

January 7, 2014

A. CALL TO ORDER AND FLAG SALUTE

OPEN PUBLIC MEETINGS ACT; STATEMENT OF COMPLIANCE - The chair declares that, in accordance with the New Jersey Open Public Meetings Act, adequate public notice of this meeting has been provided in accordance with statute by the Secretary of the Board of Education.

B. SUPERINTENDENT'S REPORT

1. Staff Receiving Tenure
2. School Board Recognition Month

WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2014 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Spotswood Board of Education is one of 603 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Spotswood Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of 1.36 million children in Pre-Kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, The efforts of local boards of education, in partnership with stakeholders ranging from parents to teachers to state education officials, have fostered a public school system that has contributed to New Jersey's status as a leader in academic benchmarks, such as elementary and middle school scores on the National Assessment of Educational Progress, and college preparation through Advanced Placement offerings;

NOW, THEREFORE, BE IT RESOLVED, That the Spotswood Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2014 as SCHOOL BOARD RECOGNITION MONTH; and

BE IT FURTHER RESOLVED, That the Spotswood Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

C. REORGANIZATION MEETING

1. STATUTORY OATHS

Board Secretary will administer statutory oath to newly elected Board Members Ronald Dittman and William Loschiavo.

2. ELECTION RESULTS

Election results of the Annual School Election held on November 5, 2013 are as follows:

	Spotswood		Helmetta
Number of Absentee Ballots	113		37
Number of Names on Poll Lists – 2			
Total Ballots Counted	2,290		718
Total Registered Voters	5,254		1,374
Voter Turnout Percentages	44%		52%

Results – Candidates (Two three-year terms)

	Spotswood	Helmetta	Total
William Loschiavo	1,047	211	1,258
Ronald Dittman	884	196	1,080

ROLL CALL

Members Present:

	Present	Absent
D Faulkenberry		
D Branco-Rivera		
R Dittman		
W Loschiavo		
W Smith		
P Zambrana		

ELECTIONS

Appoint Robert Green, Board Secretary, temporary chairperson of this meeting.

Board members interested in serving as President and Vice President of the Spotswood Board of Education are invited to comment on their reasons.

Chairperson Robert Green accepts nominations for President of the Board.

ROLL CALL

	Motion	Second	Yea	Nay
D Faulkenberry				
D Branco-Rivera				
R Dittman				
W Loschiavo				
W Smith				

President assumes chair and accepts nominations for Vice-President of the Board.

ROLL CALL

	Motion	Second	Yea	Nay
D Faulkenberry				
D Branco-Rivera				
R Dittman				
W Loschiavo				
W Smith				

D. RECOMMENDED ACTION

1. General – Spotswood/Milltown

A. ACCEPT LETTER OF RESIGNATION

President of the Board accepts the letter of resignation from Ronald Dittman.

_____ Donna Faulkenberry	_____ Dulce Branco- Rivera	_____ Ronald Dittman	_____ William Loschiavo	_____ William Smith	_____ Phil Zambrana
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2. General – Spotswood

A. CODE OF ETHICS

BE IT RESOLVED that the Spotswood Board of Education members have received and discussed the School Ethics Act and code of Ethics for School Board Members; and

BE IT RESOLVED that the policies and procedures regarding training of district Board of Education members has been adopted; and

BE IT RESOLVED that each Board of Education member acknowledges receipt of the Code of Ethics for School Board Members and has become familiar with code of Ethics;

NOW, THEREFORE, BE IT RESOLVED that the Spotswood Board of Education reaffirms its commitment to the Code of Ethics for School Board Members.

B. BOARD COMMITTEES

President of the Board will establish committees of the Board through January 6, 2015.

Human Resources
Finance

Curriculum & Instruction
Student Services

C. ESTABLISHMENT OF DAY AND PLACE OF REGULAR MEETINGS OF THE BOARD

Establish that the regular meetings of the Board of Education be held as follows:

Regular Meetings: First and Third Tuesdays of each month, 7:00 P.M. prevailing time, unless otherwise legally designated by the Board in the Library Media Center, Spotswood High School.

SPOTSWOOD BOARD OF EDUCATION BOARD MEETINGS

REGULAR PUBLIC MEETINGS

Tuesday, February 4, 2014 **Bi-District**
Tuesday, March 4, 2014
Tuesday, April 1, 2014
Tuesday, May 6, 2014
Tuesday, June 3, 2014
No meeting scheduled
No meeting scheduled
Tuesday, September 2, 2014
Tuesday, October 7, 2014
Tuesday, November 4, 2014
Tuesday, December 2, 2014
Tuesday, January 6, 2015

REGULAR PUBLIC MEETINGS

Tuesday, January 21, 2014
Tuesday, February 18, 2014
Tuesday, March 25, 2014
Tuesday, April 15, 2014
Tuesday, May 20, 2014
Tuesday, June 17, 2014
Tuesday, July 15, 2014
Tuesday, August 19, 2014
Tuesday, September 16, 2014
Tuesday, October 21, 2014
Tuesday, November 18, 2014
Tuesday, December 16, 2014

Meetings held in the Spotswood High School Media Center at 7:00 P.M. or otherwise as listed.

D. MISSION STATEMENT

BE IT RESOLVED, that the Spotswood Board of Education reaffirms its mission statement of "The Spotswood Public School District is dedicated to excellence in education by inspiring and challenging our students to achieve their full potential while becoming productive citizens of the global community" to ensure that all students demonstrate proficiency or Advance Proficiency on the New Jersey Core Curriculum Content Standards.

E. ADOPTION OF ORGANIZATIONAL CHART

Adopt the Spotswood Borough School District Organizational Chart as per attached from January 8, 2014 to January 6, 2015.

F. ADOPTION OF POLICIES AND RULES

Adopt the policies and rules governing the Board of Education as approved and in effect January 8, 2014 through January 6, 2015.

G. ADOPTION OF JOB DESCRIPTIONS

Adopt the job descriptions as presented in effect January 8, 2014 through January 6, 2015:

- Superintendent of Schools
- Assistant Superintendent for Curriculum/Instruction
- Assistant Superintendent for Special Services
- School Business Administrator
- Board Secretary
- Principal
- Athletic Site Manager
- District Supervisor
- Assistant Principal
- Confidential Secretary to Superintendent
- Secretary to Business Administrator (Confidential Secretary)
- Secretary
- Administrative Assistant
- Administrative Assistant to School Business Administrator
- Accounts Payable Clerk
- Manager of Information Technology
- Human Resources Administrative Assistant
- Certified Technician – Non Represented
- Supervisor of Buildings/Grounds
- Assistant to Buildings & Grounds Supervisor
- Maintenance Person
- Groundskeeper
- Custodian
- HVAC Technician
- Transportation Facilitator
- School Psychologist
- Learning Disabilities Teacher/Consultant
- School Social Worker
- Speech/Language Specialist
- SAC/At-Risk Coordinator
- School Physician
- School Nurse
- Teacher
- Athletic Trainer/Adaptive PE Teacher
- School Counselor
- Library/Media Center Aide
- Special Education Aide
- Lunchroom/Playground Chaperone
- Webmaster
- Programming Master
- Department Chair – Level – 1
- Department Chair – Level – 2
- Reading/Writing Coach
- Mathematics Coach
- Reading Teacher
- Behavior Specialist
- Title I – Reading Specialist

Title I Mathematics Coach
Safety, Security and Residency Officer

H. RESCIND JOB DESCRIPTION

Rescind the job description listed below:

Help Desk Technician

I. ADOPTION OF SCHOOL CALENDAR

Move that the 2014/2015 school year calendar be adopted as presented.

J. APPROVE PARLIAMENTARY PROCEDURES

Approve Parliamentary Procedures as per Robert's Rules of Order.

K. APPROVE CHART OF ACCOUNTS

Approve The Uniform Minimum Chart of Accounts for New Jersey Public Schools as per the New Jersey Department of Education.

L. APPROVE ANNUAL TUITION RATES

Approve the annual tuition rates for the remainder of the 2013/2014 school year as indicated:

Grades PS-K \$11,700

Grades 1-5 \$11,904

Grades 6-8 \$12,591

Grades 9-12 \$13,861

M. APPOINTMENTS

1. MRESC Representation

Appoint Scott R. Rocco to the Representative Assembly of the Middlesex Regional Educational Services Commission from January 1, 2014 to December 31, 2014.

2. Approve Daniel Silvia as alternate to the Middlesex Regional Educational Services Commission from January 1, 2014 to December 31, 2014.

3. Spotswood Council Liaison

Approve Donna Faulkenberry as Spotswood Council Liaison for the period January 8, 2014 to January 6, 2015.

4. MCSBA Representatives

Appoint Board President as the MCSBA delegate and Board Vice President as the alternate for the period January 8, 2014 to January 6, 2015.

5. NJSBA Legislative Representatives

Appoint Board President as the NJSBA legislative delegate and Board Vice President as the alternate for the period January 8, 2014 to January 6, 2015.

6. Transfer Authority

Move that as provided by NJSA 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

7. Board Secretary/Business Administrator

Appoint Robert Green as Board Secretary/Business Administrator for the District for the period January 8, 2014 to January 6, 2015.

8. District Purchasing Agent

WHEREAS 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent, Robert Green that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000) may be awarded by the purchasing agent, Robert Green without advertising for bids when so authorized by board resolution, and

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent Robert Green without soliciting competitive quotations if so authorized by board resolution,

NOW, THEREFORE BE IT RESOLVED, that the Spotswood Board of Education pursuant to the statutes cited above hereby appoints Robert Green as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Spotswood Board of Education for the period January 8, 2014 to January 6, 2015.

9. Custodian of Records

Appoint Robert Green, Business Administrator/Board Secretary as the Custodian of Records for the period January 8, 2014 to January 6, 2015.

10. OPRA Officer

Appoint Robert Green, Business Administrator/Board Secretary as the Open Public Records Act (OPRA) Officer for the period January 8, 2014 to January 6, 2015.

11. Public Agency Compliance Officer (PACO)

Appoint Robert Green, Business Administrator/Board Secretary as the Public Agency Compliance Officer (PACO) for the period January 8, 2014 to January 6, 2015.

12. Asbestos Management and PEOSA Officer

Approve Michael Palumbo as Asbestos Management and PEOSA Officer for the District to January 6, 2015.

13. Integrated Pest Management Coordinator

Approve Michael Palumbo to serve as the Integrated Pest Management Coordinator (IPMC) for the District to January 6, 2015. The IPMC shall insure that all state regulations, including licensing requirements and label precautions, must comply with all components of the School Integrated pest Management Policy.

14. Indoor Air Quality Designee

Approve Michael Palumbo as Indoor Air Quality Designee for the District to January 6, 2015.

15. Right to Know Officer

Approve Louis Rua as Right to Know Officer for the District to January 6, 2015.

16. Chemical Hygiene Officer and Plan

Approve Louis Rua as Chemical Hygiene Officer and the Chemical Hygiene Plan for the District to January 6, 2015.

17. Title IX Coordinator

Approve Graham Peabody as Title IX Coordinator for the District to January 6, 2015.

18. 504 Committee Coordinator

Approve Daniel Silvia as 504 Committee Coordinator for the District to January 6, 2015.

19. ADA Officer

Approve Daniel Silvia as ADA Officer for the District to January 6, 2015.

20. Homeless Liaison

Approve Daniel Silvia as Homeless Liaison for the District to January 6, 2015.

21. Issuing Officer of Working Papers

Approve Daniel Silvia as Issuing Officer of Working Papers for the District to January 6, 2015.

22. Substance Awareness Coordinator

Approve Catherine Glass as Substance Awareness Coordinator for the District to January 6, 2015.

23. Affirmative Action Officer

Approve Daniel Dooley as Affirmative Action Officer for the District to January 6, 2015.

24. Shared Services

Approve to continue agreements through January 6, 2015 with:

South Jersey Technical Partnership

Middlesex Regional Educational Services Commission

Northern Alliance of Middlesex County

25. Legal Advertisements

Designate the Home News/Tribune and the Newark Star Ledger, daily newspapers, as the official newspapers for the purpose of legal advertisements for the period January 8, 2014 to January 6, 2015.

26. Tax Shelter Annuity Companies/Brokers

Designate the following companies/brokers as tax shelter annuity companies/brokers for optional employee participation for the period January 8, 2014 to January 6, 2015: Lincoln, AXA Equitable, and AIG Valic.

27. Requisition of Taxes

Approve that the Business Administrator/Board Secretary requisition for payment of taxes on a monthly basis to January 6, 2015.

28. Board of Education Accounts/Banking Resolution

BE IT RESOLVED that the following Financial Institutions be designated as approved depositories for the Spotswood School District funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes for the period January 8, 2014 to January 6, 2015:

TD Bank

NJ Cash Management

New Jersey Arbitrage Rebate Mortgage Company (NJARM)

Depository Trust

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved:

General Account
All of the following persons:

1. President
2. Board Secretary
3. Treasurer of School Monies

Cafeteria Account
All of the following persons:

1. Board Secretary
2. Treasurer of School Monies

Student Activity Checking Account
Any two of the following persons:

1. Principal
2. Board Secretary
3. Secretary

Payroll Agency Account
All of the following persons:

1. Board Secretary
2. Treasurer of School Monies

Unemployment Insurance Trust Account – Signature Required
All of the following persons:

1. Board Secretary
2. Treasurer of School Monies

Flexible Spending Account
All of the following persons:

1. Third Party Administrator Account Manager
2. Third Party Administrator Account Representative

Petty Cash Account – Signature Required
Any two of the following persons:

1. Principal
2. Secretary
3. Board Secretary

Athletic Account – Signature Required
Any two of the following persons:

1. Athletic Director
2. Board Secretary
3. Secretary to Athletic Director
4. Athletic Supervisor

Central Administration Petty Cash Account – Signature Required
All of the following persons:

1. Business Administrator
2. Assistant to Business Administrator

AND BE IT FURTHER RESOLVED that the Board Secretary be authorized to establish the following imprest petty cash fund accounts for the period January 8, 2014 to January 6, 2015 during the next fiscal year in accordance with NJSA 18A:4-15 and :19-13 and Title 6 of the NJAC 6:20-2.10:

Central Administration	\$500.00
Spotswood High School	\$200.00
Other School Sites: Schoenly, Appleby, Memorial Schools	\$125.00 each

29. COPY FEES FOR PUBLIC DOCUMENTS

BE IT RESOLVED that the Board of Education hereby establishes a photocopy fee of five (\$.05) cents per page (8-1/2" x 11") and seven (\$.07) cents per page (8-1/2" x 14") of official Board Minutes and other public documents; and

BE IT FURTHER RESOLVED, that all requests for public information which requires employee time shall be provided at the hourly rate(s) of the employee(s) assigned to produce that public information.

30. TRAVEL

WHEREAS, the Spotswood Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership Board; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,000 per staff/Board member where prior Board approval shall not be required unless this annual threshold for a staff/Board member is exceeded.

31. STUDENT RECORDS

Approve collection and maintenance of student records in accordance with 6A:32-7.

32. SUBSTITUTE RATES

Approve the following substitute rates of pay for the period January 8, 2014 to January 6, 2015:

Teacher Substitute	\$80.00 per day
Nurse Substitute	\$120.00 per day
Substitute Aide	\$10.25 per hour
Substitute Lunch Aide	\$8.75 per hour
Substitute Secretary	\$10.25 per hour
Replacement Teacher	\$100.00 per day
Substitute Custodian	\$13.54 per hour

33. FIELD TRIP LOCATIONS

Approve the list of field trip locations as presented.

34. SCHOOL LUNCHES

Approve school lunch fees for the period January 8, 2014 to June 30, 2014 as indicated:

<u>School</u>	<u>Lunch</u>	<u>Reduced</u>	<u>Staff</u>
High School	\$2.80	\$.40	\$3.50
Memorial	\$2.70	\$.40	\$3.50
Appleby	\$2.55	\$.40	\$3.50
Schoenly	\$2.55	\$.40	\$3.50

35. 5-YEAR MAINTENANCE PLAN

Approve the 5-Year Maintenance Plan of the Spotswood Public Schools as updated.

36. POLICY SERVICES

WHEREAS, there exists a need for policy review services of the Spotswood Board of Education for the period January 8, 2014 to January 6, 2015.

WHEREAS, it has been determined that such policy review services are specialized in nature, require expertise in the field of policy review and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$4,040.00.

NOW, THEREFORE, BE IT RESOLVED, by the Spotswood Board of Education in the County of Middlesex, as follows:

- a. The policy review services firm of Strauss Esmay Associates, LLP, 1886 Hinds Road, Suite 1, Toms River, NJ 08753, is hereby retained to provide policy review services necessary.
- b. This contract is awarded without competitive bidding as "Extraordinary Unspecifiable Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(2)(1) because it is for services performed by persons that cannot be reasonably described and bid.
- c. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

37. PROFESSIONAL SERVICES

Approve the following resolution:

WHEREAS, the Public School Contracts Law (N.J.S.A. 18:18A-1 et seq.) permits the awarding of contracts for the professional services without competitive bids and without public advertising;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Spotswood to approve the following:

The President and Secretary of said Board are hereby authorized and directed to execute an agreement for services for the period January 8, 2014 to January 6, 2015.

- a. District Professional Services

Auditor	WISS and CO Annual Audit	Not to Exceed \$63,000
	Resource Room Audit	\$4,500
Right To Know	Rullo & Juillet	\$4,538
Treasurer of School Monies	Barbara Petren	\$5,253

Insurance Agent	Willis/Integrity Consulting/NJSBAIG	
Medical Inspector	Dr. Speesler	\$7,000
Legal Counselor	David Rubin	Not to Exceed \$30,000
District Printing	Rich Kuzminczuk	Not to Exceed \$25,000
AHEARA Compliance Officer	AHEARA-Rullo & Juillet	Not to Exceed \$5,000
Architect	Spiezle Architects	
Bid/Purchase Service	Ed Data Services	Not to Exceed \$4,070

b. Special Services Professional Services

Advantage Conduction and Physical Therapy	Physical Therapy (Tiffany Spadafora)	Anticipated	\$63,000
Alexander Road Associates	Psychiatrist	Anticipated	\$4,000
ASL	Sign Language Services	Anticipated	\$500
Bayada Home Health Care	Nursing Services	Anticipated	\$141,855
Behavior Therapy Assoc.	HISTEP	Anticipated	\$15,000
Building Behavior Solutions	Consultations/Autism	Anticipated	\$25,000
Cross County Clinical & Educational Services	Bi-Lingual Services	Anticipated	\$1,000
David Parker Associates	Audiometer Calibration Services	Anticipated	\$250
Delta-T Group	Nursing Services	Anticipated	\$33,206
Doctors Care	Drug Testing	Anticipated	\$4,260
Dr. F. Delhay	Psychiatrist	Anticipated	\$4,000
Dr. Kavita Sinha	Neurologists	Anticipated	\$3,000
Dr. Leonard Eng	Psychiatrist	Anticipated	\$4,000
Dr. Martin Mayer	Psychiatrist	Anticipated	\$4,000
Dr. Steven Dyckman	Psychiatrist	Anticipated	\$4,000
Education, Inc.	Bedside/Home Instruction	Anticipated	\$8,000
Educere, LLC	Instruction	Anticipated	\$3,000
Embrace Kids	Bedside Instruction	Anticipated	\$5,000
Family Resource Associates	Augmentative Communication	Anticipated	\$2,100
Medical Staffing	Nursing Services	Anticipated	\$5,000
Meridian Pediatric Associates (Pietrucha)	Neurologist	Anticipated	\$2,000
MRESC	Home Instruction/ Bilingual Evals	Anticipated	\$5,000
PESI	Educational Services	Anticipated	\$9,500
Sharing Communications	Speech Therapy	Anticipated	\$79,800
Speech Language Learning Connection	Speech Evaluation	Anticipated	\$5,000
Synergy Rehab, LLC	OT (Sonali Khatri)	Anticipated	\$147,000
UMDNJ	Bedside Instruction	Anticipated	\$8,000

38. STATE CONTRACTS

Approve the following resolution:

WHEREAS, the Spotswood Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Spotswood Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

BE IT RESOLVED, the Spotswood Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the following list for the period January 8, 2014 to January 6, 2015 pursuant to all conditions of the individual State contracts.

State Contract Vendors

Action Office Supplies, Inc.	80979	New Jersey Business Systems	83899
Apple Computer, Inc.	70259	Paper Mart Co	81663
AT&T	80811	Peterson Service Company, Inc.	81014
Beyer Ford	83470	Pitney Bowes	75237
Busch Systems International	72329	R.D. Sales Door and Hardware, LLC	74786
Cream-O-Land Dairy	84099	Raphael Bus Sales LLC	76420
Dell Computer Corp	77003	School Specialty, Inc.	80986
DEMCO	80987	Sherwin Williams	82236
Fisher Scientific	80978	Siperstein's Hamilton Paint	82226
Flinn Scientific	75832	Sportime	80986
Gateway 2000	77723	Tom Caine & Associates	80994
Howard Industries	70264	Verizon	43338
IBM Corporation	70265	Verizon Wireless	82583
Image Systems For Business	65260	Xerox	68053
Industrial Controls	81040		

39. INDEPENDENT EVALUATIONS

Approve the below rates for independent evaluations for the 2014/2015 school year:

Psychological - \$480.00
 Educational - \$480.00
 Speech and Language - \$550.00
 Physical Therapy - \$630.00
 Occupational Therapy - \$630.00
 Psychiatric - \$1,000.00
 Neurological - \$1,000.00

40. FLEXIBLE SPENDING

The undersigned Secretary of the Spotswood Board of Education (The District), hereby certifies that the following resolutions were duly adopted by the District on January 2, 2014, and that such resolutions have not been modified or rescinded as of the date hereof:

BE IT RESOLVED, that the form of Cafeteria Plan, effective January 8, 2014, presented at this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

BE IT RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT RESOLVED, that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering via email to each employee a copy of the summary description of the Plan.

41. E-RATE

BE IT RESOLVED that the Spotswood Board of Education authorizes the use of an E-Rate Provider for the submission of the E-Rate grant application as required by law. The district will contract with E-Rate Exchange, LLC for a fee not to exceed \$2,200.00.

42. ADOPTION OF SAFETY AND EMERGENCY PLAN

BE IT RESOLVED, that the emergency procedures described in the official Spotswood Public Schools Safety and Emergency Plan be approved as recommended by the Superintendent of Schools for the period January 8, 2014 to January 6, 2015.

- a. Approve Michael Mastroserio in charge of school safety and security.

43. APPROVE INTEGRATED PEST MANAGEMENT PLAN

Approve the Integrated Pest Management Plan for the period January 8, 2014 to January 6, 2015.

3. Personnel – Spotswood

- A. Approve the appointment of JoAnne Small as Schoenly preschool leave replacement teacher, UPC #TCH.03.PREK.EL.01, effective January 17, 2014 or sooner to April 30, 2014 at step B1 with a salary of \$41,500.00 prorated.
- B. Accept the letter of resignation from Aimee Steinberg, Schoenly Instructional Aide, UPC #AID.03.AIDE.NA.03, effective December 20, 2013.

_____ Donna Faulkenberry	_____ Dulce Branco- Rivera	_____ Ronald Dittman	_____ William Loschiavo	_____ William Smith
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4. General – Spotswood/Milltown

A. CURRICULUM AND TEXTBOOKS

Approve the curriculum and textbooks approved by the Spotswood Board of Education from January 8, 2014 to January 6, 2015.

_____ Donna Faulkenberry	_____ Dulce Branco- Rivera	_____ Ronald Dittman	_____ William Loschiavo	_____ William Smith	_____ Phil Zambrana
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5. Finance – Spotswood/Milltown

A. BILLS LIST

Authorize the School Business Administrator to approve a second bills list for June 2014 allowing the District to finalize as many purchase orders as possible before closing the year.

- B. Approve the professional services of BD Consulting effective January 8, 2014 to June 30, 2014 at a cost not to exceed \$10,000.00.

Donna
Faulkenberry

Dulce Branco-
Rivera

Ronald
Dittman

William
Loschiavo

William
Smith

Phil
Zambrana

6. Personnel - Spotswood/Milltown

- A. Accept the letter of resignation from Robert Green effective March 1, 2014.
- B. Approve the appointment of Mark Resnick as interim business administrator / board secretary and Summit Management Solutions as business consultant from January 8, 2014 to June 30, 2014 at a rate of \$500.00 per diem / 3 days per week on a schedule directed by the Superintendent of Schools, with additional days to be scheduled at the discretion of the Superintendent.
- C. Approve the appointment of Belkys Cari Cerasa as high school Spanish leave replacement teacher, UPC #TCH.01.SPAN.HS.04, effective the beginning of the third marking period, February 2014 to June 19, 2014 at step B1 with a salary of \$41,500.00 prorated.

Donna
Faulkenberry

Dulce Branco-
Rivera

Ronald
Dittman

William
Loschiavo

William
Smith

Phil
Zambrana

7. General – Spotswood/Milltown

- A. Approve Mark Resnick and Summit Management Solutions to any Business Administrator and/or Board Secretary function that was previously approved on the re-organization agenda as Robert Green.

Donna
Faulkenberry

Dulce Branco-
Rivera

Ronald
Dittman

William
Loschiavo

William
Smith

Phil
Zambrana

E. FOR DISCUSSION

F. CORRESPONDENCE

G. FOR INFORMATION

H. PUBLIC PARTICIPATION – NON-AGENDA ITEMS

I. EXECUTIVE SESSION

J. ADJOURNMENT