



NORWOOD, NEW JERSEY

MINUTES
BOARD OF EDUCATION
Reorganization Meeting
January 5, 2015
7:30 PM, APR

MEMBERS OF THE BOARD

Mr. Michael Sprague, Trustee
Mr. Joel Rubin, Vice Trustee
Ms. Sally Diaz, Trustee
Ms. Elizabeth Giampaglia, Trustee
Mr. Mathew Ross, Trustee
Mr. William Snyder, Trustee
Mr. G.C. Vaghasia, Trustee

Mr. Bert Ammerman, Interim Chief School Administrator
Mrs. Louise Napolitano, School Business Administrator

The Business Administrator/Board Secretary acts a temporary chairperson until the new President is elected.

Meeting is called to order by the Business Administrator/Board Secretary Time: 7:30pm

FLAG SALUTE:

OPEN PUBLIC PORTION MEETING ACT STATEMENT

Pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin board, and it has been delivered to The Record newspaper circulated in the District at least 48 hours prior to the time for this meeting. The Board will meet in executive session immediately following to discuss personnel and contractual matters.

Report of Election Results – Mrs. Napolitano, Business Administrator/Board Secretary

Vote for members of the Board of Education:

For three (3), three (3) year terms: Mr. Edward Cammaratta 438*
 Ms. Elizabeth Giampaglia 479
 Mr. William Snyder 452*
 Mr. Michael Sprague 496*
**incumbent*

Oath of Office administered by Mrs. Napolitano to newly elected and re-elected Board Members

ROLL CALL:

	PRESENT	ABSENT	ARRIVAL/DEPARTURE TIME
Ms. Sally Diaz, Trustee	√		
Ms. Elizabeth Giampaglia, Trustee	√		
Mr. Mathew Ross, Trustee	√		
Mr. Joel Rubin, Trustee		√	
Mr. Michael Sprague, Trustee	√		
Mr. William Snyder, Trustee		√	
Mr. G.C. Vaghasia, Trustee	√		

Faculty Members 3

Community Members 9

Election of President Requested:

Mathew Ross Nominated for President by GC Vaghasia,

Seconded by Sally Diaz.

Motion to close nomination for position of President made by Mike Sprague,

Seconded by GC Vaghasia.

Vote: All In Favor

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Ms. Sally Diaz	√			
Ms. Elizabeth Giampaglia	√			
Mr. Mathew Ross	√			
Mr. Joel Rubin				√
Mr. William Snyder				√
Mr. Michael Sprague	√			
Mr. G.C. Vaghasia	√			

Newly elected President of the Norwood Board of Education assumes the chair of the Meeting.

Election of Vice President Requested:

Joel Rubin Nominated for Vice President by Mike Sprague,

Seconded by Sally Diaz.

Motion to close nomination for position of Vice President made by

Mike Sprague, Seconded by GC Vaghasia.

Vote: All In Favor

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Ms. Sally Diaz	√			
Ms. Elizabeth Giampaglia	√			
Mr. Mathew Ross	√			
Mr. Joel Rubin				√
Mr. William Snyder				√
Mr. Michael Sprague	√			
Mr. G.C. Vaghasia	√			

ADMINISTRATIVE COMMITTEE

BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, the Administrative Committee recommends the following resolution(s):

Motion to approve Administrative items “A1-A33”

Moved by: Mr. Sprague

Seconded by: Mr. Vaghasia

Vote: All In Favor

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Ms. Sally Diaz	√			
Ms. Elizabeth Giampaglia	√			
Mr. Mathew Ross	√			
Mr. Joel Rubin				√
Mr. William Snyder				√
Mr. Michael Sprague	√			
Mr. G.C. Vaghasia	√			

A1. Board Member Code of Ethics

approve the Norwood Board of Education abiding by the following Code of Ethics for School Board Members as per Enclosure #1

A2. Adoption of Robert Rules

approve rules, regulations and conduct of the Board meetings to be governed by parliamentary procedure, Roberts Rules of Order.

A3. Official Newspapers

designate The Bergen Record and The Suburbanite as official newspapers for the Board through the January 2016 Reorganization Meeting.

A4. Meeting Schedule

approve the Board Meeting dates for the year beginning January 2015 thru December 2015, unless posted and published otherwise, the schedule for future meetings of the Norwood Board of Education will be held in the APR/School Library, 177 Summit Street, Norwood, NJ:

Work Sessions – Public @ 7:30PM		Regular Meetings – Public @ 8:00PM unless otherwise noted	
January 5	Monday	January 19	Monday
February 2	Monday	February 23	Monday
March 9	Monday	March 23	Monday
April 13	Monday	April 27	Monday
May 4	Monday	May 18	Monday
June 1	Monday	June 15	Monday
		July 13	Monday(combined mtg. 7:30)
		August 10	Monday (combined mtg. 7:30)
September 7	Monday	September 21	Monday
October	Monday 5	October 19	Monday
November	Monday 2	November 16	Monday
		December 21	Monday (combined mtg. 7:30)

approve that notice of the above meeting schedule be kept posted in the Norwood Public School, on the Business Office hall bulletin board.

approve that notice of the above meeting schedule be mailed to The Record and The Suburbanite, the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

approve that notice of the above meeting schedule be filed with the Clerk of the Borough of Norwood.

approve that Special Public Meetings, where official action is taken will be scheduled as needed with proper notice.

Be it noted that Closed Executive Sessions with the public excluded for discussion of personnel, legal matters, negotiations, child placements or any other exception as defined in NJSA 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

A5. Professional Services

approve the following professional services for the Board until the January 2016 Reorganization Meeting:

Auditor:	appoint T.M. Vrabel & Associates, LLC, at a rate of \$16,00.00.
School Physician:	appoint Dr. Helena Nouman at a rate of \$6,100.00.
Attorney:	appoint the firm Fogarty and Hara at a rate or \$175.00/hour for a Partner and \$155.00/hour for an Associate through the January 2016 Reorganization meeting.
Architect:	appoint Joe Cecco of the firm Architect Joseph A. Cecco, AIA at the fee schedule as per Enclosure 2.
Bond Attorney:	McManimon, Scotland & Baumann, LLC.
Health Benefits Agent:	approve GR Murray as Health Benefits agent for dental coverage, health benefits and flexible spending accounts at rate of \$6,000.00 per year.

A6. Meeting Notice Fee

resolve that pursuant to the provisions of the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, the fee to all persons desiring notice of any regular meeting schedule or revision shall be \$1 per notice per meeting.

A7. Bylaws, Board Policies, Regulations and Job Descriptions

approve that the written Bylaws, Board Policies, Regulations and Job Descriptions previously and adopted contained in the Board of Education Policy Book are hereby adopted by this Board and shall govern all actions and business to come before this Board.

A8. SOP (Standard Operating Procedures)

readopt the Norwood Public School District SOP and Internal Controls effective through the January 2016 Reorganization Meeting.

A9. Appointed Positions

approve the following appointment positions effective until the January 2016 Reorganization Meeting.

- 504 Coordinator- Megan O'Neill
- Affirmative Action Officer- Fran Orefice
- Homeless Liaison- Bert Ammerman
- Safety Coordinator- Bert Ammerman
- Antibullying Specialist- Megan O'Neill
- Antibullying Coordinator- Gina McCormack

- PARCC coordinator- Gina McCormack
- PARCC IT- Chris Rzucidlo
- Medical Coordinator – Anna Froeder
- Asbestos Hazard Emergency Response Act – Mark Meyers
- Right to Know – Mark Meyers
- OSHA Lockdown/Tagout – Mark Meyers

A10. Comprehensive Equity Plan

re-approve the Comprehensive Equity Plan from 2007 through 2010, to be implemented thru 2016. (The District is awaiting guidance from the State in regards to implementation thru 2016)

A11. Legal Holidays for Pupil Absence for 2016 academic year

approve the list of religious holiday permitting pupil absence from School according to N.J.S.A. 18A:36-14-16 and N.J.A.C. 6A:32-8.3(j) as posted on the NJDOE website.

A12. Authorization Policy for Summer Hire

authorize the Superintendent of Schools to fill existing certified and non-certified school vacancies during July and August 2015. Such actions to be confirmed at the next available Board of Education meeting.

A13. Curriculum Guides

approve the Northern Valley, Office of Curriculum and Instruction, K-8 Curriculum Guides for the 14-15 and 15-16 school years.

approve the Northern Valley, Office of Curriculum and Instruction, Program Development, Revision and Evaluation Schedule as per Enclosure #3.

A14. Regional Testing Schedule

approve the Northern Valley, Office of Curriculum and Instruction, Regional Testing Schedule as per Enclosure #4.

A15. Home Instruction Hourly Rate

approve the home instruction hourly rate at \$50.00 per hour effective until the Reorganization Meeting in January 2016.

- A16. Marshall Evaluation Plan**
approve the Kim Marshall Evaluation Rubrics in evaluating staff effective until the Reorganization Meeting in January 2016.
- A17. Official Signatures**
designate the signatures of the President, the Business Administrator and Chief School Administrator as the official signatures for the warrants of the Board effective until the Reorganization Meeting in January 2016.
- A18. Transfer of Funds to Payroll Account**
authorize the Business Administrator/Board Secretary or payroll Bookkeeper to transfer funds from the Current Account to Payroll and Payroll Agency Accounts.
- A19. Petty Cash Fund**
approve the continuance of the petty cash fund effective until the Reorganization Meeting in January 2016 in the amount of \$400 under the control of the Business Administrator/Board Secretary with reimbursements not to exceed \$25.00.
- A20. Student School Fund**
approve the continuance of the Student Fund account effective until the Reorganization Meeting in January 2016, such account under the control of the Business Administrator/Board Secretary, and check amount not to exceed \$100 if chargeable to current funds.
- A21. Budget Line Transfers**
approve the policy of Board approval for all transfers beyond the advertised budget line.
- A22. Mileage Reimbursement Rates**
approve the adjustment of the District's standard mileage rate of reimbursement to that defined in the New Jersey state OMB Circular Letter 06-02 (currently \$0.31 per mile) as per Norwood Board of Education Policy #6471.
- approve the New Jersey State OMB Circular Letter 06-02 mileage reimbursement rate to Administrators, Teachers, Secretarial, Custodial and Support Staff effective until the Reorganization Meeting in January 2016 as per Norwood Board of Education Policy #6471.

A23. Budget Travel Reimbursement Account

approve the maximum travel allowance and workshop budget as detailed in the Uniform Minimum Chart of Accounts (Handbook R2R) for New Jersey Public Schools and pursuant to NJAD 6A:23B-1.2(b), effective until the Reorganization Meeting in January 2016.

A24. Investment of Monies and Banking Procedures

adopt Enclosure #5 designating banking procedures and authorizing the investment of monies effective until the Reorganization Meeting in January 2016.

adopt Enclosure #6 authorizing the transfer of investment proceeds from the capital project fund to the debt service fund to pay bond debt service effective until the Reorganization Meeting in January 2016.

A25. School Purchasing Agent

adopt Enclosure #7 designating the Business Administrator/Board Secretary to be responsible and accountable for the purchasing activity for the district effective until the Reorganization Meeting in January 2016.

A26. School Treasurer

Approve the Superintendent or his/her designee to be designated as the District's treasurer.

A27. Public Agency Compliance Officer

resolve that in accordance with N.J.A.C. 17:27-35, which requires that each public agency annually designate an office or employee to serve as its public agency compliance officer, Louise Napolitano be designated Public Agency Compliance Officer effective until the Reorganization Meeting in January 2016.

A28. Use of State Contracted Vendors

approve the following resolution authorizing the procurement of goods and services through State Agency effective until the Reorganization Meeting in January 2016:

WHEREAS, Title 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 of New Jersey by the Division of Purchase and Property, and

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

WHEREAS, the Norwood Board of Education desires to authorize its purchasing agent for the 2014-15 to make any and all purchases necessary to meet the needs of the school district throughout the school year, now, therefore be it

RESOLVED that the Norwood Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State of New Jersey, Department of the Treasury, Division of Purchase and Property utilizing the vendors* (**including but not limited to*) as listed:

Apple, Inc.	East Coast Emergency Lighting
CDW Government	Promedia Tech Services Inc.
Command Radio	School Specialty
Sherwin Williams Paints	United Business Systems

A29. Use of Cooperative Purchasing

approve participation in the Cooperative Spending and Purchasing Middlesex Regional Education Services Commission (MRES) and Ed Data, Inc.

A30. Tax Shelter Annuity Companies

approve the following vendors as the District's 403(b) Plan investment providers:

AXA Equitable
ING

A31. Appointment of Insurance Agency

approve the appointment of the Burton Agency to administer insurance provided through the North East School Board Insurance Group until the Reorganization Meeting in 2016.

A32. Continuance of Membership in North East School Board Insurance Group

approve membership in the North East School Board Insurance Group until the Reorganization Meeting in 2016.

A33. Appointment of Insurance Risk Manager

approve the Nelson Patterson Agency to provide professional risk management consulting services until the Reorganization Meeting in 2016.

Organization of Committees effective until the Reorganization Meeting in January 2016:

1. Curriculum/Technology/Policy:
2. Finance: January 19th Committee Meeting at 7:00pm.
3. Negotiations/Performance & Evaluations:
4. Buildings and Grounds:

Liaisons:
Joint Boards Coordination
Bergen County School Boards
NJ School Boards

New Business – Mr. Vaghasia mentioned that he saw a Robotics Demonstration at the Convention in A/C and that there is a similar program at Dwight-Englewood. He would like the Curriculum Committee to investigate the cost and who uses this program.

Old Business - none

Public Participation

Moved by: Mr. Sprague
Seconded by: Mr. Vaghasia
Time: 7:50pm

Closed to the Public

Moved by: Mr. Sprague
Seconded by: Mr. Vaghasia
Time: 7:50pm

Adjournment to Executive Session

RESOLVED that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to Legal/Contractual/Personnel Issues. Said matters will be made public upon their disposition.

Moved by: Ms. Giampaglia
Seconded by: Mr. Vaghasia
Time: 7:50pm

Motion to adjourn the meeting from Executive Session

Moved by: Mr. Sprague
Seconded by: Ms. Diaz
Time: 8:02pm

Respectfully submitted,

Louise A. Napolitano
Business Administrator/Board Secretary