



PARK RIDGE BOARD OF EDUCATION

PARK RIDGE, NEW JERSEY

REORGANIZATION MEETING MINUTES

Board Office Conference Room

TUESDAY, JANUARY 2, 2018

Meeting Started: 8:00 P.M.

Meeting Ended: 9:07 P.M.

I. Call to Order

The meeting was called to order by *Robert Wright* at 8:00 p.m.

Roll Call

F. Church	P. Montalbano	B. von Bradsky	R. Sileo	D. Browne	P. Moran	J. Bruno
Y	Y	Y	Y	Y	Y	Y

Also Present:

Dr. Robert Gamper	Robert Wright
Y	Y

Pledge of Allegiance was led by *Robert Wright*.

Reading of the "Open Public Meetings Act" was done by *Robert Wright*.

OPEN PUBLIC MEETINGS ACT

This is to advise the general public and to instruct that it be recorded in the minutes that in compliance with Chapter 231 of the Public Laws of 1975, 7 caused to be posted at the Office of the Board of Education located at 85 Pascack Road, Park Ridge, NJ, and on January 11, 2017 sent to The Record, 1 Garret Mountain Plaza, P.O. Box 471, Woodland Park, NJ 07424-0471 and The Ridgewood News, 41 Oak Street, Ridgewood, NJ 07450-3805 and on January 11, 2017 delivered to the Office of the Municipal Clerk of Park Ridge a meeting notice setting forth the time, date and location of this meeting.

Public participation may be limited to 3 minutes per person.

Mr. Wright then led the Oath of Office for Frank Church, Robert Sileo and Barbara vonbradsky. All were sworn in as Board Members with a term to expire in the year 2020.

II. ORGANIZATION MEETING Superintendent's/Business Administrator's Report:

A. RESULTS OF THE ELECTION:

CANDIDATES – 3 Members for 3 years:

	<u>Polls</u>	<u>Mail-In</u>	<u>Absentee</u>	<u>Provisional</u>	<u>Total</u>
Frank Church	826	51	0	3	880
Robert Sileo	701	42	0	2	745
Barbara vonBradsky	821	46	0	4	871
David Bradler	647	35	0	3	685

NOMINATIONS AND ELECTION OF A PRESIDENT

Mr. Browne moved the nomination of *Mr. Joseph Bruno* for President.

Mr. Montalbano seconded the motion.

Roll call for election of *Mr. Joseph Bruno* as President:

FC	PM	BVB	RS	DB	PatM	JB
Y	Y	Y	Y	Y	Y	Y

Mr. Bruno was unanimously approved as Board President.

B. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

Mr. Montalbano moved the nomination of *Mr. Browne* for Vice-President.

Mr. Sileo seconded the motion.

Roll call for election of *Mr. Daniel Browne* as Vice-President:

FC	PM	BVB	RS	DB	PatM	JB
Y	Y	Y	Y	Y	Y	Y

Mr. Browne was unanimously approved as Board Vice-President.

PUBLIC PARTICIPATION – LIMITED TO AGENDA ITEMS - *NONE*

Public participation may be limited to 3 minutes per person.

Non-Consent Agenda:

Withdrawn:

Consent Agenda:

Moved:

Action Taken:

M:	FC				S:	RS			
FC	PM	BVB	RS	DB	PatM	JB			
Y	Y	Y	Y	Y	Y	Y	Y		

SPECIAL PRESENTATIONS TO THE BOARD

Auditor's Report – Jeffrey Bliss of Lerch, Vinci & Higgins, LLP

Mr. Bliss explained that the District received “unqualified” opinions, which meant that the District’s financial statements were materially correct, internal controls were good and the District had complied with all grant requirements. Mr. Bliss then reviewed the District’s Fund Balances, explaining what each one meant and what it could be used for. Overall, he reported that the business office kept good records and the district was “solid” financially.

The Board then asked Mr. Bliss to discuss the PERS/TPAF liability statement in the report. Mr. Bliss indicated that as a result of Detroit’s bankruptcy, it was now required to report on liabilities such as state pensions. He also noted that the calculation used to determine Park Ridge’s share was not based on actual numbers but rather projections.

Mr. Bliss mentioned that there were two findings during his audit, which need to be addressed. The first had to do with a software glitch that was improperly reporting the amount of reimbursable TPAF FICA. This error has been brought to the software company’s attention and they are working to correct it. The second finding had to do with an elementary student activity account that did not have the proper procedures in place. Mr. Wright explained that the business office is working with the elementary school to get those procedures in place and the matter should be resolved shortly.

1. **PAYMENT OF VOUCHERS**

Authorize the payment of vouchers that are due and payable each month prior to the regular meeting of the Board, including payroll, health benefits, debt service, social securities, and investments.

2. **APPROVAL OF VOUCHERS**

Designate the Board Members on a rotating basis to review vouchers contained on the monthly List of Bills.

3. **CHART OF ACCOUNTS**

Approval of the continuation of the Uniform Minimum Chart of Accounts in accordance with State statutes.

4. **LEGAL NEWSPAPERS**

The Ridgewood News and The Record are appointed as the legal newspapers for advertisements. The Record is designated for legal notices; The Ridgewood News is being recommended in order to provide flexibility for emergencies.

5. **FACSIMILE SIGNATURE**

The Park Ridge Board of Education approves the use of facsimile signatures of the Board President for the Operating Account.

6. **TIME AND PLACE OF REGULAR MONTHLY MEETING** – Pursuant to Board Policy #0154.

The Regular Monthly Meetings of the Park Ridge Board of Education will generally be held on the third Monday of each month at 8:00 p.m. in the Little Theater of the Park Ridge High School, except as indicated.

The dates for the regular monthly meetings are as follows:

January 22, 2018	August 27, 2018
February 12, 2018	September 17, 2018
March 19, 2018	October 15, 2018
April 16, 2018	November 19, 2018
May 21, 2018	December 17, 2018
June 18, 2018	

January 2, 2019 Reorganization Meeting*

*To be held in Board Office Conference Room

Other meetings will be designated as Special Meetings and advertised as needed.

7. DEPOSITORIES AND SIGNATURES JANUARY 1, 2018 THROUGH THE NEXT REORGANIZATION MEETING:

N.J.S.A. 17:9-9; 18a:17-34 and 18A:19-1

Bank – Capital One

A. AGENCY ACCOUNT #7047888500

SBA/BS, Robert Wright
and
Superintendent, Dr. Robert Gamper
or
Assistant to SBA/BS, Rita Coppola

B. PAYROLL ACCOUNT #7047888519

Superintendent, Dr. Robert Gamper

C. UNEMPLOYMENT COMPENSATION ACCOUNT #7047888527

SBA/BS, Robert Wright
and
Superintendent, Dr. Robert Gamper
or
Assistant to SBA/BS, Rita Coppola

D. OPERATING ACCOUNT #7047888535

President or V.P.
and
SBA/BS, Robert Wright
and
Superintendent, Dr. Robert Gamper
or
Assistant to SBA/BS, Rita Coppola

E. PETTY CASH ACCOUNT #7047888543

SBA/BS, Robert Wright
or
Superintendent, Dr. Robert Gamper

- F. ATHLETIC ACCOUNT #7047888551
 SBA/BS, Robert Wright
 and/or
 Superintendent, Dr. Robert Gamper
 and/or
 Assistant to SBA/BS, Rita Coppola

- G. EXTRA CURRICULAR ACCOUNT #7047888578
 SBA/BS, Robert Wright
 and/or
 Superintendent, Dr. Robert Gamper
 and/or
 Assistant to SBA/BS, Rita Coppola

- H. PARK RIDGE BOARD OF EDUCATION ERNA FOLKENS TRUST
 State of New Jersey Cash Management Fund, Account #7047888586
 SBA/BS, Robert Wright
 or
 Superintendent, Dr. Robert Gamper
 or
 Assistant to SBA/BS, Rita Coppola
 or
 Assistant Business Administrator, Krista Kersting

- I. PARK RIDGE BOARD OF EDUCATION VARSITY CLUB, A/C #7047888594
 SBA/BS, Robert Wright
 or
 Superintendent, Dr. Robert Gamper
 and
 Assistant to SBA/BS, Rita Coppola

- J. EAST BROOK EXTRACURRICULA ACCOUNT, A/C #7057389642
 Assistant Business Administrator, Krista Kersting

- K. ROLAND C. QUACKENBUSH SCHOLARSHIP FUND, Managed by Capital One
 A/C #7057304353

- L. BEER FAMILY SCHOLARSHIP FUND, Managed by Capital One
 A/C 7057347222

- M. JOHANNA MULHALL SCHOLARSHIP ACCOUNT, Managed by State of New
 Jersey Cash Management Fund
 A/C #117-51578-171

- N. **ANDREW AND MARIE JOHNSON PRIZE**, Managed by son, Edward Johnson through Vanguard Wellington
A/C #0021/09910849226

8. **DEPOSITORIES AND INVESTMENTS**

Pursuant to Title 17:12b-241, the Park Ridge Board of Education to authorize Robert Wright, School Business Administrator/Board Secretary and/or Krista Kersting, Assistant Business Administrator, to invest school funds and order wire transfers, if necessary to complete the transaction, in one or more accounts in any insured bank, whose principal office is located in New Jersey in any amount up to, but not exceeding, the amounts for which such accounts are insured.

9. **PETTY CASH FUND**

Approval of the petty cash fund, as per Policy 6620.

10. **FLEXIBLE SPENDING PLAN**

Approval of the continuation of the district's flexible spending plan with Ameriflex.

11. **403(b) AND 457 DEFERRED COMPENSATION PLANS**

Approval of the continuation of the district's 403(b) and 457 deferred compensation plans and waiver of coverage incentive plan.

12. **ORGANIZATIONAL CHART**

Approval of Organizational Chart, as listed under Policy 1110.

13. **SECTION 125/CAFETERIA PLAN**

The Park Ridge Board of Education to authorize the Premium Conversion Plan, the "Plan," effective January 1, 2018 to allow eligible employees to elect to reduce their cash compensation in consideration of their receipt of certain employee and dependent health care coverage under the employer sponsored health plans. This Plan is intended to qualify as a "cafeteria plan" within the meaning of Section 125 of the Internal Revenue Code.

14. **RE-ADOPTION OF BOARD POLICIES**

The Park Ridge Board of Education to re-adopt Board Policies and Regulations on file and shall remain in effect until the next organizational meeting unless otherwise amended.

15. **JOB DESCRIPTIONS**

The Park Ridge Board of Education to re-approve job descriptions, which are on file in the Superintendent's office.

16. **DISTRICT MISSION STATEMENT**

The Park Ridge Board of Education to approve the District Mission Statement.

17. **CUSTODIAN OF RECORDS**

The Park Ridge Board of Education to approve Robert Wright as Custodian of Records.

18. **QUALIFIED PURCHASING AGENT**

The Park Ridge Board of Education to approve Robert Wright as the district's Qualified Purchasing Agent.

19. **INTEGRATED PEST MANAGEMENT COORDINATOR (IPM)**

The Park Ridge Board of Education to approve Brian Pierro as the IPM.

20. **AFFIRMATIVE ACTION OFFICER**

The Park Ridge Board of Education to approve Troy Lederman as Public Agency Compliance (Affirmative Action) Officer of the Park Ridge School District.

21. **PUBLIC COMPLIANCE OFFICER**

The Park Ridge Board of Education to approve Robert Wright as the district Public Agency Compliance Officer (P.A.C.O.).

22. **504 COMPLIANCE OFFICER**

The Park Ridge Board of Education to approve Lisa Bernardo as the district 504 Compliance Officer.

23. **HIB COORDINATOR AND COMMITTEE/SPECIALISTS**

The Park Ridge Board of Education to approve the following for the Park Ridge School District:

- Lisa Bernardo as HIB Coordinator
- Specialists
 - Wendy Rudis East Brook
 - Tamar Keller-Moczarski West Ridge
 - Andrew Yeager High School

24. **AHERA**

The Park Ridge Board of Education to approve Robert Wright as the AHERA Coordinator.

25. **FEES FOR COPIES**

Approval of continuation of fees for copies of public documents as follows:

- .75 per page for first ten pages
- .50 per page for next 11-20 pages
- .25 per page for over 20 pages

26. **BID AUTHORIZATION**

The Park Ridge Board of Education to authorize the Board Secretary/Business Administrator to advertise for bids in accordance with the provisions of Title 18A:18A 'Public School Contracts Law' in The Record or The Ridgewood News whenever appropriate for the period through the next Organizational Meeting. Such bids for goods and/or services are to be in accordance with prepared bid specifications and to be opened at the office of the Board Secretary/Business Administrator not less than 10 days subsequent to advertising.

27. **SAFETY AND HEALTH**

The Park Ridge Board of Education to approve Robert Wright as the district's Safety and Health Coordinator.

28. **SUBSTANCE AWARENESS**

The Park Ridge Board of Education to approve Andrew Yeager as the Substance Awareness Coordinator.

29. **RIGHT-TO-KNOW**

The Park Ridge Board of Education to approve Robert Wright as the Right-To-Know Coordinator.

30. **CODE OF ETHICS**

The Park Ridge Board of Education to discuss and approve the Code of Ethics. Each board member has to acknowledge and sign the receipt.

31. **REGION II MEMBERSHIP**

Resolved that the School District of Park Ridge to affirm their membership in the Pascack Valley Council for Special Education (Region II) for the 2018/19 school year and commits their full support and financial participation in the Council.

32. **APPOINTMENT BY THE BOARD**

A. Ad Hoc Committees

- 1) Buildings & Grounds Committee
 - Joseph Bruno
 - Frank Church
 - Peter Montalbano
- 2) Education Committee
 - Daniel Browne
 - Robert Sileo
 - Barbara vonBradsky
- 3) Finance Committee
 - Frank Church
 - Peter Montalbano
 - Barbara vonBradsky
- 4) Negotiations Committee
 - Frank Church
 - Peter Montalbano
 - Robert Sileo
 - Joseph Bruno (Alternate)
- 5) Personnel Committee
 - Daniel Browne
 - Joseph Bruno
 - Barbara vonBradsky
 - Robert Sileo (Alternate)
- 6) Technology Committee
 - Daniel Browne
 - Peter Montalbano
 - Patrick Moran

B. Delegates to:

- 1) New Jersey School Boards Association
 - Joseph Bruno
- 2) Bergen County School Boards Association
 - Joseph Bruno

33. **SCHOOL BOOSTER CLUBS**

The Park Ridge Board of Education recognizes the following school Booster Clubs:

S.P.A. - Supporters of the Performing Arts
PREF - Park Ridge Educational Foundation
Park Ridge HS Band

Park Ridge Athletic Booster Clubs:

Cheerleader
Football
Boys and Girls Soccer
Volleyball
Wrestling
Baseball
Softball
Track
Boys and Girls Lacrosse
Operation Graduation (OpGrad)

III. PUBLIC PARTICIPATION

EDUCATION RESOLUTION

E1. Participation in Future Ready Schools NJ

WHEREAS, the Park Ridge Board of Education first seeks to support the identification of a Future Ready Schools – New Jersey district team lead and create a team of FRS-NJ specialists that infuse Digital Learning across multiple disciplines including: math, technology, media, arts, science, language arts, and Career and Technical Education;

WHEREAS, the Park Ridge Board of Education will support and promote the development of individual school Future Ready teams that infuse Digital Learning across multiple disciplines including: math, technology education, media, arts, science, language arts, and Career and Technical Education;

THEREFORE, it is resolved that the Park Ridge Board of Education agrees to participate in the Future Ready Schools – New Jersey.

We hereby appoint Dr. Robert Gamper to be the District’s liaison to the Future Ready Schools – New Jersey, who will report to the Board upon the completion of tasks for the Certification Program.

We do hereby recognize that Dr. Patrick Bernardo will be the responsible agent at the district level to carry out the District’s commitment for its schools to participate in Future Ready Schools – New Jersey.

We agree to follow through with the District’s commitment and support our schools achieve certification through the Future Ready Schools – New Jersey Certification Program.

FINANCE RESOLUTIONS

- F1. The Park Ridge Board of Education accepts the 2016/2017 Report of Audit as presented by the accounting firm of Lerch, Vinci & Higgins, LLP, with a copy of the audit synopsis to be forwarded to the New Jersey Department of Education, Bergen County office, as per state regulations, and

The Board of Education approves the Corrective Action Plan based on the School District auditor's recommendation. **"F1"**

- F2. **RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF PARK RIDGE IN THE COUNTY OF BERGEN, NEW JERSEY AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH THE UNDERTAKING OF MEDIA CENTER RENOVATIONS AT THE ELEMENTARY SCHOOLS AS OTHER CAPITAL PROJECTS**

WHEREAS, the Board of Education of the Borough of Park Ridge in the County of Bergen, New Jersey (the "Board"), seeks to undertake Media Center Renovations at the Elementary Schools (collectively, the "Project"); and

WHEREAS, the School District seeks to undertake the Project as an "other capital project" consisting of a capital project eligible or otherwise eligible for State of New Jersey support and to fund such project, in full, with monies on deposit in the Capital Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF PARK RIDGE IN THE COUNTY OF BERGEN, NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board, approves the preparation of Schematic Plans and Educational Specifications by Parette Somjen Architects LLC in connection with the Project, and Board further authorizes and directs Parette Somjen Architects LLC to submit same to the New Jersey Department of Education and to the Bergen County Superintendent of Schools for review and approval. The Board further authorizes and directs the submission of the Schematic Plans to the Park Ridge Borough Planning Board for its review, to the extent required.

Section 2. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board approves an amendment to the Long-Range Facilities Plan, as necessary, to reflect the Project and approves the submission of such amendment to the New Jersey Department of Education.

Section 3. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board approves the Project applications, and Parette Somjen Architects LLC is hereby directed to submit such application to the New Jersey Department of Education.

Section 4. With respect to the Project, the Board authorizes and directs the Board President, the Superintendent, and the Business Administrator/Board Secretary, as applicable, to execute the schematic plans and educational specifications, the amendment to the Long-Range Facilities Plan, the Project cost estimate sheets and all related project documents allowing submission of same to the New Jersey Department of Education.

Section 5. This resolution shall take effect immediately.

Consent Approval for Resolutions:

M: *FC* S: *PatM*

FC PM BVB RS DB PatM JB

Y Y Y Y Y Y Y

IV. ADJOURNMENT – 9:07 P.M.

M: *PM* S: *PatM*

FC PM BVB RS DB PatM JB

Y Y Y Y Y Y Y

Robert Wright
Board Administrator/ Board Secretary