

**NORTH ARLINGTON BOARD OF EDUCATION
NORTH ARLINGTON, NEW JERSEY**

**AGENDA FOR ANNUAL
REORGANIZATION MEETING**

January 3, 2019

6:05 p.m.

HIGH SCHOOL CAFETERIA

NOTICE

This Reorganization Meeting of January 3, 2019, of the Board of Education of the Borough of North Arlington, in the County of Bergen, State of New Jersey, is held pursuant to notice given, and said notice called for an annual Reorganization Meeting at 6:00 p.m., held in the High School Cafeteria, 222 Ridge Road, North Arlington, NJ, as per notice given to the Clerk of the Borough of North Arlington, the Librarian of the Free Public Library, and the Editors of the following newspapers: the Bergen Record of Hackensack and the Newark Star Ledger.

SALUTE TO THE FLAG

REORGANIZATION MEETING

CALL BY THE SECRETARY

At 6:05 p.m., in the High School Cafeteria, the Board Secretary called the meeting to order.

REQUIRED OATH OF OFFICE ADMINISTERED

The Board Secretary administered the oath of office to the newly elected Board Member:

George McDermott

The Board Secretary announced for public knowledge, that Mr. McDermott was sworn into office earlier in the day.

ROLL CALL

The Assistant Board Secretary convened the Board with the following members answering present:

Mr. Dorsett	Present
Mr. Smith	Present
Mrs. Gilgallon	Present
Mrs. Higgins	Present
Mr. McDermott	Present

Judging a quorum to be present, she called the meeting to order.

Also present: Stephen M. Yurchak, Ed.D, Superintendent of Schools
Kathleen McEwin-Marano, Board Secretary/School Business Administrator
Samantha Dembowski, Assistant Board Secretary/Assistant School Business Administrator

MINUTES, REORGANIZATION MEETING, JANUARY 3, 2019

ELECTION OF THE PRESIDENT

The Board Secretary called for **nominations for President** of the Board of Education for calendar year 2019:

Nomination: George McDermott

Nominated by: Heather Gilgallon

Second by: Michele Higgins

The Board Secretary called for any other nominations.

Motion to close the nominations for President of the Board of Education

On Motion by Mr. McDermott, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, Mr. Smith abstained from voting, and none in the negative, it was so ordered.

MOTION TO APPOINT BOARD PRESIDENT

Motion to appoint George McDermott President of the Board of Education for calendar year 2019:

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, Mr. Smith abstained from voting, and none in the negative, it was so ordered.

Relinquishment of chair by the Assistant Board Secretary to the newly elected Board President.

ELECTION OF THE VICE PRESIDENT

The President George McDermott called for nominations for Vice President of the Board of Education:

Nomination: Michele Higgins

Nominated by: Mrs. Gilgallon

Second by: Mr. Smith

The President called for any other nominations. There being no other nominations, the President closed the nominations for Vice President of the Board of Education.

Motion to close the nominations for Vice President of the Board of Education:

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

MOTION TO APPOINT BOARD VICE PRESIDENT

Motion to appoint Michele Higgins Vice President of the Board of Education for calendar year 2019:

On Motion by Mrs. Gilgallon, second by Mr. Dorsett. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

MINUTES, REORGANIZATION MEETING, JANUARY 3, 2019

BOARD MEMBER CODE OF ETHICS

BE IT RESOLVED, that the Board of Education adopted the Board Member Code of Ethics, as adopted May 10, 1975 by the Delegate Assembly, New Jersey School Boards Association, as follows:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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 schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

MINUTES, REORGANIZATION MEETING, JANUARY 3, 2019

COMMITTEES

The Board President postponed naming the committee chairman and co-chairman for the following committees:

LIAISON TO INDIVIDUAL SCHOOLS

High School:

Jefferson School:

Roosevelt School:

Washington School:

Middle School:

INSTRUCTION AND PROGRAM

Chairman:

Co-Chairman

OPERATIONS

Chairman:

Co-Chairman:

GOVERNANCE

Chairman:

Co-Chairman:

FISCAL MANAGEMENT

Chairman:

Co-Chairman:

STUDENTS AND COMMUNITY

Chairman:

Co-Chairman:

PERSONNEL

Chairman:

Co-Chairman:

PRESIDENT'S REPORT

SUPERINTENDENT'S REPORT

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ACTION ITEMS

DISCUSSION ITEMS

HEARING OF CITIZENS

The Board President opened the Hearing of Citizens. There were no citizens wishing to be heard.

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

RESOLUTION OF SCHOOL BOARD ELECTION RESULTS

RESOLVED that the Board approved the election results of the November 6, 2018, School Board Election as affirmed by the Borough of North Arlington and certified by the Bergen County Board of Elections.

1. For election to membership on the Board of Education for one (1) three (3) year terms:

<u>Candidate</u>	<u>Total</u>
George McDermott	1858

2. The Board Secretary/School Business Administrator, upon completion of all tally procedures after the polls had closed at 9:00 p.m., November 6, 2018, declared George McDermott is elected to a full three-year term as a member of the Board of Education.

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

BOARD MEMBERS

The calendar year 2019 North Arlington Board of Education Board Members and Terms of Office are as follows:

<u>Board Member</u>	<u>Expiration of Term</u>
George McDermott	2021
Heather Gilgallon	2019
Michele Higgins	2019
Robert Dorsett	2020
Edward Smith	2020

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

ANNUAL REORGANIZATION RESOLUTIONS

The following items are considered non-controversial with the Board and will, therefore, be voted as one motion. If a Board Member wishes to have an item voted on separately, it will be removed from the Consent Agenda. Once the consent motion has been introduced and seconded, Board Members may discuss any items on the Consent Agenda.

RESOLVED, that the North Arlington Board of Education, pursuant to Chapter 231, PAL. (open Public Meetings Act) does hereby proclaim at the Public Meetings of the Board of Education will be held in the North Arlington High School Cafeteria at 7:30 p.m., as set forth below unless indicated otherwise; and

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BE IT FURTHER RESOLVED, that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED, that notices of meetings of the Board of Education will be posted in the North Arlington Board of Education Administration Office and posted on the District website; and

BE IT FURTHER RESOLVED, that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, the Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest, and in order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district; and

BE IT FURTHER RESOLVED, that the public participation shall be governed and in accordance with North Arlington Board of Education Bylaws #0167.

BE IT FURTHER RESOLVED, that the Board of Education will meet on the dates as per the Regular Business, Work Session and Executive Session Meeting Schedule.

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator to advertise the schedule of board meetings. **Schedule of Meeting dates will be readily available on the district website.**

MOTION TO INVOKE THE DOCTRINE OF NECESSITY

WHEREAS, the North Arlington Board of Education ("Board") and the North Arlington Administrators Association (the "Association") are parties to a collective negotiations agreement covering the July 1, 2016 through June 30, 2019 school years (the "Agreement"); and

WHEREAS, the Board and the Administrators Association will be engaging in negotiations for a successor to the Agreement to become effective on or about of July 1, 2019 (the "Successor Agreement"); and

WHEREAS, under the School Ethics Act, *N.J.S.A. 18A:12-21 et seq.*, four of the five members of the Board are conflicted from participating in the negotiations process for the Successor Agreement as a result of the following: (1) Trustee Higgins is employed by another school district in New Jersey as a teacher and is a member of the New Jersey Education Association (the "NJEA"); (2) Trustee Gilgallon is employed by another school district in New Jersey as a social worker and is a member of the NJEA; (3) Trustee Smith is employed by another school district in New Jersey as a teacher and is a member of the NJEA; and (4) Trustee Dorsett is employed by another school district in New Jersey as a teacher and is a member of the NJEA.

WHEREAS, as a result, the Board lacks an adequate number of non-conflicted members to constitute a negotiations committee; and

WHEREAS, on the advice of counsel, the Board has thus determined that it must invoke the Doctrine of Necessity to allow the Board to participate in negotiations for the Successor Agreement;

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NOW, THEREFORE, BE IT RESOLVED, that the Board hereby invokes the Doctrine of Necessity with respect to negotiations with the Administrators Association for a Successor Agreement, thus rendering all Board members eligible to participate in said negotiations process, including developing and responding to proposals and acting on the negotiations committee for the Board; and

BE IT FURTHER RESOLVED, that the Board has appointed the following members to serve as the committee due to their level of understanding and prior experience in the collective negotiations process; and

**Michele Higgins
Heather Gilgallon
Edward Smith
Robert Dorsett**

BE IT FURTHER RESOLVED, that the Board shall read this resolution at its regularly scheduled public meeting, post it where it posts public notices for 30 days, and provide the School Ethics Commission with a copy.

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

OFFICIAL NEWSPAPERS

The following newspapers, either published in or circulating in the District, are hereby authorized to be official newspapers of this Board: the Bergen Record of Hackensack, and the Newark Star Ledger

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

POLICIES, RULES AND REGULATIONS

Pending adoption of new rules and regulations, all policies, rules and regulations of this Board which were in effect during the prior year, and not rescinded, revoked or modified by contracts negotiated with employee organizations or other action of the Board, are hereby re-adopted and are in full force and effect during the life of this Board.

WHEREAS, the Board approves the adoption of the Guide for Standard Operating Procedures and Internal Controls.

DESIGNATION OF DEPOSITORIES OF SCHOOL MONIES

BE IT RESOLVED, that the North Arlington Board of Education hereby designates TD Bank as depository for funds of the Board of Education and North Arlington Schools; that the indicated accounts be authorized, and that the designated school officials be approved as the signatories for each account and the designated depositories of funds and school officials will serve at the pleasure of the Board.

On Motion by Mrs. Gilgallon, second by Mrs. Higgins. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

MINUTES, REORGANIZATION MEETING, JANUARY 3, 2019

APPOINTMENTS

1. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY TO THE BOARD, AND SECRETARY PRO-TEM

BE IT RESOLVED, that the North Arlington Board of Education makes the following appointments for the dates listed:

Kathleen McEwin-Marano	Board Secretary/School Business Administrator	Jan. 1, 2019 – Dec. 31, 2019
Stephen M. Yurchak, Ed.D.	Board Secretary Pro-Tem	Jan. 1, 2019 – Dec. 31, 2019
Samantha Dembowski	Board Secretary Pro-Tem	Jan. 1, 2019 – Dec. 31, 2019

CUSTODIAN OF RECORDS

BE IT RESOLVED, that the Board of Education hereby appoints the School Business Administrator/Board Secretary as the Custodian of Records for calendar 2019.

BE IT FURTHER RESOLVED, that Samantha Dembowski is hereby appointed as the School Business Administrator/Board Secretary's alternate, for the period beginning on or about January 1, 2019.

BE IT FURTHER RESOLVED, that Stephen M. Yurchak, Ed.D., is hereby appointed as another alternate to the School Business Administrator/Board Secretary.

DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER

BE IT RESOLVED, that the Board of Education hereby appoints Kathleen McEwin-Marano as the Public Agency Compliance Officer for calendar 2019.

DESIGNATION OF ASBESTOS MANAGEMENT OFFICERS

BE IT RESOLVED, that the Board of Education hereby appoints the following individuals as Asbestos Management Officers for calendar 2019:

District:	Kathleen McEwin-Marano
High School:	Patrick Bott
Middle School:	Nicole Russo
Roosevelt School:	Marie Griggs
Washington School:	Elaine Jaume
Jefferson School:	Jennifer Rodriguez

DESIGNATION OF SAFETY AND HEALTH OFFICER

BE IT RESOLVED, that the Board of Education hereby appoints Kathleen McEwin-Marano as the Safety and Health Officer for calendar 2019.

DESIGNATION OF INDOOR AIR QUALITY OFFICER

BE IT RESOLVED, that the Board of Education hereby appoints Antonio Alho, Supervisor of Buildings and Grounds, as the Indoor Air Quality Officer for calendar 2019.

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DESIGNATION OF RIGHT TO KNOW OFFICER

BE IT RESOLVED, that the Board of Education hereby appoints Antonio Alho, Supervisor of Buildings and Grounds, as the Right to Know Officer for calendar 2019.

DESIGNATION OF CHEMICAL HYGIENE OFFICER

BE IT RESOLVED, that the Board of Education hereby appoints Kathleen McEwin-Marano as the Chemical Hygiene Officer for calendar 2019.

DESIGNATION OF AHERA COORDINATOR

BE IT RESOLVED, that the Board of Education hereby appoints Antonio Alho, Supervisor of Buildings and Grounds, as the AHERA Coordinator for calendar 2019.

2. DESIGNATION OF SCHOOL PHYSICIAN

Dean T. Filion, D.O., NJ Spine & Sports Medicine, 84 Orient Way, Rutherford, NJ 07070, is hereby appointed School Physician for calendar 2019, for an amount not to exceed \$22,000.00.

BE IT FURTHER RESOLVED, that the term of this appointment shall coincide with the life of this Board. This appointment is awarded without competitive bidding under the provisions of the “Local Public Contract Law” of New Jersey.

3. DESIGNATION OF AFFIRMATIVE ACTION OFFICER AND SECTION 504 COORDINATOR

BE IT RESOLVED, that the North Arlington Board of Education makes the following appointments for the dates listed:

Jennifer Rodriguez Affirmative Action Officer/Title IX Coordinator
Jan. 1, 2019 – Dec. 31, 2019

Michael Burke Section 504 Coordinator Jan. 1, 2019 – Dec. 31, 2019

4. DESIGNATION OF PROFESSIONAL SERVICES

BE IT RESOLVED, that the North Arlington Board of Education designates the following as the official representatives of the Board for the following services for the following dates:

		<u>Dates</u>
Auditor	Donohue, Gironda, Doria & Tomkins, LLC 310 Broadway Bayonne, NJ 07002	Jan. 1, 2019 – Dec. 31, 2019
Architect	Spiezle Group, Inc. (project specific) 1395 Yardville-Hamilton Square Road, Suite 2A Hamilton, NJ 08691	Jan. 1, 2019 – Dec. 31, 2019
Bond Counsel	McCarter & English, Esqs. Four Gateway Center Newark, NJ 07102	Jan. 1, 2019 – Dec. 31, 2019
Financial Advisory Services	Phoenix Advisors, LLC 4 West Park Street Bordentown, NJ 08505	Jan. 1, 2019 - Dec. 31, 2019
Board Attorney	Fogarty & Hara, Esqs. 21-00 Route 208 South Fair Lawn, NJ 07410	Jan.1, 2019 – Dec. 31, 2019

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**Environmental
Consultants &
Engineers**

T&M Associates
40 Monmouth Park Highway, Suite 2
West Long Branch, NJ 07764

Jan. 1, 2019 – Dec. 31, 2019

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator to advertise these professional services.

5. COMPUTER MANAGEMENT SERVICES

BE IT RESOLVED, that the Board of Education hereby approves the appointment of Realtime Information Technology, Inc., 777 Corporate Drive, Mahwah, NJ 07430, to provide student software and support during the 2018-2019 school year at an annual rate of \$27,500. Furthermore, the Board Secretary is hereby authorized and directed to execute an agreement with the aforementioned firm.

6. INTEGRATED PEST MANAGEMENT COORDINATOR

BE IT RESOLVED, that the Board of Education hereby appoints the following as the Integrated Pest Management Coordinators for the 2018-2019 school year:

High School:	Patrick Bott, Principal
Middle School:	Nicole Russo, Principal
Roosevelt School:	Marie Griggs, Principal
Washington School:	Elaine Jaume, Principal
Jefferson School:	Jennifer Rodriguez, Principal
District-Wide:	Antonio Alho, Supervisor of Buildings and Grounds (District Liaison)

7. QUALIFIED PURCHASING AGENT

WHEREAS, 18A:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisement, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$40,000.00), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, 18A:18A-37, c., provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,000.00) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE, BE IT RESOLVED, that the North Arlington Board of Education, pursuant to the statutes cited above, hereby appoints Kathleen McEwin-Marano, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the North Arlington Board of Education; and

BE IT FURTHER RESOLVED, that Kathleen McEwin-Marano is hereby authorized to award contracts on behalf of the North Arlington Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$6,000.00), without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that Kathleen McEwin-Marano is hereby authorized to seek competitive quotations, when applicable and practicable before awarding contracts, when said contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000.00), but less than the bid threshold of \$40,000.00, effective immediately and to continue to the next organization meeting of the Board.

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8. AGENT AUTHORIZATION

The Superintendent recommends that the Board authorize Omni Group, Water Tower Park, 1099 Jay Street, Rochester, NY, as a third-party administrator for 403B and 457 services.

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

9. NJ DEPARTMENT OF AGRICULTURE DESIGNEES

BE IT RESOLVED, that the North Arlington Board of Education hereby approves the following appointments for the 2018-2019 school year:

Kathleen McEwin-Marano	Certifier
Ann Treacy	Submitter

10. NON-PUBLIC NURSING SERVICES

BE IT RESOLVED, that the North Arlington Board of Education authorizes the School Business Administrator/Board Secretary to enter into an agreement with the Catapult Learning to provide non-public nursing services to Queen of Peace students for the 2018-2019 school year at an annual rate not to exceed the District's entitlement for non-public nursing aid.

CHAPTER 192/193 SERVICES AGREEMENT/NON-PUBLIC SCHOOL SERVICES

BE IT RESOLVED, that the North Arlington Board of Education hereby authorizes the School Business Administrator/Board Secretary to enter into an agreement with Bergen County Special Services to provide remedial and auxiliary services to eligible students attending non-public schools within the North Arlington School District as required under Chapter 192/193 laws for the 2018-2019 school year at an annual rate not to exceed the district's entitlement.

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

MEMBERSHIPS

11. MEMBERSHIP IN SOUTH BERGEN REGION VII

BE IT RESOLVED, that the North Arlington Board of Education hereby approves continuation of its membership in the South Bergen Region VII Council for Special Education for the 2018-2019 school year, does hereby accept, adopt and agree to comply with the Region VII bylaws, designate the Superintendent of Schools as its representative to Region VII, empower him to cast all votes and take other action necessary to represent its interest in Region VII. The Board further approves the Joint Transportation Agreements for all North Arlington Students who are transported through Region VII.

MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION (NJSBA)

BE IT RESOLVED, that the North Arlington Board of Education approves membership in the New Jersey School Boards Association for the 2018-2019 school year.

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MEMBERSHIP IN THE HORIZON BLUE CROSS/BLUE SHIELD OF NEW JERSEY HEALTH BENEFITS PROGRAM

BE IT RESOLVED, that the North Arlington Board of Education approves participation by the District in the Horizon Blue Cross/Blue Shield of New Jersey for health benefits for the 2018-2019 school year.

BE IT FURTHER RESOLVED, that the Board approves participation with Integrity Consulting Group, 1271 Little Gloucester Road, Suite 8, Blackwood, NJ 08012, as Broker of Record for Health Benefits, Prescription Benefits and Dental Benefits for the period July 1, 2018 through June 30, 2019.

12. COOPERATIVE PRICING PROGRAM

BE IT RESOLVED, that the North Arlington Board of Education approves an agreement with Educational Data Services, Inc., 238 Midland Avenue, Saddle Brook, NJ 07662, for the district to participate in cooperative pricing program for the 2018-2019 school year, at an annual cost of \$5,080.00.

BE IT FURTHER RESOLVED, that the North Arlington Board of Education approves an agreement with Middlesex Regional Educational Services Commission, 4 AAA Drive, Robbinsville, NJ 08691, for the district to participate in cooperative pricing program for the 2018-2019 school year.

BE IT FURTHER RESOLVED, that the North Arlington Board of Education approves participation with Middlesex Regional Educational Services Commission for Broadband, Wide Area Network and Internet Cooperative Purchasing Initiative in accordance with e-rate guidelines.

13. CASH MANAGEMENT

BE IT RESOLVED, that the North Arlington Board of Education authorizes the School Business Administrator/Board Secretary to perform the following:

- a. Transfer funds among the various bank accounts of the District.
- b. Transfer line item accounts among the various budgetary accounts.
- c. Invest school funds as The Investment Officer of the Board, as permitted by statute.
- d. Make payment on the bills and claims prior to their approval by the Board when it is deemed necessary, and then present them for approval at the next Board Meeting.

WHEREAS, pursuant to N.J.S.A. 18A:17-8(b), the Board Secretary is responsible for the examination and auditing of all accounts and demands against the Board; and

WHEREAS, from time to time said demands against the Board are of an emergent nature and must be paid prior to Board approval in open public meeting as required by statute.

NOW, THEREFORE, BE IT RESOLVED, that the North Arlington Board of Education authorizes the Board Secretary to examine, audit and pay all claims against the Board of an emergent nature prior to Board approval; and

BE IT FURTHER RESOLVED, that all such emergent payments made by the Board Secretary be reported to the Board, ratified, and duly recorded in the minutes at the next open meeting of the Board.

BE IT FURTHER RESOLVED, that, pursuant to N.J.S.A. 18A:22-8.1, the North Arlington Board of Education designates the Board Secretary to approve transfer amounts among line items and program categories as are necessary between meetings of the Board and that said

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transfers be reported to the Board, ratified, and duly recorded in the minutes of the next open meeting of the Board.

14. ESTABLISH PETTY CASH ACCOUNT

BE IT RESOLVED, that the Board of Education establishes a Petty Cash Account with TD Bank, North Arlington, NJ; and

BE IT FURTHER RESOLVED, that each disbursement will not exceed \$50.00; and

BE IT FURTHER RESOLVED, that expenditures over \$50.00 will be preapproved by the Board President prior to release.

BE IT FURTHER RESOLVED, that the Board of Education establishes a Petty Cash Account in an amount not to exceed \$200.00 for day-to-day incidental expenses, to be managed by the Accounts Manager.

BE IT FURTHER RESOLVED, that the entire Board will be advised of any expenditures over \$50.00.

15. PROCUREMENT OF GOODS/SERVICES

BE IT RESOLVED, that the North Arlington Board of Education authorizes the procurement of goods and services from the following vendors through the state agency for the 2018-2019 school year as provided for in Title 18A:18A-10 without advertising for bids, or after having rejected all bids obtained pursuant to advertising.

To permit the Business Administrator to participate in the New Jersey State contracting process for the purchase of the following types of goods and services:

Computers	A/C Heating, Ventilation
Custodial Supplies	Sports Goods
Office and Classroom Furniture	Data Communication/Network
Office Supplies	Computer Data Technical Support
Peripheral Equipment	Tools, motors, chemical equipment
School Supplies	Library
Science Lab Supplies	
Transportation Equipment	

INSURANCE MEMBERSHIPS

16. INSURANCE

BE IT RESOLVED, by the Board of Education that, pursuant to the provisions of Title 18A:18A-42, that it continue to participate as a member of the **SAIF Insurance Pool**; and

BE IT FURTHER RESOLVED, that such membership shall continue for a period of one year, effective July 1, 2018 through June 30, 2019; and

BE IT FURTHER RESOLVED, that Polaris Galaxy Insurance Company is hereby designated Broker of Record; and

BE IT FURTHER RESOLVED, that this appointment is awarded without competitive bidding under the provisions of the “Local Public Contract Law” of New Jersey.

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WORKERS' COMPENSATION POOL

BE IT RESOLVED, by the North Arlington Board of Education that, pursuant to the provisions of Title 18A:18A-42, that it continue to participate as a member of the **South Bergen Workers' Compensation Pool**; and

BE IT FURTHER RESOLVED, that such membership shall continue for a period of one year, effective July 1, 2018 through June 30, 2019.

BE IT FURTHER RESOLVED, that the North Arlington Board of Education hereby appoints the Board Secretary, or her designee, and its representative, to serve on the committee from which a Board of Trustees shall be selected to manage the affairs of the insurance pool in accordance with the by-laws of the South Bergen Workers' Compensation Pool in effect as of the date of this resolution as authorized and permitted by state statute.

STUDENT ACCIDENT INSURANCE

BE IT RESOLVED, that the North Arlington Board of Education approves the appointment of **Axis Insurance, 10 University Square Drive, Suite 200, Princeton, NJ 08540**, as the student insurance carrier for the 2018-2019 school year.

17. BANKING CONSORTIUM/SIGNATURE AUTHORIZATION RESOLUTION

RESOLVED, by the governing body of The North Arlington Board of Education, as follows:

That TD Bank be, and hereby is, designated a depository of funds of The North Arlington Board of Education, with authority to accept at any time for the credit of the Depositor, deposits in checking, savings, money market savings, term or any other account, by whomever and made in whatever manner endorsed; and

That the Bank shall not be liable in connection with the collection of such items that are handled by the Bank without negligence and the Bank shall not be liable for the acts of its agents, subagents or for any other casualty; and

That the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon this resolution; and

That the Bank be, and hereby is, authorized and directed to certify, pay or otherwise honor all checks, drafts, notes, bills of exchanges, acceptances, undertakings and other instruments or orders for the payment, transfer or withdrawal of money for whatever purpose and to whomsoever payable when such instruments and orders are properly made, signed, or endorsed by the signature, the actual or purported facsimile signature or the oral direction of any of the authorized signers below; provided however, that any check, draft, note, bill of exchange, acceptance, undertaking or other instrument for the payment, transfer or withdrawal must bear the actual or purported facsimile signature of one or more of the below designated officers and/or persons, or his or their appointees:

That any authorized signer acting alone be, and hereby is, authorized on behalf of the Depositor to endorse, negotiate and collect any and all checks, drafts, notes, bills of exchange, acceptances, undertakings and other instruments and to open and close and update information on any account of the Depositor at the Bank; and

That the Bank may rely on any signature, endorsement or order and any facsimile signature or written instruction reasonably believed by the Bank to be made by an authorized signer, and the Bank may act on any direction of an authorized signer without inquiry and without regard to the application of the proceeds thereof, provided that the Bank acts in good faith; and

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that the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon this Resolution; and

That Bank may rely on this document and on any certificate by an authorized representative of the Depositor as to the names and signatures of the authorized signers of the Depositor until the Bank has actually received written notice of a change and has had a reasonable period of time to act on such notice; and

That any of the following named persons, or persons from time to time holding the following offices of the Depositor be, and hereby are, designated as the authorized signers to act on behalf of the Depositor in accordance with the Resolution:

1. Board President
2. Board Vice President
3. Board Secretary/School Business Administrator or her designee(s)
4. Superintendent of Schools (North Arlington Board of Education Capital Reserve Account, North Arlington Board of Education Capital Projects I Account, North Arlington Board of Education Capital Projects II Account)
5. High School Principal or High School Assistant Principal (NAHS Organization Fund and NAHS High School Principal, Assistant Principal and Athletic Director - Athletic Account)

18. **BUSINESS CONDUCT**

BE IT RESOLVED, that the North Arlington Board of Education will conduct the business of the Board of Education according to the appropriate statutes, administrative codes, rules, regulations, and policies and procedures of the district, which are hereby readopted.

19. **MOTION TO ESTABLISH FEES FOR COPIES OF PUBLIC DOCUMENTS**

Pursuant to P.L. 2001, C. 47:1A-5, the Board of Education establishes the following fees for copies of public documents:

8½ x 11 page	\$.05 each
8½ x 14 page	\$.07 each

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

The Superintendent presented an Item Not Known at the time of the Agenda Preparation.

Item Not Known at the Time of Agenda Preparation

Personnel

A. RESOLUTION TO LIFT THE SUSPENSION OF A CERTIFICATED STAFF MEMBER AND APPROVE SICK LEAVE.

WHEREAS, the Superintendent of Schools recommends that the North Arlington Board of Education lift the suspension with pay of an employee whose name is on file in the Superintendent's Office.

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WHEREAS, the Superintendent of Schools recommends that the North Arlington Board of Education approve a sick leave for said employee retroactive December 21, 2018 through on or about January 8, 2019, subject to change based on the physician's evaluation.

BE IT RESOLVED, that the North Arlington Board of Education lift the suspension with pay of an employee whose name is on file in the Superintendent's Office.

BE IT FURTHER RESOLVED, that the North Arlington Board of Education approve a sick leave for said employee retroactive December 21, 2018 through on or about January 8, 2019, subject to change based on the physician's evaluation.

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

ADJOURNMENT

There being no further business to come before the Board of Education of the Borough of North Arlington, in the County of Bergen, State of New Jersey, this Public Meeting of January 3, 2019 adjourned at 6:20 p.m.

On Motion by Mrs. Higgins, second by Mrs. Gilgallon. There was no discussion. On Roll Call four Board Members voted in the affirmative, and none in the negative, it was so ordered.

KMM:at