

**Springfield Board of Education
Springfield, New Jersey**

AGENDA FOR ORGANIZATION MEETING

January 5, 2017

A. Call to Order and Statement – (Mr. Clarke presides)

President’s Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 4, 2016.

B. Pledge of Allegiance

C. Results of Election and Oath of Board Members Newly Elected to Three Year Term

D. Roll Call: Mrs. Robin Cornelison, Mr. Scott Donner, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Jacqueline Shanes, Mr. Scott Silverstein, Mrs. Hilary Turnbull, Mr. Steven Wolcott, Mrs. Elissa Zylbershlag

E. Election of President – (Mr. Clarke presides)

SUGGESTED MOTION: “I nominate _____ for the office of President of the Springfield Board of Education for the 2017 calendar year.”

ROLL CALL VOTE

I so recommend

F. Election of Vice President – (New President presides)

SUGGESTED MOTION: “I nominate _____ for the office of Vice President of the Springfield Board of Education for the 2017 calendar year.”

ROLL CALL VOTE

I so recommend

G. Renewal of Bylaws and Policies

SUGGESTED MOTION: “I move to adopt existing policy, bylaws, and administrative guidelines.”

ROLL CALL VOTE

I so recommend

H. Bank Signatures

4. SUGGESTED MOTION: “I move to authorize changes in bank signature cards for the signatures of President, Board Secretary and the Treasurer of School Monies.”

ROLL CALL VOTE

I so recommend

I. Organization Chart

1. SUGGESTED MOTION: “I move approval of the Organizational Chart of the Springfield Board of Education.”

J. Annual Scheduling of Board Meetings

1. SUGGESTED MOTION: "I move that effective immediately, Board Meetings be scheduled as per (Attachment Aro)."

ROLL CALL VOTE

I so recommend

K. Official Newspaper

1. SUGGESTED MOTION: "I move to designate the Local Source and/or the Star Ledger as official newspapers of the Board for the 2017 calendar year."

ROLL CALL VOTE

I so recommend

L. Board Appointments

1. School Attorney

SUGGESTED MOTION: "I move to appoint the following firms and attorneys as counsel to the Springfield Board of Education, for the 2017 calendar year:

1. Vito A. Gagliardi, Jr. Porzio, Bromberg & Newman PC
Morristown, NJ 07962." (Attachment Bro)

ROLL CALL VOTE

I so recommend

2. Architect of Record

SUGGESTED MOTION: "I move to appoint DI Group Architecture and Planning, LLC, 136 Brighton Avenue, Deal, NJ as architect of record for the Springfield Board of Education for the 2017 calendar year."

ROLL CALL VOTE

I so recommend

3. Engineer of Record

SUGGESTED MOTION: "I move to appoint Pennoni Associates, 105 Fieldcrest Avenue, Edison, NJ as engineer of record for the Springfield Board of Education for the 2017 calendar year."

ROLL CALL VOTE

I so recommend

4. Purchasing Agent

SUGGESTED MOTION: "I move approval of the resolution to appoint Matthew A. Clarke, School Business Administrator/Board Secretary, as the duly authorized purchasing agent for the Springfield Board of Education, pursuant to 18A:18A." (Attachment Cro)

5. Treasurer of School Monies

SUGGESTED MOTION: "I move to appoint Manuel Vieira as Treasurer of School Monies to the Springfield Board of Education for the calendar year 2017 at a salary of \$5,706."

ROLL CALL VOTE

I so recommend

6. Auditor
SUGGESTED MOTION: "I move to appoint Cannone and Company, P.A. as auditor to the Springfield Board of Education for the 2017 - 2018 budget year for the fee of \$20,628.00."

ROLL CALL VOTE I so recommend
7. Affirmative Action Officer
SUGGESTED MOTION: "I move to appoint Ellyn Atherton as Affirmative Action Officer of the Springfield School District for the 2017 calendar year."

ROLL CALL VOTE I so recommend
8. Title IX Officer
SUGGESTED MOTION: "I move to appoint Ellyn Atherton as Affirmative Title IX Officer of the Springfield School District for the 2017 calendar year."

ROLL CALL VOTE I so recommend
9. 504/ADA Compliance Officer
SUGGESTED MOTION: "I move to appoint Tiffany Boehm as Public 504/ADA Compliance Officer of the Springfield School District for the 2017 calendar year."

ROLL CALL VOTE I so recommend
10. Custodian of Public Records
SUGGESTED MOTION: "I move to approve the appointment of Michael Davino, Superintendent, as the custodian of Public Records for the 2017 calendar year in accordance with the Open Public Records Act."

ROLL CALL VOTE I so recommend
11. P.A.C.O. Officer
SUGGESTED MOTION: "I move to appoint Matthew A. Clarke as P.A.C.O. Officer of the Springfield School District for the 2017 calendar year."

ROLL CALL VOTE I so recommend
12. Morris-Union Jointure Commission Representative
SUGGESTED MOTION: "I move to appoint the Superintendent of Schools as the representative of the Springfield School District to serve on the Morris-Union Jointure Commission Board of Education."

ROLL CALL VOTE I so recommend

13. Union County Educational Services Commission Representative

SUGGESTED MOTION: "I move to appoint _____ as a representative of the Springfield School District to serve on the Union County Educational Services Representative Assembly."

ROLL CALL VOTE

I so recommend

M. Adjournment and reconvene back to the Regular Meeting of the Springfield Board of Education

2017

Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, scheduled meetings of the Board of Education will be held in the Jonathan Dayton High School IMC, First Floor at 7:00 P.M. for Executive Sessions and 7:30 P.M. for Public Sessions on the following dates:

<u>2017</u>	<u>MONTH</u>	<u>REGULAR MEETINGS</u>	<u>SPECIAL MEETINGS</u>
	January	23	
	February	06, 27	
	March	06, 20	
	April	03, 24	
	April	24	- Public Hearing (2016-2017 Proposed Budget)
	May	08, 22	
	June	05, 19	
	July	17	
	August	21	
	September	18	
	October	02, 16	
	November	06, 20	
	December	04, 18	
<u>2018</u>	January	04	- Re-Organization Meeting
	January	04	

2018 – Tentative Meetings (Dates subject to change - Will be reviewed at the January 4, 2018 meeting)

January	22
February	05, 26
March	05, 19
April	23
May	07, 21
June	04, 18

Any changes or additions to this calendar will be announced pursuant to the New Jersey Open Public Meetings Act.

Springfield, New Jersey
Date: January 5, 2017

Matthew A. Clarke
Business Administrator/Board Secretary

Copy to: The Local Source, Star Ledger, Township Clerk, Springfield Public Library, Sarah Bailey, Civic Center
Posted at Board Office and each school, and District website – www.springfieldschools.com

BOARD ATTORNEYS

<u>Attorney</u>	<u>Firm</u>	<u>Rate</u>
Vito A. Gagliardi, Jr., Kerri Wright, & Tom Johnston	Porzio Bromberg & Newman PC	\$185/hour (\$145/hour for paralegals)

**Resolution
Purchasing Agent
January 5, 2017**

WHEREAS, the Public School Contracts Law gives the Board of Education the ability to increase their bid threshold up to \$40,000; and

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

WHEREAS, Matthew A. Clarke possesses 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 Springfield 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 Springfield Board of Education, in the County of Union, in the State of New Jersey hereby increases its bid threshold to \$36,000; and be it further

RESOLVED, that the governing body hereby appoint Matthew A. Clarke as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A: 18A-2b with specific authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:35-5.2, the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Matthew A. Clarke's certification to the Director of the Division of Local Government Services.

I, Matthew A. Clarke, Secretary of the Springfield Board of Education, in the County of Union, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Springfield Board of Education, County of Union, State of New Jersey at a regular meeting of said governing body held on January 5, 2017.

Matthew A. Clarke
Business Administrator/Board Secretary