HAWTHORNE PUBLIC SCHOOLS
HAWTHORNE, NEW JERSEY
BOARD OF EDUCATION
Reorganization Meeting
January 7, 2025
7:00 P.M.
This meeting is being recorded

MEMBERS OF THE BOARD

Abigail Goff, President
Alex Clavijo, Vice President

Joseph Carr
Michael Doyle
Jennifer Ehrentraut
Erica Mulkey-Koltzan
Anthony Puluse
Jay Shortway
Marco Totaro

Richard A. Spirito, Superintendent of Schools
Jenine M. Murray, Business Administrator/Board Secretary

Next Regular Meeting – Tuesday, January 21, 2025 at 7:00 P.M.

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 Herald News, The Record, 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, 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.
Joseph Carr			
Alex Clavijo			
Michael Doyle			
Jennifer Ehrentraut			
Erica Mulkey-Koltzan			
Anthony Puluse			
Jay Shortway			
Marco Totaro			
Abigail Goff			

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

REORGANIZATION:

R1. Annual School Election results, Tuesday, November 5, 2024. Official results certified by Danielle Ireland-Imhof, Passaic County Clerk:

Candidates – Three (3) Year Term	At Polls	Mail-In	Early Voting	Early Provisional	Provisional	Overseas	Total
Jennifer Ehrentraut	**1,800**	**856**	**2,121**	**0**	**72**	**0**	**4,849**
Abigail Goff	**1,701**	**834**	**1,993**	**0**	**62**	**0**	**4,590**
Gisselle Vega	**1,693**	**833**	**1,942**	**0**	**65**	**0**	**4,533**
Write-In Totals	204	0	0	0	0	0	204

R2. OATH OF OFFICE – NEWLY ELECTED MEMBERS of the BOARD OF EDUCATION:

Jenine M. Murray administers the oath of office to the newly elected members.

R3. ROLL CALL- INCOMING BOARD OF EDUCATION:

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Joseph Carr			
Alex Clavijo			
Michael Doyle			
Jennifer Ehrentraut			
Erica Mulkey-Koltzan			
Anthony Puluse			
Marco Totaro			
Gisselle Vega			
Abigail Goff			

R4. ELECTION OF BOARD PRESIDENT

Ms. Murray calls for nomination for President:

MOTION BY_____SECONDED BY_____
That _____be nominated for President

MOTION BY_____ SECONDED BY_____
That _____be nominated for President

Board of Education Roll Call Vote

	Mr. Carr	Mr. Clavijo	Mr. Doyle	Ms. Ehrentraut	Ms. Mulkey-Koltzan	Mr. Puluse	Mr. Totaro	Ms. Vega	Mrs. Goff
Motion									
Aye									
Nay									
Abstain									
Absent									

Ms. Murray relinquishes the chair to the newly elected President.

R5. ELECTION OF VICE-PRESIDENT

President_____ calls for nomination for Vice-President:

MOTION BY_____SECONDED BY_____
That _____be nominated for Vice-President

MOTION BY_____ SECONDED BY_____
That _____be nominated for Vice-President

Board of Education Roll Call Vote

	Mr. Carr	Mr. Clavijo	Mr. Doyle	Ms. Ehrentraut	Ms. Mulkey-Koltzan	Mr. Puluse	Mr. Totaro	Ms. Vega	Mrs. Goff
Motion									
Aye									
Nay									
Abstain									
Absent									

R6. 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 7, 2025 through January 6, 2026.

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.

R7. Adoption of the school calendar for the 2025-2026 school year, consistent with the schedule of dates contained in a report submitted under separate cover, a copy of which shall be incorporated as an integral part of this resolution and reported in the official minutes of this meeting.

THE FOLLOWING PROFESSIONAL APPOINTMENTS/ITEMS ARE BEING RECOMMENDED FOR 2025:

R8. **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:

Date	Location
January 21, 2025	Lincoln Middle School
February 18, 2025	Roosevelt Elementary School
March 18, 2025	Washington Elementary School
April 8, 2025	Jefferson Elementary School
April 29, 2025 Regular/Tentative Budget Hearing	Hawthorne High School
May 6, 2025	Hawthorne High School
June 10, 2025	Hawthorne High School
June 24, 2025	Lincoln Middle School
July 15, 2025	Hawthorne High School
August 19, 2025	Hawthorne High School
September 23, 2025	Hawthorne High School
October 21, 2025	Hawthorne High School
November 18, 2025	Lincoln Middle School
December 16, 2025	Lincoln Middle School
January 6, 2026 Reorg Meeting	Hawthorne High School

R9. **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 7, 2025 through January 6, 2026.

R10. DESIGNATION OF OFFICIAL NEWSPAPERS:

BE IT RESOLVED: That The Herald News 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 7, 2025 through January 6, 2026.

R11. 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 7, 2025 through January 6, 2026.

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
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
Referendum-Public Funds #xxxxx3372
Thomas G. Phillips Memorial Scholarship Fund Account #xxxxx1552

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
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.

R12. **BE IT RESOLVED BY THE HAWTHORNE BOARD OF EDUCATION** that the facsimile signatures for President of the Board of Education, School Business Administrator and Superintendent of Schools **be approved for use on all school warrants and checks as authorized on:**

Columbia Bank **All Accounts**

And further, that a security procedure for use of said facsimiles shall meet with the approval of the Finance Chairperson.

R13. **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 January 1, 2025 through December 31, 2025.
at the following hourly rates:

$185.00 Partner
$165.00 Associate
$125.00 Law Clerk

This appointment is made for the following reasons:

1. The fee structure submitted and contained in the proposal dated December 16, 2027 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.

R14. **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 for the fiscal year ending June 30, 2025 at an annual fee of $35,300.00 per the proposal dated December 9, 2024 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)

R15. APPOINTMENT OF ARCHITECT

BE IT RESOLVED: That the Hawthorne Board of Education appoint Solutions Architects as Architect of Record and Architect of Record for Referendum projects for the period July 1, 2025 through June 30, 2026. Fees will be established based on projects.

R16. 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 7, 2025 through January 6, 2026.

R17. 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 7, 2025 through January 6, 2026. The chairman of the finance committee will act as alternate if the Business Administrator/Board Secretary is unavailable.

R18. AWARD OF CONTRACT FOR RISK MANAGER:

BE IT RESOLVED: That the Hawthorne Board of Education maintains the executed agreement dated July 1, 2022 with The Vozza Agency, Inc. to serve as Risk Manager for a three-year term commencing July 1, 2022 through June 30, 2025 concurrent with the Board's NESBIG membership.

R19. APPOINTMENT OF QUALIFIED PURCHASING AGENT

BE IT RESOLVED: That Jenine M. Murray, School Business Administrator be Appointed as Qualified Purchasing Agent for the period January 7, 2025 through January 6, 2026.

R20. 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 7, 2025 through January 6, 2026.

R21. 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 7, 2025 through January 6, 2026. The Director of Education will act as alternate if the Superintendent of Schools is unavailable.

R22. 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 7, 2025 through January 6, 2026.

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
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
HOPE Program	Director of Sp. Prog.	$375	$100

Each 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.

R23. **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 July 1, 2025 through June 30, 2026 at no cost to the Board of Education.

R24. **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 2024 – 2025 school year.

R25. **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 7, 2025 through January 6, 2026.

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.

R26. **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 7, 2025 through January 6, 2026.

R27. **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 7, 2025 through January 6, 2026 unless modified upon recommendation of the Superintendent.

R28. **APPOINTMENT OF POLICY SERVICE PROVIDER**

BE IT RESOLVED: That Strauss Esmay be appointed to provide Board of Education policy update Service for the period July 1, 2025 through June 30, 2026.

R29. APPOINTMENT OF CONTINUING DISCLOSURE AGENT

BE IT RESOLVED: That Phoenix Advisors be appointed as continuing disclosure agent for the period July 1, 2025 through June 30, 2026.

R30. APPOINTMENT OF 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 July 1, 2025 through June 30, 2026.

R31. APPOINTMENT OF ENVIRONMENTAL CONSULTING FIRM:

BE IT RESOLVED: That New Wave Consultants Inc. and Envirovision be appointed as environmental consulting agents for the period January 7, 2025 through June 30, 2026.

R32. 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 7, 2025 through January 6, 2026.

R33. 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 7, 2025 through January 6, 2026.

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**

R34. APPOINTMENT OF 504 COMMITTEE COORDINATOR

BE IT RESOLVED: That the Director of Education be appointed as 504 Committee Coordinator for the period January 7, 2025 through January 6, 2026.

R35. APPOINTMENT OF ADA OFFICER

BE IT RESOLVED: That the Director of Special Programs be appointed as ADA Officer for the period January 7, 2025 through January 6, 2026.

R36. 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 7, 2025 through January 6, 2026.

R37. APPOINTMENT OF HOMELESS LIAISON

Approval of the Director of Special Programs as the Homeless Liaison for Hawthorne Public Schools effective January 7, 2025 through January 6, 2026.

R38. 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 7, 2025 through January 6, 2026.

Superintendent	-	District
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

R39. 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 7, 2025 through January 6, 2026.

R40. **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 7, 2025 through January 6, 2026.

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

R41. **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 for the period January 7, 2025 through June 30, 2025.

R42. **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 Sussex County Regional Cooperative as listed below for the period January 7, 2025 through June 30, 2025 as follows:

Special Education/Regular Education Transportation

R43. **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 Gloucester County Special Services School District as listed below for the period January 7, 2025 through June 30, 2025 as follows:

Special Education Transportation

R44. APPROVAL OF PURCHASING COOPERATIVES:

BE IT RESOLVED: That the Hawthorne Board of Education approves and authorizes participation in the following purchasing cooperatives:

- Educational Data Services
- TIPS-USA
- Hunterdon County Educational Services
- Peppm Cooperative Purchasing
- Educational Service Commission of New Jersey (ESCNJ)
- Bergen County Cooperative

R45. **APPROVAL OF OBSERVATION/EVALUATION TOOLS**

BE IT RESOLVED: That the Hawthorne Board of Education approve the following observation/evaluation tools for the 2025/2026 school year:

Stronge Evaluation System – Teachers, Education Specialists, and Paraprofessionals
Stronge Evaluation System – Principals, Vice Principals, Directors and Supervisors

R46. APPROVAL OF PARLIAMENTARY PROCEDURES

BE IT RESOLVED: That the Hawthorne Board of Education approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the period of January 7, 2025 through January 6, 2026.

R47. APPROVAL OF DOCTRINE OF NECESSITY

BE IT RESOLVED: That the Hawthorne Board of Education approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of

Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and
BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

R48. APPROVAL OF TRAVEL AND RELATED EXPENSE REIMBURSEMENT

BE IT RESOLVED: That the Hawthorne Board of Education approve the following item:

WHEREAS, the Hawthorne Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $2,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of $60,000.00 for all staff and board members.

R49. APPROVAL OF GUIDE FOR STANDARD OPERATING PROCEDURES AND INTERNAL CONTROLS FOR THE 2024 – 2025 SCHOOL YEAR

BE IT RESOLVED: That the Hawthorne Board of Education approve the Guide for Standard Operating Procedures and Internal Controls for the 2024 – 2025 School Year.

Board of Education Roll Call Vote

	Mr. Carr	Mr. Clavijo	Mr. Doyle	Ms. Ehrentraut	Ms. Mulkey-Koltzan	Mr. Puluse	Mr. Totaro	Ms. Vega	Mrs. Goff
Motion									
Aye									
Nay									
Abstain									
Absent									

PUBLIC BE HEARD:

At this time, members of the public may ask questions or make comments on educational issues or school matters.

MOTION TO ADJOURN REORGANIZATIONAL MEETING:

Board of Education Roll Call Vote

	Mr. Carr	Mr. Clavijo	Mr. Doyle	Ms. Ehrentraut	Ms. Mulkey-Koltzan	Mr. Puluse	Mr. Totaro	Ms. Vega	Mrs. Goff
Motion									
Aye									
Nay									
Abstain									
Absent									