

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
REORGANIZATION MEETING
January 4, 2017
MINUTES**

I. CALL TO ORDER - 8:15 PM

II. FLAG SALUTE

III. SUNSHINE LAW STATEMENT.

All requirements of the Open Public Business Meetings Law have been met for this meeting of the Board of Education of the Borough of Haworth. On November 21, 2016 advance written notice was emailed to **The Suburbanite and The Record**, filed with the Borough Clerk, posted on the school website and forwarded to the Presidents of the Haworth Home and School Association and Teachers Association, and all persons requesting such notice.

IV. MISSION STATEMENT

The Haworth Public School District, a safe and nurturing small school environment, in partnership with our community, is dedicated to providing every student with educational excellence through a comprehensive, innovative and rigorous curriculum that fosters productive and responsible life-long learners in a global society. Adopted – May 28, 2013.

V. ROLL CALL: Mr. Jeff Ashkenase
Mrs. Nicole Brennan
Mrs. Mary Anne Doran
Mr. Matthew Gilbert
Mrs. Anna Reduce
Mr. Warren Sutnick
Mrs. Stacey Wunsch

VI. MOTION TO OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY –

The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.

VII. CLOSE THE PUBLIC PORTION – 8:16 (no public comment)

VIII. BOARD SECRETARY’S REPORT ON ELECTION RESULTS

1. Election Results - It is hereby moved that the Haworth Board of Education acknowledge the election results from November 8, 2016, as reported herein by the Superintendent/Board Secretary.

Board Candidate Results (3) Full Three-Year Terms

Three Year candidates	At Polls	Absentee	Provisional	Total
Jeffrey Ashkenase	509	95	1	605
Judy Eig	537	88	4	629
Karen Leddy	675	122	4	801

2. Oath is administered by the Board Secretary based on these results to the following newly elected Board Members:

Jeffrey Ashkenase
Judy Eig
Karen Leddy

3. Haworth Board of Education Trustees and Expiration of Terms of Office:

<u>Trustee</u>	<u>Expiration of Term</u>
Jeff Ashkenase	2019
Nicole Brennan	2018
Mary Anne Doran	2017
Judy Eig	2019
Karen Leddy	2019
Warren Sutnick	2017
Stacey Wunsch	2018

4. **Nomination and Election of President** - The Board Secretary receives nominations for the election of the President of the Board. **Board Secretary relinquishes the chair to the newly elected president.**

M. Doran moved to nominate Nicole Brennan for President and J. Ashkenase seconded the nomination of Nicole Brennan. No other nominations.

Ayes: 7 Nays: 0 Abstentions: 0

ROLL CALL VOTE: 7/0

5. **Nomination and Election of Vice-President** - The Board President receives nominations for the election of the Vice-President of the Board.

N. Brennan moved to nominate Jeffrey Ashkenase for Vice President and S. Wunch seconded the nomination of Jeffrey Ashkenase. No other nominations.

Ayes: 7 Nays: 0 Abstentions: 0
ROLL CALL VOTE: 7/0

6. Board Committees - It is hereby moved, that the Board of Education appoints and approves the 2017 BOE Committees as follows:

Finance: Jeffrey Ashkenase (chairperson), Judy Eig, Karen Leddy
Facilities: Stacey Wunsch (chairperson), Mary Anne Doran, Karen Leddy
Policy: Warren Sutnick (chairperson), Mary Anne Doran, Stacey Wunsch
Program/Personnel: Mary Anne Doran (chairperson), Judy Eig, Karen Leddy
Negotiations: Nicole Brennan (chairperson), Jeffrey Ashkenase, Warren Sutnick
Public Relations: Karen Leddy (chairperson), Judy Eig, Stacey Wunsch
BCSBA/NJSBA: Warren Sutnick
Joint Boards Representatives: Jeffrey Ashkenase, Nicole Brennan
Haworth Home & School Association: Judy Eig
Northern Valley Regional H.S. / NV Educational Foundation: Mary Anne Doran, Karen Leddy
Legislative Chairperson: Warren Sutnick
Senior Citizens Liaison: Stacey Wunsch
Town Council Liaison: Nicole Brennan, Jeffrey Ashkenase

7. Meeting Dates - It is hereby moved, that the Board of Education approves the Public Board meetings to be held once per month (unless otherwise advertised) at 7:30 p.m. in the Haworth Multipurpose Room as follows:

2017

Haworth Board of Education Meeting Dates

January 4, 2017
February 7, 2017
March 14, 2017
April 18, 2017
May 2, 2017 – Budget Presentation
May 16, 2017
June 13, 2017
July 18, 2017
August 15, 2017
September 12, 2017
October 17, 2017
November 14, 2017
December 12, 2017
January 4, 2018 – Reorganization

Note: Action is taken at all Public Meetings. Closed session meetings may precede and/or follow the meetings. Meeting location, dates & times subject to change. Notices for all meetings (scheduled, non-scheduled, canceled or changed) are posted in the hall outside the Superintendents Office, the hall outside the Haworth School main office, Haworth Public Library and the Haworth Town Hall.

8. **Board Meeting Conduct-** It is hereby moved that the Board adopt “Robert’s Rules of Order” for parliamentary procedures in conducting board business.
9. **Official Depository -** It is hereby moved that the Board approve Valley National Bank as official depository for funds of this Board of Education for the remainder of the 2016-2017 school year and through the next reorganization meeting.
- 9A. **MOTION to designate the following accounts as the official accounts** which the Board of Education of the Borough of Haworth will use during the remainder of the 2016-2017 school year and through the next reorganization meeting.

Valley National Bank for the Haworth School District located at 205 Valley Road, Haworth, NJ 07641. The check supplier for Haworth is MGL Forms, 154 South Street, New Providence, NJ 07974.

- **Agency Account** – Any 1 of 3 - Business Administrator, in case of emergency Superintendent/Board Secretary or Board President.
 - **After School Account** - Any 1 of 3 – Superintendent/Board Secretary; Business Administrator or Treasurer of School Money’s.
 - **Capital Projects Referendum Account** – 3 Signatures Required –Board President; Superintendent/Board Secretary; Treasurer of School Money’s; in case of emergency Business Administrator.
 - **Capital Reserve Account** – 3 Signatures Required - Board President; Superintendent Board Secretary; Treasurer of School Money’s; in case of emergency, Business Administrator.
 - **Flexible Spending Account** – Any 1 of 3 –Board President, Superintendent/Board Secretary, or Business Administrator.
 - **Operating Account** – 3 Signatures Required –Board President; Superintendent/Board Secretary, and Treasurer of School Money’s; in case of emergency, Business Administrator; Board Vice President.
 - **Payroll Account** – 1 Signature Required –Treasurer of School Money’s; in case of emergency, Superintendent/Board Secretary or Business Administrator.
 - **Petty Cash Account** – Any 1 of 3 – Superintendent/Board Secretary; Business Administrator; or Treasurer of School Money’s.
 - **Student School Fund Account** – Any 2 of 3 – Superintendent/Board Secretary; Business Administrator; or Treasurer of School Money’s.
10. **Official Newspapers -** It is hereby moved that the Haworth Board of Education approve The Record and The Suburbanite as the official newspapers of the Haworth Board of Education for the remainder of the 2016-2017 school year and through the next reorganization meeting.

11. **Approval of Chart of Accounts** - It is hereby moved that the Haworth Board of Education approve the Chart of Accounts for the remainder of the 2016-2017 school year through the next reorganization meeting, which are on file in the Board Secretary's Office.
12. **Appointment of Treasurer of School Money's** - It is hereby moved, upon recommendation of the Superintendent, that the Haworth Board of Education appoints Rebecca Overgaard, as Treasurer of School Money's for the remainder of the 2016-2017 school year and through the next reorganization meeting.
13. **Appointment of Board Secretary** – It is hereby moved that the Haworth Board of Education appoint Jennifer Montesano as Board Secretary for the remainder of the 2016-2017 school year and through the next reorganization meeting.
14. **Appointment of Acting Board Secretary** – It is hereby moved that the Haworth Board of Education appoint Kristi Giambona as Acting Board Secretary, to serve on an emergency basis only, for the remainder of the 2016-2017 school year and through the next reorganization meeting at a rate of \$75 per meeting.
15. **Petty Cash Account** - It is hereby moved that the Haworth Board of Education establish an imprest petty cash account for the remainder of the 2016-2017 school year and through the next reorganization meeting in the amount of \$500.00.
16. **Professional Consultant/School Physician/Medical Examiner** - It is hereby moved upon recommendation of the Superintendent, that Terri Smith, M.D., be appointed as professional consultant/school physician/ medical inspector, at an annual salary of \$2,500 for the remainder of the 2016-2017 school year and through the next reorganization meeting.
17. **Professional Services Agreement/Architect**—It is hereby moved that RSC Architects be approved as the District's Architect of Record for the remainder of the 2016-2017 school year and through the next reorganization meeting.
18. **Professional Services Consultant/Auditor** - It is hereby moved that Nisivoccia, LLP, Certified Public Accountants & Advisors, be approved as the District's auditor for the remainder of the 2016-2017 school year and through the next reorganization meeting.

19. **Professional Services Consultant-Board Attorney** – It is hereby moved that the Board, appoints the firm of Fogarty and Hara as Board Attorney at a rate of \$175 per hour for a partner and \$155 for an associate, for the remainder of the 2016-17 school year and through the next reorganization meeting.

20. **Professional Consultant/Comprehensive Computer Management Services-Budgeting/Accounting** – It is hereby moved that Asbury Park Computer System be approved to provide comprehensive financial management services for the remainder of the 2016-2017 school year and through the next reorganization meeting at a cost of \$13,680.00. Furthermore, the Board Secretary is hereby authorized and directed to execute an agreement with the aforementioned company.

21. **Professional Consultant/Environmental Services** – It is hereby moved that ER&M, be approved to provide the following environmental and consulting services during for the remainder of the 2016-2017 school year and through the next reorganization meeting at a cost of \$760 for the following services:

 AHERA 6-month surveillance Inspection, AHERA 3-Year Re-inspection ,
 General and technical asbestos compliance as needed.

22. **Contract for Nursing Services** - It is hereby recommended by the Superintendent that Bayada Home Health Care. Inc. be approved to provide substitute nursing services to the Haworth School District at a rate of \$52.00 per hour for the remainder of the 2016-2017 school year and through the next reorganization meeting.

23. **Medical and Prescription Plan** - It is hereby moved that the Haworth Board of Education approves participation of the district in the State Health Benefits Plan for the remainder of the 2016-2017 school year and through the next reorganization meeting.

24. **Delta Dental and Vision Service Plan**- It is hereby moved that the Haworth Board of Education approve participation in the Delta Dental Plan and the Vision Service Plan for the remainder of the 2016-2017 school year and through the next reorganization meeting.

25. **Affirmative Action Officer** - It is hereby moved upon the recommendation of the Superintendent that the Board appoints Paul Wolford, as the Affirmative Action Officer and Title IX Compliance Coordinator for the remainder of the 2016-2017 school year and through the next reorganization meeting.

26. **504 Compliance Officer** – It is hereby moved upon the recommendation of the Superintendent that the Board appoint Suzanne Schmalzer, as the 504 Compliance Officer for the remainder of the 2016-2017 school year and through the next reorganization meeting.
27. **Integrated Pest Management Coordinator** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approve the appointment of Donald Turner as the Integrated Pest Management Coordinator for the remainder of the 2016-2017 school year and through the next reorganization meeting.
28. **Custodian of Records** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approve the appointment of Paul Wolford, Business Administrator/Director of Elementary Education as the Custodian of Records for the remainder of the 2016-2017 school year and through the next reorganization meeting.
29. **OPRA Requests**- Upon the recommendation of the Superintendent, The Haworth Board of Education establishes a fee requests for public documents for the remainder of the 2016-2017 school year and through the next reorganization meeting.
 - \$0.05 for letter-sized copies, and
 - \$0.07 for legal-sized copies
30. **Liaison for the Haworth Public Library Board of Trustees** – It is hereby moved, upon recommendation of the Superintendent that the Board approves the appointment of Jennifer Eisberg, Media Specialist, as the district’s liaison to the Haworth Public Library Board of Trustees for the remainder of the 2016-2017 school year and through the next reorganization meeting.
31. **Liaison for Homeless Children** – It is hereby moved that the Board upon recommendation of the Superintendent that the Board approve the appointment of Suzanne Schmalzer as the District’s Liaison for Homeless Children for the remainder of the 2016-2017 school year and through the next reorganization meeting.
32. **403 B Agent Authorization** - It is hereby moved that the Board approve the following 403 B plans for the remainder of the 2016-2017 school year and through the next reorganization meeting.
 - AXA Equitable Life Insurance Company (formerly Equitable)
 - VALIC (Variable Annuity Life Insurance Co.)
 - Lincoln Investments

33. **Public Agency Compliance Officer (P.A.C.O.)** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approve the appointment of Paul Wolford, Business Administrator/Director of Elementary Education, as Public Agency Compliance Officer for the remainder of the 2016-2017 school year and through the next reorganization meeting.
34. **Job Descriptions** – It is hereby moved, upon the recommendation of the Superintendent, that the Board re-adopts the existing job descriptions covering all employees of the Haworth Board of Education, for the remainder of the 2016-2017 school year and ending on June 30, 2017.
35. **Policies and Bylaws** - It is hereby moved that the Board re-adopts existing policies and bylaws of the Board of Education for the remainder of the 2016-2017 school year and through the next reorganization meeting.
36. **Curriculum Guides and Materials** - It is hereby moved that upon the recommendation of the Superintendent, that the Haworth Board of Education affirm/approve the existing curriculum guides and materials for the remainder of the 2016-2017 school year through the next reorganization meeting.
37. **Membership in Bergen County Region III** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education continues its membership in the Bergen County Region III Consortium for Special Education for the remainder of the 2016-2017 school year and through the next reorganization meeting; does hereby accept, adopt and agree to comply with the Region III Bylaws; designate the Superintendent as its representative to Region III; empower him/her to cast all votes and take all other action necessary to represent its interest in Region III.
38. **Risk Management Services**—It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves the Burton Agency as broker of record to provide Risk Management Services to the district and approves a contract for the remainder of the 2016-2017 school year and through the next reorganization meeting.
39. **Membership in Northeast Bergen County School Board Insurance Group (NESBIG)** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves, pursuant to the provision of Title 18A:18A-42, participation of the District through the administration of Burton Agency as a member of the Northeast Bergen County School Board Insurance Group (NESBIG) in the Workers Compensation Pool and as a member for other joint insurance services for the remainder of the 2016-2017 school year and through the next reorganization meeting.

40. **Membership in New Jersey School Boards Association (NJSBA)** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves membership in the New Jersey School Boards Association for the remainder of the 2016-2017 school year and through the next reorganization meeting.

41. **Prescribed Mileage Reimbursement** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves the reimbursement rate for auto travel at \$.31 per mile for the remainder of the 2016-2017 school year and through the next reorganization meeting, to conform with the per mile rate established by the OMB Circular for the calendar year 2011.

42. **Student Accident Insurance** – It is hereby moved that the Haworth Board of Education approve the appointment of Bollinger Insurance Solutions as the student insurance carrier for the remainder of the 2016-2017 school year and through the next reorganization meeting per individual subscription (premiums are paid by the parents) and until the next reorganization meeting.

43. **Cash Management** – It is hereby moved that the Haworth Board of Education authorizes the Business Administrator to perform the following for the remainder of the 2016-2017 school year and through the next reorganization meeting:
 - a. Transfer funds among the various bank accounts of the District.
 - b. Transfer line item accounts among the various budgetary accounts.
 - c. Invest school funds as The Investment Officer of the Board, as permitted by statute.
 - d. Make payment on the Bills and Claims, prior to their approval by the Board when it is deemed necessary, and then present them for approval at the next Board Meeting.

44. **Procurement of Goods/Services** – It is hereby moved, upon the recommendation of the Superintendent, in concert with the Business Administrator, that the Board authorizes the procurement of goods and services from vendors through the state agency/state contracts for the remainder of the 2016-2017 school year and through the next reorganization meeting. as provided for in Title 18A:18A-10 without advertising for bids, or after having rejected all bids obtained pursuant to advertising.

45. **School Funds Investor** -Upon the recommendation of the Superintendent, the Haworth Board of Education designates the Paul Wolford, Business Administrator/Director of Elementary Education as the School Funds Investor for the remainder of the 2016-2017 school year and through the next reorganization meeting.

46. **Debt Service** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the allocation of interest on bonds to the debt service fund for the remainder of the 2016-2017 school year and through the next reorganization meeting.
47. **Memorandum of Agreement** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Memorandum of Agreement between the Haworth Public School and the Haworth Police Department for the remainder of the 2016-2017 school year and through the next reorganization meeting.
48. **Organization Chart**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves the organizational chart for the 2016-2017 school year and ending on June 30, 2016 (Attachment).
49. **Request for state and federal funds**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Superintendent and the Business Administrator or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.
50. **2016-2017 School Budget** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the implementation of the 2016-2017 school budget through June 30, 2017.
51. **Technical Services** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves Northern Valley Technical Services for software/technology equipment maintenance for the remainder of the 2016-2017 school year and through the next reorganization meeting.
52. **Budget Transfers**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves, as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent/Board Secretary be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education ratified and duly-recorded in the minutes of such meetings not less than monthly until the next reorganization meeting.
53. **School Safety Plan** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the emergency procedures described in the official Haworth School Safety Plan for the remainder of the 2016-2017 school year and through the next reorganization meeting.
54. **District Plans** -Plan Approval- Upon the recommendation of the Superintendent, the Haworth Board of Education reaffirms the approval of the

following plans:

Long Range Facility Plan
Three-Year Comprehensive Maintenance Plan
Technology Plan
Comprehensive Equity Plan
Mentoring Plan

55. **Insurance Broker** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves G.R. Murray as broker/administrator for the flexible spending plan, cafeteria 125 plan and summary plan description for the remainder of the 2016-2017 school year and through the next reorganization meeting.
56. **Emergency Contact System** – It is hereby moved that the Haworth Board of Education reaffirm the Realtime Notification Alert System at a rate of \$1.85 per student for the remainder of the 2016-2017 school year and through the next reorganization meeting.
57. **Student Information Management System**-It is hereby moved that the Haworth Board of Education affirm Realtime Information Technology, Inc. to provide student information data management for the remainder of the 2016-2017 school year and through the next reorganization meeting.
58. **Staff Attendance Management System**-It is hereby moved that the Haworth Board of Education affirm Frontline Technologies, Inc. (Aesop - Automated Substitute Placement & Absence Management System) to provide staff and substitute attendance data management for the remainder of the 2016-2017 school year and through the next reorganization meeting.
59. **Staff Attendance Plan**—Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Staff Attendance Plan for the remainder of the 2016-2017 school year and through the next reorganization meeting. (Attachment)
60. **District Website** --It is hereby moved that the Haworth Board of Education affirm Schoolwires, a Blackboard, Inc. company to provide website management for the remainder of the 2016-2017 school year and through the next reorganization meeting.
61. **District Online Payment Processing System**-It is hereby moved that the Haworth Board of Education affirm PayForIt.net to provide online payment processing for the remainder of the 2016-2017 school year and through the next reorganization meeting.

W. Sutnick Moved, S. Wunsch Seconded (Resolutions 7 through 61)
ROLL CALL VOTE: 7/0

62. **Code of Ethics** – It is hereby moved, that the Haworth Board of Education adopts the following Code of Ethics developed by the New Jersey School Boards Association as the code to which each Haworth Board Member subscribes:

I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

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

I will confine my board action to policymaking, 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.

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.

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.

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.

I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But 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 schools.

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

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

I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

W. Sutnick Moved, K. Leddy Seconded
ROLL CALL VOTE: 7/0

IX. MEETING OPEN TO THE PUBLIC - 8:25 p.m.

The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the

freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.

X. CLOSED SESSION 8:26 p.m.

WHEREAS the following subject is not appropriate to be discussed in a public meeting and is within the exemptions which may be discussed and acted upon and,

WHEREAS only the following subject shall be discussed in private recess by the Board and the minutes made available to the public as soon as the reason for exemption no longer exists, it is therefore,

BE IT RESOLVED at the Public Meeting of the Borough of Haworth Board of Education on this day Wednesday, January 4, 2017, pursuant to Sections 7 & 8 of the Open Public Meetings Act, the following subject shall be discussed in a session of the Board closed to the public:

Please be advised that the Board will be going into executive session for approximately 20 minutes to discuss negotiations. Action will not be taken in public after the executive session.

**W. Sutnick Moved, S.Wunsch Seconded
All in favor.**

XI. ADJOURNMENT 9:15 p.m.

**M. Doran Moved, S. Wunsch Seconded
All in favor.**

Nicole Brennan, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary