

**CARLSTADT – EAST RUTHERFORD REGIONAL BOARD OF EDUCATION**

**REORGANIZATION**

**January 3, 2018**

**7:00 P.M. – Media Center**

**MINUTES**

**SPECIAL ANNOUNCEMENT:** These proceedings are being audio recorded.

**BOARD SECRETARY CALLS THE MEETING TO ORDER:**

The Nicholas Annitti, Business Administrator/Board Secretary served as presiding officer to until a new President was elected. Mr. Annitti called the meeting to order at 7:00 p.m.

**ROLL CALL: PRESENT:** Robert Anderson                      Kathryn Fukushima  
Lawrence Bongiovanni                      Dennis Monks  
Kevin Felten                                      Raymond Muszynski

Louise Clarke, Superintendent; Nicholas Annitti, Board Secretary; and Renee Engelhardt, Confidential Secretary were also present.

**FLAG SALUTE AND OPENING STATEMENT:**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of the New Jersey Open Meetings Act the Carlstadt-East Rutherford Regional Board of Education has caused notice of this meeting by posting the date, time and location of said meeting by mailing notification to **The Record**, the Board's official newspaper.

Copies of agendas are available 48 hours prior to said meetings in the Board of Education office and are posted in the main office of the H.P. Becton Regional H.S. and on the Becton Regional High School website – [www.bectonhs.org](http://www.bectonhs.org).

**The Board Secretary presented the Report of Proceedings for the 2017 Annual School Election.**

**Review of results of School Board Election held on Tuesday, November 7, 2017:**

**CARLSTADT**

**VOTES**

**Two Members for Three (3) Year Terms**

	<b><u>Election Day</u></b>	<b><u>Mail In</u></b>	<b><u>Provisional</u></b>	<b><u>Total</u></b>
Bruce Young	582	34	5	621
Zakaria Kandiel	294	22	4	320
Brenda Kaneaster	240	26	2	268
Fred Meo	186	15	1	202



**MOTION TO CLOSE THE NOMINATIONS FOR VICE PRESIDENT.**

Moved: Mr. Felten

Second: Mr. Bongiovanni

**CASTING OF VOTES:**

**ROLL CALL VOTE:**

MEMBER	YES	NO	ABSTAIN	ABSENT	REMARKS
Mr. Anderson	X				
Mr. Bongiovanni	X				
Ms. Cruz	X				
Mr. Felten	X				
Mrs. Fukushima	X				
Mr. Kandiel	X				
Mr. Monks			X		
Mr. Muszynski	X				

**HEARING OF CITIZENS ON AGENDA ITEMS ONLY**

Open: Moved: Mr. Felten

Second: Mr. Monks

Approved: Unanimous

In accordance with the Bylaws 0167-Public Participation in Board Meeting, any citizen present who wishes to be heard on agenda items only, should raise his/her hand to be recognized, state name and address. Each statement made by a participant shall be limited to the discretion of the Board President. Any citizen wishing to be heard on non-agenda items may do so after new business. The hearing of citizens shall be limited to sixty minutes.

State Senator Paul Sarlo  
Wood-Ridge, NJ

- State Senator Sarlo congratulated the new members and wished the Board well. He gave the members and public an overview of what is being discussed by the legislators concerning education and the State Aid situations.

Close: Moved: Mr. Felten

Second: Mr. Monks

Approved: Unanimous

**REORGANIZATION RESOLUTIONS:**

**Each members took a turn at reading the following resolutions.**

1. **BE IT RESOLVED**, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Carlstadt-East Rutherford Regional Board of Education:

**18A:12-24.1 Code of Ethics for School Board Members**

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 that 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 school.
- 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.

L.2001,c.178,s.5.

**MEMBERS SIGNED AND RETURNED THERE CODE OF ETHICS FORM TO THE BOARD SECRETARY.**

**2. Approve policy manual and bylaws:**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey as follows:

**BE IT RESOLVED** that the Regional Board of Education continues to operate under previously approved Policy Manual and Bylaws, order of business, New Jersey Statute Title 18A- Education, New Jersey Administrative Code Title 6 & 6A – Education and Robert’s Rules of Order.

**3. Approve order of business:**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey as follows:

That the order of business for the regular meetings for the ensuing year is in accordance with the following:

- 1. Meetings called to order by the board president
- 2. Roll call by the Secretary
- 3. Flag Salute and opening statement
- 4. Review and/or approval of previous minutes

5. Student of the month presentation
6. Report of the Secretary
7. Report of the Superintendent
8. Hearing of citizens on agenda items only
9. Committee Reports
10. Unfinished Business
11. New Business
12. Hearing of Citizens
13. Adjournment

**4. Establish meeting dates and times:**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey as follows:

**BE IT RESOLVED** that the **MONTHLY REGULAR ACTION MEETINGS** of the Regional Board of Education for the period January 1, 2018 through December 31, 2018 be held in the Media Center of the Henry P. Becton Regional High School, 120 Paterson Avenue, East Rutherford, NJ 07073 on the **second** Wednesday of each month at 7:00 p.m. except if the date is a recognized legal holiday;

**BE IT FURTHER RESOLVED** that during the months of July and August there will be a **MONTHLY REGULAR MEETING ON THE second** Wednesday of each month in the Board Conference Room at 7:00 p.m. except if the date is a recognized legal holiday. The Regional Board of Education can change the time of a scheduled meeting by posting a notice in the official Board newspaper.

<u>2018</u>	<u>Regular Action Session Meetings</u>
<b>JANUARY</b>	<b>10<sup>th</sup></b>
<b>FEBRUARY</b>	<b>14<sup>th</sup></b>
<b>MARCH</b>	<b>14<sup>th</sup></b>
<b>BUDGET HEARING</b>	<b>TBA</b>
<b>APRIL</b>	<b>18<sup>th</sup></b>
<b>MAY</b>	<b>9<sup>th</sup></b>
<b>JUNE</b>	<b>13<sup>th</sup></b>
<b>JULY</b>	<b>11<sup>th</sup></b>
<b>AUGUST</b>	<b>8<sup>th</sup></b>
<b>SEPTEMBER</b>	<b>12<sup>th</sup></b>
<b>OCTOBER</b>	<b>10<sup>th</sup></b>
<b>NOVEMBER</b>	<b>14<sup>th</sup></b>
<b>DECEMBER</b>	<b>12<sup>th</sup></b>

**5. Approve notice of meetings:**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey, and in compliance with the dictates of Chapter 231, Public Law of 1975, as follows:

1. That the BOARD SECRETARY is hereby authorized to file a copy of the adopted resolution, specifying the days when the public meetings of the Carlstadt – East Rutherford Regional Board

of Education will be held for the period of January 1, 2018 through December 31, 2018 with the Borough Clerks of the Boroughs of Carlstadt and East Rutherford, and

- 2. That the BOARD SECRETARY is authorized and directed to e-mail meeting notices to the official newspaper of the Regional Board of Education.
- 3. Special meetings of the Carlstadt-East Rutherford Regional Board of Education may be held from time to time at the time to be designated. Prior notice as required by the Open Public Meetings Act shall be given when special meetings are scheduled.

**BE IT FURTHER RESOLVED**, that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made.

**6. Designate official newspapers:**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey, as follows:

- 1. The Record Newspaper of Woodland Park, NJ (North Jersey Media Group) is hereby designated the official newspapers of the Carlstadt-East Rutherford Regional Board of Education for the period January 1, 2018 through December 31, 2018.
- 2. That the Board, may from time to time, at its discretion, designate one or more of the aforementioned newspapers to publish any legal advertisements within the scope of activities as the occasion may arise.

**7. Authorization of attendance at meetings of attorneys and administrators:**

**BE IT RESOLVED** by the Carlstadt-East Rutherford Regional Board of Education, County of Bergen, State of New Jersey that the Carlstadt-East Rutherford Regional Board of Education extends an invitation to the Board Attorney, and the Administrators of the School District to attend the regular action session and/or special meetings at the Board’s discretion.

**8. Approve re-adoption of Safety and Security Plan for the 2018 school year:**

**9. Approve the Standard Operating Procedures Manual (SOP’s).**

**10. DESIGNATING BANK – CHART OF ACCOUNTS**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey as follows:

That the Board hereby designates the TD BANK (East Rutherford Branch) as its bank depository for the period January 1, 2018 through December 31, 2018.

**BE IT FURTHER RESOLVED** that in the absence of the board president, the vice president of the Regional Board of Education is hereby authorized to sign the checks and the revised signature cards be filed with the TD BANK for the following accounts as before you:

General Account	#4284301870
Payroll Account	#4284301888
Agency Account	#4284301945
Cafeteria Account	#4284301953
Capital Reserve	#4284301961

Carlstadt-East Rutherford Reg. Board of Education	
Scholarship Fund	#4284301979
Eleanor Henrich Scholarship Fund	#4284301987
Athletic Account	#4284301995
Student Activity Fund	#4284302000
Construction Account (FUND 30)	#4284302018
Katherine Wickle Ochipa	
ERHS '42 Scholarship Account	#4284302026

**11. Approve the following Tax Shelter Annuity companies and Tax Shelter Annuity Broker for the period January 1, 2018 through December 31, 2018.**

**BE IT RESOLVED** by the Carlstadt – East Rutherford Regional Board of Education, County of Bergen, State of New Jersey as follows:

That the Board hereby designates the **Legend Group, Lincoln and Equitable Companies** as the tax shelter companies for the district effective January 1, 2018 through December 31, 2018.

**BE IT FURTHER RESOLVED** that the board designates the **Legend Group** to act as the tax shelter annuity broker for the district.

**12. Authorization of Claims Auditor:**

**BE IT RESOLVED** by the Carlstadt-East Rutherford Regional Board of Education, County of Bergen, State of New Jersey that the Board authorize the **Board Secretary/Business Administrator, Nicholas Annitti**, to act as Claims Auditor for the period January 1, 2018 through December 31, 2018 and to pay all required bills during the months of July and August if there is not Board Quorum or bills of an emergent nature during the balance of the school year prior to submission to the Board pursuant to the requirements and procedures set forth in NJSA 18A: 19-4.1 for the FY 2018 .

**13. Approve the appointment of Purchasing Agent.**

**BE IT RESOLVED** by the Carlstadt-East Rutherford Regional Board of Education County of Bergen, State of New Jersey that the board hereby appoints **Nicholas Annitti**, Board Secretary/Business Administrator, Qualified Purchasing Agent for the period January 1, 2018 through December 31, 2018 as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.

**14. Approve the appointment of Affirmative Action Public Contracts Compliance Officer (P.A.C.O.).**

**BE IT RESOLVED** by the Carlstadt-East Rutherford Regional Board of Education, County of Bergen, State of New Jersey that the board designates **Nicholas Annitti** to serve for the period of January 1, 2018 through December 31, 2018 as the **Affirmative Action Public Contracts Compliance Officer (P.A.C.O.)** and that the said officer is directed to ensure that the correct procedures are in place so that contracts awarded by the Carlstadt – East Rutherford Regional Board of Education comply with Public Agency Guidelines for awarding contracts pursuant to P.L. 1975, C:127 (N.J.A.C. 17.27-3.2).

**BE IT FURTHER RESOLVED**, that the board approves the procurement of goods and services through State Agencies (state contracts).

**15. Authorize to award contracts up to the bid threshold, set minimum quote threshold.**

**BE IT RESOLVED** by the Carlstadt-East Rutherford Regional Board of Education, County of Bergen, State of New Jersey that the Board grants authorization to **Nicholas Annitti, Qualified**

**Purchasing Agent**, to award contracts up to the bid threshold not to exceed \$40,000.00 and further sets the minimum quote threshold at \$6,000.00.

**16. Approve Travel and Related Expenses Reimbursement as before you:**

**Be it resolved**, that in accordance with Board of Education Policy and N.J.A.C. 6A:23A-7.1 provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2018 school year;

**Now, therefore, be it resolved**, that the Carlstadt-East Rutherford Regional Board of Education, in the County of Bergen, New Jersey hereby establishes the school district travel and expense reimbursement maximum for the 2018 school year at a sum of \$20,000; and

**Be it further resolved**, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**17. Approve and renew participation in the Cooperative Pricing Agreement with National Intergovernmental Purchasing Alliance Company (National IPA)** for the purchase of janitorial and sanitary products supplies and related services in compliance with to P.L. 2011, c.1. January 1, 2018 through December 31, 2018.

**18. Approve the renewal of the Cooperative Pricing Agreement with the Middlesex Regional Education Services Commission** for the purchase of goods and services for the period January 1, 2018 through December 31, 2018.

**19. Approve the renewal of the Hunterdon County Educational Services Commission** for the purchase of goods and services for the period January 1, 2018 through December 31, 2018.

**20. Approve and renew any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law with the following consortiums for the period January 1, 2018 through December 31, 2018.**

- Western States Contracting Alliance (WSCA)/National Association of State Procurement Officials (NASPO)
- New Jersey Educational Computing Cooperative, Inc. (NJECC)
- Pennsylvania Education Purchasing Program for Microcomputers (PEPPM)
- Alliance for Competitive Energy Services (ACES)

**21. Approve purchasing through State Contracts:**

**Be it resolved by the Carlstadt-East Rutherford Regional Board of Education**, that the Board authorizes the procurement of goods and services through the state agency for the period January 1, 2018 through December 31, 2018 school year as follows:

**Whereas**, Title 18A:18A-10 provides that the 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 Carlstadt-East Rutherford Regional School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**Whereas**, the Carlstadt-East Rutherford Regional 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 the Division of Purchase and Property utilizing various vendors listed on the State contract lists.



**22. Approve Resolution No.: 257-17-18 monitoring and maintaining legal costs:**

**RESOLUTION NO.: 257-17-18**

**Whereas**, the Department of Education requires New Jersey school districts legal costs not exceed 130% of the State average and;

**Whereas**, the Carlstadt-East Rutherford Regional High School district has exceeded the State imposed limit of pending litigation;

**Whereas**, the Board will try to maintain all reasonable measures to control the legal costs during these times and at times the same measures will not be attainable to meet these State imposed guidelines,

**Now therefore be it resolved**, that the Carlstadt-East Rutherford Regional High School District hereby authorizes the Business Administrator to monitor and maintain reasonable controls to try to stay within the State imposed legal costs cap as follows:

1. Limitation on the number of contact persons.
2. Criteria or guidance to prevent use of legal counsel unnecessarily.
3. Requests for legal advice will be made in writing and shall be maintained on file in the board office.
4. Maintain a log of all legal counsel contact.
5. Contracts for legal services comply with payment requirements pursuant to N.J.S.A. 18A:19-1

**23. Be it resolved**, that the Board authorizes and grants permission to the following persons to contact the attorney for matters pertaining to legal matters when necessary:

Louise Clarke, Superintendent  
 Board President  
 Nicholas Annitti, Board Secretary/Business Administrator

**ROLL CALL RESOLUTIONS #1 through #23**

Moved: Mr. Young                      Second: Mr. Felten                      Approved: As per roll call vote.

**ROLL CALL VOTE:**

MEMBER	YES	NO	ABSTAIN	ABSENT	REMARKS
Mr. Anderson	X				
Mr. Bongiovanni	X				
Ms. Cruz	X				
Mr. Felten	X				
Mrs. Fukushima	X				
Mr. Kandiel	X				
Mr. Monks	X				
Mr. Muszynski	X				
Mr. Young	X				

**MOTION TO AJOURN THE REORGANIZATION MEETING AND RETURN TO THE REGULAR ORDER OF BUSINESS:**

Moved: Mr. Bongiovanni                      Second: Mr. Young                      Approved: As per roll call vote.

**REPORT OF THE SECRETARY/BUSINESS ADMINISTRATOR:**

Mr. Nicholas Annitti - No report.

**REPORT OF THE SUPERINTENDENT:**

Mrs. Louise Clarke

**2017-2018 District Goals:**

1. The Carlstadt-East Rutherford Regional Board of Education will explore the curricular options, including college partnerships, for the creation of multimedia studio.
  2. The Carlstadt-East Rutherford Regional Board of Education will create a formal special education and guidance outreach program with the sending school districts in order to retain students within the regional high school district.
  3. The district will create a strategic plan which will outline an effective and efficient organization and usage of resources and personnel.
  4. The district will organize and implement a career day to help students explore educational and career paths.
- Mrs. Clarke welcomed the new members to the Board of Education.
  - Mrs. Clarke took a moment to mention the loss of our former principal, colleague, and friend, Joseph Morris. She commented that after his retirement as principal of Becton Regional High School, Mr. Morris served as a member of the Board of Education from 1994 until 2015 serving twice as President. She requested a moment of silence in his honor.
  - January 8, 2018 two events are scheduled for students. The first is a panel discussion moderated by the senior class advisor, Mrs. Ferris, which will include alumni students speaking to our current seniors concerning the realities of the first year of college life. The second event, Mr. William Deering, a motivational speaker, who will speak to students concerning his struggle with a personal disability, bullying and success.

**COMMITTEE REPORTS:** There were no committee reports.

**UNFINISHED BUSINESS:** There was no unfinished business discussed.

**NEW BUSINESS:** There was no new business discussed.

**HEARING OF CITIZENS:**

Moved: Mr. Monks

Second: Mr. Felten

Approved: Unanimous

In accordance with the Bylaws 0167-Public Participation in Board Meeting, any citizen present who wishes to be heard should raise his/her hand to be recognized, state name and address and limit remarks to five minutes in accordance with board policy. Matters of a personal nature must first be exhausted through the proper channels. The hearing of citizens shall be limited to sixty minutes.

Debbie Zoller  
18 Lincoln Place  
East Rutherford, NJ

- Ms. Zoller congratulated the new Board Members and wished the Board of Education well this coming year.

Moved: Mr. Monks

Second: Mr. Felten

Approved: Unanimous

**ADJOURNMENT INTO EXECUTIVE SESSION (IF NECESSARY):**

Moved: Mr. Felten

Second: Mr. Monks

Approved: Unanimous Time: 7:40 p.m.

**WHEREAS:** the Open Public Meetings Act and the Carlstadt – East Rutherford Regional Board of Education policy reserves the right within the constraints of State Law to sit in Executive Session and

**WHEREAS:** there now exists a need for this Board to meet in Executive Session to discuss matters pertaining to **security, negotiations. No action will be taken.**

**BE IT RESOLVED:** that the Carlstadt – East Rutherford Regional Board of Education recess into Executive Session

**BE IT FURTHER RESOLVED** that the Public will be informed

1. when the Board reconvenes to the regular business portion of the meeting this evening  
OR
2. at a later date undetermined at this time

**MOTION TO ADJOURN THE EXECUTIVE AND RETURN TO THE REGULAR ORDER OF BUSINESS:**

Moved: Mr. Young

Second: Mr. Felten

Approved: Unanimous Time: 7:56 p.m.

**Discussion:**

- Mr. Monks requested that Mr. Annitti contact the Auditor for a clarification of what maintenance and security projects can be completed this budget year. He will specifically request information concerning Capital Outlay and Maintenance reserve.
- President Anderson requested that Mr. Annitti contact the Board Attorney and request an update on all present litigation cases.
- Mr. Muszynski inquired about the quotes for the Media Center. Mr. Annitti explained that he is ready to move now that the money has been received from the Katherine Ochipa Estate.

**ADJOURNMENT:**

Moved: Mr. Monks

Second: Mr. Felten

Approved: Unanimous Time: 8:05 p.m.

Respectively submitted,

Nicholas Annitti  
Board Secretary/Business Administrator

DATE: