

**PREPARING ALL LEARNERS TO EXCEL IN A CHANGING WORLD**

**Morris Plains Board of Education**  
**Public Meeting – January 6, 2014 - 7:00 p.m.**  
 Meeting will be held in the Borough School Learning Center

**I Call to Order and Reference to the Sunshine Law**

In accordance with the requirements of the Open Public Meetings Act (Chapter 231, P.L. 1975), I wish to announce that: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Morris Plains School District Board of Education, in the County of Morris, New Jersey has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Offices, sent to the Clerk of the Borough of Morris Plains, the Morris Plains Library, the Daily Record, the Star Ledger, and the Morris News Bee.

**II Pledge of Allegiance**

**III Oath of Office (Board Secretary)**

- Francis Foley
- Maria Manley
- Cynthia Fetherston

**Distribute Code New Jersey Code of Ethics to the board.**

**IV Roll Call**

<input type="checkbox"/> Alan Albin	<input type="checkbox"/> Scott Bober	<input type="checkbox"/> Francis Foley	<input type="checkbox"/> Cynthia Fetherston	<input type="checkbox"/> Lucia Galdi
<input type="checkbox"/> Terri Kaag	<input type="checkbox"/> Maria Manley	<input type="checkbox"/> Douglas McCabe	<input type="checkbox"/> Denise Rawding	Quorum? <input type="checkbox"/> yes <input type="checkbox"/> no

Warren Ceurvels  Mark Maire  Number of Public

**V Certify Election Office Results**

Dr. Warren Ceurvels, Business Administrator/Board Secretary, reported the results of the annual school election held on November 5, 2013 as follows:

Term	Candidates	Votes
3 Year Term	Francis Foley	708
On Ballot:	Maria Manley	925
	Cynthia Fetherston	781

**VI Election of Officers**

**A. Election of Board President**

Motion(s) for nominations for the office of President (A second is not required.):

Motion by: \_\_\_\_\_ / \_\_\_\_\_ (Nominee)

Motion by: \_\_\_\_\_ / \_\_\_\_\_ (Nominee)

Motion to close nominations by: \_\_\_\_\_ / \_\_\_\_\_ Voice vote

Motion to accept nominations by: \_\_\_\_\_ / \_\_\_\_\_ Voice vote

Roll Call Vote for President:

Roll Call: AA \_\_\_\_ SB \_\_\_\_ CF \_\_\_\_ FF \_\_\_\_ LG \_\_\_\_ TK \_\_\_\_ MM \_\_\_\_ DMc \_\_\_\_ DR \_\_\_\_

**RESOLVED**, that in accordance with N.J.S.A. 18A:15-1 the Morris Plains School District Board of Education, in the County of Morris, New Jersey, elects \_\_\_\_\_ as President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

The newly elected President now presides over the meeting.

**B. Election of Board Vice-President**

Motion(s) for nominations for the office of Vice-President (A second is not required.):

Motion by: \_\_\_\_\_ / \_\_\_\_\_  
(Nominee)

Motion by: \_\_\_\_\_ / \_\_\_\_\_  
(Nominee)

Motion to close nominations by: \_\_\_\_\_ / \_\_\_\_\_ Voice vote

Motion to accept nominations by: \_\_\_\_\_ / \_\_\_\_\_ Voice vote

Roll call vote for Vice-President:

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**RESOLVED**, that in accordance with N.J.S.A.18A:15-1 the \_Morris Plains School District Board of Education, in the County of Morris, New Jersey, elects \_\_\_\_\_ as Vice-President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**VII Reorganization Items Prepared for Official Action on January 6, 2014**

**A. Annual Appointments**

**1. Appointment of Board Secretary**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: RESOLVED, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey, appoints Warren Ceurvels as Board Secretary, (N.J.S.A. 18A: 13-13, N.J.S.A. 18A:17-2, 17-5), effective July 1, 2014 to June 30, 2015.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Appointment of Attorney - Special Education**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board appoints Nathanya Simon of Schwartz Edelstein, Celso & Kessler, Inc. as Board's attorney for Special Education and other Matters as assigned for the January, 2014 through January, 2015. This resolution and contract are on file and available for public inspection at the Morris Plains Board of Education Office, located at 500 Speedwell Avenue, Morris Plains, NJ 07950.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Appointment of Section 504 Officer**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey in accordance with 34 CFR 104.7(a) appoints the school counselor as Section 504 Officer effective January, 2014 – December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**4. Appointment of Anti-Bullying Specialist**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board appoints Mr. Brian Wilson as the district Anti-Bullying Specialist effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**5. Appointment of Anti-Bullying Coordinator**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board appoints Mrs. Lindsay Vieira as the district Anti-Bullying Coordinator effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**6. Appointment of Educational Stability Liaison**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board appoints Mrs. Lindsay Vieira as the district Educational Stability Liaison effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**7. Appointment of Affirmative Action Officer**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey in accordance with N.J.A.C. 6A:7-1.5 appoints the school business administrator as Affirmative Action Officer effective January, 2014 – December, 2014; and

**BE IT FURTHER RESOLVED**, that the Board Secretary is directed to advertise the name, office address and telephone number of the Affirmative Action Officer’s office; and

**BE IT FURTHER RESOLVED**, that the Superintendent is directed to develop and distribute the grievance procedure as per 28 CFR 35.107(a).

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**8. Appointment of Indoor Air Quality Coordinator**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the Manager of Buildings and Grounds as the Indoor Air Quality Coordinator effective January, 2014 – December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**9. Appointment of Right-To-Know Contact Person**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the Manager of Buildings and Grounds as the Right-To-Know contact person effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**10. Appointment of Asbestos/AHERA Coordinator**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the Manager of Buildings and Grounds as the district’s designated person and program manager to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CFR-763 effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**11. Appointment of Integrated Pest Management Coordinator**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the Manager of Buildings and Grounds as the district’s designated IPM (Integrated Pest Management) Coordinator as per N.J.A.C. 7:30-13.3 effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**12. Appointment of Chemical Hygiene Officer**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the \_\_\_\_\_ School District Board of Education, in the County of Morris, New Jersey appoints the Manager of Buildings and Grounds, as the district’s Chemical Hygiene Officer as per 29 CFR 1910.1450 effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**13. Appointment of Substance Awareness Coordinator**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the school counselor as the district’s Substance Awareness Coordinator in accordance with N.J.A.C. 6A:9-13.2 effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**14. Appointment of Title IX Coordinators**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVE**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey in accordance with 34 CFR 106.8 (a) appoints the principals as Title IX Coordinators effective January, 2014 - December, 2014; and

**BE IT FURTHER RESOLVED**, that the Board Secretary is directed to advertise the name, office address and telephone number of the Title IX Coordinators.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**15. Appointment of American Disability Act (ADA) Coordinator**

Resolved: That the Morris Plains Board of Education appoints the director of Special Services as the American Disability Act Coordinator effective January, 2014 - December, 2014; and BE IT Further Resolved: That the Board Secretary is directed to advertise the name, office address and telephone number of the American Disability Act Coordinator’s office; and BE IT RESOLVED: That the Superintendent or his designee is directed to develop and distribute the grievance procedure as per 28 CFR 35.107(a)

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**16. Appointment of Safety Officer**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the Superintendent as the Safety Officer effective January, 2014 – December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**17. Appointment of Custodian of Records**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, the Morris Plains School District Board of Education, in the County of Morris, New Jersey appoints the superintendent as custodian of personnel records and school business administrator as custodian of all other records in accordance with N.J.S.A. 47:1A-1 et seq. effective January, 2014 - December, 2014; and

**BE IT FURTHER RESOLVED**, the Morris Plains School District Board of Education indemnifies the superintendent and school business administrator for all legal costs, which might arise from this appointment.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**18. Appointment of Public Agency Compliance Officer**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

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

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

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

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey hereby designates the Board Secretary as the Public Agency Compliance Officer in accordance with the provisions of N.J.A.C. 17:27-3.2.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**19. Appointment of Attendance Officers**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, upon the recommendation of the Superintendent, the Morris Plains School District Board of Education, in the County of Morris, New Jersey, appoints the following Administrators as the Attendance Officers effective January – December, 2013 (N.J.S.A. 18A: 38-32): principal of Mountain Way School and the principal of Borough School.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**20. Appointment of Homeless Liaison**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

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

**RESOLVED** that the Morris Plains School District Board of Education, in the County of Morris, New Jersey approves the school counselor as the Homeless Liaison for the district effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**21. Approval of Committees Incoming**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following committees of the Board of Education:

- Finance
  - Buildings and Grounds
- Curriculum and Instruction
- Legislative
- Educational Services Commission of Morris County (ESC)
- Morris School District
- Personnel
- Policy Updates
- Liaison Committees (Reports if Available)
  - Morris Plains Home and School Association (MPHSA)
  - Morris Plains Municipal Alliance Committee (MPMAC)
  - Education Foundation of Morris Plains (EFMP)
  - Strategic Planning Committees
  - New Jersey School Boards
  - Morris County School Boards Association

Roll Call: AA \_\_\_ SB \_\_\_ LC \_\_\_ CF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**VIII Annual Designations**

**1. Designate the Official Meeting Place of the Board**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ Be It Resolved that the Board designates the Borough School Learning Center, 500 Speedwell Avenue, Morris Plains, NJ 07950 as the Official Meeting Place of the Board effective January, 2014 - December, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Designate the Official Newspapers for the Morris Plains School District**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey designates the Daily Record as the official newspaper for legal notices and the Star Ledger, or the Morris News Bee be so designated should it be impossible to advertise in the Daily Record for reasons of timely notice, emergency, or other reasons (N.J.S.A 18A: 22-11, 39-3 and 10:4-18); and

**BE IT FURTHER RESOLVED**, that personnel postings will be placed on the district web site.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Approve the Placement of Official Notices**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the placement of official notices at the following locations:

Borough School	Board of Education Office
Mountain Way School	Borough Hall
Morris Plains Library	Police Department

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**4. Investment Program**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey designates the Board Secretary as the person responsible for any and all Board of Education investments; and

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

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**5. Tax Shelter Annuities**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey designates the following Tax Sheltered Annuity Companies, open for enrollment to any district employee for the 2012-2013 school year as per N.J.S.A. 18A:66-127:

403 (B):	AXA Equitable	457 (B):	AXA Equitable
	Franklin Templeton		Lincoln National
	Lincoln National Investment Company		Met Life
	Legend Group		
	Met Life		

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**6. Board of Education Meetings**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**WHEREAS**, the Morris Plains School District Board of Education, in the County of Morris, New Jersey is directed to meet at least once every two months during the period in which the schools in the district are in session (N.J.S.A. 18A:10-6), and

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

**RESOLVED**, by the Morris Plains School District Board of Education to designate that the following notice of regularly scheduled meetings be adopted in accordance with N.J.S.A. 18A:22-11: "Notice is hereby given that a Regular Meeting of the Morris Plains School District Board of Education, in the County of Morris, New Jersey, will be held on or about the second and fourth Tuesday of each month. The Board will meet in Executive Session prior to the regular agenda at 7:00 p.m. The regular agenda commences at 7:30 pm.

**BE IT FURTHER RESOLVED**, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 500 Speedwell Avenue, Morris Plains, New Jersey 07950, and that the aforesaid notice be mailed to the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

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

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**7. Approves Chart of Accounts**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

**BE IT FURTHER RESOLVED**, that the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary; and

**BE IT FURTHER RESOLVED**, that the Superintendent is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**IX Annual Motions**

**1. Approves Board Policies and Bylaws**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution

**RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey adopts and shall be governed in all actions and business to come before this Board by the written Board Policies, Regulations, and Job Descriptions previously duly adopted and contained in the Board of Education Policy Book.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Authorize the School Board Secretary/Business Administrator to Award Contracts**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, BE IT RESOLVED, that the Board authorizes the School Board Secretary/Business Administrator to award contracts up to the current bid threshold (\$36,000) as set by the Division of Local government Services and further set the quote threshold at 15% of the bid threshold (\$5,400).

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Authorize Interim Payment of Obligations**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, BE IT RESOLVED, that the Board authorizes the Business Administrator/Board Secretary to do account transfers, pay bills and approve travel in accordance with Policy #4133 and #9250, Travel and Related Services, and N.J.S.A. 18A:11-12, in between board meetings on an emergency basis with list of such transfers, payments and travel subject to presentation and ratification at the next board meeting.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_



#### 4. Designation of Depositories of School Funds

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A. 18A:19-1):

<u>Account</u>	<u>Signature</u>	<u>Bank</u>	<u>Account #</u>
General Account	President, Vice President, Treasurer and Secretary # of Signatures (3)	Investors Savings Bank	XXXXXX0870
Food Service Account	President, Treasurer and Secretary # of Signatures (3)	Investors Savings Bank	XXXXXX1935
Unemployment Trust Fund	President, Vice President, Treasurer and Secretary # of Signatures (2)	Investors Savings Bank	XXXXXX0897
Payroll Agency	President, Vice President, Treasurer and Secretary # of Signatures (2)	Investors Savings Bank	XXXXXX0889
Payroll Account	Treasurer or President Signature of 1	Investors Savings Bank	XXXXXX0902
Student Activity Fund	Treasurer, Secretary, & Superintendent # of Signatures (2)	Investors Savings Bank	XXXXXX1919
Referee Account	President, Vice President, Treasurer and Secretary # of Signatures (2)	Investors Savings Bank	XXXXXX0910
Construction Account	President, Treasurer and Secretary # of Signatures (3)	Investors Savings Bank	XXXXXX1927
General Fund CD	President, Treasurer and Secretary # of Signatures (3)	TD	XXXXXX9831

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

#### 5. Advertisement of Bids

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board authorizes the Business Administrator to advertise for bids as needed during the calendar year 2014 as required by the Public School Contracts Law.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

#### 6 New Jersey School Board Code of Ethics

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution: **RESOLVED**, that the Morris Plains School District Board of Education, in the County of Morris, New Jersey adopt the following Code of Ethics as per N.J.S.A. 18A:12-21 et seq.:

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

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

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

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**7. Approves Collection and Maintenance of Pupil Records**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following resolution:

**RESOLVED**, that Morris Plains School District Board of Education, in the County of Morris, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3:

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

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**8. Charges for Reproducing Public Documents**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that the Board of Education approves a cost of \$.05 per page for letter size and \$.07 for legal size photocopying of public documents in compliance with NJSA 47:1A-1.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**9. Authorization of Procurement of Goods/Services - State Contracts effective January , 2014 – December, 2014**

Motion by \_\_\_ seconded by \_\_\_\_\_ to approve the following resolution:

**WHEREAS**, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state by the Division of Purchase and Property, and

**WHEREAS**, the Morris Plains School District has the need, on a timely basis, to procure goods and services utilizing State Contracts, and

**WHEREAS**, the Morris Plains School District desires to authorize its purchasing agent for the calendar year 2013 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 Morris Plains School District 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, as per list filed in the office of the Business Administrator/Board Secretary.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**10. Authorization of Procurement of Goods/Services through Joint Purchasing Agreements effective January, 2014 - December, 2014.**

Motion by \_\_\_ seconded by \_\_\_\_\_ to approve the following resolution:

**WHEREAS**, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state by the Division of Purchase and Property, and

**WHEREAS**, the Morris Plains School District has the need, on a timely basis, to procure goods and services utilizing Joint Purchasing Agreement, and

**WHEREAS**, the Morris Plains School District desires to authorize its purchasing agent for the calendar year 2013 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 Morris Plains School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services enter into with Joint Purchasing Agreements on behalf of the State by the Division of Purchase and Property utilizing various vendors, as per list filed in the office of the Business Administrator/Board Secretary.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**Public Board of Education Meeting Begins**

**I Correspondence**

**II Hearing of Citizens and/or Delegations**

Public comment is welcome. Time limit for topics is three minutes. Letters or memos are helpful. Please state your name and address for the record.

**III Student Council Update**

**IV Superintendent's Report – Mr. Mark Maire**

**V Business Administrator's Report – Dr. Warren Ceurvels**

**VI Board Committee Status Reports**

Finance

--Buildings and Grounds

Curriculum and Instruction

Legislative

Educational Services Commission of Morris County (ESC)

Morris School District

Personnel

Policy Updates

Liaison Committees (Reports if Available)

--Morris Plains Home and School Association (MPHSA)

--Morris Plains Municipal Alliance Committee (MPMAC)

--Education Foundation of Morris Plains (EFMP)

--Strategic Planning Committees

**VII Approval of the Board of Education Minutes**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following Minutes:  
November 26, 2013 – Executive and Regular

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**VIII Business Items Prepared for Official Action on January 6, 2014:**

**A. Personnel (upon the recommendation of the Superintendent) - *The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.***

**1. Approve Basketball Referee**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves Dave Mullen as basketball referee at a rate of \$55.00 per game.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Approval of Substitute Teachers**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following substitute teachers for the 2013-2014 school year:

Vincenza Cavalier  
Nicole Paolini

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Approval of Two (2) Unpaid Days – Classroom Aide**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves two (2) unpaid days for Caitlin Cosgrove, classroom aide, on December 9, 2013 and December 13, 2013.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**4. Approval of Emergency Family Leave**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves an emergency family leave, effective January 2, 2014 for Mrs. Stephanie Lemmey, Kindergarten Teacher at Mountain Way School.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**5. Approval of Kindergarten Teacher (Family Leave Replacement – Mrs. Lemmey)**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves Nicole Paolini as family leave replacement for Mrs. Lemmey (pending completion of appropriate paperwork), effective January 7, 2014 through June 30, 2014 at per diem rate of \$251.98 ( \$50,395 - BA, Step 1). There are no benefits associated with this position.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**6. Accept Letter of Resignation – Classroom Aide – Borough School (Felicia Politi)**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board accepts the resignation of Felicia Politi, classroom aide at the Borough School, effective March 14, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**B. Finance/Buildings & Grounds/Purchasing/Contracts - *The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.***

**1. Approve Line Item Transfers**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves line item transfers dated January 6, 2014 in the amount of \$ \_\_\_\_\_.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Approve Bills and Claims Report**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the attached bills and claims report dated January 6, 2014 in the amount of \$739,629.92.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Approve Payroll Distribution**

Motion by \_\_\_ seconded by \_\_\_ RESOLVED that the Board of Education approves the payroll distribution summarized below and directs that the payroll distribution be attached to and be made part of these Minutes.

Payroll Date	Fund	Amount
12/15/2013	General Fund	\$258,744.15
12/30/2013	General Fund	\$280,530.75

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**4. Approve Board Secretary and Treasurer’s Reports For The Period Ending November 30, 2013**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ Be It Resolved, that the Board of Education acknowledges receipt of the Certification from the Board Secretary that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAS 18A:17-9, further that District Board of Education, after review of the Board Secretary’s and Treasurer’s monthly financial reports upon consultation with the appropriate district personnel, certifies that no major account or fund has been over expended in violation of NJAS 18A:17-36, and that sufficient funds are available to meet the District Board of Education’s financial obligations for the remainder of the fiscal year and that therefore it is recommended that the Secretary’s and Treasurer’s Reports for the period ending November 30, 2013 to be approved.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**C. Superintendent's Anti-Bullying Report - *The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.***

**1. Accept and Affirm the Superintendent's Anti-Bullying Report**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board accepts and affirms the Superintendent's monthly report of Harassment, Intimidation and Bullying.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**D. Policy - *The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.***

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves, on first reading, Policy 6171.4 Special Education

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**E. Workshops/Seminars/Conferences**

**1. Approve Professional Development**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the attached list of requests for professional development and corresponding costs.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**IX Discussion Items:**

**A. New Business**

**B. Old Business**

**X Executive Session**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approves the following resolution:

**WHEREAS:** The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

**RESOLVED:** The Board of Education adjourns to closed session to discuss: (select one or more)

- 1) a matter rendered confidential by federal or state law;
- 2) a matter in which release of information would impair the right to receive government funds;
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy;
- 4) a collective bargaining agreement and/or negotiations related to it;
- 5) a matter involved the purchase, lease, or acquisition of real property with public funds;
- 6) protection of public safety and property and/or investigations of possible violations or violations of law;
- 7) pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;
- 8) specific prospective or current employees unless all who could be adversely affected request an open session;
- 9) deliberation after a public hearing that could result in a civil penalty or other loss;

**RESOLVED**, the Board may take action at the conclusion of executive session, and be it further, **Resolved**, The minutes of this closed session will be made public when the need for confidentiality no longer exists.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**XI Return to Regular Session from Closed Session (if necessary)**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, BE IT RESOLVED by the board of education to return to the regular session of the Board of Education meeting from the closed session.

Roll Call: AA \_\_\_\_ SB \_\_\_\_ CF \_\_\_\_ FF \_\_\_\_ LG \_\_\_\_ TK \_\_\_\_ MM \_\_\_\_ DMc \_\_\_\_ DR \_\_\_\_

**XII Hearing of Citizens and/or Delegations**

Public comment is welcome. Time limit for topics is three minutes. Letters or memos are helpful. Please state your name and address for the record.

**XIII Adjournment**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, BE IT RESOLVED that the Morris Plains Board of Education moves to adjourn the meeting.

Roll Call: AA \_\_\_\_ SB \_\_\_\_ CF \_\_\_\_ FF \_\_\_\_ LG \_\_\_\_ TK \_\_\_\_ MM \_\_\_\_ DMc \_\_\_\_ DR \_\_\_\_

# **Morris Plains Board of Education**

*Preparing All Learners to Excel in a Changing World*

## **District Goals - 2013-2014**



### **Board Governance**

- ⇒ Self-improvement through workshops that relate to Strategic Plan and/or Board Goals.
- ⇒ Commitment to Board obligations, Board meeting attendance and committee meeting attendance.
- ⇒ Strengthen committee communication by publishing agendas and minutes.

### **Student Achievement**

- ⇒ Analyze data to determine where support is needed for administration and staff to improve student achievement.

### **Fiscal Responsibility**

- ⇒ Find alternative sources of funding to support activities - income or cost savings opportunities.
- ⇒ Implement process to coordinate use of funds with outside groups

***For more information, please visit the district web site @[www.mpsdk8.org](http://www.mpsdk8.org)***