

**Rochelle Park Board of Education  
Annual Reorganization Meeting– 7:00 P.M.  
January 6, 2014**

**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 Regular 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 –Christine Werner, Business Admin./Board. Secretary.**

Mrs. Shirley Abraham #212  
Mrs. Arlene Ciliento- Buyck #370  
Mrs. Stacy Freeman-Schreiber #82  
Mr. Mark Scully #363

**IV. Oaths of Office Administered by Mrs. Christine Werner, School Business Administrator/Board Secretary, to the newly elected and re-elected Board Members:**

Mr. Mark Scully

**V. Roll Call**

Board Members	Present	Absent
Mr. Sam Allos		
Mrs. Teresa Cravello		
Mr. Jay Esposito		
Mrs. Maria Lauerman		
Mrs. Dimitria Leakas		
Mr. Mark Scully		

Others Present:

Dennis McDonald, Interim Superintendent  
Christine Werner, School Business Administrator/Board Secretary  
Cara Hurd, Principal  
Ellen Kobylarz, Board Recording Secretary

**VI. Resolutions for Board Actions**

**Note: Resolutions marked with an asterisk (\*) are a result of Executive Session Discussion.**

**POLICY # 0152 BOARD OFFICERS**

**ELECTION OF PRESIDENT**

**1.BE IT RESOLVED**, that \_\_\_\_\_ is hereby elected as President of the Board of Education effective January 6, 2014, for a term prescribed by law.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**ELECTION OF VICE PRESIDENT.**

**2.BE IT RESOLVED**, that \_\_\_\_\_ is hereby elected as Vice President of the Board of Education effective January 6, 2014, for a term prescribed by law.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**TURN MEETING OVER TO PRESIDENT**

**POLICY#0142 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. 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

SA TC JE ML DL MS

### **ROUTINE MATTERS R1-R9**

#### **ADOPTION OF ROBERTS RULES**

**R1.RESOLVED** that Rochelle Park Board of Education approve the continued use of Roberts Rules of Order as the guide for all meetings and actions of the Board of Education.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

#### **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*, Woodlawn, NJ; *Star Ledger*, Newark, NJ; and *Our Town*, Maywood, NJ.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

#### **DESIGNATION OF MEETINGS (18A:10-6)**

**R3.WHEREAS**, the Open Public Meetings Act requires the Board of Education to provide notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of the Township of Rochelle Park that the following notice of regularly scheduled meetings be adopted: (See chart below)

### **ROCHELLE PARK BOARD OF EDUCATION MEETING DATES 2014**

#### **Caucus Meetings**

Monday, January 6, 2014 7:30 P.M.  
Monday, February 3, 2014 7:30 P.M.

#### **Public Meetings**

Monday, January 13, 2014 7:30 P.M.  
Monday, February 10, 2014 7:30 P.M.

Monday, March 3, 2014	7:30 P.M.	Monday, March 10, 2014	7:30 P.M.
Monday, April 7, 2014	7:30 P.M.	Monday, April 21, 2014	7:30 P.M.
Monday, May. 5, 2014	7:30 P.M.	Monday, May. 12, 2014	7:30 P.M.
Monday, June. 2, 2014	7:30 P.M.	Monday, June. 9, 2014	7:30 P.M.
Monday, July. 14, 2014	7:00 P.M.	Monday, July. 14, 2014	7:00 P.M.
Monday, August. 11, 2014	7:00 P.M.	Monday, August. 11, 2014	7:00 P.M.
Monday, Sept. 8, 2014	7:30 P.M.	Monday, Sept. 15, 2014	7:30 P.M.
Monday, October. 6, 2014	7:30 P.M.	Tuesday, Oct. 14, 2014	7:30 P.M.
Monday, Nov. 3, 2014	7:30 P.M.	Monday, Nov. 10, 2014	7:30 P.M.
Monday, Dec. 1, 2014	7:30 P.M.	Monday, Dec. 8, 2014	7:30 P.M.

**BE IT FURTHER RESOLVED**, that the aforesaid notice of regularly scheduled meetings be kept posted in the Midland School on the community bulletin board located outside the Main Office at 300 Rochelle Avenue, Rochelle Park, New Jersey.

**BE IT FURTHER RESOLVED**, that the aforesaid notice be mailed to The Record and The Our Town, the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

**BE IT FURTHER RESOLVED**, that the aforesaid notice be filed with the Clerk of the Township of Rochelle Park.

- NOTE:**
1. Special Public Meetings where official action is taken will be scheduled as needed with proper notice.
  2. Closed Executive Sessions with the public excluded for discussion of personnel, legal matters, negotiations, child placements or any other exception as defined in NJSA 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

#### **POLICY # 0154 ANNUAL MOTIONS AND DESIGNATIONS**

#### **DESIGNATION OF OFFICIAL BANK DEPOSITORIES AND SIGNATORIES**

**R4. BE IT RESOLVED**, that the Board of Education of the Township of Rochelle Park approves the following banks to act as a depository for public funds, and 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:

**R4. BE IT RESOLVED**, that the Board of Education of the Township of Rochelle Park approves the following banks to act as a depository for public funds, and 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:

**WHEREAS, the Rochelle Park Board of Education  
SIGNING CHECKS**

<u>ACCOUNT</u>	<u>SIGNATORIES</u>	<u>BANK</u>
General Fund & Special Accounts	Board President/V.P. Board Secretary Treas. of School Monies	Capital One
Payroll Agency Account	Board President/V.P. Board Secretary Treas. of School Monies	Capital One
Midland Student Activities Account	Superintendent Superintendent's Sec.	Capital One
Capital Investment Account	Board President/V.P. Board Secretary	Capital One
Cafeteria Account	Board President/V.P. Board Secretary	Capital One
Capital Reserve Account	Board President/V.P. Board Secretary	Capital One
Enterprise Account(2)	Board President/V.P. Board Secretary Superintendent	Capital One

**1. ESTABLISHMENT OF PROCEDURE FOR SIGNING OF CHECKS**

**WHEREAS,** the Rochelle Park Board of Education desires to establish procedures for authorized signatures to be placed on the various categories of checks issued by the Board;

**BE IT RESOLVED,** that the signatures of the Board President or Board Vice President, the Board Secretary and the Treasurer of School Moneys shall be required on checks issued in payment of bills; and

**BE IT FURTHER RESOLVED,** that the signature of the Treasurer of School Moneys shall be required on all checks issued with respect to payroll; and

**BE IT FURTHER RESOLVED,** that the signatures of the Board President and the Treasurer of School Moneys and the original signature of the Board Secretary shall be required on all vendor checks issued between Board meetings where such checks are not included on the bills list; and

**BE IT FURTHER RESOLVED,** that the signature of the Treasurer shall be required on all checks issued on the Payroll Agency account.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**ESTABLISHMENT OF PETTY CASH FUNDS**

**POLICY # 6620 PETTY CASH**

**R5. Petty Cash Fund**

**WHEREAS**, the Board of Education has established a petty cash fund for the purpose of making immediate payments of comparatively small amounts; and

**WHEREAS**, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements, which strengthen the fiscal controls and accountability for petty cash funds.

**BE IT RESOLVED**, upon recommendation of the Business Administrator that the Rochelle Park Board of Education approve the following Petty Cash Account to be established and replenished by the rules and regulations for Petty Cash Funds:

**SUPERINTENDENT'S OFFICE - \$900. – Signatory: Superintendent/Secretary**  
**Individual reimbursements are not to exceed \$100.00.**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**POLICY #3440/4440 – TRAVEL EXPENSE**

**R6.WHEREAS**, Pursuant to N.J.S.A. 18a:11-12, in each pre-budget year, the Rochelle Park Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded, and

**WHEREAS**, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds;

**WHEREAS**, the Board of Education, has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

**WHEREAS**, the Board of Education approved maximum for 2014/2015 is \$15,000.00 and,

**RESOLVED**, that the Rochelle Park Board of Education hereby establishes the maximum, travel expenditure amount for the 2014-2015 school year at \$15, 000.00

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**BOARD POLICIES**

**R7.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.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**DISTRICT-WIDE CURRICULUM & SCHOOL PROGRAMS**

**R8.BE IT RESOLVED**, that the Rochelle Park Board of Education approve all existing

curriculum and school programs adopted to this date, which shall remain in effect. The Board may adjust the curriculum as the school year progresses.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**R9. BE IT RESOLVED**, that the Rochelle Park Board of Education continue its membership in the Bergen County Region V Council for Special Education for the remainder of the 2014-2015 school year; and does hereby accept, adopt and agree to comply with the Region V Bylaws; designates Mr. Bert Ammerman, Interim Superintendent as its representative to Region V; and empowers him to cast all votes and take all other actions necessary to represent its interests in Region V. The Board further approves the Joint Transportation Agreements for all Rochelle Park students who are transported through Region V.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

## **PROFESSIONAL APPOINTMENTS P1-P16**

### **APPOINTMENT OF TREASURER OF SCHOOL MONEYS**

**P1. RESOLVED** that in accordance with N.J.S.A. 18A:13-14, the Rochelle Park Board of Education appoint Peter Bellani as Treasurer of School Moneys for January 6, 2014 through the January 2015 reorganization meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

### **APPOINTMENT OF BOND COUNSEL**

**P2. RESOLVED** that in accordance with N.J.S.A. 18A:18A-5.1, the Rochelle Park Board of Education appoint Lisa A. Gorab, Esq., of the law firm of Wilentz, Goldman & Spitzer, as bond counsel for January 6, 2014 through the January 2015 reorganization meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

### **APPOINTMENT OF FINANCIAL ADVISORS**

**P3. RESOLVED**, that in accordance with N.J.S.A. 18A:18A-5.1, the Rochelle Park Board of Education appoints Ms. Robbi S. Acampora, of the firm Capital Financial Advisors, Inc., as financial advisor for January 6, 2014 through the January 2015 reorganization meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

### **TAX SHELTER ANNUITY COMPANIES**

**P4. RESOLVED** that the Rochelle Park Board of Education continue to make the 403(b) plan available to all employees under the eligibility rules set out in Section 403(b)(1)(A)(ii) of the Code and the applicable regulations relating to salary reduction programs of public education institutions; and

**BE IT FURTHER RESOLVED** that the Rochelle Park Board of Education approve the following vendors as the district's 403(b) Plan investment providers:

AXA Equitable  
Valic  
Vanguard  
Metropolitan Life

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**USE OF STATE CONTRACTS**

**P5. RESOLVED** that the Rochelle Park Board of Education authorize the procurement of goods and services through the state agency for January 6, 2014 through the January 2015 reorganization meeting, as follows:

**WHEREAS**, Title 18A:18A-10 provides that the 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 Rochelle Park School District has the need, on a timely basis, to procure goods and services utilizing state contracts and WSCA (Western States Contracting Alliance) contracts, and

**WHEREAS**, the Rochelle Park Board of Education desires to authorize its purchasing agent for the 2014-2015 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**, the Rochelle Park Board of Education does, hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State of the Division of Purchase and Property utilizing various vendors as listed:

<u>Vendor</u>	<u>Contract Number</u>
Apple	WSCA# 70259
Cascade School Supplies	65589
Dell	WSCA# 70256
School Specialties	65606

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**APPOINTMENT OF FOOD SERVICE MANAGEMENT COMPANY**

**P6. RESOLVED** that the Rochelle Park Board of Education renew the contract for food service management with Pomptonian Food Service Company of Fairfield, New Jersey for January 6, 2014 through the January 2015 reorganization meeting.



Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Roll Call

SA TC JE ML DL MS

**NJ PAY TO PLAY LAW/PROFESSIONAL SERVICE CONTRACT APPOINTMENTS FOR  
JANUARY 6, 2014 THROUGH THE JANUARY 2015 REORGINATION MEETING.**

**P7. WHEREAS**, on January 2006, the “New Jersey Local Unit Pay to Play” Law, N.J.S.A. 19:44A-20.4, et. seq., took effect; and

**WHEREAS**, the Rochelle Park Board of Education has a need to award certain professional contracts for services required by the school district for January 6, 2014 through the January 2015 reorganization meeting.; and

**WHEREAS**, the Pay to Play Law permits such services to be acquired through the “non-fair and open” process as defined in N.J.S.A. 19:44A-20.7 on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

**WHEREAS**, the public good and interest of the constituents of the Rochelle Park Board of Education will best be served by the “non-fair and open” process to secure experienced professional services, rather than the “fair and open” process awarding a contract to the lowest bidder; and

**WHEREAS**, each professional will be required to first complete and submit a Business Entity Disclosure Certification.

**NOW, THEREFORE, BE IT RESOLVED**, by the Rochelle Park Board of Education as follows:

The following professional 2014 contracts shall be awarded under the “non-fair and open” process:

District Attorney:	Fogarty & Hara, Esqs. 21-00 Route 208 South Fair Lawn, NJ 07410
District Auditor:	Nisivoccia & Co., L.L.P. Mt. Arlington Corporate Center 200 Valley Rd, Suite 300 Mt. Arlington, NJ 07856
Architect of Record:	Mr. Charles L. Koch Environetics Group Architects, PC 180 Sylvan Avenue Englewood Cliffs, NJ 07632

***NOTICE OF AWARD OF PROFESSIONAL SERVICES***

*At its Reorganization Meeting of January 6, 2014, the Rochelle Park Board of Education authorized the awarding of contracts to:*

*Fogarty & Hara, Esq., Fair Lawn, NJ, to provide legal services to the district at the following hourly rates of \$165 per hour (partner) and \$145 per hour (associate).*

*Nisivoccia & Co. of Mt. Arlington, NJ, to provide auditing services to the district at a rate not to exceed \$25,000.00.*

*Environetics, of Englewood, NJ, to provide architectural services to the district at the following hourly rates:*

<i>Principal</i>	<i>\$ 170.00</i>
<i>Associate Principal</i>	<i>\$ 160.00</i>
<i>Senior Project Manager (A/I/E)</i>	<i>\$ 150.00</i>
<i>Project Manager (A/I/E)</i>	<i>\$ 125.00</i>
<i>Assistant Project Manager (A/I/E)</i>	<i>\$ 85.00</i>
<i>Senior Project Designer (A/I/E)</i>	<i>\$ 125.00</i>
<i>Project Designer (A/I/E)</i>	<i>\$ 95.00</i>
<i>Senior Project Architect</i>	<i>\$ 125.00</i>
<i>Project Architect</i>	<i>\$ 100.00</i>
<i>Job Captain</i>	<i>\$ 75.00</i>
<i>Design &amp; Technical Staff (A/I/E)</i>	<i>\$ 65.00</i>
<i>Junior Technical Staff</i>	<i>\$ 55.00</i>
<i>Intern Staff (A/I/E)</i>	<i>\$ 45.00</i>
<i>Administrative &amp; Support Staff</i>	<i>\$ 40.00</i>

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

#### **APPOINTMENT OF INSURANCE AGENCY**

**P8. RESOLVED** that the Rochelle Park Board of Education In accordance with N.J.S.A. 18A:18A-5.10, renew the appointment of the Burton Agency, Inc., 44 Bergen Street, Westwood, NJ, to administer insurance provided through the North East School Board Insurance Group from January 6, 2014 through the January 2015 reorganization meeting,

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

#### **RESOLUTION TO CONTINUE MEMBERSHIP IN THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP**

**P9. WHEREAS**, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance GROUP as permitted by N.J. Title 18A-.18B and;

**WHEREAS**, said GROUP was approved effective July 1, 1985 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

**WHEREAS**, the Bylaws and regulations governing the creation and operation of this Insurance GROUP contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a GROUP, and;

**WHEREAS**, the Board of Education of Rochelle Park has determined that membership in the **NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP** is in the best interest of the District;

**NOW THEREFORE BE IT RESOLVED** that the Board of Education of Rochelle Park does hereby agree to renew membership in the **NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2013 to June 30, 2016.

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the GROUP as are required by the Group's Bylaws and to deliver the same to the Executive Director.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP FUND**  
**MEMBERSHIP, INDEMNITY AND TRUST AGREEMENT**

P10. **WHEREAS**, several local school districts have collectively formed or are in the process of forming a School Board GROUP as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

**WHEREAS**, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the GROUP in accordance with and to the extent provided for in the Bylaws of the GROUP and in consideration of such obligations and benefits to be shared by the membership of the GROUP:

**NOW THEREFORE**, it is agreed as follows:

1. The BOARD accepts the GROUP's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the GROUP with respect to the types of insurance offered by the GROUP: Self-Insured Workers' Compensation, Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the GROUP, allowed by law.
3. The BOARD agrees to renew membership in the GROUP for the period of three (3) years, the commencement of which shall be July 1, 2013.
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.

5. In consideration of membership in the GROUP the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the GROUP, all of whom as a condition of membership in the GROUP shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the GROUP in accordance with the Bylaws thereof, this Agreement or any applicable Statute.
6. If the GROUP in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the GROUP for all such reasonable expenses, fees and costs on demand.
7. The BOARD and the GROUP agree that the Pool shall hold all monies paid by the BOARD to the GROUP as fiduciaries for the benefit of Pool claimants all in accordance with NJSA 18a;18b.
8. The GROUP shall establish separate Trust Accounts for each of the following categories of risk and liability:
  - a) Claims or Loss Retention Fund
  - b) Administrative
  - c) Workers' Compensation Premium

The GROUP shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the Pool's Bylaws and such other Statutes as maybe applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the GROUP shall be obligated to execute this Agreement.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

#### **APPROVAL TO APPOINT INSURANCE RISK MANAGER**

P11. **WHEREAS**, the Board is a member of the Northeast Bergen County School Board Insurance Group (NESBIG) (hereinafter referred to as the Group) and;

**WHEREAS**, the Consultant has offered to the Board professional risk management consulting services consistent with the industry standard and possesses the requisite education, license, skills and experience and;

**WHEREAS**, the Board desires professional risk management consulting services and is relying on such representation and;

**NOW THEREFORE BE IT RESOLVED**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. The term of this appointment shall commence on July 1, 2013 and shall run until June 30, 2016, and until a successor is appointed and qualified.

2. The Consultant, for and in consideration of the amount stated hereinafter, agrees to provide to the Board as follows:
  - A. Assist the Board in identifying its insurable property and casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
  - B. Assist the Board in understanding and selecting the insurance coverage's available from the Group and otherwise.
  - C. Review with the Board any additional insurance coverage's that the Consultant advises should be carried but are not available from the Group.
  - D. Assist the Board in the preparation of applications, statement of values and similar documents requested by the Group, it being understood that this agreement does not include any appraisal work by the Consultant.
  - E. Review the Board's annual insurance assessment as prepared by the Group and assist the Board in preparation of its annual insurance budget.
  - F. Review any loss and engineering reports and generally assist the Board in its loss containment objectives.
  - G. Assist where needed in the settlement of claims.
  - H. Such other matters pertaining to insurance and risk management as may from time to time be necessary.
3. The Board authorizes the Group to pay the Consultant as compensation for services rendered, an amount equal to 6% of the Board's annual insurance assessments for property and casualty insurance and workers' compensation as promulgated by the Group. The said fee shall be paid to the Consultant in four equal payments, at the end of each quarter, by the Fund. (September 30<sup>th</sup>, December 30<sup>th</sup>, March 30<sup>th</sup> and June 30<sup>th</sup>)
4. The Consultant shall provide proof of insurance in form and amount satisfactory to the Board but which shall, in any case, meet the following minimum requirements:
  - (a) General Liability: \$1,000,000
  - (b) Worker's Compensation: Statutory requirements to be met
  - (c) Auto Liability: Minimum limits of \$1,000,000, must include non-owned auto
  - (d) Professional Errors and Omissions: Minimum limit of \$1,000,000
5. For any insurance coverage's authorized by the Board to be placed outside the Group, the Consultant shall receive as compensation the standard brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Group's assessment in computing the fee outlined in 3 above.
6. This agreement may be terminated by either party at any time by mailing to the other, written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this agreement, the Consultant's fees outlined in 3 above shall be prorated to date of termination.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**APPROVAL TO APPOINT BUSINESS ADMINISTRATOR FOR FINANCE AS QUALIFIED PURCHASING AGENT FOR THE PERIOD OF JANUARY 7, 2013 THROUGH THE JANUARY 2014 REORGANIZATION MEETING. EFFECTIVE 4/26/2010 PURSUANT TO N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.**

**P12. WHEREAS**, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$36,000; and

**WHEREAS**, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

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

**WHEREAS**, Mrs. Christine Werner possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services and dated January 23, 2003 in accordance with N.J.A.C. 5:34-5 et seq; and

**WHEREAS**, Rochelle Park Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3,

**NOW THEREFORE BE IT RESOLVED**, that the governing body of the Rochelle Park Board of Education, in the County of Bergen, in the State of New Jersey, hereby increases its bid threshold to \$36,000; and

**BE IT FURTHER RESOLVED**, that the governing body hereby appoints Mrs. Christine Werner as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and

**BE IT FURTHER RESOLVED**, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Mrs. Christine Werner's certification to the Director of the Division of Local Government Services

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**POLICY # 6700 INVESTMENTS**

**P13. Investment Authorization**

**BE IT RESOLVED**, that the School Business Administrator, be designated as the person responsible for any and all Board of Education investments effective January 6, 2014 through the January 2015 reorganization meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**POLICY # 0153 ANNUAL APPOINTMENTS**

**P14. Appoint School Physician**

**BE IT RESOLVED**, that the Board of Education appoints Dr. Paul Keshishian as School Physician effective January 6, 2014 through the January 2015 reorganization meeting, at a rate to be determined by the Board of Education.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**Appoint Health Benefits Agent**

**P15. BE IT RESOLVED**, that the Board of Education appoint Mr. Brian K. Rizer of Brown and Brown Advisors. as Health Benefits Agent of record for Dental Coverage from January 6, 2014 through the January 2015 reorganization meeting. Blue Shield State Plan of New Jersey as Health Benefits Agent of record for Major Medical Coverage from January 6, 2014 through the January 2015 reorganization meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**Appoint Designated Persons**

**P16. BE IT RESOLVED**, that the Board of Education appoint the following designated persons, effective January 6, 2014, to the January 2015 reorganization:

- Attendance Officer – Richard Zavinsky (at a salary to be determined by the Board)**
- Public Agency Compliance Officer – Christine Werner, Interim SBA**
- Affirmative Action Officer – Cara Hurd, Principal**
- Section 504 Officer/ADA – Linda Oles/Melanie Siliato**
- Asbestos Hazard Emergency Response Act – Michael Levitzke, CCM, Christine Werner BA/BS**
- Right to Know – Michael Levitzke, CCM, Christine Werner BA/BS**
- OSHA Lockout/Tagout – Michael Levitzke, CCM**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll Call

SA TC JE ML DL MS

**BOARD STANDING COMMITTEES B1**

**POLICY # 0155 BOARD COMMITTEES**

**B1. Standing Committees:**

**The appointment of all Standing Committees for 2014 as follows:**

**ROCHELLE PARK BOARD OF EDUCATION COMMITTEES**

<b>Committees</b>	<b>Chairperson</b>	<b>Co – Chairperson</b>
Finance		
Education		
Transportation		
Building & Grounds		
Community & School Relations		

Legislation		
Policy		
Board/Staff Relations		
<b>Ad-Hoc Committees</b>		
Negotiating		
<b>Liaisons</b>		
Joint Boards Coordination		
Bergen County School Boards		
New Jersey School Boards		
Liaison to Municipal Committee		

**VII. Open to the Public (Any Item)**

During this portion of the meeting, the residents are invited to address the Board with any questions, comments or concerns that may be in respect to the operation of their school.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open public comment at \_\_\_\_\_ p.m.

Roll Call

SA TC JE ML DL MS

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to close public comment at \_\_\_\_\_ p.m.

Roll Call

SA TC JE ML DL MS

**VIII. Announcements:**

**The next Regular Meeting will be held on Monday, January 13, 2014 at 7:30 P.M. respectively in the Media Center.**

**IX. Executive Session Announcement (if needed)**

WHEREAS, the Rochelle Park Board of Education (hereinafter referred to as the “Board”) will convene in Executive Session to discuss confidential matters which include:  
\_\_\_\_\_.

NOW THEREFORE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matter(s).

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was.

BE IT FURTHER RESOLVED, that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time after the privilege or confidentiality is no longer applicable to such minutes.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.



Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open Executive Session at \_\_\_\_\_ p.m.

Roll Call

SA TC JE ML DL MS

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open Executive Session at \_\_\_\_\_ p.m.

Roll Call

SA TC JE ML DL MS

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open Executive Session at \_\_\_\_\_ p.m.

Roll Call

SA TC JE ML DL MS

**X. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to open Executive Session at \_\_\_\_\_ p.m.

Roll Call

SA TC JE ML DL MS