

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

**REORGANIZATION**

**January 9, 2019**

**6:30 P.M. – Media Center**

**MINUTES**

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

The Business Administrator/Board Secretary shall serve as presiding officer until the election of a President.

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

**ROLL CALL: Present:**

Robert Anderson	Zakaria Kandiel
Lawrence Bongiovanni (Arrived at 7:36 p.m.)	Dennis Monks
Rebecca Cruz	Bruce Young

Dario Sforza, Ed.D., Nicholas Annitti, Kathleen Nestor, Esq., and Renee Engelhardt 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 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 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 Becton Regional High School website – [www.bectonhs.org](http://www.bectonhs.org).

**The Board Secretary presented the Report of Proceedings for the 2018 Annual School Election.**

**Review of results of School Board Election held on Tuesday, November 6, 2018:**

**CARLSTADT**

**VOTES**

**One Member for Three (3) Year Term:**

	<b><u>Election Day</u></b>	<b><u>Mail In</u></b>	<b><u>Provisional</u></b>	<b><u>Total</u></b>
Raymond Muszynski	675	79	10	764
Diane Lahullier	628	80	6	714

**EAST RUTHERFORD**

**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>
Kevin Felten	1033	95	22	1150
Kathryn Fukushima	853	83	12	948

**OATH OF OFFICE:**

The Board Secretary administered **THE OATH OF OFFICE** to the newly elected Board members, Kathryn Fukushima, Raymond Muszynski pursuant to: (N.J.S.A. 18A:12-2.1, N.J.S.A. 41:1-1 &-3)

Kevin Felten was not present. He took the Oath of Office on January 11, 2019 in Nicholas Annitti, Business Administrator, office. Ren Engelhardt witnessed.

**ELECTION OF OFFICERS:**

- 1. The Board Secretary requests nominations for President of the Carlstadt – East Rutherford Regional Board of Education for the ensuing year.**

**NOMINATIONS:**

Mr. Bongiovanni nominated Dennis Monks for the office of President. Mr. Young seconded the nomination.

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

Moved: Mr. Young Second: Ms. Fukushima

**CASTING OF VOTES:** Mr. Annitti Board Secretary, casts one vote for Mr. Monks

**ROLL CALL VOTE:**

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

**Mr. Monks, President, assumed the chair and requested nominations for Vice-President of the Carlstadt –East Rutherford Regional Board of Education for the ensuing year.**

- 2. NOMINATIONS:**

Mr. Anderson nominated Bruce Young for the office of Vice President. Mr. Kandiel seconded the nomination.

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

Moved: Mr. Kandiel Second: Ms. Fukushima

**CASTING OF VOTES:** Mr. Annitti, Board Secretary casts one vote for Mr. Young.

**ROLL CALL VOTE:**

MEMBER	YES	NO	ABSTAIN		
Mr. Anderson	X				
Mr. Bongiovanni	X				
Ms. Cruz	X				
Mrs. Fukushima	X				

Mr. Kandiel	X				
Mr. Monks	X				
Mr. Muszynski	X				
Mr. Young	X				

**HEARING OF CITIZENS ON AGENDA ITEMS ONLY**

**Open: Moved: Mr. Young                      Second: Mr. Kandiel                      Approved: Unanimous**

In accordance with the Bylaws 0167-Public Participation in Board Meeting, any citizen present who wishes to be heard on agenda items 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.

**No one wished to be heard.**

**Close: Moved: Mr. Young                      Second: Mr. Kandiel                      Approved: Unanimous**

**REORGANIZATION 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:

**Mr. Anderson read the Code of Ethics out loud.**

**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 policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted with 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 TO THE BOARD SECRETARY CODE OF ETHICS FORM.**

**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 a 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 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 a 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 per January 1, 2019 through December 31, 2019 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 recog legal holiday;

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

<u>2019</u>			<u>Regular Action Session Meetings</u>
<b>JANUARY</b>	<b>(Reorganization)</b>	<b>9<sup>th</sup></b>	<b>9<sup>th</sup></b>
<b>FEBRUARY</b>			<b>13<sup>th</sup></b>
<b>MARCH</b>			<b>13<sup>th</sup></b>
<b>BUDGET HEARING</b>			<b>TBA</b>
<b>APRIL</b>			<b>10<sup>th</sup></b>
<b>MAY</b>			<b>8<sup>th</sup></b>
<b>JUNE</b>			<b>12<sup>th</sup></b>
<b>JULY</b>			<b>10<sup>th</sup></b>

<b>AUGUST</b>	<b>14<sup>th</sup></b>
<b>SEPTEMBER</b>	<b>11<sup>th</sup></b>
<b>OCTOBER</b>	<b>9<sup>th</sup></b>
<b>NOVEMBER</b>	<b>13<sup>th</sup></b>
<b>DECEMBER</b>	<b>11<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, 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 public meetings of the Carlstadt – East Rutherford Regional Board of Education will be held for the period of January 2019 through December 31, 2019 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 newspaper of the Carlstadt-East Rutherford Regional Board of Education for the period January 1, 2019 through December 31, 2019
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 2019 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, 2019 through December 31, 2019.

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

General Account	#4284301870	
Payroll Account	#4284301888	
Payroll 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	
Fund 30 Construction Account	#4284302018	
Wickle Ochipa		Catherine
ERHS '42 Scholarship Account	#4284302026	
The Carole Sudol Teaching Scholarship Account	#4308907439	

**11. Approve the following Tax Shelter Annuity companies and Tax Shelter Annuity Broker for the period January 1, 2019 through December 31, 2019.**

**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, 2019 through December 31, 2019.

**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 Board authorize the **Board Secretary/Business Administrator, Nicholas Annitti**, to act as Claims Auditor for the period January 1, 2019 through December 31, 2019 and to pay all required bills during the months of July and August if there is not Board Quorum bills of an emergent nature during the balance of the school year prior to submission to the Board pursuant to the requirements a procedures set forth in NJSA 18A: 19-4.1 for the FY 2017 .

**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 board hereby appoints **Nicholas Annitti**, Board Secretary/Business Administrator, Qualified Purchasing Agent for the period January 1, 2019 through December 31, 2019 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 board designates **Nicholas Annitti** to serve for the period of January 1, 2019 through December 31, 2019 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 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 2019 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 2019-2020 school year at a sum \$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 P.L. 2011, c.1. January 1, 2019 through December 31, 2019.
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, 2019 through December 31, 2019.
19. **Approve the renewal of the Hunterdon County Educational Services Commission** for the purchase of goods and services for the period January 1, 2019 through December 31, 2019.
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, 2019 through December 31, 2019.
  - o Western States Contracting Alliance (WSCA)/National Association of State Procurement Officials (NASPO)
  - o New Jersey Educational Computing Cooperative, Inc. (NJECC)
  - o Pennsylvania Education Purchasing Program for Microcomputers (PEPPM)
  - o 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, 2019 through December 31, 2019 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 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.: 269-18-19 monitoring and maintaining legal costs:**

**RESOLUTION NO.:269-18-19**

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

**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:

Dario Sforza, Ed.D., Acting Superintendent/Principal  
 Board President  
 Nicholas Annitti, Board Secretary/Business Administrator

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

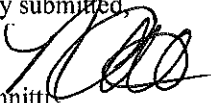
Moved: Mr. Anderson                      Second: Mr. Young                      Approved: As per roll call vote.

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

**MOTION TO ADJOURN THE REORGANIZATION MEETING:**

Moved: Mr. Young                      Second: Ms. Fukushima                      Approved: Unanimous      Time: 7:48 p.m.

Respectively submitted



Nicholas Annitti  
 Board Secretary/Business Administrator