

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY  
PUBLIC BOARD MEETING**

**May 11, 2023**

**RESOLUTION 4457**

**FOR ACTION**

**SUBJECT: APPROVE ORGANIZATIONAL APPOINTMENTS FOR  
THE 2023-2024 SCHOOL YEAR**

BE IT RESOLVED THAT the Board of Education approves the following  
Organizational Appointments for the 2023-2024 School Year:

1. Approve Thomas Giglio as the District Health and Safety Officer.
2. Approve Thomas Giglio as the Integrated Pest Management Coordinator, AHERA Coordinator and Asbestos Management Officer.
3. Approve Thomas Giglio as the Right to Know Officer.
4. Approve Thomas Giglio as the Indoor Air Quality Officer.
5. Appoint Eric Burnside as Board Secretary and authorize him to sign checks, notes, drafts, bills of exchange, acceptance, undertakings or other orders for payment of money.
6. Appoint Eric Burnside as the Qualified Purchasing Agent and authorize him to negotiate and award contracts pursuant to NJSA 18A:18A-3.
7. Appoint Eric Burnside as the Custodian of Records for the school district.
8. Appoint Andrea Del Guercio as Assistant Board Secretary and authorize her to sign checks, notes, drafts, bills of exchange, acceptance, undertakings or other orders for the payment of money in the absence of the Board Secretary.
9. Approve Eric Burnside as the Public Agency Compliance Officer for the school district.
10. Approve Dr. Kevin Gilbert as the Affirmative Action Officer for the school district.
11. Approve Susie Budine as District Liaison for the Education of Homeless Children (per N.J.A.C. 6A:17-2.5).
12. Approve Susie Budine as the Liaison to the Department of Children and Families Division of Child Protection and Permanency.
13. Approve Susie Budine as the District ADA/504 Compliance Committee Coordinator for students.
14. Approve Tunde Adedoyin as the District ADA/504 Compliance Committee Coordinator for employees.
15. Appoint Dr. Kevin Gilbert as the Anti-Bullying Coordinator for the school district.
16. Appoint Dr. Kevin Gilbert as the District Title IX Coordinator.
17. Approve Ann Bodnar or Designee to implement the district's approved vocational and technical education safety and health programs (per N.J.A.C. 6A:19-10.2(b)).
18. Appoint Dana Sullivan as Treasurer for the school district.
19. Appoint Dr. Michael Kelly of West Orange, New Jersey as School Physician at an annual fee of \$37,100.
20. Appoint the firm of PFK O'Connor Davies, LLP as the independent statutory auditor for the school district at an annual fee of \$68,000.

21. Appoint Lenox Law Firm as General Counsel for the District at the following rates: Partner \$180.00/hour, Associate \$165/hour, Paralegal \$95/hour, plus the cost of filing fees, investigation costs, transcripts costs, expert fees, witness fees, service charges and the like, Federal Express (overnight) and messenger charges where the use of a messenger is necessary to meet a client's requirements and copying services for projects in excess of 100 pages.
22. Appoint David B. Rubin, Esq. of David B. Rubin, PC and Busch Law Group as Special Counsel to the Board of Education at a rate of \$185 per hour, plus reimbursement of all costs, disbursements and expenses reasonably and necessarily incurred in connection with this agreement.
23. Appoint Busch Law Group as Special Education Counsel for the District at the following rates: Attorneys \$170 per hour, Paralegal \$85 per hour, plus the cost of direct expenses.
24. Appoint the law firm of Wilentz Attorneys at Law as the Bond Counsel firm to provide specialized legal services necessary in connection with the authorization and the issuance of bonds or notes by the Board of Education; fees are determined per agreement on file in Board Secretary's Office.
25. Appoint the firm of Phoenix Advisors, Inc. as the Continuing Disclosure Agent, Municipal Advisor of Record and to provide annual Financial Advisory Services necessary by the Board of Education; fees are determined per agreement on file in Board Secretary's Office
26. Appoint Willis of New Jersey, Inc. as insurance broker of record.
27. Appoint Gallagher Benefit Services, Inc. as insurance agent for School District Employee Benefits.
28. Appoint the firm of Spiezle Architectural Group as the school district's architect; fees are determined per agreements on file in Board Secretary's Office.
29. Approve the following depositories for school monies:
  - Bank of America
  - NJ ARM
  - PNC Bank
  - Chase Manhattan Bank
  - Wells Fargo Bank
30. Adopt the following approved District secondary school, middle school and elementary school curricular programs as presently written for the 2023-2024 school year, with new/revised curricula brought forward for adoption as they are completed and prior to their implementation: [curriculum on file in the office of the Assistant Superintendent for Curriculum and Instruction]:
  - Art K-12
  - Career & Technical Education 9-12
  - Counseling 6-12
  - Educational Media & Technology K-12
  - English as a Second Language K-12
  - English/Language Arts K-12
  - Health/Family Life K-12
  - Mathematics K-12
  - Music K-12
  - Physical Education K-12
  - Science K-12
  - Social Studies K-12
  - World Languages 4-12

Pre-K [Tools of the Mind]

31. Accept the existing master agreements with the following units:
  - a. South Orange-Maplewood Education Association (SOMEA); and
  - b. Association of Supervisors, Coordinators and Administrators (ASCA)
32. Adopt the following newspapers for legal advertisements for the 2023-2024 school year: The Star Ledger, News Record, TAPintoSOMA.net, villagegreennj.com or the New York Times.
33. Authorize the Board Secretary to purchase the following types of securities for the purpose of investment on a short-term basis:
  - a. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America; or
  - b. Bonds of any Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Federal national Mortgage Associates or of any United States Band for Cooperatives which have a maturity date not greater than twelve months from the date of purchase; or
  - c. Bonds or other obligations for other school districts. (18A:20-37)
34. Authorize the Superintendent or designee, 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.
35. Authorize the Board Secretary to establish the following imprest petty cash fund accounts for the period July 1<sup>st</sup> through June 30<sup>th</sup> during the next fiscal year in accordance with N.J.S.A.18A:19-13.
  - Business Administrator' office, amount of fund to be set at \$1,000.
  - Assistant Business Administrator's office, amount of fund to be set at \$100.
36. Authorize the Business Administrator to issue bids on behalf of the Board of Education, as necessary.
37. Approve continued membership in the New Jersey Interscholastic Athletic Association and agree to be governed by the Constitution, By-laws and Rules and Regulations of the Association, including all rules governing student athlete eligibility, for the 2023-2024 school year.
38. Approve continued membership in New Jersey School Boards Association, Minority Student Achievement Network and Garden State Coalition of Schools for the 2023-2024 school year.
39. Establish a photo copy fee of \$0.05 (\$0.10 color copy) per letter size page or smaller and \$0.07 (\$0.12) per legal size page or larger of official Board Minutes and other public documents. A special service fee may be added for irregular size copies or requests that require an extraordinary amount of time or effort to accommodate the request.
40. Approve procurement of goods and services through state agencies and Mercer County Special Services Cooperative Pricing System ("MCSSSD"), Morris County Cooperative Pricing Council, Educational Services Commission of New Jersey Cooperative (Middlesex Regional), New Jersey Cooperative Purchasing Alliance (Bergen County), The Educational Services Commission of Morris County Cooperative, Educational Data Services, Inc., Union County Cooperative Pricing Agreement, Hunterdon County Educational Services Commission Cooperative and 1 Government Procurement Alliance (1GPA).
41. Approve the attendance and related travel expenses for regular district business as caused by or subject to contractual provisions, other statutory requirements or federal requirements and approve the reimbursement for such regular district

- travel expenses not to exceed \$1,500 per employee.
42. Adopt Code of Student Conduct through June 30, 2024.
  43. Approve the Emergency Management Plan and the Bio-security Plan as recommended by the Superintendent of Schools.
  44. Approve the Business Office Purchasing Manual and Business Office Standard Operating Procedures Manual as recommended by the Superintendent of Schools.
  45. R & L Data Centers, Inc. Payroll Company.
  46. Adopt the 403(b) and 457(b) Plan Documents for Public Education Organizations
  47. Approve 403B Tax Shelter Annuity Brokers
    - a. Ameriprise Financial Services
    - b. AXA Equitable
    - c. Great American Life
    - d. The Legend Group
    - e. MetLife
    - f. AIG Retirement-VALIC
  48. Adopt the Board Policy Manual for the 2023-2024 School Year.