

CLOSTER BOARD of EDUCATION
Closter, New Jersey

MINUTES
ORGANIZATION MEETING
Tenakill Middle School
January 3, 2019
7:30 PM

The Annual Organization Meeting was called to order at 7:30 PM by Mr. Michael J. Donow, Interim Business Administrator/Board Secretary. (NOTE: The Interim Board Secretary Chairs this meeting until the Board President is elected)

NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Donow.

OFFICIAL RESULTS OF THE SCHOOL ELECTION

Votes for Members of the Closter Board of Education:

Sung Min Lee	1141
Anthony Linn	885
Michele Bhagat	824
Magaly Salamea-Cross	691
Personal Choice	2

ORGANIZATION STATEMENT

A board of education is a non-contiguous body which exists from organization to organization meeting. As such, a board cannot bind a future board unless specifically authorized by statute. Therefore, upon reorganization, in addition to administering the oaths of office and electing a president and vice president, the board shall address certain governance and contractual issues.

ADMINISTRATION OF THE OATH OF OFFICE

Pursuant to NJ Statutes, elected board members Anthony Linn and Michele Bhagat shall be sworn in at this time. The oath will be administered to Sung Min Lee at a later date.

Roll Call was taken and the following Board Members were present:

Mr. Linn, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kothari,
Mr. Lambert

Ms. Kwon arrived 7:35 PM.

The following Board Members were absent:

Ms. Lee (Stephanie), Ms. Lee (Sung Min)

Also present: Ms. Newberry, Mr. Donow

ELECTION OF THE PRESIDENT

Mr. Lambert was nominated for President by Ms. Micera and seconded by Ms. Kothari.

No other nominations were offered.

VOTE: Nomination #1: Mr. Lambert: 7 Votes

Mr. Lambert, the newly elected President of the Closter Board of Education assumed the Chair of the Meeting.

ELECTION OF THE VICE-PRESIDENT

Ms. Lee (Stephanie) was nominated for Vice-President by Ms. Kothari and seconded by Ms. Micera.

No other nominations were offered.

VOTE: Nomination #1: Ms. Lee (Stephanie) : 7 Votes

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Finkelstein to open the meeting to the public discussion at 7:35 PM.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Finkelstein to resume the regular order of business at 7:35 PM.

REQUIRED RESOLUTIONS, APPOINTMENTS AND APPROVALS pursuant to N.J.S.A. 18A and N.J.A.C. 6A et.seq.

Moved by Ms. Micera, seconded by Ms. Finkelstein to approve **Motions A- DD**.
Motions were approved by a roll call vote of the Board as follows:

YEAS: Mr. Linn, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kothari,
Ms. Kwon, Mr. Lambert

NAYS: none

A. Open Public Meetings Act

RESOLVED, to act in compliance with the Open Public Meetings Act Resolution per **Appendix A** (attached).

B. Establishment of Meeting Dates, Time and Place

RESOLVED, that the Closter Board of Education agrees to meet on the dates, time and location as per Schedule of Board Meetings , **Appendix B** (attached).

C. Adoption of Policies, Bylaws and Regulations

RESOLVED, that the Closter Board of Education shall approve and adopt all Policies, Bylaws and Regulations as on file with the Board Secretary; it is understood that all of the policies, bylaws and regulations contained therein are subject to continuing review and revision by the Closter Board of Education.

D. Adoption of Code of Ethics

RESOLVED, that the Closter Board of Education shall adopt the Code of Ethics for School Board Members contained within this recent amendment to the School Ethics Act, C.178, P.L. 2001 as per **Appendix C** (attached). In accordance with Board Policy # 9271, each Board Member shall sign a copy of the Code of Ethics, certifying that they have read and understand of said Code.

E. Appointment of Delegates and Representatives

RESOLVED, that the following delegates/representatives be appointed:

Bergen County School Boards Association	President
Alternate to the Bergen County School Boards Association	Vice President
New Jersey School Boards Association	President
Alternate to the New Jersey School Boards Association	Vice President

F. Designation of Official Newspapers

RESOLVED, that the Closter Board of Education designates *THE RECORD* as its official newspaper for the publication of all legal notices from the date of this Organization Meeting until the Organization Meeting in the next calendar year with the *NORTHERN VALLEY SUBURBANITE* as an alternate newspaper.

G. Designation of Official Depository

RESOLVED, that the Closter Board of Education designates Capital One Bank as Depository of School Funds from this Organization Meeting until the Organization Meeting in the next calendar year.

H. Designation of Authorized Signatures

RESOLVED, that the Closter Board of Education designates signatories for Board of Education accounts as listed in **Appendix D** (attached) and to authorize the School Business Administrator or, in his absence, the Superintendent of Schools to wire transfer funds between the approved previously named depositories of school funds.

I. Adoption of Curriculum

RESOLVED, that the Closter Board of Education adopts all current Northern Valley written curriculum guides, courses, textbooks, workbooks, and any other ancillary materials on file with the Superintendent, and be it further

RESOLVED that this Resolution is in effect from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

J. Permitted Pupil Records

RESOLVED, to approve the collection of permitted pupil records as follows:

- a. Observations, evaluations and ratings of the individual pupils by professional staff members acting within their sphere of competency;
- b. Samples of pupil work;
- c. Information obtained from professionally acceptable standard instruments of measurement, such as: interest inventories, aptitude tests, vocational preference inventories, achievement tests, standardized intelligence tests;
- d. Authenticated information provided by a parent/guardian or adult concerning achievements and other school activities which the pupil wants to make a part of the record;
- e. Verified reports of serious or recurrent behavior patterns;
- f. Extracurricular activities and achievements

K. Continued Implementation of the School Budget

RESOLVED, that the Closter Board of Education authorizes the Superintendent and School Business Administrator to continue to implement the school budget from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

L. Authorization of Petty Cash

RESOLVED, that the Closter Board of Education authorizes the School Business Administrator/Board Secretary to establish the following petty cash fund accounts in accordance with N.J.S.A. 18A:4-15 and :19-13 and N.J.A.C. 6:20-2.10;

<u>Amount</u>	<u>Account Name</u>	<u>Authorized Signatories</u>
\$100.00	Board of Ed.	Superintendent – Joanne Newberry. Business Administrator – Floro M. Villanueva, Jr.
\$500.00	Hillside School	Principal – Al Baffa and Secretary – Cheryl Boehm
\$500.00	Tenakill School	Principal – William Tantum Asst. Principal – Keith McElroy Secretary – Connie Luzzi; and

BE IT FURTHER RESOLVED, that the governing body hereby sets the maximum single Petty Cash expenditure at \$25.00.

M. Internal Controls and Standard Operating Procedures

RESOLVED, that the Closter Board of Education reapproves the Internal Controls and Standard Operating Procedures for Business Functions per N.J.A.C.6A:23A-6.4-6.6 from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

N. Uniform Chart of Accounts

RESOLVED, that the Closter Board of Education approves the current Uniform Chart of Accounts which conforms to Generally Accepted Accounting Principles (GAAP) from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

O. Procurement of Goods and Services through New Jersey State Contracts

WHEREAS, N.J.S.A. 18A:18A-10 provides that, a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Closter Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Closter Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

RESOLVED, that the Closter Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

- P. WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the district has participated in the New Jersey Cooperative Bid Maintenance Program for many years, administered by Educational Data Services, Inc., with considerable savings for materials and supplies;

RESOLVED, that the Closter Board of Education does hereby authorize the district purchasing agent to enter into a Cooperative Pricing Agreement for the provision and performance of goods and services as a part of the New Jersey Cooperative Bid Maintenance Program (Educational Data Services, Inc.) for the 2019-2020 school year, at an annual fee of \$2,330.00.

- Q. Procurement of Goods and Services through the Educational Services Commission of New Jersey

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System for the purchases of goods and services; and

WHEREAS, the Closter Board of Education has the need, on a timely basis, to procure goods and services utilizing Cooperative Pricing Agreements; and

RESOLVED, that the Closter Board of Education does hereby authorize the district purchasing agent to enter into a Cooperative Pricing Agreement for the provision and performance of goods and services through the Educational Services Commission of New Jersey from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

- R. Procurement of Goods and Services through Hunterdon County Educational Services Commission

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System for the purchases of goods and services; and

WHEREAS, the Closter Board of Education has the need, on a timely basis, to procure goods and services utilizing Cooperative Pricing Agreements; and

RESOLVED, that the Closter Board of Education does hereby authorize the district purchasing agent to enter into a Cooperative Pricing Agreement for the provision and performance of goods and services through the Hunterdon County Educational Services Commission from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

S. Authorization of Payment of Bills between Board Meetings

WHEREAS, prompt payment to vendors for goods and/or services leads to more effective competitive bidding and provision of services; and

WHEREAS, Title 18A:19-2 permits a Board of Education to designate a person to approve the payment of claims between meetings of the Board; and

WHEREAS, it is in the District's best interest to take advantage of discounts and to avoid the payment of late fees;

RESOLVED, that the Board Secretary/Business Administrator is authorized to make payments between Board meetings for all claims that have been duly audited under the provisions of 18A: 19-3 & 4; and be it further

RESOLVED, that the Board Secretary/Business Administrator shall present a listing of all bills paid under this provision for approval at the Board's next regular meeting; and be it further

RESOLVED, that this authorization is in effect from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

T. Appointments

RESOLVED, that the Closter Board of Education appoints the individuals listed in this Resolution from the date of this Organization Meeting until the Organization Meeting in the next calendar year:

<u>Title</u>	<u>Name</u>
Treasurer of School Monies	Norma Ketler
Affirmative Action Officer	Keith McElroy
AHERA Compliance Officer	Ralph Chappell
Indoor Air Quality Officer	Ralph Chappell
Integrated Pest Management Coordinator	Ralph Chappell
Right to Know Contact Person	Ralph Chappell
504 Compliance Officer (Hillside)	Dara Weiss
504 Compliance Officer (Tenakill)	Alexandra Earle
Public Agency Compliance Officer	Floro M. Villanueva, Jr.
Custodian of Public Records	Floro M. Villanueva, Jr.

U. Approval of Section 125 Plan Administrator

RESOLVED, that the Closter Board of Education approves Horizon Healthcare for the performance of administrative services in conjunction with the following *Section 125 Plan Benefits*: a "Premium Option Plan (POP)" and a "Flexible Spending Account (FSA)" and be it further

RESOLVED, that this approval is in effect from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

V. Approval of 403(b) Plan Providers

RESOLVED, that the Closter Board of Education approves the listed 403(b) Plan Providers from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

403(b) Plan Providers

AXA Equitable

Fidelity Investments

Vanguard

W. Resolution to Establish Bid Threshold and Appointment of Floro M. Villanueva, Jr. as the District's Qualified Purchasing Agent

WHEREAS, changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$40,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Floro M. Villanueva, Jr. possesses the designation of a Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Closter Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now, therefore, be it

RESOLVED, that the governing body of the Closter Board of Education in the County of Bergen, in the State of New Jersey hereby increases its bid threshold; and be it further

RESOLVED, that the governing body hereby appoints Floro M. Villanueva, Jr. as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that the governing body hereby authorizes the Qualified Purchasing Agent to award contracts up to the bid threshold; and be it further

RESOLVED, that the governing body hereby sets the quote threshold at 15% of the bid threshold amount; and be it further

RESOLVED, that this Resolution is in effect from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

X. Appointment of Board Attorney

WHEREAS, Fogarty & Hara, Esqs. have a fee structure that is most advantageous to the Board, price and other factors considered; and

WHEREAS, Fogarty & Hara, Esqs. have the expertise and experience to provide professional services to the Board; and

WHEREAS, the Board is desirous of appointing Fogarty & Hara, Esqs. to provide professional services to the Board; be it

RESOLVED, that the Closter Board of Education appoints Fogarty & Hara, Esqs. as its Board Attorney from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

Board Attorney – Hourly Rates

\$175 for Partners

\$155 for Associates

Y. Appointment of Auditor

WHEREAS, Lerch, Vinci & Higgins, LLP have a fee structure that is most advantageous to the Board, price and other factors considered; and

WHEREAS, Lerch, Vinci & Higgins, LLP have the expertise and experience to provide professional services to the Board; and

WHEREAS, the Board is desirous of appointing Lerch, Vinci & Higgins, LLP to provide professional services to the Board; be it

RESOLVED, that the Closter Board of Education appoints Lerch, Vinci & Higgins, LLP as its Auditor from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

Audit fee for fiscal year ending June 30, 2019 shall be \$14,900 additional introductory and statistical sections fees for June 30, 2019 including Comprehensive Annual Financial Report (CAFR), GASB 34, 44, 68 and 75 Compliance, ASSA and DRTRS audits and other financial consultations.

Auditor – Hourly Rates

Partners -	\$150.00-\$175.00/hour
Managers	\$125.00-\$140.00/hour
Senior Accts/Supervisors	\$90.00-\$115.00/hour
Staff Accts	\$75.00-\$85.00/hour
Other Personnel	\$ 45/hour

Z. Appointment of Architect of Record

WHEREAS, Dicara|Rubino Architects have a fee structure that is most advantageous to the Board, price and other factors considered; and

WHEREAS, Dicara|Rubino Architects have the expertise and experience to provide professional services to the Board; and

WHEREAS, the Board is desirous of appointing Dicara|Rubino Architects to provide professional services to the Board; be it

RESOLVED, that the Closter Board of Education appoints Dicara|Rubino Architects as its Architect of Record from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

Architect of Record – Hourly Rates

\$175 for Principal
\$165 for Senior Architect
\$150 for Project Manager
\$140 for Project Architect

AA. Appointment of Insurance Risk Manager

RESOLVED, to appoint Eifert, French & Co., Inc. as the Closter Board of Education's Risk Manager of Record from the date of this Organization Meeting until the Organization Meeting in the next calendar year; and be it further

RESOLVED that the Board authorizes the Insurance Fund (NESBIG) to pay Eifert, French & Co., Inc. as compensation for services rendered an amount approved by the NESBIG Executive Board.

BB. Appointment of Broker of Record for Employee Benefits

RESOLVED, to appoint Brown & Brown Benefit Advisors as the Closter Board of Education's Broker of Record for employee benefits from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

CC. Appointment of Medical Examiner

RESOLVED, to reappoint Dr. Shilpa Patel of Closter, NJ, as the Closter Board of Education's medical examiner/school physician of record for school year 2019-2020 at the annual fee of \$2,605.

DD. Transfer Authority between Board Meetings

RESOLVED, that as provided by N.J.S.A. 18A:22-8.1 amended, the superintendent or superintendent's designee shall be authorized to approve such line-item budget transfers as necessary between board meetings and that such transfers shall be reported, ratified and duly recorded in the minutes of the next regular Board meeting; and be it further

RESOLVED, that this Resolution is in effect from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Finkelstein to open the meeting to the public discussion at 7:39 PM.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Finkelstein to resume the regular order of business at 7:39 PM.

ADJOURNMENT

Moved by Ms. Micera, seconded by Ms. Kothari to adjourn the meeting at 7:40 PM.

Respectfully submitted,

Michael J. Donow,
Interim Business Administrator/Board Secretary