HAWTHORNE PUBLIC SCHOOLS
HAWTHORNE, NEW JERSEY

BOARD OF EDUCATION

Reorganization Meeting – Board Room
January 2, 2019
7:00 P.M.
This Meeting is Being Recorded

MEMBERS OF THE BOARD

Michael Sciarra, President
Michael Doyle, Vice President

Alex Clavijo
Abigail Goff
Anthony Puluse
Bruce Reicher
Tania Sanford
Victor Terraglia
Louis B. Turco

Richard A. Spirito, Superintendent of Schools
Gertrude Engle, Business Administrator/Board Secretary

Next Regular Meeting – Tuesday, January 22, 2019 at 7:00 P.M.
Board Meeting Room

MEETING CALLED TO ORDER: **Time**: _____

PUBLIC PORTION OF MEETING BEGINS:

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board of the municipal building, communicated to The Hawthorne Press and filed with the Clerk of the Borough of Hawthorne.

FLAG SALUTE:

MEETING REGULATIONS:

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, the meeting is open to the public for the purpose of addressing items listed for approval on this agenda only. The second opportunity occurs just prior to adjournment, when citizens may address any subject matter that is pertinent to and/or directly related to the operation of the school district.

Persons wishing to speak must upon being recognized, rise, sign in, state their name, address and subject matter. Comments and questions shall be addressed to the Board President or the presiding officer and shall be limited to five minutes per person. The Board may (or may not) respond to issues raised by members of the public at the time they are raised, but will provide a response if and when appropriate.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Please note that the Board will not respond to comments regarding students or board employees in light of the privacy rights held by those individuals. Moreover, the Board discourages comments about such individuals, and will not be responsible for such comments. Members of the public who choose to speak during this public session should carefully consider their comments, since they could be held personally liable for any statements they make.

Finally, please note that in accordance with District Policy the Board will not officially comment or respond to any matter mentioned unless it can confirm that the matter has first been brought to the attention of the appropriate school personnel in an attempt to resolve the issue.

ROLL CALL - OUTGOING BOARD OF EDUCATION:

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Michael Doyle			
Abigail Goff			
Anthony Puluse			
Bruce Reicher			
Tania Sanford			
Alex Clavijo			
Victor Terraglia			
Louis B. Turco			
Michael Sciarra			

Also Present: Richard A. Spirito, Superintendent of Schools
Gertrude Engle, Business Administrator/Board Secretary
and approximately____ members of the public.

CERTIFIED RESULTS OF ELECTION OF November 8, 2018:

Candidates – Three (3) Year Term	At Polls	Absentees	Provisional	Overseas	Total
Abigail Goff	2695	412	92	0	3199
Tania Sanford	2717	416	97	0	3230
Marco Totaro	2473	400	87	0	2960

OATH OF OFFICE – NEWLY ELECTED MEMBERS of the BOARD OF EDUCATION:

Gertrude Engle administers the oath of office to the newly elected members.

ROLL CALL- INCOMING BOARD OF EDUCATION:

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order
Michael Doyle			
Abigail Goff			
Anthony Puluse			
Bruce Reicher			
Tania Sanford			
Alex Clavijo			
Marco Totaro			
Louis Turco			
Michael Sciarra			

ELECTION OF BOARD PRESIDENT:

A. Procedure
B. Nominations for President
C. Nominations Closed
D. Vote on Nominations

MEETING TURNED OVER TO PRESIDENT:

VICE-PRESIDENT:

A. Nominations for Vice-President
B. Nominations Closed
C. Vote on Nominations

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

1. **ADOPTION OF CODE OF ETHICS**

BE IT RESOLVED: That the Hawthorne Board of Education adopt the Code of Ethics for School Board Members as per N.J.S.A. 18A: 12-24.1 for the period January 2, 2019 through January 2, 2020.

A school board member shall abide by the following Code of Ethics for School Board Members:

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

b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

c. I will confine my board action to policy making, 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.

d. 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.

e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

f. 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.

g. 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 school.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. 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.

L.2001,c.178,s.5.

THE FOLLOWING PROFESSIONAL APPOINTMENTS/ITEMS ARE BEING RECOMMENDED FOR 2019:

2. **DATE AND TIME OF BOARD MEETING**:

BE IT RESOLVED: That the Hawthorne Board of Education will hold its regular monthly meetings at 7:00 p.m. on the following days:

January 22	July 23
February 12	August 20
March 12	September 17
April 19	October 15
May 7	November 19
June 4	December 17
June 25	

3. **ADOPTION OF BY-LAWS AND POLICY MANUAL**:

BE IT RESOLVED: That the Hawthorne Board of Education adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Board Secretary for the period January 2, 2019 through January 2, 2020.

4. **DESIGNATION OF OFFICIAL NEWSPAPERS**:

BE IT RESOLVED: That The Hawthorne Press and The Bergen Record be designated the official newspapers of the Hawthorne Board of Education, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 2, 2019 through January 2, 2020.

5. **BANK DEPOSITORIES**:

BE IT RESOLVED: That the Hawthorne Board of Education hereby designates the following banks as Depositories for the accounts as listed, for the period January 2, 2019 through January 2, 2020.

Columbia Bank:

The following accounts having authorized signatures of the President, Board Secretary and Superintendent of Schools:

Payroll Agency Account #xxxxx6844
Federal Unemployment Trust Fund Account #xxxxx6855
Linda V. Harmon Scholarship Fund Account #xxxxx6947
Payroll Net Account #xxxxx6833
General Board Checking Account #xxxxx6822
Organ Donation Education Account #xxxxx7276
Cafeteria Checking Account #xxxxx6866
Flexible Spending Account #xxxxx6958
SACC Account #xxxxx6969
Summer Savings #xxxxx5164
Hawthorne BOE Bear Cave #xxxxx1695

The following account has authorized signatures of the Athletic Director, Board Secretary and Superintendent of Schools (2 of 3 required):

Athletics Account #xxxxx6877

The following accounts having authorized signatures of the Building Principal, Board Secretary and Superintendent of Schools (2 of 3 required):

Jefferson School Checking Account #xxxxx6925
Lincoln School Checking Account #xxxxx6903
Roosevelt School Checking Account #xxxxx6899
Washington School Checking Account #xxxxx6914

Atlantic Stewardship Bank:

The following accounts having authorized signatures of the Treasurer of the Account and the Board Secretary, and Superintendent of Schools (2 of 3 required)

High School Checking Account -xxxxx3606
High School Money Market/Savings Account - xxxxx9052

The comptroller of this fund is authorized to purchase certificate of deposits after conferring with the Business Administrator.

Investments:

The Board Secretary is authorized to use as depositories, for the purpose of short term investments, any banking institutions who are members of the FDIC or FSLDIC and provide a copy of eligibility to act as a depository for public funds under the Governmental Unit Deposit Protection Act.

Wire Transfers

The Business Administrator/Board Secretary is authorized to issue wire transfers from the general board fund account #xxxxx6822 for the purpose of paying approved bills, payroll, and transferring funds for investments.

6. **ATTORNEY**

BE IT RESOLVED: That Fogarty & Hara, Esq. has the expertise and experience to provide professional services to the Hawthorne Board of Education;

BE IT RESOLVED: That the Hawthorne Board of Education appoints the law firm of Fogarty & Hara, Esq. as the board attorneys effective January 2, 2019 through January 2, 2020 at the following hourly rates:

$175.00 Partner
$155.00 Associate

This appointment is made for the following reasons:

1. The fee structure submitted and contained in the proposal is most advantageous to the Board, price and other factors considered.
2. Experience, staff and resources necessary to perform the contract as demonstrated by their performance over a substantial period of time.
3. Reputation and responsibility of professional contractor based upon prior performances with the Board.

7. **AWARD OF CONTRACT FOR AUDITOR SERVICES**:

BE IT RESOLVED: That the firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 2, 2019 through June 30, 2019 at an annual fee of $29,500.00 per the proposal dated December 12, 2018 which includes the services as follows:

1. Statutory Audit - audit of the governmental activities, business-type activities, governmental funds, proprietary funds, fiduciary funds and all other funds under the auspices of the Board of Education, including Federal and State Programs in accordance with the Single Audit Act of 1984, OMB Circular A-133 and State of New Jersey OMB Circular 04-04.
2. Preparation of all sections of the CAFR Report and assistance in the conversion of the various fund statements in accordance with the reporting requirements of GASB #34.
3. Assistance in the preparation of the management and discussion and analysis section of the CAFR.
4. Preparation of the Data Collection Form.
5. Audit of the Application for State School Aid (ASSA)

8. **ALTERNATE BOARD SECRETARY**

BE IT RESOLVED: If the Board Secretary is unavailable the Hawthorne Board of Education hereby appoints the Superintendent of Schools as acting Board Secretary for the period January 2, 2019 through January 2, 2020.

9. **RE-APPOINTMENT OF REPRESENTATIVE TO THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP**:

BE IT RESOLVED: That the Hawthorne Board of Education appoints the Business Administrator/Board Secretary to the position of Representative to the Northeast County School Board Insurance Group for the period January 2, 2019 through January 2, 2020. The chairman of the finance committee will act as alternate if the Business Administrator/Board Secretary is unavailable.

10. **AWARD OF CONTRACT FOR RISK MANAGER**:

BE IT RESOLVED: That the Hawthorne Board of Education maintain the executed agreement dated July 1, 2016 with The Vozza Agency, Inc. to serve as Risk Manager for a three year term commencing July 1, 2016 through June 30, 2019 concurrent with the Board's NESBIG membership.

11. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED: That the Hawthorne Board of Education appoint the Business Administrator/Board Secretary to be designated Public Agency Compliance Officer for January 2, 2019 through January 2, 2020.

12. **RE-APPOINTMENT OF REPRESENTATIVE ASSEMBLY/BOARD OF DIRECTORS FOR NORTHERN REGION EDUCATIONAL SERVICES COMMISSION (NRESC)**:

BE IT RESOLVED: That the Hawthorne Board of Education appoints the Superintendent of Schools to the position of Representative to the Board of Directors of the NRESC for the period January 2, 2019 through January 2, 2020. The Director of Education will act as alternate if the Superintendent of Schools is unavailable.

13. **ADOPTION OF PETTY CASH FUND**

BE IT RESOLVED: That the Hawthorne Board of Education reestablish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy, and

WHEREAS, The State Board of Education has amended N.J.A.C.6A:23-2.9, N.J.S.A. 18A: 19-13, and Policy 6620 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds;

BE IT FURTHER RESOLVED: That the Hawthorne Board of Education, in the County of Passaic, New Jersey authorizes the establishment of the following petty cash funds in the amounts indicated below for the period January 2, 2019 through January 2, 2020.

Location	Custodian	Amount	Max. Single Expenditure
Hawthorne HS	Principal	$250	$200
Lincoln MS	Principal	$150	$100
Jefferson School	Principal	$100	$ 50
Roosevelt School	Principal	$100	$ 50
Washington School	Principal	$100	$ 50

Athletic Department	Athletic Dir.	$500	$100	
Central Office	Bus. Admin.	$200	$ 50	
Special Programs	Director of Sp. Prog.	$100	$ 50	
HS Guidance	HS Principal	$100	$ 50	Each
Life Skills – HHS	Principal	$500	$100	
Life Skills – LMS	Principal	$250	$100	
LifeSkills – Elementary	Principal	$250	$100	
Life Skills – Bear Cave	Director of Sp. Prog.	$375	$100	

primary signatory shall insure that:

a. Petty cash funds are spent for budgeted items only.
b. No single purchase for petty cash may exceed the max. single expenditure.
c. Funds are not used to subvert the regular purchasing procedures.
d. The checking accounts are to be reconciled on a monthly basis.
e. Petty cash is distributed in check form with the signatures indicated above.
f. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed.
g. All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

14. **APPOINTMENT OF BENEFIT AGENT**

BE IT RESOLVED: That the Hawthorne Board of Education appoints Brown & Brown Consulting Group as the Benefit Agent (dental and vision insurance plans) for the period January 2, 2019 through January 2, 2020 at no cost to the Board of Education.

15. **APPOINTMENT OF SCHOOL MEDICAL EXAMINER**

BE IT RESOLVED: That Columbia University, New York, NY continue to provide the services of School Medical Examiner to the Hawthorne Board of Education for the period January 2, 2019 through June 30, 2019.

16. **FEES FOR COPIES OF PUBLIC DOCUMENTS**

BE IT RESOLVED THAT THE Hawthorne Board of Education establishes a fee of $.05 per letter sized page and $.07 per legal sized page for the photocopying of public records. Electronic records are free of charge.

BE IT RESOLVED THAT the School Business Administrator be appointed as the Custodian of Records for the period January 2, 2019 through January 2, 2020
BE IT FURTHER RESOLVED that where the nature, format, manner of collection or volume of a public record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the Board of Education may also charge a reasonable special service charge which shall be based on the actual direct cost of providing the copy, provided that advanced notice of the charge is furnished to the requestor before the charge is incurred.

17. **APPROVAL OF 5-YEAR MAINTENANCE PLAN**

BE IT RESOLVED: That the 5-Year Maintenance Plan of the Hawthorne Board of Education be approved as updated for the period January 2, 2019 through January 2, 2020.

18. **APPROVAL OF ELECTRONIC HANDBOOKS**

BE IT RESOLVED: That all electronic handbooks be continued in effect until modified upon the recommendation of the Superintendent for the period January 2, 2019 through January 2, 2020.

19. **READOPTION OF CURRICULUM**

BE IT RESOLVED: That all current written curriculum, courses, textbooks, workbooks and ancillary materials of the District, of the Hawthorne Board of Education, be adopted for the period January 2, 2019 through January 2, 2020, unless modified upon recommendation of the Superintendent.

20. **APPOINTMENT OF POLICY SERVICE PROVIDER**

BE IT RESOLVED: That Strauss Esmay be appointed to provide policy update service for the Hawthorne Board of Education for the period January 2, 2019 through June 30, 2019.

21. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED: That the Director of Education be appointed as Affirmative Action Officer for Hawthorne Public Schools for the period January 2, 2019 through January 2, 2020.

22. **APPOINTMENT OF THE FOLLOWING**

BE IT RESOLVED: That the Supervisor of Building and Grounds be appointed as follows for Hawthorne Public Schools for the period January 2, 2019 through January 2, 2020.

1) **Appointment of Asbestos Management Officer/Coordinator**
2) **Appointment of Safety & Health Designee and Re-adoption of Safety Security Plan**
3) **Appointment of Indoor Air Quality Designee**
4) **Appointment of Integrated Pest Management Coordinator and IPM Plan -**
5) **Appointment of Right to Know Officer**
6) **Appointment of Chemical Hygiene Officer and Plan**
7) **Appointment of AHERA Coordinator**

23. **APPOINTMENT OF 504 COMMITTEE COORDINATOR**

BE IT RESOLVED: That the Director of Education be appointed as 504 Committee Coordinator for the period January 2, 2019 through January 2, 2020.

24. **APPOINTMENT OF ADA OFFICER**

BE IT RESOLVED: That the Director of Special Programs be appointed as ADA Officer for the period January 2, 2019 through January 2, 2020.

25. **APPOINTMENT OF NEW JERSEY DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P) LIASON**

BE IT RESOLVED: That the Director of Special Programs be appointed as Department New Jersey Division of Child Protection and Permanency Liaison for the period January 2, 2019 through January 2, 2020.

26. **APPOINTMENT OF HOMELESS LIAISON**

Approval of the Director of Special Programs as the Homeless Liaison for Hawthorne Public Schools effective January 2, 2019 through January 2, 2020.

27. **APPOINT FIXED ASSET APPRAISAL FIRM**

BE IT RESOLVED: That Industrial Appraisal Company be appointed to provide fixed asset accounting control and insurance valuation services for the Hawthorne Board of Education for the period January 2, 2019 through January 2, 2020.

28. **APPROVAL OF LIAISONS FOR MISSING AND ABUSED CHLDREN:**

BE IT RESOLVED: That the following individuals be appointed Liaisons for Missing and Abused Children for the period January 2, 2019 through January 2, 2020.

Principal - Hawthorne High School
Principal - Lincoln Middle School
Principal - Jefferson School
Principal - Roosevelt School
Principal - Washington School
Director of Special Programs - Out of District Placements

29. **APPROVAL OF TITLE IX OFFICER:**

BE IT RESOLVED: That the Director of Education be appointed Title IX Officer for Hawthorne Public Schools for the period January 2, 2019 through January 2, 2020.

30. **APPOINTMENT OF ARCHITECT**

BE IT RESOLVED: That the Hawthorne Board of Education appoint Solutions Architects as Architect of Record for the period January 2, 2019 through June, 2019. Fees will be established based on projects.

31. **APPROVAL OF TAX SHELTER ANNUITIES**

BE IT RESOLVED: That the Hawthorne Board of Education approves the following companies as Tax Shelter Annuity Companies for the period January 2, 2019 through January 2, 2020.

- Legend Group
- Equitable
- Lincoln Financial
- Valic
- Security Benefit
- MetLife

32. **APPROVAL CONTRACTS/JOINT SERVICES**

BE IT RESOLVED: That the Hawthorne Board of Education approves and authorizes contracts or agreements to provide joint services with the Northern Region Educational services Commission as listed below for the period January 2, 2019 through June 30, 2019 as follows:

Special Education/Regular Education Transportation

Board of Education Roll Call Vote for Items 1 through 32:

	Mr. Clavijo	Mr. Doyle	Mr. Sciarra	Ms. Goff	Mr. Reicher	Mr. Totaro	Mr. Puluse	Mr. Turco	Ms. Sanford
Motion									
Aye									
Nay									
Abstain									
Absent									

PUBLIC BE HEARD:

MOTION TO ADJOURN:

Board of Education Roll Call Vote

	Mr. Clavijo	Mr. Doyle	Mr. Sciarra	Ms. Goff	Mr. Reicher	Mr. Totaro	Mr. Puluse	Mr. Turco	Ms. Sanford
Motion									
Aye									
Nay									
Abstain									
Absent									