



TOWNSHIP OF PEQUANNOCK  
BOARD OF EDUCATION

ORGANIZATION MEETING MINUTES  
JANUARY 3, 2018

**CALL TO ORDER**

The January 3, 2018 Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the Pequannock Township High School Auditorium, 85 Sunset Road, Pompton Plains, NJ 07444, at 7:00 pm by Kateryna W. Bechtel, Board Secretary. The following statement of compliance with the Open Public Meetings Act was read:

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the Daily Record and the Suburban Trends, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

Report of the November 7, 2017 Annual School Board Election - *Kateryna W. Bechtel, Board Secretary*

CANDIDATE	VOTES
For Three (3) Three-Year Full Terms	
Cara Shenton	2,325
Sam Ciresi	1,831
Richard Prezioso	1,989
Joseph Blumert	1,654
Richard Thumann	1,510
James Farrell	1,577
Write-In	17
<b>TOTAL</b>	<b>10,903</b>

**ADMINISTRATION OF OATH OF OFFICE**

Mrs. Bechtel administers the Oath of Office to newly elected Board members:

- Mr. Sam Ciresi
- Mr. Richard Prezioso
- Mrs. Cara Shenton

**ROLL CALL:**

PRESENT:            Mr. Sam Ciresi            Mrs. Ann Maier            Mrs. Tiffany Osmanski  
                         Mr. Richard Prezioso    Mrs. Kimberley Quigley   Mrs. Cara Shenton  
                         Mr. Robert Singer        Mr. Vincent Siracusa     Mr. Leonard Smith

ALSO PRESENT:     Brett Charleston, Ed.D., Superintendent of Schools  
                         Kateryna W. Bechtel, CPA, School Business Administrator/Board Secretary

**ORGANIZATIONAL ACTION**

- O-01-18 Election of the President
- O-02-18 Election of the Vice President

*By-Law # 0152:*

*Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of Board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.*

**RESOLUTION NO. O-01-18**  
**ELECTION OF THE PRESIDENT**

The Board Secretary opens the floor for nomination for President:

RESOLVED, that Kimberley Quigley has been nominated for President. Move to appoint Kimberley Quigley as President of the Board of Education.

Motion by: Siracusa	Second by: Singer	Voice Vote: All in Favor: 7 Abstain: Prezioso, Shenton
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**The newly elected President assumes the chair.**

**RESOLUTION NO. O-02-18**  
**ELECTION OF THE VICE PRESIDENT**

The Board President opens the floor for nominations for Vice President:

RESOLVED, that Vincent Siracusa has been nominated for Vice President. Move to appoint Vincent Siracusa as Vice President of the Board of Education.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 7-0-2 Abstain: Prezioso, Shenton
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**BOARD PRESIDENT COMMENTS**

Mrs. Quigley requested committee preferences by close of business on January 4, 2018.

**BOARD VICE PRESIDENT COMMENTS**

Mr. Siracusa thanked the board members for their support.

**FLAG SALUTE**

**OPEN TO PUBLIC AGENDA ITEMS ONLY**

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on **any agenda item** during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name, municipality of residence, and, if applicable, group affiliation and sign in before you begin.

None

**APPROVAL OF ACTION ITEMS**

**POLICY**

- P-09-18 Adoption of Policies and Bylaws
- P-10-18 Adoption of NJSBA Code of Ethics
- P-11-18 Approval of Evaluation Instrument for Board of Education

**RESOLUTION NO. P-09-18**  
**ADOPTION OF POLICIES AND BYLAWS**

RESOLVED, that the Board of Education adopts the policies and bylaws of the Pequannock Township Board of Education through the next organization meeting in January 2019.

Motion by: Maier	Second by: Singer	Roll Call Vote: 9-0-0
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**RESOLUTION NO. P-10-18**  
**ADOPTION OF NJSBA CODE OF ETHICS**

RESOLVED, that all meetings of the Board of Education adopts the Board Member Qualifications, Prohibited Acts and Code of Ethics, Bylaws No. 0142, as presented, discussed, and attested to.

I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

I will confine my board action to policymaking, 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.

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.

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

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.

I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But 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 schools.

I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

Motion by: Maier	Second by: Singer	Roll Call Vote: 9-0-0
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**RESOLUTION NO. P-11-18**

**APPROVAL OF EVALUATION INSTRUMENT FOR BOARD OF EDUCATION**

RESOLVED, that the Board of Education approves the evaluation instrument established by the New Jersey School Boards Association for their annual self-evaluation, per Board Policy 0134.

Motion by: Maier	Second by: Singer	Roll Call Vote: 9-0-0
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**FINANCE, FACILITIES, AND ATHLETICS**

- FFA-70-18 Designation of Official Publications
- FFA-71-18 Approval of Annual Board Meeting Dates
- FFA-72-18 Approval of Petty Cash Funds and Custodians
- FFA-73-18 Approval of Depositories and Signatories
- FFA-74-18 Approval of Mandatory Direct Deposit Program
- FFA-75-18 Approval of Budget Transfers
- FFA-76-18 Appointment of Board Secretary
- FFA-77-18 Appointment of Custodian of Records
- FFA-78-18 Appointment of Investment Officer
- FFA-79-18 Appointment of Purchasing Agent and Authorization to Seek Bids
- FFA-80-18 Appointment of Treasurer of School Monies
- FFA-81-18 Approval of Public Agency Compliance Officer
- FFA-82-18 Appointment of Board Attorney
- FFA-83-18 Appointment of Auditor
- FFA-84-18 Appointment of Bond Counsel
- FFA-85-18 Appointment of Architect of Record

**RESOLUTION NO. FFA-70-18**  
**DESIGNATION OF OFFICIAL PUBLICATIONS**

RESOLVED, that the Board of Education names the Daily Record as the official publication of the district for receipt of legal advertisements and notices in accordance with law, and further, authorizes the Board Secretary to utilize Suburban Trends, The Record & Herald News, and The Star Ledger for advertisements and notifications as may be deemed appropriate through the next organization meeting in January 2019.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-71-18**  
**APPROVAL OF ANNUAL BOARD MEETING DATES**

RESOLVED, that the Board of Education approves the notice of annual meetings of the Board of Education through the next organization meeting in January 2019 and directs the School Business Administrator/Board Secretary to advertise and post the notice in accordance with policy. The meetings will be held in the PTHS Auditorium at 7:00 pm unless otherwise noted.

<b>PEQUANNOCK TOWNSHIP BOARD OF EDUCATION 2018 MEETING CALENDAR</b>
January 22, 2018
February 5, 2018
February 26, 2018
March 12, 2018
March 26, 2018
April 9, 2018
April 30, 2018
May 7, 2018
May 21, 2018
June 4, 2018
June 25, 2018

July 16, 2018
August 20, 2018
September 10, 2018
September 24, 2018 @ Cedar Crest
October 9, 2018 (Tues.)
October 22, 2018
November 12, 2018
November 26, 2018
December 10, 2018
January 2, 2019 (Wed.) Organization Meeting

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-72-18**  
**APPROVAL OF PETTY CASH FUNDS AND CUSTODIANS**

RESOLVED, that the Board of Education approves the following list of Petty Cash Funds and their custodians for through the next organization meeting in January 2019:

LOCATION	AMOUNT	CUSTODIAN
Central Office	\$300	Kateryna W. Bechtel
Special Services	\$300	Jennifer Aug

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-73-18**  
**APPROVAL OF DEPOSITORIES AND SIGNATORIES**

RESOLVED, that the Board of Education approves the Lakeland Bank, Oak Ridge, NJ, to be hereby designated as the recipient of General Fund for bills, debt service, Capital Reserve Fund and Capital Projects funds, Payroll account, summer savings account; and

BE IT FURTHER RESOLVED, that the Lakeland Bank, be and is hereby designated to receive wire transfer of state aid funds, and

BE IT FURTHER RESOLVED, that the Lakeland Bank, be designated as depository for the Trust and Agency account, and all extracurricular funds, the school lunch fund, all federal funds, donation and scholarship funds through the next organization meeting in January 2019; and

BE IT FURTHER RESOLVED, that the Lakeland Bank, is hereby designated as the recipient of funds for debit card usage for Flexible Benefit Plan transactions through the next organization meeting in January 2019; and

BE IT FURTHER RESOLVED, that the signatories for all accounts be in accordance with the following summary:

LAKELAND BANK ACCOUNT	SIGNATORIES
General Account	Board President, School Business Administrator, and Board Treasurer
Food Service Account	Board President, School Business Administrator, and Board Treasurer
Capital Reserve	Board President, School Business Administrator, and Board Treasurer

Capital Projects Account	Board President, School Business Administrator, and Board Treasurer
Summer Savings	Board President, School Business Administrator, and Board Treasurer
Payroll Account	School Business Administrator or Board Treasurer
Flexible Savings Account	School Business Administrator or Board Treasurer
Payroll Agency	School Business Administrator or Board Treasurer
Unemployment Trust	School Business Administrator or Board Treasurer
Scholarship Account	Superintendent and School Business Administrator
PTHS Student Activities	Superintendent, School Business Administrator, PTHS Principal (2 of 3)
PTHS Interscholastic Athletic Account	Superintendent, School Business Administrator, PTHS Principal (2 of 3)
FBLA	Superintendent, School Business Administrator, PTHS Principal (2 of 3)
PV Student Activities	School Business Administrator and PV Principal
Enterprise	Superintendent and School Business Administrator
Donations Trust	Superintendent, School Business Administrator, Asst. Supt. (2 of 3)

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-74-18**  
**APPROVAL OF MANDATORY DIRECT DEPOSIT PROGRAM**

RESOLVED, that the Board of Education re-approves a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h and Board Policy 6511, and

BE IT FURTHER RESOLVED, that the Lakeland Bank, be and is hereby designated to implement the direct deposit requirements of N.J.S.A. 52:14-15h, and

BE IT FURTHER RESOLVED, that all employee groups are subject to the Board's direct deposit requirements.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-75-18**  
**APPROVAL OF BUDGET TRANSFERS**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent approves, as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education ratified and duly-recorded in the minutes of such meeting not less than monthly through the next organization meeting in January 2019.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-76-18**  
**APPOINTMENT OF BOARD SECRETARY**

RESOLVED, that the Board of Education appoints Kateryna W. Bechtel as Board Secretary through the next organization meeting of January 2019, and that Kateryna W. Bechtel will be covered by the Public Official Bond in the amount of \$275,000.00.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-77-18**  
**APPOINTMENT OF CUSTODIAN OF RECORDS**

RESOLVED, that the Board of Education approves Kateryna W. Bechtel, School Business Administrator/Board Secretary as the Custodian of Records for the Pequannock Township Public Schools through the next organization meeting in January 2019.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-78-18**  
**APPOINTMENT OF INVESTMENT OFFICER**

RESOLVED, that the Board of Education approves Kateryna W. Bechtel, School Business Administrator/Board Secretary, as the investment officer of Board funds through the next organization meeting in January 2019.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-79-18**  
**APPOINTMENT OF PURCHASING AGENT AND AUTHORIZATION TO SEEK BIDS**

RESOLVED, that the governing body of the Pequannock Township Board of Education, in the County of Morris, in the State of New Jersey, re-affirms its bid threshold at \$40,000, and quote threshold of 15% or \$6,000; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Kateryna W. Bechtel 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 Board of Education;

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-80-18**  
**APPOINTMENT OF TREASURER OF SCHOOL MONIES**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, appoints Raymond Karaty as the Treasurer of School Monies through the next organization meeting in January 2019, at an annual salary of \$4,841, and that the district provide the Custodian with the Public Official Bond in the amount of \$275,000.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-81-18**  
**APPROVAL OF PUBLIC AGENCY COMPLIANCE OFFICER**

RESOLVED, that the Board of Education appoints Kateryna W. Bechtel, School Business Administrator/Board Secretary, as the Public Agency Compliance Officer (P.A.C.O.) through the next organization meeting in January 2019.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-82-18**  
**APPOINTMENT OF BOARD ATTORNEY**

RESOLVED, that the Board of Education approves Fogarty & Hara, Esqs. of Fair Lawn, NJ, as Board Attorney for all legal matters and services, including labor, through the next organization meeting in January 2019, at the hourly rate of \$175.00 for a partner and \$155.00 for an associate as per contract.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-83-18**  
**APPOINTMENT OF AUDITOR**

RESOLVED, that the Board of Education appoints the firm of Nisivoccia LLP of Mount Arlington, NJ, as district auditor through the next organization meeting in January 2019.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-84-18**  
**APPOINTMENT OF BOND COUNSEL**

RESOLVED, that the Board of Education appoints Andrea Kahn, Esq., of the firm McManimon, Scotland & Bauman, LLC of Roseland, NJ, as its legal advisor for bond counsel matters, through the next organization meeting in January 2019, at the hourly rate of \$215.00, as per contract.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. FFA-85-18**  
**APPOINTMENT OF ARCHITECT OF RECORD**

RESOLVED, that the Board of Education appoints Solutions Architecture, of Newark, NJ, as Architect of Record through the next organization meeting in January 2019, at the hourly rate of \$165.00 for the Principal In Charge and the fee schedule for other staff in accordance as per contract.

Motion by: Siracusa	Second by: Quigley	Roll Call Vote: 9-0-0
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**PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS**

- PMC-114-18 Approval of the Appointment of Delegate to the New Jersey School Board Association/Morris County School Board Association
- PMC-115-18 Approval to Renew Membership, Appoint Representative and Approve Participation in Various Services Through Educational Services Commission of Morris County - to the Next Organization Meeting in January 2019
- PMC-116-18 Approval of Health and Safety Officer Assignments

**RESOLUTION NO. PMC-114-18**

**APPROVAL OF THE APPOINTMENT OF DELEGATE TO THE NEW JERSEY SCHOOL BOARDS ASSOCIATION/MORRIS COUNTY SCHOOL BOARDS ASSOCIATION**

RESOLVED, that the Board of Education approves the appointment of Tiffany Osmanski as Delegate/Representative to the New Jersey School Boards Association and the Morris County School Boards Association for one (1) year, beginning immediately and that the policy authorizing the duties of the delegate to the New Jersey School Boards Association be approved as follows:

1. Represent the Board at meetings of the New Jersey School Boards Association and the Morris County School Boards Association.
2. Study and report to the Board all proposed State and Federal Legislature of interest and relevance.
3. At the direction of the Board, prepare proposed resolutions for submission to the State School Boards Association.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. PMC-115-18**

**APPROVAL TO RENEW MEMBERSHIP, APPOINT REPRESENTATIVE AND APPROVE PARTICIPATION IN VARIOUS SERVICES THROUGH EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY - TO THE NEXT ORGANIZATION MEETING IN JANUARY 2019**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, moves to renew the District's membership with the Educational Services Commission of Morris County and appoint Vincent Siracusa as representative to the Educational Services Commission of Morris County Board, and authorize the District's participation in Educational Services Commission of Morris County programs, in accordance with fees established for 2017-2018 included in the attached schedule for:

1. Cooperative bidding services for the purchase of various goods and services for the remainder of the 2017-2018 and the 2018-19 fiscal year as deemed appropriate by the Business Administrator/Board Secretary;
2. Out-of-District transportation services for Special Education students attending extended school year programs during the summer of 2018, for the remainder of the 2017-18 fiscal year, and for the 2018-2019 fiscal year, in accordance with their I.E.P.'s;
3. All Non-Public Services funded through State and Federal grants;
4. Non-Public Transportation and Aid in Lieu of Transportation processing;
5. Occupational and Physical Therapy services, Examination and Classification services and Speech services; and
6. Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary.

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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**RESOLUTION NO. PMC-116-18**  
**APPROVAL OF HEALTH AND SAFETY OFFICER ASSIGNMENTS**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following assignments for Peter Riffel, Director of Facilities, through the next organization meeting in January 2019 for required environmental and health and safety:

- 1) Right-to-Know Coordinator
- 2) Indoor Air Quality Designee
- 3) Chemical Hygiene Officer
- 4) Integrated Pest Management Coordinator
- 5) Designated Person for AHERA

Motion by: Ciresi	Second by: Quigley	Roll Call Vote: 9-0-0
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**OPEN TO PUBLIC ANY TOPIC**

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any topic during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name, municipality of residence, and, if applicable, group affiliation and sign in before you begin.

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURNMENT OF PUBLIC MEETING**

Motion by: Ciresi	Second by: Singer	Voice Vote: All in Favor	Time: 7:17 pm
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Respectfully,



Kateryna W. Bechtel, CPA  
Board Secretary

**FUTURE PUBLIC BOARD MEETINGS**

January 22, 2018	PTHS	7:00 pm
February 5, 2018	PTHS	7:00 pm