

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
Resolutions for the 2012-2013 School Year

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BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #1 – MEETING SCHEDULE

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that on the third Tuesday of each month, unless otherwise stated below, the Board of Education shall hold a Workshop Meeting for the purpose of, but not limited to, all public presentations, Committee information, and Budget development, commencing at 7:30 p.m.;

RESOLVED, that on the fourth Tuesday of each month, unless otherwise stated below, the Board of Education shall hold a Regular Meeting for the purpose of acting upon regular agenda items, and which will commence at 7:30 p.m.;

RESOLVED, that the following shall constitute the schedule of Workshop and Regular Meetings of the Board of Education for the 2012-2013 school year. These meetings are to be held at the Westbrook School Media Center with the exception of the location of certain meetings, which will be advertised during the school year, and are not to progress past 11:00 p.m., unless extended by a 2/3 vote of those present. Trustees are asked to contact the Board President or Board Secretary if they are unable to attend the meeting;

DATE OF MEETING	TYPE	DATE OF MEETING	TYPE
April 25, 2012 (Wednesday)	Reorganization	November 13, 2012	Workshop/Regular
May 8, 2012	Workshop/Special Action	December 18, 2012	Workshop/Regular
May 15, 2012	Regular	January 15, 2013	Workshop/Budget/Special Action
June 12, 2012 — 7:00 p.m.	Workshop/Special Action	January 22, 2013	Regular
June 26, 2012	Regular	February 19, 2013	Workshop/Budget/Special Action
July 24, 2012	Workshop/Regular	February 28, 2013 (Thursday)	Regular/Budget
August 28, 2012	Workshop/Regular	March 19, 2013	Workshop/Budget/Special Action
September 18, 2012	Workshop/Special Action	March 26, 2013	Regular/Public Budget Hearing
September 25, 2012	Regular	TBD	Workshop/Regular
October 16, 2012	Workshop/Special Action	TBD	Regular/Reorganization
October 22, 2012 (Monday)	Regular		

The Regular Meetings will have rotating Committee Reports.

BE IT FURTHER RESOLVED, that the Secretary of the Board be hereby directed to post, mail/fax or e-mail to newspapers, the Township Clerk, and Township Librarian the above stated schedule within seven (7) days from the date hereof, in accordance with the "Open Public Meetings Act."

Adopted: May 8, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #2 – OFFICIAL NEWSPAPER

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, there shall be an official newspaper designated for the official publication of correspondence and notices required by law to be published by the Board of Education of the Township of West Milford; and

WHEREAS, there is no newspaper published in the Township which meets the requirements of N.J.S.A. 35:1-2.2; and

WHEREAS, a newspaper should be designated to publish correspondence and notices of the Board; and

NOW THEREFORE, BE IT RESOLVED that the Herald News shall be the official newspaper to publish said meeting notice and correspondence through June 30, 2013; and

BE IT FURTHER RESOLVED that the following newspapers may be used where additional publication as required:

Record
Star Ledger
Suburban Trends
The Messenger; and

BE IT FURTHER RESOLVED, that the Record may also be used to publish the Preliminary Budget, approved by the County Superintendent of Schools, when the Secretary needs a daily newspaper to meet required publication dates.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #3 – 2012-2013 SCHOOL CALENDAR

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the following shall constitute the School Calendar for the 2012-2013 school year:

2012-2013 SCHOOL CALENDAR

September 4	First Reporting Day for Staff	Tuesday
September 5	Staff Development Day	Wednesday
September 6	First Reporting Day for Students	Thursday
October 8	Staff Development Day – Schools Closed	Monday
November 8	NJEA Conference – Schools Closed	Thursday
November 9	NJEA Conference – District Closed	Friday
November 19 & 20	Parent/Teacher Conferences – <i>Early Dismissal</i>	Monday/Tuesday
November 21	Schools in Session – <i>Early Dismissal</i>	Wednesday
November 22 & 23	Thanksgiving Recess – District Closed	Thursday/Friday
December 21	Schools in Session – <i>Early Dismissal</i>	Friday
December 24-January 1	Holiday Recess – Schools Closed	Monday – Tuesday
January 2	Schools Resume	Wednesday
January 21 (22*)	Staff Development Day – Schools Closed	Monday
February 18	Presidents' Day Weekend – District Closed	Monday
March 29	Good Friday – District Closed	Friday
April 1 - 5	Spring Recess – Schools Closed	Monday – Friday
May 27	Memorial Day – District Closed	Monday
June 25	Last Day for Students & Staff – <i>Early Dismissal</i>	Tuesday

*Snow Date

CALENDAR NOTES: The calendar reflects seven (7) emergency closing days. If deemed necessary, adjustments to the calendar will be recommended by the Superintendent to be approved by the Board. (Adjustments would be for unused emergency closing days or school closings beyond seven (7) days.)

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #4 – HOLIDAYS FOR TWELVE-MONTH EMPLOYEES 2012-2013 SCHOOL YEAR

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the following shall constitute the holidays for twelve-month employees for the 2012-2013 school year:

July 4, 2012	Independence Day	Wednesday
September 3, 2012	Labor Day	Monday
November 9, 2012	Veteran’s Day	Friday
November 22, 2012	Thanksgiving Day	Thursday
November 23, 2012	Day after Thanksgiving	Friday
December 24, 2012	Christmas Eve Day	Monday
December 25, 2012	Christmas Day	Tuesday
December 26, 2012	Day Designated by the Superintendent	Wednesday
December 31, 2012	New Year’s Eve	Monday
January 1, 2013	New Year's Day	Tuesday
February 18, 2013	Presidents’ Day	Monday
March 29, 2013	Good Friday	Friday
April 1, 2013	Easter Monday	Monday
May 27, 2013	Memorial Day	Monday

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #5 – BOARD CODE OF ETHICS AND CERTIFICATION

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, each School Board Member is responsible to read and become familiar with the Code of Ethics for School Board Members, the Code of Ethics became part of the School Ethics Act on July 26, 2001. Questions about the Policy should be directed to the District Board Secretary. If the Board Secretary is unable to answer the question, you may be directed to the School Ethics Commission from whom you may request an advisory opinion; and

WHEREAS, the following Code of Ethics (Bylaw No. 0142) for Board Members is set forth as a guide to conflict-of-interest situations and unethical activity for Board Members:

1. I will uphold and enforce all laws, State Board Rules and Regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board Members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board Members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
9. I will support and protect school personnel in the proper performance of their duties.
10. I will refer all complaints to the Chief Administrative Officer and will act on such complaints at public meetings only after failure of an administrative solution.

RESOLUTION #5 - (Continued)

NOW THEREFORE, BE IT RESOLVED that each Board Member shall abide by the Code of Ethics and has signed an Acknowledgment of Receipt to confirm that they have received a copy of the Code of Ethics for School Board Members contained within the School Ethics Act, C.178, P.L. 2001 (C.18A:12-21). Failure to sign this Acknowledgment does not relieve a Board Member of the responsibility to understand and adhere to the Code of Ethics.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #6 – TEAM CHARTER

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, each Board Member shall be responsible for abiding by the following Team Charter set forth as a commitment to valuing education, showing good character and strong leadership to the students, staff and community.

BEFORE MEETINGS:

1. Plan to be present at and prepared for every meeting.
2. Use available resources to investigate the issues.
3. Expect proactive communication on matters of immediate concern from the administration, as appropriate.
4. Information provided to the board should be sufficiently clear, especially to new board members.

DURING MEETINGS:

1. Demonstrate respect for the administrators and board members at all times, tolerate and encourage questions; do not interrupt, and no individual grandstanding or monopolizing of the board's time.
2. Stay focused on the topics at hand.
3. Stay focused on matters that advance board goals and student achievement, within financial constraints.
4. Remember that the board's role is one of establishing goals and proper oversight – not management.
5. Committee-of-the-whole meetings are dedicated to group discussion of future action and asking questions.
6. Honor the public's right to understand the issues being discussed.

AFTER MEETINGS:

1. Demonstrate respect for decisions made by the board through the process of respectful group deliberation.
2. Demonstrate respect for the chain of command, and the role of the administration in running the district.
3. Look forward and be prepared to address future issues and board goals – not past decisions.
4. Communicate with, seek guidance from, and follow-up appropriately with district administration and board leadership.

BE IT FURTHER RESOLVED, if any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest practical opportunity.

BE IT FURTHER RESOLVED, that members of this Board of Education and Superintendent agree to abide by these objectives as a commitment to valuing education, showing good character and strong leadership to our students, staff and community.

Adopted:

April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #7 – MEETING PROTOCOL

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the Workshop, Regular, and Special Meetings shall be conducted in a manner consistent with Resolution #1 using the following meeting protocols; and

BE IT FURTHER RESOLVED, that all Board Trustees will adhere to the following protocols for Board Public Meetings and Executive Sessions:

- ❖ Trustees will hold confidential all matters discussed in Executive Session and other confidential matters pertaining to the School District.
- ❖ Trustees' debate will be conducted through the Chair; address all questions and comments to the Chair who will acknowledge your turn to comment.
- ❖ Individual comments from the audience, with the exception of Petitions and Requests, are inappropriate and will be addressed by the Chair. Additionally, it would be inappropriate for Trustees to make comments directly to individuals in the audience.
- ❖ State statute requires all meetings to start no later than 8:00 p.m. Trustees are asked to inform the Board Secretary or Board President if they anticipate any lateness, absence, or the need to leave the meeting early. This will help ensure that a quorum will be present, and that business can be acted upon.
- ❖ The Board President will make every effort to move the agenda in a quick and efficient manner while providing a balance for the individual Trustees to express their views. However, if the meeting runs late, Trustees are expected to remain at the meeting until adjournment.
- ❖ Whenever possible, Trustees may direct questions and comments regarding the Agenda to the appropriate Administrator prior to the meeting so that questions can be answered and/or necessary backup can be brought to the meeting, keeping in mind the public's right to know. Additional questions may be raised at the meeting.
- ❖ Trustees should address an issue no more than twice during a discussion for no more than three minutes per discussion. Time may not be donated to other speakers.
- ❖ Board meetings will automatically end at midnight. (Note: Good judgment fades as the members become exhausted.)
- ❖ Trustees should refrain from contacting the Board attorney directly without approval of the Board President.
- ❖ Trustees should preface public comments made outside of public Board meetings to specify that they are not speaking on behalf of the Board, but as a citizen.

BE IT FURTHER RESOLVED that Robert's Rules of Order, 10th Edition, shall be the guide for the parliamentary procedure for all meetings, except where Board policies differ, and in granting Committee Chairpersons the right to move items within their agendas for which they do not intend to vote in the affirmative; and

RESOLUTION #7 - (Continued)

BE IT FURTHER RESOLVED that pursuant to Board Bylaw No. 0166, the Board Trustees shall place utmost importance upon confidentiality related to matters discussed in Executive Session and to written documentation provided to Board Trustees, which is not for public distribution. Breach of confidentiality by a Board Trustee shall be considered grounds for action by the Board.

Adopted: June 26, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #8 – COMMITTEE MEETING AGENDA

For the Life of This Board of Education during the 2012-2013 School Year

NOTE: This format will be used in the event the Board decides to conduct a meeting as a committee of the whole. As indicated in Resolution #12, the Board has agreed to run individual committee meetings for the 2012-2013 school year.

RESOLVED, that Committee Meetings shall be conducted in a manner consistent with Resolutions #1, #5, #6, and #7, and the following agenda format.

CALL TO ORDER BY THE PRESIDING OFFICER

INVOCATION

FLAG SALUTE

OPEN PUBLIC MEETINGS ACT STATEMENT

ROLL CALL

EXECUTIVE SESSION RESOLUTION

AGENDA: (On a rotating basis, if action is required.)

EDUCATION

Reports and/or recommendations for items related to Education items as outlined under Resolution #12.

PERSONNEL/STUDENT AFFAIRS

Reports and/or recommendations for items related to Personnel/Student Affairs as outlined under Resolution #12.

BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS

Reports and/or recommendations for items related to Budget & Finance/Transportation/Operations/Capital Improvements as outlined under Resolution #12.

POLICY (as needed)

Reports and/or recommendations for items related to Policy as outlined under Resolution #12.

NEGOTIATIONS (as needed)

Reports and/or recommendations for items related to Negotiations as outlined under Resolution #12.

OLD BUSINESS

NEW BUSINESS

RESOLUTION #8 - (Continued)

PETITIONS & REQUESTS

Petitioners who have requested to speak prior to the Meeting will be first with five (5) minutes for each petitioner, for a period of thirty (30) minutes; and, then time permitting, other petitions and requests limited to five (5) minutes per petitioner will be allowed, until the thirty (30) minute period transpires. All speakers are asked to give their full name, spell their last name, and give their address. Speakers may not use the names of students during Petitions and Requests.

EXECUTIVE SESSION

ADJOURNMENT (To be no later than 11:00 p.m., unless otherwise voted upon.)

The Board reserves the right to act on all Agenda items.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #9 – WORKSHOP AND/OR SPECIAL ACTION MEETING AGENDA

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that Workshop/Special Action Meetings shall be conducted in a manner consistent with Resolutions #1, #5, #6, and #7, and the following agenda format.

CALL TO ORDER BY THE PRESIDING OFFICER

INVOCATION

FLAG SALUTE

OPEN PUBLIC MEETINGS ACT STATEMENT

ROLL CALL

EXECUTIVE SESSION RESOLUTION

SUPERINTENDENT'S REPORT

Formal Reports
Special Presentations
Recognitions

BOARD SECRETARY'S REPORT

Adoption of the Minutes
Financial Reports
Formal Reports & Presentations
Reading of Correspondence

LEGAL REPORT

PRESIDENT'S REPORT

PETITIONS & REQUESTS (as required, for Special Action)

Petitioners who have requested to speak prior to the Meeting will be first with five (5) minutes for each petitioner, for a period of thirty (30) minutes; and, then time permitting, other petitions and requests limited to five (5) minutes per petitioner will be allowed, until the thirty (30) minute period transpires. All speakers are asked to give their full name, spell their last name, and give their address. Speakers may not use the names of students during Petitions and Requests.

ADOPTION OF AGENDA

SPECIAL ACTION AGENDA:

Education
Personnel/Student Affairs
Budget & Finance/Transportation/Operations/Capital Improvements
Policy
Negotiations
Legislative

RESOLUTION #9 – (Continued)

WORKSHOP AGENDA:

EDUCATION

Reports and/or recommendations for items related to Education items as outlined under Resolution #12.

PERSONNEL/STUDENT AFFAIRS

Reports and/or recommendations for items related to Personnel/Student Affairs as outlined under Resolution #12.

BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS

Reports and/or recommendations for items related to Budget & Finance/Transportation/Operations/Capital Improvements as outlined under Resolution #12.

POLICY

Reports and/or recommendations for items related to Policy as outlined under Resolution #12.

NEGOTIATIONS

Reports and/or recommendations for items related to Negotiations as outlined under Resolution #12.

OLD BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

ADJOURNMENT (To be no later than 11:00 p.m., unless otherwise voted upon.)

The Board reserves the right to act on all Agenda items.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #10 – REGULAR MEETING AGENDA

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the Regular Meeting shall be conducted in a manner consistent with Resolutions #1, #5, #6, and #7, and that the Agenda will be as follows:

CALL TO ORDER BY THE PRESIDING OFFICER

INVOCATION

FLAG SALUTE

OPEN PUBLIC MEETINGS ACT STATEMENT

ROLL CALL

EXECUTIVE SESSION RESOLUTION

SUPERINTENDENT'S REPORT

Formal Reports
Special Presentations
Recognitions
Student Representative Report

REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Adoption of the Minutes
Financial Reports
Formal Reports & Presentations
Reading of Correspondence

LEGAL REPORT

PRESIDENT'S REPORT

PETITIONS & REQUESTS OF THE PUBLIC

Petitioners who have requested to speak prior to the Meeting will be first with five (5) minutes for each petitioner, for a period of thirty (30) minutes; and then time permitting, other petitions and requests limited to five (5) minutes per petitioner will be allowed, until the thirty (30) minute period transpires; and at the conclusion of the Meeting for another period of thirty (30) minutes with a maximum of five (5) minutes for each petitioner. Petitioners speaking during the first session of Petitions & Requests are asked to address topics listed in the agenda. All speakers are asked to give their full name, spell their last name, and give their address. Speakers may not use the names of students during Petitions and Requests.

ADOPTION OF AGENDA

REPORTS:

EDUCATION

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #12.

PERSONNEL/STUDENT AFFAIRS

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #12.

RESOLUTION #10 - (Continued)

BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #12.

POLICY

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #12.

NEGOTIATIONS

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #12.

LEGISLATIVE

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #12.

SPECIAL COMMITTEES/LIAISON REPORTS

PARKS & RECREATION

SAFETY

SUPERINTENDENT'S ROUNDTABLE

PASSAIC COUNTY SCHOOL BOARDS ASSOCIATION

NEW JERSEY SCHOOL BOARDS ASSOCIATION

LEGISLATIVE

TECHNOLOGY

WEST MILFORD EDUCATION FOUNDATION

OLD BUSINESS

NEW BUSINESS

PETITIONS & REQUESTS

Petitioners who have requested to speak prior to the Meeting will be first with five (5) minutes for each petitioner, for a period of thirty (30) minutes; and then time permitting, other petitions and requests limited to five (5) minutes per petitioner will be allowed, until the thirty (30) minute period transpires. All speakers are asked to give their full name, spell their last name, and give their address. Speakers may not use the names of students during Petitions and Requests.

EXECUTIVE SESSION

ADJOURNMENT (To be no later than 11:00 p.m., unless otherwise voted upon.)

The Board reserves the right to act on all Agenda items.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #11 – SPECIAL MEETINGS

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that Special Meetings of the Board shall be called in accordance with N.J.A.C. 6A:32-3.1, as follows:

(a) The secretary of the district board of education shall call a special meeting of the district board of education whenever:

1. requested by the president of the district board of education to do so; or
2. when presented with a petition signed by a majority of the full membership of the district board of education requesting the special meeting.

(b) Public notice of such special meeting shall be made pursuant to law and regulation. In accordance with N.J.S.A. 18A:10-6, the public notice shall include the date, time, location, and purpose(s) of the special meeting.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #12 – BOARD COMMITTEE FUNCTIONS

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the President of the Board shall, following his/her election, be empowered to establish committees for the following purposes:

- I. EDUCATION: The primary responsibility of this area is to foster policy making, planning, and appraisal in matters related to activities concerned with all proposals and reports dealing with Regular and Special Education curriculum, curriculum development, educational goals and objectives, approval of courses of study, adoption of textbooks, class size and student placements after appropriate consultation and review. Committee activities focus on dealing with/or aiding in the teaching of students, improving the quality of teaching, and the provision of special services for the students of the district and their families.

- II. PERSONNEL/STUDENT AFFAIRS: The primary responsibility of this area is to foster policy making, planning, and appraisal in matters related to activities concerned with the appointment, training, attendance, promotion and discipline of district employees and pupil personnel including:
 - A. Attendance and Health Services – consisting of oversight for those activities which promote the improvement of attendance at work or school through the enforcement of contracts, policies, rules, regulations, and compulsory attendance laws. This area shall oversee and recommend the development of policy effecting the health and welfare of all district employees and pupil personnel.
 - B. Student Affairs – consisting of oversight review of student suspensions and discipline policies, including the review of student discipline referrals, per Board of Education Policy, based on the Code of Student Conduct using Core Ethical Values. Further, the oversight of the review of student personnel services and activities such as: guidance services to students, interscholastic athletics, enrichments, extra-curricular programs, and other activities for the student body that are not part of the regular instructional program.
 - C. Staff Development – consisting of oversight for the promotion, development and implementation of positive staff development training programs.

- III. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS:
The primary responsibility of this area is to foster policy making, planning, and appraisal of matters related to fiscal and support service affairs of the district including:

RESOLUTION #12 - (Continued)

- A. Budget - to conduct Preliminary Budget development with the Superintendent and Business Administrator/Board Secretary, commencing with the initial Budget presentation, but no later than January 31, to meet the district's financial obligations; to meet with the school district auditors once annually to maintain Board audit responsibilities for all bank records, practices and methods employed in fiscal control; and to review general liability and other insurance policies including contracts related to medical, dental, and other employee fringe benefit plans; activities related to fixed charges including State Retirement Fund, Social Security, property insurance, employee insurance, liability insurances, bonds of officers and employees, rentals, tuition, and others of a similar category as prescribed by the Board.
- B. Finance - consisting of those activities dealing with the appropriate expenditure according to the approved Budget, the Audit Report, request for funds, and the approval of bills for payment, expenditures of a generally recurrent nature which are not readily allocable to other expenditure accounts; investment of funds; financing of district capital equipment through debt, lease purchase, or other financing methods and communication with the public.
- C. Debt Service - consisting of expenditures for the retirement of debt and expenditures for interest on debts, except principal and interest of current loans (money borrowed and paid back during the same fiscal year);
- D. Transportation - consisting of those activities which have as their purpose the conveyance of pupils to and from home and school, athletic events, and extra-curricular activities; other activities concerned with transportation policies, approval of bills, transportation negotiations, bidding, legal actions, safety liaison correspondence, and formal petitions as well as others as prescribed by the Committee. The Committee shall serve as liaison between the Board of Education and Township of West Milford Joint Safety Committee.
- E. Operations - consisting of the housekeeping activities concerned with keeping the physical plant open, safe, and ready for use. These activities include cleaning, disinfecting, heating, lighting, communications, power, moving furniture, handling stores, caring for grounds, Parks and Recreation Department, and other housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Operation of plant does not encompass the repairs and replacement of facilities or equipment for accounting purposes.
- F. Food Services – oversight of the National School Lunch Program and Operations to ensure that there is proper control and regulation of the school lunch program and operation of food services.
- G. Capital Improvements - function will consist of those activities concerned with construction programs, policy, approval of bills, legal actions, correspondence, formal petitions, building needs, roads, sites, selection of architects and professional engineers, and other activities as prescribed by the Committee.

RESOLUTION #12 - (Continued)

- H. Staff Development - to ensure that positive staff development programs are being implemented.
 - I. General Services - consisting of Board activities, concerned with operations policy, approval of bills, legal actions, administration personnel, policy, correspondence, formal written petitions, legal action, school budget, community services, approval of bills, finance, and debt service; correspondence, formal petitions, repair, replacements, and other activities as prescribed by the Committee.
- IV. **NEGOTIATIONS:** The primary responsibility of this area is to foster policy making, planning, and appraisal of matters related to negotiations of collective bargaining agreements between the West Milford Board of Education and its bargaining units.
- V. **POLICY:** The primary responsibility of this area is to foster policy development, planning, and appraisal in matters related to activities concerned with the formulation of rules setting the direction and administration of the school district and how the Board will function.
- VI. **SPECIAL COMMITTEES/AND OR LIAISON:** The Board President shall appoint one Board member to be the liaison to special groups and/or committees and file a report to the Board at the monthly Workshop Meeting, as needed. Special groups and/or committees shall include, but not be limited to, Community Affairs, Technology, Safety, Superintendent's Roundtable, New Jersey School Boards Association, Passaic County School Boards Association, West Milford Education Foundation., Legislative, , etc.
- The primary responsibility of the legislative liaison is to foster policy making, planning, and appraisal in matters related to activities concerned with the review and making of recommendations as to existing, proposed and new legislation. The Board will keep informed on appropriate matters related to legislation and the Chairperson shall be designated the delegate of the Board to the New Jersey School Boards Association.

BE IT FURTHER RESOLVED, that a regular monthly committee meeting time and place shall be established by the Board. Liaisons to special committees will establish their respective meeting schedules in concert with the administration.

BE IT FURTHER RESOLVED that the Board will be charged with conducting long range planning in all areas as part of its basic function.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #13 – ADVISORY COMMITTEES

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED that the Board may create Advisory Committees and for the same shall:

- A. Adopt the Committee organization it deems appropriate to the assignment at hand;
- B. Approve the appointments of members to serve;
- C. Appoint the Superintendent or his designee(s) as ex-officio member(s) of the Advisory Committees;
- D. Define the Committee charge in writing;
- E. Set a date for Preliminary and Final Reports.

BE IT FURTHER RESOLVED that upon the Committee completing its assignment, it shall be dissolved. Advisory Committees shall not reduce the authority or responsibility of the Board, which shall be free to accept or reject any recommendations made.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #14 - PROFESSIONAL APPOINTMENTS

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, the State of New Jersey requires business entities to file C. 271 Political Contribution Disclosure forms (PCD) with public agencies for all contracts in excess of \$17,500 pursuant to the Pay-to-Play law (N.J.S.A. 19:44A-20.26); and

WHEREAS, the PCD has been received from the professionals listed below at least 10 days prior to award of the contract; and

WHEREAS, the Board has received the auditor’s Peer Quality Report and meets the requirements of the quality control standards for an auditing practice established by the American Institute of Certified Public Accounts (AICPA),

NOW THEREFORE, BE IT RESOLVED that the Board appoints the following professional positions for the 2012-2013 school year:

- Auditor.....Ferraioli, Weilkotz, Cerullo & Cuva, P.C.
401 Wanaque Avenue, Pompton Lakes, NJ 07442
- Architect/Engineer..... LAN Associates
446 Godwin Avenue, Midland Park, NJ 07432
- Attorney.....
(General Counsel)
- Attorney..... Schwartz, Simon, Edelstein & Celso, LLP
(Negotiations & Labor) 100 South Jefferson Road, Whippany, NJ 07981
- Attorney.....Schwartz, Simon, Edelstein & Celso, LLP
(Special Education) 100 South Jefferson Road, Whippany, NJ 07981
- Attorney.....Capehart & Scatchard, P.C.
(Workers Compensation & Labor) 8000 Midlantic Drive, Suite 300, Mt. Laurel, NJ 08054
- Insurance Brokers.....
- Medical and Dental Brown & Brown Benefits Advisors
Lambertville, New Jersey

RESOLUTION #14 - (Continued)

BE IT FURTHER RESOLVED that each professional be retained at the rate established in their respective contract; and

BE IT FURTHER RESOLVED that the Board acknowledges the receipt, review and evaluation of the external peer/quality report of the licensed public school accountant authorized to conduct the annual audit; and

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator shall evaluate the performance of each professional utilizing input from the appropriate committees.

Adopted:

June 26, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #15 - APPOINTMENT OF COMPLIANCE OFFICERS

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the Board appoint the following positions for the 2012-2013 school year:

504 Officer	Iris Wechling Director of Education
Affirmative Action Officer	Iris Wechling Director of Education
Anti-Bullying Coordinator – District	Joseph Trentacosta
Anti-Bullying Specialist – Apsawa	Dr. Jeanne Apryas, Principal
Anti-Bullying Specialist – Maple Road	Bill Kane, Principal
Anti-Bullying Specialist – Marshall Hill	Michael McCormick, Principal
Anti-Bullying Specialist – Paradise Knoll	Jennifer Cenatiempo, Principal
Anti-Bullying Specialist – Upper Greenwood Lake	Daviel Novak, Principal
Anti-Bullying Specialist – Westbrook	Dr. Joan Oberer, Principal
Anti-Bullying Specialist – Macopin	Marc Citro, Asst. Principal
Anti-Bullying Specialist – West Milford High School	Matthew Strianse, Asst. Principal Nicholas Pollaro, Asst. Principal
Chemical Hygiene Officer	TBD
Clerk of the Works	Barbara Francisco Business Administrator
Custodian of School Monies	Barbara Francisco Business Administrator
Department of Youth & Family Services Liaison	Iris Wechling Director of Education
Health Information Privacy Officer	Barbara Francisco Business Administrator
Homeless Liaison	Barbara Francisco Business Administrator
Environmental Compliance Officer (Including, but not limited to, AHERA Coordinator, Indoor Air Quality Designee, Safety & Health Designee)	Eric Sandve Supervisor of Buildings and Grounds
Integrated Pest Management Officer	Eric Sandve Supervisor of Buildings and Grounds
Public Agency Compliance Officer (P.A.C.O.)	Barbara Francisco Business Administrator
Right To Know Officer	Eric Sanve Supervisor of Buildings and Grounds
Substance Awareness	Janice Gerish Substance Awareness Coordinator
Title IX Officer	Timothy Gillen Athletic Director
Vehicle Coordinator	Barbara Francisco Business Administrator

Adopted: July 24, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #16 – BYLAWS, POLICIES, AND REGULATIONS

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that there be continued in full force and effect of all bylaws, policies, regulations, and administrative directives of the District Policy Manual as prepared by Strauss Esmay Associates, L.L.P., as of the date hereof. The Board reserves the right after review, to amend, supplement or rescind any said bylaws, policies, regulations and administrative directives. The Chief School Administrator is hereby responsible for the implementation of said bylaws, policies and regulations.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #17 – PLANS AND RULES

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that there be continued in full force all rules, regulations, administrative directives, and plans, including, but not limited to, the Comprehensive Maintenance Plan, District Procedure Manual and Internal Controls, Technology Plan, 911 Emergency Plan, Sudden Loss Plan, School Emergency Management Plan, Code of Student Conduct (based on Core Ethical Values), Long Range Facility Plan, Five-Year Program Evaluations, and Food Service Biosecurity Management Plan in effect as of the date hereof. The Board reserving the right after review, to amend, supplement or rescind any of said rules, plans, policies, and administrative directives. The Chief School Administrator is hereby responsible for the implementation of the said plans.

Adopted:

April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #18 - CONTRACTS

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that there be continued in full force and effect all Employment, Construction, Transportation, Lease/Purchase, and Special Service Contracts, heretofore approved by the Board of Education, and duly entered into, reserving unto the Board, the right after review, to amend, supplement, or rescind any previous action in compliance with state laws governing said contractual obligations.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #19 – KINDERGARTEN THROUGH GRADE -12 CURRICULUM

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the Township of West Milford Board of Education does hereby reaffirm and establish the following courses of study for the Kindergarten through Grade 12 school curriculum for the life of this Board of Education during the 2012-2013 school year:

HIGH SCHOOL COURSES (GRADES 9-12)

Business

Accounting for Business
College Accounting Honors
Business Law
College Notetaking
Communications/Public Relations
Cooperative Business Education
Database-MS Access
Information Processing
International Business
Keyboarding
Keyboarding-Lunch
Spreadsheets - MS Excel
Marketing 1
Marketing 2 Applications
Marketing 3 Entrepreneurship
Multimedia Business Presentations
Office Systems Technology
Personal Finance
Desktop Publishing 1
Desktop Publishing 1-Lunch
Desktop Publishing 2
Desktop Publishing 2-Lunch
Word Processing-MS Word (MOS Core Certification)
Cooperative Marketing Education
Layout and Design 1
Layout and Design 2
Computer Literacy
Business Web Page Design

English Department

Advanced Placement English 3: Language and Composition
Advanced Placement English 4; Literature and Composition
Advanced Reading Skills
Basic Skills English, Grades 11, 12
Communication Arts and Media I, II, III
Connections: Themes in Multicultural Literature
Creative Writing
Dramatic Arts
English 1B, 1C, 1H

RESOLUTION #19 - (Continued)

English 2B, 2C, 2H
English 3B, 3C
English 4B, 4C
Introduction to Philosophy
Journalism
HSPT/SRA Preparation and Assessment (Reading/Writing)
Advanced Creative Writing
Film Literacy
Fundamentals of English – Grade 9
Fundamentals of English – Grade 10
Fundamentals of English – Grade 11
Fundamentals of English – Grade 12

Family and Consumer Sciences

Culinary Arts 1
Culinary Arts 2
Child Development
Consumer Education
Cooperative Home Economics Education
Food for Life
Interior Design
Internship in Child Care and Laboratory Playschool
Life Management
Parenting Education

Industrial Education and Technology

Architectural Design and Drawing
Automotive and Transportation Technology
Auto Occupations
CAD 1
CAD 2
Cooperative Industrial Education
Cooperative Industrial Education III
Graphic Arts Communications 1, 2, 3
Wood Processing 1
Wood Processing 2/Manufacturing
Wood Processing 3/Building Trades
Mechanical Drawing
Technology Education
Transitional Technology
Control Technology
Design Technology
Programming in Hypermedia 1
Integrated Computer Applications
Employment Orientation Program (EOP) (11-12)

RESOLUTION #19 - (Continued)

Mathematics

Pre-Calculus/Trigonometry
Pre-Calculus/Trigonometry Honors
Advanced Placement Calculus BC
Advanced Placement Statistics
Algebra 1
Algebra 2
Algebra 2 with Computer Applications Honors
Calculus Honors
Statistics I
Statistics II
Fundamentals of Math 9
Fundamentals of Math 10
Fundamentals of Math 11
Fundamentals of Math 12, AHSA
Fundamentals of Mathematics 12
Advanced Placement Calculus AB
Fundamentals of Prealgebra
Fundamentals of Algebra
Fundamentals of Geometry
Applied Algebra I-A
Applied Algebra I
Applied Geometry
Applied Algebra I-B
Introduction to Computer Science C++
Geometry
Geometry H
Applied Algebra II
Intermediate Computer Science
College Mathematics
Advanced Mathematics Applications
Math Lab/Lunch (Grades 9, 10, 11)
Advanced Placement Computer Science
Discrete Mathematics
Mathematics in the Real World
Financial Literacy in the Real World

Physical Education

Aerobics
Archery/Badminton
Basketball
Social Dance
Driver Education, Grade 10
Family Life Objectives Grades 9-12
Floor Hockey
Tumbling/Gymnastics
Health 9
Adolescence and Beyond - Health 11
Human Relations I (Grade 9)
Human Relations II (Grade 11)
Senior Health

RESOLUTION #19 - (Continued)

Project Adventure I, Grades 9-12
Project Adventure II, Grades 9-12
Soccer
Softball
Speedball
Tennis
Touch/Flag Football
Track & Field
Volleyball
Walking Plus
Weight Training
Wellness
Team Handball
Recreational Games
High Elements

Science

Advanced Placement (AP) Chemistry
Advanced Chemistry Honors I (Part 1: Organic Chemistry)
Advanced Chemistry Honors II (Part 2: Analytical Chemistry)
Advanced Placement Biology
Anatomy/Physiology Honors
Applied Science
Astronomy
Bioethical Issues
Biology
Biology 9-Honors
College Prep (CP) Chemistry
Chemistry-10 Honors
Geoscience
General Geoscience–Grade 9
Electricity and Electronics
Environmental Science
Environmental Science B
General Biology
Microbiology and Immunology
Oceanography
Physics I
Physics I-Honors
Advanced Placement Physics C
Advanced Placement Environmental Science

Social Studies

Advanced Placement Psychology
Advanced Placement United States History II Honors
Advanced Placement Economics
Introduction to the Behavioral Sciences
Law in American Society
World History B
World History C
World History Honors

RESOLUTION #19 - (Continued)

United States History IB

United States History IC
United States History Honors
United States History IIB
United States History IIC
Western Civilization Honors
World and National Affairs
Advanced Placement United States Government & Politics
Holocaust/Genocide Studies

Visual and Performing Arts

Basic Art
Advanced Art
Advanced Placement Studio Art
Art 1, 2
Art Appreciation
Ceramics
Sculpture
World Crafts
Computer Design
Two-Dimensional Design
Web Page Design Workshop
Applied Instrumental Music – Grade 9
Band–Grades 9-12 (Wind Ensemble, Symphonic Band, & Concert Band)
Band Honors–Grades 9-12 (Wind Ensemble, Symphonic Band, & Concert Band)
Marching Band–Grades 9-12
Marching Band 2.5 credits
Advanced Photography
Introduction to Photography
Photography
Photojournalism
Piano I
Piano I/Lunch
Piano II
Concert Choir
Concert Choir Honors
Harmony and Theory
Women’s Chorus
Mixed Chorus/Lunch
Guitar I
Guitar I/Lunch

World Languages

French 1
French 2
French 3
French 4H/5H AP (Part 1)
French 4H/5H AP (Part 2)
German 1, 2, 3
German 4H/5H AP (Part 1)
German 4H/5H AP (Part 2)
Spanish 2
Spanish 1B

RESOLUTION #19 - (Continued)

Spanish 1C

Spanish II, III, IVH, VH
AP Spanish 5H
Introduction to Conversational Spanish
Italian 1
Italian 2
Italian 3
Advanced Conversational Italian
Italian 4 Honors (5 Credits)
American Sign Language 1

MIDDLE SCHOOL COURSES (GRADES 7 & 8)

Business

Introduction to Business-Grade 8
Introduction to MS Office – Grade 7
Computer Applications-Grade 8
Financial Literacy-Grade 7

Family and Consumer Sciences

Family and Consumer Sciences (8)
Textile Design and Construction (8)
Life Skills/Transitional Training (7/8)

Industrial Education and Technology

Industrial Arts-Grade 8
Technology Education-Grade 8
8th Grade Technology Education
Intro to MSOffice–Grade 7

Language Arts and Reading

Language and Literature-Grade 7
Language and Literature (7) Review
Language and Literature (7) Enriched
Language and Literature-Grade 8
Foundations of Language Arts-7
Foundations of Language Arts-8
Language and Literature (8) Review
Language and Literature (8) Enriched
English Honors (8)

Mathematics

Mathematics 7
Mathematics 8
Algebra 8 Honors
Foundations of Mathematics-7
Foundations of Mathematics-8
STEM (Science, Technology, Engineering & Mathematics)

Physical Education

Archery
Badminton
Basketball
Family Life Objectives Grades 7 & 8
Field Hockey
Floor Hockey
Functional Training

RESOLUTION #19 - (Continued)

Health-Grade 7

Health–Grade 8
Lacrosse
Physical Fitness
Soccer
Softball
Speedball
Team Handball
Tennis
Touch/Flag Football
Track and Field
Volleyball
Weight Training

Related Arts

All About Me: A Writing Workshop–Grade 7
Art-Grade 7
General Music
Family and Consumer Sciences (7)
Industrial Technology-Grade 7
Keyboarding (7)
Industrial Arts-Grade 8
Hot Topics: Write About It–Grade 8
Introduction to Business (8)
Life Skills (8)
Media Literacy–Grade 8

Science

Life Science–Grade 7
Physical Science–Grade 8
Physical Science Honors–Grade 8
Life Science-Resource Center-Grade 7
Resource Center Life Science-Grade 8

Social Studies

World History and Geography, circa 500-1450
American Citizenship
American Citizenship Honors
Social Studies Skills–Grade 7

Visual and Performing Arts

Art-Grade 8
Choir
Instrumental Music (Wind Ensemble & Jazz Ensemble)
Instrumental Music–Grade 7
Instrumental Music–Grade 8

World Languages

French 1
French (7)
French 7-1A
German 7–1A
Spanish 1
Spanish 7–1A
Spanish 8-1B
Conversational Spanish (8)

RESOLUTION #19 - (Continued)

Italian 7–1A
Italian 8-1B

ELEMENTARY

Art-Kindergarten
Art-Grades 1-6
Computer Fluency-Grades K-6
Health-Grade 1
Health-Grade 2
Health-Grade 3
Health-Grade 4
Health-Grade 5
Health-Grade 6
Health/Family Life (AIDS Curriculum) (Grades 1-6)
K-6 Reading/Language Arts
Spelling/Penmanship (Grades 1-6)
K-6 Mathematics
K-6 Music
General Music–Grades 1- 6
Instrumental Music–Grade 5
Instrumental Music–Grade 6
K-6 Physical Education
K-6 Science
K-6 Social Studies
Social Studies
1-6 Basic Skills Improvement Program--Language Arts
2-6 Basic Skills Improvement Program--Mathematics
ProActive Reading (Grade 1)
Responsibility Education Accountability Leadership (R.E.A.L)
Spanish – Grade 2 (used in Grades 2-6)

BE IT FURTHER RESOLVED that the Township of West Milford Board of Education does hereby reaffirm and establish the following services for the Kindergarten through Grade 12 school curriculum for the life of this Board of Education during the 2012-2013 school year.

Basic Skills Improvement Program-Language Arts/Reading/Literacy (1-12)
Basic Skills Improvement Program-Mathematics (2-12)
Conflict Resolution Program
Employment Orientation Program (7-10)
English as a Second Language (K-12)
Guidance (K-6)
Guidance (7-12)
Health/Nursing Program and Services
Learning Unlimited (K-12) (Inclusive of Excite!)
Media Services (K-12)
Special Services (Pre-School-12) inclusive of:

- Transition to Independence
- Transition to Employment
- Transition to Post-Secondary Education

Special Services
Life Skills Biology
Study Skills/Essential Skills-Math
Study Skills/Essential Skills–Language Arts

RESOLUTION #19 - (Continued)

Study Skills/Summer Reading Program (K-12)
School Resource Officer Program (Middle School)
Violence and Vandalism Prevention Program

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #20 – FIELD TRIP LOCATIONS

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, the Board of Education (the “Board”) recognizes that field trips, used as a device for teaching and learning, are integral to the curriculum, educationally sound and an important ingredient in the instructional program of the school; and

WHEREAS, a field trip is defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

WHEREAS, the Board of Education shall consider field trips which are included in curriculum guides to have been approved in advance and all trips not listed in the curriculum guide must be individually approved by the Board.

NOW THEREFORE, BE IT RESOLVED, that the Board directs the Administration to adopt the attached list of field trip locations.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #21 – N. J. STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the Board of Education (the “Board”) approves the West Milford Township High School as a member of the New Jersey State Interscholastic Athletic Association (N.J.S.I.A.A.) for the 2012-2013 school year.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #22 – TEXTBOOKS

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the Board of Education of the Township of West Milford, in the County of Passaic, does hereby adopt and/or reaffirm the adoption of all course textbooks for courses of study listed for the Kindergarten through Grade 12 school curriculum (per Resolution #19) 2012-2013 school year; and

BE IT FURTHER RESOLVED that an official record of all course textbooks be maintained on file in the Board of Education Office and be available for public review.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #23 – DEPOSITORIES/SIGNATORIES

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the following depositories (banks) and designated signatories shall be used by the Board for its accounts and records:

Lakeland Bank

General Fund	Checking Account	2 signatures/#1
General Fund	Certificate of Deposit	2 signatures/#3
Payroll	Checking Account	1 signature/#2
Payroll Agency	Checking Account	1 signature/#2
Capital Reserves	Checking Account	2 signatures/#3
Capital Projects	Checking Account	2 signatures/#3
Cafeteria Services	Checking Account	2 signatures/#4
SUI Trust	Checking Account	2 signatures #3
SUI Trust	Certificate of Deposit	2 signatures/#3
Petty Cash-Administration	Checking Account	2 signatures/#5
H.S. Student Account	Checking Account	2 signatures/#6
Macopin Student Council Account	Checking Account	2 signatures/#6
Petty Cash-W.M.Adult/Comm.	Checking Account	2 signatures/#8
Escrow-W.M.Adult/Comm.	Escrow Account	2 signatures/#8
Petty Cash-SACC & Preschool	Checking Account	2 signatures/#8
Petty Cash-Transportation	Checking Account	2 signatures/#10
Petty Cash-Child Study Team	Checking Account	2 signatures/#8
Petty Cash-Maintenance	Checking Account	2 signatures/#8
Petty Cash-High School	Checking Account	2 signatures/#6
Petty Cash-Macopin	Checking Account	2 signatures/#6
Petty Cash-Maple Road	Checking Account	2 signatures/#7
Petty Cash-Marshall Hill	Checking Account	2 signatures/#7
Petty Cash-Paradise Knoll	Checking Account	2 signatures/#7
Petty Cash-Westbrook	Checking Account	2 signatures/#7
Petty Cash-Upper Greenwood Lake	Checking Account	2 signatures/#7
Petty Cash-Apshawa	Checking Account	2 signatures/#11
H.S. Athletics Account	Checking Account	2 signatures/#9
Learning Unlimited	Checking Account	2 signatures/#12
John Wallisch Scholarship Fund-HS	Checking Account	2 signatures/#3
John Wallisch Scholarship Fund - HS	Certificate of Deposit	2 signatures/#3
Edward F. Vogel Memorial Fund	Vanguard Group	2 signatures/#3
Money Market Fund		

New Jersey Cash Management Fund

District Investments	Savings Account	Wire Transfer/#3
Cafeteria Investments	Savings Account	Wire Transfer/#4

Beneficial Bank

District Investments	Savings Account	Wire Transfer/#3
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RESOLUTION #23 - (Continued)

Signatories:

- #1 - Board President/Board Secretary
- #2 - Custodian of School Monies
- #3 - Board Secretary/Head Accounting Associate
- #4 - Board Secretary/Head Accounting Associate/Supervisor of Cafeteria Services
- #5 - Board Secretary/Head Accounting Associate/Superintendent
- #6 - Principal/Assistant Principal/Secretary
- #7 - Principal/Secretary/Business Administrator
- #8 - Board Secretary/Head Accounting Associate/Coordinator/Supervisor
- #9 - Director/Secretary/Principal
- #10 - Board Secretary/Head Accounting Associate/Supervisor of Department/Department Secretary
- #11 - Board Secretary/Nurse /Principal/Secretary
- #12 - Teacher/Director of Education

BE IT FURTHER RESOLVED, that wire transfers of funds are authorized to/from the New Jersey Cash Management Fund, Beneficial Bank, and Lakeland Bank to facilitate the business of the Board; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to make payment of bills between Board meetings, as necessary, to ensure the operation of the District's facilities, programs, and financial standing. These payments shall be approved at the next regular meeting of the Board of Education; and

BE IT FURTHER RESOLVED, that the Custodian of School Monies be and is authorized to make payments to employees of salaries and wages and make payment to agencies for withholding and payroll deductions through a single signature check on all payrolls certified by the Board President and the Board Secretary, in accordance with N.J.S.A. 18A:19-9, -10, and -11, on drafts or checks drawn against the payroll and agency accounts.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #24 - FACSIMILE SIGNATURES

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, Lakeland Bank, hereafter referred to as Bank, is hereby authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the name of West Milford Board of Education, hereafter referred to as Board, including those payable to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature of the Board President and the Board Secretary.

WHEREAS, said Bank shall be entitled to honor and charge to the Board's account such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto; and

WHEREAS, the Board shall hold the Bank harmless for any loss, expenses, charges, or liability which may obtain by virtue of the use of such facsimile signature; therefore

NOW THEREFORE, BE IT RESOLVED that the following terms and conditions shall govern all banking relationships with the aforesaid Bank:

Any and all instruments deposited by, or on behalf of, this Board with said Bank, for discount, credit, collection, or otherwise, whether payable to or to the order of the Board or any officer or signatory of the Board, may be endorsed by handwriting, stamp impression, or by any other means by any officer or signatory of this Board, acting alone, or by any other person authorized or purporting to be authorized so to do, with or without specifying the person who made, affixed, or imprinted such endorsement or his authority so to do.

Adopted:

April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #25 – PETTY CASH

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, pursuant to N.J.S.A. 18A:19-13, the West Milford Board of Education (the “Board”) is required to establish petty cash accounts annually; and

WHEREAS, funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures; and

WHEREAS, no single expenditure shall exceed \$100, and all expenditures must be authorized by the purchasing agent;

NOW, THEREFORE BE IT RESOLVED, that the following petty cash accounts shall be established for the 2012-2013 school year:

Administration Office	\$400.00	Marshall Hill School	\$375.00
Maintenance	\$500.00	Paradise Knoll School	\$375.00
Transportation	\$800.00	UGL School	\$375.00
Special Services	\$400.00	Westbrook School	\$375.00
Aphawa School	\$375.00	Macopin School	\$750.00
Maple Road School	\$375.00	High School	\$800.00

BE IT FURTHER RESOLVED, that all disbursements from petty cash shall be reported at the next regular monthly meeting of the Board.

BE IT FURTHER RESOLVED, that all petty cash funds shall be established by Board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #26 - PURCHASE AUTHORIZATION

For the Life of This Board of Education during the 2012-2013 School Year

Authorization to Purchase

RESOLVED, pursuant to N.J.S.A. 18A:18A-3(a), the Board designates Barbara Francisco, Board Secretary/Business Administrator as the purchasing agent pursuant under N.J.A.C. 5:34-5.1 for the Board of Education and authorizes her to award contracts that do not exceed in the aggregate in a contract year the total sum of \$36,000 (bid threshold) as provided in N.J.S.A. 18A:8A-3 and 18A:8A-4.3 without public advertising for bids. Furthermore, purchasing agent is authorized to solicit competitive quotations for purchases in excess of 15% of the bid threshold, pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

Preparation of Bid Advertisements

Pursuant to N.J.S.A. 18A:18A-2(b), the purchasing agent is designated to have the power to prepare advertisements, to advertise for and receive bids.

Purchase Order System Authorized Purchases

All purchases made by the Board of Education shall be done through the purchase order system.

Pursuant to N.J.S.A. 18A:18A-2(V), a purchase order is a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide goods or to perform services.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any goods and services without going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of State Law N.J.S.A. 18A:18A-2(v) and 18A:18A-3(a). Board employees making unauthorized purchases are subject to disciplinary action as outlined by the Superintendent.

Inspection of Goods and Services

Pursuant to 18A:18A-44, all goods and services provided or performed under any contract with the Board shall be inspected and reviewed by the purchasing agent and/or by the appropriate officer (administrator; supervisor) of the School District who initially recommended the award of contract.

Trade-in of Personal Property

The purchasing agent pursuant to N.J.S.A. 18A:18A-45(g) may include the sale of personal property no longer needed for school purposes as part of the specifications to offset the price of a new purchase.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #27 – PURCHASE AUTHORIZATION FROM STATE CONTRACT

For the Life of This Board of Education during the 2012-2013 School Year

AUTHORIZATION FOR PURCHASING GOODS AND SERVICES THROUGH STATE AGENCY

WHEREAS, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property;” and

WHEREAS, the West Milford Board of Education has the need on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the West Milford Board of Education desires to authorize its purchasing agent for the 2011-2012 and 2012-2013 school year to make any and all purchases necessary to meet the needs of the School District throughout the school year;

NOW THEREFORE, BE IT RESOLVED that the West Milford Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property and the Federal General Services Administration utilizing various vendors on the attached list.

Adopted:

April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #28 – TRANSFER AUTHORIZATION

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, New Jersey Administrative Code 6A:23A-13.3 requires appropriate Board of Education action providing transfer of funds to current expenses, capital outlay, and debt service accounts prior to the line item account recording a deficit balance; and

WHEREAS, general compliance with this rule has been a consistent practice of the Township of West Milford Board of Education; and

WHEREAS, despite this frequent attention, some transfers have taken place after the account shows a deficit balance;

NOW THEREFORE, BE IT RESOLVED that the Board of Education directs the Administration to fully comply with the terms and intent of N.J.A.C. 6A:23A-13.3; and

BE IT FURTHER RESOLVED, that the Board orders transfers, at the state chart of accounts level, to be made by the Administration prior to the account being in deficit and, therefore, authorizes required transfers to be made in a timely fashion subject to ratification at the next Regular Meeting of the Board.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #29 – CHART OF ACCOUNTS

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, the State of New Jersey has promulgated administrative code (N.J.A.C. 6A:23A-16 et seq.) to require Boards of Education to adopt a policy concerning the controls over appropriations for line item accounts which exceed the minimum level of detail; and

WHEREAS, general compliance with this rule has been a consistent practice of the Township of West Milford Board of Education;

NOW THEREFORE, BE IT RESOLVED that the Township of West Milford Board of Education directs Administration to adopt the attached expanded chart of accounts pursuant to N.J.A.C. 6A:23A-16 et seq.:

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #30 - GRANT AUTHORIZATION

For the Life of This Board of Education during the 2012-2013 School Year

RESOLVED, that the West Milford Board of Education authorizes the Superintendent, or designee, to make application for Federal, State, and other competitive grants as may meet with the district's objectives; and

BE IT FURTHER RESOLVED that the Board shall authorize acceptance of Individuals With Disabilities Education Improvement Act (IDEA), Part B, for Fiscal Year 2013 and Individuals With Disabilities Education Improvement Act (IDEA), Part B, Preschool Grant for Fiscal Year 2013; and

BE IT FURTHER RESOLVED that the Board shall authorize acceptance of successful grant awards by separate action.

Adopted: April 25, 2012

BOARD OF EDUCATION OF THE TOWNSHIP OF WEST MILFORD

RESOLUTION #31 - MAXIMUM TRAVEL EXPENDITURE AMOUNTS PER N.J.S.A. 18A:11-12(p)

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, pursuant to N.J.S.A. 18A:11-12, the West Milford Board of Education (the “Board”) is required to adopt a policy related to travel expenses for board employees and board members that ensures local, State, and/or Federal funds are spent on travel that is educationally necessary and fiscally prudent; and

WHEREAS, pursuant to N.J.S.A. 18A:11-12(p), specifically, annually in the pre-budget year, the Board shall establish a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year; and

WHEREAS, the Board shall also include the maximum amount established for the pre-budget year (if any) and the amount spent to date;

NOW THEREFORE, BE IT RESOLVED that the maximum expenditure, including all travel for the 2012-2013 school year that is supported by local and state funds, shall not exceed a total amount of \$130,000; and

BE IT FURTHER RESOLVED, that a maximum expenditure amount for the 2010-2011 school year was established at \$200,000 and the amount spent to date is \$34,554.17.

Adopted: April 25, 2012

RESOLUTION #32 – PUBLIC RECORDS FEE SCHEDULE

For the Life of This Board of Education during the 2012-2013 School Year

WHEREAS, the State of New Jersey, Government Records Council, enacted the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., to establish the public's accessibility to view and copy government records maintained by public agencies in the State; and

WHEREAS, the Government Records Council's review of the statute concludes that use of the Request for Public Records Form is required for all requestors; and

WHEREAS, general compliance with this rule has been consistent practice of the Township of West Milford Board of Education; and

WHEREAS, every citizen of this State shall have the right, during such regular business hours and under the supervision of the custodian or his designee, to copy such records by hand, and shall also have the right to purchase copies of such records; and

NOW THEREFORE, BE IT RESOLVED, copies of such records shall be made upon payment of the actual cost of duplicating the record set annually by the Business Administrator as follows:

Letter sized pages and smaller	\$0.05 per page
Legal sized pages and larger	\$0.07 per page
Audio Tape, Video Tape, CD, or DVD	\$0.60 per unit
Electronic Records (e-mail and fax)	No Charge

BE IT FURTHER RESOLVED that the Board of Education may charge, in addition to the actual cost of duplication, a special charge that shall be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service that is actually incurred by the Board for the programming, clerical, and supervisory assistance required, or both; and

BE IT FURTHER RESOLVED that the Board of Education directs the custodian of record to fully comply with the terms and intent of N.J.S.A. 47:1A-1 et seq.; and

BE IT FURTHER RESOLVED that an official record of all Requests for Public Records be maintained on file in the Board of Education Office and be available for public review.

Adopted: April 25, 2012