

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
REORGANIZATION MEETING
January 7, 2018
MINUTES**

I. CALL TO ORDER – 9:06 a.m.

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 January 4, 2018 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. Jeffrey Ashkenase
 - Mrs. Nicole Brennan
 - Mrs. Mary Anne Doran
 - Mrs. Judy Eig
 - Mrs. Karen Leddy
 - Mr. Jeffrey Nadler
 - Mrs. Stacey Wunsch
 - Mr. Paul Wolford, Business Administrator/Director of Elementary Education
 - Mr. Bert Ammerman, Interim Superintendent
 - Mrs. Stacey Cherry, Esq., Fogarty & Hara
 - Mrs. Kristi Giambona, Board Secretary

VI. MOTION TO OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY – 9:08 a.m.

N. Brennan Moved, J. Ashkenase Seconded.
All in favor.

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 – 9:08 a.m. NO PUBLIC COMMENTS.

VIII. BOARD SECRETARY’S REPORT ON ELECTION RESULTS

1. Election Results - BE IT RESOLVED, that the Haworth Board of Education acknowledge the election results from November 7, 2017, as reported herein by the Superintendent/Board Secretary.

Board Candidate Results
(2) Full Three-Year Terms

Three Year candidates	At Polls	Absentee	Provisional	Total
Mary Anne Doran	361	31	3	395
Michael Rodino	290	20	1	311
Michael Winik	232	23	0	255
Jeffrey Nadler	212	18	1	231

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

Mary Anne Doran
Michael Rodino

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	2020
Judy Eig	2019
Karen Leddy	2019
Michael Rodino	2020
Stacey Wunsch	2018

4. **Nomination and Election of President** - The Board Secretary receives nominations for the election of the President of the Board.

J. Ashkenase moved to nominate Nicole Brennan for President and J. Eig seconded. K. Leddy moved to nominate Mary Anne Doran for President, but M. Doran did not accept the nomination. No other nominations.

Ayes: 7 Nays: 0 Abstentions: 0

ROLL CALL VOTE: 7/0

Board Secretary relinquishes the chair to the newly elected president, Nicole Brennan.

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

S. Wunsch moved to nominate Jeffrey Ashkenase for Vice President and M. Rodino seconded.

Ayes: 6 Nays: 0 Abstentions: 1

ROLL CALL VOTE: 6/0/1

J. Ashkenase offered to relinquish his position as Vice President if there was another member who would be voted in unanimously. There were no additional comments made by the Board.

6. **Meeting Dates** - BE IT RESOLVED, 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:

2018

Haworth Board of Education Meeting Dates

Tuesday, January 9, 2018
Tuesday, February 13, 2018
Tuesday, March 13, 2018
Wednesday, April 25, 2018 – Budget Hearing
Tuesday, May 15, 2018
Tuesday, June 19, 2018
Tuesday, July 17, 2018
Tuesday, August 21, 2018
Tuesday, September 11, 2018
Tuesday, October 16, 2018
Tuesday, November 13, 2018
Tuesday, December 18, 2018

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. Public Notice is also published in The Record and The Suburbanite newspapers.

7. **Board Meeting Conduct**- BE IT RESOLVED, that the Board adopts “Robert’s Rules of Order” for parliamentary procedures in conducting board business.

8. Official Depository - BE IT RESOLVED, that the Board approve Valley National Bank as official depository for funds of this Board of Education for the remainder of the 2017-2018 school year and through the next reorganization meeting.

9. **BE IT RESOLVED, that the following accounts are designated as the official accounts** which the Board of Education of the Borough of Haworth will use during the remainder of the 2017-2018 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, Board President or Treasurer of School Money's.
- **After School Account** - Any 1 of 3 – Business Administrator, Board President or Treasurer of School Money's.
- **Capital Projects Referendum Account** – 3 Signatures Required – Business Administrator, Board President and Treasurer of School Money's.
- **Capital Reserve Account** – 3 Signatures Required - Business Administrator, Board President and Treasurer of School Money's.
- **Flexible Spending Account** – Any 1 of 3 – Business Administrator, Board President or Treasurer of School Money's.
- **Operating Account** – 3 Signatures Required – Business Administrator, Board President and Treasurer of School Money's.
- **Payroll Account** – 1 Signature Required – Business Administrator, Board President or Treasurer of School Money's.
- **Petty Cash Account** – Any 1 of 3 – Business Administrator, Board President or Treasurer of School Money's.
- **Student School Fund Account** – Any 2 of 3 – Business Administrator, Principal, Board President or Treasurer of School Money's.

10. **Official Newspapers** - BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

11. **Approval of Chart of Accounts** - BE IT RESOLVED, that the Haworth Board of Education approve the Chart of Accounts for the remainder of the 2017-2018 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** - BE IT RESOLVED, that the Haworth Board of Education appoints Rebecca Overgaard, as Treasurer of School Money's for the remainder of the 2017-2018 school year and through the next reorganization meeting.

13. **Appointment of Board Secretary** – BE IT RESOLVED, that the Haworth Board of Education appoint Kristi Giambona as Board Secretary for the remainder of the 2017-2018 school year.

14. **Petty Cash Account** - BE IT RESOLVED, that the Haworth Board of Education establish a petty cash account for the remainder of the 2017-2018 school year and through the next reorganization meeting in the amount of \$500.00.

15. **Professional Consultant/School Physician/Medical Examiner** - BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

16. **Professional Services Agreement/Architect**— BE IT RESOLVED, that RSC Architects be approved as the District's Architect of Record for the remainder of the 2017-2018 school year and through the next reorganization meeting.

17. **Professional Services Consultant/Auditor** - BE IT RESOLVED, that Nisivoccia, LLP, Certified Public Accountants & Advisors, be approved as the District's auditor for the remainder of the 2017-2018 school year and through the next reorganization meeting.

18. **Professional Services Consultant-Board Attorney** – BE IT RESOLVED, 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 2017-18 school year and through the next reorganization meeting.

19. **Professional Consultant/Comprehensive Computer Management Services-Budgeting/Accounting** – BE IT RESOLVED, that Asbury Park Computer System be approved to provide comprehensive financial management services for the remainder of the 2017-2018 school year and through the next reorganization meeting at a cost of \$14,125.00. Furthermore, the Board Secretary is hereby authorized and directed to execute an agreement with the aforementioned company.

20. **Professional Consultant/Environmental Services** – BE IT RESOLVED, that ER&M, be approved to provide the following environmental and consulting services during for the remainder of the 2017-2018 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.

21. **Contract for Nursing Services** - BE IT RESOLVED, that Bayada Home Health Care. Inc. and Priority Nursing Services both be approved to provide substitute nursing services to the Haworth School District at their individual contracted rates per hour for the remainder of the 2017-2018 school year and through the next reorganization meeting.

22. **Medical and Prescription Plan** - BE IT RESOLVED, that the Haworth Board of Education approves participation of the district in the State Health Benefits Plan for the remainder of the 2017-2018 school year and through the next reorganization meeting.

23. **Delta Dental and Vision Service Plan**- BE IT RESOLVED, that the Haworth Board of Education approve participation in the Delta Dental Plan and the Vision Service Plan for the remainder of the 2017-2018 school year and through the next reorganization meeting.

24. **Affirmative Action Officer** - BE IT RESOLVED, that the Board appoints Paul Wolford, Business Administrator/Director of Elementary Education, as the Affirmative Action Officer and Title IX Compliance Coordinator for the remainder of the 2017-2018 school year and through the next reorganization meeting.

25. **504 Compliance Officer** – BE IT RESOLVED, that the Board appoints Suzanne Schmalzer, School Counselor, as the 504 Compliance Officer for the remainder of the 2017-2018 school year and through the next reorganization meeting.

26. **Integrated Pest Management Coordinator** – BE IT RESOLVED, that the Board approve the appointment of Donald Turner, Head Custodian, as the Integrated Pest Management Coordinator for the remainder of the 2017-2018 school year and through the next reorganization meeting.

27. **Custodian of Records** – BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

28. **OPRA Requests**- BE IT RESOLVED, that the Haworth Board of Education establishes a fee request for public documents for the remainder of the 2017-2018 school year and through the next reorganization meeting.
 - \$0.05 for letter-sized copies, and
 - \$0.07 for legal-sized copies

29. **Liaison for the Haworth Public Library Board of Trustees** – BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

30. **Liaison for Homeless Children** – BE IT RESOLVED, that the Board approve the appointment of Suzanne Schmalzer, School Counselor, as the District's Liaison for Homeless Children for the remainder of the 2017-2018 school year and through the next Reorganization meeting.

31. **403 B Agent Authorization** - BE IT RESOLVED, that the Board approve the following 403 B plans for the remainder of the 2017-2018 school year and through the next reorganization meeting.
 - AXA Equitable Life Insurance Company (formerly Equitable)
 - VALIC (Variable Annuity Life Insurance Co.)
 - Lincoln Investments

32. **Public Agency Compliance Officer (P.A.C.O.)** – BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

33. **Job Descriptions** – BE IT RESOLVED, that the Board re-adopts the existing job descriptions covering all employees of the Haworth Board of Education, for the remainder of the 2017-2018 school year and ending on June 30, 2018.

34. **Policies and Bylaws** - BE IT RESOLVED, that the Board re-adopts existing policies and bylaws of the Board of Education for the remainder of the 2017-2018 school year and through the next reorganization meeting.

35. **Curriculum Guides and Materials** - BE IT RESOLVED, that the Haworth Board of Education affirm/approve the existing curriculum guides and materials for the remainder of the 2017-2018 school year through the next reorganization meeting.

36. **Membership in Bergen County Region III** – BE IT RESOLVED, that the Haworth Board of Education continues its membership in the Bergen County Region III Consortium for Special Education for the remainder of the 2017-2018 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.

37. **Risk Management Services** - BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

38. **Membership in Northeast Bergen County School Board Insurance Group (NESBIG)** – BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

39. **Membership in New Jersey School Boards Association (NJSBA)** – BE IT RESOLVED, that the Haworth Board of Education approves membership in the New Jersey School Boards Association for the remainder of the 2017-2018 school year and through the next reorganization meeting.

40. **Prescribed Mileage Reimbursement** – BE IT RESOLVED, that the Haworth Board of Education approves the reimbursement rate for auto travel at \$.31 per mile for the remainder of the 2017-2018 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, which remains unchanged.

41. **Student Accident Insurance** – BE IT RESOLVED, that the Haworth Board of Education approve the appointment of Bollinger Insurance Solutions as the student insurance carrier for the remainder of the 2017-2018 school year and through the next reorganization meeting per individual subscription (premiums are paid by the parents) and until the next reorganization meeting.

42. **Cash Management** – BE IT RESOLVED, that the Haworth Board of Education authorizes the Paul Wolford, Business Administrator/Director of Elementary Education, to perform the following for the remainder of the 2017-2018 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.

43. **Procurement of Goods/Services** – BE IT RESOLVED, that the Haworth Board of Education in concert with the Business Administrator/Director of Elementary Education, that the Board authorizes the procurement of goods and services from vendors through the state agency/state contracts for the remainder of the 2017-2018 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.

44. **School Funds Investor** - BE IT RESOLVED, that 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 2017-2018 school year and through the next reorganization meeting.

45. **Debt Service** - BE IT RESOLVED, that the Haworth Board of Education approves the allocation of interest on bonds to the debt service fund for the remainder of the 2017-2018 school year and through the next reorganization meeting.
46. **Memorandum of Agreement** - BE IT RESOLVED, that 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 2017-2018 school year and through the next reorganization meeting.
47. **Organization Chart** - BE IT RESOLVED, that the Haworth Board of Education approves the organizational chart for the 2017-2018 school year and ending on June 30, 2018 (Attachment).
48. **Request for state and federal funds** - BE IT RESOLVED, that the Haworth Board of Education approves the Superintendent and the Business Administrator/Director of Elementary Education 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.
49. **2017-2018 School Budget** - BE IT RESOLVED, that the Haworth Board of Education approves the implementation of the 2017-2018 school budget through June 30, 2018.
50. **Technical Services** - BE IT RESOLVED, that the Haworth Board of Education approves Northern Valley Technical Services for software/technology equipment maintenance for the remainder of the 2017-2018 school year and through the next reorganization meeting.
51. **Budget Transfers** - BE IT RESOLVED, that the Haworth Board of Education approves, as provided by N.J.S.A. 18A:22-8.1, the Business Administrator/Director of Elementary Education 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.

52. **School Safety Plan** - BE IT RESOLVED, the Haworth Board of Education approves the emergency procedures described in the official Haworth School Safety Plan for the remainder of the 2017-2018 school year and through the next reorganization meeting.

53. **District Plans** -Plan Approval- BE IT RESOLVED, that 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

54. **Insurance Broker** - BE IT RESOLVED, that 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 2017-2018 school year and through the next reorganization meeting.

55. **Emergency Contact System** – BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

56. **Student Information Management System** - BE IT RESOLVED, that the Haworth Board of Education affirm Realtime Information Technology, Inc. to provide student information data management for the remainder of the 2017-2018 school year and through the next reorganization meeting.

57. **Staff Attendance Management System** – BE IT RESOLVED, 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 2017-2018 school year and through the next reorganization meeting.

58. **Staff Attendance Plan** - BE IT RESOLVED, that the Haworth Board of Education approves the Staff Attendance Plan for the remainder of the 2017-2018 school year and through the next reorganization meeting. (Attachment)

59. **District Website** - BE IT RESOLVED, that the Haworth Board of Education affirm Schoolwires, a Blackboard, Inc. company to provide website management for the remainder of the 2017-2018 school year and through the next reorganization meeting.
60. **School Safety Specialist** - BE IT RESOLVED, that the Haworth Board of Education approves Paul Wolford, Business Administrator/Director of Elementary Education, as the School Safety Specialist for the remainder of the 2017-2018 school year and through the next reorganization meeting.
61. **District Online Payment Processing System**- BE IT RESOLVED, that the Haworth Board of Education affirm PayForIt.net to provide online payment processing for the remainder of the 2017-2018 school year and through the next reorganization meeting.

J. Ashkenase Moved, S. Wunsch Seconded (Resolutions 6 through 61)
ROLL CALL VOTE: 7/0

62. **Code of Ethics** – BE IT RESOLVED, 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 Superintendent.

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.

S. Wunsch Moved, M. Doran Seconded
ROLL CALL VOTE: 7/0

IX. MEETING OPEN TO THE PUBLIC: 9:19 a.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.

Mayor Smart congratulated the Board and also made comments to the Board regarding the new tax law and how the borough and the school could work jointly for tax savings. Mayor Smart also reminded the Board that the property tax increases are still capped at a 2%.

X. CLOSED SESSION 9:26 a.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 Sunday, January 7, 2018, 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 2 hours to discuss the Superintendent search. Action will not be taken in public after the executive session.

XII. ADJOURNMENT 11:45 a.m.

**K. Leddy Moved, J. Eig Seconded
ALL IN FAVOR**

Nicole Brennan, President
Haworth Board of Education

Kristi Giambona, Board Secretary
Haworth Public School District