



PARK RIDGE BOARD OF EDUCATION

PARK RIDGE, NEW JERSEY

REORGANIZATION MEETING

ACTION MEETING MINUTES

Board Office Conference Room

MONDAY, JANUARY 6, 2014

8:00 P.M. Public



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, 2013 caused to be posted at the Office of the Board of Education located at 85 Pascack Road, Park Ridge, NJ, and on January 9, 2013 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, 2013 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.

Joseph Bruno and Peter Montalbano were sworn in as Board Members with a term to expire in the year 2016.

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

A. RESULTS OF THE ELECTION:

CANDIDATES – 2 Members for 3 years:

	<u>Polls</u>	<u>Absentee</u>	<u>Provisional</u>	<u>Total</u>
Joseph Bruno	600	71	1	672
Peter Montalbano	486	68	2	556

NOMINATIONS AND ELECTION OF A PRESIDENT

Mr. Montalbano moved the nomination of *Mr. Bruno* for President and *Mrs. vonBradsky* seconded the nomination for the position of President with the following roll call vote:

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

Mr. Bruno was unanimously elected as Board President.

B. NOMINATIONS AND ELECTION OF A VICE PRESIDENT

Mr. Sileo moved the nomination of *Dan Browne* for Vice-President and *Mrs. vonBradsky* seconded the nominations for the position of Vice-President with the following roll call vote:

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

Mr. Browne was unanimously elected as Vice-President.

C. PUBLIC PARTICIPATION – LIMITED TO AGENDA ITEMS - None

Public participation may be limited to 3 minutes per person.

Consent Agenda:

The Board reviewed the consent agenda. The agenda passed as follows:

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

1. **APPOINTMENT OF AUDITOR – N.J.S.A. 18A:23-1**
The firm of **Lerch, Vinci & Higgins** appointed as School Auditor for the 2014/2015 school year.
2. **APPOINTMENT OF SCHOOL PHYSICIAN - N.J.S.A. 18A:40-1**
Dr. Edward Gold appointed as School Physician for the period of July 1, 2014 through June 30, 2015 at a salary of \$5,000.
3. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**
Sheldon Silver appointed Public Agency Compliance (Affirmative Action) Officer of the Park Ridge School District for the 2014/2015 school year.
4. **APPOINTMENT OF ATTORNEYS – Board Policy 0153**
The legal firm of **Kenney, Gross, Kovats, & Parton L.L.P.** appointed as School Attorney for the period beginning July 1, 2014 through June 30, 2015, as per agreement.

The legal firm of **Fogarty & Hara** appointed as counsel for Special Services for the period beginning July 1, 2014 through June 30, 2015, as per agreement.

The legal firm of **Schenck Price Smith & King, LLP** appointed as counsel for Special Services for the period beginning July 1, 2014 through June 30, 2015, as per agreement.

The legal firm of **Wilentz Goldman & Spitzer** appointed as bond counsel for the period beginning July 1, 2014 through June 30, 2015, as per agreement.
5. **APPOINTMENT OF ARCHITECT**
The architectural firm of **DiCara/Rubino Architects** appointed as the school architect for the 2014/2015 school years.
6. **APPOINTMENT OF INSURANCE ADVISOR**
Vozza Agency appointed Insurance Advisor for the Park Ridge School District for the 2014/2015 school year.
7. **APPOINTMENT OF HEALTH INSURANCE ADVISOR**
Brown and Brown Benefit Advisors appointed Health Insurance Advisor for the Park Ridge School District for the 2014/2015 school year, at a fee of \$2,500 per month.

8. **PAYMENT OF VOUCHERS**

Authorized 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.

9. **LEGAL NEWSPAPERS**

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

10. **FACSIMILE SIGNATURE**

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

11. **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 27, 2014	August 25, 2014
February 24, 2014	September 15, 2014
March 24, 2014	October 20, 2014
April 28, 2014	November 17, 2014
May 19, 2014	December 15, 2014
June 16, 2014	

January 5, 2015 Reorganization Meeting*

*To be held in the Little Theater.

Other meetings are designated as Special Meetings and advertised as needed.

12. **APPROVAL OF VOUCHERS**

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

13. CHART OF ACCOUNTS

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

14. RE-ADOPTION OF BOARD POLICIES

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

15. DEPOSITORIES AND SIGNATURES JANUARY 1, 2014 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. JOHANNA MULHALL SCHOLARSHIP ACCOUNT, Managed by State of New Jersey Cash Management Fund
A/C #117-51578-171
12. ANDREW AND MARIE JOHNSON PRIZE, Managed by son, Edward Johnson through Vanguard Wellington
A/C #0021/09910849226
16. **DEPOSITORIES AND INVESTMENTS**
Pursuant to Title 17:12b-241, the Park Ridge Board of Education authorized 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.
17. **FLEXIBLE SPENDING PLAN**
Approved the continuation of the district's flexible spending plan with Aflac.
18. **403(b) DEFERRED COMPENSATION PLAN**
Approved the continuation of the district's 403(b) deferred compensation plans and waiver of coverage incentive plan.
19. **ORGANIZATIONAL CHART**
Approved Organizational Chart, as listed under Policy 1110.
20. **SECTION 125/CAFETERIA PLAN**
The Park Ridge Board of Education authorized the Premium Conversion Plan, the "Plan," effective January 1, 2014 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.
21. **UNIFORM STATE MEMORANDUM OF AGREEMENT***
Approved the Annual Update to the Uniform State Memorandum of Agreement with the local police authorities.

22. **NURSING SERVICES & EMERGENCY SAFETY AND SECURITY PLANS***
Reviewed and approved both plans for the 2013/14 school year.
23. **TECHNOLOGY PLAN***
Continuation of Three-Year Technology Plan for years 2013-2016 approved.
24. **COMPREHENSIVE MAINTENANCE PLAN***
Approved Comprehensive Maintenance Plan for the 2013/14 school year.
25. **SCHOOL SAFETY PLAN***
Reviewed and approved of Park Ridge School "School Safety Plan" for the High School and Elementary Schools for the 2013/14 school year.
26. **FEES FOR COPIES**
Approved 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
27. **BID AUTHORIZATION**
The Park Ridge Board of Education authorized 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.
28. **APPOINTMENT BY THE BOARD**
 - A. Ad Hoc Committees
 - 1) Finance – Peter Montalbano, Patrick Moran & Frank Church
 - 2) Buildings & Grounds Committee – Joseph Bruno, Peter Montalbano & Daniel Browne
 - 3) Education – Patrick Moran, Robert Sileo & Barbara von Bradsky
 - 4) Technology – Daniel Browne, Patrick Moran, & Frank Church
 - 5) Negotiations – Robert Sileo, Frank Church & Peter Montalbano
 - 6) Personnel – Joseph Bruno, Daniel Browne, Barbara von Bradsky
 - B. Delegates to:
 - 1) New Jersey School Boards Association – Joseph Bruno
 - 2) Bergen County School Boards Association – Joseph Bruno

29. **CUSTODIAN OF RECORDS**
The Park Ridge Board of Education approved Robert Wright as Custodian of Records.
30. **PUBLIC COMPLIANCE OFFICER**
The Park Ridge Board of Education approved Robert Wright as the district Public Agency Compliance Officer (P.A.C.O.).
31. **504 COMPLIANCE OFFICER**
The Park Ridge Board of Education approved Lisa Bernardo as the district 504 Compliance Officer.
32. **APPOINTMENT OF HIB COORDINATOR**
The Park Ridge Board of Education approved Lisa Bernardo as HIB Coordinator of the Park Ridge School District.
33. **CURRICULUM AND TEXTBOOKS***
The Park Ridge Board of Education approved 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 2013/2014 school year. This approval included the curricula and curriculum guides and program of studies as stipulated in N.J.A.C 6:8-4.3(a)3.
34. **EXTRACURRICULAR***
The Park Ridge Board of Education approved all extracurricular offerings from Pre-K through Grade 12 for the areas listed in the Bargaining Unit Agreement, for the 2013/2014 school year.
35. **PETTY CASH FUND**
Approved of the petty cash fund, as per Policy 6620.
36. **QUALIFIED PURCHASING AGENT**
The Park Ridge Board of Education approved Robert Wright as the district's Qualified Purchasing Agent.
37. **INTEGRATED PEST MANAGEMENT COORDINATOR (IPM)**
The Park Ridge Board of Education approved Nick Ruhle as the IPM.
38. **SAFETY AND HEALTH**
The Park Ridge Board of Education approved Robert Wright as the district's Safety and Health Coordinator.

- 39. **SUBSTANCE AWARENESS**
The Park Ridge Board of Education approved Andrew Yeager as the Substance Awareness Coordinator.
- 40. **AHERA**
The Park Ridge Board of Education approved Robert Wright as the AHERA Coordinator.
- 41. **RIGHT-TO-KNOW**
The Park Ridge Board of Education approved Robert Wright as the Right-To-Know Coordinator.
- 42. **CODE OF ETHICS**
The Park Ridge Board of Education discussed and approved the Code of Ethics. Each board member had to acknowledge and sign the receipt.
- 43. **JOB DESCRIPTIONS***
The Park Ridge Board of Education re-approved the job descriptions, which are on-line at the Park Ridge School District’s website.
- 44. **DISTRICT MISSION STATEMENT**
The Park Ridge Board of Education approved the District Mission Statement.
- 45. **REGION II MEMBERSHIP**
Resolved that the School District of Park Ridge affirmed their membership in the Pascack Valley Council for Special Education (Region II) for the 2014/15 school year and committed their full support and financial participation in the Council.

*All back-up is available in the Superintendent’s Office for review (#’s 21, 22, 23, 24, 25, 33, 34, 43).

III. PUBLIC PARTICIPATION

President Bruno introduced Mr. Cangialosi as the new Borough liaison.

The Board adjourned to Executive to discuss confidential personnel matters at 8:55 p.m.

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

The Board returned to Public at 9:30 p.m.

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

IV. *ADJOURNMENT - 9:35 p.m.*

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

Robert Wright, Board Administrator/
Board Secretary