

**NORTH ARLINGTON BOARD OF EDUCATION
NORTH ARLINGTON, NEW JERSEY**

REORGANIZATION MEETING

January 6, 2014

6:00 p.m.

HIGH SCHOOL CAFETERIA

NOTICE

This Reorganization Meeting of January 6, 2014, of the Board of Education of the Borough of North Arlington, in the County of Bergen, State of New Jersey, is held pursuant to notice given, and said notice called for an annual Reorganization Meeting at 6:00 p.m., held in the High School Cafeteria, 222 Ridge Road, North Arlington, NJ, as per notice given to the Clerk of the Borough of North Arlington, the Librarian of the Free Public Library, and the Editors of the following newspapers: Bergen Record of Hackensack and the Newark Star Ledger.

REORGANIZATION MEETING

CALL BY THE SECRETARY

At 6:00 p.m., in the High School Cafeteria, the Board Secretary called the meeting to order.

REQUIRED OATH OF OFFICE ADMINISTERED

The Board Secretary has administered the oath of office to the newly elected Board Members:

**Joseph Ricciardelli
Stanley Titterington**

ROLL CALL

The Board Secretary convened the Board with the following members answering present: Mr. Rosko, Mr. Titterington, Mr. Blanco, and Mr. Ricciardelli. Absent: Mr. McDermott

Judging a quorum to be present, she called the meeting to order.
Also present: Oliver W. Stringham, Ed.D., Superintendent of Schools
Kathleen McEwin-Marano, Board Secretary/School Business Administrator

ELECTION OF THE PRESIDENT

The Board Secretary called for **nominations for President** of the Board of Education for fiscal year 2014:

Nomination: Joseph Ricciardelli
Nominated by: Anthony Blanco
Second by: Stanley Titterington

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The Board Secretary called for any other nominations. There being no other nominations, the Board Secretary **closed** the nominations for President of the Board of Education.

Motion to close the nominations for President of the Board of Education

On Motion by Mr. Blanco, second by Mr. Titterington. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

MOTION TO APPOINT BOARD PRESIDENT

Motion to appoint Joseph Ricciardelli President of the Board of Education for fiscal year 2014:

On Motion by Mr. Blanco, second by Mr. Titterington. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

Relinquishment of chair by the Board Secretary to the newly elected Board President

ELECTION OF THE VICE PRESIDENT

The President Joseph Ricciardelli called for nominations for Vice President of the Board of Education:

Nomination: Stanley Titterington

Nominated by: Anthony Blanco

Second by: George Rosko

The President called for any other nominations. There being no other nominations, the President **closed** the nominations for Vice President of the Board of Education

Motion to close the nominations for Vice President of the Board of Education:

On Motion by Mr. Blanco, second by Mr. Rosko. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

MOTION TO APPOINT BOARD VICE PRESIDENT

Motion to appoint Stanley Titterington Vice President of the Board of Education for fiscal year 2014:

On Motion by Mr. Blanco, second by Mr. Rosko. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

Mr. McDermott joined the meeting at 6:05 p.m.

BOARD MEMBER CODE OF ETHICS

BE IT RESOLVED that the Board of Education adopted the Board Member Code of Ethics, as adopted May 10, 1975 by the Delegate Assembly, New Jersey School Boards Association, as follows:

1. *I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.*

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2. *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.*
3. *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.*
4. *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.*
5. *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.*
6. *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.*
7. *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 schools.*
8. *I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrative officer.*
9. *I will support and protect school personnel in proper performance of their duties.*
10. *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.*

On Motion by Mr. Blanco, second by Mr. Rosko. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

COMMITTEES

The President will announce committee appointments at the next meeting. The President appointed the following liaisons:

LIAISON TO INDIVIDUAL SCHOOLS

High School:	Stanley Titterington
Jefferson School:	George McDermott
Roosevelt School:	Anthony Blanco
Washington School:	George Rosko
Middle School:	Joseph Ricciardelli

HEARING OF CITIZENS

Tom DeCara, 11 Park Avenue, NA – inquired if the minutes could be made available on the school’s website. Mr. Ricciardelli stated the Board will review this possibility. Mr. DeCara asked if the plans for the filed could be placed on the district’s web site. Mr. McDermott stated no, for security purposes.

Tom Bradley, 77 Melrose Avenue, NA – inquired what is being done with the Middle School Gym roof leak. Mr. Ricciardelli noted the architect was granted permission to prepare the plans and specifications for an emergency roof repair project.

Mr. Bradley then inquired about the field reconstruction and grass and turf in the right field. Mr. Ricciardelli stated the State requires the grass for drainage. But he also stated

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after all State reviews and inspections the Board will explore looking into substituting turf.

Motion to close the Hearing of Citizens made by Mr. Blanco, second by Mr. Titterington. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

RESOLUTION OF SCHOOL BOARD ELECTION RESULTS

RESOLVED that the Board approved the election results of the November 5, 2013, School Board Election as affirmed by the Borough of North Arlington and certified by the Bergen County Board of Elections.

1. For election to membership on the Board of Education for two (2) three (3) year term:

Candidate	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9	District 10	Absentee	Total
Joseph Ricciardelli	28	33	59	55	76	55	104	40	50	49		549
Stanley Titterington	22	27	53	40	58	34	80	41	53	39		447

2. The Board Secretary/School Business Administrator, upon completion of all tally procedures after the polls had closed at 9:00 p.m., November 5, 2013, declared:

Stanley Titterington and Joseph Ricciardelli are elected to a full three year term as Members of the Board of Education.

BOARD MEMBERS

The fiscal year 2014 North Arlington Board of Education Board Members and Terms of Office are as follows:

<u>Board Member</u>	<u>Expiration of Term</u>
George Rosko	2014
George McDermott	2015
Anthony Blanco	2014
Stanley Titterington	2016
Joseph Ricciardelli	2016

MEETING DATES

The Board hereby affirms the following schedule of meeting dates:

January 6, 2014 (Mon.)	Reorganization Meeting	High School Cafeteria	6:00 p.m.
January 27, 2014 (Mon.)	Public Work Session	Board of Education Office	6:00 p.m.
	Public Meeting	High School Cafeteria	7:30 p.m.
February 24, 2014 (Mon.)	Public Work Session	Board of Education Office	6:00 p.m.
	Public Meeting	High School Cafeteria	7:30 p.m.
March 24, 2014 (Mon.)	Public Work Session	Board of Education Office	6:00 p.m.
	Public Meeting	High School Cafeteria	7:30 p.m.
April 8, 2014 (Mon.)	Public Work Session	Board of Education Office	6:00 p.m.
	Public Meeting	High School Cafeteria	7:30 p.m.
May 19, 2014 (Mon.)	Public Work Session	Board of Education Office	6:00 p.m.
	Public Meeting	High School Cafeteria	7:30 p.m.
June 9, 2014 (Mon.)	Public Work Session	Board of Education Office	6:00 p.m.
	Public Meeting	High School Cafeteria	7:30 p.m.

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July 21, 2014 (Mon.)	Public Work Session Public Meeting	Board of Education Office Board of Education Office	6:00 p.m. 7:30 p.m.
August 18, 2014 (Mon.)	Public Work Session Public Meeting	Board of Education Office Board of Education Office	6:00 p.m. 7:30 p.m.
September 22, 2014 (Mon.)	Public Work Session Public Meeting	Board of Education Office High School Cafeteria	6:00 p.m. 7:30 p.m.
October 20, 2014 (Mon.)	Public Work Session Public Meeting	Board of Education Office High School Cafeteria	6:00 p.m. 7:30 p.m.
November 17, 2014 (Mon.)	Public Work Session Public Meeting	Board of Education Office High School Cafeteria	6:00 p.m. 7:30 p.m.
December 15, 2014 (Mon.)	Public Work Session Public Meeting	Board of Education Office High School Cafeteria	6:00 p.m. 7:30 p.m.
January 5, 2015 (Mon.)	Reorganization Meeting	High School Cafeteria	6:00 p.m.

BE IT FURTHER RESOLVED that the Board authorizes the Business Administrator to advertise the schedule of board meetings.

OFFICIAL NEWSPAPERS

The following newspapers, either published in or circulating in the District, are hereby authorized to be official newspapers of this Board: Bergen Record of Hackensack, and the Newark Star Ledger

POLICIES, RULES AND REGULATIONS

Pending adoption of new rules and regulations, all policies, rules and regulations of this Board which were in effect during the prior year, and not rescinded, revoked or modified by contracts negotiated with employee organizations or other action of the Board, are hereby re-adopted and are in full force and effect during the life of this Board.

WHEREAS the Board approves the adoption of the Guide for Standard Operating Procedures and Internal Controls.

APPROVAL OF PARTICIPATION IN THE BERGEN COUNTY BANKING CONSORTIUM

BE IT RESOLVED that the North Arlington Board of Education authorizes the Business Administrator to invest school district funds within statutory limitations.

BE IT FURTHER RSOLVED that the North Arlington Board of Education approves the district's participation in the Bergen County Banking Consortium (BCBANC) from January 1, 2014 through June 30, 2014, and authorizes the School Business Administrator to serve as a trustee.

BE IT FURTHER RESOLVED that the North Arlington Board of Education designates Capital One as the bank for deposits and withdrawals for the accounts listed in Attachment #1.

BE IT FURTHER RESOLVED that the North Arlington Board of Education approves the designated signatures on the accounts as listed in Attachment #1. Board President and Vice President names will be added following election by the Board at tonight's meeting, as recommended by the Superintendent.

DESIGNATION OF DEPOSITORY FOR SCHOOL MONIES

BE IT RESOLVED that the North Arlington Board of Education hereby designates TD Bank, Ridge Road, No. Arlington, NJ, as a depository for funds of the Board of Education and North Arlington Schools as listed on Attachment #1

BE IT FURTHER RESOLVED that the information contained on Attachment #1 will become part of the official minutes upon Board approval.

DESIGNATION OF DEPOSITORIES OF SCHOOL MONIES

BE IT RESOLVED that the North Arlington Board of Education hereby designates the following listed banks as depositories for funds of the Board of Education and North Arlington Schools; that the indicated accounts be authorized, and that the designated school officials be approved as the signatories for each account and the designated depositories of funds and school officials will serve at the pleasure of the Board.

Attachment #2

BE IT FURTHER RESOLVED that the information contained on Attachment #2 will become part of the official minutes upon Board approval.

On Motion by Mr. Blanco, second by Mr. McDermott. On discussion Mr. Rosko asked for the location of Capital One Bank. The Board Secretary noted it is in Rutherford. There was no further discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

APPOINTMENTS

1. **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY TO THE BOARD, AND SECRETARY PRO-TEM**

BE IT RESOLVED that the North Arlington Board of Education makes the following appointments for the dates listed:

Kathleen McEwin-Marano	Board Secretary/School Business Administrator	Jan. 1, 2014 – Dec. 31, 2014
Oliver W. Stringham, Ed.D.	Board Secretary Pro-Tem	Jan. 1, 2014 – Dec. 31, 2014

CUSTODIAN OF RECORDS

BE IT RESOLVED that the Board of Education hereby appoints the School Business Administrator/Board Secretary as the Custodian of Records for fiscal 2014.

BE IT FURTHER RESOLVED that Peggy Zukatus is hereby appointed as the School Business Administrator/Board Secretary's alternate.

DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER

BE IT RESOLVED that the Board of Education hereby appoints Kathleen McEwin-Marano as the Public Agency Compliance Officer for fiscal 2014.

DESIGNATION OF ASBESTOS MANAGEMENT OFFICERS

BE IT RESOLVED that the Board of Education hereby appoints the following individuals as Asbestos Management Officers for fiscal 2014:

District:	Kathleen McEwin-Marano
High School:	Louis Manuppelli
Middle School:	Nicole Russo
Roosevelt School:	Marie Griggs
Washington School:	Elaine Jaume
Jefferson School:	Jennifer Rodriguez

DESIGNATION OF SAFETY AND HEALTH OFFICER

BE IT RESOLVED that the Board of Education hereby appoints Kathleen McEwin-Marano as the Safety and Health Officer for fiscal 2013.

DESIGNATION OF INDOOR AIR QUALITY OFFICER

BE IT RESOLVED that the Board of Education hereby appoints Antonio Alho as the Indoor Air Quality Officer for fiscal 2014.

DESIGNATION OF RIGHT TO KNOW OFFICER

BE IT RESOLVED that the Board of Education hereby appoints Kathleen McEwin-Marano as the Right to Know Officer for fiscal 2014.

DESIGNATION OF CHEMICAL HYGIENE OFFICER

BE IT RESOLVED that the Board of Education hereby appoints Kathleen McEwin-Marano as the Chemical Hygiene Officer for fiscal 2014.

DESIGNATION OF AHERA COORDINATOR

BE IT RESOLVED that the Board of Education hereby appoints Kathleen McEwin-Marano as the AHERA Coordinator for fiscal 2014.

2. **DESIGNATION OF SCHOOL PHYSICIAN**

Dean T. Filion, D.O., NJ Spine & Sports Medicine, 84 Orient Way, Rutherford, NJ 07070, is hereby appointed School Physician for fiscal 2014, for an amount not to exceed \$22,000.00.

BE IT FURTHER RESOLVED that the term of this appointment shall coincide with the life of this Board. This appointment is awarded without competitive bidding under the provisions of the "Local Public Contract Law" of New Jersey.

3. **DESIGNATION OF AFFIRMATIVE ACTION OFFICER AND SECTION 504 COORDINATOR**

BE IT RESOLVED that the North Arlington Board of Education makes the following appointments for the dates listed:

Fran Lipsky	Affirmative Action Officer	Jan. 1, 2014 – Dec. 31, 2014
Walter Curioni	Section 504 Coordinator	Jan. 1, 2014 – Dec. 31, 2014

4. **DESIGNATION OF PROFESSIONAL SERVICES**

BE IT RESOLVED that the North Arlington Board of Education designates the following as the official representatives of the Board for the following services for the following dates:

		<u>Dates</u>
Auditor	Donohue, Gironde & Doria, CPA 310 Broadway Bayonne, NJ 07002	Jan. 1, 2014 – Dec. 31, 2014
Architect	Spiezle Group, Inc. (project specific) 120 Sanhican Drive Trenton, NJ 08618	Jan. 1, 2014 – Dec. 31, 2014
Bond Counsel	McCarter & English, Esqs. Four Gateway Center Newark, NJ 07102	Jan. 1, 2014 – Dec. 31, 2014
Financial Advisory Services	Phoenix Advisors, LLC 4 West Park Street Bordentown, NJ 08505	Jan. 1, 2014 - Dec. 31, 2014

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Board Attorney	Fogarty & Hara, Esqs. 16-00 Route 208 South Fair Lawn, NJ 07410	Jan.1, 2014 – Dec. 31, 2014
Environmental Consultants & Engineers	T&M Associates 11 Tindall Road Middletown, NJ 07748	Jan. 1, 2014 – Dec. 31, 2014

BE IT FURTHER RESOLVED that the Board authorizes the Business Administrator to advertise these professional services.

On Motion by Mr. Titterington, second by Mr. Blanco. On Roll Call Mr. Rosko voted in the negative as to item 4. Mr. McDermott abstained. The following Board Members voted in the affirmative: Mr. Blanco, Mr. Titterington, and Mr. Ricciardelli. There being a majority in the affirmative, it was so ordered.

5. **COMPREHENSIVE COMPUTER MANAGEMENT SERVICES**

BE IT RESOLVED that the Board of Education hereby approves The Marisim Group, Inc., P.O. Box 647, Andover, NJ 07821, to provide comprehensive computer management services for the 2013-2014 school year, at an annual rate of \$25,000. Furthermore, the Board Secretary is hereby authorized and directed to execute an agreement with the aforementioned firm.

COMPUTER MANAGEMENT SERVICES

BE IT RESOLVED that the Board of Education hereby approves the appointment of Realtime Information Technology, Inc., P.O. Box 4746, Toms River, NJ 08754, to provide student software and support during the 2013-2014 school year at an annual rate of \$27,500. Furthermore, the Board Secretary is hereby authorized and directed to execute an agreement with the aforementioned firm.

6. **INTEGRATED PEST MANAGEMENT COORDINATOR**

BE IT RESOLVED that the Board of Education hereby appoints the following as the Integrated Pest Management Coordinators for the 2013-2014 school year:

High School:	Louis Manuppelli, Principal
Middle School:	Nicole Russo, Principal
Roosevelt School:	Marie Griggs, Principal
Washington School:	Elaine Jaume, Principal
Jefferson School:	Jennifer Rodriguez, Principal
Antonio Alho:	Buildings and Grounds Supervisor (District Liaison)

7. **QUALIFIED PURCHASING AGENT**

WHEREAS, 18A:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisement, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$29,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS 18A:18A-37, c., provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$4,350.00) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE, BE IT RESOLVED that the North Arlington Board of Education, pursuant to the statutes cited above, hereby appoints Kathleen McEwin-Marano, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the North Arlington Board of Education; and

BE IT FURTHER RESOLED that Kathleen McEwin-Marano is hereby authorized to award contracts on behalf of the North Arlington Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$4,350.00), without soliciting competitive quotations; and

BE IT FURTHER RESOLVED that Kathleen McEwin-Marano is hereby authorized to seek competitive quotations, when applicable and practicable before awarding contracts, when said contracts in the aggregate exceed 15% of the bid threshold (currently \$4,350.00), but less than the bid threshold of \$36,000, effective immediately and to continue to the next organization meeting of the Board.

8. **AGENT AUTHORIZATION**

BE IT RESOLVED that the Board of Education hereby approves the following **403B Plans** for the 2013-2014 school year:

Great American Life Insurance Co.
Security Benefit Life Insurance Co.
Lincoln National Life Insurance Co.
Equitable Life
Metropolitan Life Insurance Co.
Valic (Variable Annuity Life Ins. Co.)
First Investors
Emerald Financial Resources
Vanguard
NJ State Division of Pensions and Benefits

BE IT RESOLVED that the Board of Education hereby approves the following **457 Plan** for the 2013-2014 school year:

Valic (Variable Annuity Life Ins. Co.)

9. **NJ DEPARTMENT OF AGRICULTURE DESIGNEES**

BE IT RESOLVED that the North Arlington Board of Education hereby approves the following appointments for the 2013-2014 school year:

Kathleen McEwin-Marano	Certifier
Oliver W. Stringham, Ed.D.	Alternate Certifier
Peggy Zukatus	Submitter
Renee Mullins	Alternate Submitter

10. **NON-PUBLIC NURSING SERVICES**

BE IT RESOLVED that the North Arlington Board of Education authorizes the School Business Administrator/Board Secretary to enter into an agreement with the Bergen County Department of Health, to provide non-public nursing services to Queen of Peace students for the 2013-2014 school year, at an annual rate not to exceed the District's entitlement for non-public nursing aid.

CHAPTER 192/193 SERVICES AGREEMENT/NON-PUBLIC SCHOOL SERVICES

BE IT RESOLVED that the North Arlington Board of Education hereby authorizes the School Business Administrator/Board Secretary to enter into an agreement with Bergen County Special Services to provide remedial and auxiliary services to eligible students attending non-public schools within the

North Arlington School District as required under Chapter 192/193 laws for the 2013-2014 school year at an annual rate not to exceed the district's entitlement.

On Motion by Mr. McDermott, second by Mr. Blanco. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

MEMBERSHIPS

11. **MEMBERSHIP IN SOUTH BERGEN REGION VII**

BE IT RESOLVED that the North Arlington Board of Education hereby approves continuation of its membership in the South Bergen Region VII Council for Special Education for the 2013-2014 school year, does hereby accept, adopt and agree to comply with the Region VII bylaws, designate the Superintendent of Schools as its representative to Region VII, empower him to cast all votes and take other action necessary to represent its interest in Region VII. The Board further approves the Joint Transportation Agreements for all North Arlington Students who are transported through Region VII.

MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION (NJSBA)

BE IT RESOLVED that the North Arlington Board of Education approves membership in the New Jersey School Boards Association for the 2013-2014 school year.

MEMBERSHIP IN THE HORIZON BLUE CROSS/BLUE SHIELD OF NEW JERSEY HEALTH BENEFITS PROGRAM

BE IT RESOLVED that the North Arlington Board of Education approves participation by the District in the Horizon Blue Cross/Blue Shield of New Jersey for health benefits for the 2013-2014 school year.

BE IT FURTHER RESOLVED that the Board approves participation with Integrity Consulting Group, 1271 Little Gloucester Road, Suite 8, Blackwood, NJ 08012, as Broker of Record for Health Benefits, Prescription Benefits and Dental Benefits for the period July 1, 2013 through June 30, 2014.

12. **COOPERATIVE PRICING PROGRAM**

BE IT RESOLVED that the North Arlington Board of Education approves an agreement with Educational Data Services, Inc., 238 Midland Avenue, Saddle Brook, NJ 07662, for the district to participate in cooperative pricing program for the 2013-2014 school year, at an annual cost of \$5,080.00.

13. **CASH MANAGEMENT**

BE IT RESOLVED that the North Arlington Board of Education authorizes the School Business Administrator/Board Secretary to perform the following:

- a. Transfer funds among the various bank accounts of the District.
- b. Transfer line item accounts among the various budgetary accounts.
- c. Invest school funds as The Investment Officer of the Board, as permitted by statute.
- d. Make payment on the bills and claims prior to their approval by the Board when it is deemed necessary, and then present them for approval at the next Board Meeting.

WHEREAS pursuant to N.J.S.A. 18A:17-8(b), the Board Secretary is responsible for the examination and auditing of all accounts and demands against the Board; and

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WHEREAS from time to time said demands against the Board are of an emergent nature and must be paid prior to Board approval in open public meeting as required by statute.

NOW, THEREFORE, BE IT RESOLVED that the North Arlington Board of Education authorizes the Board Secretary to examine, audit and pay all claims against the Board of an emergent nature prior to Board approval; and BE IT FURTHER RESOLVED that all such emergent payments made by the Board secretary be reported to the Board, ratified, and duly recorded in the minutes at the next open meeting of the Board.

BE IT FURTHER RESOLVED that, pursuant to N.J.S.A. 18A:22-8.1, the North Arlington Board of Education designates the Board Secretary to approve transfer amounts among line items and program categories as are necessary between meetings of the Board and that said transfers be reported to the Board, ratified, and duly recorded in the minutes of the next open meeting of the Board.

14. ESTABLISH PETTY CASH ACCOUNT

BE IT RESOLVED that the Board of Education establishes a Petty Cash Account with the Capital One Bank, Rutherford, NJ, account No. 7047728996; and

BE IT FURTHER RESOLVED that each disbursement will not exceed \$50.00; and

BE IT FURTHER RESOLVED that expenditures over \$50.00 will be pre-approved by the Board President prior to release.

BE IT FURTHER RESOLVED that the Board of Education establishes a Petty Cash Account in an amount not to exceed \$200.00 for day-to-day incidental expenses, to be managed by the Bookkeeper.

15. PROCUREMENT OF GOODS/SERVICES

BE IT RESOLVED that the North Arlington Board of Education authorizes the procurement of goods and services from the following vendors through the state agency for the 2013-2014 school year as provided for in Title 18A:18A-10 without advertising for bids, or after having rejected all bids obtained pursuant to advertising.

<u>Vendor</u>	<u>Commodity/Service</u>	<u>State Contract No.</u>
Cascade School Supplies	School supplies/teaching aids	T0114/A65589
CDW Government, Inc.	Computer Supplies	67176/73979 WSCA
Charles F. Connolly Dist.	AC, Heating/Ventilation	71600
Continental Resources	Computers/peripherals	70258 WSCA
Dell Marketing	Computers/peripherals	M0483/A70256 WSCA
Hewlett Packard Co.	Computers/peripherals	70262 WSCA
Jewel Electric Supply Co.	Electrical supplies	T2419/T0167/T0192/ A69179/A66163/73135
Longo Associates, Inc.	Computer, electronics, library	62191/66897
Office Business Systems	Computer Equipment	T0232/T0201/T1044/ 53298/46717/69830
Leisure Unlimited Corp.	Sporting goods	T0188/A66897
Promedia	Data Communication/Network Equip.	73979 WSCA
W.W. Grainger, Inc.	Tools/motors/chemicals/equipment	72605
W.B. Mason	Office supplies	6993
Sherwin Williams Co.	Paint/paint supplies	73153
Xerox	Copier leasing and maintenance	T437A/A64042
Verizon	Telephone service	T1776/A43338
Johnson Business Products	Office supplies	T0052/A59756 WSCA

16. **APPROVAL OF TRAVEL MAXIMUM REIMBURSEMENT**

BE IT RESOLVED that the North Arlington Board of Education approved the following:

WHEREAS school district policies #4133, Rev. 2, and #9250, Rev.#1, and N.J.A.C. 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for travel by board members, administration and staff to workshops, seminars, meetings, training sessions or other assemblies deemed necessary or appropriate in accordance with board policy.

Account No.	11-000-223-320-18-033A	\$12,500
	11-000-230-590-19-0362	\$ 2,000
	11-000-230-890-19-0364	\$ 1,800
	11-000-240-800-06-0411	\$ 2,400
	11-000-251-890-22-0525	\$ 1,000
	11-000-251-890-22-0531	\$ 2,300
	11-000-230-890-19-0362	<u>\$ 800</u>
		\$22,800

WHEREAS the Superintendent of Schools recommends that the North Arlington Board of Education further establish that the above accounts represent current expenses accounts only and do not reflect additional funds which may become available through NCLB, IDEA and any other special dedicated grants.

NOW, THEREFORE, BE IT RESOLVED that the North Arlington Board of Education hereby establishes the school district travel maximum reimbursement for the 2013-2014 school year in the amount of \$25,800, and the maximum expenditure amount that may be allotted for such travel and expenses in the amount not to exceed \$22,800.

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum reimbursement amount is not exceeded.

BE IT FURTHER RESOLVED that the maximum expenditure amount established for the pre-budget year (2012-2013) was \$8,997.

On Motion by Mr. McDermott, second by Mr. Titterington. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

INSURANCE MEMBERSHIPS

17. **INSURANCE**

BE IT RESOLVED by the Board of Education that, pursuant to the provisions of Title 18A:18A-42, that it continue to participate as a member of the **SAIF Insurance Pool**; and

BE IT FURTHER RESOLVED that such membership shall continue for a period of one year, effective July 1, 2013 through June 30, 2014; and

BE IT FURTHER RESOLVED that Polaris Galaxy Insurance Company is hereby designated Broker of Record; and

BE IT FURTHER RESOLVED that this appointment is awarded without competitive bidding under the provisions of the "Local Public Contract Law" of New Jersey.

WORKERS' COMPENSATION POOL

BE IT RESOLVED by the North Arlington Board of Education that, pursuant to the provisions of Title 18A:18A-42, that it continue to participate as a member of the **South Bergen Workers' Compensation Pool**; and

BE IT FURTHER RESOLVED that such membership shall continue for a period of one year, effective July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED that the North Arlington Board of Education hereby appoints the Board Secretary, or her designee, and its representative, to serve on the committee from which a Board of Trustees shall be selected to manage the affairs of the insurance pool in accordance with the by-laws of the South Bergen Workers' Compensation Pool in effect as of the date of this resolution as authorized and permitted by state statute.

STUDENT ACCIDENT INSURANCE

BE IT RESOLVED that the North Arlington Board of Education approves the appointment of **Robert McClosky Insurance, P.O. Box 511, 76 Main Street, Matawan, NJ 07747** as the student insurance carrier for the 2013-2014 school year.

18. **BANKING CONSORTIUM/SIGNATURE AUTHORIZATION RESOLUTION**

RESOLVED, by the governing body of The North Arlington Board of Education, as follows:

That Capital One Bank be, and hereby is, designated a depository of funds of The North Arlington Board of Education, with authority to accept at any time for the credit of the Depositor, deposits in checking, savings, money market savings, term or any other account, by whomever and made in whatever manner endorsed; and

That the Bank shall not be liable in connection with the collection of such items that are handled by the Bank without negligence and the Bank shall not be liable for the acts of its agents, subagents or for any other casualty; and

That the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon this resolution; and

That the Bank be, and hereby is, authorized and directed to certify, pay or otherwise honor all checks, drafts, notes, bills of exchanges, acceptances, undertakings and other instruments or orders for the payment, transfer or withdrawal of money for whatever purpose and to whomsoever payable when such instruments and orders are properly made, signed, or endorsed by the signature, the actual or purported facsimile signature or the oral direction of any of the authorized signers below; provided however, that any check, draft, note, bill of exchange, acceptance, undertaking or other instrument for the payment, transfer or withdrawal must bear the actual or purported facsimile signature of one or more of the below designated officers and/or persons, or his or their appointees:

That any authorized signer acting alone be, and hereby is, authorized on behalf of the Depositor to endorse, negotiate and collect any and all checks, drafts, notes, bills of exchange, acceptances, undertakings and other instruments and to open and close and update information on any account of the Depositor at the Bank; and

That the Bank may rely on any signature, endorsement or order and any facsimile signature or written instruction reasonably believed by the Bank to be made by an authorized signer, and the Bank may act on any direction of an authorized signer without inquiry and without regard to the application of the proceeds thereof, provided that the Bank acts in good faith; and

That the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon this Resolution; and

That Bank may rely on this document and on any certificate by an authorized representative of the Depositor as to the names and signatures of the authorized signers of the Depositor until the Bank has actually received written notice of a change and has had a reasonable period of time to act on such notice; and

That any of the following named persons, or persons from time to time holding the following offices of the Depositor be, and hereby are, designated as the authorized signers to act on behalf of the Depositor in accordance with the Resolution:

1. Board President
2. Board Vice President
3. Board Secretary/School Business Administrator or her designee(s)
4. Superintendent of Schools (North Arlington Board of Education Capital Reserve Account)

BE IT FURTHER RESOLVED that the Board authorizes the Business Administrator to transfer these accounts at Capital One Bank to TD Bank on July 1, 2014.

19. **BANKING CONSORTIUM/SIGNATURE AUTHORIZATION RESOLUTION**

RESOLVED, by the governing body of The North Arlington Board of Education, as follows:

That TD Bank be, and hereby is, designated a depository of funds of The North Arlington Board of Education, with authority to accept at any time for the credit of the Depositor, deposits in checking, savings, money market savings, term or any other account, by whomever and made in whatever manner endorsed; and

That the Bank shall not be liable in connection with the collection of such items that are handled by the Bank without negligence and the Bank shall not be liable for the acts of its agents, subagents or for any other casualty; and

That the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon this resolution; and

That the Bank be, and hereby is, authorized and directed to certify, pay or otherwise honor all checks, drafts, notes, bills of exchanges, acceptances, undertakings and other instruments or orders for the payment, transfer or withdrawal of money for whatever purpose and to whomsoever payable when such instruments and orders are properly made, signed, or endorsed by the signature, the actual or purported facsimile signature or the oral direction of any of the authorized signers below; provided however, that any check, draft, note, bill of exchange, acceptance, undertaking or other instrument for the payment, transfer or withdrawal must bear the actual or purported facsimile signature of one or more of the below designated officers and/or persons, or his or their appointees:

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That any authorized signer acting alone be, and hereby is, authorized on behalf of the Depositor to endorse, negotiate and collect any and all checks, drafts, notes, bills of exchange, acceptances, undertakings and other instruments and to open and close and update information on any account of the Depositor at the Bank; and

That the Bank may rely on any signature, endorsement or order and any facsimile signature or written instruction reasonably believed by the Bank to be made by an authorized signer, and the Bank may act on any direction of an authorized signer without inquiry and without regard to the application of the proceeds thereof, provided that the Bank acts in good faith; and

That the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon this Resolution; and

That Bank may rely on this document and on any certificate by an authorized representative of the Depositor as to the names and signatures of the authorized signers of the Depositor until the Bank has actually received written notice of a change and has had a reasonable period of time to act on such notice; and

That any of the following named persons, or persons from time to time holding the following offices of the Depositor be, and hereby are, designated as the authorized signers to act on behalf of the Depositor in accordance with the Resolution:

1. Board President
2. Board Vice President
3. Board Secretary/School Business Administrator or her designee(s)
4. High School Principal or High School Assistant Principal (NAHS Organization Fund and NAHS Athletic Account only)

19. **BUSINESS CONDUCT**

BE IT RESOLVED that the North Arlington Board of Education will conduct the business of the Board of Education according to the appropriate statutes, administrative codes, rules, regulations, and policies and procedures of the district, which are hereby readopted.

20. **REQUISITION OF TAX LEVY**

RESOLVED that the amount of district taxes, exclusive of debt service requirements needed to meet the obligations of the Board, is hereby requested to be placed in the hands of the Board Secretary as listed:

Amount of District Tax (exclusive of Debt Service)	\$22,426,020
Debt Service	\$ 805,957

<u>2013-2014 DISTRICT TAX PAYMENT SCHEDULE</u>			
<u>Date of Pmt.</u>	<u>Gen. Fund</u>	<u>Debt Service</u>	<u>Total</u>
July 10, 2013	\$ 1,868,835.00	\$643,952.00	\$ 2,512,787.00
Aug. 10, 2013	\$ 1,868,835.00		\$ 1,868,835.00
Sept. 10, 2013	\$ 1,868,835.00		\$ 1,868,835.00
Oct. 10, 2013	\$ 1,868,835.00		\$ 1,868,835.00
Nov. 10, 2013	\$ 1,868,835.00		\$ 1,868,835.00
Dec. 10, 2013	\$ 1,868,835.00		\$ 1,868,835.00
Jan. 10, 2014	\$ 1,868,835.00	\$162,005.00	\$ 2,030,840.00
Feb. 10, 2014	\$ 1,868,835.00		\$ 1,868,835.00
Mar. 10, 2014	\$ 1,868,835.00		\$ 1,868,835.00
Apr. 10, 2014	\$ 1,868,835.00		\$ 1,868,835.00
May 10, 2014	\$ 1,868,835.00		\$ 1,868,835.00
June 10, 2014	<u>\$ 1,868,835.00</u>		<u>\$ 1,868,835.00</u>
	\$22,426,020.00	<u>\$805,957.00</u>	\$23,231,977.00

On Motion by Mr. Blanco, second by Mr. Titterington. On discussion Mr. McDermott the interim Chief Financial Officer of the Borough will be replaced within 2 weeks, and asked the Board Secretary if the tax levy payments are current. The Board Secretary replied all payments are current. There was no further discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

21. **MOTION TO ESTABLISH FEES FOR COPIES OF PUBLIC DOCUMENTS**

Pursuant to P.L. 2001, C. 47:1A-5, the Board of Education establishes the following fees for copies of public documents:

8½ x 11 page	\$.05 each
8½ x 14 page	\$.07 each

22. **RESOLUTION TO ADOPT AND REAFFIRM THE FINAL SCHOOL DISTRICT BUDGET FOR FISCAL YEAR 2013-2014**

The Superintendent recommends that the Board reaffirm the following resolution from the March 25, 2013 Board Meeting:

WHEREAS, the Superintendent of Schools recommends that the North Arlington Board of Education approve the submission of the adopted 2013-2014 School Budget.

WHEREAS, the North Arlington Board of Education is responsible for the preparation of an annual school budget that is to be submitted to the County Superintendent of Schools for his review; and

WHEREAS, the North Arlington Board of Education has developed assumptions, constraints, and priorities to guide the Board of Education, the Superintendent of Schools, and the Business Administrator in preparing a budget for the 2013-2014 school year; and

WHEREAS, the North Arlington Board of Education has directed the Superintendent of Schools and the Business Administrator to prepare a budget for the 2013-2014 school year, using the guidelines established by the State Department of Education; and

WHEREAS, the North Arlington Board of Education has deliberated on the budget that has been prepared by the authorized parties.

BE IT RESOLVED, that the North Arlington Board of Education approves the submission of the tentative 2013-2014 school district budget for submission to the County Superintendent of Schools as follows:

Current General Expense Fund	\$24,616,789
Capital Outlay	\$ 872,936
Extended School Year Program	\$ 0
Transfer to Charter Schools	<u>\$ 13,842</u>
Total General Fund	\$25,503,567
Special Revenue Fund	\$ 901,485
Debt Service	<u>\$ 894,286</u>
Total Expenditures/Appropriations	\$27,299,338

BE IT FURTHER RESOLVED, that the General Fund tax levy **\$22,426,020** is approved to support current General Expense and \$805,957 to support Debt Service for the 2013-2014 school year budget; and

BE IT FURTHER RESOLVED, that the 2013-2014 school year budget includes an enrollment of \$226,800 and automatic adjustments, in accordance with N.J.S.A. 18A:7F-39(e).

Capital Reserve Withdrawal – Other Capital Projects

BE IT FURTHER RESOLVED that included in this budget, Budgeted Withdrawal from Capital Reserve – Excess Costs and Other Capital Projects, is \$290,000 for other capital project costs for the following purpose:

- **High School Black Top Resurfacing**

The total cost of this project is \$290,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

23. **RESOLUTION TO APPROVE UPDATE TO UNIFORM MEMORANDUM OF AGREEMENT FOR THE 2013-2014 SCHOOL YEAR**

WHEREAS the Superintendent of Schools recommends that the North Arlington Board of Education approve the Annual Meeting Between Education and Law Enforcement Officials Update to Uniform Memorandum of Agreement (MOA) for the 2013-2014 school year.

BE IT RESOLVED that the North Arlington Board of Education approved the Annual Meeting Between Education and Law Enforcement Officials Update to Uniform Memorandum of Agreement (MOA) for the 2013-2014 school year.

24. **RESOLUTION TO APPROVE DISTRICT CURRICULUM FOR THE 2013-2014 SCHOOL YEAR**

WHEREAS the Superintendent of Schools recommends that the North Arlington Board of Education approve all curriculum guides and offerings for all grades, Pre-K through 12, including Special Education/ESL, all subjects and State mandated programs, for the 2013-2014 school year.

BE IT RESOLVED that the North Arlington Board of Education approved all curriculum guides and offerings for all grades, Pre-K through 12, including Special Education/ESL, all subjects and State mandated programs, for the 2012-2013 school year.

25. **RESOLUTION TO APPROVE THE NURSING SERVICES PLAN FOR NORTH ARLINGTON SCHOOL DISTRICT FOR THE 2013-2014 SCHOOL YEAR**

WHEREAS the Superintendent of Schools recommends that the North Arlington Board of Education approve the Nursing Services Plan for North Arlington School District for the 2013-2014 school year.

BE IT RESOLVED that the North Arlington Board of Education approved the Nursing Services Plan for North Arlington School District for the 2013-2014 school year.

26. **RESOLUTION TO APPROVE THE 2010-2013 THREE-YEAR LOCAL DISTRICT TECHNOLOGY PLAN FOR NORTH ARLINGTON SCHOOL DISTRICT**

WHEREAS the Superintendent of schools recommends that the North Arlington Board of Education approve the 2010-2013 Three-Year Local District Technology Plan for North Arlington School District.

BE IT RESOLVED that the North Arlington Board of Education approved the 2010-2013 Three-Year Local District Technology Plan for North Arlington School District.

27. **RESOLUTION TO APPROVE ORGANIZATIONAL CHART/CHAIN OF COMMAND FOR NORTH ARLINGTON SCHOOL DISTRICT FOR THE 2013-2014 SCHOOL YEAR**

WHEREAS the Superintendent of Schools recommends that the North Arlington Board of Education approve the Organization Chart/Chain of Command for North Arlington School District for the 2013-2014 school year.

BE IT RESOLVED that the North Arlington Board of Education approved the Organization Chart/Chain of Command for North Arlington School District for the 2013-2014 school year.

28. **RESOLUTION TO APPROVE THE EMERGENCY AND CRISIS MANAGEMENT PLAN FOR NORTH ARLINGTON SCHOOL DISTRICT FOR THE 2013-2014 SCHOOL YEAR**

WHEREAS the Superintendent of Schools recommends that the North Arlington Board of Education approve the Emergency and Crisis Management Plan (School Safety and Security Plan) for North Arlington School District for the 2013-2014 school year.

BE IT RESOLVED that the North Arlington Board of Education approved the Emergency and Crisis Management Plan (School Safety and Security Plan) for North Arlington School District for the 2013-2014 school year.

On Motion by Mr. McDermott, second by Mr. Blanco. On discussion Mr. Ricciardelli asked if the Board could be given a copy of the Memorandum of Agreement with the Borough. He thinks it may need to be re-negotiated. There was no further discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

SUPERINTENDENT'S AGENDA

I. PERSONNEL ITEMS

A. RESOLUTION TO APPROVE THE EMPLOYMENT OF A SUBSTITUTE TEACHER FOR THE 2013-2014 SCHOOL YEAR

WHEREAS the Superintendent of Schools recommends that the Board approve the employment of the following substitute teacher for the 2013-2014 school year:

Ashley Full * (State Certified Elementary K-5 teacher)
58 Allan Drive
No. Arlington, NJ 07031
*also an aide at Jefferson School

BE IT RESOLVED that the North Arlington Board of Education approved the employment of the above noted substitute teacher for the 2013-2014 school year.

B. RESOLUTION TO APPROVE THE APPOINTMENT OF A HOME PROGRAMMER FOR THE 2013-2014 SCHOOL YEAR

WHEREAS the Superintendent of Schools recommends that the Board approve the appointment of Jacalyn Lemise, 47 Chestnut Street, No. Arlington, NJ, as a Home Programmer (in addition to her duties as a full-time Aide), for the period beginning September 1, 2013 through June 30, 2014, at the hourly rate of \$22.00, limited to one hour of home programming daily. Hours of home programming must be documented on a separate time card.

BE IT RESOLVED that the North Arlington Board of Education approved the appointment of Jacalyn Lemise, 47 Chestnut Street, No. Arlington, NJ, as a Home Programmer (in addition to her duties as a full-time Aide), for the period beginning September 1, 2013 through June 30, 2014, at the hourly rate of \$22.00, limited to one hour of home programming daily. Hours of home programming must be documented on a separate time card.

C. RESOLUTION TO APPROVE THE APPOINTMENT OF A HEAD CUSTODIAN AT NORTH ARLINGTON HIGH SCHOOL FOR THE 2013-2014 SCHOOL YEAR

WHEREAS the Superintendent of Schools recommends that the Board approve the appointment of Julio Mejia as the Head Custodian at North Arlington High School for the period beginning January 1, 2014 through June 30, 2014, at a salary of \$53,316.27, pro-rated (includes responsibility differential and Black Seal License stipend).

BE IT RESOLVED that the North Arlington Board of Education approved the appointment of Julio Mejia as the Head Custodian at North Arlington High school for the period beginning January 1, 2014 through June 30, 2014 at a salary of \$53,316.27, pro-rated (includes responsibility differential and Black Seal License stipend).

D. RESOLUTION TO ACCEPT THE RESIGNATION OF A CUSTODIAN

WHEREAS the Superintendent of Schools recommends that the Board accept the resignation of Alberto Fernandez, night shift custodian at North Arlington Middle School, effective February 10, 2014.

BE IT RESOLVED that the North Arlington Board of Education accepted the resignation of Alberto Fernandez, night shift custodian at North Arlington Middle School, effective February 10, 2014.

E. RESOLUTION TO APPROVE A FIELD TRIP

WHEREAS the Superintendent of Schools recommends that the Board approve a field trip for approximately 30 students in Grades 10 and 11 from North Arlington High School on January 10, 2014, to New Milford High School, New Milford, NJ, for STEM Symposium – Rutgers University for Math, Science and Computer classes. Shows connection of what students are learning for future careers. Kenneth McCarthy and Joseph Spaccavento will supervise the trip. Use will be made of the school bus.

BE IT RESOLVED that the North Arlington Board of Education approved a field trip for approximately 30 students in Grades 10 and 11 from North Arlington High School on January 10, 2014, to New Milford High School, New Milford, NJ, for STEM Symposium – Rutgers University for Math, Science and Computer classes. Shows connection of what students are learning for future careers. Kenneth McCarthy and Joseph Spaccavento will supervise the trip. Use will be made of the school bus.

On Motion by Mr. Blanco, second by Mr. Rosko. On discussion Mr. Ricciardelli inquired regarding item D if there has been a posting. The Superintendent stated there has been a posting. Mr. Ricciardelli clarified there are two custodial openings and the Superintendent affirmed. The Business Administrator noted the Head Custodian in the High School is making a lateral move only. Any further discussion must take place in Executive Session. There was no further discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

ADJOURNMENT

There being no further business to come before the Board of Education of the Borough of North Arlington, in the County of Bergen, State of New Jersey, this Public Meeting of January 6, 2014 adjourned at 6:26 p.m.

On Motion by Mr. McDermott, second by Mr. Titterington. There was no discussion. On Roll Call all Board Members present voted in the affirmative and none in the negative, it was so ordered.

Respectfully,

Kathleen McEwin-Marano

KMM:pz