

## MEMORANDUM

Re-Organization Items

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1. Annual Meeting Calendar: The Board approves to meet at 7:30 pm on the following Mondays at John Hill School, 435 Lathrop Avenue, Boonton, NJ. In the event of a public emergency, the meetings will be held virtually, with details published on the district website.  
**2022:** 1/3, 1/24, 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23, 6/13, 6/27, 7/11, 7/25, 8/8, 8/22, 9/12, 9/26, 10/10, 10/24, 11/14, 11/28, 12/12  
**2023:** 1/2 (Organizational Meeting)
2. Official Newspapers: The Board approves the Daily Record as the official daily newspaper and The Citizen as the official weekly newspaper.
3. Goals for the Board: The Board approves to re-adopt its goals for January – December 2022.
  - a. Seek to identify community members that are both willing to serve and can add value to the board. Encourage them to submit applications at the appropriate time.
  - b. Attend two (2) retreats a year to determine and discuss, as a whole:
    - District Performance and Culture;
    - New issues that need to be addressed;
    - New opportunities that are available.
  - c. Review and follow the calendar each month.
  - d. Strive for 100% participation in the CSA Evaluation.
  - e. Use our Strategic Plan and bi-annually review our commitments and goals.
4. Parliamentary Procedures: The Board meetings shall be governed by Robert's Rules of Order Newly Revised 10th Edition, by reference.
5. Code of Ethics for School Board Members: The Board approves the following Code of Ethics for School Board Members.

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, 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.
- d. 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.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. 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.
- g. 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 school.

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- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  - i. I will support and protect school personnel in proper performance of their duties.
  - j. 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.
6. Board Attorney: Upon the recommendation of the Chief School Administrator, the Board approves James L. Plosia, Jr., Esq. of Plosia Cohen LLC of Chester, NJ, as Board Attorney for January – December 2022 at \$175.00 per hour, estimated at \$120,000 per year.
7. Approval to Appoint Architect of Record: The Board approves to name DiCara Rubino Architects as the architect of record for January – December 2022, estimated at \$10,000 per year.
8. Insurance Brokers of Record: The Board approves CBIZ Inc. of New Providence, NJ, as the District's Insurance Broker of Record for property, casualty, liability, auto, worker compensation coverage, and Doyle Alliance Group, Inc. of Woodbridge, NJ, as the Insurance Broker of Record for health insurance and dental insurance coverage, for January – December 2022.
9. Existing Bylaws, Policies and Regulations: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt all exiting Bylaws, Policies and Regulations for the Board's own operation and the operation of the school system.
10. Job Descriptions: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the District's approved Job Descriptions.
11. Educational Program and Services: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the Educational Curriculum/Program and Services.
12. Curriculums: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt all existing curriculums in effect at this time.
13. Textbooks: Upon the recommendation of the Chief School Administrator, the Board approves the annual list of textbooks currently in use, and further, that when new textbooks are needed, a review and approval by the Administration Committee will be done prior to adoption.
14. Evaluation Practice Instrument: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the approved practice instruments for evaluation of staff: Danielson's Framework for Teaching 2007 edition and New Jersey Principal Evaluation for Professional Learning Observation Tool.
15. Annual Nursing Services Plan: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the Annual Nursing Services Plan.
16. Emergent Hiring: The Board approves emergent hiring by the Chief School Administrator, with permission from the Board President and Administration Committee Chair, to be ratified at a future Board Meeting.
17. Homeless Liaison Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Director of Special Services as Homeless Liaison Officer for January – December 2022.

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18. Substance Awareness Coordinator: Upon the recommendation of the Chief School Administrator, the Board approves the Student Assistance Counselor as Substance Awareness Coordinator for January – December 2022.
19. Title IX Coordinator: The Board approves the Chief School Administrator or designee as Title IX Coordinator for January – December 2022.
20. NCLB Coordinator: The Board approves the Chief School Administrator as ESEA/ESSA Coordinator for January – December 2022.
21. Section 504 Coordinators: Upon the recommendation of the Chief School Administrator, the Board approves Building Principals as Section 504 Coordinators for January – December 2022.
22. Affirmative Action Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Business Administrator as Affirmative Action Officer for January – December 2022.
23. Public Agency Compliance Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Business Administrator as Public Agency Compliance Officer for January – December 2022.
24. Government Records Officers: The Board approves the Superintendent, or designee, as the Government Records Officer for personnel and student records; and the Board Secretary, or designee, as the Government Records Officer for all other Board and Business Office records for January – December 2022.
25. Integrated Pest Management Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds, as the Integrated Pest Management Officer for January – December 2022.
26. AHERA Asbestos Program Manager: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds, as the district's AHERA Asbestos Program Manager for January – December 2022.
27. Right-To-Know Coordinator: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds, as the Right-To-Know Coordinator for January – December 2022.
28. Indoor Air Quality Designated Person: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds as the Indoor Air Quality Designated Person for January – December 2022.
29. Standard Operating Procedures: The Board approves to re-adopt the Standard Operating Procedures.
30. School Budgets: The Board approves the Superintendent and Business Administrator to oversee the implementation of the 2021-2022 and 2022-2023 school budgets.
31. Existing Contracts: The Board approves to re-adopt all existing contracts of the Board in effect at this time and authorized by law.

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32. Sale of Surplus Property: The Board approves the Business Administrator to sell used and/or surplus (non-real estate) property not needed for school purposes for January – December 2022.
33. Tax Sheltered Annuity Plans 403(b) Type: The Board approves the following vendors to participate in 403(b) Tax Sheltered Annuity Plans with District employees for January – December 2022: AXA Equitable, Lincoln Investments, Midland, Security Benefits (Turning Pointe), USAA and Valic.
34. Tax Sheltered Annuity Plans 457(b) Type: The Board approves the following vendor to participate in 457(b) Tax Sheltered Annuity Plans with District employees for January – December 2022: AXA Equitable and Lincoln Financial Advisors.
35. Disability Insurance Plans: The Board approves the following vendors to participate in Disability and Life Insurance Plans with District employees for January – December 2022: Aflac, Allstate and Prudential.
36. Purchases on State Contract  
Whereas, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and Whereas, the Board has the need, on a timely basis, to procure goods and services utilizing state contracts, and Whereas, the Board desires to authorize its purchasing agent, for January – December 2022, to make any and all purchases necessary to meet the needs of the school district throughout the school year, Now, therefore, be it resolved, the Board authorizes the purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.
37. Bid Threshold—Qualified Purchasing Agent: Whereas the bid threshold is \$44,000 for school districts with a Qualified Purchasing Agent, per the State Treasurer; and whereas Steven Gardberg, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate; the Board establishes its bid threshold amount at \$44,000 and authorizes Steven Gardberg, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A, for those purchases that do not exceed the bid threshold amount in the aggregate.
38. Emergency Checks: The Board approves the Business Administrator to write emergency checks with the permission of the Board President and Operations Committee Chair to be ratified at future Board Meeting.
39. Person Responsible for Investments: The Board approves the Business Administrator or designee as the person responsible for investments, and to make wire transfers between accounts as required.
40. Account Transfers: The Board approves the Superintendent, or designee, to make account transfers as needed between Board meetings.
41. Depository of Funds: The Board approves NJARM as the depository of funds for the referendum bond proceeds.

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42. Accounts/Banking: The Board approves Lakeland Bank as depository for the Board funds and that Lakeland Bank be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.
43. School Depositories and Signatures: The Board approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below.

DESCRIPTION	NUMBER	SIGNATURES
General	*1246	3 of Business Administrator, Superintendent, President, Vice President
Payroll	*1262	1 of Business Administrator, Superintendent, President, Vice President
Payroll Agency	*1270	2 of Business Administrator, Superintendent, President
Capital Reserve	*1238	2 of Business Administrator, Superintendent, President
Cafeteria	*1297	2 of Business Administrator, Superintendent, President
SSS Activities	*1386	2 of Business Administrator, Superintendent, Principal
JHS Activities	*1378	2 of Business Administrator, Superintendent, Principal
BHS Activities	*1319	2 of Business Administrator, Superintendent, Principal
Flexible Spending	*9522	2 of Business Administrator, Superintendent, President
Scholarship Deposit Escrow	*1335	2 of Business Administrator, Superintendent, Principal
Scholarship	*1327	2 of Business Administrator, Superintendent, Principal
Summer Savings	*6639	2 of Business Administrator, Superintendent, President
Unemployment	*1289	2 of Business Administrator, Superintendent, President
Venmo	*5662	2 of Business Administrator, Superintendent, President