

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**PUBLIC MEETING**  
**May 14, 2015**

**ORGANIZATIONAL RESOLUTIONS FOR 2015-16 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 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.
5. Approve Andrea Del Guercio and William Kyle III as District Health and Safety Officers.
6. Approve Andrea Del Guercio 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. Appoint Philip Stern as Anti-Bullying Coordinator for the school district.
15. Appoint Philip Stern as Truant Officer for the district.
16. Approve Elizabeth Aaron 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)).
17. Appoint Dana Sullivan as Treasurer for the school district.
18. Appoint the firm of Hodulik & Morrison as the independent statutory auditor for the school district at an annual fee of \$56,000.
19. Appoint the law firm of Schenck, Price, Smith & King as the school district's attorney at the rate of \$175 per hour.
20. Appoint the law firm of Chiesa, Shahinian & Giantomasi, PC 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.
21. 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

22. Appoint the practice of Reginald O. Coleman, M.D., P.A as School Physician.
23. Appoint Willis of New Jersey, Inc. as insurance broker of record.
24. Appoint the firm of Brown & Brown Benefit Advisors as an insurance agent for the school district for employee benefits.
25. 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.
26. Approve the following depositories for school monies:
  - Bank of America
  - PNC Bank
  - Chase Manhattan Bank
  - Wells Fargo Bank
27. Accept the By-Laws, Policies, Rules and Regulations.
28. Adopt the Public Meeting Calendar for 2015-2016 per attached.
29. Adopt the following approved District secondary school, middle school and elementary school curricular programs as presently written for the 2015-2016 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
30. 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).
31. Adopt the following newspapers for legal advertisements for the 2015-2016 school year: The Star Ledger, the News Record and the New York Times.
32. 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)
33. 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.

34. 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.
35. Authorize the Business Administrator to issue bids on behalf of the Board of Education, as necessary.
36. 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 2015-2016 school year.
37. Approve continued membership in New Jersey School Boards Association, Minority Student Achievement Network and Garden State Coalition of Schools for the 2015-2016 school year.
38. 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.
39. 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.
40. 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.
41. Adopt Code of Ethics
42. Adopt Code of Student Conduct
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. 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