

# **REORGANIZATION MEETING/REGULAR SESSION**

## **ALLENDALE BOARD OF EDUCATION**

**Thursday, January 5, 2023**

### **REORGANIZATION MEETING**

**CALL TO ORDER BY BOARD SECRETARY**

**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS ACT**

The public has been duly informed of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by posting at least 48 hours prior notice on the District website, bulletin boards in Brookside School and Hillside School and by like 48 hours prior notice to the Borough Clerk, the designated newspapers, and interested parties requesting such notification.

**RESULTS OF ANNUAL SCHOOL ELECTION**

BE IT RESOLVED, to approve the official results of the Annual School Board Election held on Tuesday, November 8, 2022, as per Board Attachment I.

**OATH OF OFFICE FOR ELECTED AND APPOINTED BOARD MEMBERS**

**ROLL CALL**

**ELECTION OF BOARD PRESIDENT**

Meeting turned over to the newly elected Board President.

**ELECTION OF BOARD VICE-PRESIDENT**

**MEETING OPEN TO THE PUBLIC - AGENDA ITEMS ONLY**

Board President will inform the public of Bylaw 0167 procedures.

## **EDUCATION**

1. BE IT RESOLVED, to approve the adoption of the current Bylaws, Policies and Regulations of the Allendale Board of Education for the 2022-2023 school year; and

BE IT FURTHER RESOLVED, to approve adherence to Roberts Rules of Order on Parliamentary Procedures at all Board of Education Meetings.

2. BE IT RESOLVED, to approve the adoption of the mandated and permitted pupil records according to 6A:32-7.3 for the 2022-2023 school year, as follows:

- Personal Data
- Attendance
- Evaluations
- Health
- Handicapped Pupil Rules and Regulations
- Any other records required by the State

3. BE IT RESOLVED, to approve the Organizational Chart for the Allendale District as per Education Attachment I.
4. BE IT RESOLVED, to acknowledge receipt of the Code of Ethics material forwarded to the District by the NJ School Boards Association; and

BE IT FURTHER RESOLVED, to discuss N.J.A.C. 18A: 12-24.1; each Board Member will be asked to sign the ACKNOWLEDGMENT OF RECEIPT of the Code of Ethics for School Board Members, as per Education Attachment II, and to forward the form to the School Business Administrator/Board Secretary.

5. BE IT RESOLVED, to approve the 2023 Calendar of Executive and Regular Session Meetings for the Allendale Board of Education, as per Education Attachment III.

## **BUSINESS OFFICE/FINANCE**

1. BE IT RESOLVED, to approve the following appointments for the 2022-2023 school year:

Board Secretary –	Ms. Maria L. Engeleit
Treasurer of School Monies –	Ms. M. Alissa Mayer
Psychiatric Examiner –	Dr. Sameh Ragheb
Attendance Officer –	Ms. Tanya Lopez-Gonzalez
Surrogate Parent Coordinator-	Ms. Jennifer Goodell
District Qualified Purchasing Agent –	Ms. Maria L. Engeleit
Public Agency Compliance Officer –	Ms. Maria L. Engeleit
Affirmative Action Officer –	Mrs. Kristina Vassallo
Homeless Liaison –	Mrs. Kristina Vassallo
District Anti-Bullying Coordinator –	Ms. Jennifer Goodell
Brookside School Anti-Bullying Specialist –	Mrs. Kristina Vassallo
Hillside School Anti-Bullying Specialist –	Carlea Dries, Psy. D.

Substance Awareness Coordinator –	Mrs. Kristina Vassallo
NJ Division of Child Protection &	
Permanency (DCP&P), formerly DYFS –	Mrs. Kristina Vassallo
Title IX Coordinator –	Mr. Bruce Winkelstein
Section 504 District Compliance Coordinator	Ms. Tanya Lopez-Gonzalez
Section 504 Brookside Coordinator –	Ms. Thea Webber
Section 504 Hillside Coordinator–	Ms. Anastasia Maroulis
ADA Coordinator –	Ms. Jennifer Goodell
A.H.E.R.A. Designee –	Mr. Anthony DeMarco
Right to Know Officer –	Mr. Anthony DeMarco
Chemical Hygiene Officer –	Mr. Anthony DeMarco
Safety & Health Designee –	Karen De Pol, R.N.
Indoor Air Quality/PEOSH Designee –	Mr. Anthony DeMarco
Integrated Pest Mgmt. Designee –	Mr. Anthony DeMarco
Liaison to County Prosecutor’s Office	Michael Barcadepone, Ed. D.
School Security Specialist	Ms. Maria L. Engeleit

2. BE IT RESOLVED, to approve the following appointments for the 2022- 2023 school year:

Board Committees:

Budget/Finance	Mrs. Rosner/Mrs. Gundersen
Buildings & Grounds	Mrs. Capano/Mr. Verbel
Education	Mrs. Gundersen/Mr. Verbel
Negotiations	Mr. Fliegel/Mrs. Capano
Policy	Mrs. Gundersen/Mrs. Rosner
Technology	Mr. Verbel/Mr. Fliegel
BCSBA Delegate	TBD
NJSBA Delegate	TBD

3. BE IT RESOLVED, to approve the adoption of the existing Contracts and Agreements to which the Allendale Board of Education is a party.

4. WHEREAS, there shall be an official newspaper designated for the official publication of correspondences and notices required by law to be published by the Allendale Board of Education; and

WHEREAS, there is no paper published in the Borough which meets the requirements of N.J.S.A. 35:1-2.2; and

WHEREAS, a newspaper should be designated to publish correspondences and notices of the Board;

NOW THERE BE IT RESOLVED, that The Record shall be the official newspaper to publish said meeting notices and correspondence through June 30, 2023; and

BE IT FURTHER RESOLVED, that the following newspapers may be used where additional publication is required: Ridgewood News.

5. BE IT RESOLVED, that the Allendale Board of Education authorize the Business Administrator to invest school district funds within statutory limitations and process bank wire transfers; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education designate Capital One as the bank for deposits and withdrawals for the Warrant Account, Payroll Account, Payroll Agency Account, Unemployment Account, Student Council Account, Student Activities Accounts, Award Fund Accounts, Lunch Account and Flexible Spending Account, and approve the use of a safe deposit box at Capital One, from July 1, 2022 through June 30, 2023; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education approves the designated signatures on the above accounts, and the use of facsimile signatures where required and as needed, and as recommended by the Superintendent.

6. BE IT RESOLVED, to approve the following checking accounts and signature requirements for the Allendale Board of Education:

<u>Name</u>	<u>Signator</u>
ALLN BOE UNEMP TRUST	Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3)
ALLN BOE OPER ACCT	Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3)
ALLN BOE PAYROLL AGENCY	Treasurer/Board Secretary
ALLN BOE LUNCH ACCT	Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3)
ALLN BOE PAYROLL ACCT	Treasurer/Board Secretary
STUDENT COUNCIL	Board Secretary, Advisor
HILLSIDE STUDENT ACTIVITIES	Board Sec./Hillside or Brookside Principal or Supt.(any 2)
BROOKSIDE STUDENT ACTIVITIES	Board Sec./Hillside or Brookside Principal or Supt.(any 2)
FLEXIBLE SPENDING ACCOUNT	Treasurer/Board Secretary

7. BE IT RESOLVED, to authorize the Business Administrator/Board Secretary to make investment decisions, in accordance with N.J.S.A. 18A:20-37 through 39, with the following depositories:

New Jersey Cash Management Fund  
New Jersey Asset & Rebate Management Program

8. BE IT RESOLVED, to appoint the Business Administrator/Board Secretary as the Custodian of Government Records for the 2022-2023 school year, 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.
9. BE IT RESOLVED, to adopt the Uniform Minimum Chart of Accounts distributed by the State and utilized by the District to prepare its 2022-2023 and 2023-2024 School Year Budgets.

10. BE IT RESOLVED, to appoint the following professional positions for the 2022-2023 school year:

<b>Service</b>	<b>Vendor</b>	<b>Rates</b>
Architect of Record	Settembrino Architects 25 Bridge Avenue Suite 201 Red Bank, NJ 07701	Principal \$150; Project manager \$145; Senior Project Architect \$145; Project Architect \$135; Architectural Designer \$125; construction Administration \$125; Technical Consultant \$110; Accounting \$95; and Administrative \$90.
Engineers	Christopher P. Statile, P.E., P.A. Professional Engineers & Planners 3 Fir Court Oakland, NJ 07436	N/A
Attorney	Fogarty & Hara 22-00 NJ-208 South Fair Lawn, NJ	\$175/hour for Partner and \$155/hour for Associate.
Attorney	Weiner Law Group LLP 629 Parsippany Road P.O. Box 0438 Parsippany, NJ 07054	\$170/hour for Partner and \$150/hour for Associate.
Auditor	Jump, Pery and Company, LLP, 12 Lexington Ave. Toms River, NJ 08753	\$300/hour for Partner; \$155/hour for Manager; \$125 for Supervisor; \$115 for Senior Accountant and \$90 for Staff Accountant
Bond Counsel	McManimon & Scotland, L.L.C 75 Livingston Ave # 201 Roseland, NJ 07068	N/A
Continuing Disclosure Agent	Phoenix Advisors 4 West Park Street Bordentown, NJ 08505	\$1,000
Employee Benefits	Treadstone Risk Mgmt, LLC 60 Speedwell Ave, Unit B Morristown, NJ 07960	N/A
Flexible Spending Account (FSA) benefits	WEX, LLC, Fargo, ND	N/A
Insurance Broker	Polaris Galaxy 777 Terrace Avenue Hasbrouck Heights, NJ 07604	N/A
Insurance Broker	Berkley Life and Health BMI Benefits, LLC PO Box 511 Matawan, NJ 07747	N/A
Policy Services Consultant	Strauss Esmay Associates, LLP 1886 Hinds Rd # 1 Toms River, NJ 08753	\$4,600
Regulatory Compliance and Asbestos Management Company	Karl & Associates, Inc. 20 Lauck Rd Mohnton, PA 19540	Two Six-month Surveillance Reports (June 2018 and December 2018) total cost of \$1200, and employee training, if necessary, for an additional \$450. Preparation of the 2017/2018 Right-to-Know Survey Update for \$1,895
Risk Management Consultant Insurance Broker	Burton Agency, Inc. 44 Bergen St Westwood, NJ 07675	N/A
Payroll Tax Consultant	EsmerPS 14 Main Street Madison, NJ 07940	\$6,000; additional hourly billing rates: Senior Staff \$150, Support Staff \$100

11. BE IT RESOLVED, to approve travel and related expense reimbursement for staff, in compliance with N.J.A.C. 6A: 23A-7.3, 7.4 & 7.5, and as per District policy for staff, for attendance at workshops and programs, not to exceed \$1,500 per person, for the 2022-2023 school year.

IT IS FURTHER RESOLVED, that the Allendale Board of Education hereby establishes the school district travel maximum for the 2022-2023 school year not to exceed \$19,750 and that the Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

12. BE IT RESOLVED, to approve travel and related expense reimbursement, as per District policy for staff, and as per contract stipulations for administrators, for attendance at out-of-district and IEP meetings, not to exceed \$1,500 per person, for the 2022-2023 school year, for the following:

Jennifer Goodell  
Carlea Dries

Kelleen Corrigan  
Lauren Bergrin

13. BE IT RESOLVED, upon the recommendation of the Board, that the Business Administrator/Board Secretary is designated to audit any account or demand to be paid, and subsequent thereto is authorized to approve, on behalf of the Board, any account or demand prior to presentation to the Board; and

BE IT FURTHER RESOLVED, that all of the foregoing approvals made pursuant to this resolution shall be presented to the Board for their ratification at the next regular meeting.

14. BE IT RESOLVED, to authorize the Business Administrator/Board Secretary to make budgetary transfers between board meetings in accordance with N.J.S.A. 18A:22-8.1.

15. WHEREAS, the Allendale Board of Education has established an IRS Section 125 Plan for the benefit of allowing employees to contribute allowable deductions on a pre-tax basis;

NOW BE IT RESOLVED, that the Allendale Board of Education acknowledges the continuation of the District IRS Section 125 Plan for Employee Deductions.

AND BE IT FURTHER RESOLVED, to approve Omni Financial Group, Inc. as the District's Third Party Administrator and Common Remitter Consultant, for services in conjunction with the Tax Shelter Annuity Companies and affiliated Brokers as follows:

MetLife      AXA Equitable      Valic AIG      Lincoln      Ameriprise      Security Benefit

## **EXECUTIVE SESSION**

The Board will entertain a motion to adjourn the open meeting and go into Executive Session to discuss contractual, legal, personnel and/or student matters and negotiations. No action will be taken. The topics to be discussed are within the exemptions, which are permitted to be discussed and acted upon in private session, pursuant to P.L. 1975, Chapter 231. The Board will disclose the information as soon thereafter as possible once the reasons for nondisclosure no longer exist.

## **REGULAR SESSION**

### **CALL TO ORDER BY BOARD PRESIDENT**

### **MEETING OPEN TO THE PUBLIC - AGENDA ITEMS ONLY**

### **SUPERINTENDENT'S REPORT**

#### **COMMITTEE REPORTS**

Buildings & Grounds  
Policy  
Finance  
Education  
Technology  
Negotiations

#### **MINUTES:**

BE IT RESOLVED, to approve the minutes of the following meetings:

December 7, 2022	Executive Session
December 7, 2022	Regular Session

#### **PERSONNEL**

1. BE IT RESOLVED, upon recommendation of the Superintendent, to accept the December 7<sup>th</sup>, 2022 notice of retirement from June Taylor, Secretary to Principal at Hillside School, effective June 30, 2023.
2. BE IT RESOLVED, upon recommendation of the Superintendent, to accept the December 14<sup>th</sup>, 2022 notice of retirement from Patricia Murphy, F/T Playground Aide, effective December 31, 2022.
3. BE IT RESOLVED, upon recommendation of the Superintendent, to accept the December 15<sup>th</sup>, 2022 notice of retirement from Diana Fiduccia, F/T Playground Aide, effective December 31, 2022.



4. BE IT RESOLVED, upon recommendation of the Superintendent, to approve Brian Princing, as Director of the A Capella Choir for the 2022-2023 school year.
5. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the revised appointments for the 2022-2023 stipend positions; payment will be in accordance with the rates as shown, as per Personnel Attachment I.
6. BE IT RESOLVED, upon recommendation of the Superintendent, to approve following substitutes for the 2022-2023 school year:

Sol Margulies	Teacher
Patricia Bombelevicz	Secretary Substitute Only

## **EDUCATION**

1. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following:

WHEREAS, The New Jersey School Boards Association has declared January 2023 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Allendale Board of Education is one of more than 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Allendale Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, school boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational

Progress scores, and the preparation for college through advanced placement offerings and SAT assessments;

NOW, THEREFORE, BE IT RESOLVED, that the Allendale Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2023 as SCHOOL BOARD RECOGNITION MONTH; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

2. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following candidate for Clinical I Internship from January 23, 2023 through May 12, 2023 and Clinical II Internship from August 28, 2023 through December 22, 2023 (3-4 days/week), at Brookside School, under the tutelage of Mrs. Collette Mather:

Mr. Ryan Ward – Montclair State University: Instrumental Music

3. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to School Based Therapy for an Occupational Therapy Evaluation for 504 Student #X000515, as recommended by the 504 Committee.
4. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to School Based Therapy for ten x 15 minute Occupational Therapy consults for the 2022-2023 school year for 504 Student #X001904, as recommended by the 504 Committee.

## **SPECIAL EDUCATION**

1. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Region V for a Speech Language Evaluation for Student #002307, as recommended by the Child Study Team.
2. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Region V for a Social History Assessment for Student #000509, as recommended by the Child Study Team.
3. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to School Based Therapy for an Occupational Therapy Evaluation for Student #001807, as recommended by the Child Study Team.
4. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Rickard Rehabilitation for a Physical Therapy Evaluation for Student #001807, as recommended by the Child Study Team.

5. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Celebrate the Children for a 1:1 paraprofessional, for out of district Student #001413, as recommended by the Child Study Team.
6. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Dr. Hugh Bases for a Developmental Pediatric Evaluation and written report for Student #001009, at the rate of \$700, as recommended by the Child Study Team.
7. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to School Based Therapy for five x 15 minute Occupational Therapy consults for the 2022-2023 school year for #001401, as recommended by the Child Study Team.
8. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a contract with Dr. L. Hanes & Associates to provide Child Study Team services and to conduct Psychological, Educational, Social and Speech Evaluations, including written reports for the 2022-2023 school year, as recommended by the Child Study Team.
9. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Dr. Hugh Bases for a Developmental Pediatric Evaluation of Student #000226, for \$700, as recommended by the Child Study Team.
10. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to Dr. L. Hanes & Associates for an Educational and Psychological Evaluation, including written reports, for Student #000226, at a rate of \$450 each, as recommended by the Child Study Team.
11. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a tuition contract with River Edge School District for the 2022-2023 school year, beginning December 1, 2022, for out of district Student #000123, as recommended by the Child Study Team.

## **BUSINESS OFFICE/FINANCE**

1. BE IT RESOLVED, as per N.J.A.C. 6A:23A-16.10(c)4, A district board of education, after review of the school business administrator/board secretary's and treasurer's monthly financial reports and upon consultation with the appropriate school district school officials hereby certifies that no fund has been over expended and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.
2. BE IT RESOLVED, upon recommendation of the Superintendent to approve the Services Agreement with the Arden Coaching for an Administrative Team Virtual Workshop to be held on March 1, 2023, as per Business Attachment I.

3. BE IT RESOLVED, to approve the Bills List dated January 5, 2023, in the amount of \$309,884.07 as per Business Attachment II.
4. BE IT RESOLVED, that the Board of Education authorizes the Board Secretary/Business Administrator, on behalf of the Board of Education, to participate in the following cooperative purchasing agreement during the 2022-2023 school year:

Omnia Partners  
 840 Crescent Center Dr., Suite 600  
 Franklin, TX 37067

5. BE IT RESOLVED, upon recommendation of the Superintendent, to approve unavoidable travel and costs as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1 et. seq. for the following seminars/workshops:

<i>Name</i>	<i>Conference Title</i>	<i>Place</i>	<i>Date of Trip</i>	<i>Total Estimated Expenses*</i>
J. Goodell	Effective and Decisive Leadership	Maggiano's, Hackensack NJ	January 17, 2023	NA
M. Barcadepone M. Tirrito K. Natalino	NJASBO Employment & Benefit Issues	Whippany, NJ	January 19, 2023	\$175 each, \$525 total
J. Goodell	Innovations in Special Education Technology (I-SET)	~ Virtual ~	March 22, 2023	\$149
T. Lopez Gonzalez P. Koutrakos	Bergen County Curriculum Consortium (BCCC)	TBD	2022-2023	\$210 Membership Dues

\*Does not include mileage and sustenance as they are contractual

**BUILDINGS AND GROUNDS**

1. BE IT RESOLVED, to approve the USE OF FACILITIES REQUESTS submitted by the Cub Scouts of the Ramapo Valley District, for use of the gymnasium at Brookside School for the Pinewood Derby on April 15, 2023

**MEETING OPEN TO THE PUBLIC – NON AGENDA ITEMS**

Board President will inform the public of Bylaw 0167 procedures.

**OLD BUSINESS**

## **NEW BUSINESS**

Proposed 2023-2024 District Calendar

## **MISCELLANEOUS**

## **CORRESPONDENCE**

## **EXECUTIVE SESSION**

The Board will entertain a motion to adjourn the open meeting and go into Executive Session to discuss personnel matters and negotiations. No action will be taken. The topics to be discussed are within the exemptions, which are permitted to be discussed and acted upon in private session, pursuant to P.L. 1975, Chapter 231. The Board will disclose the information as soon thereafter as possible once the reasons for nondisclosure no longer exist.

## **ADJOURNMENT**