



PARK RIDGE BOARD OF EDUCATION
PARK RIDGE, NEW JERSEY

REORGANIZATION MEETING MINUTES

Board Office Conference Room

TUESDAY, JANUARY 3, 2017

8:00 P.M. Public

Public Started: 8:00 P.M.
Meeting Ended: 10:30 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, entitled the "Open Public Meetings Act," the Park Ridge Board of Education on January 11, 2016 caused to be posted at the Office of the Board of Education located at 85 Pascack Road, Park Ridge, NJ, and on January 11, 2016 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, 2016 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 Mr. Joseph Bruno and Mr. Peter Montalbano. Both were sworn in as Board Members with a term to expire in the year 2019.

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

A. RESULTS OF THE ELECTION:

CANDIDATES – 2 Members for 3 years:

	<u>Polls</u>	<u>Mail-In</u>	<u>Absentee</u>	<u>Provisional</u>	<u>Total</u>
Joseph Bruno	1172	184	0	9	1365
Peter Montalbano	996	169	0	5	1170

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

Mr. Montalbano 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.

- C. 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:

SPECIAL PRESENTATIONS TO THE BOARD

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

Mr. Jeff Bliss presented the Audit Report to the Board. He reported that the District received an unqualified or clean opinion, which means there were no material misstatements or scope limitations. Similar opinions were given in regards to compliance with State and Federal grants and internal control procedures, which meant that the District complied in all material respects with the law. He commented that the Business Office does a good job. There were no findings for the second year in a row. He then reviewed Exhibit C-1, which outlines the General Fund operations. The Exhibit shows all revenue and expenses line by line, all adjustments made to original budget and compares the budget to actual. There is also a Summary of Fund Balances at the end of the Exhibit. Mr. Bliss explained that the District ended the year with 8.9 million in Fund Balance. This money includes funds set aside and restricted for certain purposes. Restricted accounts can only be used for identified purposes. One example given was the Capital Reserve Fund, which needs to be used for school facility projects. The Emergency Reserve was not increased. Mr. Bliss explained it is difficult to get money out of this fund. Withdrawals must be approved by the County Superintendent. The most that can be designated is 1% of the Budget. Encumbrances represent open commitments of services/goods not received. It is not available to the Board going forward. The Fund Balance is at the maximum allowed (2% of the actual budgetary expense plus the excess of Extraordinary Aid). Financially, Mr. Bliss said the District is doing excellent. They have a nice capital

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reserve set aside. Going into the 2017-18 fiscal year, they are in excellent financial position. Rating agencies would be positive on the audit report results. He did indicate a need to start using the Capital Reserves. He commented that eight years ago, the State took funds from schools. There are rumors it may happen again. The situation with the pension is not good. The Board thanked Mr. Bliss for his report.

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 23, 2017	August 28, 2017
February 27, 2017	September 18, 2017
March 20, 2017	October 16, 2017
April 24, 2017	November 20, 2017
May 22, 2017	December 18, 2017
June 12, 2017	

January 2, 2018 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, 2017 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

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- F. ATHLETIC ACCOUNT #7047888551
SBA/BS, Robert Wright
or
Superintendent, Dr. Robert Gamper
and
Assistant to SBA/BS, Rita Coppola
- G. EXTRA CURRICULAR ACCOUNT #7047888578
SBA/BS, Robert Wright
or
Superintendent, Dr. Robert Gamper
and
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
Administrative Assistant/Bookkeeper, Yvette Dallesandro
- 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. ROLAND C. QUACKENBUSH SCHOLARSHIP FUND, Managed by Capital One
A/C #7057304353
- K. BEER FAMILY SCHOLARSHIP FUND, Managed by Capital One
A/C 7057347222
- L. JOHANNA MULHALL SCHOLARSHIP ACCOUNT, Managed by State of New
Jersey Cash Management Fund
A/C #117-51578-171

M. 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 Yvette Dallesandro, Administrative Assistant/Bookkeeper, 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 Aflac.

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, 2017 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. **APPOINTMENT BY THE BOARD**

- A. Ad Hoc Committees
 - 1) Finance Committee
 - 2) Buildings & Grounds Committee
 - 3) Education Committee
 - 4) Negotiations Committee
 - 5) Personnel Committee
- B. Delegates to:
 - 1) New Jersey School Boards Association
 - 2) Bergen County School Boards Association

31. **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.

32. **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 2017/18 school year and commits their full support and financial participation in the Council.

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 - None

EDUCATION RESOLUTION

E1. The Park Ridge Board of Education approves the creation of a new position of “Assistant Business Administrator” for the Business Office.

M: S:
FC PM BVB RS DB PatM JB

FINANCE RESOLUTION

F1. The Park Ridge Board of Education accepts the 2015/2016 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. **“F1”**

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

PERSONNEL RESOLUTION

P1. The Park Ridge Board of Education approves the attached job description for the Assistant Business Administrator position. ***"P1"***

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

IV. **ADJOURNMENT – 10:30 P.M.**

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

Robert Wright
Board Administrator/ Board Secretary