

MINUTES

SADDLE RIVER BOARD OF EDUCATION ORGANIZATION MEETING AND REGULAR SESSION

WEDNESDAY, JANUARY 7, 2015 – 5:00 PM
LIBRARY OF WANDELL SCHOOL

Board Secretary presiding; through the election of the Board President

CALL THE MEETING TO ORDER

The meeting was called to order by the Board Secretary, Mr. Palumbo at 5:00 p.m. in the library of Wandell School.

OPEN PUBLIC MEETINGS ACT

The January 7, 2015 organization meeting and regular session of the Saddle River Board of Education was advertised according to the provisions of the New Jersey Open Public Meeting Act.

ROLL CALL

Present: Ms. Connolly, Ms. Feldsott, Mr. Lasalandra, Mr. Senger
Absent: Ms. Arnold
Others Present: Dr. Ronzitti, Superintendent
Mr. Stokes, Head Teacher

FLAG SALUTE

ANNUAL ORGANIZATION INFORMATION AND ACTION ITEMS:

1. Election Results:
 - a. Board Members Elected: John LaSalandra (3-year term, expiring in 2017)
2. The Administration of Oath of Office was given by Mr. Palumbo to John LaSalandra
3. Election of President:
 - a. Nomination(s): Mr. Henry Senger
 - b. Roll Call Vote: 4-0

Newly elected President presides over the remainder of the meeting.

4. Election of Vice President:
 - a. Nomination(s): Mr. John Lasalandra
 - b. Roll Call Vote: 4-0

OTHER ACTION ITEMS: THE FOLLOWING ITEMS' EFFECTIVE DATE IS FOR THE CALENDAR YEAR 2015 UNLESS SPECIFICALLY STATED OTHERWISE

5. Motion to readopt current policies, bylaws and regulations of the Saddle River School District.

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Vote: 4-0

6. Motion to readopt current and recently revised curricula, textbooks and computer software for the Wandell Elementary School.

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Roll Call Vote: Ms. Arnold: Absent; Ms. Connolly: Yes; Ms. Feldsott: Yes;
 Mr. Lasalandra: Yes; Mr. Senger: Yes

7. Motion to adopt mandated and permitted pupil records, which include personal data, attendance, evaluations and health records for regular and classified students, school rules and regulations and other records required by the State of New Jersey.

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Vote: 4-0

8. Motion to establish *The Ridgewood News* and/or *The Record* and/or *The Town Journal* as the newspaper of record for the Saddle River School District.

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Vote: 4-0

9. Motion to authorize the following Board of Education accounts to be maintained at Capital One Bank, N.A. with the authorized signatures for issuing warrants as set forth below:

<u>Number</u>	<u>Name</u>	<u>Signatories</u>	<u># Signatures Rq'd</u>
7047728473	Current Account	President or Board Member Designee Treasurer of School Monies Board Secretary	3
7047728481	Payroll Account	Treasurer of School Monies	1
7047728503	Payroll Agency Account	Treasurer of School Monies	1
7047728511	Unemployment Fund	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7527398465	FSA Account	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7047728546	Wandell School	President or	3

	Recreation Committee	Board Member Designee Treasurer of School Monies Board Secretary	
7047728554	Foundation Trust Account	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7047728562	Capital Reserve Account	President or Board Member Designee Treasurer of School Monies Board Secretary	3
7047728597	Cafeteria Account	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7047728538	Wandell School Student Activity	President or Board Member Designee Superintendent Board Secretary	2

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Vote: 4-0

10. Motion to establish a petty cash fund in the amount of \$300.00 with no single disbursement from the fund being in excess of \$50.00.

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Vote: 4-0

11. Motion to authorize the Business Administrator to make investment decisions in accordance with N.J.S.A. 18A:20-37 through 39, through the following depositories:

New Jersey Cash Management Fund
 Capital One Bank, N.A.

and to authorize the following Board of Education account to be maintained at The State of New Jersey Cash Management Fund (custodian: Citigroup Fund Services, LLC) with the authorized signatures for issuing warrants as set forth below:

<u>Number</u>	<u>Signatories</u>
171-10626-171	President or Board Member Designee Treasurer of School Monies Board Secretary

Introduced by: Ms. Feldsott
 Seconded by: Mr. Senger
 Vote: 4-0

12. Motion to establish the location, time and dates of the public meetings of the Board of Education as follows:

Location: Library of Wandell School

Time: 7:30 p.m.

Dates: Monday, January 26, 2015
Tuesday, March 4, 2015
Tuesday, March 17, 2015 (Tentative Budget Approval)
Tuesday, April 28, 2015 (Budget Public Hearing and Adoption)
Tuesday, May 26, 2015
Tuesday, June 23, 2015
Tuesday, July 28, 2015
Tuesday, August 25, 2015
Tuesday, September 22, 2015
Tuesday, October 27, 2015
Tuesday, November 24, 2015
Tuesday, December 15, 2015
Tuesday, January 5, 2015 – Organization Meeting

Work Meetings – If and as required.

Please note: As part of this motion formal action may be taken by the Board of Education at all special public meetings and work sessions as well as at regular meetings.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

13. Motion to appoint Fred D. Palumbo as Board Secretary in accordance with N.J.S.A. 18A:17-5.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

14. Motion to approve the appointment of Fred D. Palumbo as Public Agency Compliance Officer.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

15. Motion to approve the appointment of Glenn Stokes as Section 504 Compliance Officer.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

16. Motion to approve the appointment of Debra Strauss as ADA Coordinator.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

17. Motion to approve the appointment of Debra Strauss as Title IX Coordinator.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

18. Motion to approve Thomas B. Fallon of 16 Rustic Road, Upper Saddle River, NJ as Saddle River School District Insurance Risk Manager at a rate authorized and paid by the Northeast Bergen County School Board Insurance Group (NESBIG), per a Risk Management Consultant's Agreement on file in the board offices.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

19. Motion to approve the appointment of Dr. Robert A. Hands as School Physician.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

20. Motion to approve the appointment of Fred Palumbo as Wandell School's designated individual to address AHERA regulations.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

21. Motion to approve the appointment of Fred Palumbo as Wandell School's asbestos compliance officer.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

22. Motion to approve the appointment of Lerch, Vinci & Higgins, LLP as District Auditor.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

23. Motion to approve the appointment of Matthew Giacobbe of the law firm Cleary Giacobbe Alfieri Jacobs, LLC as School Board Attorney.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

24. Motion to approve the appointment of LAN Associates of Midland Park, NJ as Board Architects and Engineers.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

25. Motion to approve the appointment of Henry Senger as the Saddle River Board of Education delegate to the New Jersey School Boards Association.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

26. Motion to approve the appointments to the following committees, including chairpersons, by the President of the Board:

1. Finance/Budget Committee: Mr. Senger, Ms. Feldsott
2. Board Communications Committee: Ms. Feldsott, Mr. Lasalandra
3. Technology Committee: Mr. Lasalandra, Mr. Senger
4. Curriculum Committee: Mr. Lasalandra, Ms. Connolly
5. Renovation Committee: Ms. Feldsott, Mr. Senger
6. Wandell School Recreation Committee: Ms. Feldsott, Ms. Connolly
7. Liaisons: Ramsey Board of Education: Ms. Connolly
Northern Highlands Board of Education: Mr. Senger
8. Home and School Association: Mr. Lasalandra, Ms. Connolly
9. New Jersey School Boards Association/NJSBA Legislative Committee: Mr. Senger
10. Policy Committee: Ms. Feldsott
11. Health, Well-being, Safety and Transportation Committee: Mr. Lasalandra, Ms. Connolly
12. Negotiations Committee: Mr. Senger, Mr. LaSalandra
13. Search Committee: Mr. LaSalandra, Ms. Feldsott
14. Liaison to Mayor and Council: Mr. Senger

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

27. Motion to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

28. Motion to designate the Business Administrator/Board Secretary as the School Funds Investor.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

29. Motion to approve the emergency procedures as described in the official Saddle River Emergency Management Plan.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger
Vote: 4-0

30. Motion to appoint Fred D. Palumbo as the district's Qualified Purchasing Agent.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

31. Motion to approve travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b).

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

32. Motion to retain Rullo & Juillet Associates, Inc. to provide Right-To-Know services and asbestos management services (AHERA) as "Extraordinary Unspecifiable Services."

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

33. Motion to appoint Glenn Stokes as the District Integrated Pest Management coordinator.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

34. Motion to approve the Asbury Park Information Technology Center, of the Asbury Park School District as providers of Computer Software Maintenance services and providers of budget, payroll, personnel and fixed asset software.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

35. Motion to appoint Glenn Stokes as the District's I&RS (Intervention and Referral Services) and HIB (Harassment, Intimidation and Bullying) Specialist.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

36. Motion to appoint Debra Strauss as the District's Anti Bullying Coordinator.

Introduced by: Ms. Feldsott
Seconded by: Mr. Senger
Vote: 4-0

37. Motion to approve the following Code of Ethics:

BE IT RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Saddle River Board of Education:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should 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 which 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. But 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 such complaints at public meetings only after failure of an administrative solution.

Introduced by: Ms. Feldsott

Seconded by: Mr. Senger

Vote: 4-0

REGULAR BUSINESS:

APPROVAL OF THE MINUTES:

Motion to approve the minutes of the following meetings:

December 16, 2014 Board of Education Regular and Executive Session

December 18, 2014 Board of Education Special and Executive Session

Motion: Ms. Connolly Second: Mr. LaSalandra Vote: 4-0 Time: 5:18 p.m.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE SADDLE RIVER BOARD OF EDUCATION

Date: 12/18/2014

Time: 2:40 p.m.

School Name: Wandell School

Location: Front of School Building

Route Number: WS1

Persons Overseeing Drill: Glenn Stokes

SUPERINTENDENT'S REPORT

Mrs. Contaldi reported on:

- HIB report; No incidents since last report
- "Table to Table" Certificate of Achievement presented to Wandell
- Back-to-School Transition went very smoothly
- "Wizard of Oz" Play practice has begun
- Pre-K Parents to meet here on January 23, 2015

BUSINESS ADMINISTRATOR'S REPORT

Mr. Palumbo reported on:

- The planning and development of the 2015-2016 School Budget;
- Finance Committee meeting will be held during the next school week

BOARD PRESIDENT'S REPORT - none

MEETING OPEN TO THE PUBLIC FOR DISCUSSION OF AGENDA ITEMS ONLY - none

AGENDA ITEMS AS PER ATTACHED

COMMITTEE REPORTS – (No reports except for Search Committee)

1. Finance/Budget Committee –
2. Board Communications Committee –
3. Technology Committee –
4. Curriculum Committee –
5. Renovation Committee –
6. Wandell School Recreation Committee –
7. Liaisons: Ramsey Board of Education
Northern Highlands Board of Education
8. Home and School Association
9. New Jersey School Boards Association/NJSBA Legislative Committee
10. Policy Committee
11. Health, Well-being, Safety and Transportation Committee:
12. Negotiations Committee
13. Search Committee – Four second round candidates will be interviewed soon
14. Liaison to Mayor and Council

COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS – none

MOTION TO GO INTO EXECUTIVE SESSION

WHEREAS Section 8 of the Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances and

WHEREAS the Board is of the opinion that such circumstances presently exist

BE IT RESOLVED by the Saddle River Board of Education that:

The public shall be excluded from discussion of the hereinafter-specified subjects:
The general nature of these subjects is: Personnel, Legal Issues

It is anticipated at this time that the above-stated subject matters will be made public when the Board determines them to be no longer prejudicial or when the board takes formal action.

Motion: Mr. Senger

Second: Ms. Feldsott
Vote: 4-0

MOTION TO ADJOURN EXECUTIVE SESSION AND MEETING:

Motion: Mr. Senger
Second: Mr. LaSalandra
Vote: 4-0
Time: 9:50

Respectfully submitted,

Fred D. Palumbo
Board Secretary

**SADDLE RIVER BOARD OF EDUCATION
TUESDAY, JANUARY 7, 2015
RESOLUTIONS – SUMMARY**

ADMINISTRATION

A-806 Executive Session Minutes

A-807 "Table to Table" Certificate of Achievement to Wandell Students

HUMAN RESOURCES

HR-1127 Position Creation – Vice-Principal

HR-1128 Hire Substitute Teachers, Aides and/or Office Workers

HR-1129 Substitute Pay

HR-1130 Hunter – Leave Replacement

FINANCE

F-2183 Payment of Bills – December 2014/January 2015

F-2184 Line Item Certification

F-2185 On-Tech Consulting, Inc. – E-Rate Application Process 2015-2016

ADMINISTRATION**A-806 EXECUTIVE SESSION MINUTES**

BE IT RESOLVED that the Saddle River Board of Education has reviewed and examined the Executive Session Minutes for the calendar year 2014 to determine which minutes if any can be released to the public domain and has determined that no Executive Session Minutes are determined to be appropriate to release to the public domain.

A-807 "TABLE TO TABLE" CERTIFICATE OF ACHIEVEMENT TO WANDELL STUDENTS

BE IT RESOLVED to recognize the students of Wandell School for being awarded a Certificate of Achievement for their hard work and record-breaking generosity on behalf of Bag a Lunch, Help a Bunch 2014 which provided over 3,200 meals to hungry neighbors.

ALL ADMINISTRATION MOTIONS BUNDLED FOR SINGLE VOTE:

Motion: Mr. Senger

Second: Ms. Feldsott

Vote: 4-0

HUMAN RESOURCES**HR-1127 POSITION CREATION – VICE-PRINCIPAL**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Saddle River Board of Education approves the addition of a new Position on the Position Control Roster under the new job description which was authorized under the title "Vice-Principal" which position will be responsible to the Principal/Superintendent.

HR-1128 HIRE SUBSTITUTE TEACHERS, AIDES AND/OR OFFICE WORKERS

BE IT RESOLVED, upon the recommendation of the Superintendent, to hire the following individuals as substitute teachers, aides and/or office workers for the 2014-2015 school year, at the substitute rate of \$90.00 per day: Lisa Cecon, Elham Shameli, Meredith Gavzy, Nicole Mason

HR-1129 SUBSTITUTE PAY

BE IT RESOLVED, upon the recommendation of the Superintendent, to increase the per diem pay of Substitutes from \$90 per day to \$100 per day after working 20 full days in a school year, effective February 1, 2015.

HR-1130 HUNTER – LEAVE REPLACEMENT

BE IT RESOLVED, upon recommendation of the Superintendent, that the Saddle River Board of Education authorizes the hiring of Colette Hunter as a leave replacement effective on or about January 28, 2015 (depending on actual maternity leave date) through June 17, 2015 at BA Step 1 on the teacher salary guide.

ALL HUMAN RESOURCE MOTIONS BUNDLED FOR SINGLE ROLL CALL VOTE

Motion: Ms. Feldsott

Second: Mr. Senger

Roll Call Vote: RA: Absent

JC: Yes

IF: Yes

JL: Yes

HS: Yes

FINANCE

F-2183 PAYMENT OF BILLS – DECEMBER 2014/JANUARY 2015

BE IT RESOLVED that the payment of bills for December 2014/January 2015 as per the bill lists on file in the business office be approved.

F-2184 LINE ITEM CERTIFICATION

BE IT RESOLVED that in compliance with NJAC 6:20-2A-10(e) that the Board of Education certifies that no major account or fund has been over-expended and that as of this report, sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

F-2185 ON-TECH CONSULTING, INC – E-RATE APPLICATION PROCESS 2015-2016

BE IT RESOLVED that the Saddle River Board of Education authorizes an agreement with On-Tech Consulting, Inc., of Red Bank, NJ ("Letter of Intent") to provide Universal Service Fund ("E-Rate") services for the school year 2015-2016, consisting of proper completion of all steps of the application process, for a fee of 20% of any funding received by the Board in the form of discounts or reimbursements from telephone and internet service providers.

ALL FINANCE MOTIONS BUNDLED FOR SINGLE VOTE:

Motion: Mr. Senger

Second: Ms. Feldsott

Vote: 4-0