

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 8:10 p.m. – January 5, 2017
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 8, 2016 (Att. #1)
 - Swear in the incumbent Board members

Mr. Calavano, Board Secretary, announced the results of the November 8, 2016 election and swore in incumbent Board members Sandra Mordecai and Mark Robertson.

- Roll call of the Members and Pledge of Allegiance

Present: Mrs. Mordecai, Mr. Schwarzbaum, Mrs. Lab, Mr. Charles, Mr. Robertson

- 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 5, 2016.
 - 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.

Laura Lab nominated **Sandra Mordecai** for President of the Board of Education.

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

MOTION: Mrs. Lab **SECOND:** Mr. Schwarzbaum **VOTE:** 5-0 (RC)

Sandra Mordecai for President of the Board of Education - VOTE: 5-0 (RC)

- C. Election of Vice President

Ronald Charles nominated **Irving Schwarzbaum** for Vice President of the Board of Education.

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

MOTION: Mr. Charles **SECOND:** Mrs. Mordecai **VOTE:** 5-0 (RC)

Irving Schwarzbaum for Vice President of the Board of Education - VOTE: 5-0 (RC)

Mrs. Lab was presented with a plaque for her service as 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	Michael Zarro, David Zawacki, Gerard Drappi
Health Benefits Insurance Broker	Brown & Brown
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	Barbara Walls
Qualified Purchasing Agent	John Calavano
Custodian of Records	John Calavano
District Liaison to DCP&P (Division of Child Protection and Permanency)	Constance Salimbeno
District Homeless Liaison	Cheryl Butler
Bond Counsel	McManimon & Scotland LLC
Americans with Disabilities Act Coordinator	Constance Salimbeno
Title IX Coordinator	Barbara Walls
Claims Auditor	John Calavano
Financial Advisor	Phoenix Advisors

- E. Appoint Jeffrey Rutzky, Superintendent of Schools, to submit all federal, state, and local grants on behalf of the West Orange Board of Education.

Items D and E

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

- F. Board Designations:

Association/Committee	Delegate(s)/Chairperson(s)	Alternate
NJ School Boards Association	Mark Robertson	Laura Lab
Essex County School Boards Association	Sandra Mordecai	Mark Robertson
Legislative Chairpersons	Laura Lab	Mark Robertson
Negotiations Committee	Laura Lab/Irving Schwarzbaum	
Policy Chairperson	Laura Lab/Ronald Charles	
Board/Township Liaison	Irving Schwarzbaum/Ronald Charles	
Public Relations Committee	Mark Robertson/Irving Schwarzbaum	

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

- 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	2
PNC	Hazel School Activity Account	Principal Administrative Assistant SBA/BS	2
PNC	Kelly School Activity Account	Principal Administrative Assistant SBA/BS	2
PNC	Mt. Pleasant School Activity Account	Principal Administrative Assistant SBA/BS	2
PNC	Redwood School Activity Account	Principal Assistant Principal Administrative Assistant SBA/BS	2
PNC	St. Cloud School Activity Account	Principal Administrative Assistant SBA/BS	2

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

PNC	FLEX Account	Superintendent Treasurer SBA/BS	2
PNC	Capital Reserve	Superintendent Treasurer Board President SBA/BS	3
PNC	Food Services	Superintendent Treasurer Board President SBA/BS	3
PNC	Inservco - Worker's Compensation	Superintendent Treasurer Board President SBA/BS	3

- H. Designate The Star Ledger and West Orange Chronicle as the official newspapers.
- I. Readopt existing Bylaws, Policies, and Administrative Procedures.
- J. Designate meeting dates for regular business meetings of the Board of Education (Att. #2)
- K. Recommend approval of the chart of accounts. (Att. #3)

Items G through K

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

- 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. Mordecai

SECOND: Mrs. Lab

VOTE: 5-0 (RC)

- M. Authorize the Secretary/Business Administrator 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 Treasurer of School Monies 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.

WHEREAS: Title 18A: 18A-10 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 District 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.
- Q. Authorize the Purchasing Agent to utilize the following agencies for services and materials:
 - Educational Services Commission of New Jersey
 - Essex Regional Educational Services Commission
 - Hunterdon County Educational Services Commission
 - Monmouth-Ocean Educational Services Commission
- R. 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, citizenship, 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 education of students with disabilities; and
- f. All other records required by State Board of Education.

S. 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 M through S

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

II. PETITIONS AND HEARINGS OF CITIZENS

III. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS

IV. NEXT BOARD MEETING to be held at 8:00 p.m. on January 23, 2017 at West Orange High School.

MOTION: Mrs. Lab

SECOND: Mr. Schwarzbaum

VOTE: 5-0 (VV)

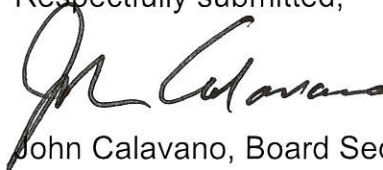
V. ADJOURNMENT at 9:13 p.m.

MOTION: Mrs. Lab

SECOND: Mr. Schwarzbaum

VOTE: 5-0 (VV)

Respectfully submitted,



John Calavano, Board Secretary