

Reorganization Meeting

January 9, 2020

This Special meeting was called to order by President Matarazzo at 6:00 p.m.

Location: Early Childhood Center, 270 First Street, Palisades Park, NJ.

The assemblage saluted the flag let by Mr. Mattessich.

In attendance: T. Matarazzo, S. Jang, J. Kim, R. Lee, J. Mattessich, E. Min, B. Woo, J. Woo, T. Yang
Dr. Cirillo, Mrs. Spasevski, B.A., Mr. Ben Choi, Esq.

Statement of Presiding Officer:

In compliance with the Open Public Meetings Act, P.L. 1975, Chapter 213, I hereby state that adequate notice of this meeting has been given by written notice dated January 8, 2020.

The Meeting has been:

- Posted in all school buildings
- Advertised in at least one of the Board's official newspapers
- Communicated with the Borough Clerk

Board Attorney, Ben Choi, administered the Oath of Office to the elected Board Members (all incumbents): Jason Kim, Thomas Matarazzo, John Mattessich

Nomination/Election of Board President:

Dr. Matarazzo nominated Stephanie Jang, second by Eun Min. All ayes on roll call.

Nomination/Election of Board Vice-President:

Barnabas Woo nominated Thomas Matarazzo for the V.P. position, second by Jeffrey Woo. All ayes on roll call.

President Jang will announce Board Committee members at the next regular board meeting.

Annual Appointments:

Motion by J. Mattessich, second by T. Matarazzo to approve the annual personnel appointments. All ayes on roll call.

Adoption of By-Laws & Policies:

Motion by T. Matarazzo, second by R. Lee to adopt the By-Laws and Policies of the Board of Education. All ayes on roll call.

Board Meeting Schedule:

Motion by J. Mattessich, second by T. Matarazzo to maintain the same meeting schedule, the 3rd Wednesday of every month beginning at 7:00 p.m. All ayes on roll call. Next regular meeting will be Wednesday, January 15, 2020.

Designation of Official Newspapers:

Motion by T. Matarazzo, second by J. Kim. All ayes on roll call.

Official Depositories of School Funds:

Motion by J. Mattessich, second by E. Min. All ayes on roll call.

Approval of Tax Shelter Annuity Companies:

Motion by J. Mattessich, second by T. Matarazzo. All ayes on roll call.

District Petty Cash Funds:

Motion by T. Yang, second by J. Mattessich. All ayes on roll call.

Travel Appropriation Limits:

Motion by J. Mattessich, second by E. Min. All ayes on roll call.

State Contract Vendors:

Motion by J. Mattessich, second by T. Matarazzo. All ayes on roll call.

Audience Participation:

Open to the Public: T. Matarazzo, second by J. Mattessich. All ayes on roll call.

Paul Lee (former Board member) congratulated the new Board President, Stephanie Jang.

No further commentary from the Public.

Motion to Adjourn:

T. Matatazzo, second by E. Min. All ayes on roll call.

Reorganization Agenda/ Resolutions Attached

**Palisades Park Board of Education
Palisades Park, New Jersey**

Reorganization Meeting – January 9, 2020

Agenda:

- 1.) Meeting Called to Order – 6:00 p.m.
- 2.) Flag Salute
- 3.) Roll Call
- 4.) Statement of Presiding Officer
- 5.) Administer Oath of Office to Elected Board Members (Board Attorney)
(Incumbents: J. Kim, T. Matarazzo, J. Mattessich)
- 6.) Nomination & Election of Board President and Board Vice-President
- 7.) Committee Appointments (**President can appoint at the next Regular Meeting**)
- 8.) Annual Appointments
- 9.) Adoption of BOE By-Laws & Policies
- 10.) Board Meeting Schedule – Date & Time
- 11.) Designation of Official Newspapers
- 12.) Official Depositories of School Funds
- 13.) Approval of Tax Shelter Annuity Companies
- 14.) Establishment of the District's Petty Cash Funds
- 15.) Annual Travel Appropriation Limits for Employees
- 16.) Approval of State Contract Vendors
- 17.) Audience Participation – Limited to 3 minutes per participant
- 18.) Adjournment

Annual Appointments

- 1.) **WHEREAS**, the Board of Education requires professional legal services for the period of January 1, 2020 through December 31, 2020; and

WHEREAS, the Public School Contracts Law permits a Board of Education to engage such professional services by resolution at a public meeting without advertising for bids; and

NOW THEREFORE BE IT RESOLVED, by the Board of Education that The Choi Law Group, LLC, be engaged as Board Attorney(s) for the Palisades Park Board of Education for the period of January 1, 2020 through December 31, 2020 at a rate of \$150.00 per hour for services rendered.

- 2.) **WHEREAS**, the Board of Education has determined that it needs to retain an architect to provide professional services as Architect of Record to the Board; and

WHEREAS, the Public School Contracts Law permits a Board of Education to engage such professional services by resolution at a public meeting without advertising for bids; and

NOW THEREFORE BE IT RESOLVED, by the Board of Education that Parette Somjen Architects, LLC be retained as the Architect of Record for the Palisades Park Board of Education for the period of January 1, 2020 through December 31, 2020 at the following hourly rates: \$165.00 Principal(s) and Partner(s), \$155.00 Director and Senior Associate(s), \$143.00 Associates, Senior Project Architect and Senior Project Engineer(s).

- 3.) **WHEREAS**, the Board of Education requires the services of an auditor for the period of January 1, 2020 through December 31, 2020; and

WHEREAS, the Public School Contracts Law permits a Board of Education to engage such professional services by resolution at a public meeting without advertising for bids; and

NOW THEREFORE BE IT RESOLVED, by the Board of Education that Ferraioli, Wielkotz, Cerullo & Cuva, P.A. be appointed as Auditor for the Palisades Park Board of Education for the period of January 1, 2020 through December 31, 2020 at the following hourly rates: \$150.00 - \$190.00 Partner, \$125.00 - \$140.00 Manager, \$90.00 - \$115.00, Senior, \$75.00 - 85.00 Staff.

- 4.) **BE IT RESOLVED**, that the Board approves the appointment of Diane Montemurro as Secretary to the Board of Education commencing January 2020 through December 31, 2020. (Contract on file in the Board Office)
- 5.) **BE IT RESOLVED**, that the Board approves the appointment of Aztec Insurance Agency, Millbrook, N.Y. as the Broker of Record for the Palisades Park School District's Risk Manager's Fee: \$18,000.00
- 6.) **BE IT RESOLVED**, that the Board approves the appointment of Roberto Mendez, CST Director, as the district's 504 Coordinator.
- 7.) **BE IT RESOLVED**, that the Board approves the appointment of Nelson Sanchez, Guidance Counselor, as the district's HIB Coordinator.

8.) BE IT RESOLVED, that the Board approves the appointment of Bruce Cerra, CPA, Totowa, N.J. as the District's E-Rate Consultant commencing January 2020 through December 31, 2020. Mr. Cerra is responsible for our E-Rate accounts, which include Verizon, AT&T, Verizon Wireless, NJ Internet Access and Windstream.

Upon receipt of Federal funds, Mr. Cerra will receive 15% of the reimbursement and Leslie Martini (BOE) will receive 10% for assisting in submitting our telecommunications billing on a quarterly basis to the Universal Schools & Libraries Program (commonly known as E-Rate).

9.) BE IT RESOLVED, that the Board appoints Rullo & Juliet Associates, Inc. Cedar Grove, N.J. as the district's Right-To-Know/PEOSH, AHERA, Bloodborne Pathogens Consultant. Annual Fee: \$7,500.00

10.) BE IT RESOLVED, that the Board approves the appointment of the (3) Building Principals to act as the Affirmative Action Officers for their respective school buildings.

11.) BE IT RESOLVED, that the Board appoints "Brown & Brown", Lambertville, N.J. as the district's benefits advisors/consultants. Annual Fee: \$12,000.00

RESOLUTION CONCERNING THE ADOPTION OF BY-LAWS & POLICIES

WHEREAS, it is necessary and advisable to conduct the meetings of this Board of Education according to a set of rules and procedures in addition to those established by the law of the State of New Jersey and set forth in Title 18A, and

WHEREAS, it is also necessary and advisable that the conduct of this school system, its employees and students, and their relationships with this Board of Education be determined in the best interests of this school district,

THEREFORE BE IT RESOLVED, that the By-Laws and Policies in force at the last regular meeting of the Board of Education of the Borough of Palisades Park, New Jersey be and are hereby adopted as the By-Laws and Policies of this Board of Education as organized at this time.

RESOLUTION ESTABLISHING TIME & PLACE FOR BOARD MEETINGS

WHEREAS, it is necessary and advisable to establish a certain time and place for the regular and special meetings of this Board of Education, therefore be it

RESOLVED, that this Board of Education does hereby approve the attached meeting schedule, and further be it

RESOLVED, that this resolution shall be in force and effect only until the next annual organization meeting of this Board of Education.

Notice is hereby given that the regular meetings of the Palisades Park Board of Education from **January 1, 2020** until the next annual organization meeting will be held at **7:00 p.m.** in accordance with the following schedule:

Regular meetings on the Third (3rd) Wednesday of every month

- Held at the Early Childhood Center, 270 First Street
- **Formal action may be taken at these meetings**

Special or Rescheduled meetings - As called by the Board of Education

Designation of Official Newspapers

Be It Resolved, that the Board of Education designates the following newspapers as the Official Newspapers for the Board of Education commencing January 1, 2020 through December 31, 2020:

The Record (North Jersey)

The Star Ledger

Honorary Media:

Korean Times

Korean Daily Central News

Jersey Journal-Dispatch

PART I
RESOLUTION CONCERNING THE STATUS OF BOARD OF EDUCATION
WITH REFERENCE TO FUNDS IN ITS CUSTODY

WHEREAS, the Board of Education of the Borough of Palisades Park deems it necessary and advisable that the exact status of this Board be fixed with reference to the funds in its custody and in its control now on deposit in the PNC Bank and the Bank of New Jersey and hereafter to be deposited in said PNC Bank and the Bank of New Jersey; and

WHEREAS, the said PNC Bank and the Bank of New Jersey are hereby designated as the official depositories for the funds of this Board of Education; and

WHEREAS, that upon and after the adoption of this Resolution, all warrants, checks, or other instruments providing for payment of money hereafter issued by this Board of Education through its Current Account, Unemployment Trust Account, Capital Reserve Account and Food Services Account shall be signed by the Business Administrator and the Board Secretary (with manual or facsimile signature); and

WHEREAS, all warrants, checks, or other instruments providing for the payment of money hereafter issued by this Board of Education through its Athletic Account shall be signed by the Director of Athletics and the Business Administrator or the Board Secretary; through its Junior/Senior High School Student Activities Account shall be signed by the Treasurer and the Business Administrator or the Board Secretary; through its Lindbergh School Student Activities Account shall be signed by the Treasurer and the Business Administrator or the Board Secretary (with manual or facsimile signature); and

WHEREAS, all warrants, checks, or other instruments providing for the payments of money hereafter issued by this Board of Education through its Salary Account and Agency Account shall be signed by the Business Administrator or the Board Secretary (with manual or facsimile signature) only;

THEREFORE, BE IT RESOLVED, that a copy of this Resolution, certified to be a true copy by the Board Secretary of this Board of Education, be delivered to the PNC Bank and Bank of New Jersey within twenty-four hours from and after the adoption thereof.

PART II
RESOLUTION CONCERNING THE STATUS OF BOARD OF EDUCATION
WITH REFERENCE TO FUNDS IN ITS CUSTODY

WHEREAS, the Board of Education has authorized establishing a savings account in the Bank of New Jersey, Fort Lee, New Jersey for the Student Aid/Scholarship Account, Cultural Enhancement Program Account, After School Program Account funds, and Student Activities Accounts, it is now resolved that this account be authorized to continue as a market rate checking account; and

THEREFORE, BE IT RESOLVED, that all warrants, checks or other instruments providing for the payment of money hereafter issued by the Board of Education through its Student Aid/Scholarship Account, Cultural Enhancement Program Account, After School Program Account shall be signed by the Business Administrator or the Board Secretary. The Student Activities Accounts, shall be signed by the Business Administrator or the Board Secretary and the Student Activities School Treasurers (all with manual or facsimile signatures).

PART III

WHEREAS, the Board of Education of the Borough of Palisades Park deems it necessary and advisable that the exact status of this Board be fixed with reference to the funds in its custody and in its control now and hereafter, to be deposited in the PNC Bank, Palisades Park, NJ and the Bank of New Jersey, Fort Lee, NJ; and

THEREFORE, BE IT RESOLVED, that the PNC Bank, Palisades Park, NJ and the Bank of New Jersey, Fort Lee, NJ are hereby designated as depositories for the funds of this Board of Education.

Tax Shelter Annuity Companies

BE IT RESOLVED, that the Board approves the appointment of the following Tax Shelter Annuity Companies:

*Aspire Financial/
Duncan Financial Services*

AXA Equitable Insurance Company

TSA Consultants

AIG Valic

Metropolitan Life Insurance Company

Great American Plan Administrators

North American Company

Security Benefit Group

Establishment of Petty Cash Funds

BE IT RESOLVED that the Board approves the establishment of the following petty cash accounts commencing January 1, 2020 through December 31, 2020:

<u>Location</u>	<u>Amount</u>	<u>Designee</u>
<i>BOE/Supt's Office</i>	<i>\$200.00</i>	<i>Leslie Iappico</i>
<i>Early Childhood Center</i>	<i>\$150.00</i>	<i>Charlene Alpher</i>
<i>Lindbergh School</i>	<i>\$200.00</i>	<i>Sophie Lee</i>
<i>Jr/Sr High School</i>	<i>\$200.00</i>	<i>Giustina Giannantonio</i>

*Be It Further Resolved, that these funds are to be used for **emergency** expenditures **only** and not to subvert the intent of the purchase order procedures.*

No single expenditure shall exceed \$50.00 and shall not include sales tax.

Failure to abide by these regulations will result in the account being closed.

Resolution Approving Travel Limitation

BE IT RESOLVED that travel reimbursement will only be paid upon compliance with the Board's Policy provisions and approval requirements. (Policy No. 9250)

BE IT FURTHER RESOLVED that travel may occur only upon **prior written approval of the Superintendent and prior approval by a majority of the full voting membership of the Board.**

The Board shall allot in its annual budget a maximum travel expenditure amount of \$10,000.00 and annually review its policy to assure that it properly reflects the amount budgeted.

In-state professional development activities/workshops shall not exceed \$150.00 per Employee or Board Member.

State Contract Vendors

BE IT RESOLVED, that the Palisades Park Board of Education approves the following State Contract vendors utilized by the district:

<u>Vendor</u>	<u>State Contract No.</u>
Apple Financial Services	70259
AT&T	43337
Demco	80987
EBSCO	82722
ETA Cuisenaire	80985
Fisher Scientific Co.	75877
W.W. Grainger	79875
Home Depot	83930
Lakeshore Learning	80991
Levy's	81161
Maco Office Supplies	59755
Metuchen Center	81162
Office Business Systems	83896
Savin (copiers)	40468
School Specialty	80986
Stans Sport Center	81164
Staples Advantage	77249
Stewart Business Systems	64041
Verizon	82583
Verizon Wireless	82236
Windstream	80802
Xerox Corp.	82703