

**Rochelle Park Board of Education
Annual Reorganization Meeting Minutes – 7:30 P.M.
January 7, 2015**

- I. Call to Order and the Flag Salute**
- II. Open Public Meetings Act, Chapter 231, P. L. 1975 Announcement –The meeting was called to order at 7:31 P.M. in the Media Center, Midland School #1 by Board Secretary Werner who led the salute to the flag and read the New Jersey Open Public Meeting Law statement.**

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**
 - Mr. Sam Allos # 411**
 - Mrs. Shirley Abraham # 346**
 - Mrs. Maria Lauerman # 312**
 - Mrs. Teresa Cravello # 281**
 - Mrs. Jennifer Kingma Wall # 267**
 - Personal Choice # 8**

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

Mrs. Shirley Abraham
Mr. Sam Allos
Mrs. Maria Lauerman

V. Roll Call

Board Members	Present	Absent
Mrs. Shirley Abraham	X	
Mr. Sam Allos	X	
Mrs. Arlene Ciliento-Buyck		X (7:46)
Mr. Jay Esposito	X	
Mrs. Maria Lauerman	X	
Mrs. Dimitria Leakas	X	
Mr. Mark Scully	X	

Others Present:

Dr. Geoffrey W. Zoeller Jr., Superintendent
Mrs. Christine Werner, School Business Administrator/Board Secretary
Mrs. Ellen Kobylarz, Board Recording Secretary

1.ELECTION OF PRESIDENT

Mrs. Lauerman, seconded by Mr. Allos, nominated Mr. Esposito as President.
No other nominations were presented
BOARD POLLED AND MOTION CARRIED 6-0

Mr. Esposito then took the chair and presided for the remainder of the meeting.

2.ELECTION OF VICE PRESIDENT

Mrs. Leakas, seconded by Mrs. Lauerman, nominated Mr. Scully as Vice President
No other nominations were presented
BOARD POLLED AND MOTION CARRIED 6-0

VI. Resolutions for Board Actions

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

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 Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

ROUTINE MATTERS R1-R14
ADOPTION OF ROBERTS RULES

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

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

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

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

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 2015**

Public Meetings

Thursday, January 15, 2015	7:30 P.M.
Thursday, February 12, 2015	7:30 P.M.
Thursday, March 12, 2015	7:30 P.M.
Thursday, April 16, 2015	7:30 P.M.
Thursday, May 14, 2015	7:30 P.M.
Thursday, June 11, 2015	7:30 P.M.
Tuesday, June 30, 2015	7:30 P.M.
Thursday, July 9, 2015	7:30 P.M.
Thursday, August 13, 2015	7:30 P.M.

Thursday, September 10, 2015	7:30 P.M.
Tuesday, October 8, 2015	7:30 P.M.
Thursday, November 12, 2015	7:30 P.M.
Thursday, December 10, 2015	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 Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

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:

WHEREAS, the Rochelle Park Board of Education

SIGNING CHECKS

<u>ACCOUNT</u>	<u>SIGNATORIES</u>	<u>BANK</u>
General Fund & Special Accounts (3 Signatures required)	Board President/V.P. Superintendent Board Secretary Treas. of School Monies	Capital One
Referendum Account (3 Signatures required)	Board President/V.P. Superintendent Board Secretary Treas. of School Monies	Capital One
Payroll Agency Account	Board President/V.P. Superintendent	Capital One

(2 Signatures required)	Board Secretary Treas. of School Monies	
Midland Student Activities Account (2 Signatures requires)	Superintendent Principal 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 Signatures required)	Board President/V.P. Superintendent Board Secretary Treas. of School Monies	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 Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

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 Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

POLICY #3440/4440 – TRAVEL EXPENSE

R6. Travel Expense

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 period January 7, 2015 – January 7, 2016; 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 \$25 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in an 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. 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.

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

BOARD POLICIES

POLICY #0130 BYLAWS & POLICIES

R7. RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the adoption of the following Bylaw:

0155- Board Committees

Motion by Mr. Allos, seconded by Mrs. Leakas

Roll Call 7-0 Motion Carried

Mr. Scully asked Dr. Zoeller to explain the new committee structure.

Dr. Zoeller stated the board will now run by committees, 3 members each, no voting authority.

The board still votes on everything. It's more informal would accomplish more meaningful work.

Mr. Scully added, that he thought it was a good idea. Administers would also sit on the committees.

Dr. Zoeller stated they would provide committee members with information; they would do the "leg work".

R8. 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.

BE IT FURTHER RESOLVED, that the Rochelle Park Board of Education approves the adherence to Parliamentary Procedures at all Board of Education meetings.

Motion by Mr. Allos, seconded by Mrs. Leakas

Roll Call 7-0 Motion Carried

Adoption of Curriculum

R9. 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 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.

English Language Arts curriculum

Mathematics curriculum

Science curriculum

Social Studies curriculum

World Languages curriculum

Technology curriculum

21st Century Life and Careers

Visual and Performing Arts

Comprehensive Health and Physical

Education

Library/Media Center

English as a Second Language

Motion by Mr. Allos, seconded by Mrs. Leakas

Roll Call 7-0 Motion Carried

R10. 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 remained of the 2014-2015 school year; and does hereby accept, adopt, and agree to comply with the Region V Bylaws; designates Dr. Geoffrey W. Zoeller Jr., 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 Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

Mr. Scully asked if there was another transportation consortium option.

Dr. Zoeller explained there is, this resolution is only to be a member. The district can decide to purchase from Region V.

R11. BE IT RESOLVED: that the Rochelle Park Board of Education approves to continue to Implement Chapter 78 – Section 125 Flexible Spending Accounts and Premium Only Plans Pursuant to the requirements of NJPL 2011 Chapter 78, the Rochelle Park Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program and Premium Only Plan (POP) effective February 1, 2015, as follows:

Pursuant to the “FSA Services & Pricing Comparison” marketing completed by our broker, Brown & Brown Benefit Advisors and dated February 1, 2014, the Board accepts the recommendation of Brown & Brown Benefit Advisors to designate Aflac as the Board’s Section 125 POP & FSA administrator at no cost to the district, with the understanding that Aflac will continue to have the opportunity to offer its voluntary plans to our employees. The premiums for these voluntary plans are fully paid for by the employee(s).

The Board appoints Brown & Brown Benefits Advisors, Inc. as its broker-of-record for the district’s FSA and POP programs, as well as for any Aflac voluntary plans purchased by the employees.

All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

R12. BE IT RESOLVED that the Rochelle Park Board of Education, upon the recommendation of the Superintendent accepts CEG Project no: 1P14498 Energy Savings Plan proposal for the Midland School as submitted by Concord Engineering in the amount of \$14,500.
(attachment)

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

Custodian of Government Records – Business Administrator/Board Secretary

R13. BE IT RESOLVED that the Rochelle Park Board of Education, appoints the Business Administrator/Board Secretary as the Custodian of Government Records for the period January 7, 2015 – January 7, 2016, as required by N.J.S.A. 47:1A-1, et. seq., the New Jersey Open Public Records Law. Fees for such public documents requested are as follows: Letter size pages - \$0.05

per pag; Legal size pages - \$0.07 per page; and other materials (CD, DVD, etc.) – actual cost of material.

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

Authorize Superintendent to Collect and Maintain Pupil Records

R14. BE IT RESOLVED that the Rochelle Park Board of Education, authorizes Dr. Geoffrey Zoeller, Superintendent, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy #5125:

- Personal data identifying each pupil enrolled in the district including pupil's name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
- Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

Motion by Mr. Allos, seconded by Mrs. Leakas
Roll Call 7-0 Motion Carried

PROFESSIONAL APPOINTMENTS P1-P19

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 the period January 7, 2015 through the January 2016 reorganization meeting at an annual salary of \$5,500.00.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

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 the period January 7, 2015 through the January 2016 reorganization meeting.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 6-0-1 (Mr. Scully) Motion Carried

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. Mary K Lyons, of the firm Phoenix Advisors, LLC, as the Continuing Disclosure Agent and Financial Advisor for the period January 7, 2015 through the January 2016 reorganization meeting.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

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
Lincoln Financial Advisors Corp

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

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 7, 2015 through the January 2016 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 Specialty	65606

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

Approve Participation in HCESC – January 7, 2015 – January 7, 2016

P6. BE IT RESOLVED that the Rochelle Park Board of Education, approves the Rochelle Park School District’s participation in the Hunterdon County Educational Services Commission (HCESC) for purchasing supplies, goods, and services for the period January 7, 2015 – January 7, 2016 from its authorized vendors.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

Approve Participation in MRESC – January 6, 2015 – January 5, 2016

P7. BE IT RESOLVED that the Rochelle Park Board of Education, approves the Rochelle Park School District’s participation in the Middlesex Regional Educational Services Commission (MRESC) for purchasing supplies, goods, and services for the period January 7, 2015 – January 7, 2016 from its authorized vendors.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

Approve Participation in NJ State Contract Process – January 7, 2015 – January 7, 2016

P8. bid as required under statute, and to approve, but not limited the following state contract vendors , for purchases during the 2014-2015 school year:

Vendor	Contract #	Description of Goods/Services
Apple	70259	Technology Equipment & Associated Software/Licenses
CDW-G	70661	Technology Equipment & Associated Software/Licenses
Cascade	65589	General Supplies
Dell	70256/77003 T#M0003/M0483	Computers and Associated Software/Licenses
Grainger	72605 T#M0002	Industrial Supplies/Equipment
Staples	77429 (A74337)	Supplies
School Specialty	65606	Supplies

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

APPOINTMENT OF FOOD SERVICE MANAGEMENT COMPANY

P9. 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 7, 2015 through the January 2016 reorganization meeting.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

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

P10. 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 7, 2015 through the January 2016 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 2015 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 7, 2015, 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). For the period January 1, 2015- June 30, 2015, and \$175.00 per hour (partner), and \$155.00 per hour (associate) for the period of July 1, 2015- December 31, 2015.

Nisivoccia & Co. of Mt. Arlington, NJ, to provide auditing services to the district at a rate not to exceed \$26,000.00

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

Principal	\$ 160.00
Associate Principal	\$ 150.00
Senior Project Manager (A/I/E)	\$ 145.00
Project Manager (A/I/E)	\$ 125.00
Assistant Project Manager (A/I/E)	\$ 85.00
Senior Project Designer (A/I/E)	\$ 125.00
Project Designer (A/I/E)	\$ 95.00
Senior Project Architect	\$ 125.00
Project Architect	\$ 100.00
Job Captain	\$ 75.00
Design & Technical Staff (A/I/E)	\$ 65.00
Junior Technical Staff	\$ 55.00
Intern Staff (A/I/E)	\$ 45.00
Administrative & Support Staff	\$ 40.00

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 6-0-1 (Mr. Scully) Motion Carried

APPOINTMENT OF INSURANCE AGENCY

P11. 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 7, 2015 through the January 2016 reorganization meeting,

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

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

P12. WHEREAS, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance GROUP as permitted by N.J.S.A. 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 Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

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

P13. **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 N.J.S.A. 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 N.J.S.A. 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 N.J.S.A. 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 Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

APPROVAL TO APPOINT INSURANCE RISK MANAGER

P14. **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 30th, December 30th, March 30th and June 30th)
 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 Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

Appointment of Qualified Purchasing Agent

P.15 BE IT RESOLVED that the Rochelle Park Board of Education, appoints Christine Werner as the Qualified Purchasing Agent, to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Rochelle Park Board of Education.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

POLICY # 6700 INVESTMENTS

P16. 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 7, 2015 through the January 2016 reorganization meeting.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

POLICY # 0153 ANNUAL APPOINTMENTS

P17. Appoint School Physician

BE IT RESOLVED, that the Board of Education appoints Dr. Paul Keshishian as School Physician effective January 7, 2015 through the January 2016 reorganization meeting, at an annual rate of \$2,100.00.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

Appoint Health Benefits Agent

P18. BE IT RESOLVED, that the Board of Education appoint Mr. Brian K. Rizor of Brown and Brown Advisors. as Health Benefits Agent of record for Dental Coverage from January 7, 2015 through the January 2016 reorganization meeting.

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

Appoint Designated Persons

P19. BE IT RESOLVED, that the Board of Education appoint the following designated persons, effective January 7, 2015, to the January 2016 reorganization:

Attendance Officer – Richard Zavinsky (\$1,957.00 annual)
Public Agency Compliance Officer – Christine Werner, Business Administrator/Board Secretary
Affirmative Action Officer – Brian Cannici, Acting Principal
Section 504 Officer/ADA – Melanie Ferla
Asbestos Hazard Emergency Response Act – Kevin Woods, CCM, Christine Werner BA/BS
Right to Know – Kevin Woods, CCM, Christine Werner BA/BS
OSHA Lockout/Tag out – Kevin Woods, CCM

Motion by Mrs. Leakas, seconded by Mr. Allos
Roll Call 7-0 Motion Carried

BOARD STANDING COMMITTEES B1

POLICY # 0155 BOARD COMMITTEES

B1. Standing Committees:

The appointment of all Standing Committees for 2015 as follows:

ROCHELLE PARK BOARD OF EDUCATION COMMITTEES

Committees	Chairperson	Committee Member(s)
Buildings & Grounds	Mr. Esposito	Mr. Allos, Mrs. Ciliento-Buyck
Business, Finance, and Transportation	Mrs. Lauerman	Mr. Allos, Mr. Esposito
Curriculum, Instruction, and Assessment	Mr. Scully	Mrs. Lauerman, Mrs. Leakas
Legislative and Policy	Mrs. Abraham	Mrs. Ciliento-Buyck, Mr. Esposito
Personnel/Negotiations	Mr. Allos	Mrs. Lauerman, Mr. Scully
Special Education	Mrs. Ciliento-Buyck	Mrs. Abraham, Mr. Scully
Technology & Community/Staff Relations	Mrs. Leakas	Mrs. Lauerman, Mr. Scully

Note: By Board Policy 0155, the President or Vice President shall serve as the third member of each committee.

Board Liaison Assignments:

NJBA Mrs. Ciliento-Buyck

Joint Boards -Mrs. Leakas

Bergen County School Boards -Mrs. Abraham

Municipality -Mr. Allos

Community- Mr. Scully

Motion by Mr. Allos, seconded by Mr. Scully

Roll Call 7-0 Motion Carried

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 Mrs. Abraham, seconded by Mr. Allos, to open public comment at 7:56 P.M.

Roll Call 7-0

Mrs. Pascarella, Theim Ave asked what the difference was between the committee structure now in place verses moving forward.

Dr. Zoeller explained the two ways.

- 1) *Committee of the whole. Caucus/Regular meetings each month*
- 2) *Committees meet and report back to the board as a whole. The board was working within the guidelines of both. They decided to move in this direction, the committee has no independent authority.*

Motion by Mrs. Lauerman, seconded by Mrs. Leakas, to close public comment at 8:00 P.M.

Roll Call 7-0

VIII. Announcements:

The Board of Education will attend a Special Meeting with the Rochelle Park Township Council on January 14, 2015 at 7:30 P.M. in the Town Hall. The next Regular Meeting will be held on Thursday, January 15, 2015 at 7:30 P.M. in the school's Library/Media Center.

IX. Executive Session Announcement (not needed)

X. Adjournment

Motion by Mrs. Leakas, seconded by Mr. Scully, to open Executive Session at 8:02 P.M.

Roll Call 7-0

