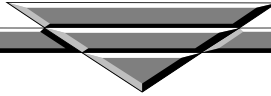


HAWTHORNE PUBLIC SCHOOLS  
HAWTHORNE, NEW JERSEY



BOARD OF EDUCATION  
Reorganization Meeting – Board Room  
January 2, 2018  
8:00 P.M.



MEMBERS OF THE BOARD

Michael Sciarra, President  
Michael Doyle, Vice President

Alex Clavijo  
Abigail Goff  
Anthony Puluse  
Bruce Reicher  
Tania Sanford  
Victor Terraglia  
Louis B. Turco

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



Next Regular Meeting – Tuesday, January 23, 2018 at 7:00 P.M.  
Board 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 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.
Michael Doyle			
Abigail Goff			
Anthony Puluse			
Bruce Reicher			
Tania Sanford			
Alex Clavijo			
Victor Terraglia			
Louis B. Turco			
Michael Sciarra			

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 7, 2017:**

<u>Candidates – Three (3)</u> <u>Year Term</u>	<u>At Polls</u>	<u>Absentees</u>	<u>Provisional</u>	<u>Overseas</u>	<u>Total</u>
Michael Doyle	1689	185	16	0	1890
Michael Sciarra	1668	204	11	1	1884
Anthony Puluse	1257	182	11	1	1451

**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
Michael Doyle			
Abigail Goff			
Anthony Puluse			
Bruce Reicher			
Tania Sanford			
Alex Clavijo			
Victor Terraglia			
Louis Turco			
Michael Sciarra			

**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. **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 2, 2018 through January 2, 2019.

A school board member shall abide by the following Code of Ethics for School Board Members:

- 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 that 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 school.

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.

L.2001,c.178,s.5.

**THE FOLLOWING PROFESSIONAL APPOINTMENTS/ITEMS ARE BEING RECOMMENDED FOR 2018:**

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

BE IT RESOLVED: That the Hawthorne Board of Education will hold its regular monthly meetings at 7:00 p.m. on the following days:

January 23	July 17
February 13	August 21
March 13	September 17
April 17	October 16
May 8	November 20
June 5	December 18
June 26	

**3. 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 2, 2018 through January 2, 2019.

**4. DESIGNATION OF OFFICIAL NEWSPAPERS:**

BE IT RESOLVED: That The Hawthorne Press and The Bergen Record 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 2, 2018 through January 2, 2019.

5. **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 2, 2018 through January 2, 2019.

**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  
 Organ Donation Education Account #xxxxx7276  
 Cafeteria Checking Account #xxxxx6866  
 Flexible Spending Account #xxxxx6958  
 SACC Account #xxxxx6969  
 Summer Savings #xxxxx5164  
 Hawthorne BOE Bear Cave #xxxxx1695

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.

6. **ATTORNEY**

BE IT RESOLVED: That 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 2, 2018 through January 2, 2019 at the following hourly rates:

\$175.00 Partner  
\$155.00 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.

7. **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 2, 2018 through June 30, 2018 at an annual fee of \$28,900.00 per the proposal dated December 11, 2017 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)

8. **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 2, 2018 through January 2, 2019.

9. **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 2, 2018 through January 2, 2019. The chairman of the finance committee will act as alternate if the Business Administrator/Board Secretary is unavailable.

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

BE IT RESOLVED: That the Hawthorne Board of Education maintain the executed agreement dated July 1, 2016 with The Vozza Agency, Inc. to serve as Risk Manager for a three year term commencing July 1, 2016 through June 30, 2019 concurrent with the Board's NESBIG membership.

11. **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 2, 2018 through January 2, 2019.

12. **RE-APPOINTMENT OF REPRESENTATIVE ASSEMBLY/BOARD OF DIRECTORS FOR NORTHERN REGION EDUCATIONAL SERVICES COMMISSION (NRESC):**

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 NRESC for the period January 2, 2018 through January 2, 2019. The Director of Education, Darlene Markman, will act as alternate if the Superintendent of Schools is unavailable.

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 2, 2018 through January 2, 2019.

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.	\$500	\$100
Central Office	Bus. Admin.	\$200	\$ 50
Special Programs	Director of Sp. Prog.	\$100	\$ 50
HS Guidance	HS Principal	\$100	\$ 50
Life Skills – HHS	Principal	\$500	\$100
Life Skills – LMS	Principal	\$250	\$100
LifeSkills – Elementary	Principal	\$250	\$100
Life Skills – Bear Cave	Director of Sp. Prog.	\$375	\$100

- Each primary signatory shall insure that:
- a. Petty cash funds are spent for budgeted items only.
  - a. No single purchase for petty cash may exceed the max. single expenditure.
  - b. Funds are not used to subvert the regular purchasing procedures.
  - c. The checking accounts are to be reconciled on a monthly basis.
  - d. Petty cash is distributed in check form with the signatures indicated above.
  - e. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed.

- f. 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.

14. **APPOINTMENT OF BENEFIT AGENT**

BE IT RESOLVED: That the Hawthorne Board of Education appoints Brown & Brown Consulting Group as the Benefit Agent (dental and vision insurance plans) for the period January 2, 2018 through January 2, 2019 at no cost to the Board of Education.

15. **APPOINTMENT OF SCHOOL MEDICAL EXAMINER**

BE IT RESOLVED: That Columbia University, New York, NY continue to provide the services of School Medical Examiner to the Hawthorne Board of Education for the period January 2, 2018 through June 30, 2018.

16. **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 2, 2018 through January 2, 2019

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.

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

BE IT RESOLVED: That the 5-Year Maintenance Plan of the Hawthorne Board of Education be approved as updated for the period January 2, 2018 through January 2, 2019.

18. **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 2, 2018 through January 2, 2019.

19. **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 2, 2018 through January 2, 2019, unless modified upon recommendation of the Superintendent.

20. **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 2, 2018 through June 30, 2018.



21. **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 2, 2018 through January 2, 2019.

22. **APPOINTMENT OF THE FOLLOWING**

BE IT RESOLVED: That Scott Chamberlain, Supervisor of Building and Grounds be appointed as follows for Hawthorne Public Schools for the period January 2, 2018 through January 2, 2019.

- 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**

23. **APPOINTMENT OF 504 COMMITTEE COORDINATOR**

BE IT RESOLVED: That Darlene Markman be appointed as 504 Committee Coordinator for the period January 2, 2018 through January 2, 2019.

24. **APPOINTMENT OF ADA OFFICER**

BE IT RESOLVED: That Jessica Pignatello be appointed as ADA Officer for the period January 2, 2018 through January 2, 2019.

25. **APPOINTMENT OF ATTENDANCE OFFICER**

BE IT RESOLVED: That Brandon Flynn and Pete Vander Velde be appointed as Attendance Officers for the period January 2, 2018 through January 2, 2019.

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

BE IT RESOLVED: That Jessica Pignatello be appointed as Department New Jersey Division of Child Protection and Permanency Liaison for the period January 2, 2018 through January 2, 2019.

27. **APPOINTMENT OF HOMELESS LIAISON**

Approval of Jessica Pignatello as the Homeless Liaison for Hawthorne Public Schools effective January 2, 2018 through January 2, 2019.

28. **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 2, 2018 through January 2, 2019.

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



