

REORGANIZATION MEETING  
TUESDAY, MAY 3, 2011

A G E N D A

A. Call to Order/Sunshine Statement

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., adequate notification of this meeting has been provided by advertising in the *Suburban Trends*. In addition, notices were posted at the Borough Clerk's Office, Public Library, and the Board Administration Office at 973A Ringwood Avenue, at least 48 hours prior to the meeting.

**Flag Salute/Roll Call**

BOARD MEMBER	PRESENT	ABSENT
Mr. Adams (Robert)		
Mrs. Agnic (Yvette)		
Mr. Crilly (Jack)		
Mr. Marks (Scott)		
Mr. Paster (Tom)		
Mr. Sinclair (Daniel)		

B. Appoint the Board Secretary as temporary Chair to conduct Election of Officers.

MOTION:	SECOND:		
	YES	NO	ABSTAIN
Mr. Adams (Robert)			
Mrs. Agnic (Yvette)			
Mr. Crilly (Jack)			
Mr. Marks (Scott)			
Mr. Paster (Tom)			
Mr. Sinclair (Daniel)			

C. Certification of Election Results

**BE IT RESOLVED**, that the Wanaque Board of Education certifies the results of the Annual School Board Election held on April 27, 2011, for membership to the Board of Education as follows:

**Election of Three, Three-Year Board Seats**

Mr. Barry Hain \_\_\_\_\_  
 Mr. Frank Malson \_\_\_\_\_  
 Mr. Charles Strobel \_\_\_\_\_  
 Mr. Robert Barnhardt \_\_\_\_\_  
 Ms. Judith Voll \_\_\_\_\_

**Public Question No. 1 (Budget 2011/12)** YES - \_\_\_ NO - \_\_\_

Note: Does not include provisional ballots; does not reflect County Board of Elections certification of election results.

**Certification of Election Results**

MOTION:	SECOND:		
	YES	NO	ABSTAIN
Mr. Adams (Robert)			
Mrs. Agnic (Yvette)			
Mr. Crilly (Jack)			
Mr. Marks (Scott)			
Mr. Paster (Tom)			
Mr. Sinclair (Daniel)			

**D. Administer the Oath of Office to newly elected Board Members**

**E. Roll Call**

BOARD MEMBER	PRESENT	ABSENT
Mr. Adams (Robert)		
Mrs. Agnic (Yvette)		
Mr. Crilly (Jack)		
Mr. Marks (Scott)		
Mr. Paster (Tom)		
Mr. Sinclair (Daniel)		

**F. Distribution of Board Member Qualifications, Prohibited Acts and Code of Ethics to Board Members pursuant to School Ethics Act**

**G. Nominations/Election of Board President**

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Motion  
to close Nominations**

MOTION:	SECOND:		
BOARD MEMBER	YES	NO	ABSTAIN
Mr. Adams (Robert)			
Mrs. Agnic (Yvette)			
Mr. Crilly (Jack)			
Mr. Marks (Scott)			
Mr. Paster (Tom)			
Mr. Sinclair (Daniel)			

Motion to Elect \_\_\_\_\_ as Board President

MOTION:	SECOND:		
BOARD MEMBER	YES	NO	ABSTAIN
Mr. Adams (Robert)			
Mrs. Agnic (Yvette)			
Mr. Crilly (Jack)			
Mr. Marks (Scott)			
Mr. Paster (Tom)			
Mr. Sinclair (Daniel)			

(Conduct of meeting turned over to Board President.)

**H. Nominations/Election of Board Vice-President**

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Motion to close Nominations**

MOTION:	SECOND:		
BOARD MEMBER	YES	NO	ABSTAIN
Mr. Adams (Robert)			
Mrs. Agnic (Yvette)			
Mr. Crilly (Jack)			
Mr. Marks (Scott)			
Mr. Paster (Tom)			
Mr. Sinclair (Daniel)			

**Motion to Elect \_\_\_\_\_ as Board Vice-President**

MOTION:	SECOND:		
<b>BOARD MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Mr. Adams (Robert)			
Mrs. Agnic (Yvette)			
Mr. Crilly (Jack)			
Mr. Marks (Scott)			
Mr. Paster (Tom)			
Mr. Sinclair (Daniel)			

**I. Resolutions (Consent Agenda follows)**

1. Approve Calendar of Board Meetings
2. Approve Allocation and Transfer of Interest Income
3. Approve Committees
4. Approve Agenda Format
5. Approve Professional Services Appointments
6. Approve Appointments
7. Approve Contact with Board Attorney
8. Designate Official Newspapers
9. Designate Bank Depositories
10. Approve Accounts/Designate Authorized Signatories
11. Authorize Use of President's Facsimile Signature
12. Authorize Use of Business Administrator/Board Secretary's Facsimile Signature
13. Approve Board Policy Manual
14. Approve Curriculum
15. Approve Authorized List of Textbooks
16. Approve Organizational Chart
17. Approve Membership in Passaic County Educational Services Commission
18. Approve Related Services Contracts
19. Approve Board Secretary as Temporary Chairman
20. Approve Petty Cash Account Funding and Withdrawals
21. Approve Use of Parliamentary Procedures
22. Approve Use of Chart of Accounts
23. Approve Procurement of Goods & Services through State Contracts
24. Adopt Board Member Qualifications, Prohibited Acts and Code of Ethics
25. Approve Payment of Bills between Board Meetings
26. Approve Travel Limitation
27. Approve Travel Expenditure Funds
28. Approve Purchasing Agent
29. Approve Transfer of Funds
30. Approve Advertising for Vacant Positions
31. Approve Issuance of Letters of Intent for Employment
32. Approve Possible Field Trip Destinations
33. Approve Substitute Pay

**#1 BE IT RESOLVED**, that the Wanaque Board of Education designates the following meeting dates for Board Meetings during the 2011/12 school year. The Workshop Meetings will begin at 7:00 p.m. and the Regular Meetings will begin at 7:30 p.m. The Public Budget Hearing and Reorganization Meeting will begin as advertised with the Regular Meeting immediately preceding or following. All meetings shall be held in accordance with the "Open Public Meetings Act" and formal action may be taken at any meeting. Meetings at Wanaque School will be held in the Library and the meetings in the Haskell School will be held in the Gymnasium.

<u>DATE</u>		<u>MEETING</u>	<u>LOCATION</u>
May 24,2011	4 <sup>th</sup> Tuesday	Workshop/Regular	Wanaque
June 28, 2011	4 <sup>th</sup> Tuesday	Workshop/Regular/Discussion of Administrative Contracts	Haskell
July 26, 2011	4 <sup>th</sup> Tuesday	Workshop/Regular	Wanaque
August 23, 2011	4 <sup>th</sup> Tuesday	Workshop/Regular	Haskell
September 27, 2011	4 <sup>th</sup> Tuesday	Workshop/Regular	Wanaque
October 18, 2011	3 <sup>rd</sup> Tuesday	Workshop/Regular	Haskell
November 22, 2011	4 <sup>th</sup> Tuesday	Workshop/Regular	Wanaque

December 20, 2011	3 <sup>rd</sup> Tuesday	Workshop/Regular	Haskell
January 24, 2012	4 <sup>th</sup> Tuesday	Workshop/Regular	Wanaque
February 28, 2012	4 <sup>th</sup> Tuesday	Workshop/Regular	Haskell
March 27, 2012	4 <sup>th</sup> Tuesday	Workshop/Regular/Public Budget Hearing	Wanaque
April 24, 2012	4 <sup>th</sup> Tuesday	Workshop/Regular/Reorganization	Haskell

**#2 BE IT RESOLVED**, that the Wanaque Board of Education approves the allocation and transfer for 2011/12 interest income earned from the investment of debt issuance proceeds to the debt service fund.

**#3 BE IT RESOLVED**, that the Wanaque Board of Education approves the following committees for the 2011/12 school year (Bylaws #0155)

1. Finance and Budget
2. Facilities and Transportation
3. Curriculum and Instruction
4. Personnel and Management

and, other committees, such as Tri-District, Policy and Negotiations, will be established and convene as needed.

**#4 BE IT RESOLVED**, that the Wanaque Board of Education establishes the following Agenda Format to be observed and the order of business conducted at the Workshop and Regular Meetings of the Board of Education; and

**BE IT FURTHER RESOLVED**, that the Board President has sole discretion to change the Agenda Format and order of business in the best interest of the Board of Education.

#### **WORKSHOP AGENDA**

- I.** Sunshine Statement/Call To Order/Flag Salute/Public Participation Notice/Roll Call
- II.** Superintendent's Report
- III.** Business Administrator's Report
- IV.** Committee Reports
  - A.** Curriculum/Instruction
  - B.** Finance/Budget
  - C.** Facilities/Transportation
  - D.** Personnel/Management
  - E.** Negotiations/Employee Relations
  - F.** Policy
  - G.** Tri-District
- V.** Resolutions
  - A.** Curriculum/Instruction
  - B.** Finance/Budget
  - C.** Facilities/Transportation
  - D.** Personnel/Management
  - E.** Negotiations/Employee Relations
  - F.** Policy
  - G.** Tri-District
- VI.** Public Comment
- VII.** Old/New Business
- VIII.** Executive Session
- IX.** Adjournment

#### **REGULAR MEETING AGENDA**

- I.** Sunshine Statement/Call To Order/Flag Salute/Public Participation Notice/Roll Call
- II.** Approval of Minutes
- III.** Correspondence
- IV.** Public Comment
- V.** Resolutions (Consent Agenda)
  - A.** Curriculum/Instruction
  - B.** Finance/Budget
  - C.** Facilities/Transportation
  - D.** Personnel/Management
  - E.** Negotiations/Employee Relations
  - F.** Policy
  - G.** Tri-District
- VI.** Public Comment
- VII.** Old/New Business
- VIII.** Executive Session
- IX.** Adjournment

**#5 BE IT RESOLVED**, that the Wanaque Board of Education approves the following appointments as per the solicitation of proposals for professional services, as advertised on the District's website, for the 2011/12 school year:

Attorney of Record/Negotiations	Lindabury, McCormick, Estabrook & Cooper, P.C.
Auditor	Ferraioli, Wielkotz, Cerullo & Cuva., P. A.
Architect of Record	LAN Associates Engineering, Planning, Architecture, Surveying, Inc.
School Physician	Anthony Ventimiglia, M.D.
Employee Health Benefits Broker of Record	LDP Consulting Group, Inc.
Property & Casualty Insurance Broker of Record	Advent Insurance Services
Student Accident Insurance	Bollinger Insurance
Logistics Consultant	Virginia Merlino

**#6 BE IT RESOLVED**, that the Wanaque Board of Education approves the following appointments for the 2011/12 school year:

Board Secretary	Barbara Gigante
Haskell Elementary School Attendance Officer	Principal
Wanaque Elementary School Attendance Officer	Principal
District Affirmative Action Officer	Director of Curriculum, Instruction & Professional Development
Haskell Elementary School Affirmative Action Officer	Principal
Wanaque Elementary School Affirmative Action Officer	Principal
Haskell Elementary School Student Records Officer	Principal
Wanaque Elementary School Student Records Officer	Principal
Representative to PCESC	Superintendent of Schools
Alternate Representative to PCESC	Wanaque School Principal
Public Agency Compliance Officer	Business Administrator/Board Secretary
Custodian of Records	Business Administrator/Board Secretary
Web User Administrator	Chief School Administrator
District 504 Compliance Officer	Tri-District Supervisor of Special Services
ADA Officer	Tri-District Supervisor of Special Services
Homeless Liaison	Carol Hesse, Social Worker
Delegate to NJSBA	TBD
Alternate Delegate to NJSBA	TBD
Legislative Delegate to NJSBA	TBD
Delegate to PCSBA	TBD
Alternate Delegate to PCSBA	TBD
Bond Counsel	McManimon & Scotland, L.L.C.
Tax Shelter Annuity Companies	AXA Equitable Life Insurance Company
	Lincoln Financial Group
	Met Life Resources
	Siracusa Benefits Programs
	Financial Resources & Retirement Advisory, Inc.
	AIG Retirement Services Company
	Dr. Raymond C. Danziger
Substance Awareness Coordinator	Buildings & Grounds Supervisor
Asbestos Management Officer/AHERA Coordinator	Buildings & Grounds Supervisor
Safety & Health Designee	Buildings & Grounds Supervisor
Indoor Air Quality Designee	Buildings & Grounds Supervisor
Integrated Pest Management Coordinator	Buildings & Grounds Supervisor
Right-To-Know Officer	Buildings & Grounds Supervisor
Chemical Hygiene Officer	Buildings & Grounds Supervisor
Toxic Hazard Preparedness Officer	Buildings & Grounds Supervisor

**#7 BE IT RESOLVED**, that the Wanaque Board of Education designates the following members of the Board and Administration to be the only District Representatives permitted to initiate contact with the Board Attorney:

- Board President
- Board Vice-President
- Superintendent of Schools
- Business Administrator/Board Secretary
- Tri-District Director of Special Services
- Chairperson, Negotiations Committee

**#8 BE IT RESOLVED**, that the Wanaque Board of Education designates the following as Official Newspapers for the Wanaque Board of Education for the 2011/12 school year:

*Suburban Trends The Record Star Ledger Herald News njhire.com (Advertisement of open professional positions)*

**#9 BE IT RESOLVED**, that the Wanaque Board of Education designates the following Banks as Depositories for Wanaque Board of Education funds:

Lakeland Bank TD Bank NJ Cash Management Beneficial Bank

**BE IT FURTHER RESOLVED**, that the Business Administrator/Board Secretary is authorized to invest the Board's funds consistent with statutes and regulations.

**#10 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the following accounts with the required signatures of the Officers of the Board acting as depositories to be listed; and

**BE IT FURTHER RESOLVED**, that the Business Administrator/Board Secretary is hereby authorized to execute the required forms to maintain said accounts:

**ACCOUNTS**

**SIGNATORIES**

General	Superintendent, Board President, Board Secretary Bookkeeper
Renovation	Superintendent, Board President, Board Secretary Bookkeeper
Payroll	Superintendent, Board President, Board Secretary Bookkeeper
Payroll Agency	Superintendent, Board President, Board Secretary Bookkeeper
Cafeteria	Superintendent, Board President, Board Secretary Bookkeeper
Unemployment (Savings)	Superintendent, Board President, Board Secretary Bookkeeper
Unemployment (Checking)	Superintendent, Board President, Board Secretary Bookkeeper
Petty Cash/Board	Superintendent, Board President, Board Secretary Bookkeeper
Capital Reserve Account	Superintendent, Board President, Board Secretary Bookkeeper
Petty Cash/Haskell	Principal, Board Secretary School Secretary
Petty Cash/Wanaque	Principal, Board Secretary School Secretary
Haskell Student Activities	Principal, Board Secretary School Secretary
Wanaque Student Activities	Principal, Board Secretary School Secretary
Flexible Spending Account	Superintendent, Board President, Board Secretary Bookkeeper

**#11 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the use of the President's Facsimile Signature on warrants for the 2011/12 school year.

**#12 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the use of the Business Administrator/Board Secretary's Facsimile Signature on warrants for the 2011/12 school year.

**#13 BE IT RESOLVED**, that the Wanaque Board of Education approves its Board Policy Manual for the 2011/12 school year.

**#14 BE IT RESOLVED**, that the Wanaque Board of Education approves the listing of continuing curricula for implementation in the 2011/12 school year (attached).

**#15 BE IT RESOLVED**, that the Wanaque Board of Education approves the Authorized List of Textbooks, Book and Novel Lists for the 2011/12 school year (attached).

**#16 BE IT RESOLVED**, that the Wanaque Board of Education approves the 2011/12 school year Organizational Chart (attached).

**#17 BE IT RESOLVED**, that the Wanaque Board of Education approves the District's Membership in the Passaic County Educational Services Commission for the 2011/12 school year.

**#18 BE IT RESOLVED**, that the Wanaque Board of Education approves the list of Related Services providers for the 2011/12 school year (attached).

**#19 BE IT RESOLVED**, that the Wanaque Board of Education appoints the Board Secretary as the temporary chairman of the Board for the purpose of conducting the election of Board officers.

**#20 BE IT RESOLVED**, that, for the 2011/12 school year, the Wanaque Board of Education authorizes the establishment of petty cash accounts in each facility with funding and maximum withdrawals as follows:

	<u>Fund</u>	<u>Max. Withdrawal</u>
Board Office Petty Cash Account	\$750	\$50
Haskell School Petty Cash Account	\$300	\$50
Wanaque School Petty Cash Account	\$300	\$50

**#21 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the use of standard parliamentary procedures in the conduct of all Board meetings.

**#22 BE IT RESOLVED**, that the Wanaque Board of Education approves the use of the standard chart of accounts for all financial transactions in the 2011/12 school year, as directed by the New Jersey Department of Education.

**#23 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the procurement of goods and services, as needed, through the use of state contracts, whenever possible.

**#24 BE IT RESOLVED**, that the Wanaque Board of Education adopts the Board Members Qualifications, Prohibited Acts and Code of Ethics for Board Members (Bylaws #0142).

**#25 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the Business Administrator/Board Secretary to make payment on outstanding invoices, as needed to comply with terms of payment, without prior approval of the Board. All such payments are to be ratified at the ensuing Regular meeting of the Board.

**#26 BE IT RESOLVED**, that the Wanaque Board of Education authorizes total annual reimbursement of travel expenses incurred during performance of the regular business of the district during the 2011/12 school year to the limits as follows:

Superintendent of Schools	\$1,500
Business Administrator/Board Secretary	\$1,500
Director of Curriculum, Instruction & Professional Development	\$ 500
Principal/Assistant Principal	\$ 250
Members of the Child Study Team	\$ 250
All other employees	\$ 100

**#27 BE IT RESOLVED**, that the Wanaque Board of Education approves the maximum travel expenditure budget for the 2011/12 school year at an amount not to exceed \$31,000.

**#28 BE IT RESOLVED**, that the Wanaque Board of Education approves the appointment of Ms. Barbara Gigante, Business Administrator, as the Qualified Purchasing Agent for the district with the authority to award contracts up to a bid threshold of \$36,000 with a quote threshold of \$5,400 for the 2011/12 school year.

**#29 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the Business Administrator/Board Secretary to approve transfer of funds between line items and program categories, as necessary, between meetings of the Board, with ratification by the Board at the next meeting of the Board, in accordance with N.J.S.A. 18A:22-8.1.

**#30 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the Superintendent of Schools to advertise to fill vacant positions, as necessary.

**#31 BE IT RESOLVED**, that the Wanaque Board of Education authorizes the Superintendent of Schools to provide letters of intent during the months of July and August and during other school holidays to employ staff for the 2011/12 school year.

**#32 BE IT RESOLVED**, that the Wanaque Board of Education approves the possible field trip destinations for the 2011/2012 school year, as follows:

- Apple picking at appropriate orchards, such as Penning's Orchard
- Community and civic venues including, but not limited to: local Post Office, Library, Fire and Police station, Trenton State House, Tarrytown, NY
- Cruise around Manhattan
- Local farms, such as Heaven Hill Farm
- Museums, including, but not limited to: Museum of Natural History, Newark Museum, The Museum Village
- Business operations such as : Nabisco, local ice cream shop
- Science and ecology centers, including, but not limited to: Sandy Hook, Buehler Science Center, Science Explorer Bus, Sterling Mine, Weiss Ecology Center, Braen Quarry
- Smith Clove
- Theatres and shows, including, but not limited to: Broadway Play, Montclair State Theatre, Montclair Theatre Works, Chinese Theatre of Acrobats
- Washington, D.C., with a side trip to Hershey Park, Pennsylvania
- Zoos, such as the Bronx Zoo, Turtle Back Zoo

**#33 BE IT RESOLVED**, that the Wanaque Board of Education approves the following terms under which substitute teachers can be assigned and compensated

“County Certified substitutes will receive \$85 per diem. County Certified substitutes are not eligible for assignments of more than twenty consecutive days.

State Certified substitutes will receive \$90 per diem for assignments of twenty consecutive days or less; \$95 per diem for assignments of more than twenty consecutive days. For any assignment of longer than twenty consecutive days, the state-certified substitute will receive \$150 per diem for the duration of the assignment if that substitute holds the teacher’s certificate (subject area/grade level) appropriate to the assignment. Otherwise, the \$95 per diem rate will apply for the duration of the assignment. Substitutes must hold State Certification for assignments of more than twenty consecutive days. Substitute nurses will be compensated at the rate of \$150 per diem.”

Consent Agenda, Resolutions #1 thru #33

MOTION:		SECOND:		
BOARD MEMBER	YES	NO	ABSTAIN	
Mr. Adams (Robert)				
Mrs. Agnic (Yvette)				
Mr. Crilly (Jack)				
Mr. Marks (Scott)				
Mr. Paster (Tom)				
Mr. Sinclair (Daniel)				

**J. Public Comment**

**K. Adjournment**