

**Rochelle Park Board of Education
Annual Reorganization Meeting – 7:00 P.M.
January 3, 2023**

I. Call to Order and the Flag Salute

II. Open Public Meetings Act, Chapter 231, P. L. 1975 Announcement – by Board Secretary

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that, “The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Annual Reorganization Meeting were sent to all concerned individuals, associations and sent to The Record and Our Town newspapers in accordance with Chapter 231, P.L. 1975.”

III. Report of Election Results – Mrs. Cheryl Jiosi, Board Secretary

Elaine Grace Rainone # 855

Alfonso Santiago Jr. #697

Matthew P. Trawinski #814

Rafael R. Gomez # 625

Personal Choice # 7

IV. Oaths of Office Administered by Mrs. Cheryl Jiosi, Board Secretary, to the newly elected Board Members,

Candidates for 3-year term

Elaine Rainone

Matthew Trawinski

V. Roll Call

| Board Members | Present | Absent |
|----------------------------|----------------|---------------|
| Mrs. Teresa Judge Cravello | | |
| Mr. Scott Kral | | |
| Mr. Jorge Martinez Jr. | | |
| Mr. Joseph Marolda | | |
| Ms. Elaine Grace Rainone | | |
| Mr. Charles Schaadt | | |
| Mr. Matt Trawinski | | |

Others Present,

Dr. Sue DeNobile, Superintendent

Mrs. Cheryl Jiosi, Business Administrator/Board Secretary

Mrs. Ellen Kobylarz, Board Recording Secretary

VI. Resolutions for Board Actions

BOARD OFFICERS

ELECTION OF PRESIDENT

1. BE IT RESOLVED, that _____ is hereby elected as President of the Board of Education effective January 3, 2023, for a term prescribed by law.

Motion by _____, seconded by _____

Roll Call

ELECTION OF VICE PRESIDENT

2. BE IT RESOLVED, that _____ is hereby elected as Vice President of the Board of Education effective January 3, 2023, for a term prescribed by law.

Motion by _____, seconded by _____
Roll Call

**BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND
CODE OF ETHICS, N.J.S.A. 18A,12-24.1 CODE OF ETHICS FOR SCHOOL BOARD
MEMBERS**

3. BE IT RESOLVED that the Rochelle Park Board of Education shall abide by the following Code of Ethics for School Board Members,

- 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.

Motion by _____, seconded by _____
Roll Call

ROUTINE MATTERS R1-R 9

PARLIAMENTARY PROCEDURES

R1. BE IT RESOLVED, that Rochelle Park Board of Education to extent consistent with State Law, Policies & By-Laws of the Board will be guided by ‘Robert’s Rule of Order’ as per policy #0164.

DESIGNATION OF OFFICIAL NEWSPAPER FOR LEGAL NOTICE

R2. BE IT RESOLVED, that the newspapers for the Board’s legal ads to be hereby established as *The Record*, Woodland Park, NJ; and *Our Town*, Maywood NJ.

BOARD POLICIES

R3. BE IT RESOLVED, that the written Bylaws, Board Policies, Regulations, and Job Descriptions previously and duly adopted contained in the Board of Education Policy Book are hereby adopted by this Board and shall govern all actions and business to come before this Board as per Policy 0131.

ORGANIZATIONAL CHART

R4. BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves the Organizational Chart for the 2023 school year as per Policy 1110.

ADOPTION OF CURRICULUM

R5. BE IT RESOLVED, that the Rochelle Park Board of Education, readopt all current written curriculum, textbooks, workbooks, and ancillary materials of the district for grades Pre-K-8 for the period from the date of this Organization Meeting until the Organization Meeting of the next calendar year, unless modified upon recommendation of the Superintendent.

CUSTODIAN OF GOVERNMENT RECORDS- BOARD SECRETARY

R6 BE IT RESOLVED, that the Rochelle Park Board of Education, appoints the Board Secretary, as the Custodian of Government Records for the period January 3, 2023 to the next reorganization meeting, as required by N.J.S.A. 47,1A-1, et. seq., the New Jersey Open Public Records Law.

ALTERNATE CUSTODIAN OF GOVERNMENT RECORDS- BOARD RECORDING SECRETARY

R7. BE IT RESOLVED, that the Rochelle Park Board of Education, appoints the Board Recording Secretary, as the Alternative Custodian of Government Records for the period January 3, 2023 to the next reorganization meeting, as required by N.J.S.A. 47,1A-1, et. seq., the New Jersey Open Public Records Law.

AUTHORIZE SUPERINTENDENT TO COLLECT AND MAINTAIN PUPIL RECORDS

R8. BE IT RESOLVED, that the Rochelle Park Board of Education, authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A,32-7.3 and Policy 8330,

- a) The student’s name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
- b) Record of daily attendance;
- c) Descriptions of student progress according to the system of student evaluation used in the school district;
- d) History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- e) Records pursuant to rules and regulations regarding education of students with disabilities;

f) All other records required by State Board of Education.

TRAVEL EXPENSE

R9. WHEREAS, school district policy and N.J.A.C. 6A,23a-7.1 et seq. provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2023 school year; and

WHEREAS, the Rochelle Park Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A,23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual threshold of \$50.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in any given year; and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A,23B-1.1 et seq, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE BE IT RESOLVED, that the Board of Education approves all travel not in compliance with N.J.A.C. 6A,23B-1.1 et seq. and within the guidelines of the district policy 6471 School District Travel and regulation R6471 School District Travel as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N. J. A.C. 6A,23B-1.2(b), to a maximum expenditure of \$15,000 which includes local, state and federal funds for all staff and Board members; and

FINALLY RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

R1-R9

Motion by _____, seconded by _____

Roll Call

ANNUAL APPOINTMENTS P1-P12

APPOINTMENT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

P1. BE IT RESOLVED, that the Rochelle Park Board of Education appoints Cheryl Jiosi as the Business Administrator/Board Secretary for the period of January 1, 2023 until January 15, 2023.

FURTHER BE IT RESOLVED, that the Rochelle Park Board of Education appoints Cheryl Jiosi as Qualified Purchasing Agent duly assigned the authority, responsibility, and accountability for the purchasing of the Board and having the power to prepare advertisements, advertise and prepare bids, and to award contracts pursuant to 18A,18A-3-a (bid threshold), 18A,18A-37a (quotation), and 18A,18A-7a (emergency purchases).

FURTHER BE IT RESOLVED, that the Rochelle Park Board of Education maintains the bid threshold at \$44,000 for the Qualified Purchasing Agent.

APPOINTMENT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

P2. BE IT RESOLVED, that the Rochelle Park Board of Education appoints James Riley as the Business Administrator/Board Secretary for the period of January 16, 2023 until June 30, 2023.

FURTHER BE IT RESOLVED, that the Rochelle Park Board of Education appoints James Riley as the Temporary Purchasing Agent effective January 16, 2023, for one year, according to statute due to a vacancy in the Office of Purchasing Agent and during this term of appointment the bid threshold remains at the maximum amount allowed.

APPOINTMENT OF BOARD RECORDING SECRETARY

P3. BE IT RESOLVED, that the Rochelle Park Board of Education appoints Ellen Kobylarz as the Board Recording Secretary for the period of January 1, 2023 until the next reorganization meeting.

APPOINTMENT OF SCHOOL BOARD ATTORNEY

P4. BE IT RESOLVED, that the Rochelle Park Board of Education appoints the law firm of Cleary Giacobbe Alfieri Jacobs, LLC New Jersey to serve as legal counsel for the school district for legal matters on an as needed basis from January 1, 2023 until the next reorganization meeting.

APPOINTMENT OF TREASURER OF SCHOOL MONIES

P5. BE IT RESOLVED, that in accordance with N.J.S.A. 18A, 13-14 the Rochelle Park Board of Education appoints Mark Jacobus as Treasurer of School Monies for the period of January 1, 2023 until the next reorganization meeting.

APPOINTMENT OF AUDITORS

P6. BE IT RESOLVED, that the Rochelle Park Board of Education appoints Nisivoccia, LLP of Mt. Arlington, New Jersey as Auditors for the period of January 1, 2023 until the next reorganization meeting.

SCHOOL PHYSICIAN

P7. BE IT RESOLVED, that the Rochelle Park Board of Education appoints Dr. Basil Bruno as the school physician for the period of January 1, 2023 until the next reorganization meeting.

INSURANCE BROKERS OF RECORD

P8. BE IT RESOLVED, that the Rochelle Park Board of Education renews the appointment of the Burton Agency, Inc. Westwood NJ to administer insurance provided through the North East School Board Insurance Group for the period of January 1, 2023 until the next reorganization meeting.

INVESTMENTS

P9. BE IT RESOLVED, that the School Business Administrator/Board Secretary, be designated as the person responsible for any and all Board of Education investments for the period of January 1, 2023 until the next reorganization meeting., and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary be authorized to make wire transfers amongst the board accounts as may be necessary.

HEALTH BENEFITS AGENT

P10. BE IT RESOLVED, that the Rochelle Park Board of Education appoints Brown and Brown Advisors as Health Benefit Agent of Record for Dental coverage for the period of January 1, 2023 until the next reorganization meeting.

FINANCIAL ADVISOR

P11. BE IT RESOLVED, the Rochelle Park Board of Education approves the appointment of Phoenix Advisors, LLC of Bordentown, New Jersey as Financial Advisor to the district as needed for the period of January 1, 2023 until the next reorganization meeting.

ANNUAL DISTRICT APPOINTMENTS

P13. BE IT RESOLVED, that the Board of Education approves the following appointments for the 2023 calendar year.

| |
|--|
| <p><u>Business Administrator/Board Secretary</u> Public Agency Compliance Officer (P.A.C.O) Custodian of Records Indoor Air Quality Coordinator Asbestos/AHERA Coordinator</p> |
| <p><u>Director of Curriculum</u> Affirmative Action Officer</p> |
| <p><u>Guidance Counselor</u> Section 504 Officer, District Anti Bullying Specialist District Homeless Liaison ADA Coordinator</p> |
| <p><u>Principal</u> District Anti Bullying Coordinator District School Safety Specialist</p> |
| <p><u>Building and Grounds Supervisor</u> Right to Know Contact Person Integrated Pest Management (IPM) Coordinator Chemical Hygiene Officer</p> |
| <p><u>Board Recording Secretary</u> <u>Alternate Custodian of Records</u></p> |
| <p><u>Attendance Officer</u> Thomas Schmidt</p> |

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is directed to advertise the name, office address and telephone numbers for each appointment, and

BE IT FURTHER RESOLVED, that the Superintendent or her designee is directed to develop and distribute the grievance procedure as per 28 CFR 35.107 9(a) for the American Disability Act; and

BE IT FURTHER RESOLVED, that the Board of Education indemnifies the Custodian of Records & the Alternate Custodian of Records for all legal costs which might arise from this position.

HIRING STAFF

P12. The Rochelle Park Board of Education hereby authorizes the Superintendent, Dr. Sue DeNobile, to hire certain statutorily required personnel to ensure adequate staffing and such hiring will be subject to Board of Education ratification at the Board's next regularly scheduled meeting.

P1-P12

Motion by _____, seconded by _____
Roll Call

FINANCIAL MATTERS F1-F10

DEPOSITORY OF SCHOOL FUNDS

F1. BE IT RESOLVED, that the Rochelle Park Board of Education authorizes the Business Administrator to use Capital One Bank and New Jersey Cash Management for deposit of school funds and continues practice of having the Board President, Treasurer of School Monies, and Board Secretary as the persons authorized to sign school warrants.

SIGNATURE FACSIMILES

F2. BE IT RESOLVED, that the Rochelle Park Board of Education's practice of using facsimile signatures, for the purpose of signing checks, be continued for Board President and Treasurer of School Monies and the original signature of the Board Secretary shall be required on all vendor checks issued.

PETTY CASH REORGANIZATION ACCOUNT

F3. WHEREAS, there has been a need to reestablish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy; and

WHEREAS, the State Board of Education has amended N.J.A.C. 6A,23-2.9, N.J.S.A.18A,19-13, and Policy 6620 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds, and

THEREFORE, BE IT RESOLVED, that the Board authorizes the establishment of the petty cash fund for the Superintendent's Office in the amount of \$400.00.

Each primary signatory shall insure that:

- a) Petty cash funds are spent for budgeted items only.
- b) No single purchase for petty cash may exceed \$100.00.
- c) Funds are not used to subvert the regular purchasing procedures.
- d) All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the closed of each fiscal year.

SCHOOL DEPOSITORIES & SIGNATURES

F4. BE IT RESOLVED, that the Rochelle Park Board of Education approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J. S.A. 18A,19-1)

| Account Name | Number of Signatures | Authorized Signature | Bank | Account # |
|----------------------------|----------------------|--|-------------|-----------|
| General Fund | 3 | Board President, Board Secretary, Treasurer of School Monies | Capital One | xxxxx8055 |
| Payroll Account | 1 | Treasurer of School Monies, Board Secretary | Capital One | xxxxx8063 |
| Midland Student Activities | 2 | Superintendent, Principal, Superintendent's | Capital One | xxxxx8071 |

| | | | | |
|------------------------------|---|--|-------------|-----------|
| | | Secretary, Board Secretary | | |
| Capital Reserve | 2 | Board President., Board Secretary | Capital One | xxxxx8101 |
| Enterprise Fund-Cafeteria | 2 | Board President, Board Secretary | Capital One | xxxxx8128 |
| Care Program Enterprise Fund | 2 | Board President/ Board Secretary, Treasurer of School Monies | Capital One | xxxxx8136 |
| J.U.P.E. Foundation | 1 | Board President, Board Secretary | Capital One | xxxxx8144 |
| Referendum Account | 3 | Board President, Board Secretary, Treasurer of School Monies | Capital One | Xxxxx6765 |
| Summer Savings | 1 | Treasurer of School Monies, Board Secretary | Capital One | Xxxxx0136 |
| Payroll Agency | 2 | Board President, Board Secretary, Treasurer of School Monies | Capital One | Xxxxx0144 |
| SUI Unemployment Trust | 2 | Board President, Board Secretary, Treasurer of School Monies | Capital One | Xxxxx1881 |
| Flex Spending | 2 | Board President, Board Secretary, Treasurer of School Monies | Capitol One | Xxxxx7394 |

AUTHORIZATION OF THE USE OF STATE CONTRACTS

F5. 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 for 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 Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Board of Education desires to authorize its purchasing agent for the 2023 calendar year to make any and all purchases necessary to meet the needs of the school district through the school year, and

THEREFORE, BE IT RESOLVED, that the 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.

STANDARD OPERATING PROCEDURES

F6. BE IT RESOLVED, that the Rochelle Park Board of Education approves the district’s Standard Operating Procedures for the period of January 1, 2023 until the next reorganization meeting.

PAYMENT OF BILLS BETWEEN MEETINGS

F7. BE IT RESOLVED, that the Board of Education appoints the Business Administrator as Claims Auditor to verify and pay bills as needed to protect the interests of the board between meetings with the advice and consent of the Board President which will be listed as paid at the next regular board meeting.

TAX SHELTER ANNUITY COMPANIES

F8. BE IT RESOLVED, that the Rochelle Park Board of Education designates the current Tax-Sheltered Annuity companies for the 2023 calendar year as per N.J.S.A. 18A,16127 and Policy 6520:

| | |
|----------------------------------|-------------------|
| AXA Equitable | Valic |
| Franklin Templeton | Vanguard |
| Lincoln Financial Advisors Corp. | Metropolitan Life |

CHART OF ACCOUNTS

F9. BE IT RESOLVED, that the Rochelle Park Board of Education designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district, and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub accounts designation as the School Business Administrator may deem necessary; and

BE IF FURTHER RESOLVED, that the Superintendent or her designee is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

PURCHASING CONTRACT SERVICES

F10. WHEREAS, In accordance with N.J.S.A.18A,18A-11 et.seq. the Rochelle Park Board of Education may jointly by agreement, provide for goods and services with other boards of education, and

WHEREAS,

Educational Data Services, Inc.,
Educational Services Commission of New Jersey
Hunterdon County Educational Services
PEPPM National Cooperative contract (here in after referred to as “lead agencies”)

Are able to provide bid/purchasing contract services for cooperative skilled trades, provision of school supplies in various categories including but not limited to general supplies, fine art, technology education, physical education, health, science, home, computer supplies and audio-visual supplies and equipment and time and materials for building maintenance,

THEREFORE, BE IT RESOLVED, the Board of Education approves jointure agreements for the 2023 school year with the above-named lead agencies for bid/purchasing contract services as outlined above, and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the above-named lead agencies to receive bids, if necessary, on behalf of the board for these services.

F1-F10

Motion by _____, seconded by _____

Roll Call

VII. Statement by the Board President

VIII. Open Public Forum (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)

Public Comment (Agenda and non-agenda items)

The Board of Education reserves the right to hold public comment on agenda and non-agenda items, at its discretion, at its regular monthly public meetings. Public comment will be limited to three minutes per person. Citizens are required to give their name and address when recognized to speak.

IX Announcements

The next Executive Meeting will be held on January 24, 2023 6:30 PM with the Regular Meeting following at 7:30 PM in the school's Gymnasium.

X. Adjournment

Motion by _____, seconded by _____, _____ P.M.

Roll Call