

**Rochelle Park Board of Education
Annual Reorganization Meeting Minutes – 7:00 P.M.
January 5, 2018**

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 – Mrs. Ellen Kobylarz, Board. Secretary

Mrs. Shirley Abraham #425
Mr. Scott Kral #643
Ms. Layla Wuthrick #533
Mrs. Kim Marrano Lewicki #393
Mr. Gerard Sorrentino #580
Personal Choice received # 6

IV. Oaths of Office Administered by Mrs. Ellen Kobylarz, Board Secretary, to the newly elected and re-elected Board Members:

Mr. Scott Kral
Mr. Gerard Sorrentino
Ms. Layla Wuthrick

V. Roll Call

Board Members	Present	Absent
Mrs. Teresa Judge Cravello	X	
Mr. Scott Kral	X	
Mrs. Dimitria Leakas	X	
Mrs. Geraldine Minichetti	X	
Mr. Gerard Sorrentino	X	
Mr. Matt Trawinski	X	
Ms. Layla Wuthrick	X	

Others Present:

Dr. Geoffrey Zoeller, Superintendent
Mr. Brian Cannici, Principal
Mr. Joseph DeGrazio, Building & Grounds Supervisor
Mrs. Ellen Kobylarz, Board Secretary

VI. Resolutions for Board Actions

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

POLICY # 0152 BOARD OFFICERS
ELECTION OF PRESIDENT

1. BE IT RESOLVED, that Teresa Judge Cravello is hereby elected as President of the Board of Education effective January 4, 2018, for a term prescribed by law.

Motion by Mr. Trawinski
Roll Call 5-2 (No- Mrs. Leakas, Mrs. Minichetti)
Motion Carried

ELECTION OF VICE PRESIDENT.

2. BE IT RESOLVED, that Matt. Trawinski is hereby elected as Vice President of the Board of Education effective January 4, 2018, for a term prescribed by law.

Motion by Mrs. Judge Cravello
Roll Call 5-2 (No- Mrs. Leakas, Mrs. Minichetti)
Motion Carried

TURN MEETING OVER TO PRESIDENT

President Judge Cravello requested an Executive Session

VII. Executive Session Announcement.

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

NOW HEREFOR 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 Mrs. Judge Cravello, seconded by Mr. Trawinski, to open Executive Session at 7:40 P.M.
Roll Call 7-0
Motion Carried

Motion by Mrs. Leakas, seconded by Mrs. Minichetti, to close the Executive Session and return to the reorganization meeting at 8:15 P.M.
Roll Call 7-0
Motion Carried

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

ROUTINE MATTERS R1-R9

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. Kral, seconded by Mrs. Minichetti
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; the *Star Ledger*, Newark, NJ. and the *Our Town*.

Motion by Mr. Kral, seconded by Mrs. Minichetti
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 2018**

<u>Caucus Meetings</u>		<u>Public Meetings</u>	
Thursday, January 4, 2018	7:00 P.M.	Thursday, January 4, 2018	7:00 P.M.
Thursday, February 8, 2018	7:00 P.M.	Thursday, February 15, 2018	7:00 P.M.
Thursday, March 8, 2018	7:00 P.M.	Thursday, March 15, 2018	7:00 P.M.
Thursday, April 12, 2018	7:00 P.M.	Thursday, April 19, 2018	7:00 P.M.
Thursday, May 10, 2018	7:00 P.M.	Thursday, May 17, 2018	7:00 P.M.
Thursday, June 14, 2018	7:00 P.M.	Thursday, June 21, 2018	7:00 P.M.
		Thursday, June 28, 2018	7:00 P.M.
		Thursday, August 23, 2018	7:00 P.M.
Thursday, Sept. 13, 2018	7:00 P.M.	Thursday, Sept. 20, 2018	7:00 P.M.
Thursday, October 11, 2018	7:00 P.M.	Thursday, October 18, 2018	7:00 P.M.
		Thursday, Nov. 15, 2018	7:00 P.M.
Thursday, Dec. 6, 2018	7:00 P.M.	Thursday, Dec. 13, 2018	7:00 P.M.

Note: Additional meetings may be scheduled to meet NJDOE timelines for budget approval.

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 Our Town as the newspaper 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. Kral, seconded by Mrs. Minichetti

Roll Call 7-0

Motion Carried

There was a discussion on the dates. December dates were changed to December 6th and 13th as to not conflict with any school activities. Mrs. Minichetti inquired about the change in meeting format one meeting a month to two. A discussion regarding returning the reason behind returning to the Caucus/Regular meeting format followed. Mrs. Judge Cravello explained that it is just a model, she feels in this type of format the committee as a whole can learn a lot more. Mrs. Leakas disputed that stating there's not much more discussed in public. Mrs. Leakas asked how the dates were chosen. Dr. Zoeller stated he did that.

BOARD POLICIES

R4. 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. Kral, seconded by Mrs. Minichetti

Roll Call 7-0

Motion Carried

Mrs. Leakas questioned the two policies being added to this agenda and requested they be placed on the regular agenda instead. It was decided to take both polices off and place them on the regular agenda. (Revised bylaws 0164 (Conduct of Board Meetings) and 0167 (Public Participation at Board Meetings)).

Adoption of Curriculum

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

English Language Arts curriculum

Mathmatics 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. Kral, seconded by Mrs. Minichetti
Roll Call 7-0
Motion Carried

R6. 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 2017-2018 school year; and does hereby accept, adopt, and agree to comply with the Region V Bylaws; designates Dr. Geoffrey Zoeller, Superintendent of Schools, 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. Kral, seconded by Mrs. Minichetti
Roll Call 7-0
Motion Carried

Custodian of Government Records –Board Secretary

R7. BE IT RESOLVED that the Rochelle Park Board of Education, appoints the Board Secretary, Ellen Kobylarz as the Custodian of Government Records for the period January 4, 2018 – January 4, 2019, 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 page; Legal size pages - \$0.07 per page; and other materials (CD, DVD, etc.) – actual cost of material.

Motion by Mr. Kral, seconded by Mrs. Minichetti
Roll Call 7-0
Motion Carried

Authorize Superintendent to Collect and Maintain Pupil Records

R8. BE IT RESOLVED that the Rochelle Park Board of Education, authorizes Dr. Geoffrey Zoeller, Superintendent of Schools, 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. Kral, seconded by Mrs. Minichetti
Roll Call 7-0
Motion Carried

POLICY #3440/4440 – TRAVEL EXPENSE

R9. 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 4, 2018 – January 4, 2019; 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. Kral, seconded by Mrs. Minichetti

Roll Call 7-0

Motion Carried

PROFESSIONAL APPOINTMENTS P1-P5

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 Charles Hangle as Treasurer of School Moneys for the period January 4, 2018 through June 30, 2018.

Motion by Mrs. Leakas, seconded by Mrs. Minichetti

Roll Call 7-0

Motion Carried

NJ PAY TO PLAY LAW/PROFESSIONAL SERVICE CONTRACT APPOINTMENTS FOR JANUARY 4, 2018 THROUGH THE June 30, 2018.

P2. 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 4, 2018 through June 30, 2018; 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 2018 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

NOTICE OF AWARD OF PROFESSIONAL SERVICES

At its Reorganization Meeting of January 4, 2018, 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 \$175.00 per hour (partner), and \$155.00 per hour (associate) for the period of January 1, 2018- June 30, 2018.

Nisivoccia & Co. of Mt. Arlington, NJ, to provide auditing services to the district at a rate not to exceed \$29,000.00 through June 30, 2018

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

POLICY # 6700 INVESTMENTS

P3. Investment Authorization

BE IT RESOLVED, that the School Business Administrator, be designated as the person responsible for any and all Board of Education investments through June 30, 2018.

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

Appointment of Qualified Purchasing Agent

P4. BE IT RESOLVED that the Rochelle Park Board of Education, appoints Jennifer Pfohl 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 through June 30, 2018.

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

Appoint Designated Persons

P5. BE IT RESOLVED, that the Board of Education appoint the following designated persons, effective January 4, 2018, to the January 2019 reorganization:

- Attendance Officer – Richard Zavinsky (\$2,500.00 annual)**
- Public Agency Compliance Officer – Jennifer Pfohl, Business Administrator**
- Affirmative Action Officer - Brian Cannici, Principal**
- Section 504 Officer/ADA – Suk Nam, Guidance Counselor**
- Asbestos Hazard Emergency Response Act – Joseph DeGrazio, Building & Grounds Supervisor**
- Right to Know – Joseph DeGrazio, Building & Grounds Supervisor**
- OSHA Lockout/Tag out – Joseph DeGrazio, Building & Grounds Supervisor**

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

P6. RESOLVED: that the Board of Education tables the appointment of Environetics of Englewood as the district architect of record.

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

VII. Statement by the Board President- President Cravello read a statement congratulating the new incoming board members. Thanked the board as a whole, looks forward to working together. Wished everyone a Happy New Year.

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

During this portion of the meeting, district residents and staff are invited to address the Board of Education on any topics specifically addressed in this agenda or on any other questions, comments, or concerns that may be in respect to the operation of their schools. The Board requests that individuals sign the speakers' list giving name and address, and asks that all remarks be directed to the Board as a whole (not to individuals). The public is reminded that their remarks are being recorded.

The Board wishes to remind all attendees at its meetings that while it subscribes without reservation to the principle of keeping the community completely informed, it cannot respond to

or discuss personnel matters. If a matter concerning a district staff member is of interest or concern to a resident, the matter should be referred to the Building Principal, Superintendent of Schools, or the Board of Education, either by telephone, letter, or email. Each speaker's statement will be limited to five (5) minutes in duration. The Public Forum will be limited to one (1) hour in duration.

Motion by Mr. Trawinski, seconded by Mrs. Leakas, to open public comment at 8:34 P.M.
Roll Call 7-0
Motion Carried

Mrs. Hornes (owner of the Our Town Newspaper)- was happy to see that the Our Town was placed back on the agenda as a newspaper of record. Gave a history of the newspaper and how long it's been in business and the "home town paper". She congratulated the new incoming Board members.

Mr. Allos Parkway- congratulated the new members, President Judge Cravello and Vice President Trawinski on their appointments. He lent his support to the group, encouraged the Board members to continue the work that has been done.

Mrs. Rainone (RPEA)- On behalf of the RPEA she congratulated the new board members and elected officers. She requested another formal meeting with the new board. She awaits the board's response and looks forward to a wonderful relationship.

Mr. Warren (Township Committee)- congratulated everyone, asked if he could have a verbal agreement on the farmer's market so that they could secure the vendors. Then the two boards could go into details at the Joint Board meeting on February 8th.
President Judge Cravello stated the board did approve the concept of a farmer's market in October and was awaiting the logistics.

Mr. Scully Oldis St. – congratulated the new board members on their appointment. He asked how was the board able to go into an executive session when it's not listed on the agenda? Also Caucus meetings how did that come about? What prompted it? Tabled Architect of record, why was this tabled? Are their projects going on now that he is involved in?
Dr. Zoeller explained that the board wanted to discuss a personnel item and so they needed to go into executive for that. Caucus meetings have been brought up before, the calendar must be discussed at this meeting so it was placed on the agenda. Dr. Zoeller expressed that it was returning board members who asked that caucus meetings be placed on the agenda. With regard to the Architect of record Dr. Zoeller explained it was a personnel matter that could not be discussed in public. There are no contracted projects ongoing at this time, all that he could say is that the board was looking for more information, once he receives that information, that will determine the direction the board will go in.

Motion by Mr. Trawinski, seconded by Mrs. Leakas, to close public comment at 8:55 P.M.
Roll Call 7-0
Motion Carried

IX. Announcements:

The next Caucus Meeting will be held on Thursday, February 8, 2018 at 7:00 P.M. in the school's Library/Media Center. Regular Session will be held on February 15, 2018 at 7:00 P.M.

XI. Adjournment

Motion by Mrs. Leakas, seconded by Mrs. Minichetti, to enter a brief recess prior to entering the Regular January Board Meeting at 9:56 P.M.

Roll Call 7-0

Motion Carried