

The Board of Education of the Borough of North Caldwell in the County of Essex, New Jersey, convened for the annual organization meeting held on May 3, 2011, in the cafeteria of the Grandview School, Hamilton Drive East, North Caldwell, NJ, at 7:30 p.m.

The Business Administrator/Board Secretary, Mr. Victor Hayek, welcomed everyone to the reorganization meeting of the North Caldwell Board of Education. He indicated that in compliance with the Open Public Meeting Act, notice of this meeting had been properly advertised and the agenda has been posted at the appropriate locations.

Mr. Hayek then reported to the Board and community the results of the annual school election held on Wednesday, April 27, 2011, with 410 "yes" votes and 229 "no" votes on Public Question #1.

The Board Secretary swore in Mr. Robert Kessler for his second term on the Board with 429 votes, and Mrs. Valerie Buccino, elected to her first term with the Board of Education, who received 401 votes.

The Business Administrator called the roll.

Roll call by the Board Secretary:

Present: Mr. Steven Hadley
Mrs. Mary Wojtowicz
Mr. Robert Kessler
Mr. Robert Projansky
Mrs. Valerie Buccino

Absent: None

Also Present: Dr. Linda Freda, Superintendent
Mr. Victor Hayek, Business Administrator

Mr. Hayek called for nominations for the office of President of the Board of Education for the term commencing May 3, 2011, to the next reorganization meeting.

RESOLVED that Mr. Steven Hadley be elected as President of the North Caldwell Board of Education.

Moved: Mrs. Wojtowicz Seconded: Mr. Projansky

Yes: 5 No: 0

Mr. Hadley assumed the chair as President of the Board.

Mr. Hadley called for nominations for the office of Vice President of the Board of Education for the term commencing May 3, 2011, to the next reorganization meeting.

RESOLVED that Mrs. Maryadele Wojtowicz be elected as Vice President of the North Caldwell Board of Education.

Moved: Mrs. Wojtowicz Seconded: Mr. Kessler

Yes: 5 No: 0

PRESIDENT'S REPORT

- Mr. Hadley thanked voters for their support of the school budget.
- He also thanked the United States Armed Forces for their sacrifices and what they endure for our country.

SUPERINTENDENT'S REPORT

- Dr. Freda thanked the community for supporting the budget.
- She stated that ASK testing began this week.
- Dr. Freda then reported that Thursday, May 5th is kindergarten orientation with a current count of 92.

COMMITTEES

- Mr. Hadley announced the Committee appointments:
 - Buildings & Grounds – Mrs. Wojtowicz, Chairperson/Mr. Kessler, Member
 - Community Relations – Mr. Projansky, Chairperson/Mr. Kessler, Member
 - Curriculum – Mrs. Buccino, Chairperson/Mrs. Wojtowicz, Member
 - Finance – Mr. Kessler, Chairperson/Mr. Hadley, Member
 - Negotiations – Mr. Hadley, Chairperson/ Mr. Projansky, Member
 - Personnel – Committee of the Whole
 - Policy – Mr. Kessler, Chairperson/Mr. Projansky, Member
 - Transportation & Safety – Mrs. Wojtowicz, Chairperson/Mrs. Buccino Member

LIAISON POSITIONS

- Mr. Hadley announced the Liaison Positions:
 - Delegate to NJSBA – Mrs. Buccino
 - Mayor, Council, Planning Board & Police Department – Mr. Hadley
 - Recreation Board & Advisory Department – Mr. Kessler
 - Boy Scouts/Cub Scouts/Girl Scouts – Mr. Projansky
 - North Caldwell Partnership in Education – Mrs. Wojtowicz/Mrs. Buccino

PUBLIC RECOGNITION

- None

ORGANIZATIONAL RESOLUTIONS

O1. **RESOLVED** that the Board of Education adopt all existing bylaws and policies of the Board and approve existing administrative rules and regulations, subject to revision, for the forthcoming fiscal school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O2. **RESOLVED** that all meetings of the Board of Education be conducted according to Robert Rules of Order and Board Policy.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O3. **RESOLVED** that the Board of Education appoint **Valerie Buccino** as Delegate to the New Jersey School Boards Association for one (1) year, beginning immediately and

BE IT FURTHER

RESOLVED that the policy authorizing the duties of the delegate to the New Jersey School Board Association be approved as follows:

1. Represent the Board at meetings of the New Jersey School Boards Association.
2. Study and report to the Board all proposed State and Federal Legislature of interest and relevance.
3. At the direction of the Board, prepare proposed resolutions for submission to the State School Boards Association.

The policy shall not prohibit or discourage other Board members from active participation in legislative affairs.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O4. **RESOLVED** that the Board of Education adopt the educational programs currently in place in the district and each of the schools, subject to curriculum revision for the forthcoming school year as required by N.J.A.C. 6:8-4.5(a).

Moved: Mr. Kessler Seconded: Mr. Projansky
 Yes: 5 No: 0

O5. RESOLVED that the Board of Education approve the 5-Year Time Line for Curriculum Revision, as per attached.

Moved: Mr. Kessler Seconded: Mr. Projansky
 Yes: 5 No: 0

O6. RESOLVED that the Board of Education approve the adoption of the following textbooks for the 2011-2012 school year:

| <u>Subject</u> | <u>Vendor</u> | <u>Publication</u> |
|----------------|---|--------------------|
| LA/Reading | Silver Burdett & Ginn (3-6) | 1996 |
| | Great Books (K-6) | 2006 |
| | Houghton Mifflin (2-6) | 2008 |
| Mathematics | Kendall Hunt (Trailblazers)K-5 | 2004 |
| | Pearson (Connected Math 6) | 2006 |
| Science | Silver-Burdett & Ginn (3-6) | 1996 |
| | HBJ/Scholastic/Silver-Burdett & Ginn Resource Materials (1-2) | 1996 |
| | Pearson Scott Foresman (K-3) | 2004 |
| Social Studies | Nystrom, Jr. Geographer Atlas | 2005 |
| Music | Silver-Burdett & Ginn (K-2) | 1995 |
| | Silver Burdett/Scott Foresman (3) | 2002 |
| | Scott Foresman | 2000 |
| | Scott Foresman | 2002 |

Moved: Mr. Kessler Seconded: Mr. Projansky
 Yes: 5 No: 0

O7. RESOLVED that the Board of Education approve Athina Cornell, Esquire, of the firm of **Lindabury, McCormick & Estabrook, Esquires of Westfield, New Jersey**, as its legal advisor for special education matters for the 2011-2012 school year at a fee of \$160.00 per hour.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O8. **RESOLVED** that the Board of Education approve Athina Cornell, Esquire, of the firm of **Lindabury, McCormick & Estabrook, Esquires** of **Westfield, New Jersey**, as its legal advisor for general counsel matters, at a fee of \$160.00 per hour, at the will of the Board.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O9. **RESOLVED** that the Board of Education approve Andrea Kahn, Esquire, of the firm of **McManimon & Scotland, Esquires** of **Newark, New Jersey**, as its legal advisor for bond counsel matters, for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O10. **RESOLVED** that the Board of Education appoint **Lerch, Vinci & Higgins, Certified Public Accountants** of **Fair Lawn, New Jersey**, as auditors, to perform the examination of the financial statements of the various funds of the North Caldwell Board of Education for the fiscal year ending June 30, 2011, at an audit fee in conjunction with their letter agreement dated March 30, 2011.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O11. **RESOLVED** that the Board of Education approve the Affirmative Action Officer/Policy of the North Caldwell Public Schools and the appointment of **Michael Stefanelli** as the District's Affirmative Action Officer, for the period July 1, 2011, to June 30, 2012.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O12. **RESOLVED** that the Board of Education approve the appointment of **Chris Checchetto** as The Homeless Liaison for the North Caldwell School District for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O13. **RESOLVED** that the following are hereby designated as depositories of the Board of Education:

Valley National Bank

BE IT FURTHER RESOLVED that until further notice from the Board of Education, any funds of the Board deposited in said depositories may be subject to withdrawal at any time, or from time to time, upon checks, wire transfers, or instruments or orders for payment of moneys when signed on behalf of the Board of Education by the following: President or Vice President, Board Secretary, and/or Treasurer.

Moved: Mr. Kessler Seconded: Mr. Projansky
 Yes: 5 No: 0

O14. **RESOLVED** that the Board of Education approve the following petty cash accounts; the amounts as established through policy:

| | <u>Amount</u> | <u>Maximum Expenditure</u> |
|--------------------------------|-----------------|----------------------------|
| Superintendent of Schools | \$100.00 | \$50.00 |
| Business Administrator | \$150.00 | \$50.00 |
| Grandview School Principal | 50.00 | \$25.00 |
| Gould School Principal | 50.00 | \$25.00 |
| Supervisor of Special Services | <u>50.00</u> | <u>\$25.00</u> |
| Total | \$400.00 | \$175.00 |

Moved: Mr. Kessler Seconded: Mr. Projansky
 Yes: 5 No: 0

O15. **RESOLVED** that the Board of Education appoint **Mr. Thomas Falco** as the **AHERA Program Manager/Designated Person** for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky
 Yes: 5 No: 0

O16. **RESOLVED** that the Board of Education appoint **Mr. Thomas Falco** as the **Integrated Pest Management Coordinator** for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O17. **RESOLVED** that the official newspapers for the North Caldwell Board of Education be **The Progress** and **The Star Ledger**, and

BE IT FURTHER RESOLVED that the Board Secretary be permitted to use his discretion with regard to any and all publications required by law.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O18. **RESOLVED** that the Board of Education approve the attached Requisition of District Taxes for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O19. **RESOLVED** that the Board of Education approve the Business Administrator/Board Secretary as its purchasing agent, in accordance with New Jersey Administrative Code 18A, authorizing him to award contracts on behalf of the Board of Education that are in aggregate less than 15% of the applicable bid threshold without soliciting competitive quotations.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O20. **RESOLVED** that the Board of Education hereby appoint **Richard T. Mondelli** as **Treasurer of School Funds** for the term of office beginning July 1, 2011, through June 30, 2012, and

BE IT FURTHER RESOLVED that **Richard T. Mondelli** be covered by the Public Official Bond in the amount of \$200,000.00.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O21. RESOLVED that the Board of Education approve **The Musial Group** as the district's architectural firm located at **191 Mill Lane, Mountainside, New Jersey**, for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O22. RESOLVED that the Board of Education appoint **Brown & Brown Benefit Advisors** of Murray Hill, NJ, as Health, Dental and Prescription Benefits Broker for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O23. RESOLVED that the Board of Education approve the total travel expenditures for the District of \$12,500.00 for the 2011-2012 school year; and

BE IT FURTHER RESOLVED, that the Business Administrator keep an accounting of all expenditures to ensure compliance with the approved amount.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O24. RESOLVED that the Board of Education approve the attached local travel expenses' accounts for professional development seminars, conferences and meetings for the 2011-2012 school year for the listed staff positions.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O25. RESOLVED that the Board of Education approve the Business Administrator/Board Secretary, as the **Open Public Records Act (OPRA) Officer** of the North Caldwell Public Schools for the period July 1, 2011, to June 30, 2012.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O26. **RESOLVED** that the Board of Education authorize the Superintendent to approve individual line-item transfers between Board meetings, with formal approval at the next regularly scheduled Board meeting, during the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O27. **WEHREAS**, New Jersey Statutes provide that no public work contracts can be awarded nor any moneys paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, this law applies to each political subdivision and agency of the State and includes service and procurement contracts and construction contracts (NJAC 17:27-1.1); and,

WHEREAS, each public agency shall annually designate an officer or employee to serve as its **Public Agency Compliance Officer** (P.A.C.O.) (NJAC 17:27-3.5), and notice of designation shall be given to the Department of the Treasury, State Affirmative Action Office by January 10th of each year; and

WHEREAS, the P.A.C.O. officer shall perform the duties prescribed in the Administrative Code, be responsible for ensuring the agencies' compliance with the rules and may perform any other liaison and assistance functions as may be requested by the Affirmative Action Office;

NOW, THEREFORE, BE IT RESOLVED by the North Caldwell Board of Education, that the School Business Administrator, is hereby designated as the North Caldwell Board of Education **Public Agency Compliance Officer** for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O28. **RESOLVED** that the Board of Education authorizes the Business Administrator/Board Secretary, pursuant to 18A:18A-10(a), to make

purchases, as needed and appropriate, by use of the contracts awarded by the Purchase Bureau of the Division of Property, Department of Treasury, State of New Jersey and in accordance with the Public Procurement Laws for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O29. RESOLVED that the Board of Education approve **Tom Falco** as the **Safety & Health Designee** and re-adopt the **Emergency Management/Safety and Security Plan**, as revised, September 2009.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O30. RESOLVED that the Board of Education re-adopt **Code of Ethics**, attached.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O31. RESOLVED that the Board of Education approve the below listed Tax Shelter Annuity Companies:

- AXA Equitable
- Lincoln Life
- Fidelity Investment
- Valic Financial

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 4 No: 0

Abstain: Mr. Projansky

O32. RESOLVED that the Board of Education appoint **Michael Stefanelli** as the **504 Committee Coordinator** at the Grandview School.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

O33. RESOLVED that the Board of Education appoint **Chris Checchetto** as the **504 Committee Coordinator** at the Gould/Mountain School.

Moved: Mr. Kessler Seconded: Mr. Projansky
Yes: 5 No: 0

GENERAL RESOLUTIONS

G1. RESOLVED that the Board of Education approve the Letter of Memorandum of Agreement with **The Substitute Service, LLC, Florham Park, NJ**, in the amount of \$3,461.46 for the 2011-2012 school year.

Moved: Mr. Kessler Seconded: Mr. Projansky
Yes: 5 No: 0

G2. RESOLVED that the Board of Education approve the following state contract vendors:

- . Apple Inc. – computer and technology supplies
State Contract 621450WSCAA702569
- . Howard Industries WSCA – computer and technology parts and supplies - State Contract #T70264
- . CDW Government – computers and technology related items
State Contract #T1785
- . School Specialty – general office/school supplies
State Contract #T0114
- . Tele-Measurements, Inc. – video conferencing equipment - State Contract #T1466
- . Staples – office/supplies equipment - State Contract #74337

Moved: Mr. Kessler Seconded: Mr. Projansky
Yes: 5 No: 0

G3. RESOLVED that the Board of Education approve the facilities use form submitted by North Caldwell Recreation for Explore Science (Energy II) Educational Program.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

G4. RESOLVED that the Board of Education approve the submission of the attached 2011-2012 Professional Development Plan.

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

BUSINESS RESOLUTIONS

B1. RESOLVED that the Board of Education approve the **Public & Confidential Minutes of April 19, 2011.**

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

Abstain: Mr. Projansky
Mrs. Buccino

B2. RESOLVED that the Board of Education approve the **April 29, 2011, payroll** in the amount of \$.

Moved: Seconded:

Yes: No:

WITHDRAWN

B3. RESOLVED that the Board of Education approve the participation agreement with **Asbury Park** for the 2011-2012 school year as follows:

| | |
|-----------------------------|--------------------|
| Budgetary Accounting System | \$ 5,075.00 |
| Payroll/Personnel System | \$ <u>6,975.00</u> |
| Total Fees | \$12,050.00 |

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

B4. RESOLVED that the Board of Education approve the following line item disbursement adjustments for May 2011:

| To Account # | Amount | From Account # | Amount |
|---|----------|---|------------|
| Title II Prof. Develop. 20-270-200-300-00-00 | 4,094.30 | Prof. Development 11-000-219-320-03-00 | (4,094.30) |
| | 4,094.30 | | (4,094.30) |

Moved: Mr. Kessler Seconded: Mr. Projansky

Yes: 5 No: 0

PERSONNEL RESOLUTIONS

P1. RESOLVED that the Board approve the appointment of **Linda Freda, Ed.D.**, as Superintendent of Schools, for the 2011-2012 school year.

Moved: Mrs. Wojtowicz Seconded: Mr. Kessler

Yes: 5 No: 0

P2. RESOLVED that the Board of Education approve payment to **Kathy Plechy**, licensed L.D.T.C., to conduct educational evaluations for the Child Study Team at a rate of \$500.00 per evaluation effective April 18, 2011 to May 30, 2011.

Moved: Mrs. Wojtowicz Seconded: Mr. Kessler

Yes: 5 No: 0

P3. RESOLVED that the Board of Education approve payment to **Dr. Fadden** for a neurological evaluation in the amount of \$525.00 for **student #8003714**.

Moved: Mrs. Wojtowicz Seconded: Mr. Kessler

Yes: 5 No: 0

OLD BUSINESS

- None

NEW BUSINESS

- Board Self-evaluation

ADJOURN TO CONFIDENTIAL SESSION

The following resolution was called at 8:07 p.m.

RESOLVED that in accordance with section 8 of the Open Public Meetings Act, Chapter 231, Public Law 1975, the Board has the authority to adjourn to closed session to discuss matters pertaining to: legal, personnel, and negotiations. Said matters will be made public upon their disposition.

| | | | |
|--------|---------------|-----------|-------------|
| Moved: | Mr, Projansky | Seconded: | Mr. Kessler |
| Yes: | 5 | No: | 0 |

As there was no further business to discuss, the Board adjourned at 8:07 p. m.

Respectfully Submitted,

Victor Hayek
Board Secretary