

**WESTWOOD REGIONAL BOARD OF EDUCATION
JANUARY 4, 2024**

REORGANIZATION MEETING AGENDA

1. Meeting called to order at approximately 7:00 P.M. in the Hurley Theater (Board Secretary in Chair).
2. SALUTE TO THE FLAG
3. The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Westwood Regional Board of Education has caused notice of this meeting to be sent to the following announcing time and place thereof:

 Westwood Borough Hall
 Westwood Public Library
 Township of Washington Administration Building
 Township of Washington Free Public Library
 The Record
 Community Life
 Pascack Press
4. Report of Election Results
5. Administer Oath of Office to recently elected Members of the Board of Education
6. Roll Call
7. Acting Superintendent Report
8. **ORGANIZATION**
 - Election of Board President**
 - The next order of business is the nominations of the Board President:
 - I will now accept nominations for Board President:
 - Nomination -
 - Any further Nominations for the Position of Board President?
 - May I have a motion to close nominations _____ may I have a second: _____
 - There being no further nominations, I declare nominations closed. May I have a roll call vote on _____ for President
 - (President in Chair)
 - Election of Board Vice President**
 - The next order of business is the nominations of the Board Vice President:
 - I will now accept nominations for Board Vice President:
 - Nomination -
 - Any further Nominations for the Position of Board Vice President?
 - May I have a motion to close nominations _____ may I have a second: _____
 - There being no further nominations, I declare nominations closed. May I have a roll call vote on _____ for Vice President
9. **AGENDA ITEM PUBLIC FORUM** (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)

 During this first public forum, district residents and staff are invited to address the Board of Education on agenda items specifically listed on this evening’s agenda. Board Policy 0167 requires that individuals sign the speakers’ list, giving name, municipality of residence, and specific agenda item(s) on which a member of the public plans to speak and asks that all remarks be directed to the Board as a whole (not to individuals). The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking.

Although the Board may not respond to items raised during the public forum, all public comments will be considered and may be discussed tonight under the appropriate agenda items or "new business" at this meeting, at subsequent meetings under "old business," or during a Board committee meeting, if appropriate.

Each speaker’s statement will be limited to three (3) minutes in duration. This first Public Forum will be limited to thirty (30) minutes in duration.

10. **ANNUAL MOTIONS**

- A. Motion: that upon the recommendation of the Acting Superintendent, the Board review, read aloud, and adopt the New Jersey School Board Member *Code of Ethics*.
- B. Motion: that upon the recommendation of the Acting Superintendent, approval be given for the current Board Policy Manual to remain in full force for 2024 year effective until the next reorganization meeting in accordance with Policy 0131 and NJAC 18A:11-1.
- C. Motion: that upon the recommendation of the Acting Superintendent, the Board appoints School Business Administrator, Keith A. Rosado, as Board Secretary, and Assistant School Business Administrator, Barbara Ravennati, as the Assistant-Board Secretary, effective until the next reorganization meeting.
- D. Motion: that upon the recommendation of the Acting Superintendent, The Record, Community Life, and Pascack Press be designated as the Legal Newspapers of the district effective until the next reorganization meeting.
- E. Motion: that upon the recommendation of the Acting Superintendent, that the following be named Depositories of the Board:
 - 1. State of New Jersey Cash Management Fund
 - 2. Valley National Bank
 - 3. New Jersey Asset & Rebate Management Program

F. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:

WHEREAS, _____ has been elected President of the Board of Education;

WHEREAS, Jill Mortimer has been appointed Superintendent of Schools; and

WHEREAS, Keith A. Rosado has been appointed School Business Administrator/Board Secretary; and

WHEREAS, Andrea Wasserman has been appointed Treasurer of School Monies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education establishes the following bank accounts at Valley National Bank, Township of Washington, New Jersey, and that Valley National Bank is hereby requested, authorized, and directed to honor all checks, drafts, and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature indicated:

Payroll Account — 89011035	Two Signatures Required - Treasurer of School Monies or Superintendent or Business Administrator/Board Secretary
Payroll Agency Account — 89011001	Two Signatures Required - Treasurer of School Monies or Superintendent or Business Administrator/Board Secretary
Unemployment Account — 89010995	Two Signatures Required - Treasurer of School Monies or Superintendent or Business Administrator/Board Secretary
Capital Reserve Account — 89010987	Three Signatures Required - Board President and Treasurer of School Monies and Superintendent or Business Administrator/Board Secretary
Budget Account — 89010979, 42368006	Three Signatures Required - Board President and Treasurer of School Monies and Superintendent or Business Administrator/Board Secretary

Cafeteria Account — 89011019	Three Signatures Required - Board President and Treasurer of School Monies and Superintendent or Business Administrator/ Board Secretary
Student Activities Accounts:	Any Two of the Following – Superintendent or Business Administrator/Board Secretary or Principal High School — 89011027 Middle School — 89011043 Berkeley — 89011092 Brookside —89011100 George — 89011068 Washington — 89011076
Athletic Account — 89011050	Any Two of the Following – Superintendent or Business Administrator/Board Secretary or Principal
Scholarship Account — 89011084	Any Two of the Following – Superintendent or Business Administrator/Board Secretary or Principal

- G. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:
BE IT RESOLVED that the Board of Education authorize the Business Administrator as the district’s purchasing agent, to secure all bids, contracts, and quotations in compliance with Chapter 440, Law of 1999, and New Jersey Statute 18A:18A., effective until the next reorganization meeting.
- H. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:
BE IT RESOLVED that the Board of Education authorize the Superintendent of Schools and Business Administrator to issue payments for certain recurring (or emergency) operating expenses/necessary transfers of funds prior to the approval of the Board and have these payments ratified at the subsequent board meeting effective until the next reorganization meeting.
- I. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:
BE IT RESOLVED that the Board of Education approve membership in the following organizations effective until the next reorganization meeting:
New Jersey School Boards Association
New Jersey State Interscholastic Athletic Association
Garden State Coalition of Schools
- J. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:
BE IT RESOLVED that the Board of Education approve the following tax shelter annuity programs (403B) effective until the next reorganization meeting:
Valic
AXA Equitable
Lincoln Financial
Lincoln Investment
- K. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:
WHEREAS, the State of New Jersey Department of Education requires local districts to classify expenditures and revenues under the Uniform Minimum Chart of Accounts, Handbook 2R2;
THEREFORE BE IT RESOLVED, that the Westwood Regional Board of Education adopts the minimum Chart of Accounts as the reporting level of detail in the appropriations expenditures classification effective until the next reorganization meeting.
- L. Motion: that upon the recommendation of the Acting Superintendent, the following resolution be adopted:
WHEREAS, the law firm of Machado Law Group, LLC has the expertise and experience to provide professional services to the Westwood Regional Board of Education;

NOW THEREFORE BE IT RESOLVED that the Westwood Regional Board of Education appoints the law firm of Machado Law Group, LLC as special education attorney and special legal counsel effective January 4, 2024 until June 30, 2024.

\$170.00 blended rate for Partners and Associates

\$ 85.00 paralegals

M. Motion: that upon the recommendation of the Acting Superintendent, approval be given to the appointment of Keith A. Rosado as Public Agency Compliance Officer (P.A.C.O.) effective January 4, 2024 until the next reorganization meeting.

N. Motion: that upon the recommendation of the Acting Superintendent, approval be given to the following resolution:

WHEREAS, the Interlocal Services Act, N.J.S.A. 40A:8A-1 et. seq. authorizes public entities to enter into a contract with each other to subcontract any services which the parties to an agreement are empowered to render within its own jurisdiction; and

WHEREAS, the Westwood Regional School District wishes to enter into a shared service agreement with Old Tappan whereby the mechanic of the Old Tappan Department of Public Works would perform maintenance repairs to vehicles owned or operated by the Westwood Regional School District; and

WHEREAS, it is beneficial to both Old Tappan and the Westwood Regional School District to share the services of Old Tappan's mechanic.

NOW, THEREFORE BE IT RESOLVED, based on the foregoing premises and the mutual promises and covenants contained herein the parties agree as follows:

1. Old Tappan hereby agrees to make its mechanic, employed by the Department of Public Works of the Borough of Old Tappan, available, when feasible to the Westwood Regional School District to perform mechanical repairs to trucks and other vehicles owned or operated by the Westwood Regional School District in return for a fee. Old Tappan's obligations under this agreement shall be subject to availability of its equipment and mechanic. Old Tappan shall not be in breach of this agreement if, for any reason, Old Tappan is unable to accommodate a request by the Westwood Regional School District for mechanical services to any of its vehicles. Old Tappan shall have no obligation to hire or otherwise retain additional personnel or procure additional equipment in order to perform the services called for herein.
2. The Westwood Regional School District shall provide an inventory of vehicles owned or operated by it that may need repairs or maintenance. The Westwood Regional School District shall update this inventory list whenever a vehicle is added or deleted.
3. The Westwood Regional School District shall be responsible for transportation of its vehicles to Old Tappan's repair facility, located at 35 Russel Avenue, Old Tappan, and retrieving same upon completion of the repair or maintenance work. If requested, CDL drivers from the Borough of Old Tappan may be available to pick up and return the Westwood Regional School District's vehicles. Hourly rates will apply for this service.
4. The Westwood Regional School District shall provide Old Tappan with notice of needed repairs or maintenance as far in advance as possible to permit efficient scheduling of services. In the event of an emergency, every effort will be made to perform the necessary repairs as quickly as possible. In the event that Old Tappan is unable to perform necessary repairs or maintenance, it shall make reasonable attempts to accommodate the needs of the Westwood Regional School District by having the work completed by an outside agency. No outside repairs will be made without written approval from the Westwood Regional School District.
5. In return for the mechanical services called for herein, the Westwood Regional School District shall pay the Borough of Old Tappan as follows:
 - The labor rate is \$100.00 per hour during normal business hours. Trucks larger than a mason dump will be billed at \$180.00. Emergency call out after hours will be billed at \$175.00 per hour.
 - Parts would be purchased from local vendors under state contract when available. An additional charge not to exceed 25% of the cost of the part may be added to cover any expenses incurred by the Borough of Old Tappan to retrieve parts.
 - Tires would be purchased under State Contract pricing when available.
 - An hourly labor rate would apply for tire change over's performed by the Borough of Old Tappan.
 - Outside repairs (including body repairs) would be performed by State Contract vendors when available. An additional charge not to exceed 15% of the repairs may be added to cover any expenses incurred by the Borough of Old Tappan. (travel time, fuel, etc.)
 - Unscheduled repairs will be billed on an hour to hour basis plus parts and materials.
 - The administration of scheduling and billing will be the responsibility of the Mechanical office. a

15% administrative fee will be added not to exceed \$300 to all repair orders to cover the cost of faxes, postage, billing, copies, etc.

- Old Tappan will bill the Westwood Regional School District on a monthly basis for all maintenance and repairs performed.
- Payment to the Borough of Old Tappan shall be made within thirty (30) days of receipt of monthly invoice.
- Old Tappan requests as much notice as possible for scheduling of maintenance and repairs. However, in the event of an emergency, every effort will be made to make the necessary repairs as quickly as possible.
- In the event the Borough of Old Tappan is unable to perform necessary repairs or maintenance, every reasonable accommodation will be made to have the work completed by an outside agency. No outside repairs will be made without approval from the Westwood Regional School District.

O. Any Annual Motions addendum items will be considered at this time.

11. **OPEN PUBLIC FORUM** (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)

During this second public forum, on any topics specifically addressed in this agenda or on any other questions, comments, or concerns that may be in respect to the operation of their schools. Board Policy 0167 requires that individuals sign the speakers' list, giving name and municipality of residence, and asks that all remarks be directed to the Board as a whole (not to individuals). The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking.

The Board asks that during this second forum opportunity, public speakers adhere to the same guidelines, follow the same practices and extend the same courtesies and decencies as with the first public forum.

Each speaker's statement will be limited to three (3) minutes in duration. This second Public Forum will be limited to thirty (30) minutes in duration.

12. Remarks by President

13. Other Remarks by Board Members

14. Old Business

15. New Business

16. **ADJOURNMENT**

Motion: that this meeting may be adjourned and the Board meet in Private Executive Session for the purpose of discussion of personnel, litigious, and negotiation matters. The decisions which emanate from these discussions will be disclosed to the public when action is taken by the Board.