

REVISED

**WOOD-RIDGE BOARD OF EDUCATION
ANNUAL REORGANIZATION AGENDA
January 4, 2018**

Pledge of Allegiance

Call to Order

Ms. Jenine M. Murray, Board Secretary-Presiding Officer

Announcement of Notice of Meeting

Announce Results of the School Board Election

Administer Oath to Elected Board Members

Statement of Board Composition

Roll Call Information

RESOLUTIONS FOR ACTION

- 1. Nominations and Election of President**
- 2. Nomination and Election of Vice-President**
- 3. Code of Ethics**
- 4. Open Public Meeting Act**
- 5. Establish Length of Board Meetings**
- 6. Designation of Regular Business Meeting Day**
- 7. Order of Business at Regular Meetings**
- 8. Appointment of Delegate and Alternate Delegate for State and Bergen County School Boards Associations**

REORGANIZATION AGENDA
JANUARY 4, 2018

9. **Cover Page of Committee of the Whole/Regular Meetings**
10. **Adoption of Official Newspapers**
11. **Parliamentary Procedures**
12. **Board Policies/Regulations**
13. **Doctrine of Necessity**
14. **Travel and Related Expense Reimbursement 2017-2018**
15. **Readopt Written Board Bylaws and Policies**
16. **Report on Authorized “Permitted” Pupil Records**
 - Hearing of Citizens**
 - Adjournment**

Announcement of Notice of Meeting

This is the annual reorganization meeting of the Wood-Ridge Board of Education, and is in compliance with the Open Public Meeting Act, Chapter 231, Public Laws of 1975, also known as the Sunshine Law. Notification has been sent to the Record. Notice has also been posted in the Wood-Ridge Borough Hall, the Wood-Ridge Memorial Library, and the Wood-Ridge Board of Education's website.

Announce Results of the School Budget/Election

Jenine M. Murray, Business Administrator/Board Secretary to read the election results, and give the Oath of Office to the following newly elected Members:

Candidates:	Ms. Cheri Otevaere	346 votes
	Ms. Pamela Baykal	438 votes
	Mr. Patrick A. Ambrosio	656 votes

Administer Oath to Elected Board Members

Jenine M. Murray, Business Administrator/Board Secretary to administer the Oath of Office to Mr. Patrick A. Ambrosio.

Statement of Board Composition for Wood-Ridge Board of Education 2018

<u>5 Wood-Ridge: Board Members</u>	<u>Term Expires</u>
	January
Mr. Joseph E. Biamonte Jr.	2020
Mr. Christopher D. Garvin	2020
Mr. Albert C. Nieves	2019
Mr. Thomas Schmidt	2019
Mr. Patrick A. Ambrosio	2021

1- Moonachie :

Roll Call for Attendance:

Present:

Absent:

Also Present:

**BERGEN COUNTY Statement of Vote
BER_20171107_E**

WOOD RIDGE LOCAL BOARD OF EDUCATION													
	Registration	Ballots Cast	Turnout (%)	WOOD RIDGE LOCAL BOARD OF CHERI OTTEVAERE	PAMELA BAYKAL	PATRICK A. AMBROSIO	Personal Choice						
Wood Ridge 1 - Election Day	1442	502	41.75	72	129	111	2						
Wood Ridge 2 - Election Day	772	408	52.85	54	53	101	0						
Wood Ridge 3 - Election Day	1200	569	47.42	72	82	135	4						
Wood Ridge 4 - Election Day	1182	499	42.22	69	54	87	0						
Wood Ridge 5 - Election Day	1243	601	48.35	61	103	169	2						
Wood Ridge Mail-In Ballot - Mail-In	0	136	0.00	18	17	53	1						
Wood Ridge Provisional - Provisional	0	0	0.00	0	0	0	0						
Election Day Totals	5839	2679	45.88	328	421	603	8						
Mail-In Ballot Totals	0	136	0.00	18	17	53	1						
Provisional Totals	0	0	0.00	0	0	0	0						
District Totals - Absentee													
District Grand Totals													
County	5839	2815	48.21	346	438	656	9						
Wood Ridge	5839	2815	48.21	346	438	656	9						
Grand Totals	5839	2815	48.21	346	438	656	9						

RESOLUTIONS FOR ACTON

1. Nominations and Election of President

Ms. Jenine M. Murray will ask for nominations for Board President.

_____ nominates _____ President of the Board of Education.

Introduced by:

Seconded by:

ROLL CALL

In Favor:

Opposed:

_____ was elected President of the Board of Education.

2. Nominations and Election of Vice-President

The President will call for nomination of Vice-President.

_____ nominates _____ for Vice President of the Board of Education.

Introduced by:

Seconded by:

ROLL CALL

In Favor:

Opposed:

_____ was elected Vice -President of the Board of Education.

3. **Code of Ethics - Pursuant to 18A:12-24.1**

Recommend the Board approve the following item:

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 AND N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be Considered the official Code of Ethics of the Wood-Ridge Board of Education:

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 matter, I will provide accurate information and, I concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

3. **Code of Ethics - Pursuant to 18A:12-24.1 - con't**

- 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.

Introduced by:

Seconded by:

ROLL CALL

In Favor:

Opposed:

4. **Open Public Meeting Act**

Recommend the Board approve the following item:

Open Public Meeting Act – Establish Meeting Dates, Times and Place

RESOLVED that the Wood-Ridge Board of Education, pursuant to Chapter 231,PAL. (Open Public Meeting Act) does hereby proclaim the public meetings of the Board of Education will be held in the Wood-Ridge High School Auditorium, 258 Hackensack Street, Wood-Ridge, NJ, at 6:30 p.m. as set forth below unless indicated otherwise:

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, Assistant Superintendent and Business Administrator/Board Secretary.

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Bergen Record as official newspaper to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Wood-Ridge Board of Education's website, the Wood-Ridge Memorial Library and the Wood-Ridge Borough Hall.

Open Public Meeting Act – con’t

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, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.

The presentation shall be as brief as possible but no more than three (3) minutes per individual.

The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet of the following dates:

**WOOD-RIDGE BOARD OF EDUCATION
SCHEDULE OF BOARD OF EDUCATION MEETINGS - 2018**

<u>Meeting</u>	<u>Day</u>	<u>Date</u>
Regular Public Session	Monday	January 22, 2018
Regular Public Session	Monday	February 26, 2018
Work Session *	Monday	March 12, 2018
Regular Public Session	Monday	March 26, 2018
Regular Public Session	Monday	April 16, 2018
Regular Public Session	Monday	April 30, 2018
Work Session*	Monday	May 7, 2018
Regular Public Session	Monday	May 21, 2018
Regular Public Session	Monday	June 18, 2018
Regular Public Session	Monday	July 16, 2018
Regular Public Session	Monday	August 20, 2018
Regular Public Session	Monday	September 17, 2018
Work Session*	Monday	October 1, 2018
Regular Public Session	Monday	October 29, 2018
Work Session*	Monday	November 12, 2018
Regular Public Session	Monday	November 26, 2018
Regular Public Session	Monday	December 17, 2018
Reorganization Session	Monday	January 2, 2019

*Action may be taken at meeting

Introduced by:
 Seconded by:
 ROLL CALL
 In Favor:
 Opposed:

5. **Establish Length of Board Meetings**

Recommend the Board approve the following items:

Previous Board members have expressed a desire to adjourn all meetings at a designated hour to avoid losing members who must leave the meeting or to avoid reaching a point of diminishing returns. Therefore, it is recommended that the following resolution be passed as a guide for future board meetings to adhere to during the ensuing year.

Upon the recommendation of the CSA, the Board establishes that all Board of Education meetings will end no later than 10:00 PM, including both public, and executive sessions, and further, the Board establish the practice that continuation of Board meetings beyond 10:00 PM will require a majority vote approval of the members present for each 30 minute period.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

6. **Designation of Regular Business Meeting Day**

Recommend the Board approve the following items:

Commencing at 6:30 PM unless otherwise specified.

Public Meetings - As per the attached schedule

Special Meeting – As called for by the Board President

Committee of the Whole – As called for by the Board President

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

7. **Order of Business at Regular Meetings**

Recommend the Board approve the following items:

- I. Call to Order
- II. Open Public Meeting Statement
- III. Roll Call
- IV. Resolution for Executive Session
- V. Call to Order (reopen of public meeting at 7:30 PM)
- VI. Pledge of Allegiance
- VII. Open Public Meeting Statement
- VIII. Roll Call
- IX. Recognition and Award Presentation
- X. Superintendent's Report
- XI. Approval of Minutes
- XII. Committee Reports
- XIII. Student Report
- XIV. New Business
- XV. Hearing of Citizens on Resolutions
- XVI. Consent Agenda
- XVII. Communications
- XVIII. Unfinished Business
- XIX. Hearing of Citizens
- XX. Adjournment

and further, be it resolved that said order shall be followed unless a majority of the Board of Education shall consent to change same.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

8. **Appointment of Delegate and Alternate Delegate for State and Bergen County School Boards Associations** - Recommend the Board approve the following items:

The Board appoints _____, as delegate and _____, as alternate delegate to represent this Board in the State and Bergen County School Boards Associations.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

9. **Cover Page of Committee of the Whole/Regular Meetings**

Recommend the Board approve the following items: Cover page for the Committee of the Whole/Regular meetings.

Committees

FINANCE: Chair - Christopher Garvin

Co-Chair - Albert Nieves

BUILDINGS & GROUNDS: Chair – VACANT

Co-Chair - Albert Nieves

PERSONNEL: Chair - Joseph Biamonte

Co-Chair - VACANT

CURRICULUM & INSTRUCTION: Chair - Chris Garvin

Co-Chair - VACANT

POLICY: Chair – Thomas Schmidt

Co-Chair - Albert Nieves

Liaison Positions

PUBLIC RELATIONS: Chair - Albert Nieves

Co-Chair - VACANT

MAYOR & COUNCIL: Chair - Albert Nieves

Co-Chair - VACANT

PTA: Chair – Joseph Biamonte

Co-Chair - Albert Nieves

POLICE: Chair – Joseph Biamonte

Co-Chair - Albert Nieves

BAND PARENTS: Chair – Christopher Garvin

Co-Chair - Thomas Schmidt

DRUG/ALCOHOL COMMITTEE: Chair – J. Biamonte

Co-Chair - VACANT

LIBRARY BOARD: Chair – VACANT

Co-Chair - Albert Nieves

CLUB/FUND RAISING: Chair – Albert Nieves

Co-Chair - VACANT

TECHNOLOGY: Chair – Thomas Schmidt

Co-Chair - Albert Nieves

ARTICULATION/MOONACHIE: Chair – C. Garvin

Co-Chair - VACANT

RECREATION: Chair – VACANT

Co-Chair - Albert Nieves

PARENT ADVISORY COMMITTEE – Thomas Schmidt

Co-Chair - VACANT

Introduced by:

Seconded by:

ROLL CALL

In favor:

10. **Adoption of Official Newspaper**

Opposed:

Recommend the Board approve the following item:

To authorize the Bergen Record be adopted as the official newspaper to be used for the advertisement of meetings, legal ads and all other necessary public notifications for the 2017-2018 school year.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

11. **Parliamentary Procedures**

Recommend the Board approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2017-2018 school year.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

12. **Board Policies/Regulations**

Recommend the Board approve the following item:

The adoption of all existing Board Policies and Regulations.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

13. **Doctrine of Necessity**

Recommend the Board approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A3-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest, and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

Doctrine of Necessity- con't

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

14. Travel and Related Expense Reimbursement 2018-2019

Recommend the Board approve the following item:

WHEREAS, the Wood-Ridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C.6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

14. **Travel and Related Expense Reimbursement 2018-2019 – con't**

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C.:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C.6A:23A-7.3, to a maximum expenditure of \$1,500 for all staff and board members.

Introduced by:
Seconded by:
ROLL CALL
In favor:
Opposed

15. **Readopt Written Board Bylaws and Policies**

Recommend the Board approve the following item:

It has been the recommendation of our Attorney: Kenny, Gross, Kovats and Parton, that we readopt the Bylaws and Policies that are in effect now in order to have them remain in force. This adoption does not preclude the newly organized Board from amending old or adopting new policies should the need arise.

The Board approve the Wood-Ridge Board of Education, recognizing that it is responsible for providing a thorough and efficient free public education for the children of this school district, and recognizing that this Board is a non-continuous body subject to annual renewal, adopt the written Bylaws and Policies of the predecessor Board for its operation and the operation of the school district. It is understood that this Board, during its own life, may amend or repeal such Bylaws and Policies and adopt new Policies as it deems necessary.

Introduced by:
Seconded by:
ROLL CALL
In favor:
Opposed:

16. **Report on Authorized "Permitted: Pupil Records**

Our attorney specified that the Board must report annually at a public meeting exactly what types of permitted pupil records have been authorized in the Wood-Ridge School District as noted in Policy #8330.

Upon the recommendation of the CSA, the Board approves the following "permitted" pupil records to be maintained in files:

1. Information obtained from professionally acceptable standard instruments of measurement such as intelligence, aptitude and achievement tests, State Assessment Profiles, etc.
2. Data relevant to sequential acquisition of basic skill such as cumulative reading records, math flow charts, etc.
3. Data relevant to sequential acquisition of skills in specialized areas such as speech treatment, instrumental music, summer school reports, etc.
4. Records from other schools.
5. Duplicate report cards.
6. Additional personal data on cumulative record card not mandated or prohibited, provided however, that such data shall be based upon the personal observation or knowledge of the author thereof.
7. Check list of personality profile presently provided for on cumulative record cards.
8. Notation of special interests, aptitudes and activities of pupils provided for on cumulative record cards.
9. Child Study Team Reports - LDT/C, social worker, psychologist, supplementary teaching, other concerned professionals and/or agencies within or out of the school system.

Introduced by:

Seconded by:

ROLL CALL

In favor:

Opposed:

Hearing of Citizens

Adjournment