

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 8:00 p.m. – January 6, 2020
West Orange High School
51 Conforti Avenue

Reorganization Meeting Minutes

I. ORGANIZATION OF THE BOARD OF EDUCATION FOR THE ENSUING YEAR:

- A. The Secretary will assume the Chair; and
- Announce the results of the Annual School Election of November 5, 2019 (Att. #1)
 - Swear in Board Members

Mr. Calavano, Board Secretary, announced the results of the November 5, 2019 election and swore in newly elected Board Members Gary Rothstein and Jennifer Tunncliffe.

- Roll call of the Members and Pledge of Allegiance

Present: Mr. Alper, Mrs. Merklinger, Mr. Rothstein, Mrs. Trigg-Scales, Mrs. Tunncliffe

- Announce the notice of the meeting:
 - That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on January 8, 2019.
 - That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
 - That said notice was posted in the lobby of the Administration Building of the Board of Education.

- B. Election of President, following which the President will assume the Chair.

Terry Trigg-Scales nominated **Ken Alper** for President of the Board of Education.

Motion to close the nominations for President of the Board of Education.

MOTION: Mrs. Trigg-Scales

SECOND: Mrs. Merklinger

Ken Alper for President of the Board of Education.

Yes
Alper

Yes
Merklinger

Yes
Rothstein

Yes
Trigg-Scales

Yes
Tunncliffe

Mr. Alper was elected President of the Board of Education.

- C. Election of Vice President

Cheryl Merklinger nominated **Terry Trigg-Scales** for Vice President of the Board of Education.

Motion to close the nominations for Vice President of the Board of Education.

MOTION: Mrs. Tunncliffe

SECOND: Mrs. Merklinger

Terry Trigg-Scales for Vice President of the Board of Education.Yes

Merklinger

Yes

Rothstein

Yes

Trigg-Scales

Yes

Tunncliffe

Yes

Alper

Mrs. Trigg-Scales was elected Vice President of the Board of Education.

D. Designation of Positions - The following positions are filled by the person(s) or firm names:

Business Administrator/Board Secretary	John Calavano
Treasurer of School Monies	Joseph Antonucci
Board Attorneys	Cleary Giacobbe Alfieri Jacobs LLC Methfessel & Werbel
Attendance Officers	David Zawacki, Theodore Wahlers, Frank Yannuzzi
Health Benefits Insurance Broker	Brown & Brown - Michael Mauro
Property/Casualty Insurance Broker	Balken Risk Management
School Physician	ProCare Medical Associates LLC
Anti-Bullying Coordinator	Cheryl Butler
504 Officer	Cheryl Butler
Substance Assistance Coordinator	Cheryl Butler
Right-to-Know Officer	Robert Csigi
AHERA Representative (Asbestos Hazard Emergency Response Act)	Robert Csigi
Integrated Pest Management Coordinator	Robert Csigi
Indoor Air Quality Coordinator	Robert Csigi
Chemical Hygiene Officer	Robert Csigi
Public Agency Compliance Officer	John Calavano
Affirmative Action Officer for Curriculum and Instruction	Eveny de Mendez
Affirmative Action Officer for Personnel	Cheryl Butler
Qualified Purchasing Agent	John Calavano
Custodian of Records	John Calavano
District Liaison to DCP&P (Division of Child Protection and Permanency)	Kristin Gogerty-Fitzgerald
District Homeless Liaison	Cheryl Butler
Bond Counsel	McManimon & Scotland LLC
Americans with Disabilities Act Coordinator	Kristin Gogerty-Fitzgerald
Title IX Coordinator	J. Scott Cascone, Ed. D.
Claims Auditor	John Calavano

Financial Advisor	Phoenix Advisors
Auditor	Lerch, Vinci & Higgins, LLP
School Safety Specialist	J. Scott Cascone, Ed. D.

- E. Appoint J. Scottt Cascone, Ed. D., Superintendent of Schools, to submit all federal, state, and local grants on behalf of the West Orange Board of Education.
- G. Designation depositories for school funds - PNC Bank, TD Bank and Garden State Community Bank:

Bank	Account Name	Authorized Signature	Required
PNC	Gregory School Activity Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	Hazel School Activity Account	Principal Administrative Assistant SBA/BS ABA	2
PNC	Kelly School Activity Account	Principal Administrative Assistant SBA/BS ABA	2
PNC	Mt. Pleasant School Activity Account	Principal Administrative Assistant SBA/BS ABA	2
PNC	Redwood School Activity Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	St. Cloud School Activity Account	Principal Administrative Assistant SBA/BS ABA	2
PNC	Washington School Activity Account	Principal Administrative Assistant SBA/BS ABA	2
PNC	Edison School Activity Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	Liberty School Activity Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2

PNC	Liberty Athletic Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	Roosevelt School Activity Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	Roosevelt Athletic Account	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	Roosevelt School, Jhaveri Memorial Fund	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
PNC	Roosevelt School, Betty L. Hardy Scholarship	Principal Assistant Principal Administrative Assistant SBA/BS ABA	2
Garden State Community	WOHS Student Activity	Principal Assistant Principal Administrative Assistant	2
TD Bank	WOHS Athletic Fund	Principal Athletic Director Administrative Assistant SBA/BS ABA	2
PNC	General Checking Account	Treasurer Board President SBA/BS	3
PNC	Payroll Account	Treasurer SBA/BS	1
PNC	Payroll Agency Account	Treasurer SBA/BS	2
PNC	SUI Account	Treasurer Board President SBA/BS	2
PNC	FLEX Account	Treasurer SBA/BS	2
PNC	Capital Reserve	Treasurer Board President SBA/BS	2
PNC	Food Services	Treasurer Board President SBA/BS	2

PNC	Inservco - Workers' Compensation	Treasurer Board President SBA/BS	2
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- H. Designate The Star Ledger and West Orange Chronicle as the official newspapers.
- I. Readopt existing Bylaws and Policies.
- K. Recommend approval of the chart of accounts. (Att. #3)
- M. Authorize the Purchasing Agent to advertise for bids and competitive contracting and obtain quotes and proposals when the need arises.
- N. Designate Business Administrator, responsible for any and all Board of Education investments, and authorize Business Administrator and the Assistant Business Administrator to make wire transfers amongst Board accounts as may be necessary, and in payment of debt service to JP Morgan Chase Bank for the Benefit of the Depository Trust Company, and The Bank of New York Mellon.
- O. Authorize the use of State Contracts, as detailed in the exhibit attached: (Att. #4).

WHEREAS: Title I8A: I8A-I0 provides that, "A board of education, without advertising for bids, or 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 Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS: The 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; and

THEREFORE BE IT RESOLVED: That the Board of Education does hereby authorize the Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

- P. Authorize the Purchasing Agent to utilize Educational Data Services, Inc. contracts for services and materials, as detailed in the exhibit attached: (Att. #5)
- Q. Authorize the Purchasing Agent to utilize the following agencies for services and materials, as detailed in the exhibit attached: (Att. #6)
 - Educational Services Commission of New Jersey
 - Hunterdon County Educational Services Commission
- R. Authorize the Purchasing Agent to utilize the following agencies for services and materials:
 - Essex Regional Educational Services Commission
 - Monmouth-Ocean Educational Services Commission
- T. In compliance with statutes and rules of the State Board of Education, approve the adoption of all existing Board-approved programs and services, curriculum, school objectives and Comprehensive Equity Plan goals until and unless revised by the West Orange Board of Education.

Items D through T (with the exception of Items F, J, L and S)**MOTION:** Mrs. Merklinger**SECOND:** Mrs. Trigg-Scales**VOTE:** 5-0 (RC)Yes
MerklingerYes
RothsteinYes
TunncliffeYes
Trigg-ScalesYes
Alper**F. Board Designations:**

Association/Committee	Delegate(s)/Chairperson(s)	Alternate
NJ School Boards Association	Jennifer Tunncliffe	Gary Rothstein
Essex County School Boards Association	Ken Alper	Terry Trigg-Scales
Legislative Chairpersons	Terry Trigg-Scales	Jennifer Tunncliffe
Negotiations Committee	Ken Alper/Terry Trigg-Scales	Not Applicable
Policy Chairperson	Terry Trigg-Scales/Cheryl Merklinger	Not Applicable
Board/Township Liaison	Ken Alper/Cheryl Merklinger	Not Applicable
Public Relations Committee	Cheryl Merklinger/Gary Rothstein	Not Applicable

Item F**MOTION:** Mrs. Trigg-Scales**SECOND:** Mrs. Tunncliffe**VOTE:** 5-0 (RC)Yes
MerklingerYes
RothsteinYes
TunncliffeYes
Trigg-ScalesYes
Alper**J. Designate meeting dates for regular business meetings of the Board of Education (Att. #2)****Item J****MOTION:** Mrs. Merklinger**SECOND:** Mr. Rothstein**VOTE:** 5-0 (RC)Yes
MerklingerYes
RothsteinYes
TunncliffeYes
Trigg-ScalesYes
Alper**L. Adopt the following Code of Ethics as per N.J.S.A. 18A:12-21 et seq. and West Orange Board of Education Bylaw 9271.00:**

The Members of the Board of Education recognize that they hold authority not as individuals but as Members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the District, the Board adopts this Code of Ethics:

- 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 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 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 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.

Item L - Each Board Member read aloud two sub-categories of the Code of Ethics

MOTION: Mrs. Trigg-Scales

SECOND: Mrs. Merklinger

VOTE: 5-0 (RC)

Yes
Merklinger

Yes
Rothstein

Yes
Tunncliffe

Yes
Trigg-Scales

Yes
Alper

- S. Authorize certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 5125.00:
- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
 - b. Record of daily attendance;
 - c. Descriptions of student progress according to the system of student evaluation used in the school district
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
 - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - f. All other records required by State Board of Education.

Item S

MOTION: Mrs. Tunncliffe

SECOND: Mr. Rothstein

VOTE: 5-0 (RC)

Yes
Merklinger

Yes
Rothstein

Yes
Tunncliffe

Yes
Trigg-Scales

Yes
Alper

III. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

A. PERSONNEL

1. Resignations / Retirements:

- a. Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Lamont Mack	WOHS	Custodian	Resignation	1/2/20
Marjory Liendo	BMELC	Lunch Aide	Resignation	1/3/20
Maureen Hargrave-Kerns	Mt. Pleasant	Paraprofessional	Resignation	1/20/20

2. Leaves of Absence:

- a. Superintendent recommends approval to the Board of Education for the following leaves of absence for certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Shari Weitz Personal	.6 Redwood / .4 Mt. Pleasant School Occupational Therapist	N/A	1/16/20 - 1/24/20	N/A	1/27/20

3. Superintendent recommends approval to the Board of Education for revised 2019-2020 rates for hourly and per diem employees. (Att. # 7)

4. Appointments

- a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Nicole Kuser	Gregory	Grade 2 Special Education	Suriano-Postiglione	BA	3	\$57,681 prorated	2/7/20 - 6/30/20*
Hannah O'Connor	BMELC	PreSchool Disabled Leave Replacement	Esposito	BA	3	\$57,681 prorated	1/7/20 - 6/30/20

5. Transfers / Reassignments

- a. Superintendent recommends approval to the Board of Education for the following transfer(s) / reassignment(s) of non-certificated staff:

Name	From	Position	To	Position	Effective Date
Jose Perez	WOHS	Custodian Night Shift	WOHS	Custodian Mid Shift (Mozingo) \$43,669 includes \$285 shift differential prorated	1/7/20 - 6/30/20

Personnel - Items 1 through 5

MOTION: Mrs. Tunncliffe

SECOND: Mrs. Merklinger

VOTE: 5-0 (RC)

Yes
Merklinger

Yes
Rothstein

Yes
Tunncliffe

Yes
Trigg-Scales

Yes
Alper

IV. PETITIONS AND HEARINGS OF CITIZENS

- V. **NEXT BOARD MEETING to be held at 6:30 p.m. (Public Session at 7:30 p.m.) on January 27, 2020 at West Orange High School.**

VI. BOARD MEMBER REPORTS

VII. ADJOURNMENT at 8:27 p.m.

Respectfully submitted,

John Calavano, Board Secretary