

January 5, 2016

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. School Board Recognition Month

WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2016 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 2016 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 Mariellen Chasan, Dulce Branco-Rivera and William Smith.

2. ELECTION RESULTS

Election results of the Annual School Election held on November 3, 2015 are as follows:

	Spotswood		Helmetta
Number of Mail In Ballots	111		424
Total Ballots Counted	1,384		664
Total Registered Voters	5,288		1,405
Voter Turnout Percentages	26		47

Results – Candidates (Two three-year terms, year two of a two-year unexpired term)

	Spotswood	Helmetta	Total
Three-Year Term Mariellen Chasan	836	287	1,123
Three-Year Term Dulce Branco-Rivera			68
Year Two of a Two-Year Unexpired Term William Smith			9

ROLL CALL

Members Present:

	Present	Absent
D Branco-Rivera		
M Chasan		
W Loschiavo		
B Louis		
W Smith		
P Zambrana		

ELECTIONS

Appoint Vita Marino, 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 Vita Marino accepts nominations for President of the Board.

ROLL CALL TO ACCEPT _____ AS PRESIDENT OF THE BOARD:

	Motion	Second	Yea	Nay
D Branco-Rivera				
M Chasan				
W Loschiavo				
B Louis				
W Smith				

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

ROLL CALL TO ACCEPT _____ AS VICE PRESIDENT OF THE BOARD:

	Motion	Second	Yea	Nay
D Branco-Rivera				
M Chasan				
W Loschiavo				
B Louis				
W Smith				

3. PUBLIC PARTICIPATION - AGENDA ITEMS

D. RECOMMENDED ACTION

1. 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 3, 2017.

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 2, 2016
Tuesday, March 1, 2016
Tuesday, April 5, 2016
Tuesday, May 3, 2016
Tuesday, June 7, 2016
No meeting scheduled
No meeting scheduled
Tuesday, September 6, 2016
Tuesday, October 4, 2016
Tuesday, November 1, 2016
Tuesday, December 6, 2016
Tuesday, January 3, 2017

REGULAR PUBLIC MEETINGS

Tuesday, January 19, 2016
Tuesday, February 16, 2016
Tuesday, March 15, 2016
Tuesday, April 19, 2016
Tuesday, May 17, 2016
Tuesday, June 21, 2016
Tuesday, July 19, 2016
Tuesday, August 16, 2016
Tuesday, September 20, 2016
Tuesday, October 18, 2016
Tuesday, November 15, 2016
Tuesday, December 20, 2016

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 Advanced 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 6, 2016 to January 3, 2017.

f. ADOPTION OF POLICIES AND RULES

Adopt the policies and rules governing the Board of Education as approved and in effect January 6, 2016 through January 3, 2017.

g. ADOPTION OF JOB DESCRIPTIONS

Adopt the job descriptions as presented in effect January 6, 2016 through January 3, 2017, copies of which are on file in Human Resources:

Superintendent of Schools
Assistant Superintendent
School Business Administrator
Board Secretary
Director of Special Services
Principal
Athletic Site Manager
Assistant Principal
Director of Curriculum and Instruction
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
Department Chair – Level - 3
Reading/Writing Coach
Mathematics Coach
Reading Teacher
Behavior Specialist
Title I – Reading Specialist
Title I Mathematics Coach
Safety, Security and Residency Officer

h. ADOPTION OF SCHOOL CALENDAR

Move that the 2016/2017 school year calendar be adopted as presented.

i. APPROVE PARLIAMENTARY PROCEDURES

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

j. APPROVE CHART OF ACCOUNTS

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

k. APPROVE ANNUAL TUITION RATES

Approve the annual tuition rates for the remainder of the 2015/2016 school year as indicated:

Grades PS-K	\$16,928
Grades 1-5	\$10,998
Grades 6-8	\$13,516
Grades 9-12	\$13,138

I. APPOINTMENTS

1. MRESC Representation

Appoint Scott R. Rocco to the Representative Assembly of the Middlesex Regional Educational Services Commission from January 1, 2016 to December 31, 2016.

2. MRESC Alternate Representation

Approve Christopher Harry as alternate to the Middlesex Regional Educational Services Commission from January 1, 2016 to December 31, 2016.

3. Spotswood Council Liaison

Approve Board President as Spotswood Council Liaison for the period January 5, 2016 to January 3, 2017.

4. MCSBA Representatives

Appoint Board President as the MCSBA delegate and Board Vice President as the alternate for the period January 5, 2016 to January 3, 2017.

5. NJSBA Legislative Representatives

Appoint Board President as the NJSBA legislative delegate and Board Vice President as the alternate for the period January 5, 2016 to January 3, 2017.

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 Vita Marino as Board Secretary/Business Administrator for the District for the period January 5, 2016 to January 3, 2017.

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, Vita Marino that do not exceed in the aggregate in a contract year the bid threshold (currently \$29,000) may be awarded by the purchasing agent, Vita Marino 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 \$4,350) may be awarded by the purchasing agent Vita Marino 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 Vita Marino 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 5, 2016 to June 30, 2016.

9. Custodian of Records

Appoint Vita Marino, Business Administrator/Board Secretary as the Custodian of Records for the period January 5, 2016 to January 3, 2017.

10. OPRA Officer

Appoint Vita Marino, Business Administrator/Board Secretary as the Open Public Records Act (OPRA) Officer for the period January 5, 2016 to January 3, 2017.

11. Public Agency Compliance Officer (PACO)

Appoint Vita Marino, Business Administrator/Board Secretary as the Public Agency Compliance Officer (PACO) for the period January 5, 2016 to January 3, 2017.

12. Asbestos Management and PEOSA Officer

Approve Michael Palumbo as Asbestos Management and PEOSA Officer for the District to January 3, 2017.

13. Integrated Pest Management Coordinator

Approve Michael Palumbo to serve as the Integrated Pest Management Coordinator (IPMC) for the District to January 3, 2017. 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 3, 2017.

15. Right to Know Officer

TBD

16. Chemical Hygiene Officer and Plan

TBD

17. Title IX Coordinator

Approve Graham Peabody as Title IX Coordinator for the District to January 3, 2017.

18. 504 Committee Coordinator

Approve Christopher Harry as 504 Committee Coordinator for the District to January 3, 2017.

19. ADA Officer

Approve Christopher Harry as ADA Officer for the District to January 3, 2017.

20. Homeless Liaison

Approve Christopher Harry as Homeless Liaison for the District to January 3, 2017.

21. Issuing Officer of Working Papers

Approve Graham Peabody as Issuing Officer of Working Papers for the District to January 3, 2017.

22. Substance Awareness Coordinator

Approve Catherine Glass as Substance Awareness Coordinator for the District to January 3, 2017..

23. Affirmative Action Officer

Approve Nancy Torchiano as Affirmative Action Officer for the District to January 3, 2017.

24. Shared Services

Approve to continue agreements through January 3, 2017 with:

South Jersey Technical Partnership

Middlesex Regional Educational Services Commission

Spotswood Borough

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 5, 2016 to January 3, 2017.

26. Requisition of Taxes

Approve that the Business Administrator/Board Secretary requisition for payment of taxes on a monthly basis to January 3, 2017.

27. Tax Shelter Annuity Companies/Brokers

Designate the following companies/brokers as tax shelter annuity companies/brokers for optional employee participation for the period January 5, 2016 to January 3, 2017: Lincoln, AXA Equitable, and AIG Valic.

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 5, 2016 to January 3, 2017:

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 5, 2016 to January 3, 2017 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 \$1,000.00 per staff/Board member where prior Board approval shall not be required unless this annual threshold for a staff/Board member is exceeded.

31. SUBSTITUTE RATES

Approve the following substitute rates of pay for the period January 5, 2016 to January 3, 2017:

Teacher Substitute	\$80.00 per day
Nurse Substitute	\$150.00 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

32. STUDENT RECORDS

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

33. FIELD TRIP LOCATIONS

Approve the list of field trip locations as presented.

34. SCHOOL LUNCHES

Approve school lunch fees for the period January 5, 2016 to June 30, 2016 as indicated:

<u>School</u>	<u>Lunch</u>	<u>Reduced</u>	<u>Staff</u>
High School	\$2.80	\$.40	\$3.50
Memorial	\$2.75	\$.40	\$3.50
Appleby	\$2.65	\$.40	\$3.50
Schoenly	\$2.65	\$.40	\$3.50

35. POLICY SERVICES

WHEREAS, There exists a need for policy review services of the Spotswood Board of Education for the period January 5, 2016 to January 3, 2017.

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.

36. 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 5, 2016 to January 3, 2017.

A. District Professional Services

Auditor	WISS and CO Annual Audit	Not to Exceed \$53,000
Resource Room Audit	WISS and CO	\$4,500
Right To Know	Rullo & Juillet	\$4,538
Treasurer of School Monies	Brian DeLucia	\$5,250
Insurance Agent	Willis/Brown & Brown/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

Academic Success Associates	Learning Evaluations	Anticipated	\$5,000
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
Center for Neurological and Neurodevelopmental Health	Neuropsychological Eval	Anticipated	\$15,000
Communication Technology Resources (J. Bruno)	Augmentative Communication	Anticipated	\$2,500
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	\$7,500
Doctors Care	Drug Testing	Anticipated	\$4,260
Dr. Donna Merchant (EAR)	Audiologist	Anticipated	\$5,000
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 - Tech Connect	Augmentative Communication	Anticipated	\$2,100
Maxim Nursing Services	Nursing Services	Anticipated	\$65,000
Medical Staffing	Nursing Services	Anticipated	\$10,000
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	\$50,000
Synergy Rehab, LLC	OT (Sonali Khatri)	Anticipated	\$147,000
UMDNJ	Bedside Instruction	Anticipated	\$8,000

37. 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 5, 2016 to January 3, 2017 pursuant to all conditions of the individual State contracts.

State Contract Vendors

AT&T	80811	Madison Plumbing Supply, Inc.	89797
Beyer Ford	83470	Metuchen Center, Inc.	81162
Cream-O-Land Dairy	84099	New Jersey Business Systems	83899
Dell Computer Corp	77003	Paper Mart Co	81663
DEMCO	80987	Pitney Bowes	75237
Fastenal Company	79873	RD Sales Door & Hardware, LLC	74786
Fisher Scientific	80978	Raphael Bus Sales LLC	76420
Flinn Scientific	75832	School Specialty, Inc.	80986
Frey Scientific	80986	Sherwin Williams	82236
Gateway 2000	77723	Siperstein's Hamilton Paint	82226
Griffith Electric Supply Co., Inc	88957	Sportime	80986
Howard Industries	70264	Tom Caine & Associates	80994
IBM Corporation	70265	Verizon	43338
Image Systems For Business	65260	Verizon Wireless	82583
Industrial Controls	81040	Xerox	68053

38. INDEPENDENT EVALUATIONS

Approve the below rates for independent evaluations for the 2016/2017 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
Social History - \$460.00

39. 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 6, 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 5, 2016, 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.

40. 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.

41. 5-YEAR MAINTENANCE PLAN

Approve the 5-Year Maintenance Plan of the Spotswood Public Schools as updated and on file in the office of the Business Administrator.

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 5, 2016 to January 3, 2017. 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 5, 2016 to January 3, 2017.

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

E. ROUTINE – SPOTSWOOD/MILLTOWN

1. Approve Minutes.

a. December 15, 2015 Regular Board Meeting

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

F. GENERAL – SPOTSWOOD/MILLTOWN

1. Approve the curriculum and textbooks approved by the Spotswood Board of Education from January 5, 2016 to January 3, 2017.
2. Approve supervised volunteers effective January 6, 2016 for the 2015/2016 school year as presented.

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

G. FINANCE – SPOTSWOOD

1. Approve travel as presented.

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

H. FINANCE – SPOTSWOOD/MILLTOWN

1. Authorize the School Business Administrator to approve a second bills list for June 2016 allowing the District to finalize as many purchase orders as possible before closing the year.
2. Approve Phoenix Advisors to continue to be the Continuing Disclosure Agent for FY16 and FY17. The fee for this service is \$650.00 plus \$100.00 for each additional bond for FY16 and \$850.00 for FY17.
3. Approve the New Jersey School Administrators Group Disability Insurance Program through Prudential for the 2016/2017 Calendar Year.
4. Approve a maximum of ten (10) hours of instruction for State student ID #xxxxxx6524 to be provided by previously approved providers at the rate of \$46.00 per hour, effective October 23, 2015.

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

I. PERSONNEL – SPOTSWOOD

1. Accept the letter of resignation for the purpose of retirement from Elizabeth Cantora, Schoenly Grade 1 teacher, UPC #TCH.03.ELEM.01.05, effective June 30, 2016.
2. Approve Christina Fiorenze, Schoenly Instructional Aide, UPC #AID.03.AIDE.NA.16, at an hourly rate of \$15.27, plus a \$.50 cent differential for a total of \$15.77 effective January 6, 2016, for the 2015/2016 school year.

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

J. PERSONNEL - SPOTSWOOD/MILLTOWN

1. Approve the following High School coaching staff:

<u>Staff</u>	<u>Position</u>	<u>Stipend/Level</u>
Kyle Harper	Assistant Wrestling	\$4,211.00 (1)

2. Approve payment to the following staff members who attended mandatory Crisis Training on December 10 & 14, 2015:

<u>Name</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Ann Hudson	\$10.25	3	\$30.75
Stephanie Meola	\$10.25	3	\$30.75
Luanne Brulato	\$10.25	3	\$30.75
Rosalie Tornabene	\$10.25	3	\$30.75
Adanna Francis	\$10.25	3	\$30.75
Jignasha Patel	\$10.25	3	\$30.75
Melissa Fernandez	\$10.25	3	\$30.75
Heidi Oross	\$10.25	3	\$30.75
TOTAL			\$246.00

3. Approve substitutes as presented:

Janice Anthony, Sub Lunch Chaperone
 Luke Finaldi, Sub Teacher

D Branco-Rivera

M Chasan

W Loschiavo

B Louis

W Smith

F Zambrana

K. FOR DISCUSSION

L. COMMITTEE REPORTS

Human Resources Committee Report

Curriculum & Instruction Committee Report

Finance Committee Report

M. CORRESPONDENCE

N. FOR INFORMATION

O. PUBLIC PARTICIPATION – NON-AGENDA ITEMS

P. EXECUTIVE SESSION

The Board will adjourn to Executive Session.

_____	_____	_____	_____	_____	_____
Dulce Branco-Rivera	Mariellen Chasan	William Loschiavo	Bertrand Louis	William Smith	Milltown Rep

Q. PUBLIC SESSION

The Board will reconvene Public Session.

_____	_____	_____	_____	_____	_____
Dulce Branco-Rivera	Mariellen Chasan	William Loschiavo	Bertrand Louis	William Smith	Milltown Rep

R. ADJOURNMENT