

**BOARD OF EDUCATION
MONTVALE, NEW JERSEY
REORGANIZATION MEETING MINUTES
JANUARY 8, 2018**

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 7:03 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 7, 2017 election were released by the Bergen County Board of Elections. Rachel Baskin was re-elected to a full three year term with 589 votes, John Carvelli was re-elected to a full three year term with 655 votes, and Debra McGauley-Eichhorn was re-elected to a full three year term with 809 votes.

Mrs. Wasserman then administered the Oath of Office to Mrs. Baskin, Mr. Carvelli and Mrs. McGauley-Eichhorn.

ROLL CALL

The following Board Members were present:

Mrs. Bagdat, Mrs. Baskin, Mr. Carvelli, Mr. DiFiore, Mrs. Foley, Mrs. McGauley-Eichhorn and Mr. Rossig. Also present were Dr. Petersen, Superintendent of Schools, Mrs. Wasserman, Board Secretary/Business Administrator and 2 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 2020
Mr. John Carvelli	December 2020
Mrs. Debra McGauley-Eichhorn	December 2020
Mrs. Anita Bagdat	December 2019
Mrs. Alisha R. Foley	December 2019

SECRETARY TO CALL FOR NOMINATIONS FOR THE OFFICE OF PRESIDENT

Mrs. Baskin nominated Mr. Rossig for President, which motion was seconded by Mrs. McGauley-Eichorn. As there were no further nominations, Mrs. Foley introduced a motion that the nominations for president be closed and that the secretary conduct a roll-call vote, which motion was seconded by Mr. Carvelli, 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. Foley nominated Mrs. McGauley-Eichorn for Vice President, which motion was seconded by Mrs. Baskin. As there were no further nominations, Mrs. DiFiore 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 Mr. Carvelli, 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. The trustees read out loud the following Code of Ethics. 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. DiFiore introduced motions 11.1 through 11.8 as follows which motions were seconded by Mrs. Bagdat. 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
11.1 through to the next re-organization meeting of the Montvale Board of Education:

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. Richard Scherer
Anti-bullying Coordinator	Mrs. Christina Gouraige
School Safety Specialist	Dr. Darren Petersen

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

	Delegate	Alternate
N.J.S.B.A.	Mr. Scott Rossig	Mr. John Carvelli
B.C.S.B.A.	Mr. John Carvelli	Mr. 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
11.2 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. Vrabel and Associates until the 2019 organization meeting.
11.3

ENVIRONMENTAL CONSULTANT

Motion **RESOLVED**, that the Board approve the appointment of Karl & Associates as Environmental Consultant until the 2019 organization meeting.
11.4

ARCHITECT

Motion **RESOLVED**, that the Board approve the appointment of LAN Associates as Architect of Record until the 2019 organization meeting.
11.5

INSURANCE

Motion **RESOLVED**, that the Board approve the appointment of the following until the 2019 organization meeting.
11.6

Insurance Agent of Record for Delta Dental:

John DiMartino, Liberty Benefit Advisors, LLC

Insurance Agent of Record for SAIF Insurance Pool

Mr. John Serapiglia, Polaris Galaxy Insurance, LLC

FINANCIAL ADVISOR

Motion **RESOLVED**, that the Board approve the appointment of Phoenix Advisors, LLC as Financial Advisor until the 2019 organization meeting.
11.7

OPERATING EXPENSES/NECESSARY TRANSFERS

Motion **RESOLVED**, that the Board of Education authorize the Superintendent of 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.
11.8

The Trustees asked Dr. Petersen and Mrs. Wasserman for an update of the District's relationships with the above professional services providers and recommended conducting RFPs in the future to revisit some of these appointments.

GOVERNANCE

Mrs. McGauley-Eichorn introduced motions 12.1 through 12.19 as follows which motions were seconded by Mrs. Baskin. 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 **RESOLVED**, that the Board of Education retain a checking account at Capital One
12.6 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 **RESOLVED**, that the Secretary of the Board be authorized with the approval of
12.7 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 **RESOLVED**, that the Capital One Bank be named as receiver of Montvale
12.8 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 **RESOLVED**, that the Capital One Bank be named as receiver of Montvale
12.9 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 **RESOLVED**, that the funds of this corporation be deposited in one or more
12.10 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 **RESOLVED**, that Petty Cash Funds be authorized as follows and that the
12.11 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

Mrs. Bagdat introduced motion 14.1 as follows, which motion was seconded by Mr. DiFiore and passed unanimously.

Motion 14.1 **RESOLVED**, that the reorganization meeting be adjourned and that the Board convene in a worksession meeting at 7:39 p.m.

Respectfully submitted,

Andrea Wasserman
Board Secretary