



PARK RIDGE BOARD OF EDUCATION

PARK RIDGE, NEW JERSEY

REORGANIZATION

ACTION MEETING MINUTES

Board Office Conference Room

MONDAY, JANUARY 5, 2015

Public Started: 8:00 P.M.

Private Started: 9:04 P.M.

Public Started: 9:17 P.M.

Meeting Ended: 9:18 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" 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 9, 2014 caused to be posted at the Office of the Board of Education located at 85 Pascack Road, Park Ridge, NJ, and on January 9, 2014 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 9, 2014 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.

Frank Church, Robert Sileo, and Barbara von Bradsky sworn in as Board Members with a term to expire in the year 2017.

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

A. RESULTS OF THE ELECTION:

CANDIDATES – 3 Members for 3 years:

	<u>Polls</u>	<u>Absentee</u>	<u>Provisional</u>	<u>Total</u>
Frank Church	856	40	2	898
Robert Sileo	700	40	1	741
Barbara von Bradsky	914	42	2	958
Brian V. Carolan	576	29	0	605

B. NOMINATIONS AND ELECTION OF A PRESIDENT

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

Robert Sileo seconded the motion.

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

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

C. NOMINATIONS AND ELECTION OF A VICE PRESIDENT

Robert Sileo moved the nomination of *Daniel Browne* for Vice-President.

Barbara von Bradsky seconded the motion.

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

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

D. PUBLIC PARTICIPATION – LIMITED TO AGENDA ITEMS

Public participation may be limited to 3 minutes per person.

None

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

Jeffrey Bliss reviewed the 2013/14 Audit with the Board. He discussed the Board's financial position and described it as excellent. In addition, he reviewed management comments and recommendations.

1. **APPOINTMENT OF AUDITOR – N.J.S.A. 18A:23-1**
The firm of **Lerch, Vinci & Higgins** be appointed as School Auditor for the 2015/2016 school year.
2. **APPOINTMENT OF SCHOOL PHYSICIAN - N.J.S.A. 18A:40-1**
Dr. Edward Gold be appointed as School Physician of record for the period of July 1, 2015 through June 30, 2016.
3. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**
Sheldon Silver be appointed Public Agency Compliance (Affirmative Action) Officer of the Park Ridge School District for the 2015/2016 school year.
4. **APPOINTMENT OF ATTORNEYS – Board Policy 0153**
The legal firm of **Kenney, Gross, Kovats, & Parton L.L.P.** be appointed as School Attorney of record for the period beginning July 1, 2015 through June 30, 2016.

The legal firm of **Schenck Price Smith & King, LLP** be appointed as counsel for Special Services of record for the period beginning July 1, 2015 through June 30, 2016.

The legal firm of **Wilentz Goldman & Spitzer** be appointed as bond counsel of record for the period beginning July 1, 2015 through June 30, 2016.
5. **APPOINTMENT OF INSURANCE ADVISOR**
Vozza Agency be appointed Insurance Advisor of record for the Park Ridge School District for the 2015/2016 school year.
6. **APPOINTMENT OF HEALTH INSURANCE ADVISOR**
Brown & Brown Benefit Advisors be appointed Health Insurance Advisor of record for the Park Ridge School District for the 2015/2016 school year.
7. **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, investments.

8. **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.

9. **FACSIMILE SIGNATURE**

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

10. **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 26, 2015	August 31, 2015
February 23, 2015	September 21, 2015
March 23, 2015	October 19, 2015
April 20, 2015	November 16, 2015
May 18, 2015	December 14, 2015
June 15, 2015	

January 4, 2016 Reorganization Meeting**

**To be held in Board Office Conference Room

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

11. **APPROVAL OF VOUCHERS**

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

12. **CHART OF ACCOUNTS**

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

13. 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.

14. DEPOSITORIES AND SIGNATURES JANUARY 1, 2015 THROUGH THE NEXT REORGANIZATION MEETING:

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

Bank – Capital One

Location – Westwood

1. AGENCY ACCOUNT #7047888500
SBA/BS, Robert Wright
and
Superintendent, Dr. Robert Gamper
or
Assistant to SBA/BS, Rita Coppola
2. PAYROLL ACCOUNT #7047888519
Superintendent, Dr. Robert Gamper
3. UNEMPLOYMENT COMPENSATION ACCOUNT #7047888527
SBA/BS, Robert Wright
and
Superintendent, Dr. Robert Gamper
or
Assistant to SBA/BS, Rita Coppola
4. OPERATING ACCOUNT #7047888535
President or V.P.
and
SBA/BS, Robert Wright
and
Superintendent, Dr. Robert Gamper
or
Assistant to SBA/BS, Rita Coppola
5. PETTY CASH ACCOUNT #7047888543
SBA/BS, Robert Wright
or
Superintendent, Dr. Robert Gamper

6. ATHLETIC ACCOUNT #7047888551
SBA/BS, Robert Wright
or
Superintendent, Dr. Robert Gamper
and
Assistant to SBA/BS, Rita Coppola
7. EXTRA CURRICULAR ACCOUNT #7047888578
SBA/BS, Robert Wright
or
Superintendent, Dr. Robert Gamper
and
Assistant to SBA/BS, Rita Coppola
8. 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
9. 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
10. ROLAND C. QUACKENBUSH SCHOLARSHIP FUND, Managed by Capital One
A/C #7057304353
11. BEER FAMILY SCHOLARSHIP FUND, Managed by Capital One
A/C 7057347222

12. JOHANNA MULHALL SCHOLARSHIP ACCOUNT, Managed by State of New Jersey Cash Management Fund
A/C #117-51578-171
13. ANDREW AND MARIE JOHNSON PRIZE, Managed by son, Edward Johnson through Vanguard Wellington
A/C #0021/09910849226
15. **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.
16. **FLEXIBLE SPENDING PLAN**
Approval of the continuation of the district's flexible spending plan with Aflac.
17. **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.
18. **ORGANIZATIONAL CHART**
Approval of Organizational Chart, as listed under Policy 1110.
19. **SECTION 125/CAFETERIA PLAN**
The Park Ridge Board of Education to authorize the Premium Conversion Plan, the "Plan," effective January 1, 2015 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.
20. **UNIFORM STATE MEMORANDUM OF AGREEMENT***
Approval of the Annual Update to the Uniform State Memorandum of Agreement with the local police authorities.
21. **NURSING SERVICES & EMERGENCY SAFETY AND SECURITY PLANS***
Review and approval of both plans for the 2014/15 school year.

22. **TECHNOLOGY PLAN***
Continuation of Three-Year Technology Plan for years 2013-2016.
23. **COMPREHENSIVE MAINTENANCE PLAN***
Approval of Comprehensive Maintenance Plan for the 2014/15 school year.
24. **SCHOOL SAFETY PLAN***
Review and approval of Park Ridge School "School Safety Plan" for the High School and Elementary Schools for the 2014/15 school year.
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. **APPOINTMENT BY THE BOARD**
 - A. Ad Hoc Committees
 - 1) Finance Committee – Frank Church, Peter Montalbano, Patrick Moran,
 - 2) Buildings & Grounds Committee – Daniel Browne, Joseph Bruno, Peter Montalbano,
 - 3) Education Committee –Patrick Moran, Robert Sileo, Barbara von Bradsky
 - 4) Technology Committee – Daniel Browne, Frank Church, Patrick Moran
 - 5) Negotiations Committee – Frank Church, Peter Montalbano, Robert Sileo
 - 6) Personnel Committee – Daniel Browne, Joseph Bruno Barbara von Bradsky
 - B. Delegates to:
 - 1) New Jersey School Boards Association – Joseph Bruno
 - 2) Bergen County School Boards Association – Joseph Bruno

28. **CUSTODIAN OF RECORDS**
The Park Ridge Board of Education to approve Robert Wright as Custodian of Records.
29. **PUBLIC COMPLIANCE OFFICER**
The Park Ridge Board of Education to approve Robert Wright as the district Public Agency Compliance Officer (P.A.C.O.).
30. **504 COMPLIANCE OFFICER**
The Park Ridge Board of Education to approve Lisa Bernardo as the district 504 Compliance Officer.
31. **HIB/ANTI-BULLYING COORDINATOR AND COMMITTEE**
The Park Ridge Board of Education to approve the following for the Park Ridge School District:
- Lisa Bernardo as HIB and Anti-Bullying Coordinator
 - Anti-Bullying Specialists
 - Sheldon Silver East Brook
 - Tamar Keller-Moczarski West Ridge
 - Andrew Yeager High School
32. **CURRICULUM AND TEXTBOOKS***
The Park Ridge Board of Education to approve the curricula and textbooks for all grades from Pre-K through Grade 12 for the subjects listed, including all State mandated programs and services, for the 2014/2015 school year. This approval includes the curricula and curriculum guides and program of studies as stipulated in N.J.A.C 6:8-4.3(a)3.
33. **EXTRACURRICULAR***
The Park Ridge Board of Education to approve all extracurricular offerings from Pre-K through Grade 12 for the areas listed in the Bargaining Unit Agreement, for the 2014/2015 school year.
34. **PETTY CASH FUND**
Approval of the petty cash fund, as per Policy 6620.
35. **QUALIFIED PURCHASING AGENT**
The Park Ridge Board of Education to approve Robert Wright as the district's Qualified Purchasing Agent.
36. **INTEGRATED PEST MANAGEMENT COORDINATOR (IPM)**
The Park Ridge Board of Education to approve Nick Ruhle as the IPM.

- 37. **SAFETY AND HEALTH**
The Park Ridge Board of Education to approve Robert Wright as the district’s Safety and Health Coordinator.
- 38. **SUBSTANCE AWARENESS**
The Park Ridge Board of Education to approve Andrew Yeager as the Substance Awareness Coordinator.
- 39. **AHERA**
The Park Ridge Board of Education to approve Robert Wright as the AHERA Coordinator.
- 40. **RIGHT-TO-KNOW**
The Park Ridge Board of Education to approve Robert Wright as the Right-To-Know Coordinator.
- 41. **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.
- 42. **JOB DESCRIPTIONS***
The Park Ridge Board of Education to re-approve the job descriptions, which are on-line at the Park Ridge School District’s website.
- 43. **DISTRICT MISSION STATEMENT**
The Park Ridge Board of Education to approve the District Mission Statement.
- 44. **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 2015/16 school year and commits their full support and financial participation in the Council.

*All back-up is available in the Superintendent’s Office for review (#’s 20, 21, 22, 23, 24, 32, 33, 42).

III. PUBLIC PARTICIPATION

The Board adjourned to Executive to discuss confidential personnel matters at 9:04 p.m.

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

The Board returned to Public at 9:17 p.m.

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

IV. ADJOURNMENT: *9:18 p.m.*

Robert Wright
Board Administrator/Board Secretary