



HAWTHORNE PUBLIC SCHOOLS
HAWTHORNE, NEW JERSEY




BOARD OF EDUCATION
Reorganization Meeting – Board Room
January 6, 2015
7:30 P.M.

MEMBERS OF THE BOARD


Michele Hyams, President
Elaine Tolomeo, Vice President

Burton Alkes
Alexander Clavijo
Diego Cruz
Abigail Goff
Bruce Reicher
Victor Terraglia
Louis B. Turco

Richard A. Spirito, Superintendent of Schools
Gertrude Engle, Business Administrator/Board Secretary



Next Regular Meeting – Tuesday, January 20, 2015 at 7:30 P.M.
Municipal Building - 2nd Floor
Board of Education Meeting Room



MEETING CALLED TO ORDER:

Time: _____

PUBLIC PORTION OF MEETING BEGINS:

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board of the municipal building, communicated to The Hawthorne Press and The Record, and filed with the Clerk of the Borough of Hawthorne.

FLAG SALUTE:

MEETING REGULATIONS

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, comments are invited regarding subjects on this agenda. The second opportunity occurs just prior to adjournment, when citizens may address general questions and comments to the Board.

Persons wishing to speak must, upon being recognized, rise and state their name and address. The Board reserves the right to establish rules for the conduct of its meetings including such matters as the time at which the public will be heard if at all, who may speak, and for how long. All such rules shall be monitored by the presiding officer.

Please turn off any cell phones.

Comments and questions shall be addressed to the Board President or the presiding officer, and shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer may require the speaker to sit down.

ROLL CALL - OUTGOING BOARD OF EDUCATION:

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Mr. Burton Alkes			
Mr. Alexander Clavijo			
Mr. Diego Cruz			
Mr. Lou Turco			
Ms. Abigail Goff			
Mr. Bruce Reicher			
Mr. Victor Terraglia			
Ms. Elaine M. Tolomeo			
Ms. Michele Hyams			

Also Present: Richard A. Spirito, Superintendent of Schools
 Gertrude Engle, Business Administrator/Board Secretary
 and approximately ____ members of the public.

CERTIFIED RESULTS OF ELECTION OF November 4, 2014:

<u>Candidates – Three (3) Year Term</u>	<u>At Polls</u>	<u>Absentees</u>	<u>Provisional</u>	<u>Total</u>
Michael J. Doyle	1760	146	14	1920
Michael Sciarra	1775	126	14	1915
Anthony Puluse	1529	137	8	1674
Gus Penaranda	995	67	9	1071
Heidi Ruiz	828	78	7	913

OATH OF OFFICE – NEWLY ELECTED MEMBERS of the BOARD OF EDUCATION:

Gertrude Engle administers the oath of office to the newly elected members.

ROLL CALL- INCOMING BOARD OF EDUCATION:

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order
Mr. Alex Clavijo			
Mr. Michael Doyle			
Ms. Abigail Goff			
Mr. Anthony Puluse			
Mr. Bruce Reicher			
Mr. Michael Sciarra			
Mr. Victor Terraglia			
Mr. Louis Turco			
Ms. Michele Hyams			

ELECTION OF BOARD PRESIDENT:

- A. Procedure
- B. Nominations for President
- C. Nominations Closed
- D. Vote on Nominations

MEETING TURNED OVER TO PRESIDENT:

VICE-PRESIDENT:

- A. Nominations for Vice-President
- B. Nominations Closed
- C. Vote on Nominations

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

1. **DATE AND TIME OF BOARD MEETING:**

BE IT RESOLVED: That the Hawthorne Board of Education will generally hold its regular monthly meetings on the third Tuesday of each month at 7:30 p.m.:

January 20	July 21
February 10	August 18
March 17	September 16
April 21	October 20
May 12	November 17
June 23	December 15

2. **ADOPTION OF BY-LAWS AND POLICY MANUAL:**

BE IT RESOLVED: That the Hawthorne Board of Education adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Board Secretary for the period January 6, 2015 through January 5, 2016.

3. **DESIGNATION OF OFFICIAL NEWSPAPERS:**

BE IT RESOLVED: That The Record and the Hawthorne Press be designated the official newspapers of the Hawthorne Board of Education, to be used for the publication of all legal notices as contemplated by N.J.S.A. 10:4-8. January 6, 2015 through January 5, 2016.

4. **BANK DEPOSITORIES:**

BE IT RESOLVED: That the Hawthorne Board of Education hereby designates the following banks as Depositories for the accounts as listed, for the period January 6, 2015 through January 5, 2016.

Columbia Bank:

The following accounts having authorized signatures of the President, Board Secretary and Superintendent of Schools:

- Payroll Agency Account #xxxxx6844
- Federal Unemployment Trust Fund Account #xxxxx6855
- Linda V. Harmon Scholarship Fund Account #xxxxx6947
- Payroll Net Account #xxxxx6833
- General Board Checking Account #xxxxx6822
- Capital Reserve Fund #xxxxx6888
- Hawthorne Community School Account #xxxxx6969
- Organ Donation Education Account #xxxxx7276
- High School Cafeteria Checking Account #xxxxx6866
- Flexible Spending Account #xxxxx6958
- SACC Account #xxxxx6969

The following account has authorized signatures of the Athletic Director, Board Secretary and Superintendent of Schools (2 of 3 required):

- Athletics Account #xxxxx6877

The following accounts having authorized signatures of the Building Principal, Board Secretary and Superintendent of Schools (2 of 3 required):

- Jefferson School Checking Account #xxxxx6925
- Lincoln School Checking Account #xxxxx6903
- Roosevelt School Checking Account #xxxxx6899
- Washington School Checking Account #xxxxx6914

Atlantic Stewardship Bank:

The following accounts having authorized signatures of the Treasurer of the Account and the Board Secretary, and Superintendent of Schools (2 of 3 required)

- High School Checking Account -xxxxx3606
- High School Money Market/Savings Account - xxxxx9052

The comptroller of this fund is authorized to purchase certificate of deposits after conferring with the Business Administrator.

Investments:

The Board Secretary is authorized to use as depositories, for the purpose of short term investments, any banking institutions who are members of the FDIC or FSLDIC and provide a copy of eligibility to act as a depository for public funds under the Governmental Unit Deposit Protection Act.

Wire Transfers

The Business Administrator/Board Secretary is authorized to issue wire transfers from the general board fund account #xxxxx6822 for the purpose of paying approved bills, payroll, and transferring funds for investments.

5. AWARD OF CONTRACT FOR LEGAL SERVICES:

WHEREAS: The law firm of Fogarty & Hara, Esq. has the expertise and experience to provide professional services to the Hawthorne Board of Education;

BE IT RESOLVED: That the Hawthorne Board of Education appoints the law firm of Fogarty & Hara, Esq. as the board attorneys effective January 6, 2015 through June 30, 2015 at the following hourly rates:

\$165.00 Partner
\$145.00 Associate

This appointment is made for the following reasons:

1. The fee structure submitted and contained in the proposal is most advantageous to the Board, price and other factors considered.
2. Experience, staff and resources necessary to perform the contract as demonstrated by their performance over a substantial period of time.
3. Reputation and responsibility of professional contractor based upon prior performances with the Board.

6. AWARD OF CONTRACT FOR AUDITOR SERVICES:

BE IT RESOLVED: That the firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 6, 2015 through June 30, 2015 at an annual fee of \$27,285.00 per their proposal which includes the services as follows:

1. Statutory Audit - audit of the governmental activities, business-type activities, governmental funds, proprietary funds, fiduciary funds and all other funds under the auspices of the Board of Education, including Federal and State Programs in accordance with the Single Audit Act of 1984, OMB Circular A-133 and State of New Jersey OMB Circular 04-04.
2. Preparation of all sections of the CAFR Report and assistance in the conversion of the various fund statements in accordance with the reporting requirements of GASB #34.
3. Assistance in the preparation of the management and discussion and analysis section of the CAFR.
4. Preparation of the Data Collection Form.
5. Audit of the Application for State School Aid (ASSA)

7. ALTERNATE BOARD SECRETARY

BE IT RESOLVED: If the Board Secretary is unavailable the Hawthorne Board of Education hereby appoints the Superintendent of Schools as acting Board Secretary for the period January 6, 2015 through January 5, 2016.

8. RE-APPOINTMENT OF REPRESENTATIVE TO THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP:

BE IT RESOLVED: That the Hawthorne Board of Education appoints the Business Administrator/Board Secretary to the position of Representative to the Northeast County School Board Insurance Group for the period January 6, 2015 through January 5, 2016.

The chairman of the finance committee will act as alternate if the Business Administrator/Board Secretary is unavailable.

9. **AWARD OF CONTRACT FOR RISK MANAGER:**

BE IT RESOLVED: That the Hawthorne Board of Education maintain the executed agreement dated July 1, 2013 with The Vozza Agency, Inc. to serve as Risk Manager for a three year term commencing July 1, 2013 through June 30, 2016 concurrent with the Board's NESBIG membership.

10. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED: That the Hawthorne Board of Education appoint the Business Administrator/Board Secretary to be designated Public Agency Compliance Officer for January 6, 2015 through January 5, 2016.

11. **RE-APPOINTMENT OF REPRESENTATIVE ASSEMBLY/BOARD OF DIRECTORS FOR PASSAIC COUNTY EDUCATIONAL SERVICES COMMISSION (PCESC):**

BE IT RESOLVED: That the Hawthorne Board of Education appoints the Superintendent of Schools to the position of Representative to the Board of Directors of the PCESC for the period January 6, 2015 through January 5, 2016. The Director of Education, Darlene Markman, will act as alternate if the Superintendent of Schools is unavailable.

12. **MEMBERSHIP RESOLUTION NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION:**

The Board of Education of School District No. 2100, County of Passaic, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq.) herewith enrolls Hawthorne High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA for the period January 6, 2015 through June 30, 2015.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by, the Constitution Bylaws and Rules and Regulations of the NJSIAA.

13. **ADOPTION OF PETTY CASH FUND**

BE IT RESOLVED: That the Hawthorne Board of Education reestablish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy, and

WHEREAS, The State Board of Education has amended N.J.A.C.6A:23-2.9, N.J.S.A. 18A: 19-13, and Policy 6620 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds;

BE IT FURTHER RESOLVED: That the Hawthorne Board of Education, in the County of Passaic, New Jersey authorizes the establishment of the following petty cash funds in the amounts indicated below for the period January 6, 2015 through June 30, 2015.

a. Location	Custodian	Amount	Max. Single Expenditure
Hawthorne HS	Principal	\$250	\$200
Lincoln MS	Principal	\$150	\$100
Jefferson School	Principal	\$100	\$ 50
Roosevelt School	Principal	\$100	\$ 50
Washington School	Principal	\$100	\$ 50
Athletic Department	Athletic Dir.	\$300	\$300
Central Office	Bus. Admin.	\$200	\$ 50
Special Programs	Director of Sp. Prog.	\$100	\$ 50
HS Guidance	HS Principal	\$100	\$ 50
Life Skills – HHS	Principal	\$750	\$100
Life Skills – LMS	Principal	\$500	\$100
LifeSkills – Elementary	Principal	\$500	\$100

Each primary signatory shall insure that:

- a. Petty cash funds are spent for budgeted items only.
- b. No single purchase for petty cash may exceed the max. single expenditure.
- c. Funds are not used to subvert the regular purchasing procedures.
- d. The checking accounts are to be reconciled on a monthly basis.
- e. Petty cash is distributed in check form with the signatures indicated above.
- f. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed.
- g. All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

DISCUSSION: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

14. **ADOPTION OF CODE OF ETHICS**

BE IT RESOLVED: That the Hawthorne Board of Education adopt the Code of Ethics for School Board Members as per N.J.S.A. 18A: 12-24.1 for the period January 6, 2015 through January 5, 2016.

15. **APPOINTMENT OF BENEFIT AGENT**

BE IT RESOLVED: That the Hawthorne Board of Education appoints Brown & Brown Consulting Group as the Benefit Agent (prescription, dental and vision insurance plans) for the period January 6, 2015 through January 5, 2016 at no cost to the Board of Education.

16. **APPOINTMENT OF SCHOOL MEDICAL EXAMINER**

BE IT RESOLVED: That Valley Health Medical Group, Hawthorne, NJ. continue to provide the services of School Medical Examiner to the Hawthorne Board of Education for the period January 6, 2015 through January 5, 2016.

17. **FEES FOR COPIES OF PUBLIC DOCUMENTS**

BE IT RESOLVED THAT THE Hawthorne Board of Education establishes a fee of \$.05 per letter sized page and \$.07 per legal sized page for the photocopying of public records. Electronic records are free of charge.

BE IT RESOLVED THAT the School Business Administrator be appointed as the Custodian of Records for the period January 6, 2015 through January 5, 2016.

BE IT FURTHER RESOLVED that where the nature, format, manner of collection or volume of a public record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the Board of Education may also charge a reasonable special service charge which shall be based on the actual direct cost of providing the copy, provided that advanced notice of the charge is furnished to the requestor before the charge is incurred.

18. **APPROVAL OF 5-YEAR MAINTENANCE PLAN**

BE IT RESOLVED: That the 5-Year Maintenance Plan of the Hawthorne Board of Education approved as updated for the period January 6, 2015 through January 5, 2016.

19. **APPROVAL OF ELECTRONIC HANDBOOKS**

BE IT RESOLVED: That all electronic handbooks be continued in effect until modified upon the recommendation of the Superintendent for the period January 6, 2015 through January 5, 2016.

20. **READOPTION OF CURRICULUM**

BE IT RESOLVED: That all current written curriculum, courses, textbooks, workbooks and ancillary materials of the District, of the Hawthorne Board of Education, be adopted for the period January 6, 2015 through January 5, 2016, unless modified upon recommendation of the Superintendent.

21. **APPOINTMENT OF POLICY SERVICE PROVIDER**

BE IT RESOLVED: That Strauss Esmay be appointed to provide Board of Education Policy update Service for the Hawthorne Board of Education for the period January 6, 2015 through June 30, 2015.

22. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED: That Darlene Markman be appointed as Affirmative Action Officer for Hawthorne Public Schools for the period January 6, 2015 through January 5, 2016.

23. **APPOINTMENT OF THE FOLLOWING**

BE IT RESOLVED: That Robert Blanchard, Supervisor of Building and Grounds be appointed as follows for Hawthorne Public Schools for the period January 6, 2015 through January 5, 2016.

- 1) **Appointment of Asbestos Management Officer/Coordinator**
- 2) **Appointment of Safety & Health Designee and Re-adoption of Safety Security Plan**
- 3) **Appointment of Indoor Air Quality Designee**
- 4) **Appointment of Integrated Pest Management Coordinator and IPM Plan -**
- 5) **Appointment of Right to Know Officer**
- 6) **Appointment of Chemical Hygiene Officer and Plan**
- 7) **Appointment of AHERA Coordinator**

24. **APPOINTMENT OF 504 COMMITTEE COORDINATOR**

BE IT RESOLVED: That Darlene Markman be appointed as 504 Committee Coordinator for the period January 6, 2015 through January 5, 2016.

25. **APPOINTMENT OF ADA OFFICER**

BE IT RESOLVED: That Diana Davis be appointed as ADA Officer for the period January 6, 2015 through January 5, 2016.

26. **APPOINTMENT OF ATTENDANCE OFFICER**

BE IT RESOLVED: That Pete Vander Velde be appointed as Attendance Officer for the period January 6, 2015 through January 5, 2016.

27. **APPOINTMENT OF NEW JERSEY DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P) LIASON**

BE IT RESOLVED: That Diana Davis be appointed as Department New Jersey Division of Child Protection and Permanency Liaison for the period January 6, 2015 through January 5, 2016.

28. **APPROVAL OF TUITION RATES**

BE IT RESOLVED: That the Board approves the following tuition rates for the period January 6, 2015 through June 30, 2015.

- Pre-K \$11,696
- Grade 1-5 \$13,383
- Grade 6-8 \$13,224
- Grade 9-12 \$13,407
- LLD \$25,350

29. **APPOINT FIXED ASSET APPRAISAL FIRM**

BE IT RESOLVED: That Industrial Appraisal Company be appointed to provide fixed asset accounting control and insurance valuation services for the Hawthorne Board of Education for the period January 6, 2015 through January 5, 2016 at an annual fee of \$700.00.

30. **APPROVAL OF LIAISONS FOR MISSING AND ABUSED CHILDREN:**

BE IT RESOLVED: That the following individuals be appointed Liaisons for Missing and Abused Children for the period January 6, 2015 through January 5, 2016.

Dan LaGrone - Hawthorne High School
John Peraino - Lincoln Middle School
Rosanne Zagatta - Jefferson School
Joseph Pisacane - Roosevelt School
Susan Spinelli - Washington School
Diana Davis - Out of District Placements

31. **APPROVAL OF TITLE IX OFFICER:**

BE IT RESOLVED: That Darlene Markman be appointed Title IX Officer for Hawthorne Public Schools for the period January 6, 2015 through January 5, 2016.

32. APPOINTMENT OF ARCHITECT

BE IT RESOLVED: That the Hawthorne Board of Education appoint Solutions Architects as Architect of Record for the period January 6, 2015 through June 30, 2015. Fees will be established based on projects.

33. APPROVAL OF TAX SHELTER ANNUITIES

BE IT RESOLVED: That the Hawthorne Board of Education approves the following companies as Tax Shelter Annuity Companies for the period January 6, 2015 through January 5, 2016.

- Legend Group
- Equitable
- Lincoln Financial
- Valic

34. APPROVAL CONTRACTS/JOINT SERVICES

BE IT RESOLVED: That the Hawthorne Board of Education approves and authorizes contracts or agreements to provide joint services with the Passaic County Educational services Commission as listed below for the period January 6, 2015 through June 30, 2015 as follows:

Special Education/Regular Education Transportation

Board of Education Roll Call Vote for Items 1 through 35:

	Mr. Clavijo	Mr. Doyle	Mr. Sciarra	Ms. Goff	Mr. Reicher	Mr. Terraglia	Mr. Puluse	Mr. Turco	Ms. Hvams
Motion									
Aye									
Nay									
Abstain									
Absent									

CURRICULUM AND INSTRUCTION

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Curriculum and Instruction recommends the following resolutions:

- CI-35 Acceptance of the following student(s) to complete his/her/their student field experience(s) in education in the Hawthorne Public School District during the 2014-2015 school year. This/these placement(s) is/are subject to the satisfactory completion of the criminal history records check required by law. In the event the criminal history check(s) is/are not completed this/these placement(s) is/are subject to the approval of the County Superintendent for emergent hiring procedures. Per this resolution this/these student(s) is/are also approved as (a) substitute teacher(s) in the Hawthorne Public School District contingent upon obtaining a county substitute certificate.

Student	College	Type	Subject Area	Coop. Teacher	Loc
Williscroft, Lyndsey	WPU	Student Teacher	English	Ms. Clark	HHS

Board of Education Roll Call Vote

	Mr. Clavijo	Mr. Doyle	Mr. Sciarra	Ms. Goff	Mr. Reicher	Mr. Terraglia	Mr. Puluse	Mr. Turco	Ms. Hvams
Motion									
Aye									
Nay									
Abstain									
Absent									

PUBLIC BE HEARD:

MOTION TO GO INTO PRIVATE SESSION:

Board of Education Roll Call Vote

	Mr. Clavijo	Mr. Doyle	Mr. Sciarra	Ms. Goff	Mr. Reicher	Mr. Terraglia	Mr. Puluse	Mr. Turco	Ms. Hvams
Motion									
Aye									
Nay									
Abstain									
Absent									

PRIVATE SESSION:

Be it resolved that the Hawthorne Board of Education convenes an Executive Session to discuss exempt matters pertaining to:

- 1) A matter rendered confidential by federal or state law
- 2) A matter in which release of information would impair the right to receive government funds
- 3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) A collective bargaining agreement and/or negotiations related to it
- 5) A matter involving the purchase, lease or acquisition of real property with public funds
- 6) Protection of public safety and property and/or investigations of possible violations or violations of law
- 7) Pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
- 8) Specific prospective or current employees unless all who could be adversely affected request an open session
- 9) Deliberation after a public hearing that could result in a civil penalty or other loss

Be it further resolved that it is anticipated that executive session will be for 45 minutes in duration and that public action may/may not be taken:

Be it further resolved that the minutes of the Executive Session will be made available upon a determination by the Board that the disclosure of the minutes will not detrimentally affect any right or interest of the Board and the need for confidentiality no longer exists.

