

**Rochelle Park Board of Education  
Annual Reorganization Meeting Minutes – 7:00 P.M.  
January 5, 2017**

**I. Call to Order and the Flag Salute**

**II. Open Public Meetings Act, Chapter 231, P. L. 1975 Announcement – by Board Secretary**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that: “The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Regular Meeting were sent to all concerned individuals, associations and sent to The Record and Our Town newspapers in accordance with Chapter 231, P.L. 1975.”

**III. Report of Election Results – Mrs. Ellen Kobylarz, Board Secretary**

- Mr. Matt Trawinski # 889**
- Mrs. Arlene Ciliento Buyck # 570**
- Mrs. Geraldine Minichetti # 562**
- Mr. Nicholas Keleshian # 527**
- Personal Choice # 7**

**IV. Oaths of Office Administered by Mrs. Ellen Kobylarz, Board Secretary, to the newly elected and re-elected Board Members:**

- Mrs. Arlene Ciliento Buyck**
- Mr. Matt Trawinski**

**V. Roll Call**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mrs. Shirley Abraham	X	
Mr. Sam Allos	X	
Mrs. Arlene Ciliento-Buyck	X	
Mrs. Teresa Judge Cravello	X	
Mrs. Maria Lauerman	X	
Mrs. Dimitria Leakas	X	
Mr. Matt Trawinski	X	

Others Present:

- Dr. Geoffrey Zoeller, Superintendent
- Mrs. Cara Hurd, Director of Curriculum & Instruction
- Mr. Brian Cannici, Principal
- Mr. Kevin Woods, Building & Grounds Supervisor
- Mrs. Ellen Kobylarz, Board Secretary

Mr. Trawinski - thanked his supporters, congratulated Mrs. Buyck, stated he looks forward to working with the members of the board. He looks forward to adjusting the format that the public requested. He didn't agree how he was treated in the last election, has read the emails and feels a lot of time was spent unnecessarily on his signs. It seemed like a waste of time and money and wants to move forward in the future. He concluded with a nominating Mrs. Judge Cravello for President.

Mrs. Ciliento Buyck nominated Mrs. Leakas, Mrs. Lauerman seconded.

A discussion was followed by the election of officers. Votes were done by ballot and read into the record. 5-2 Mrs. Leakas was voted as President.

**VI. Resolutions for Board Actions**

**Note: Resolutions marked with an asterisk (\*) is a result of Executive Session Discussion.**

**POLICY # 0152 BOARD OFFICERS**

**ELECTION OF PRESIDENT**

**1. BE IT RESOLVED**, that Mrs. Dimitria Leakas is hereby elected as President of the Board of Education effective January 5, 2017, for a term prescribed by law.

Motion by Mrs. Ciliento Buyck, seconded by Mrs. Lauerman

Roll Call 5-2

Motion Carried

**ELECTION OF VICE PRESIDENT**

**2. BE IT RESOLVED**, that Mrs. Lauerman is hereby elected as Vice President of the Board of Education effective January 5, 2017, for a term prescribed by law.

Motion by Mr. Allos, seconded by Mrs. Lauerman

Roll Call 7-0

Motion Carried

At this point Mrs. Kobylarz congratulated President Leakas and Vice President Lauerman, and then turned the meeting over to President Leakas.

President Leakas welcomed everyone and wished all that were present a Happy New Year. She congratulated Mr. Trawinski and Mrs. Ciliento Buyck and thanked her fellow trustees for their hard work and dedication to the district.

**POLICY#0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS: N.J.S.A. 18A:12-24.1 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

**3. RESOLVED** that the Rochelle Park Board of Education 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.

Each board member read a passage of the resolution.

Motion by Mrs. Lauerman, seconded by Mr. Allos  
Roll Call 7-0  
Motion Carried

**ROUTINE MATTERS R1-R9**

**ADOPTION OF ROBERTS RULES**

**R1.RESOLVED** that Rochelle Park Board of Education approves the continued use of Roberts Rules of Order as the guide for all meetings and actions of the Board of Education.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman  
Roll Call 7-0  
Motion Carried

**DESIGNATION OF OFFICIAL NEWSPAPER FOR LEGAL NOTICE**

**R2.BE IT RESOLVED**, that the newspapers for the Board's legal ads to be hereby established as *The Record*, Woodland Park, NJ; *Star Ledger*, Newark, NJ; and *Our Town*, Maywood, NJ.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman  
Roll Call 7-0  
Motion Carried

**DESIGNATION OF MEETINGS (18A:10-6)**

**R3.WHEREAS**, the Open Public Meetings Act requires the Board of Education to provide notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of the Township of Rochelle Park that the following notice of regularly scheduled meetings be adopted: (See chart below)

**ROCHELLE PARK BOARD OF EDUCATION  
MEETING DATES 2017**

<u>Public Meeting Dates</u>	<u>Executive /Work Session Meeting</u>	<u>Regular Meeting</u>
Thursday, January 5, 2017		7:00 P.M.
Thursday, January 12, 2017	7:00 P.M.	7:30 P.M.
Wednesday, February 8, 2017	--	7:00 P.M.
(Joint meeting with Township Council at Town Hall. The Board will then reconvene at Midland School to finish their regular meeting).		
Thursday, March 9, 2017	7:00 P.M.	7:30 P.M.
Thursday, April 20, 2017	7:00 P.M.	7:30 P.M.
Thursday, May 11, 2017	7:00 P.M.	7:30 P.M.
Thursday, June 8, 2017	7:00 P.M.	7:30 P.M.
Thursday, June 29, 2017	7:00 P.M.	7:30 P.M.
Thursday, August 10, 2017	7:00 P.M.	7:30 P.M.
Thursday, September 14, 2017	7:00 P.M.	7:30 P.M.
Thursday, October 19, 2017	7:00 P.M.	7:30 P.M.
Thursday, November 16, 2017	7:00 P.M.	7:30 P.M.
Thursday, December 14, 2017	7:00 P.M.	7:30 P.M.

Note: Additional meetings may be scheduled to meet NJDOE timelines for budget approval.

**BE IT FURTHER RESOLVED** that the aforesaid notice of regularly scheduled meetings be kept posted in the Midland School on the community bulletin board located outside the Main Office at 300 Rochelle Avenue, Rochelle Park, New Jersey.

**BE IT FURTHER RESOLVED**, that the aforesaid notice be mailed to The Record and The Our Town, the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

**BE IT FURTHER RESOLVED**, that the aforesaid notice be filed with the Clerk of the Township of Rochelle Park.

- NOTE:**
1. Special Public Meetings where official action is taken will be scheduled as needed with proper notice.
  2. Closed Executive Sessions with the public excluded for discussion of personnel, legal matters, negotiations, child placements or any other exception as defined in NJSA 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

**Discussion:** *Mrs. Judge Cravello pointed out that there was no BOE meeting in July she then asked Dr. Zoeller to explain. Dr. Zoeller stated that several BOE members had mentioned to him that the July agenda is light; He then proposed only one meeting where by removing the July meeting the August meeting would be moved up. Mrs. Cravello questioned the bills and payroll in regard to not having a meeting in July. Dr. Zoeller explained that in June the Board can give permission to the Business Administrator to do those functions pending ratification. This is commonly done. Dr. Zoeller made note that the February meeting will be a joint meeting with the township and so we moved our meeting to their date as they did last year when they came to our meeting. We will start our meeting over at the township and then come back here for the remainder of the meeting.*

*Mrs. Judge Cravello questioned the no caucus meeting and proposed several different variations to comply with having a caucus and regular meetings. A discussion followed. It was determined that the Board would have an Executive/Work Session in addition to a Regular Meeting.*

*An amendment to the resolution was made to read Executive /Work Session*

Motion by Mrs. Abraham, seconded by Mrs. Lauerman

Roll Call 7-0

Motion Carried

### **BOARD POLICIES**

**R4. BE IT RESOLVED**, that the written Bylaws, Board Policies, Regulations, and Job Descriptions previously and duly adopted contained in the Board of Education Policy Book are hereby adopted by this Board and shall govern all actions and business to come before this Board.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman

Roll Call 7-0

Motion Carried

### **Adoption of Curriculum**

**R5. BE IT RESOLVED** that the Rochelle Park Board of Education, readopt all current written curriculum, textbooks, workbooks, and ancillary materials of the district for grades Pre-K-8 for the period from the date of this Organization Meeting until the Organization Meeting of the next calendar year, unless modified upon recommendation of the Superintendent.

English Language Arts curriculum

Mathematics curriculum

Science curriculum

Social Studies curriculum

World Languages curriculum

Technology curriculum

21<sup>st</sup> Century Life and Careers/Learning for Life

Visual and Performing Arts

Comprehensive Health and Physical Education

Library/Media Center

English as a Second Language

Motion by Mrs. Abraham, seconded by Mrs. Lauerman

Roll Call 7-0

Motion Carried

**R6. BE IT RESOLVED**, that the Rochelle Park Board of Education continue its membership in the Bergen County Region V Council for Special Education for the remained of the 2016-2017 school year; and does hereby accept, adopt, and agree to comply with the Region V Bylaws; designates Dr. Geoffrey Zoeller, Superintendent of Schools, as its representative to Region V; and empowers him to cast all votes and take all other actions necessary to represent its interests in Region V. The Board further approves the Joint Transportation Agreements for all Rochelle Park students who are transported through Region V.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman

Roll Call 7-0  
Motion Carried

**Custodian of Government Records –Board Secretary**

**R7. BE IT RESOLVED** that the Rochelle Park Board of Education, appoints the Board Secretary, Ellen Kobylarz as the Custodian of Government Records for the period January 5, 2017 – January 5, 2018, as required by N.J.S.A. 47:1A-1, et. seq., the New Jersey Open Public Records Law. Fees for such public documents requested are as follows: Letter size pages - \$0.05 per page; Legal size pages - \$0.07 per page; and other materials (CD, DVD, etc.) – actual cost of material.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman  
Roll Call 7-0  
Motion Carried

**Authorize Superintendent to Collect and Maintain Pupil Records**

**R8. BE IT RESOLVED** that the Rochelle Park Board of Education, authorizes Dr. Geoffrey Zoeller, Superintendent of Schools, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy #5125:

- Personal data identifying each pupil enrolled in the district including pupil’s name, address, date of birth, name of parent(s)/guardian(s), citizenship, and gender;
- Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman  
Roll Call 7-0  
Motion Carried

**POLICY #3440/4440 – TRAVEL EXPENSE**

**R9. Travel Expense**

**WHEREAS**, school district policy and N.J.A.C. 6A:23a-7.1 et seq. provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the period January 5, 2017 – January 5, 2018; and

**WHEREAS**, the Rochelle Park Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual threshold of \$25 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in an given year; and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE BE IT RESOLVED** that the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N. J. A.C. 6A:23B-1.2(b), to a maximum expenditure of \$15,000 which includes local, state and federal funds for all staff and Board members; and

**FINALLY RESOLVED**, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Motion by Mrs. Abraham, seconded by Mrs. Lauerman  
Roll Call 7-0  
Motion Carried

### **PROFESSIONAL APPOINTMENTS P1-P5**

#### **APPOINTMENT OF TREASURER OF SCHOOL MONEYS**

**P1. RESOLVED** that in accordance with N.J.S.A. 18A:13-14, the Rochelle Park Board of Education appoint Charles Hangley as Treasurer of School Moneys for the period January 5, 2017 through June 30, 2017.

Motion by Mr. Allos, seconded by Mrs. Judge Cravello  
Roll Call 7-0  
Motion Carried

#### **NJ PAY TO PLAY LAW/PROFESSIONAL SERVICE CONTRACT APPOINTMENTS FOR JANUARY 5, 2017 THROUGH THE June 30, 2017.**

**P2. WHEREAS**, on January 2006, the “New Jersey Local Unit Pay to Play” Law, N.J.S.A. 19:44A-20.4, et. seq., took effect; and

**WHEREAS**, the Rochelle Park Board of Education has a need to award certain professional contracts for services required by the school district for January 5, 2017 through June 30, 2017; and

**WHEREAS**, the Pay to Play Law permits such services to be acquired through the “non-fair and open” process as defined in N.J.S.A. 19:44A-20.7 on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

**WHEREAS**, the public good and interest of the constituents of the Rochelle Park Board of Education will best be served by the “non-fair and open” process to secure experienced professional services, rather than the “fair and open” process awarding a contract to the lowest bidder; and

**WHEREAS**, each professional will be required to first complete and submit a Business Entity Disclosure Certification.

**NOW, THEREFORE, BE IT RESOLVED**, by the Rochelle Park Board of Education as follows:

The following professional 2017 contracts shall be awarded under the “non-fair and open” process:

District Attorney: Fogarty & Hara, Esqs.  
21-00 Route 208 South  
Fair Lawn, NJ 07410

District Auditor: Nisivoccia & Co., L.L.P.  
Mt. Arlington Corporate Center  
200 Valley Rd, Suite 300  
Mt. Arlington, NJ 07856

Architect of Record: Mr. Charles L. Koch  
Environetics Group Architects, PC  
180 Sylvan Avenue  
Englewood Cliffs, NJ 07632

### ***NOTICE OF AWARD OF PROFESSIONAL SERVICES***

*At its Reorganization Meeting of January 5, 2017, the Rochelle Park Board of Education authorized the awarding of contracts to:*

*Fogarty & Hara, Esq., Fair Lawn, NJ, to provide legal services to the district at the following hourly rates of \$175.00 per hour (partner), and \$155.00 per hour (associate) for the period of July 1, 2017-December 31, 2017.*

*Nisivoccia & Co. of Mt. Arlington, NJ, to provide auditing services to the district at a rate not to exceed \$26,000.00*

*Environetics, of Englewood, NJ, to provide architectural services to the district at the following hourly rates:*

<i>Principal</i>	<i>\$ 160.00</i>
<i>Associate Principal</i>	<i>\$ 150.00</i>
<i>Senior Project Manager (A/I/E)</i>	<i>\$ 145.00</i>
<i>Project Manager (A/I/E)</i>	<i>\$ 125.00</i>
<i>Assistant Project Manager (A/I/E)</i>	<i>\$ 85.00</i>
<i>Senior Project Designer (A/I/E)</i>	<i>\$ 125.00</i>
<i>Project Designer (A/I/E)</i>	<i>\$ 95.00</i>
<i>Senior Project Architect</i>	<i>\$ 125.00</i>
<i>Project Architect</i>	<i>\$ 100.00</i>
<i>Job Captain</i>	<i>\$ 75.00</i>
<i>Design &amp; Technical Staff (A/I/E)</i>	<i>\$ 65.00</i>
<i>Junior Technical Staff</i>	<i>\$ 55.00</i>
<i>Intern Staff (A/I/E)</i>	<i>\$ 45.00</i>
<i>Administrative &amp; Support Staff</i>	<i>\$ 40.00</i>

*Discussion: Mr. Trawinski asked for clarification on Architect of Record. Dr. Zoeller explained that projects are not limited to this Architect. There is a form to approve independent agencies if the district so chooses. Mr. Trawinski mentioned it because he has spoken to other architects he knows in*



*the area of solar panels. Something that he would like to see explored and would not like to see us limited to one firm. There was a question related to fees and that they seemed to remain the same. Dr. Zoeller explained that under the rules we approve on the fiscal calendar.*

Motion by Mr. Allos, seconded by Mrs. Judge Cravello  
Roll Call 7-0  
Motion Carried

**POLICY # 6700 INVESTMENTS**

**P3. Investment Authorization**

**BE IT RESOLVED**, that the School Business Administrator, be designated as the person responsible for any and all Board of Education investments effective January 5, 2017 through June 30, 2017.

Motion by Mr. Allos, seconded by Mrs. Judge Cravello  
Roll Call 7-0  
Motion Carried

**Appointment of Qualified Purchasing Agent**

**P4. BE IT RESOLVED** that the Rochelle Park Board of Education, appoints Jennifer Pfohl as the Qualified Purchasing Agent, to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Rochelle Park Board of Education through June 30, 2017.

Motion by Mr. Allos, seconded by Mrs. Judge Cravello  
Roll Call 7-0  
Motion Carried

**Appoint Designated Persons**

**P5. BE IT RESOLVED**, that the Board of Education appoint the following designated persons, effective January 5, 2017, to the January 2018 reorganization:

**Attendance Officer – Richard Zavinsky (\$2,000.00 annual)**  
**Public Agency Compliance Officer – Jennifer Pfohl, Business Administrator**  
**Affirmative Action Officer- Brian Cannici, Principal**  
**Section 504 Officer/ADA – Melanie Ferla, Guidance Counselor**  
**Asbestos Hazard Emergency Response Act –Kevin Woods, Building & Grounds Supervisor**  
**Right to Know –Kevin Woods, Building & Grounds Supervisor**  
**OSHA Lockout/Tag out – Kevin Woods, Building & Grounds Supervisor**

Motion by Mr. Allos, seconded by Mrs. Judge Cravello  
Roll Call 7-0  
Motion Carried

**VII. Statement by the Board President**

**VIII. Open Public Forum (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)**

During this portion of the meeting, district residents and staff are invited to address the Board of Education on any topics specifically addressed in this agenda or on any other questions, comments, or concerns that may be in respect to the operation of their schools. The Board requests that individuals sign the speakers' list giving name and address, and asks that all remarks

be directed to the Board as a whole (not to individuals).The public is reminded that their remarks are being recorded.

The Board wishes to remind all attendees at its meetings that while it subscribes without reservation to the principle of keeping the community completely informed, it cannot respond to or discuss personnel matters. If a matter concerning a district staff member is of interest or concern to a resident, the matter should be referred to the Building Principal, Superintendent of Schools, or the Board of Education, either by telephone, letter, or email.

Each speaker's statement will be limited to five (5) minutes in duration. The Public Forum will be limited to one (1) hour in duration.

Motion by Mrs. Lauerman, seconded by Mr. Allos, to open public comment at 7:37 P.M.

Roll Call 7-0

Motion Carried

Mr. Seymour- Marinus St. In reference to having a caucus meeting, the caucus under certain rules is done for a full exchange of information and so that the public sees this transaction between the members. He believes that the caucus should be the bigger of the two meetings. He respectfully disagrees with what was said or what he remembers BOE members saying openly at a meeting that they didn't know certain information. More procedural and therefore putting more time in the caucus session than the public gripe session (in his words).

Mrs. Pascarella Thiem Ave – wished everyone a Happy New Year. Stated if anyone has a question for her, come and ask her, the door is always open. Don't do it here at a meeting where she is not in attendance.

Motion by Mrs. Lauerman, seconded by Mr. Trawinski, to close public comment at 7:45P.M.

Roll Call 7-0

Motion Carried

#### **IX. Announcements:**

**The next Regular Meeting will be held on Thursday, January 12, 2017 at 7:30 P.M. in the school's Library/Media Center. Executive/Work Session will be held at 7:00 P.M. prior to the meeting.**

#### **X. Executive/Work Session Announcement (Not needed)**

#### **XI. Adjournment**

Motion by Mr. Trawinski, seconded by Mrs. Lauerman, to adjourn at 7:45 P.M.

Roll Call 7-0

Motion Carried