

**REORGANIZATION MEETING  
ALLENDALE BOARD OF EDUCATION  
Wednesday, January 3, 2024**

**CALL TO ORDER**

**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 7, 2023, as per Board Attachment I.

**OATH OF OFFICE FOR ELECTED 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 2023-2024 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 2023-2024 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 approve the 2024 Calendar of Executive and Regular Session Meetings for the Allendale Board of Education, as per Education Attachment II.

### **SPECIAL EDUCATION**

### **BUSINESS OFFICE/FINANCE**

1. BE IT RESOLVED, to approve the following appointments for the 2023-2024 school year:

Chemical Hygiene Officer –	Mr. Anthony DeMarco
Board Secretary –	Ms. Maria L. Engeleit
Treasurer of School Monies –	Ms. M. Alison Altano
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 –	Ms. Allison Inga
District Anti-Bullying Coordinator –	Ms. Jennifer Goodell
Brookside School Anti-Bullying Specialist –	Dr. Carlea Dries
Hillside School Anti-Bullying Specialist –	Dr. Carlea Dries
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	Dr. Michael Barcadepone
School Security Specialist	Ms. Maria L. Engeleit

2. BE IT RESOLVED, to approve the following appointments for the 2023- 2024 school year:

Board Committees:

Budget/Finance	Mrs. Rosner/Mrs. Gundersen
Buildings & Grounds	TBD/Mr. Verbel
Education	Mrs. Gundersen/Mr. Verbel
Negotiations	Mr. Fliegel/TBD
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, 2024; 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, 2023 through June 30, 2024; 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 2023-2024 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 authorize Heather Fisher, Confidential Secretary to the Business Administrator, to record minutes of the Board meetings in the absence of the Board Secretary.
10. BE IT RESOLVED, to adopt the Uniform Minimum Chart of Accounts distributed by the State and utilized by the District to prepare its 2023-2024 and 2024-2025 School Year Budgets.

11. BE IT RESOLVED, to appoint the following professional positions for the 2023-2024 school year:

Service	Vendor	Rates
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.
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.
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	\$5000
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

12. 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 2023-2024 school year.

IT IS FURTHER RESOLVED, that the Allendale Board of Education hereby establishes the school district travel maximum for the 2023-2024 school year not to exceed \$14,650 and that the Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

13. 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 2023-2024 school year, for the following:

Jennifer Goodell	Kelleen Corrigan
Carlea Dries	Lauren Bergrin

14. 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.

15. 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.
16. 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

17. BE IT RESOLVED to approve the amended Allendale BOE 403(b) Retirement Plan and Adoption Agreement, as per Business Attachment I.

**MEETING OPEN TO THE PUBLIC**

Board President will inform the public of Bylaw 0167 procedures.

**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.