

SOMERVILLE BOARD OF EDUCATION

**51 West Cliff Street
Somerville, NJ 08876**

AGENDA

REGULAR MEETING

Tuesday, May 12, 2020

Virtual Public Livestream Broadcast

6:30 p.m.

Mission Statement

Somerville Public Schools provide the highest quality education through an environment that promotes individual excellence for all students.

I. CALL MEETING TO ORDER

II. FLAG SALUTE

III. PUBLIC NOTICE

Adequate Notice of this meeting in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," has been provided by action of the Board of Education at its Regular Meeting on December 10, 2019, notices to the Courier News and Star Ledger circulated in the school district and a posted notice to this effect on the Board of Education website and building bulletin board, Administrative Headquarters, 51 West Cliff Street, Somerville, New Jersey.

IV. ROLL CALL OF MEMBERS

V. PUBLIC COMMENT

*At this time, comment is invited on any matter **related to agenda items.***

When permitted, public participation shall be governed by the following rules under Bylaw 9322:

1. *A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and any other group affiliation, if appropriate;*
2. *Each statement made by a participant shall be limited to three minutes duration*
3. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
4. *All statements shall be directed to the presiding officer; no participant may address or question board members individually.*
5. *The presiding officer may:*
 - a. *Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;*
 - b. *Request any individual to leave the meeting when that person does not observe reasonable decorum;*

- c. *Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
- d. *Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and*
- e. *Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

VI. BOARD PRESIDENT'S REPORT

VII. SUPERINTENDENT'S REPORT

District Highlights

Dr. Timothy Teehan, Superintendent of Schools

VIII. REPORT OF BOARD ITEMS/COMMITTEE REPORTS

- A.** Finance Committee:
Dan Carlson, Chairperson

It is recommended that Items **1** through **6** be moved upon the recommendation of the Superintendent of Schools.

1. Board Secretary's Financial Reports

RESOLVED that the Board of Education accept the Board Secretary's Reports listed below:

- A. Treasurer's Report (April) (Attachment C-1)
- B. Secretary's Report (April) (Attachment C-2)
- C. Investments (April) (Attachment C-3)
- D. Food Services (Not Available)

2. Acceptance of Monthly Reports

RESOLVED that the Board of Education accept the monthly reports as listed below:
(Attachment C-4)

- A. Van Derveer School Student Activities Fund (March/April)
- B. Somerville Middle School Student Activities Fund (Not Available)
- C. Somerville High School Student Activities Fund (April)
- D. Somerville High School Athletic/Extracurricular Fund (March)

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

3. Payroll
RESOLVED that the Board of Education approve the payroll payments for the following dates:

DATE	PAYROLL
April 30, 2020	\$ 1,233,687.49
April 30, 2020	\$ 18,371.88 (FICA)

4. Bills List
RESOLVED that the Board of Education approve the payment of the following obligations of the School District: (Attachment C-5)

Van Derveer School and Somerville Middle School Bills List Dated May 12, 2020	
10 General Fund	\$ 5,441.86
20 Special Revenue Fund	12,570.44
TOTAL	\$ 18,012.30

5. Line Item Transfers
RESOLVED that the Board of Education approve the enclosed April line item transfers. (Attachment C-6)

6. Nonpublic School Security Aid Program Grant
RESOLVED that the Board of Education approve the attached New Jersey Nonpublic School Technology Initiative Program Order Forms for Immaculata High School. (Attachment C-7)

It is recommended that Item 7* through 14* be moved upon the recommendation of the Superintendent of Schools.

- 7* Bills List
RESOLVED that the Board of Education approve the payment of the following obligations of the School District: (Attachment C-8)

Somerville High School and Districtwide Bills List Dated May 12, 2020	
10 General Fund	\$ 620,943.99
20 Special Revenue Fund	28,069.89
TOTAL	\$ 649,013.88

- 8* Disposal of Obsolete Materials
RESOLVED that the Board of Education approve the attached recommendation from the Somerville High School Principal to dispose of obsolete instructional materials in accordance with Policy/Regulation 3260/3270 because they are so outdated as to no

* (Branchburg Vote Eligible)
 + Subject to change as per the SEA contract negotiations

longer serve as worthy instructional tools. (Attachment C-9)

9* Contracted Custodial Service Contract Renewal

WHEREAS, on March 5, 2020, the Division of Local Government Services granted the request of the Somerville Board of Education (hereinafter referred to as the “Board”) to utilize the competitive contracting process in lieu of public bidding and request for proposals for the night custodial operations and management services; and

WHEREAS, on April 21, 2020, the Board accepted three (3) sealed proposals for the night custodial operations and management services; and

WHEREAS, the Purchasing Committee has evaluated the proposals and prepared a comprehensive report in accordance with N.J.S.A. 18A:18A-4.5(d) and N.J.A.C. 5:34-4.5, which was made available to the public at least forty-eight (48) hours prior to this award and is attached hereto and made a part hereof; and

WHEREAS, the Board has concluded that the proposal submitted by All Clean Building Services, Inc. (hereinafter referred to as “All Clean”) is the most advantageous, price and other factors considered.

NOW THEREFORE BE IT RESOLVED, that the Board accepts the proposal submitted by All Clean and awards the contract for the night custodial operations and management services to All Clean for the 2020-2021, 2021-2022 and 2022-2023 school years with an option, at the Board’s discretion, for two (2) additional one (1) year extensions, for a term not to exceed five (5) years, in accordance with N.J.S.A. 18A:18A-4.2, subject to annual appropriation of funds, in the following amounts:

2020-2021 school year - \$496,920

2021-2022 school year - \$527,040

2022-2023 school year - \$557,580

BE IT FURTHER RESOLVED, that this award is expressly conditioned upon All Clean furnishing the requisite insurance certificate, together with an executed contract, for the 2020-2021, 2021-2022 and 2022-2023 school years.

BE IT FURTHER RESOLVED, that the Board President and the School Business Administrator/Board Secretary are hereby authorized to execute such agreements and any other documents necessary to effectuate the terms of this resolution. The School Business Administrator/Board Secretary shall cause a Notice of Award, in accordance with N.J.S.A. 18A:18A-4.5(g) to be published in the official newspaper of the Board summarizing the award and indicating that the resolution and contract are on file in the Business Office and available for public inspection. (Attachment C-10)

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

10* Contract Authorization for ClearTouch Interactive Panels for Somerville High School
WHEREAS, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), the Somerville Board of Education may by resolution 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 (“Division of Purchase and Property”); and

WHEREAS, the Division of Purchase and Property has entered into an agreement with Educate-Me.Net for ClearTouch Interactive Panels with Two (2) Year Extended Warranties and WiFi Modules for Android for the period from August 31, 2017 through August 30, 2021; and

RESOLVED, that the Somerville Board of Education hereby authorizes the contract with Educate-Me.Net. for the provision of twenty-two (22) ClearTouch 75” Interactive Panels with Two (2) Year Extended Warranties and WiFi Modules for Android for an amount not to exceed \$90,798.00; and be it further

RESOLVED, that pursuant to N.J.A.C. 5:34-7.29(e) the duly authorized and executed purchase order shall serve as the contract between the Somerville Board of Education and Educate-Me.Net and shall include the State contract number for Educate-Me.Net. #T0114.

11* Authorization for Chromebook Lease Purchase Financing and Purchase under NASPO Master Agreement for Chromebooks

WHEREAS, the Somerville Board of Education (“the Board”) has determined that it is necessary and advisable to acquire chromebooks for its educational program; and

WHEREAS, the board has solicited quotations from “fulfillment partners” for Dell, Inc., through NASPO Master Agreement MNWNC-108 (2015-2021) and the State of New Jersey, State Contract No. A89967; and

WHEREAS, Candoris Technologies, LLC. (“Candoris”) submitted the most advantageous quotation, price and other factors considered and the Board desires to acquire the equipment and services from Candoris; and

WHEREAS, the School Business Administrator has documented that the equipment to be provided by Candoris best meets the needs of the School District; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract with Candoris pursuant to State Contract No. A89967 for the equipment and services listed on its proposals dated April 30, 2020 and May 8, 2020, in the amount of \$662,477.10, which said equipment and services include Dell Chromebooks and accessories, support services, and warranty protection.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

BE IT FURTHER RESOLVED that the Board authorized the School Business Administrator to solicit Requests for Quotes for lease purchase financing in an amount not to exceed \$453,331.50, to pay for the acquisition of a portion of the aforementioned Chromebooks; and

BE IT FURTHER RESOLVED that the Board authorizes the Hunterdon County Educational Services Commission to serve as Financial Advisor in preparation of the lease purchase Request for Quote; and

BE IT FURTHER RESOLVED that upon receipt of the quotes and the analysis thereof, the Business Administrator/Board Secretary, is authorized to award the Lease Purchase Financing to the lessor which bid the most economically advantageous proposal to the Board. The term of the Lease shall not exceed five (5) years. In consultation with Bond Counsel and the Financial Advisor, the Board President, the Board Vice President, the Superintendent and the Business Administrator/Board Secretary are each hereby authorized and directed to execute all documents including, but not limited to, a lease purchase agreement, an escrow agreement, as applicable, and all closing documents in connection with the Lease Purchase and are hereby authorized to take any other action necessary therefor or incidental thereto.

BE IT FURTHER RESOLVED that this award shall be subject to all of the conditions applicable to the current State contract. The Board President and the School Business Administrator/Board Secretary are hereby authorized to execute the contract any and all documents necessary to effectuate the terms of this Resolution.

BE IT FURTHER RESOLVED that the Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease Purchase Financing, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease Purchase Financing. The Lease Purchase Financing will be designated as "qualified tax-exempt obligations" for purposes of section 265(b)(3)(B)(ii) of the Code.

12* Food Service Management Company

RESOLVED that the Board of Education approve a renewal contract with Maschio's Food Services, Inc. as the food service management company for the 2020-2021 school year.

Management Fee:	\$20,800
Profit Guarantee:	\$40,000

13* School Breakfast/Lunch Prices

BE IT RESOLVED that the Board of Education approve the following prices for breakfast and lunch services in the cafeterias at the Somerville Public Schools for the 2020-2021 school year:

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

Breakfast

All Schools	\$1.05
Adult Breakfast - All Schools	\$1.50

Lunch

Van Derveer School	\$2.95
Somerville Middle School	\$3.10
Somerville High School	\$3.25
Adult Lunch - All Schools	\$3.75

14* Travel Expenditure Resolution

WHEREAS, the Board of Education has determined that the school district travel expenditures for the attached programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the Federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes and in compliance with the district policy on travel; therefore be it

RESOLVED, that the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the attached training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount. (Attachment C-11)

- B.** Building and Grounds Committee:
Daniel Puntillo, Chairperson

Facilities Report (Attachment C-12)

- C.** Athletics and Student Activities Committee:
Lucien Sergile, Chairperson

- D.** Curriculum Committee:
Denise Van Horn, Chairperson

Curriculum Committee Report (Attachment C-13)

It is recommended that **Item 1** be moved upon the recommendation of the Superintendent of Schools

- 1.** Summer Reading for Somerville Middle School and Van Derveer Elementary School
RESOLVED that the Board of Education approve the summer reading for Somerville Middle School and Van Derveer Elementary School. (Attachment C-14)

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

It is recommended that **Items 2*** through **4*** be moved upon the recommendation of the Superintendent of Schools

2* Summer Reading for Somerville High School
RESOLVED that the Board of Education approve the summer reading for Somerville High School. (Attachment C-15)

3* Summer Hours
RESOLVED that the Board of Education approve the attached Summer Hours. (Attachment C-16)

4* Custodial/Maintenance Holiday Schedule
RESOLVED that the Board of Education approve the attached Custodial/Maintenance Holiday Schedule. (Attachment C-17)

E. Technology Committee:
William Kimmick, Chairperson

Technology Committee Report (Attachment C-18)

IX. APPOINTEES

It is recommended that **Items 1*** through **11*** be moved upon the recommendation of the Superintendent of Schools.

1* Affirmative Action Officer/Title IX Coordinator
RESOLVED that the Board of Education appoint Dr. Tanya McDonald to the position of Affirmative Action Officer/Title IX Coordinator for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

2* Affirmative Action Officer Liaisons
RESOLVED that the Board of Education appoint Michael Santoro, Alexandra Lauri and Valentina Carleo to the position of Affirmative Action Officer Liaisons for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

3* 504 Officer
RESOLVED that the Board of Education appoint Dr. Tanya McDonald to the position of 504 Officer district-wide for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

4* Homeless Liaison
RESOLVED that the Board of Education appoint Melissa Stager as the Homeless Liaison for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

5* Designation of Public Agency Compliance Officer (PACO)
RESOLVED that the Board of Education appoint Bryan P. Boyce to the position of Public Agency Compliance Officer (PACO) for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

6* Designation of Custodian of School Records
RESOLVED that the Board of Education appoint Bryan P. Boyce to the position of Custodian of School Records for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

7* Bid Threshold and Appointment of Qualified Purchasing Agent
WHEREAS, the recent changes to the Public Contracts Law gave board of educations the ability to increase their bid threshold up to \$40,000.00; and
WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.S.A. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Bryan P. Boyce possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Somerville Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now therefore, be it

RESOLVED, that the governing body of the Somerville Board of Education, in the County of Somerset, in the State of New Jersey hereby increases its bid threshold to \$40,000.00, and

BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000.00 and establish the quote threshold at \$6,000.00 as per the N.J.S.A. 18A:18A-2.

RESOLVED, that the governing body hereby appoints Bryan P. Boyce as the Qualified Purchasing Agent for the period of July 1, 2020 to June 30, 2021 at no additional remuneration to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

8* Transfer Authority
RESOLVED that the Board of Education as provided by N.J.S.A. 18A:22-8.1 amended,

* (Branchburg Vote Eligible)
+ Subject to change as per the SEA contract negotiations

the Superintendent of Schools be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

9* Appointment of Asbestos/AHERA Coordinator
RESOLVED that the Board of Education appoint Jimmy Gabriel 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 for the period of July 1, 2020 to June 30, 2021.

10* Appointment of Integrated Pest Management Coordinator
RESOLVED that the Board of Education appoint Jimmy Gabriel as the district’s designated IPM (Integrated Pest Management) Coordinator as per N.J.A.C 7:30-13-3 for the period of July 1, 2020 to June 30, 2021.

11* Appointment of Board Secretary
RESOLVED that the Board of Education appoint Bryan P. Boyce to the position of Board Secretary for the period of July 1, 2020 to June 30, 2021 at no additional remuneration.

X. MOTIONS

It is recommended that **Items 1** through **6** be moved upon the recommendation of the Superintendent of Schools.

1. Designation of Official Depositories and Individuals Authorized to Sign Checks
RESOLVED that the Board of Education authorize the following official depositories and individuals authorized to sign checks:

<u>Bank</u>	<u>Account</u>	<u>Required Signatures</u>
TD Bank	Warrant Account	President/Board Secretary
	Capital Projects	Board Secretary
	Payroll Account	Board Secretary
	Payroll Agency	Board Secretary
	Unemployment Trust Fund	Board Secretary
	SEA Summer Savings Account	Board Secretary
	SHS Student Activities Fund	Principal/Board Secretary
	SMS Student Activities Fund	Principal/Board Secretary
	VDV Student Activities Fund	Principal/Board Secretary
	SHS Student Activities/Athletic Fund	Principal/Board Secretary

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

NJ Cash Management Fund

General Investment Fund	Board Secretary
Capital Reserve Fund	Board Secretary
Maintenance Reserve Fund	Board Secretary
Tuition Adjustment Reserve Fund	Board Secretary

2. Authorize Establishment of the Following Petty Cash Funds

RESOLVED that the Board of Education authorize the establishment of the following Petty Cash Funds for the period of July 1, 2020 to June 30, 2021:

School Business Office/Building & Grounds	300.00
Superintendent's Office	300.00
Curriculum & Instruction	200.00
Federal and State Programs	100.00
Somerville High School	100.00
Somerville Middle School	100.00
Van Derveer Elementary School	200.00
Preschool Program	100.00

3. Designation of Official Newspapers

RESOLVED that the Board of Education authorize the Courier News and Star Ledger to be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2020-2021 school year.

4. Transmittal of Tax Monies

RESOLVED that the Board of Education request the following transmittal of tax monies from the Borough of Somerville for the 2020-2021 school year in the amount of \$25,146,810.00 such sum being reported on the Certificate and Report of School Taxes:

August 10, 2020	\$6,286,667.75
November 10, 2020	\$6,286,667.75
February 10, 2021	\$6,286,737.25
May 10, 2021	\$6,286,737.25

5. Authorize Business Administrator/Board Secretary to Invest Funds and Approve Wire Transfers

RESOLVED that the Board of Education authorize the Business Administrator/Board Secretary to invest available funds and approve wire transfers on behalf of the school district, for the period July 1, 2020 to June 30, 2021.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

6. Authorization to Certify Payrolls

RESOLVED that the Board of Education authorizes the Board President, Board Secretary and Superintendent of Schools to certify all payrolls for the period July 1, 2020 to June 30, 2021.

XI. PERSONNEL

PS-8

RESOLVED that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools.
(Appointment(s) and salaries contingent upon verified documentation.)

1. To accept the retirement/resignation of Elizabeth Lee from the position of Secretary at Van Derveer Elementary School effective June 30, 2020.

9-12 and Districtwide

RESOLVED that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools.
(Appointment(s) and salaries contingent upon verified documentation.)

- 2* To approve the attached list of staff members for the 2020-2021 school year.
(Attachment P-1)
- 3* Rescind the approved unpaid child care leave of absence previously approved in accordance with the New Jersey Medical Leave Act for Gary Knoeppel, Teacher of Special Education at Somerville High School effective June 1, 2020 to June 30, 2020.

X. OLD BUSINESS

XI. NEW BUSINESS

XII. HEARING OF THE PUBLIC REGARDING AGENDA ITEMS AND NON AGENDA ITEMS

At this time, comment is invited on any matter related to the school district.

* (Branchburg Vote Eligible)

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- 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and any other group affiliation, if appropriate;*
- 2. Each statement made by a participant shall be limited to three minutes duration*
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
- 4. All statements shall be directed to the presiding officer; no participant may address or question board members individually.*
- 5. The presiding officer may:*
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;*
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;*
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and*
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

XIII. EXECUTIVE SESSION

RESOLVED that the Board of Education move to recess into executive session to discuss the superintendent evaluation and negotiations with the Somerville Education Association. The minutes of the executive session, to the extent permitted by law, will be made available to the public once the issues are resolved, subject to confidentiality requirements. Action will not be taken.

XIV. ADJOURNMENT

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations