

**CLOSTER BOARD of EDUCATION**  
**Closter, New Jersey**

AGENDA  
ORGANIZATION MEETING  
Tenakill Middle School  
January 4, 2021  
7:30 PM

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Call to order: \_\_\_\_\_ @ \_\_\_\_\_ P.M.

(NOTE: The 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, remote access information 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**

**OFFICIAL RESULTS OF THE SCHOOL ELECTION**

**Votes for Members of the Closter Board of Education:**

<b>Lukshmi Puttaniah</b>	<b>2,340</b>
<b>Sung H. Kwon</b>	<b>2,192</b>
<b>Melody Finkelstein</b>	<b>1,672</b>
Personal choice / write-in	36

**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 Lukshmi Puttaniah, Sung H. Kwon, Melody Finkelstein shall be sworn in at this time.

Roll Call: Ms. Bhagat \_\_\_\_\_  
 Ms. Cross \_\_\_\_\_  
 Ms. Finkelstein \_\_\_\_\_  
 Ms. Kothari \_\_\_\_\_  
 Ms. Kwon \_\_\_\_\_  
 Ms. Lee \_\_\_\_\_  
 Mr. Linn \_\_\_\_\_  
 Ms. Micera \_\_\_\_\_  
 Ms. Puttaniah \_\_\_\_\_

ELECTION OF THE PRESIDENT

1. \_\_\_\_\_ nominated for President by \_\_\_\_\_, seconded by \_\_\_\_\_.

2. \_\_\_\_\_ nominated for President by \_\_\_\_\_, seconded by \_\_\_\_\_.

Motion to close nomination for the position of President made by \_\_\_\_\_ seconded by \_\_\_\_\_.

VOTE:

Nomination #1: \_\_\_\_\_ Votes Nomination #2: \_\_\_\_\_ Votes

The newly elected President of the Closter Board of Education assumes the Chair of the Meeting.

ELECTION OF THE VICE-PRESIDENT

1. \_\_\_\_\_ nominated for Vice-President by \_\_\_\_\_, seconded by \_\_\_\_\_.

2. \_\_\_\_\_ nominated for Vice-President by \_\_\_\_\_, seconded by \_\_\_\_\_.

Motion to close nominations for the position of Vice-President made by \_\_\_\_\_ seconded by \_\_\_\_\_.

VOTE:

Nomination #1: \_\_\_\_\_ Votes Nomination #2: \_\_\_\_\_ Votes

PUBLIC DISCUSSION

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public discussion at \_\_\_\_\_ PM.

*Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to resume the regular order of business at PM.

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

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve **Motions A-EE.**

Motions were \_\_\_\_\_ a roll call vote of the Board as follows:

YEAS:

NAYS:

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 per **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).

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; and be it further

<u>Amount</u>	<u>Account Name</u>	<u>Authorized Signatories</u>
\$500.00	Hillside School	Principal – Dianne Smith Secretary – Cheryl Boehm
\$500.00	Tenakill School	Principal – William Tantum Asst. Principal – Keith McElroy Secretary – Connie Luzzi

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

M. **Remuneration and Reimbursement**

WHEREAS, District Policy 9250: Remuneration and Reimbursement and N.J.A.C. 6A:23A-7.3 provides that the board of education shall establish in the annual school budget a maximum travel expenditure for the budget year, which the school district shall not exceed.

RESOLVED, that the Closter Board of Education hereby establishes the school district's maximum travel expenditure for the 2020-2021 school year as the sum of \$25,000; and be it further

RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

N. **Internal Controls and Standard Operating Procedures**

RESOLVED, that the Closter Board of Education approves the Internal Controls and Standard Operating Procedures for Business Functions including the Purchasing Manual per N.J.A.C.6A:23A-6.4-6.6 per **Appendix E & F** from the date of this Organization Meeting until the Organization Meeting in the next calendar year.

O. **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.

P. **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.

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 with the through 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 with 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. School Tax Payment Schedule for the Remainder of 2020-2021 School Year**

<b>Payment</b>	<b>Date</b>	<b>General</b>	<b>Debt Service</b>	<b>Amount Due</b>
7	10-Jan-21	\$ 1,709,772.92	\$ 147,690.00	\$ 1,857,462.92
8	10-Feb-21	\$ 1,709,772.92		\$ 1,709,772.92
9	10-Mar-21	\$ 1,709,772.92		\$ 1,709,772.92
10	10-Apr-21	\$ 1,709,772.92		\$ 1,709,772.92
11	11-May-21	\$ 1,709,772.92		\$ 1,709,772.92
12	10-Jun-21	\$ 1,709,772.88		\$ 1,709,772.88
		<b>\$ 10,258,637.48</b>	<b>\$ 147,690.00</b>	<b>\$ 10,406,327.48</b>

**U. 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:

<b><u>Title</u></b>	<b><u>Name</u></b>
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.
Homeless Education Liaison	Vincent McHale
School Safety Specialist	Courtney Carmichael
Data Coordinator	William Tantum

V. **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.

W. **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

AIG Retirement Services

Equitable

Faculty Services Corp

Fidelity Investments \*

Invesco Oppenheimer Funds

NY Life Ins. & Annuity Corp

Security Benefit

Vanguard \*

\*Only for existing plan members

X. **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 \$44,000; 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.

Y. **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

Z. **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, 2021 is estimated to be \$17,020 with additional introductory and statistical sections fees for June 30, 2021 including Comprehensive Annual Financial Report (CAFR), GASB 44 and 68 Compliance, ASSA and DRTRS audits and other financial consultations.

**Auditor – Hourly Rates**

Partners	\$150-\$175/hour
Managers	\$125-\$140/hour
Senior Accts/Supervisors	\$ 90-\$115/hour
Staff Accts	\$ 75-\$85/hour
Other Personnel	\$ 45/hour

AA. **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

BB. **Appointment of Insurance Risk Manager**

RESOLVED, to appoint Arthur J. Gallagher & Co. 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 Fund (NESBIG) to pay Arthur J. Gallagher & Co. as compensation for services rendered an amount approved by the NESBIG Executive Board.

CC. **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.

DD. **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 from the date of this Organization Meeting through June 2021 at a rate of \$260.50/month.

EE. **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.

CODE OF ETHICS

At this time, the Board Members will take turns reading aloud the Code of Ethics for School Board Members.

PUBLIC DISCUSSION

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public discussion at \_\_\_\_\_ PM.

*Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. A maximum of 15 minutes for public input is scheduled as per policy 1120. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address.*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to resume the regular order of business at PM.

ADJOURNMENT

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ PM.