

HANOVER TOWNSHIP BOARD OF EDUCATION

MINUTES

ANNUAL REORGANIZATION MEETING JANUARY 3, 2017

I. Opening -

The meeting was called to order by Mrs. Vanessa Wolsky, Board Secretary/Business Administrator at 7:35 p.m. in the Library/Media Center at Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey 07981.

Mrs. Wolsky read the following statement:

In accordance with P.L. 1975, Chapter 231, notice of this meeting was provided to the newspaper of record, appropriately posted and sent to the Township Clerk on January 14, 2016.

Mrs. Wolsky led the flag salute.

II. Secretary's Report

Mrs. Wolsky reported the results of the November 8, 2016 election and indicated that the three successful candidates for three year seats are Mr. Daniel Breen, Mr. Stephen Furda and Mrs. Patricia Mattia. Mrs. Wolsky congratulated them and looks forward to working with them throughout the coming year.

Mrs. Wolsky administered the Oath of Office to Mr. Breen, Mr. Furda and Mrs. Mattia.

Mrs. Wolsky then called the roll:

Present: Board Members

Mr. Salvatore A. Azzarello
Mr. Brian Cahill
Mr. Douglas Petty
Mr. Daniel Breen
Ms. Rose McCauley
Mrs. Patricia Mattia
Mrs. Carol Tognetti
Mr. Stephen Furda

Superintendent
School Business Administrator/
Board Secretary

Mr. Michael Wasko
Mrs. Vanessa Wolsky

Absent: Board Members

Mr. Glenn Yannotta

III. Public Comments on Agenda - None

IV. Election of Officers

A. President

Mrs. Wolsky asked for nominations for the position of President of the Board of Education. Mr. Breen nominated Mr. Furda. Ms. McCauley seconded the nomination.

Motion by Mr. Cahill and seconded by Mr. Azzarello to close the nomination.
Voice Vote: All Yes

Motion by Mr. Cahill and seconded by Mr. Petty to instruct the Secretary to cast one ballot for Mr. Furda as President. Voice Vote: All Yes

Mrs. Wolsky declared Mr. Furda as President and turned the conduct of the rest of the meeting over to him.

B. Vice-President

Mr. Furda asked for nominations for the office of Vice-President of the Board of Education. Mr. Cahill nominated Mrs. Tognetti. Mr. Breen seconded the nomination.

Motion by Mr. Azzarello and seconded by Ms. McCauley to close the nominations.
Voice Vote: All Yes

Motion by Mr. Cahill and seconded by Mr. Azzarello to instruct the Secretary to cast a vote for Mrs. Tognetti as Vice President. Voice Vote: All Yes

Mr. Furda declared Mrs. Tognetti as Vice President of the Board of Education.

V. Discussion of Code of Ethics for Board Members

Code of Ethics for School Board Members

Resolved, that the Hanover Township Board of Education adopts the following **Code of Ethics** for School Board Members, 18A:12-24-1:

Each Board Member read a section of the Code of Ethics.

- 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 should 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 which 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 policymaking, 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 which 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 matter pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But 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 schools.
- 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 such complaints at public meetings only after failure of an administrative solution.

BE IT FURTHER RESOLVED, that the School Ethics Act and code of Ethics for School Board Member has been received and discussed: and

BE IT FUTURE RESOLVED, that the Policies and Procedures regarding training of district Board of Education members has been adopted; and

BE IT FURTHER RESOLVED, that each Board of Education member acknowledges receipt of and has become familiar with the Code of Ethics for School Board Members.

Motion: Mr. Furda

Second: Mr. Azzarello

Approved: Unanimous

VI. Reorganization Actions

Motion by Mr. Petty seconded by Mr. Breen to move items 1-15. Approved: Unanimous

1. Designate the Hanover Eagle/Regional Weekly News, Morris County's Daily Record, and The Star-Ledger, as official newspapers.
2. Designate Tuesday at 7:30 p.m. in the Library/Media Center of the Memorial Junior School for Regular Meetings and Executive Sessions as indicated on the attached schedule, **Attachment "A"**.
3. Approve the appointment of the PNC Bank, N.A. as the depository of record for funds of the Hanover Township Board of Education and authorize the PNC Bank, N.A. to honor the signatures for the bank accounts, effective 1/5/16, **Attachment "B"**.
4. Authorize the PNC Bank, N.A. to honor the facsimile signatures of the President of the Board of Education, the Board Secretary, and the Treasurer of School Monies.
5. Authorize a Funds Transfer Agreement with PNC Bank, N.A. for the transfer of funds by wire from accounts at PNC Bank to any other account with PNC Bank or to other accounts that are designated as public depository for Board funds to be initiated by the Business Administrator/Board Secretary.
6. Designate the following for solicitation of quotes and possible investment of Board funds:
 - PNC Bank, N.A.
 - Bank of America
 - Wells Fargo Bank
 - TD Bank
 - Chase Bank
 - Valley National Bank
 - State of New Jersey Cash Managementand any other bank holding a current certificate of eligibility from the New Jersey Banking Association, and authorize the Business Administrator/Board Secretary to invest idle funds periodically, and report investments to the Board.
7. Authorize the Business Administrator/Board Secretary to periodically invest Board funds in Bonds or other obligations of the U.S. Treasury or obligations guaranteed by the U.S. Treasury in accordance with Title 18A:20-37 and report investments to the Board.
8. Adopt the Board Policy Manual currently in existence.
9. Appoint the following:
 - a. **Board Secretary** – Vanessa M. Wolsky
 - b. **General and Labor Counsel** - Dr. Nicholas Celso, III - Schwartz, Simon,

- Edelstein, Celso & Kessler - Morristown, N. J.
- c. **Auditor** - Raymond Sarinelli, CPA - Nisivoccia & Company, Randolph, N. J.
 - d. **Architect of Record** – Anthony Gianforcaro, AIA
Gianforcaro Architects, Engineers & Planners, Chester N. J.
 - e. **Mechanical Engineer** - Gianforcaro Architects, Engineers & Planners, Chester, N. J.
 - f. **Environmental Consultant** - RK Occupational and Environmental Analysis, Inc., Phillipsburg, N. J.
 - g. **Engineers** - Melick-Tully and Associates, P.C., South Bound Brook, N. J.
Omland Consulting Engineers and Planners, (for construction purposes), Cedar Knolls, N. J.
 - h. **Computer Support Services** -
CDK Systems, Great Meadows, N. J.
R&L Data Centers, Bloomsbury, NJ
 - i. **School Medical Inspector** – Dr. Michael Kelly, ProCare Medical Associates, LLC, Livingston, NJ
 - j. **District Attendance Officer** – Roberto Camean, Principal, Salem Drive School
 - k. **AHERA Designated Person** - Roy E. Aull, Supervisor of Buildings and Grounds
 - l. **Integrated Pest Management Coordinator** – Roy E. Aull, Supervisor of Buildings and Grounds
 - m. **AED Services** – LifeSafe Services, Jacksonville, FL.
 - n. **Board of Education Policy Service** - Strauss Esmay, Toms River, NJ
 - o. **Website Host** – Centrifuge Solutions, LLC/SchoolFusion, Denver, CO
 - p. **E-Rate** – Educational Consortium for Telecom Savings
 - q. **Power School Consultant**, Robert Staats, RAS Technology Consultants, Inc.
 - r. **Insurance Brokers of Record- Through 6/30/17**
Brown & Brown Employee Benefits Consulting Services for Dental & Vision Plans
Morris Essex Insurance Group (MEIG) Workers' Compensation Insurance
Berkley Accident and Health Insurance Company, Student Accident Insurance through Bob McCloskey Insurance, Matawan, NJ
H.O. Baker Group, Dover, NJ represents us as a member School Alliance Insurance Fund and acts as our RISK Management Consultant for S.A.I.F.
 - s. **Appraiser- Fixed Assets** – Duff and Phelps, LLC., Milwaukee, WI
 - t. **Affirmative Action** –
Vanessa M. Wolsky, Affirmative Action Officer
Public Agency Compliance Officer
Aaron Wasserman, Affirmative Action Officer
 - u. **Co-Custodians of Governmental Records**
Vanessa M. Wolsky, Business Administrator/Board Secretary

- Michael J. Wasko, Superintendent of Schools
- v. **504 Compliance Officer**
Michael J. Wasko, Superintendent of Schools
 - w. **Petty Cash Accounts Titles and Maximums -**

Business Administrator/Board Secretary	\$ 250
Principal, Bee Meadow School	\$ 200
Principal, Mountview Road School	\$ 200
Principal, Salem Drive School	\$ 200
Principal, Memorial Junior School	\$ 200
Assistant Principal, Memorial Junior School	\$ 200
Superintendent of Schools	\$ 200
Director of Curriculum	\$ 100
Supervisor of Buildings and Grounds	\$ 100
Transportation Coordinator	\$ 200
Supervisor of Special Education	\$ 100
Hanover Twp. School-Age Child Care	<u>\$4,600</u>
Total	\$6,550
 - x. **Purchasing Agent** –Vanessa M. Wolsky
 - y. **Tax Shelter Annuity Companies per Attachment “C”**
 - z. **Asbestos Management Officer** – Roy E. Aull
 - aa. **Indoor Air Quality Designee** – Roy E. Aull
 - bb. **Right to Know Officer** – Roy E. Aull
 - cc. **Chemical Hygiene Officer** – Michael S. Anderson
 - dd. **Safety & Health Designee** – Justin Toomey
 - ee. **Substance Awareness Coordinator** – Rebecca Tsihlas
 - ff. **Homeless Liaison** – Gregory Margolis

- 10. The Board President requests volunteers for the following:
 - a) Legislative Chairperson
 - b) Delegate to New Jersey School Boards Association
 - c) Alternate delegate to New Jersey School Boards Association
 - d) Delegate to the Morris County School Boards Association
 - e) Educational Services Commission of Morris County

Appointments are made by Board President. The Board President requests that members indicate their committee preferences on the committee list provided and submit the list to the President as quickly as possible. Committee assignments will be designated prior to the January 24, 2017 meeting.

- 11. Adopt the following resolution:

"BE IT RESOLVED"

- a. In Compliance with the Open Public Meetings Act, L. 1975, c. 231, public meetings of the Hanover Township Board of Education shall be held monthly on a Tuesday as indicated on the attached Schedule of Meetings Exhibit A. Said meetings to be held in the Library/Media Center of the Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey.

- b. Notice of the aforesaid meetings and of all other public meetings hereafter scheduled, whether same be revised or additional meeting dates, shall be given in accordance with the terms of said Act by posting notices on the bulletin board in the foyer of the entrance to the Board Office in the Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey by filing same with the Municipal Clerk and by furnishing same to the Hanover Eagle/Regional Weekly News, Morris County's Daily Record, and The Star-Ledger, which newspapers are hereby designated as having the greatest likelihood of informing the public of such meetings.
 - c. Any person who requests that agenda of meetings be mailed to him/her shall prepay to the Secretary of the Hanover Township Board of Education the sum of \$25.00 per year to cover the cost of mailing same, provided, however, that requests for such agenda made by news media, past Board Members, current PTA Presidents, Hanover Township Clerk, Board Secretaries and Superintendents of the regional and member districts, the Hanover Township Education Association, and the Whippanong Library, shall be granted without cost.
 - d. This resolution shall take effect immediately and shall be subject to superseding actions by this public body.
12. Adopt Parliamentary Procedure and Roberts Rules of Order to conduct meetings.
 13. Authorize the School Board Secretary/Business Administrator to pay board obligations between board meetings with said payments being ratified at the next regularly scheduled board meeting.
 14. Authorize the School Board Secretary/Business Administrator to award contracts up to the current bid threshold as set by the Division of Local Government Services and further set the quote threshold at 15% of the bid threshold.
 15. Approve procurement of goods and services through State Contracts, Cooperative Purchasing Agencies and via Shared Services with other local government agencies.

VII. Board Actions

A. PERSONNEL

Upon recommendation of the Superintendent, move to:

1. Appoint Helen Katalifos to the position of part time (.35 FTE) Lunch Recess Aide, Mountview Road School, at a salary of Step 2, \$5,571, prorated, effective 1/3/17 to 6/30/17, in accordance with the Agreement between the Board and the HTEA.

Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 8 yes, 0 no

2. Appoint Ashley Hock to the position of full time (1.0 FTE) Teacher, Salem Drive School, at a salary of BA Step 1, \$53,836, effective 1/9/17 to 6/30/17, prorated, in accordance with the Agreement between the Board and the HTEA.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 8 yes, 0 no

3. Appoint Niyered Medina to the position of full time (1.0 FTE), Custodian at Memorial Junior School, at a salary of Step 4, \$38,811 (includes 5% differential, and \$250 for black seal license), prorated, effective 1/9/17 to 5/9/17 (120 day probationary period), in accordance with the Agreement between the Board and the HTEA. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law, and successful completion of a physical examination.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 8 yes, 0 no

4. Approve the following additions to the Substitute List for the **2016-2017** school year.

Bus Driver: James A. Christiano

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 8 yes, 0 no

B. CURRICULUM & INSTRUCTION

Upon recommendation of the Superintendent, move to:

1. Approve the Director of Special Education's recommendation to amend the tuition contract for CST #1-14 at the Allegro School to include a 1:1 aide. This change shall be effective 12/14/16 through 6/30/17. The revised tuition costs for the regular 2016-2017 school year shall not exceed \$99,330.

Motion: Ms. McCauley **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

C. FINANCE, TRANSPORTATION, PHYSICAL PLANT

I. FINANCE

Upon recommendation of the Business Administrator/Board Secretary, move to:

1. Approve the attendance of staff members and board members at workshops and travel expenses that are in accordance with the allowable room rate and meal reimbursement rate as outlined in the NJ OMB Circular 602B and mileage **at the state approved rate**, as per **Attachment(s) "D"**.

Motion: Mr. Cahill

Second: Ms. McCauley

Roll Call: 8 yes, 0 no

VIII. Motion To Convene In Executive Session - None

IX. Public Comments - None

X. Adjournment: 8:00 p.m.

Motion: Mr. Azzarello

Second: Mr. Breen

Approved: Unanimous

Respectfully submitted,



Vanessa M. Wolsky
School Business Administrator/
Board Secretary