

LITTLE FERRY BOARD OF EDUCATION, 130 Liberty Street, Little Ferry, NJ 07643

**Official Minutes Reorganization Meeting Agenda
January 6, 2022**

I. Flag Salute

II. Sunshine Statement/Call to Order

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., adequate notification of this meeting has been provided by advertising in the Record and posting notice of this meeting in Borough Hall and the Superintendent's Office. I hereby call to order the Reorganization Meeting of the Little Ferry Board of Education, Thursday, January 6, 2022 at 7:05 pm.

- Mr. Scarafile presented Ms. Ferrara with a plaque for years of service and commitment as a Little Ferry Board of Education member.

III. Certification of Election Results

Be It Resolved, that the Little Ferry Board of Education certifies the results of the Annual School Board Election held on November 2, 2021, for membership to the Board of Education (results provided by the County Clerk):

Maria DeLourdes Villasuso	705
Raymond Vorisek	618
Leslie Gottlieb	483

IV. Administer the Oath of Office to newly elected Board Members

The Board Secretary to administer the required oath of office for School Board Members to:

- 1.) **Raymond Vorisek** 2.) **Maria deLourdes Villasuso** 3.) **Leslie Gottlieb** 4.) **Purna Patel**

Roll Call

Board Member	Present	Absent
Mr. Bonelli (Brian)	X	
Ms. Bradley (Victoria)	X	
Ms. Brattoli (Michelle)	X	
Mr. Fytros (Nicholas)	X	
Ms. Gottlieb (Leslie)	X	
Mr. Mele (Frank)	X	
Ms. Patel (Purna)	X	
Ms. Villasuso (Maria)	X	
Mr. Vorisek (Raymond)	X	

V. Nominations/Election of Board President

The Board Secretary to entertain nominations for the Office of President of the Little Ferry Board of Education for the 2022 calendar year.

Motion NF Seconded RV that Victoria Bradley be nominated for President of the Board of Education

Roll Call: Mr. Bonelli Yes Ms. Bradley Yes Ms. Brattoli Yes Mr. Fytros Yes
Ms. Gottlieb Yes Mr. Mele Yes Ms. Patel Yes Ms. Villasuso Yes Mr. Vorisek Yes

VI. Nominations/Election of Board Vice President

The Board Secretary to entertain nominations for the Office of Vice President of the Little Ferry Board of Education for the 2022 calendar year.

Motion NF Seconded FM that Brian Bonelli be nominated for Vice President of the Board of Education

Roll Call: Mr. Bonelli Yes Ms. Bradley Yes Ms. Brattoli Yes Mr. Fytros Yes
Ms. Gottlieb Yes Mr. Mele Yes Ms. Patel Yes Ms. Villasuso Yes Mr. Vorisek Yes

VII. Nominations/Election RP Liaison

The Board Secretary to entertain nominations for the Ridgefield Park/Little Ferry Board of Education Liaison for the 2022 calendar year.

Motion LG Seconded LV that Nicholas Fytros be nominated as the Ridgefield Park Liaison representing the Little Ferry Board of Education for the 2022 calendar year.

Roll Call: Mr. Bonelli Yes Ms. Bradley Yes Ms. Brattoli Yes Mr. Fytros Yes
Ms. Gottlieb Yes Mr. Mele Yes Ms. Patel Yes Ms. Villasuso Yes Mr. Vorisek Yes

VIII. Distribution/Discussion of the Code of Ethics for School Board Members pursuant to the School Ethics Act (c.178, P. L. 2001)

Be It Resolved, that the Little Ferry Board of Education, individually and as a group, reaffirms and re-adopts the School Board Member Code of Ethics contained in Board of Education Bylaw 0142, as follows:

NJSBA Code of Ethics

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts as its own the School Board Member Code of Ethics promulgated by the New Jersey School Boards Association on May 10, 1975 and reproduced below:

I will uphold and enforce all laws, State Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal ethical procedures.

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.

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.

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.

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.

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.

I will hold confidential all matters 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.

I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

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

Key Dates to Remember 2022:

<u>Meeting Date</u>	<u>Meeting Type</u>	<u>Time</u>
January 6, 2022	Re-Org Meeting	7:00 pm
January 20, 2022	Regular Meeting	7:00 pm
February 17, 2022	Regular Meeting	7:00 pm
March 17, 2022	Regular Meeting	7:00 pm
April 28, 2022	Public Budget Meeting Regular Meeting	7:00 pm To Follow
May 19, 2022	Regular Meeting	7:00 pm
June 16, 2022	Regular Meeting	7:00 pm
July 21, 2022	Regular Meeting	7:00 pm
August 25, 2022	Regular Meeting	7:00 pm
September 15, 2022	Regular Meeting	7:00 pm
October 20, 2022	Regular Meeting	7:00 pm
November 17, 2022	Regular Meeting	7:00 pm
December 15, 2022	Regular Meeting	7:00 pm

IX. Reorganization Agenda

Be It Resolved, that the Little Ferry Board of Education establishes the following Agenda Format to be observed and the order of business conducted at the Regular and Special Public Meetings of the Board of Education for 2022; and

Be It Further Resolved, that the Board President has sole discretion to change the Agenda Format and order of business in the best interest of the Board of Education.

REGULAR MEETING AGENDA

- I. Call to Order/Salute to the Flag
- II. Presiding Officer's Meeting Statement Notice
- III. Roll Call
- IV. Approval of Minutes
- V. Communications
- VI. Superintendent's Report

- VII. Reports
 - Borough Liaison
 - Ridgefield Park Liaison
 - NJSBA Delegate
- VIII. Public Comment (Agenda Only)
- IX. Business Agenda - Resolutions
 - A. Finance
 - B. District Operations
 - C. Personnel
 - D. Facilities
 - E. Curriculum
 - F. Policy
- X. Public Comment (non-Agenda)
- XI. Unfinished Business
- XII. New Business
- XIII. Executive Session Continued (If needed)
- XIV. Adjournment

X. Resolutions

01. Be It Resolved, that the Little Ferry Board of Education approves the following Standing Committees, for the 2022 calendar year:

- 1. Education (Curriculum/Instruction/Special Education/Technology)
- 2. Finance/Facilities (Finance/Buildings and Grounds/Security)
- 3. Personnel (Personnel/Negotiations)
- 4. Policy (Policy/Legislative/QSAC)

02. Be It Resolved, that the Little Ferry Board of Education (the board) has the need to acquire school board attorney services as non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5, as appropriate, and wishes to retain the services of the firm of Scarinci Hollenbeck, LLC., 1100 Valley Brook Avenue, P.O. Box 790, Lyndhurst, NJ 07071-0790, as general counsel for the period January 1, 2022, through December 31, 2022; and

Whereas, Scarinci Hollenbeck, LLC, has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Form which certifies that Scarinci Hollenbeck, LLC has not made any reportable contributions to a political candidate or committee for the elected officials of the Board in the previous one year, and that the contract will prohibit Scarinci Hollenbeck, LLC from making any reportable contributions through the term of the contract; now

Be It Further Resolved, by the Board that Scarinci Hollenbeck, LLC is hereby retained as Board Attorneys for the period 2022/2023 school year, pursuant to the terms and conditions of the attached Professional Services Contract. The rates per hour shall be \$165.00 for attorneys and \$125.00 for paralegals and law clerks; and

Be It Further Resolved, that this Agreement is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because such law permits agreements for professional services without bidding and they shall be required to comply with the requirements of P.L. 1975 c. 127 (N.J.A.C. 17:27); and

Be It Further Resolved, that the Business Disclosure Entity Certification and Political Contribution Form and the Determination of Value be placed on file with this resolution; and

Be It Further Resolved, that a notice summarizing the terms of this resolution shall be in the manner provided by law.

03. **Be It Resolved**, that the Little Ferry Board of Education appoints Lerch, Vinci & Higgins, LLP, as the Public School Auditor for the period January 1, 2022 through December 31, 2022, at a fee not to exceed \$44,000.
04. **Be It Resolved**, that the Little Ferry Board of Education appoints the firm of RSC Architects, P.C., Architect of Record, for all projects for which they are currently engaged; and that the Superintendent and Business Administrator/Board Secretary be authorized to engage this firm for architectural services, as needed, at fees to be approved by the Board.
05. **Be It Resolved**, that the Little Ferry Board of Education appoints Gallagher Benefit Services, Inc., as the District's Broker of Record for dental and prescription, effective January 1, 2022 to the next Reorganization Meeting.
06. **Be It Resolved**, that the Little Ferry Board of Education appoints Dr. Richard Tancer, Medical Inspector, pursuant to N.J.S.A. 18A:40-1, for the period January 1, 2022 to the next Reorganization Meeting, total annual fee not to exceed \$5,000.
07. **Be It Resolved**, that the Little Ferry Board of Education appoints Antoinette Kelly, Treasurer of School Moneys, pursuant to N.J.S.A. 18A:17-31, for the period January 1, 2022 to the next Reorganization Meeting, at an annual salary of \$6,000.
08. **Be It Resolved**, that the Little Ferry Board of Education appoints Alessandro Verace, Board Secretary, for the period January 1, 2022 to the next Reorganization Meeting.
09. **Be It Resolved**, that the Little Ferry Board of Education appoints Alessandro Verace, Custodian of Records, for the period January 1, 2022 to the next Reorganization Meeting.
10. **Be It Resolved**, that the Little Ferry Board of Education, pursuant to N.J.A.C. 5:32-4, hereby appoints Steve DiGeronimo, as temporary purchasing agent of the board of education, and as such, establishes and sets the maximum bid threshold as permitted by law, the amount of \$44,000 for the board of education. Furthermore, the board authorizes Steve DiGeronimo to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the established bid threshold amount.

The effective date of this resolution is from January 1, 2022 through December 31, 2022.

11. **Be It Resolved**, that the Little Ferry Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), designates Steve DiGeronimo, Interim School Business Administrator, Board Secretary, as the Purchasing Agent for the Board of Education and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed in the aggregate in a contract year the total sum of \$44,000 (bid threshold) without public advertising for bids. In absence or unavailability of the Purchasing Agent, the board hereby authorizes Frank R. Scarafile, Superintendent of Schools, to award contracts pursuant to N.J.S.A. 18A:18A-3 (a).

The Board of Education further resolves that all purchases made by the school district shall be done through the purchase order system. Pursuant to N.J.S.A. 18A:18A-2(v), a purchase order is a document issued by the Purchasing Agent authorizing a purchase transaction with a vendor to provide goods or to perform services

Any Board of Education employee who orders and/or receives any goods and services without going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of State Law N.J.S.A. 18A:18A-2(v) and N.J.S.A. 18A:18A-3(a). Board employees making unauthorized purchases are subject to disciplinary action as outlined by the Superintendent.

The effective date of this resolution is from January 1, 2022 through December 31, 2022.

12. **Be It Resolved**, that the Little Ferry Board of Education appoints Alessandro Verace, Public Agency Compliance Officer, for the period January 1, 2022 to the next Reorganization Meeting.
13. **Be It Resolved**, that the Little Ferry Board of Education appoints Jessica Leone, ADA/504 Coordinator, for the Little Ferry Public School District, for the period January 1, 2022 to the next Reorganization Meeting.
14. **Be It Resolved**, that the Little Ferry Board of Education appoints Robert Porfido, District Affirmative Action Officer, for the January 1, 2022 to the next Reorganization Meeting.
15. **Be It Resolved**, that the Little Ferry Board of Education appoints Joselyn McClatchey, Co-Coordinator of McKinney-Vento Education of Homeless and Youth Program, for the Little Ferry Public School District, for the period January 1, 2022 to the next Reorganization Meeting.
16. **Be It Resolved**, that the Little Ferry Board of Education approves membership in the Northeast Bergen County School Insurance Group (NESBIG); and

Be It Further Resolved, appoints the Burton Agency, Inc., as the district's Risk Management Consultant, for the period January 1, 2022 to the next Reorganization Meeting.

17. **Be It Resolved**, that the Little Ferry Board of Education appoints Louis Albanese, Integrated Pest Management Officer, AHERA Officer Asbestos Hazardous Emergency Response Act, Indoor Air Quality Coordinator, Right to Know Officer, Chemical Hygiene Officer and Blood Borne Pathogens Coordinator and School District Vehicle Coordinator for the period January 1, 2022 to the next Reorganization Meeting.
18. **Be It Resolved**, that the Little Ferry Board of Education designates The Bergen Record, as Official Newspaper, for the Little Ferry Public School District, for the 2022 calendar year.
19. **Be It Resolved**, that the Little Ferry Board of Education designates the following banks as depositories for Little Ferry Board of Education funds; and

Be It Further Resolved, that the Business Administrator/Board Secretary is authorized to invest the Board's funds consistent with statutes and regulations:

1. TD Bank
2. NJ Cash Management Fund

20. **Be It Resolved**, that the Little Ferry Board of Education authorizes the following individuals to sign for and on behalf of the Board of Education, any and all checks, drafts, or other orders with respect to any funds at any time to the credit of this Board with the depositories and/or against any accounts of this Board maintained at any time with the depositories, inclusive of any such checks, drafts or other orders drawn to cash or bearer or in favor of any of the below designated officers and/or other persons, firms or corporations, and that said depositories be and hereby are authorized without further inquiry to:

- A. Pay the same to the debit of any accounts of this Board then maintained with them;
- B. Receive, as the act of this Board, reconcilements of accounts when signed by any one or more of the below designated officers and/or individuals; and
- C. Receive for deposit to the credit of this Board and/or for collection for the account of this Board, any and all checks, drafts, notes or other instruments for the payment of money, whether or not endorsed by the Board, which may be received for it such deposit and/or collection, it being understood that each item shall be deemed to have been unqualifiedly endorsed by this Board; and

Be It Further Resolved, that the Business Administrator and Board Secretary is hereby authorized to execute the required forms to maintain said accounts:

<i>TD Bank</i>	<i>Required Signatories</i>
Warrant Account	Board President and Treasurer Business Administrator & Board Secretary
Payroll Account	Board President and Treasurer Business Administrator & Board Secretary
Food Services Account	Board President and Treasurer Business Administrator & Board Secretary

Payroll Agency Account	Board President and Treasurer Business Administrator & Board Secretary
<i>New Jersey Cash Management</i>	<i>Required Signatories</i>
General Account	Board President Business Administrator & Board Secretary

21. **Be It Resolved**, that the Little Ferry Board of Education approves that, when cash flow permits, the Business Administrator and Board Secretary be authorized to Invest Board Funds in United States Government Bills, and such other investments as may be permitted by law; and

Be It Further Resolved, that Investment of Idle Funds in individual schools, department or activity accounts may be made by persons designated to sign for withdrawals from the account, provided these persons receive prior approval from the Business Administrator and Board Secretary and that all investments are legally authorized for investment of Board funds, and that the Business Administrator/Board Secretary is hereby authorized to execute this Agreement on behalf of the Board.

22. **Be It Resolved**, that the Little Ferry Board of Education re-adopts existing Board of Education Bylaws, Policies and Regulations, for the 2022 calendar year.

23. **Be It Resolved**, that the Little Ferry Board of Education re-adopts existing Guide for Standard Operating Procedures (SOP) and Internal Controls Manual, for the 2022 calendar year.

24. **Be It Resolved**, that the Little Ferry Board of Education re-adopts existing Board of Education Curriculum and Textbooks Lists, for the 2022 calendar year.

25. **Be It Resolved**, that the Little Ferry Board of Education, in accordance with N.J.A.C. 6A:23A-5.8, authorizes petty cash, as needed, total not to exceed \$1,500, for the 2022 calendar year.

26. **Be It Resolved**, that the Little Ferry Board of Education approves Benefit Analysis, Inc, to manage the district's Flexible Spending Account, for the 2022 calendar year.

27. **Be It Resolved**, that the Little Ferry Board of Education approves AXA Equitable & Security Benefit Advisors as the Tax Shelter Annuity providers, for the 2022 calendar year.

Be It Further Resolved, that the Little Ferry Board of Education, upon the recommendation of the Superintendent of Schools and SBA/Board Secretary, approves US Omni as the 3rd Party Administrator of the Little Ferry School District Retirement Tax Shelter Annuity Plans.

28. **Be It Resolved**, that the Little Ferry Board of Education authorizes the Business Administrator/Board Secretary to use State Contracts, where applicable, for the purchase of goods and services, for the 2022 calendar year; and

Be It Further Resolved, that the Board of Education establishes the *Bid* Threshold at \$44,000 and Quotation Threshold at \$6,600 (QPA).

29. **Be It Resolved**, that the Little Ferry Board of Education authorizes the Business Administrator and/or Board Secretary to pay bills and claims, as needed, between Board Meetings.
30. **Be It Resolved**, that the Little Ferry Board of Education, in accordance with N.J.A.C. 6A:23A-7.3, establishes the maximum travel expenditure for the 2022 calendar year of \$17,000 for all staff and Board of Education Members (\$17,000 for SY 2021/22 and SY 2022/23).
31. **Be It Resolved**, that the Little Ferry Board of Education appoints Francis X. Balsamo, D.D.S. School Dentist, for the period January 1, 2022 thru December 31, 2022, fee \$1.25 per student screen.
32. **Be It Resolved**, that the Little Ferry Board of Education approves the following standing Committee assignments and Liaison positions for the 2022 calendar year:

EDUCATION (CURRICULUM, INSTRUCTION/SPECIAL ED./TECHNOLOGY)

FINANCE/FACILITIES (FINANCE/BLDS. & GRDS/SECURITY/FOOD SERVICES)

PERSONNEL (PERSONNEL/NEGOTIATIONS)

POLICY (POLICY/LEGISLATIVE/QSAC)

NJSBA

BOROUGH OF LITTLE FERRY
, Liaison

R.P. Jr./Sr. HIGH SCHOOL
Nicholas Fytros, Liaison

Reorganization resolutions 01 thru 31; 32 tabled for another meeting				
Motion: Ms. Villasuso		Second: Ms. Patel		
Member	Yes	No	Abstain	Absent
Mr. Bonelli (Brian)	X			
Ms. Bradley (Victoria)	X			
Ms. Brattoli (Michelle)	X			
Mr. Fytros (Nicholas)	X			
Ms. Gottlieb (Leslie)	X			
Mr. Mele (Frank)	X			
Ms. Patel (Purna)	X			
Ms. Villasuso (Maria)	X			
Mr. Vorisek (Raymond)	X			

XI. Public Comment - no public comments

XII. Adjournment

Motion: Ms. Brattoli		Second: Ms. Gottlieb		
Member	Yes	No	Abstain	Absent
Mr. Bonelli (Brian)	X			
Ms. Bradley (Victoria)	X			
Ms. Brattoli (Michelle)	X			
Mr. Fytros (Nicholas)	X			
Ms. Gottlieb (Leslie)	X			
Mr. Mele (Frank)	X			
Ms. Patel (Purna)	X			
Ms. Villasuso (Maria)	X			
Mr. Vorisek (Raymond)	X			

Time of adjournment: 7:29 pm