

**BOARD OF EDUCATION  
MONTVALE, NEW JERSEY  
REORGANIZATION MEETING MINUTES  
JANUARY 4, 2017**

In accordance with the provisions of Chapter 7, Title 18A:10-3 and 18A:15-1 of the Revised New Jersey Statutes, the Board Secretary called the meeting to order at 7:05 p.m. in the Instructional Media Center of Fieldstone Middle School, Spring Valley Road, Montvale, NJ.

Mrs. Wasserman led those present in the **Pledge of Allegiance** and read the **Open Public Meetings announcement** as follows:

"The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted by Borough Hall/Montvale Public Library, the Board Secretary's Office, and such notice given to *The Ridgewood News* and *The Record*.

**COMMENTS**

Mrs. Wasserman welcomed the public and invited those present to sign the attendance sheet, if they so choose. She announced that no smoking is allowed and pre-approval of audio or video recording by the public is required.

**ELECTION RESULTS and OATH OF OFFICE**

Mrs. Wasserman advised that the results of the November 8, 2016 election were released by the Bergen County Board of Elections. Alisha R. Foley was elected to a full three year term with 1,508 votes and Anita Bagdat was re-elected to a full three year term with 904 votes.

Mrs. Wasserman then administered the Oath of Office to Mrs. Foley and Mrs. Bagdat.

**ROLL CALL**

The following Board Members were present:

Mrs. Bagdat, Mrs. Baskin, Mr. Carvelli, Mrs. Foley, Mrs. McGauley-Eichorn and Mr. Rossig. Mr. DiFiore was absent. Also present were Dr. Petersen, Superintendent of Schools, Mrs. Wasserman, Board Secretary/Business Administrator and 7 members of the public.

**BOARD MEMBERSHIP/TERM OF OFFICE ANNOUNCED**

Mrs. Wasserman advised that the following individuals were now the elected members of the Montvale Board of Education for the terms listed below:

Mrs. Rachel Baskin	December 2017
Mr. John Carvelli	December 2017
Mrs. Debra McGauley-Eichhorn	December 2017
Mr. Ernie DiFiore	December 2018
Mr. Scott Rossig	December 2018
Mrs. Anita Bagdat	December 2019

### **SECRETARY TO CALL FOR NOMINATIONS FOR THE OFFICE OF PRESIDENT**

Mrs. Bagdat nominated Mr. Rossig for President, which motion was seconded by Mrs. McGauley-Eichorn. As there were no further nominations, Mrs. McGauley-Eichorn introduced a motion that the nominations for president be closed and that the secretary conduct a roll-call vote, which motion was seconded by Mrs. Bagdat, and was unanimously approved.

Mr. Rossig was congratulated on being elected president. Mrs. Wasserman turned the meeting over to the Board President.

### **PRESIDENT TO CALL FOR NOMINATIONS FOR THE OFFICE OF PRESIDENT**

Mrs. Baskin nominated Mrs. McGauley-Eichorn for Vice President, which motion was seconded by Mrs. Bagdat. As there were no further nominations, Mrs. Baskin introduced a motion that the nominations for vice-president be closed and that the secretary conduct a roll-call vote, which motion was seconded by Mrs. Bagdat, and was unanimously approved.

Mrs. McGauley-Eichorn was congratulated on being elected vice-president.

### **CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

As required by N.J.A.C. 6A:32-3.2, each Board of Education reviews the School Ethics Law annually. Mr. Rossig read out loud the following Code of Ethics while the Board Members reviewed the code. All members present signed the Acknowledgement of Receipt form,

#### **CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (N.J.S.A.18A:12-24.1)**

- A. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- C. I will confine my board action to policy making, 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.
- D. 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.
- E. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- F. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- G. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 school.

- H. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I. I will support and protect school personnel in proper performance of their duties.
- J. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

**HEARING FROM THE PUBLIC ON AGENDA ITEMS**

*No members of the public wished to be heard*

**APPOINTMENTS AND CONTRACTS**

**Mr. Carvelli introduced motions 11.1 through 11.7 as follows which motions were seconded by Mrs. McGauley-Eichorn. On a roll call vote, all members present voted Aye.**

*BOARD APPOINTMENTS*

Motion **RESOLVED**, that the following be appointed to continue in the position listed through to the next re-organization meeting of the Montvale Board of Education:

11.1	Secretary to the Board	Mrs. Andrea Wasserman
	Qualified Purchasing Agent	Mrs. Andrea Wasserman
	Public Agency Compliance Officer	Mrs. Andrea Wasserman
	Attendance Officer	Mrs. Debra Walker
	Affirmative Action Officer	Mr. Steven Pellegrino
	Anti-bullying Coordinator	Mrs. Christina Gouraige

Delegate to New Jersey School Boards Association and Bergen County School Boards Association:

	Delegate	Alternate
N.J.S.B.A.	Scott Rossig	John Carvelli
B.C.S.B.A.	John Carvelli	Ernie DiFiore

*COMMITTEE APPOINTMENTS* - Board members reviewed the committees and the Board President appointed members to each of the committees.

*BOARD ATTORNEY*

Motion **WHEREAS**, the law firm of Fogarty and Hara, Esqs., has the expertise and experience to provide professional services to the Montvale Board of Education (hereinafter referred to as the "Board"); and

**WHEREAS**, the Board is desirous of appointing the law firm of Fogarty and Hara, Esqs., to provide professional services to the Board;

**NOW, THEREFORE BE IT RESOLVED**, that the Board appoints the law firm of Fogarty and Hara as Board Attorneys until the next re-organization meeting in accordance with the terms and conditions set forth in the Agreement at the hourly rate of \$175.00 for partner and \$155.00 for an associate, and

**BE IT ALSO RESOLVED**, that the Board President be authorized to sign the agreement with Fogarty and Hara on the Board's behalf with attestation by the Board Secretary.

*BOARD AUDITOR*

Motion **RESOLVED**, that there be re-adopted the contract for auditing services with T.M. 11.3 Vrabel and Associates until the 2018 organization meeting.

*ENVIRONMENTAL CONSULTANT*

Motion **RESOLVED**, that the Board approve the appointment of Karl & Associates as 11.4 Environmental Consultant until the 2018 organization meeting.

*ARCHITECT*

Motion **RESOLVED**, that the Board approve the appointment of LAN Associates as 11.5 Architect of Record until the 2018 organization meeting.

*INSURANCE*

Motion **RESOLVED**, that the Board approve the appointment of the following 11.6 until the 2018 organization meeting.

Insurance Consultant  
Insurance Agent of Record  
for SAIF Insurance Pool

Mr. Richard Lofberg  
Mr. John Serapiglia,  
Polaris Galaxy Insurance, LLC

*OPERATING EXPENSES/NECESSARY TRANSFERS*

Motion **RESOLVED**, that the Board of Education authorize the Superintendent of 11.7 Schools and Business Administrator to issue payments for certain reoccurring (or emergency) operating expenses/necessary transfers of funds prior to the approval of the Board and have these payments ratified at the subsequent board meeting effective until the next reorganization meeting.

*Mr. Carvelli questioned the process for the appointments of the Board Attorney, Auditor, Environmental Consultant, Architect and Insurance Agents and if they could be changed. Mr. Rossig suggested monitoring the actions of the architect. The Board discussed the possibility of conducting an RFP in the future to revisit some of these appointments.*

**GOVERNANCE**

**Mrs. Baskin introduced motions 12.1 through 12.19 as follows which motions were seconded by Mrs. McGauley-Eichorn. On a roll call vote, all members present voted Aye.**

*MEETING DATES, TIME AND PLACE*

*APPENDIX "A"*

12 .1 **RESOLVED**, that the Board of Education of the Borough of Montvale hold its Regular Business Meeting in the Instructional Media Center of Fieldstone Middle School, Spring Valley Road, Montvale, NJ, at 7:00 p.m. on Mondays of each month (Board Secretary to advertise as necessary), as per Appendix "A" to the minutes of this meeting; and

**BE IT ALSO RESOLVED**, that the Board of Education of the Borough of Montvale hold its Public Worksession Meetings in the Instructional Media Center of Fieldstone Middle School, Spring Valley Road, Montvale, NJ, at 7:00 p.m. on Mondays of each month be held in accordance with the Law, Board By-Laws, and implementing policy to the extent required, as listed on Appendix "A"; and

**BE IT FURTHER RESOLVED**, that Executive Session Meetings be held if needed during the first part of the Board Meetings to begin at or on about 7 p.m. and end on or about 8 p.m.

*OFFICIAL NEWSPAPER*

Motion **WHEREAS**, the following newspapers are published in Bergen County  
12.2 and are circulated in the municipality,

**BE IT THEREFORE RESOLVED**, that this Board of Education does hereby designate *The Ridgewood News*, and or *The Record*, recipients for the legal advertising for the school district.

*RE-ADOPT POLICY*

Motion **RESOLVED**, that there be re-adopted existing Board of Education, By-Laws,  
12.3 Policies, and Administrative Regulations of the school district.

*RE-ADOPT CURRICULUM GUIDES*

*APPENDIX "B"*

Motion **RESOLVED**, that there be re-adopted the school district curriculum guides  
12.4 as listed on Appendix "B".

*EXECUTION OF WARRANTS*

Motion **RESOLVED**, that the President or Vice President, and the Secretary or  
12.5 designate, be authorized and directed to execute warrants without further action on the part of the Board for payment when due of the salaries of the Superintendent, Principals, School Office Personnel, the Board Secretary/School Business Administrator, Board Office Personnel, Guidance Counselor, Attendance Officer, Psychologist, Medical Officer, Nurses, Teachers, Custodians and other employees [including substitute teachers, home instruction and other special contract and extra curricular awards), withholding tax, pension funds, social security, hospitalization/ benefit programs, insurance funds, transportation charges, tuition fees, election board fees, petty cash fund reimbursements, reimbursements of the Montvale Schools' Food Service Account, payment against Principal and Interest when due on school bonds, expenditures for postage, investment, and pre-payment of registration fees to institutions and sponsoring organizations, expenditures for capital projects as certified by the architect, and

**BE IT ALSO RESOLVED**, that the budget allocation for referee, chaperone and entrance fees be (likewise) paid to the Montvale Schools' General Account against school vouchers at the appropriate time(s).

*BANK ACCOUNTS & SIGNATORIES-BOARD OF EDUCATION*

Motion 12.6 **RESOLVED**, that the Board of Education retain a checking account at Capital One Bank; said account for regular expenditures and deposits with three signatures required as follows:  
(1) the Board President  
(2) the Board Secretary  
(3) the Superintendent of Schools  
(4) the Board Vice-President as alternate

**AND BE IT ALSO RESOLVED**, that the Board of Education retain a Payroll Agency checking account at Capital One Bank (consisting of the Federal & State employer tax and pension deductions held in reserve), with two signatures required as follows:  
(1) the Superintendent of Schools  
(2) the Board Secretary  
(3) the Board President as alternate

**AND BE IT FURTHER RESOLVED**, that the Board of Education retain a Payroll checking account with Capital One Bank, for the handling of payroll by data processing procedures with the with two signatures required as follows:  
(1) the Superintendent of Schools  
(2) the Board Secretary  
(3) the Board President as alternate.

*INVESTMENTS*

Motion 12.7 **RESOLVED**, that the Secretary of the Board be authorized with the approval of the Superintendent of Schools and the Chairman (or designate) of the Finance Committee to invest school district funds within Statutory limitations, action to be reported to the Board for approval or ratification of action taken, and

**BE IT FURTHER RESOLVED**, that the following banks be authorized as depositories for investments:

TD Bank	New Jersey Cash Management Fund
Capital One	Bank of America
JPMorgan Chase Bank	Lakeland Bank

*MONTVALE SCHOOLS STUDENT ACTIVITIES ACCOUNT*

Motion 12.8 **RESOLVED**, that the Capital One Bank be named as receiver of Montvale Schools Student Activities Monies with use restricted for previously designated purposes; signatories to be the Principal, Fieldstone School and the Secretary to the Principal, Fieldstone School with the Board Secretary and Superintendent as alternates.

*MILK FUND*

Motion 12.9 **RESOLVED**, that the Capital One Bank be named as receiver of Montvale Schools Milk Fund Monies with use restricted for previously designated purposes, signatories to be the Superintendent of Schools OR Alternate, the Secretary to Superintendent AND the Secretary of the Board OR designate.

*SIGNATORIES/DEPOSITORIES/AUTHORIZATION TO BORROW*

Motion  
12.10

**RESOLVED**, that the funds of this corporation be deposited in one or more accounts with Capital One Bank subject to withdrawal orders or if a checking account, checks made in the corporate name signed by any of the following officers: President or Vice President, The Board Secretary, the Superintendent of Schools, who are also authorized to make, collect, discount, negotiate, endorse, assign and deposit in the corporate name, all checks, drafts, notes and other negotiable paper payable to or by this corporation and that as aforesaid, including checks drawn to cash or bearer or to the individual order of the officer signing said checks, shall be honored and paid by said Bank/Trust Company, without further inquiry, and charged to the corporation's account, the Bank/Trust Company may do or cause to be done by virtue hereof; provided however, that Capital One Bank shall not be obligated to or any check or withdrawal order drawn on the account unless there are sufficient funds on deposit, and any amount not collected may be charged back to account, including expenses incurred, and

**RESOLVED**, that any two of the following officers of the corporation to wit:  
President (or Vice President)  
Board Secretary (or designate)

are hereby authorized to borrow money and to obtain credit for this corporation from said Capital One Bank on such terms as may seem to them advisable and to make and deliver notes, drafts, acceptances agreements and any other obligations of this corporation therefore in form satisfactory to said Bank/Trust Company as security therefore to pledge and trustee any stocks, bonds, bills receivable, bills of lading, warehouse receipts and any other property of this corporation with full authority to endorse or guarantee the same in the name of this corporation to execute and deliver all instruments of assignment and transfer and to affix the corporate seal; also to discount any bill receivable or other negotiable paper held by this corporation with full authority to endorse same in the name of this corporation, and

**RESOLVED**, that the Secretary of this corporation be and hereby is authorized to certify to said Capital Bank, the foregoing resolutions and that the provisions thereof are in conformity with the charter and by-laws of this corporation, that the foregoing powers and authority will continue until written notice of revocation has been delivered to Capital One Bank.

*PETTY CASH FUND AUTHORIZED AND FRAMEWORK FOR OPERATION*

Motion  
12.11

**RESOLVED**, that Petty Cash Funds be authorized as follows and that the designated individual be authorized to cash checks payable to him/her duly marked as reimbursement for the fund:

<u>Fund</u>	<u>Amount</u>	<u>Authorized Signatory</u>
Board/Business Office	\$150.00	Board Secretary
Fieldstone Middle School	\$150.00	Principal
Memorial School	\$150.00	Principal
Superintendent's Office	\$150.00	Superintendent of Schools
Child Study Team	\$ 75.00	Supervisor of Special Services

**BE IT ALSO RESOLVED**, that Petty Cash Fund disbursements shall be made within the framework of Rules & Regulations provided by the School Business

Administrator and approved by the Superintendent of Schools and the School Auditor for the effective control of expenditures.

*MAXIMUM TRAVEL EXPENDITURE AMOUNT*

Motion **WHEREAS**, P.L. 2007, c 53 requires that districts annually establish a maximum  
12.12 appropriation amount for travel related expenditures, and

**RESOLVED**, that the Board establishes \$40,000 as the maximum expenditure amount that is allotted for travel during the 2016-17 school year;

**AND BE IT ALSO RESOLVED**, that there be approved an annual maximum of \$250 per each Child Study Team Member and Administrator for routine business travel for the 2016-17 school year,

**AND BE IT FURTHER RESOLVED**, that the mile reimbursement rate be equal to the rate set by the State OBM.

*INTEREST EARNINGS*

*DEBT SERVICE AND CAPITAL PROJECTS*

Motion **RESOLVED**, that interest earnings on debt service be applied to offset debt service  
12.13 costs and that interest earnings on capital project funds be allocated to capital reserves for future projects.

*AFFIRM IMPLEMENTATION OF 2016-17 SCHOOL BUDGET*

Motion **RESOLVED**, that there be affirmed the implementation of the Board approved  
12.14 school budget for the 2016-17 school year.

*CHART OF ACCOUNTS*

Motion **WHEREAS**, the State of New Jersey Department of Education requires local  
12.15 districts to classify expenditures and revenues under the Uniform Minimum Chart of Accounts, Handbook 2R2,

**THEREFORE BE IT RESOLVED**, that the Montvale Board of Education adopts the minimum chart of accounts as the reporting level of detail in the appropriations expenditures classification for the 2016-17 and 2017-18 school years;

**AND BE IT FURTHER RESOLVED**, that the Superintendent of Schools as Chief School Administrator be authorized to transfer amounts among minimum chart of accounts line items in the 2016-17 and 2017-18 budgets to prevent line items account deficit[s] as may be necessary in accordance with statutory authority; a detailed report of the amounts transferred to be ratified by the Board of Education at the next Regular Public Business Meeting.

*RE-ADOPT MULTI-YEAR PLANS*

Motion **RESOLVED**, that there be re-adopted the following multi-year plans:  
12.16 Long Range Facility Plan  
Comprehensive Maintenance Plan  
Nursing Services Plan  
District Technology Plan



School Safety and Security Plan  
Blood Borne Pathogens Compliance Program with the County of Bergen  
Memorandum of Agreement with Local Law Enforcement

*RE-ADOPT PARTICIPATION IN INTERLOCAL AGREEMENTS*

Motion **RESOLVED**, that there be re-adopted participation in the following interlocal  
12.17 agreements through June 30, 2017:

- Interlocal Agreement with Pascack Valley Regional High Schools as LEA for the Pascack Valley Region to provide transportation services, physical and occupational therapy services, ABA, and administrative services.
- Interlocal Agreement with the River Vale Board of Education for shared speech services.

*RE-ADOPT PARTICIPATION IN JOINT INSURANCE FUNDS*

Motion **RESOLVED**, that there be readopted participation in the following joint insurance  
12.18 funds through June 30, 2017:

South Bergen Workers Compensation Fund  
School Alliance Insurance Fund

*RE-ADOPT COOPERATIVE PURCHASING AND RIGHT TO KNOW SERVICES*

Motion **RESOLVED**, that there be re-adopted the contract with Educational Data  
12.19 Services to provide cooperative purchasing and Right To Know Services through June 30, 2017.

**ANNOUNCEMENT**

The Board is now considered to be organized in accordance with the provisions of Chapter 7, Title 18A:10-3 and 18A:15-1 of the Revised Statutes of the State of New Jersey. The minutes of Board meetings are posted on a bulletin board in the Borough Hall foyer, at the Montvale Public Library for the public, at the Administrative Offices of the Montvale School District and on the website of the Montvale School District.

**MOTION TO ADJOURN TO WORKSESSION**

**Ms. Carvelli introduced motion 14.1 as follows, which motion was seconded by Mrs. Bagdat and passed unanimously.**

Motion **RESOLVED**, that the reorganization meeting be adjourned and that the Board  
14.1 convene in a worksession meeting at 7:59 p.m.

Respectfully submitted,

Andrea Wasserman  
Board Secretary