

RIVERDALE BOARD OF EDUCATION
RIVERDALE, NEW JERSEY

January 2, 2020

7:00 p.m.

MINUTES FOR REORGANIZATION MEETING

I. Call meeting to order/Flag Salute

Board Secretary, Mr. Jayson Gutierrez, called the Public Business Meeting of the Board of Education of the Borough of Riverdale to order on January 2, 2020. The meeting was opened at 7:02 p.m. with a flag salute.

II. Presiding Officer's announcement regarding notification of this meeting to the public.

Jayson Gutierrez, Board Secretary made the required announcement regarding notification of this meeting to the public:

The Notification requirements of the "Open Public Meetings Act" of the State of New Jersey have been satisfied by the inclusion of the date, time, place and purpose of this Workshop/Action Meeting in a legal advertisement in the Suburban Trends and The Record (January 10, 2019) with copies posted in the Riverdale School, Municipal Building, Town Library, and filed with the Clerk of the Borough of Riverdale.

I direct that this public announcement shall be entered in the minutes of this meeting.

III. Recognition of visitors

There were three (3) members of the public present.

IV. Election Results

Jayson Gutierrez, Business Administrator/Board Secretary reported the results of the annual school election conducted on November 5, 2019

A. The Votes for the Board Member Candidates Three-Year Term:

Vote for Three	Votes	Mail-In Ballots	Total	Winner
Jessica Rentas	293	71	364	Y
Ann Marie	278	71	349	Y
Kathleen Miceli	290	72	362	Y

V. Oath of Office

Mr. Gutierrez administered the oath of office to newly elected Board Members, Jessica Rentas, Ann Marie Nadiroglu, and Kathleen Miceli.

VI. ROLL CALL was taken by Mr. Gutierrez

Present: Kelly Norris, Jessica Rentas, Marybeth Miller, Keith Hamilton, Jill Morano, Kathleen Miceli and Ann Marie Nadiroglu

Absent:

Also Present: Mr. Anthony Riscica, Interim Superintendent, and Mr. Jayson Gutierrez, Business Administrator/Board Secretary

VII. Nominations for Election of President:

Board Secretary, Mr. Gutierrez requested nominations for the office of President of the Riverdale Board of Education. Mrs. Rentas nominated Ms. Norris.

Mr. Gutierrez called for further nominations. Since there were no further nominations, Mr. Gutierrez closed the floor. Mr. Gutierrez performed a roll call vote as follows:

Trustee	Yes	No	Abstain
Mrs. Nadiroglu	X		
Mrs. Miceli	X		
Mrs. Morano	X		
Mr. Hamilton	X		
Ms. Miller	X		
Mrs. Rentas	X		
Ms. Norris	X		

With the majority of the vote, Ms. Norris was then given control of the meeting by Mr. Gutierrez and assumed the chair.

The president asked for input for committees and will present the official committee list at the next BOE meeting.

I. Nominations for Election of Vice-President:

Board Secretary, Mr. Gutierrez requested nominations for the office of Vice President of the Riverdale Board of Education. Ms. Norris nominated Mrs. Rentas.

Mr. Gutierrez called for further nominations. Since there were no further nominations, Mr. Gutierrez closed to the floor. Mr. Gutierrez performed a roll call vote as follows:

Trustee	Yes	No	Abstain
Mrs. Nadiroglu	X		
Mrs. Miceli	X		
Mrs. Morano	X		
Mr. Hamilton	X		
Ms. Miller	X		
Mrs. Rentas			X
Ms. Norris	X		

With the majority of the vote, Mrs. Rentas was named Vice President.

VIII. Appointment of committees, chairpersons, and representatives on related boards.

Ms. Norris requested board members input for committees and will present the official committee list at the next board meeting. Committee appointments and Liaison Appointments to Related Boards.

- A.** Committees: Finance, Personnel/Policy, Facilities/Transportation/Technology, Curriculum/Instruction/Special Services, Community Relations and Negotiations
- B.** Board Appointments: New Jersey and Morris County School Board Association, NJSBA Legislative Delegate, Educational Services Commission of Morris County Delegate, Pompton Lakes Board of Education

IX. Code of Ethics

In accordance with Board of Education Policy #0142, the Board of Education approves the Code of Ethics for School Board Members. In accordance with the Policy, each Board Member shall sign an

acknowledgment that they have received a copy, read and will become familiar with the Code of Ethics, which shall be kept on file in the Business (BOE) Office.

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.
- 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.

X. Oral Communication on Agenda Items only:

None

XI. Approval of Reorganization Items

It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **Reorganization** items, **A - D**

Motion By:	Ms. Norris	Second by:	Ms. Miller
Discussion: Mr. Hamilton - Dr. Rasa's group will still be used? Mr. Riscica - Yes.			
Roll Call Vote:			
Ann Marie Nadiroglu- Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

- A. Adoption of the attached meeting schedule for the 2019-2020 and 2020-2021 school year with all meetings to be held in the Riverdale School Library. The Regular Business meetings are to be held on the specified Wednesdays of each month at 7:00 p.m., unless otherwise listed, and the Business Administrator/Board Secretary is authorized to post the meeting schedule in accordance with Board Policy and cause it to be published in a legal newspaper.

- B. Designation of The Suburban Trends, The Record, the Star-Ledger, and The Daily Record as legal newspapers for 2020. The Trends shall be utilized whenever possible for all public announcements, however, when publication time requirements cannot be met, the daily publications noted may be utilized in an effort to properly inform the public in a timely manner.
- C. Re-adoption all actions, policies, policy manuals, and contracts entered into by the previous boards of education for the 2019-2020 and 2020-2021 school years, or until such time that this Board amends the same.
- D. Approval to authorize the Superintendent of Schools and the 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.

XII. Approval of New Business Items

A. FINANCE

It is recommended by the Interim Superintendent of Schools that the Board of Education approve the following **Finance** item, a

Motion By:	Ms. Miller	Second by:	Mrs. Rentas
Discussion: None			
Roll Call Vote:			
Ann Marie Nadiroglu- Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

- a. Approval of the payment of the following bills and claims:

Bills List dated December 23, 2019	\$82,552.43
Warrants #17747 through #17751 and #139	

B. PERSONNEL

It is recommended by the Interim Superintendent of Schools that the Board of Education approve the following **Personnel** item, **None**

Motion By:		Second by:	
Discussion: None			
Roll Call Vote:			
Ann Marie Nadiroglu-	Kathleen Miceli -	Jill Morano -	Keith Hamilton -
Marybeth Miller -	Jessica Rentas -	Kelly Norris -	

C. POLICY

It is recommended by the Interim Superintendent of Schools that the Board of Education approve the following **Policy** item, **None**

Motion By:		Second by:	
Discussion:			
Roll Call Vote:			
Ann marie Nadiroglu-	Kathleen Miceli -	Jill Morano -	Keith Hamilton -
Marybeth Miller -	Jessica Rentas -	Kelly Norris -	

D. TECHNOLOGY/FACILITIES/TRANSPORTATION

It is recommended by the Interim Superintendent of Schools that the Board of Education approve the following **Personnel** item, **None**

Motion By:		Second by:	
Discussion: Keith Hamilton - Meeting should be scheduled soon. A council member would like to donate two basketball backboards and Mr. Oswald will help in mounting them.			
Roll Call Vote:			
Ann Marie Nadiroglu -	Kathleen Miceli -	Jill Morano -	Keith Hamilton -
Marybeth Miller -	Jessica Rentas -	Kelly Norris -	

E. CURRICULUM/INSTRUCTION/SPECIAL SERVICE

1. Committee Report - Jessica Rentas

2. Items to be approved:

It is recommended by the Interim Superintendent of Schools and the Business

Administrator that the Board of Education approve the following **CISS** items, **None**

Motion By:		Second by:	
Discussion:			
Roll Call Vote:			
Ann Marie Nadiroglu	Kathleen Miceli	Jill Morano	Keith Hamilton
Marybeth Miller	Jessica Rentas	Kelly Norris	

XIII. Discussion of Items to be Approved on January 22, 2020

A. It was noted that the following Minutes will be on the agenda at the next meeting:

Public Business Meeting	December 11, 2019
Executive Meeting	December 11, 2019

B. It was noted that the following **Finance** items will be on the agenda at the next meeting:

a. Approval of the payment of the following bills and claims:

Payroll for the period ending December 31, 2019	\$
Payroll for the period ending January 15, 2020	\$
Bills List dated January 22, 2020	\$
Warrants # through #	
Health/Prescription plan premiums (SEHBP) for January	\$

b. Approval the attached line item transfers for November 2019.

c. Approval of the Board Secretary's and Treasurer's Reports for the month ending November 30, 2019. It has been determined that they are in agreement; acknowledges receipt of the Secretary's certification that no budgetary line item account has

obligations, payments or orders which exceed the amount appropriated or has been over expended in accordance with N.J.A.C.6A-16.10(c)3 and 4; and certifies that in accordance P.L.2004 Ch.73, no budgetary transfers cumulatively exceed 10% that would require the approval of the Commissioner of Education.

- d. Approval of the Board Secretary's and Treasurer's Reports for the month ending November 30, 2019. It has been determined that they are in agreement; acknowledges receipt of the Secretary's certification that no budgetary line item account has obligations, payments or orders which exceed the amount appropriated or has been over expended in accordance with N.J.A.C.6A-16.10(c) 3 and 4; and certifies that in accordance P.L.2004 Ch.73, no budgetary transfers cumulatively exceed 10% that would require the approval of the Commissioner of Education.
- e. Designation of Lakeland Bank, Pompton Plains, New Jersey as the official depository for the accounts listed below for 2020. The signatures of the employees listed be approved for all checks, drafts, notes, or orders drawn against the indicated accounts.

Authorization of Accounts and Signatories		
General Account #621401459	3 signatures	President or Vice President Board Secretary Treasurer of School Monies
Payroll Account #621401203	1 Signature	Board Secretary or Treasurer of School Monies
Payroll Agency Account #621401254	1 Signature	Board Secretary or Treasurer of School Monies
Petty Cash Account #621401610	1 Signature	Board Secretary or Superintendent
Cafeteria Account #621401629	2 Signatures	Board Secretary and Superintendent
Student Activities Account #621401637	2 Signatures	Board Secretary and Superintendent
Athletic Account #621401645	2 Signatures	Board Secretary and Superintendent
Capital Reserve Fund #621403087	1 Signature	Board Secretary or Treasurer of School Monies
Maintenance Reserve Fund #621408410	1 Signatures	Board Secretary or Treasurer of School Monies
Unemployment Trust Fund #621403001	2 Signatures	Board Secretary and Treasurer of School Monies
1:1 Chromebook #621410172	3 Signature	President or Vice President Board Secretary Treasurer of School Monies

A. Letters and Communications - Ms. Norris

- a. None

B. Interim Superintendent's Report - Anthony Riscica

- a. Welcomed the newly elected BOE members back to their positions on the BOE and congratulated both Mrs. Norris and Mrs. Rentas to their appointments as President and Vice President of the BOE.

- b. Discussed what took place in school prior to our holiday break reviewing some academic and social programs leading up to the holiday.
- c. Mr. Gutierrez and I would be attending a Mid-Year Review Meeting at the Morris County DOE to discuss our current and future expenses and budget building process and to update them on our current and some newly planned programs for Riverdale School. Will have a review of this visit at our next BOE meeting scheduled for later in January.

C. Enrollment as of January 2, 2020

PreK-8	320
PLHS - Tuition	127
Option III	0
Academy/Vo-Tech	7
Out of District (Prek-8th grade)	3
Out of District (9th grade +)	7
Charter	1
Home Instruction	0
School Choice	4

D. Business Administrator's Report - Jayson Gutierrez

- a. The 20-21 Budget Calendar will be circulated once it has been completed.

E. Information and Questions from Board Members

- a. Katie Miceli: Pompton Lakes will be visiting Riverdale Public School on January 7th. The Pompton Lakes open house will take place on January 9th.

F. Oral Communication - *None

XIV. Future Meetings and Important Dates reported by President Norris

January 22, 2020	Public Business Meeting	6:30 p.m.
February 5, 2020	Workshop/Action Meeting	7:00 p.m.
February 19, 2020	Public Business Meeting	7:00 p.m.
March 4, 2020	Workshop/Action Meeting	7:00 p.m.

XV. Executive Session: Motion by Ms. Miller, seconded by Mrs. Rentas at 7:26 pm to adjourn from the public business and move into Executive Session

WHEREAS, Chapter 231, P.L. 1975, also known as the Open Public Meetings Act, authorized a public body to meet in executive or private session under certain limited circumstances, and

WHEREAS, said law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF RIVERDALE THAT:

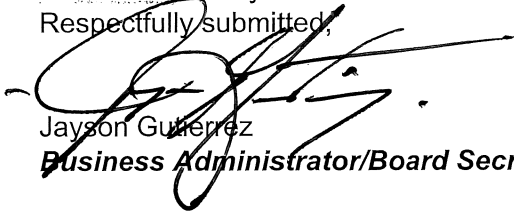
1. It does hereby determine that it is necessary to meet in Executive Session prior to adjournment of this meeting to discuss confidential student matters and contract negotiations.
2. The matter discussed will be made public when confidentiality is no longer required.

XVI. Adjournment

Motion by Ms. Miller, seconded by Mrs. Rentas at 7:26 pm to adjourn from the public business meeting

Carried by unanimous voice vote

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jayson Gutierrez", written over the printed name and title.

Jayson Gutierrez

Business Administrator/Board Secretary