

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
REORGANIZATION MEETING
January 6, 2025
MINUTES**

I. CALL TO ORDER – 7:30 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 July 24, 2024, advance written notice was emailed to **The Record and The Ridgewood News**, filed with the Borough Clerk, posted on the school website and forwarded to the Presidents of the 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. Tae Chang
Mr. Charles Crowley
Dr. Danielle Insalaco-Egan
Mr. Drew Krasny
Mrs. Deborah Munoz-Maniscalco
Mrs. Courtney Russell
Mr. Paul Wolford, Superintendent
Mr. Kevin Lane, Business Administrator/Director of Secondary Ed.
Mrs. Stacey Cherry, Esq., Fogarty & Hara
Mrs. Kristi Giambona, Board Secretary

VI. BOARD SECRETARY’S REPORT ON ELECTION RESULTS

1. Election Results - It is hereby moved that the Haworth Board of Education acknowledges the election results from the November 5, 2024 election, as reported herein by the Superintendent

Three Year candidates	Election Day/Early	Absentee by Mail	Provisional	Total
Charles Crowley	1226	270	36	1532
Jennifer Samples (write-in)	5	0	0	5

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

Charles Crowley
Jennifer Samples

2. ROLL CALL of the 2025 Haworth Board of Education Trustees:

<u>Trustee</u>	<u>Expiration of Term</u>
Tae Chang	2025
Charles Crowley	2027
Danielle Insalaco-Egan	2025
Drew Krasny	2026
Deborah Munoz-Maniscalco	2025
Courtney Russell	2026
Jennifer Samples	2027

ROLL CALL: 7/0

3. 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.**

D. Egan nominated C. Crowley for President. There were no other nominations.

Roll call: 7/0

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

D. Maniscalco nominated D. Egan for Vice President, T. Chang seconded the nomination for D. Egan.

Roll Call: 7/0

VII. MOTION TO OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY – 7:39 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.

VIII. CLOSE THE PUBLIC PORTION - 7:39 p.m. - NO PUBLIC COMMENT

5. 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. as follows:

2025

Haworth Board of Education Meeting Dates

Monday, January 6, 2025 - Reorganization

(Snow Date: Tuesday, January 7, 2025)

Wednesday, February 5, 2025

Wednesday, March 12, 2025 – “tentative” Budget approval

Thursday, April 24, 2025 – Budget Hearing

Wednesday, May 14, 2025

Wednesday, June 11, 2025

Wednesday, July 16, 2025

Wednesday, August 27, 2025

Wednesday, September 17, 2025

Wednesday, October 15, 2025

Wednesday, November 19, 2025

Wednesday, December 17, 2025

Note: Action is taken at all Public Meetings. Action may be taken at Work Session Meetings, if they are scheduled for necessity. Closed session meetings may precede and/or follow any of the scheduled 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 Superintendent's 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 & The Ridgewood News newspapers.

6. **Board Meeting Conduct-** It is hereby moved that the Board adopt "Robert's Rules of Order" for parliamentary procedures in conducting board business.

7. **Official Depository** - It is hereby moved that the Board approves Valley National Bank as official depository for funds of this Board of Education for the remainder of the 2024-2025 school year and through the next reorganization meeting.

8. **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 2024-2025 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 2 - Business Administrator, Superintendent or Board President.
- **After School Account** - Any 1 of 2 – Business Administrator, Superintendent or Board President.
- **Capital Projects Referendum Account** – 3 Signatures Required – Business Administrator, Superintendent and Board President.
- **Capital Reserve Account** – 3 Signatures Required - Business Administrator, Superintendent and Board President.
- **Flexible Spending Account** – Any 1 of 2 – Business Administrator, Superintendent or Board President.
- **Operating Account** – 3 Signatures Required – Business Administrator, Superintendent and Board President.
- **Payroll Account** – Any 1 of 2 – Business Administrator, Superintendent or Board President.
- **Petty Cash Account** – Any 1 of 2 – Business Administrator, Superintendent or Board President.

· **Student School Fund Account** – Any 2 of 3 – Business Administrator, Superintendent or Board President.

9. **Official Newspapers** - It is hereby moved that the Haworth Board of Education approve The Record and The Ridgewood News as the official newspapers of the Haworth Board of Education for the remainder of the 2024-2025 school year and through the next reorganization meeting.

10. **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 2024-2025 school year through the next reorganization meeting, which are on file in the Business Office.

11. **Appointment of Title VI Coordinator** - It is hereby moved that the Haworth Board of Education appoints Paul Wolford, Superintendent as the Title VI Coordinator (race, color, national origin) for the remainder of the 2024-2025 school year and through the next reorganization meeting.

12. **Appointment of Board Secretary** – It is hereby moved that the Haworth Board of Education appoint Kristi Giambona as Board Secretary for the remainder of the 2024-2025 school year and through the next reorganization meeting at a rate of \$515 per meeting.

13. **Petty Cash Account** - It is hereby moved that the Haworth Board of Education establish a petty cash account for the remainder of the 2024-2025 school year and through the next reorganization meeting in the amount of \$500.00.

14. **Professional Consultant/School Physician/Medical Examiner** - It is hereby moved upon recommendation of the Superintendent, that Nancy Rothenberg, D.O., be appointed as professional consultant/school physician/ medical inspector, at an annual salary of \$2,500 (extra \$500 bi-annually for scoliosis screening) for the remainder of the 2024-2025 school year and through the next reorganization meeting.

15. **Professional Services Agreement/Architect** — It is hereby moved upon the recommendation of the Superintendent, that RSC Architects be approved as the District's Architect of Record for the remainder of the 2024-2025 school year and through the next reorganization meeting.

16. **Professional Services Consultant/Auditor** - It is hereby moved upon the recommendation of the Superintendent, that Nisivoccia, LLP, Certified Public Accountants & Advisors, be approved as the District's auditor for the remainder of the 2024-2025 school year and through the next reorganization meeting.

17. **Professional Services Consultant-Board Attorney** – It is hereby moved that the Haworth Board of Education appoints the firm of Fogarty and Hara, Counsellors at Law as the Board Attorney at a rate of \$185 per hour for a partner, \$165 per hour for an associate, \$125 per hour for a law clerk and \$85 per hour for a paralegal, for the remainder of the 2024-25 school year and through the next reorganization meeting.

18. **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 2024-2025 school year and through the next reorganization meeting at a cost of \$16,950.00. Furthermore, the Business Administrator or Superintendent is hereby authorized and directed to execute an agreement with the aforementioned company.

19. **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 2024-2025 school year and through the next reorganization meeting at the contracted rate for the following services:

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

20. **Contract for Nursing Services** - It is hereby moved, by the recommendation of the Superintendent that Bayada Home Health Care. Inc., Priority Nursing Services, Best Choice Home Care, Delta-T and Starlight Home Care Agency be approved to provide substitute nursing services to the Haworth School District at their individual contracted rates per hour for the remainder of the 2024-2025 school year and through the next reorganization meeting.

21. **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 2024-2025 school year and through the next reorganization meeting.

22. **Delta Dental and Vision Service Plan** - It is hereby moved that the Haworth Board of Education approves participation in the Delta Dental Plan and the Vision Service Plan for the remainder of the 2024-2025 school year and through the next reorganization meeting.

23. **Affirmative Action Officer** - It is hereby moved that the Haworth Board of Education appoints Nancy Polifroni, RN, as the Affirmative Action Officer and Title IX Compliance Coordinator and Kylie Porcelli as the Alternate for the remainder of the 2024-2025 school year and through the next reorganization meeting.

24. **504 Compliance Officer** – It is hereby moved that the Haworth Board of Education appoints Jaclyn Honovich, School Counselor, as the 504 Compliance Officer for the for the remainder of the 2024-2025 school year and through the next reorganization meeting.

25. **School Safety Officer** – It is hereby moved that the Haworth Board of Education appoints Paul Wolford, Superintendent, as the School Safety Officer for the remainder of the 2024-2025 school year and through the next reorganization meeting.

26. **Integrated Pest Management Coordinator** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the appointment of Donald Turner, Supervisor of Building & Grounds, as the Integrated Pest Management Coordinator for the remainder of the 2024-2025 school year and through the next reorganization meeting.

27. **Custodian of Records** – It is hereby moved that the Haworth Board of Education appoints Kevin Lane, Business Administrator/Director of Secondary Education, as the Custodian of Records for the remainder of the 2024-2025 school year and through the next reorganization meeting.

28. **OPRA Requests**- Upon the recommendation of the Superintendent, the Haworth Board of Education establishes a fee request for public documents for the remainder of the 2024-2025 school year and through the next reorganization meeting.

- \$0.05 for letter-size copies, and
- \$0.07 for legal-size copies

29. **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 2024-2025 school year and through the next reorganization meeting.

30. **Liaison for Homeless Children** – It is hereby moved that the Board upon recommendation of the Superintendent approves the appointment of Jaclyn Honovich, School Counselor, as the District’s Liaison for Homeless Children for the remainder of the 2024-2025 school year and through the next reorganization meeting.

31. **403 B Agent Authorization** - It is hereby moved that the Board approve the following 403 B plans for the remainder of the 2024-2025 school year and through the next reorganization meeting.

- AXA Equitable Life Insurance Company
- Security Benefits
- Vanguard

32. **Public Agency Compliance Officer (P.A.C.O.)** – It is hereby moved that the Haworth Board of Education appoints Paul Wolford, Superintendent, as the Public Agency Compliance Officer for the remainder of the 2024-2025 school year and through the next reorganization meeting.

33. **Job Descriptions** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education re-adopts the existing job descriptions covering all employees of the Haworth Board of Education, for the remainder of the 2024-2025 school year and through the next reorganization meeting.

34. **Policies and Bylaws** - It is hereby moved that the Haworth Board of Education re-adopts existing policies and bylaws of the Board of Education for the remainder of the 2024-2025 school year and through the next reorganization meeting.

35. **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 2024-2025 school year through the next reorganization meeting.

36. **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 2024-2025 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 actions necessary to represent its interest in Region III.

37. **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 2024-2025 school year and through the next reorganization meeting.

38. **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 2024-2025 school year and through the next reorganization meeting.

39. **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 2024-2025 school year and through the next reorganization meeting.

40. 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 \$.47 per mile for the remainder of the 2024-2025 school year and through the next reorganization meeting, to conform with the per mile rate established by the OMB Circular for the calendar year 2024.

41. Student Accident Insurance – It is hereby moved that the Haworth Board of Education approves the appointment of Bob McCloskey Insurance as the student insurance carrier for the remainder of the 2024-2025 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 – It is hereby moved that the Haworth Board of Education authorizes Paul Wolford, Superintendent, or Kevin Lane, Business Administrator/Director of Secondary Education to perform the following for the remainder of the 2024-2025 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 – It is hereby moved, upon the recommendation of the Superintendent, that the Board authorizes the procurement of goods and services from vendors through the state agency/state contracts for the remainder of the 2024-2025 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 - It is hereby moved that the Haworth Board of Education appoints Paul Wolford, Superintendent, Kevin Lane, Business Administrator/Director of Secondary Education as the School Funds Investor for the remainder of the 2024-2025 school year and through the next reorganization meeting.

45. 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, if applicable, for the remainder of the 2024-2025 school year and through the next reorganization meeting.

46. **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 2024-2025 school year and through the next reorganization meeting.

47. **Organization Chart**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves the organizational chart for the 2024-2025 school year and ending on June 30, 2025 (Attachment).

48. **Request for state and federal funds**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves Paul Wolford, Superintendent, or Kevin Lane, Business Administrator/Director of Secondary Education, 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. **2024-2025 School Budget** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the implementation of the 2024-2025 school budget through June 30, 2025.

50. **Technical Services** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves Bergen Academies Technical Services for software/technology equipment maintenance for the remainder of the 2024-2025 school year and through the next reorganization meeting.

51. **Budget Transfers**--It is hereby moved that the Haworth Board of Education appoints Paul Wolford, Superintendent, or Kevin Lane, Business Administrator/Supervisor of Secondary Education as provided by N.J.S.A. 18A:22-8.1, 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** - 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 2024-2025 school year and through the next reorganization meeting.

53. **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 & Professional Development Plans

54. **Insurance Broker** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves Wex-Leap, Inc as broker/administrator for the flexible spending plan, cafeteria 125 plan and summary plan description for the remainder of the 2024-2025 school year and through the next reorganization meeting.

55. **Emergency Contact System** – It is hereby moved that the Haworth Board of Education reaffirm the Realtime Notification Alert System at a rate of \$2.17 per student/staff member for the remainder of the 2024-2025 school year and through the next reorganization meeting.

56. **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 2024-2025 school year and through the next reorganization meeting.

57. **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 2024-2025 school year and through the next reorganization meeting.

58. **Staff Attendance Plan** - It is hereby moved that the Haworth Board of Education affirm the Staff Attendance Plan for the remainder of the 2024-2025 school year and through the next reorganization meeting.

59. **District Website** - It is hereby moved that the Haworth Board of Education affirm Finalsight, Inc. to provide website management for the remainder of the 2024-2025 school year and through the next reorganization meeting.

60. **Staff Evaluation Management System** - It is hereby moved that the Haworth Board of Education affirm Frontline Technologies, Inc. (My Learning Plan) to provide staff evaluation data management for the remainder of the 2024-2025 school year and through the next reorganization meeting.

61. **District Policy Management System** - It is hereby moved that the Haworth Board of Education affirm Strauss Esmay, Inc. to provide policy updates and management for the remainder of the 2024-2025 school year and through the next reorganization meeting.

62. **Student Code of Conduct** - It is hereby moved that the Haworth Board of Education affirm the Elementary and Middle School Student Code of Conduct Handbooks for the remainder of the 2024-2025 school year and through the next reorganization meeting.

BE IT RESOLVED, that the Haworth Board of Education approves Items #5 through #62

ROLL CALL VOTE	YES	NO	ABSTAIN	ABSENT
Mr. Chang	✓			
Mr. Crowley	✓			
Dr. Egan	✓			
Mr. Krasny	✓			
Mrs. Maniscalco	✓			
Mrs. Russell	✓			
Mrs. Samples	✓			

D. Egan Moved, D. Krasny Seconded

ROLL CALL VOTE: 7/0

D. Maniscalco - asked if #19 is due to the construction?

P. Wolford - replied no, there is asbestos in the old areas of the building, so it is inspected twice per year to make sure those areas haven't been disturbed.

C. Crowley - asked if #23 is a position that is mandated by the state?

P. Wolford - replied yes, every district must have a Title IX Coordinator. Any staff member that is appointed to a state mandated position receives the required training or certification.

J. Samples - questioned #35 regarding the Curriculum Guides being approved through the next Reorganization meeting and what if any changes were made to the guides during this time?

P. Wolford - explained that approval is needed for the Curriculum Guides that are currently in effect so that there is something in place at all times. If changes are made throughout the year, they would be presented to the Board as a new resolution for a vote. If something new is voted in, then that would take precedence over the previous guide(s). There must always be approved guides in place at all times.

63. **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 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.

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.

BE IT RESOLVED, that the Haworth Board of Education approves Item #63

ROLL CALL VOTE	YES	NO	ABSTAIN	ABSENT
Mr. Chang	✓			
Mr. Crowley	✓			
Dr. Egan	✓			
Mr. Krasny	✓			
Mrs. Maniscalco	✓			
Mrs. Russell	✓			
Mrs. Samples	✓			

D. Egan Moved, C. Russell Seconded

ROLL CALL VOTE: 7/0

IX. MEETING OPEN TO THE PUBLIC 7:51 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.

CLOSE THE PUBIC PORTION: 7:51 p.m.

MOTION TO ADJOURN

D. Krasny Moved, D. Maniscalco Seconded

All in favor

X. ADJOURNMENT 7:52 p.m.

President
Haworth Board of Education

Board Secretary
Haworth Public School District