

HANOVER TOWNSHIP BOARD OF EDUCATION

ANNUAL REORGANIZATION MEETING

**Memorial Junior School
6:30 p.m. January 7, 2025**

AGENDA

- I. Opening**
 - A. Call to Order-Business Administrator/Board Secretary
 - B. Announcement
 - C. Flag Salute
- II. Secretary's Report**
 - A. Election Results
 - B. Oaths of Office
 - C. Roll Call
- III. Public Comments on Agenda**
- IV. Election of Officers**
- V. Discussion of Code of Ethics for Board Members**
- VI. Reorganization Actions**
- VII. Board Actions**
- VIII. Public Comments**
- IX. Motion to Convene in Executive Session**
- X. Adjournment of Reorganization Meeting**

I. Opening

- A. Call to Order-Business Administrator/Board Secretary
- B. Announcement
- C. Flag Salute

II. Secretary's Report

- A. Election Results
- B. Oaths of Office
- C. Roll Call

Amo Egb Joh Ski Mat Cof McC Str Bom

III. Public Comments on Agenda

IV. Election of Officers

A. President

The Secretary calls for nominations for the office of President of the Board of Education.

1. _____ nominates _____

_____ seconds the nomination.

Other nominations:

_____ nominates _____

_____ seconds the nomination.

2. Motion by _____ seconded _____
to close the nominations.

3. Roll Call Vote for President

4. The Secretary declares _____,
President of the Board of Education and turns the conduct of the rest of the
meeting over to the President.

B. Vice-President

The President calls for nominations for the office of Vice-President of the Board
of Education.

1. _____ nominates _____
_____ seconds the nomination.

Other nominations:

- _____ nominates _____
_____ seconds the nomination.

2. Motion by _____ seconded _____
to close the nominations.

3. Roll Call Vote for Vice President

4. The President declares _____, Vice-President of the
Board of Education.

V. Discussion of Code of Ethics for Board Members

Code of Ethics for School Board Members

Resolved, that the Hanover Township Board of Education adopts the following **Code
of Ethics** for School Board Members, 18A:12-24-1:

- 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 should 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 which 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 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.
- d. I will carry out my responsibility, not to administer the schools, but together with my fellow board member, 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 which 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 matter 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.
- 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 such complaints at public meetings only after failure of an administrative solution.

BE IT FURTHER RESOLVED, that the School Ethics Act and code of Ethics for School Board Member has been received and discussed: and

BE IT FUTHER RESOLVED, that the Policies and Procedures regarding training of district Board of Education members has been adopted; and

BE IT FURTHER RESOLVED, that each Board of Education member acknowledges receipt of and has become familiar with the Code of Ethics for School Board Members.

VI. Reorganization Actions

1. Designate the Hanover Eagle/Regional Weekly News, Morris County's Daily Record, and The Star-Ledger, as official newspapers.
2. Designate Tuesday at 7:00 p.m. in the Library/Media Center of the Memorial Junior School for Regular Meetings and Executive Sessions as indicated on the attached schedule, **Attachment "A"**.
3. Approve the appointment of the PNC Bank, N.A. as the depository of record for funds of the Hanover Township Board of Education and authorize the PNC Bank, N.A. to honor the signatures for the bank accounts, effective 1/4/24, **Attachment "B"**.
4. Authorize the PNC Bank, N.A. to honor the facsimile signatures of the President of the Board of Education, the Board Secretary, and the Treasurer of School Monies.
5. Authorize a Funds Transfer Agreement with PNC Bank, N.A. for the transfer of funds by wire from accounts at PNC Bank to any other account with PNC Bank or to other accounts that are designated as public depository for Board funds to be initiated by the Business Administrator/Board Secretary.
6. Designate the following for solicitation of quotes and possible investment of Board funds:

PNC Bank, N.A.
Bank of America
Wells Fargo Bank
TD Bank
Chase Bank
Valley National Bank
State of New Jersey Cash Management

and any other bank holding a current certificate of eligibility from the New Jersey Banking Association, and authorize the Business Administrator/Board Secretary to invest idle funds periodically, and report investments to the Board.
7. Authorize the Business Administrator/Board Secretary to periodically invest Board funds in Bonds or other obligations of the U.S. Treasury or obligations guaranteed by the U.S. Treasury in accordance with Title 18A:20-37 and report investments to the Board.
8. Adopt the Board Policy Manual currently in existence.
9. Appoint the law firm of Cleary Giacobbe Alfieri Jacobs, LLC of Oakland, New Jersey to serve as legal counsel for General, Special Education and Labor Relations services from the reorganization 1/7/25 to the reorganization meeting in January 2026, at the hourly rate of \$175 per hour for partners and associates, \$90 per hour for paralegals.

10. Appoint the following:
 - a. **Interim Board Secretary** – Dr. Edward Izbicki
 - b. **Auditor** - Raymond Sarinelli, CPA - Nisivoccia & Company, Randolph, N. J.
 - c. **Architect of Record** – Anthony Gianforcaro, AIA
Gianforcaro Architects, Engineers & Planners, Chester N. J.
 - d. **Mechanical Engineer** - Gianforcaro Architects, Engineers & Planners, Chester, N. J.
 - e. **Environmental Consultant** - RK Occupational and Environmental Analysis, Inc., Phillipsburg, N. J.
 - f. **Engineers** - Melick-Tully and Associates, P.C., South Bound Brook, N. J.
Omland Consulting Engineers and Planners, (for construction purposes), Cedar Knolls, N. J.
 - g. **Computer Support Services** -
CDK Systems, Great Meadows, N. J.
R&L Data Centers, Bloomsbury, NJ
 - h. **School Medical Inspector** – Dr. Michael Kelly, ProCare Medical Associates, LLC, Livingston, NJ
 - i. **District Attendance Officer** – Roberto Camean, Principal, Salem Drive School
 - j. **AHERA Designated Person** – William Padavano, Supervisor of Buildings and Grounds
 - k. **Integrated Pest Management Coordinator** – William Padavano, Supervisor of Buildings and Grounds
 - l. **AED Services** – LifeSafe Services, Jacksonville, FL.
 - m. **Board of Education Policy Service** - Strauss Esmay, Toms River, NJ
 - n. **Website Host** – Active Internet Technologies (Finalsite)
 - o. **E-Rate** – Educational Consortium for Telecom Savings
 - p. **Insurance Brokers of Record**-
Brown & Brown Employee Benefits Consulting Services for Dental & Vision Plans
Morris Essex Insurance Group (MEIG)
Student Accident Insurance in Mutual of Omaha through Bollinger
 - q. **Appraiser**- Fixed Assets – Kroll, LLC., Atlanta, GA
 - r. **Affirmative Action** –
Dr. Edward Izbicki, Affirmative Action Officer
Public Agency Compliance Officer
Aaron Wasserman, Affirmative Action Officer
 - s. **Co-Custodians of Governmental Records**
Dr. Edward Izbicki, Interim Business Administrator/Board Secretary
Justin J. Toomey, Superintendent of Schools
 - t. **504 Compliance Officer**
Sherry Koeppen, Director of Special Education

u. Petty Cash Accounts Titles and Maximums -

Business Administrator/Board Secretary	\$ 500
Principal, Bee Meadow School	\$ 400
Principal, Mountview Road School	\$ 400
Principal, Salem Drive School	\$ 400
Principal, Memorial Junior School	\$ 400
Assistant Principal, Memorial Junior School	\$ 200
Superintendent of Schools	\$ 400
Supervisor of Buildings and Grounds	\$ 200
Transportation Coordinator	\$ 300
Director of Special Education	\$ 200
Director of Curriculum	\$ 200
Hanover Twp. School-Age Child Care	<u>\$2,800</u>
Total	\$6,400

v. Purchasing Agent – Dr. Edward Izbicki

w. Tax Shelter Annuity Companies per Attachment “C”

x. Asbestos Management Officer – William Padavano

y. Indoor Air Quality Designee – William Padavano

z. Right to Know Officer – William Padavano

aa. Chemical Hygiene Officer – Michael S. Anderson

bb. Safety & Health Designee – Jacob Ziegler

cc. Substance Awareness Coordinator – TBD

dd. Homeless Liaison – Sherry Koeppen

ee. District Wellness Policy Coordinator - Roberto Camean

ff. School Safety Specialist – Justin J. Toomey

gg. Anti-Bullying Co-Coordinators – Michael Anderson, and
Aaron Wasserman

11. Adopt the following resolution:

"BE IT RESOLVED"

- a. In Compliance with the Open Public Meetings Act, L. 1975, c. 231, public meetings of the Hanover Township Board of Education shall be held monthly on a Tuesday as indicated on the attached Schedule of Meetings Exhibit A. Said meetings to be held in the Library/Media Center of the Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey.
- b. Notice of the aforesaid meetings and of all other public meetings hereafter scheduled, whether same be revised or additional meeting dates, shall be given in accordance with the terms of said Act by posting notices on the bulletin board in the foyer of the entrance to the Board Office in the Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey by filing same with the Municipal Clerk and by furnishing same to the Hanover Eagle/Regional Weekly News, Morris County's Daily Record, and The Star-Ledger, which newspapers are hereby designated as having the greatest likelihood of informing the public of such meetings.
- c. Any person who requests that agenda of meetings be mailed to him/her shall prepay to the Secretary of the Hanover Township Board of

Education the sum of \$25.00 per year to cover the cost of mailing same, provided, however, that requests for such agenda made by news media, past Board Members, current PTA Presidents, Hanover Township Clerk, Board Secretaries and Superintendents of the regional and member districts, the Hanover Township Education Association, and the Whippanong Library, shall be granted without cost.

- d. This resolution shall take effect immediately and shall be subject to superseding actions by this public body.
12. Adopt Parliamentary Procedure and Roberts Rules of Order to conduct meetings.
13. Authorize the School Board Secretary/Business Administrator to pay board obligations between board meetings with said payments being ratified at the next regularly scheduled board meeting.
14. Authorize the School Board Secretary/Business Administrator to award contracts up to the current bid threshold as set by the Division of Local Government Services and further set the quote threshold at 15% of the bid threshold.
15. Approve procurement of goods and services through State Contracts, Cooperative Purchasing Agencies and via Shared Services with other local government agencies.

Amo	Egb	Joh	Ski	Mat	Cof	McC	Str	Bom	Action of the Board
------------	------------	------------	------------	------------	------------	------------	------------	------------	----------------------------------

VII. Board Actions

A. PERSONNEL

Upon recommendation of the Superintendent, move to:

1. Appoint Eduardo Martinez Arriaga to the position of full time (1.0 FTE) Custodian, Mountview Road School, at a salary of Step 2, \$39,795, prorated, effective 1/21/25 to 5/21/25 (probationary period), in accordance with the Agreement between the Board and the HTEA. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law.

Amo	Egb	Joh	Ski	Mat	Cof	McC	Str	Bom	Action of the Board
------------	------------	------------	------------	------------	------------	------------	------------	------------	----------------------------------

2. Approve the new New Jersey minimum wage of \$15.50 per hour for the following HTSACC employees, due to the increase in New Jersey Minimum wage, effective January 1, 2025 – June 30, 2025:

- Angulo, Hector
- Ayash, Addison
- Benanti, Grace
- Breen, Sean
- Cassidy, Alana
- Downey, Allison
- Falduto, Michaela
- Kruger, Rachel
- Larice, Vanessa
- Mitrenga, Kaitlyn
- Monaco, Ella
- Mullooly, Colin
- Munsey, Ryan
- Padi, Ananya
- Plock, James
- Radhakrishnan, Tanvi
- Rizzitello, Rocoo
- Saliani, Leina
- Savastano, Isabella
- Scott, Olivia
- Scott, Reese
- Seborowski, Ella
- Shannon, Katie
- Simonetti, Deana
- Smith, Sienna
- Ventura, Lorraina
- Zazula, Kailyn

Amo	Egb	Joh	Ski	Mat	Cof	McC	Str	Bom	Action of the Board
------------	------------	------------	------------	------------	------------	------------	------------	------------	----------------------------------

VIII. Public Comments

IX. Motion to Convene in Executive Session

1. Move to adopt the following resolution:

"**BE IT RESOLVED THAT** the Hanover Township Board of Education will convene in executive session immediately following the close of this meeting to undertake discussions concerning _____,

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public when the reasons for nondisclosure no longer exist."

Moved by:

Seconded:

Action (v)

X. ADJOURNMENT OF REORGANIZATION MEETING

Moved by:

Seconded:

Action (v)