2016.

ACTION OF THE BOARD \_\_\_\_\_

- 36.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Travel/Conference registration for the staff indicated for professional improvement or development as per the attached listing.

ACTION OF THE BOARD \_\_\_\_\_

- 37.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Edvocate School Support Solutions to manage the district's RFP process for selecting a Custodial, Maintenance and Grounds company for July 1, 2017. Furthermore, the Board authorizes the Business Administrator/Board Secretary to sign Edvocate's December 12, 2016 proposal with total cost for services not to exceed \$9,995.

ACTION OF THE BOARD \_\_\_\_\_

- 38.** WHEREAS, in accordance with the competitive contracting provisions of N.J.S.A. 18A:18A-4.1 et seq.; the Superintendent and the Business Administrator request that the Board of Education authorize the use of Competitive Contracting to solicit proposals for Custodial and Management Services; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the Business Administrator to utilize Competitive Contracting pursuant to N.J.S.A. 18A:18A-4.1 et seq. to issue a request for proposal for Custodial, Maintenance, Grounds and Management Services.

ACTION OF THE BOARD \_\_\_\_\_

- 39.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, retain Strike Force Private Investigations to conduct a residency investigation. Anticipated fee is \$100.00 per hour not to exceed \$1000.00.

ACTION OF THE BOARD \_\_\_\_\_

**Personnel**

- 40.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Director of Special Services approve the increase for Kathleen Cunningham, Special Education Teacher, from a .5 FTE position to a .827 FTE position (30 hours per week) at the Step 14 BA annual salary prorated to \$63,993.26 effective January 10, 2017, due to an increase in number of students requiring special education services in the resource center setting at Gillette School.

ACTION OF THE BOARD \_\_\_\_\_

- 41.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, revise the resignation date of Alex Nevarez from the position of First Grade Teacher, Gillette School from February 1, 2017 to January 20, 2017.

ACTION OF THE BOARD \_\_\_\_\_

- 42.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Jennifer Sinnott to the position of 1st grade teacher at Gillette School at the Step 1 BA salary of \$49,750.00 prorated for the period January 23, 2017 through June 30, 2017.

ACTION OF THE BOARD \_\_\_\_\_

- 43.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, extend the appointment of Shivani Jaisinghani to serve as Technology Assistant on as needed basis through June, 30, 2017 at a rate of \$18.00 per hour not to exceed \$3,000.00.

ACTION OF THE BOARD \_\_\_\_\_

- 44.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the addition of the following people to the Substitute List for the 2016-2017 school year pending successful criminal history review:

NAME	POSITION
Jennifer Scalera	Substitute Teacher
Meghan Sheridan	Substitute Teacher
Jennifer Smith	Substitute Teacher

ACTION OF THE BOARD \_\_\_\_\_

**Curriculum**

- 45.** RESOLVED that the Long Hill Township Board of Education, upon the recommendation of Superintendent, the Business Administrator and the Building Principal, approve the field trip listed below:

March 13, 2017  
 11:15 a.m. to 2:15 p.m.  
 Cost: \$19.00 per student  
 Parent Paid

Kindergarten Class Trip

Mayo Performing Arts Center  
 Morristown, N.J.  
 81 students, 4 teachers  
 3 teaching assistants, 8 parents  
 1 nurse

ACTION OF THE BOARD \_\_\_\_\_

**ITEMS FOR DISCUSSION**

**OLD BUSINESS**

**NEW BUSINESS**

**COMMENTS FROM THE PUBLIC**

**PRIVATE SESSION**

The Board shall enter into Private Session for the purpose of reviewing Harassment, Intimidation, and Bullying Reports. Action is anticipated following private session.

**ADJOURNMENT**

**FUTURE MEETING DATES**

January 23, 2017 – Regular Meeting -7:30 p.m. – Township Municipal Building  
February 13, 2017– Worksession Meeting – 7:30 p.m. - Township Municipal Building