

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

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

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The Board meeting was called to order by Mr. Villanueva at 7:32P.M.

**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**

The following Board members were present:

*Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Puttaniah, Ms. Cross, Ms. Finkelstein*

The following Board members were absent:

None

ELECTION OF THE PRESIDENT

Ms. Finkelstein was nominated for President by Ms. Micera, seconded by Ms. Cross.

**VOTE:**

Nomination #1: 9 Votes

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

ELECTION OF THE VICE-PRESIDENT

1. Ms. Lee was nominated for Vice-President by Ms. Bhagat, seconded by Mr. Linn.
2. Ms. Cross was nominated for Vice-President by Ms. Micera, seconded by Mr. Linn.
3. Ms. Kwon was nominated for Vice-President by Ms. Kothari, seconded by Mr. Linn

Motion to close nominations for the position of Vice-President made by Ms. Micera seconded by Ms. Bhagat.

**VOTE:**

Nomination #1: 1 Votes

Nomination #2: 6 Votes

Nomination #3: 2 Votes

PUBLIC DISCUSSION

Moved by Mr. Linn, seconded by Ms. Bhagat to open the meeting to the public discussion.

*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.*

***There were no public comments.***

Moved by Ms. Kwon, seconded by Ms. Micera to resume the regular order of business.

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

Moved by Ms. Bhagat, seconded by Ms. Micera to approve **Motions A-EE.**

Motions were approved by a roll call vote of the Board as follows:

YEAS:Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms.Lee, Mr. Linn, Ms. Micera, Ms. Puttannah, Ms. Cross, Ms. Finkelstein

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 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<br>Secretary – Cheryl Boehm                                      |
| \$500.00      | Tenakill School     | Principal – William Tantum<br>Asst. Principal – Keith McElroy<br>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**

| Payment | Date      | General         | Debt Service  | Amount Due      |
|---------|-----------|-----------------|---------------|-----------------|
| 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:

**Title**

**Name**

|  |                          |
|--|--------------------------|
| 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 Ms. Micera , seconded by Ms. Kwon to open the meeting to the public discussion.

*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.*

***There were no public comments.***

Moved by Ms. Micera, seconded by Ms. Bhagat to resume the regular order of business.

**ADJOURNMENT**

Moved by Ms. Micera, seconded by Ms. Kothari to adjourn the meeting at 7:54 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Floro M. Villanueva, Jr.", with a large, sweeping flourish extending to the right.

Floro M. Villanueva, Jr.  
Business Administrator/Board Secretary

OPEN PUBLIC MEETINGS ACT RESOLUTION

BE IT RESOLVED by the Board of Education of the Borough of Closter, in compliance with the provisions of the "Open Public Meetings Act" Chapter 231, P.L. 1975, effective January 19, 1976, (hereinafter called The Act), that:

1. Except as provided by Section 7b of The Act, all meetings of the Closter Board of Education shall be open to the public at all times.
2. At every Work Session Meeting and Regular Meeting, the public shall be entitled to observe and may actively participate during the time or times designated for that purpose in the Order of Business.
3. The Regular Meetings of the Closter Board of Education shall be held in the Auditorium at the Tenakill Middle School, 275 High Street, Closter, New Jersey, at 7:30 PM, generally on a Thursday. There will only be one meeting in June, July, November and December on the dates set forth in the Schedule of Meetings annexed hereto and made part hereof. Official action may be taken at any public meeting.
4. The Work Session Meetings of the Closter Board of Education shall be held in the Auditorium at the Tenakill Middle School, 275 High Street, Closter, New Jersey, at 7:30 PM, generally on a Thursday, on the dates set forth in the Schedule of Meetings annexed hereto and made part hereof. Official action may be taken at any public meeting.
5. Within 7 days following the adoption of this resolution and any revising or modifying resolution, and within 48 hours in advance of same and any additional, revised, or modified meetings times;
  - a. a copy shall be posted on the district's website;
  - b. a copy shall be posted on a bulletin board in the Board of Education Office, accessible to the public at all business hours, posted at each school in the district and shall remain so posted until replaced with a duly adopted resolution setting forth any revision thereof;
  - c. a copy shall be sent to *The Record* and the *Northern Valley Suburbanite* newspapers;
  - d. a copy shall be filed with the Borough Clerk of the Borough of Closter.

# CLOSTER BOARD of EDUCATION

Closter, New Jersey  
Schedule of Meetings

In compliance with the Open Public Meetings Act, Chapter 231, P.L. 1975, State of New Jersey, notice is hereby given of the Work Session and Regular meeting dates of the Closter Board of Education, County of Bergen, State of New Jersey for the period of January 2021 through December 2021 and the Organization Meeting on January 4, 2021.

All meetings will start at 7:30 PM in the Tenakill Middle School Auditorium located at 275 High Street, Closter, NJ. Special meetings and/or changes to the schedule of meetings set forth below will be announced and posted in compliance with the Open Public Meetings Act.

## Work Session Meetings

February 4, 2021  
March 11, 2021  
April 8, 2021  
May 13, 2021  
No Meeting Scheduled  
No Meeting Scheduled  
August 12, 2021  
September 9, 2021  
October 7, 2021  
No Meeting Scheduled  
No Meeting Scheduled

## Regular Meetings

January 21, 2021  
February 25, 2021  
March 25, 2021  
April 29, 2021 (Budget Hearing)  
May 27, 2021  
June 17, 2021  
July 15, 2021  
August 26, 2021  
September 23, 2021  
October 21, 2021  
November 18, 2021  
December 9, 2021

Organization meeting: January 6, 2022

All meetings of the Closter Board of Education shall be open to the public at all times; however, the Closter Board of Education reserves the right to convene in executive/closed session and exclude the public to discuss legal matters, personnel, collective bargaining, contract negotiations, and any other exception as defined by the Open Public Meetings Act.

At every Work Session Meeting and Regular Meeting, the public shall be entitled to observe and may participate during the time or times designated for that purpose in the Order of Business.

Official action may be taken at any meeting.

By order of the Closter Board of  
Education  
340 Homans Avenue, Closter, NJ 07624



Florio M. Villanueva, Jr.  
Business Administrator/Board Secretary

NEW JERSEY SCHOOL BOARD MEMBER  
CODE OF ETHICS  
N.J.S.A. 18A:12-24.1

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 which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all 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 schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

## Bank Accounts

| <b><i>Account</i></b>             | <b><i>Signatures</i></b> | <b><i>Authorized Signatories</i></b>                      |
|-----------------------------------|--------------------------|---|
| General Account                   | 3                        | SBA or Supt., and Treasurer,<br>President or V. President |
| Milk Account                      | 3                        | SBA or Supt., and Treasurer,<br>President or V. President |
| Capital Reserve Fund              | 3                        | SBA or Supt., and Treasurer,<br>President or V. President |
| Payroll                           | 1                        | Treasurer   |
| Agency Accounts                   | 2                        | SBA and Treasurer   |
| Unemployment Trust                | 3                        | SBA or Supt., and Treasurer,<br>President or V. President |
| Student Activity - Hillside       | 2 or 3                   | Principal, Business Administrator, or<br>School Secretary |
| Student Activity - Tenakill       | 2 or 3                   | Principal, Business Administrator, or<br>School Secretary |
| Petty Cash - Hillside             | 2 or 3                   | Principal, Business Administrator, or<br>School Secretary |
| Petty Cash - Tenakill             | 2 or 3                   | Principal, Business Administrator, or<br>School Secretary |
| Miriam Kramer Scholarship<br>Fund | 1                        | Principal   |

Appendix E  
(Avail on line)



# Closter Public Schools

*340 Homans Avenue, Closter, New Jersey 07624*

## **STANDARD OPERATING PROCEDURES AND INTERNAL CONTROLS**

Prepared By:

**Mr. Floro M. Villanueva Jr.**  
**Business Administrator / Board Secretary**

Updated: October 22, 2020



Appendix F  
(Avail m line)



# Closter Public Schools

340 Homans Avenue • Closter, New Jersey 07624

## **PURCHASING MANUAL**

Prepared by:  
Mr. Floro M. Villanueva Jr.  
Board Secretary/Business Administrator  
Purchasing Agent