

**Rochelle Park Board of Education
Annual Reorganization Meeting Minutes– 7:00 P.M.
January 7, 2013**

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 –Vincent Occhino, Interim Business Admin./Bd. Sec.

**Mr. Robert Esposito 502
Mrs. Dimitria Leakas 400**

IV. Oaths of Office Administered by Dr. Vincent Occhino, School Business Administrator/Board Secretary, to the newly elected and re-elected Board Members:

Mr. Robert J. Esposito
Mrs. Dimitria Leakas

V. Roll Call

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

Others Present:

Bert Ammerman, Interim Superintendent
Vincent Occhino, Interim School Business Administrator/Board Secretary
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 Mrs. Patricia Dee Bilka is hereby elected as President of the Board of Education effective January 7, 2013, for a term prescribed by law.

Motion by Mr. Esposito, seconded by Mrs. Lauerman
Roll Call 6-0-1
Motion Carried

ELECTION OF VICE PRESIDENT.

2.BE IT RESOLVED, that Mr. Robert J. Esposito is hereby elected as Vice President of the Board of Education effective January 7, 2013, for a term prescribed by law.

Motion by Mr. Scully, seconded by Mr. Allos
Roll Call 6-0-1
Motion Carried

Dr. Occhino turned the meeting over to President Bilka:

President Bilka- Thanked the Board Members for electing her President. President Bilka acknowledged the other past Board Members in the audience (Mr. Verhasselt & Mrs. Barbara Ann Gleeson Maurer). President Bilka went on to state it is an honor to be elected as President of this Board, explaining that as a group they do work together for the betterment of the district. She then explained to the audience the role of the Board Committee Chairmen.

President Bilka- asked each Board Member to read a paragraph of the Code of Ethics resolution below.

**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. Lauerman, seconded by Mr. Scully
Roll Call 7-0
Motion Carried

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 Mr. Scully, seconded by Mr. Esposito
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*, Woodlawn, NJ; *Star Ledger*, Newark, NJ; and *Our Town*, Maywood, NJ.

Motion by Mr. Scully, seconded by Mr. Esposito
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 2013**

Caucus Meetings

Monday, February 4, 2013 7:30 P.M.
Monday, March 4, 2013 7:30 P.M.
Monday, April 1, 2013 7:30 P.M.
Monday, May 6, 2013 7:30 P.M.
Monday, June 3, 2013 7:30 P.M.
Monday, July 15, 2013 7:00 P.M.
Monday, August 12, 2013 7:00 P.M.
Monday, Sept. 9, 2013 7:30 P.M.
Monday, October 7, 2013 7:30 P.M.
Monday, Nov.11, 2013 7:00 P.M.
Monday, December 2, 2013 7:30 P.M.

Public Meetings

Monday, January 21, 2013 7:00 P.M.
Monday, February 11, 2013 7:30 P.M.
Monday, March 11, 2013 7:30 P.M..
Monday, April 8, 2013 7:30 P.M.
Monday, May 13, 2013 7:30 P.M.
Monday, June 10, 2013 7:30 P.M.
Monday, July 15, 2013 7:00 P.M.
Monday, August 12, 2013 7:00 P.M.
Monday, Sept. 16, 2013 7:30 P.M.
Monday, October 14, 2013 7:30 P.M.
Monday, Nov.11, 2013 7:00 P.M.
Monday, December 9, 2013 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.

Mr. Esposito- requested that the meeting start time be 7:30 PM rather than 7:00PM. The Board discussed the issue and decided to move the meetings to 7:30PM with the exception of July, August and November because they are double meeting months.

Motion by Mr. Scully, seconded by Mr. Esposito
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:

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 Board President/V.P.	Capital One
Enterprise Account(2)	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 Mr. Scully, seconded by Mr. Esposito
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. Scully, seconded by Mr. Esposito
Roll Call 7-0
Motion Carried

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 2013/2014 is \$15,000.00 and,

RESOLVED, that the Rochelle Park Board of Education hereby establishes the maximum, travel expenditure amount for the 2013-2014 school year at \$15, 000.00

Motion by Mr. Scully, seconded by Mr. Esposito
Roll Call 7-0
Motion Carried

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 Mr. Scully, seconded by Mr. Esposito
Roll Call 7-0
Motion Carried

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 Mr. Scully, seconded by Mr. Esposito
Roll Call 7-0
Motion Carried

CURRICULUM & INSTRUCTION

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 remained of the 2012-2013 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 Mr. Scully, seconded by Mr. Esposito
Roll Call 7-0
Motion Carried

Before the Board voted on the remaining resolutions President Bilka asked Dr. Occhino to explain resolution's P2 & P3, why they are needed as they are new to the Board.

Dr. Occhino explained that districts approve these types of services routinely, the Board may or may not need their services and there is no cost associated with approving them. Costs are accrued only if you use their services. The companies are well known throughout the county.

Mr. Allos- asked if Dr. Occhino spoke to them prior to placing the resolution's on the agenda.

Dr. Occhino- stated he did have a conversation with them.

Mrs. Cravello- wanted to clarify that Dr. Occhino knows these companies and has worked with them.

Dr. Occhino- stated he has.

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 7, 2013 through the January 2014 reorganization meeting.

Motion by Mr. Esposito, 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 January 7, 2013 through the January 2014 reorganization meeting.

Motion by Mr. Esposito, seconded by Mr. Allos

Roll Call 7-0

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. Robbi S. Acampora, of the firm Capital Financial Advisors, Inc., as financial advisor for January 7, 2013 through the January 2014 reorganization meeting.

Motion by Mr. Esposito, 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
Lincoln Life
Metropolitan Life

Motion by Mr. Esposito, 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, 2013 through the January 2014 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 2013-2014 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 PB 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 7, 2013 through the January 2014 reorganization meeting.

Motion by Mr. Esposito, seconded by Mr. Allos

Roll Call 7-0

Motion Carried

NJ PAY TO PLAY LAW/PROFESSIONAL SERVICE CONTRACT APPOINTMENTS FOR JANUARY 7, 2013 THROUGH THE JANUARY 2014 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 7, 2013 through the January 2014 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 2013 contracts shall be awarded under the "non-fair and open" process:

District Attorney: Fogarty & Hara, Esqs.
16-00 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, 2013, 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 \$24,450.

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 & 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 & Support Staff</i>	<i>\$ 40.00</i>

Mrs. Cravello- pointed out that one of the dates needed to be changed to 2013.

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

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 7, 2013 through the January 2014 reorganization meeting,

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

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

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 Mr. Esposito, seconded by Mr. Allos

Roll Call 7-0
Motion Carried

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

APPROVAL TO APPOINT BUSINESS ADMINISTRATOR FOR FINANCE AS QUALIFIED PURCHASING AGENT FOR THE PERIOD OF JANUARY 7, 2013 THROUGH THE JANUARY 2014 REORGINATION 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, Dr. Vincent J. Occhino 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 Dr. Vincent J. Occhino 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 Dr. Vincent J. Occhino's certification to the Director of the Division of Local Government Services

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

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 7, 2013 through the January 2014 reorganization meeting.

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

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 7, 2013 through the January 2014 reorganization meeting, at a rate to be determined by the Board of Education.

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

Appoint Health Benefits Agent

P15. BE IT RESOLVED, that the Board of Education appoint Mr. Brian K. Rizor of Brown and Brown LDP Consulting Division, as Health Benefits Agent of record for Dental Coverage from January 7, 2013 through the January 2014 reorganization meeting. Blue Shield State Plan of New Jersey as Health Benefits Agent of record for Major Medical Coverage from January 7, 2013 through the January 2014 reorganization meeting.

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

Appoint Designated Persons

P16. BE IT RESOLVED, that the Board of Education appoint the following designated persons, effective January 7, 2013, to the January 2014 reorganization:

Attendance Officer – Richard Zavinsky(at a salary to be determined by the Board)
Public Agency Compliance Officer – Vincent Occhino , Interim SBA
Affirmative Action Officer – Cara Hurd, Principal
Section 504 Officer/ADA – Linda Oles
Asbestos Hazard Emergency Response Act – Michael Levitzke, CCM
Right to Know – Michael Levitzke, CCM

OSHA Lockout/Tagout – Michael Levitzke, CCM

Motion by Mr. Esposito, 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 2013 as follows:

ROCHELLE PARK BOARD OF EDUCATION COMMITTEES

Committees	Chairperson	Co – Chairperson
Finance	Mrs. Bilka	Mr. Esposito
Education	Mrs. Lauerman	Mrs. Leakas
Transportation	Mr. Scully	Mrs. Cravello
Building & Grounds	Mr. Esposito	Mr. Allos
Community & School Relations	Mr. Scully	Mr. Esposito
Legislation	Mrs. Bilka	Mrs. Cravello
Policy	Mr. Allos	Mrs. Lauerman
Board/Staff Relations	Mrs. Lauerman	Mrs. Leakas
Ad-Hoc Committees		
Negotiating	Mrs. Bilka	Mr. Allos, Mrs. Cravello Alternate: Mrs. Leakas
Liaisons		
Joint Boards Coordination	Mrs. Cravello	Mrs. Leakas
Bergen County School Boards	Mrs. Lauerman	Mrs. Cravello
New Jersey School Boards	Mrs. Leakas	Mr. Scully
Liaison to Municipal Committee	Mr. Allos	Mrs. Cravello

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 Mr. Allos, seconded by Mr. Scully, to open public comment at 7:20 p.m.
Roll Call 7-0
Motion Carried

Mr. Ammerman- asked the Board if anyone objected to the yearbook picture being taken at the January 21st meeting, Board was in agreement. He went on to speak to the audience regarding security in light of the Newtown Ct incident. He assured parents that the administration was on top of the situation. He was in contact with Police Chief Flannery and President Bilka, the district's first concern were the students and staff. He met with the staff that afternoon, Mrs. Oles as well as the Child Study Team were on hand for any students who were in need. He talked about the fact that it is really two issues. The first one what occurred in Newtown Ct and the second security at Midland School. Newtown had a plan in place and it did work, if no plan was in place the loss of life could have been greater. Mr. Ammerman acknowledged that he received several phone calls and e-mails from parents asking what was being

done, what is the plan. A letter was sent home to parents from Mr. Ammerman, Chief Flannelly and Mrs. Hurd. Addressing the issue of our emergency plan, Mr. Ammerman explained the need for the emergency plan not to be public. Mr. Ammerman intends to set up a meeting with the Board President, Police Chief, Mayor, and Township Administrator to discuss security.

Mr. Valenzuela- Becker Ave – agreed with Mr. Ammerman that any meetings regarding security should be in closed session.

Mr. Allos- stated he was looking into security measures and would report back to the board.

Mrs. Pascarella- 32 Thiem Ave- asked if a member of the PTA would be involved in the security meetings.

Mr. Ammerman- stated No, security process is a closed discussion. The more people you bring in the more people know. The Police Chief and OEM Director reviewed our emergency management plan in September. It is only distributed to staff.

Mrs. Cravello- Asked Mr. Ammerman if the public has concerns, they can come to a meeting and ask?

Mr. Ammerman stated yes, they can come but it may not be something we can talk about.

Mrs. Abraham Forest PI- As a parent you try to shield your children, as a parent she expected to receive a letter from the school right away and didn't expect to be told what you were talking about, just a letter saying that you are responding- she does have confidence in the administration.

Mr. Ammerman- stated that he could have sent out a one sentence letter that wouldn't have helped anyone. He explained that he was engaged in talking to other colleagues, he reiterated the administration first priority was to take care of the students and staff some of which were upset. He wanted everyone to be on the same page, and needed to talk to the Police Chief, and the Board President. Mr. Ammerman stated that the DARE Officer spoke to students. Some parents were happy with that, and some complained. At the time, the main priority of the district was to keep a sense of normalcy, insure that students and staff were ok. Next year Mr. Ammerman hopes to have an e-alert system together where he can send out short alerts to parents.

Mrs. Abraham started to ask about teachers being prepared.

President Bilka stopped Mrs. Abraham- "due to the presence of young students in the audience" stating that enough had been said on the subject. Mr. Ammerman answered yes teachers are prepared.

Motion by Mrs. Lauerman, seconded by Mr. Esposito, to close public comment at 7:38 p.m.

Roll Call 7-0

Motion Carried

VIII. Announcements:

The next Regular Meeting will be held on Monday, January 21, 2012 at 7:30 P.M. in the Media Center.

IX. Executive Session Announcement (Not Needed)

X. Adjournment

Motion by Mr. Esposito, seconded by Mr. Scully, to open Executive Session at 7:40 p.m.

Roll Call 7-0