

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**PUBLIC MEETING**  
**May 13, 2013**

**ORGANIZATIONAL RESOLUTIONS FOR 2013-14 SCHOOL YEAR**

BE IT RESOLVED THAT the Board of Education:

1. Appoint Cheryl Schneider as Board Secretary and authorize her to sign checks, notes, drafts, bills of exchange, acceptance, undertakings or other orders for payment of money.
2. Appoint Cheryl Schneider as the Qualified Purchasing Agent and authorize her to negotiate and award contracts pursuant to NJSA 18A:18A-3.
3. Appoint Cheryl Schneider as Custodian of Records for the school district.
4. Appoint Steve Gardberg as Assistant Board Secretary and authorize him 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.
5. Approve Steve Gardberg and William Kyle III as District Health and Safety Officers.
6. Approve Steve Gardberg as Public Agency Compliance Officer for the school district.
7. Approve William Kyle III as Integrated Pest Management Coordinator and AHERA Coordinator and Asbestos Management Officer.
8. Approve William Kyle III as Right To Know Officer.
9. Approve William Kyle III as Indoor Air Quality Officer.
10. Approve James Memoli as ADA/504 Compliance Committee Coordinator for the school district.
11. Approve James Memoli as Affirmative Action Officer for the school district.
12. Approve James Memoli as District Liaison for the Education of Homeless Children (per N.J.A.C. 6A:17-2.5).
13. Approve Patricia Barker as Liaison to the Division of Children and Families.
14. Approve Lovie Lilly 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)).
15. Appoint Dana Sullivan as Treasurer for the school district.
16. Appoint the firm of Hodulik & Morrison as the independent statutory auditor for the school district at an annual fee of \$58,000.
17. Appoint the law firm of Schenck, Price, Smith & King as the school district's attorney at the rate of \$175 per hour.
18. Appoint the law firm of Wolff & Samson 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.
19. Appoint the firm of Pheonix Advisors, Inc. to provide annual Financial Advisory Services necessary by the Board of Education; fees are determined per agreement on file in Board Secretary's Office.
20. Appoint the practice of Reginald O. Coleman, M.D., P.A as School Physician.

21. Appoint Willis of New Jersey, Inc. as insurance broker of record.
22. Appoint the firm of Brown & Brown Benefit Advisors as an insurance agent for the school district for employee benefits.
23. Appoint the firms of Element Architectural Group and EI Associates as the school district's architect(s); fees are determined per agreement on file in Board Secretary's Office.
24. Approve the following depositories for school monies:
  - Bank of America
  - PNC Bank
  - Chase Manhattan Bank
  - Wells Fargo Bank
25. Accept the By-Laws, Policies, Rules and Regulations.
26. Adopt the Public Meeting Calendar for 2013-2014 per attached.
27. Adopt the following approved District secondary school, middle school and elementary school curricular programs as presently written for the 2013-2014 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
  - Enrichment 4-5
  - Health/Family Life K-12
  - Mathematics K-12
  - Music K-12
  - Physical Education K-12
  - Science K-12
  - Social Studies K-12
  - World Languages 3-12
28. 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).
29. Adopt the following newspapers for legal advertisements for the 2013-2014 school year: The Star Ledger, the News Record and the New York Times.
30. 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 Bank 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)

31. 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.
32. Authorize the Board Secretary be authorized 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 \$50.
33. 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 2013-2014 school year.
34. Approve continued membership in New Jersey School Boards Association, Minority Student Achievement Network and Garden State Coalition of Schools for the 2013-2014 school year.
35. Establish a photo copy fee of \$0.05 per letter size page or smaller and \$0.07 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.
36. Approve procurement of goods and services through state agencies and Morris County Purchasing Cooperative, Middlesex Regional Educational Services Commission Cooperative, the Educational Services Commission of Morris County Cooperative, and Educational Data Services, Inc.
37. 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 \$1500 per employee.
38. Adopt Code of Ethics
39. Adopt Code of Student Conduct
40. Approve the Emergency Management Plan and the Bio-security Plan as recommended by the Superintendent of Schools.
41. Approve the Business Office Purchasing Manual and Business Office Standard Operating Procedures Manual as recommended by the Superintendent of Schools.
42. 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

**BOARD OF EDUCATION**  
**School District of South Orange-Maplewood**  
**525 Academy Street, Maplewood, NJ 07040**

## **CALENDAR FOR PUBLIC BOARD MEETINGS 2013-2014**

The Board of Education meets on the third Mondays of each month at 7:30 p.m. except where precluded because of holidays, vacation schedules, etc.

July 15, 2013  
August 19, 2013  
September 16, 2013  
October 21, 2013  
November 18, 2013  
December 16, 2013  
January 2, 2014 (Thursday, Reorganization)  
January 27, 2014<sup>1</sup>  
February 24, 2014<sup>2</sup>  
March 17, 2014  
April 28, 2014<sup>3</sup>  
May 15, 2014 (Thurs., Organizational Mtg., Renewals)  
May 19, 2014  
June 16, 2014

NOTE: Public Board Meetings cannot be held on the third Mondays because of the following holidays, town meetings or school vacation schedule conflicts:

January 20, 2014 <sup>1</sup>	Martin Luther King Day
February 17, 2014 <sup>2</sup>	President's Day
April 21, 2014 <sup>3</sup>	Spring Recess