

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
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 West Milford, NJ 07480
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**BOARD OF EDUCATION
 MINUTES
 REORGANIZATION/ETHICS/SPECIAL ACTION MEETING
 JANUARY 7, 2020**

DISTRICT GOALS - 2019-2020 SCHOOL YEAR

- *Increase academic performance, challenge, and rigor for all learners through targeted intervention, carefully selected learning goals and course placements, enhanced collaborative teaching dynamics, and a differentiated classroom experience.*
- *Increase student mathematics achievement at every level through enhanced teacher pedagogy, thoughtful implementation of 21st-century learning tools, specific data analysis, and a careful program review and replacement strategy.*
- *Continue to improve and increase student writing across the curriculum through elevated expectations, teacher and administrative training, and student supports.*
- *Explore all opportunities for District-wide cost efficiencies in order to maximize funding for District programs.*

Ms. Barbara Francisco, Board Secretary, called to order the Reorganization/Ethics/Special Action Meeting of the Board of Education at 7:00 p.m., on January 7, 2020, in the Westbrook School Media Center. She led the flag salute, read the Open Public Meetings Act Statement, and reminded everyone in attendance to silence or turn off their cell phones and note the locations of the emergency exits.

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the provisions of the Open Public Meetings Act, a public notice of this meeting has been sent to Board Members, all District schools, the Herald News, the Trends, the Record, the Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, and Cablevision of Warwick; and posted in the Administration Building. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

MS. BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Alex Anemone	Superintendent of Schools	Present
Ms. Barbara Francisco	Board Secretary/Business Administrator	Present
Mr. Daniel Novak	Director of Education	Present
Dr. Elizabeth McQuaid	Director of Special Services	Present
Andrew Brown, Esq.	Board of Education Attorney	Present

There were approximately 25 members of the public in attendance.

VI. BOARD SECRETARY REPORTS ON ELECTION RESULTS OF NOVEMBER 5, 2019

<u>Board Member - Three Year Term</u>	<u>Votes</u>
1. Jaycen M. Stillman	2,043
2. Michael Conklin, Jr.	1,799
3. Cortney Stephenson	1,657
4. Robert J. Woodier, Jr.	1,645
5. William Cytowicz	1,520
6. Steven C. Drew	1,465
7. Write-Ins	31

VII. OATH OF OFFICE ADMINISTERED BY BOARD ATTORNEY, ANDREW BROWN, ESQ.:

Mr. Brown, Board Attorney, administered the Oath of Office to Mr. Jaycen Stillman, Mr. Michael Conklin and Mrs. Cortney Stephenson.

VIII. REMARKS BY NEWLY ELECTED BOARD TRUSTEES

The new Board members addressed the public.

IX. ROLL CALL BY MS. BARBARA FRANCISCO, BOARD SECRETARY:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mr. Stillman	Present	Mrs. Dwyer	Present	Mrs. Fritz	Present
Mr. Conklin	Present	Mr. Ofshinsky	Present	Mr. Guarino	Absent
Mrs. Stephenson	Present	Mrs. Romeo	Present	Mrs. Van Dyk	Present

X. ELECTION OF THE BOARD PRESIDENT

Ms. Francisco, Board Secretary called for Nominations for the Office of Board President.

Mrs. Dwyer nominated Mrs. Van Dyk, seconded by Mr. Ofshinsky.

Motion by Mrs. Dwyer, seconded by Mrs. Fritz, to close Nominations for Board President.

VOICE VOTE: All in Favor. MOTION PASSED.

ROLL CALL VOTE FOR MRS. VAN DYK FOR BOARD PRESIDENT:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mrs. Dwyer	Yes	Mrs. Fritz	Yes
Mr. Guarino	Absent	Mr. Conklin	Yes	Mr. Stillman	Yes
Mrs. Stephenson	Yes	Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes

Ms. Francisco confirmed and certified the election of Mrs. Van Dyk as Board President.

Mrs. Van Dyk assumed the seat of the Board President.

X. ELECTION OF THE BOARD PRESIDENT

Mrs. Van Dyk, Board President, addressed the Board and the public thanking everyone, and looks forward to working with the new Board.

XI. ELECTION OF THE BOARD VICE PRESIDENT

Mrs. Van Dyk called for nominations for the Office of Board Vice President.

Mrs. Fritz nominated Mrs. Dwyer, seconded by Mr. Ofshinsky.

Motion by Mrs. Romeo, seconded by Mrs. Fritz to close Nominations for Board Vice President.

VOICE VOTE: All in Favor. MOTION PASSED.

ROLL CALL VOTE FOR MRS. DWYER FOR BOARD VICE PRESIDENT:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mrs. Dwyer	Yes	Mrs. Fritz	Yes
Mr. Guarino	Absent	Mr. Conklin	Yes	Mr. Stillman	Yes
Mrs. Stephenson	Yes	Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes

Ms. Francisco confirmed and certified the election of Mrs. Dwyer as Board Vice President.

Mrs. Dwyer assumed the seat of the Board Vice President and addressed the Board and the public.

XII. MOTION BY MRS. ROMEO, SECONDED BY MR. OFSHINSKY, TO ADOPT THE REORGANIZATION AND SPECIAL ACTION AGENDA, AS PRESENTED AND AMENDED.

VOICE VOTE: All in Favor. MOTION PASSED.

Mrs. Van Dyk, Board President asked the public if anyone wished to comment on the Board Reorganization Resolutions. No one from the public wished to comment.

XIII. BOARD REORGANIZATION RESOLUTIONS

Motion by Mr. Ofshinsky, seconded by Mrs. Dwyer, to adopt Resolutions #1 through #12:

1. **RESOLVED**, that on the third Tuesday of each month, unless otherwise stated below, the Board of Education shall hold a Workshop Meeting for the purpose of, but not limited to, all public presentations, Committee information, and Budget development, commencing at 7:00 p.m.;

RESOLVED, that on the fourth Tuesday of each month, unless otherwise stated below, the Board of Education shall hold a Regular Meeting for the purpose of acting upon regular agenda items, and which will commence at 7:00 p.m.;

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

1. (Continued)

RESOLVED, that the following shall supersede any prior resolution addressing the **BOARD MEETING SCHEDULE** of Workshop and Regular Meetings of the Board of Education for the 2020 calendar year. These meetings are to be held at the Westbrook School Media Center with the exception of the location of certain meetings, which will be advertised during the school year, and are not to progress past 11:00 p.m., unless extended by a 2/3 vote of those present. Trustees are asked to contact the Board President and Board Secretary if they are unable to attend the meeting;

DATE OF MEETING	TYPE OF MEETING
January 7, 2020	Reorganization/Ethics/Special Action
January 21, 2020	Workshop/Special Action
January 28, 2020	Budget/Regular
February 18, 2020	Workshop/Special Action
February 25, 2020	Budget/Regular
March 10, 2020	Preliminary Budget Hearing
March 24, 2020	Workshop/Regular
April 21, 2020	Workshop/Special Action
April 28, 2020	Regular/Public Budget Hearing
May 26, 2020	Workshop/Regular
June 9, 2020	Staff & Student Recognitions/Special Action
June 23, 2020	Workshop/Regular
July 21, 2020	Workshop/Regular
August 25, 2020	Workshop/Regular
September 22, 2020	Workshop/Regular
October 27, 2020	Workshop/Regular
November 17, 2020	Workshop/Regular
December 15, 2020	Workshop/Regular

The Regular Meetings will have rotating Committee Reports.

BE IT FURTHER RESOLVED, that the Secretary of the Board be hereby directed to post, mail/fax or e-mail to newspapers, the Township Clerk, and Township Librarian the above stated schedule within seven (7) days from the date hereof, in accordance with the "Open Public Meetings Act."

NOTE: The Board reserves the right to act upon any agenda item. Agenda and reports will be available 48 hours prior to meetings to the extent then known.

2. **WHEREAS**, there shall be an **OFFICIAL NEWSPAPER** designated for the official publication of correspondence and notices required by law to be published by the Board of Education of the Township of West Milford; and

WHEREAS, there is no newspaper published in the Township which meets the requirements of N.J.S.A. 35:1-2.2; and

WHEREAS, a newspaper should be designated to publish correspondence and notices of the Board; and

NOW THEREFORE, BE IT RESOLVED that the Herald News shall be the official newspaper to publish said meeting notice and correspondence through December 31, 2020; and

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

2. (Continued)

BE IT FURTHER RESOLVED that the following newspapers may be used where additional publication as required:

Record
Star Ledger
Suburban Trends
The Messenger; and

BE IT FURTHER RESOLVED, that the Record may also be used to publish the Preliminary Budget, approved by the County Superintendent of Schools, when the Secretary needs a daily newspaper to meet required publication dates.

3. **WHEREAS**, each School Board Member is responsible to read and become familiar with the **CODE OF ETHICS** for School Board Members, the Code of Ethics became part of the School Ethics Act on July 26, 2001. Questions about the Policy should be directed to the District Board Secretary. If the Board Secretary is unable to answer the question, you may be directed to the School Ethics Commission from whom you may request an advisory opinion; and

WHEREAS, the following Code of Ethics (Bylaw No. 0142) for Board Members is set forth as a guide to conflict-of-interest situations and unethical activity for Board Members:

- a. 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 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 which 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 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.
- 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 which 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 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. 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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

3. (Continued)

- 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 the proper performance of their duties.
- j. 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.

NOW THEREFORE, BE IT RESOLVED that each Board Member shall abide by the Code of Ethics and has signed an Acknowledgment of Receipt to confirm that they have received a copy of the Code of Ethics for School Board Members contained within the School Ethics Act, C.178, P.L. 2001 (C.18A:12-21). Failure to sign this Acknowledgment does not relieve a Board Member of the responsibility to understand and adhere to the Code of Ethics.

4. **RESOLVED**, each Board Member shall be responsible for abiding by the following **TEAM CHARTER** set forth as a commitment to valuing education, showing good character and strong leadership to the students, staff and community.

BEFORE MEETINGS:

- a. Plan to be present at and prepared for every meeting.
- b. Use available resources to investigate the issues.
- c. Expect proactive communication on matters of immediate concern from the administration, as appropriate.
- d. Information provided to the board should be sufficiently clear, especially to new board members.
- e. Board members will accept and promptly return inquiries from other Board members.

DURING MEETINGS:

- a. Demonstrate respect for the administrators and board members at all times, tolerate and encourage questions; do not interrupt, and no individual grandstanding or monopolizing of the board's time.
- b. Stay focused on the topics at hand.
- c. Stay focused on matters that advance board goals and student achievement, within financial constraints.
- d. Remember that the board's role is one of establishing goals, policy and proper oversight - not management.
- e. Committee-of-the-whole meetings are dedicated to group discussion of future action and asking questions.
- f. Honor the public's right to understand the issues being discussed.

AFTER MEETINGS:

- a. Demonstrate respect for decisions made by the board through the process of respectful group deliberation.
- b. Demonstrate respect for the chain of command, and the role of the administration in running the district.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

4. (Continued)

- c. Look forward and be prepared to address future issues and board goals - not past decisions.
- d. Communicate with, seek guidance from, and follow-up appropriately with district administration and board leadership.

BE IT FURTHER RESOLVED, if any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest practical opportunity.

BE IT FURTHER RESOLVED that members of this Board of Education and Superintendent agree to abide by these objectives as a commitment to valuing education, showing good character and strong leadership to our students, staff and community.

5. **RESOLVED**, that the Workshop, Regular, and Special Meetings shall be conducted in a manner consistent with Resolution #1 using the following **MEETING PROTOCOLS**; and

BE IT FURTHER RESOLVED that all Board Trustees will adhere to the following protocols for Board Public Meetings and Executive Sessions:

Trustees will hold confidential all matters discussed in Executive Session and other confidential matters pertaining to the School District.

Trustee's debate will be conducted through the Chair; address all questions and comments to the Chair who will acknowledge your turn to comment.

Individual comments from the audience, with the exception of Public Comment, are inappropriate and will be addressed by the Chair. Additionally, it would be inappropriate for Trustees to make comments directly to individuals in the audience.

State statute requires all meetings to start no later than 8:00 p.m. Trustees are asked to inform the Board Secretary and Board President if they anticipate any lateness, absence, or the need to leave the meeting early. This will help ensure that a quorum will be present, and that business can be acted upon.

The Board President will make every effort to move the agenda in a quick and efficient manner while providing a balance for the individual Trustees to express their views. However, if the meeting runs late, Trustees are expected to remain at the meeting until adjournment.

Whenever possible, Trustees may direct questions and comments regarding the Agenda to the appropriate Administrator prior to the meeting so that questions can be answered and/or necessary backup can be brought to the meeting, keeping in mind the public's right to know. Additional questions may be raised at the meeting.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

5. (Continued)

Trustees should address an issue no more than twice during a discussion per Robert's Rules of Order. Time may not be donated to other speakers.

Board meetings will automatically end at midnight. (Note: Good judgment fades as the members become exhausted.)

Trustees should refrain from contacting the Board attorney directly without approval of the Board President.

Trustees should preface public comments made outside of public Board meetings to specify that they are not speaking on behalf of the Board, but as a citizen.

BE IT FURTHER RESOLVED that general rules of parliament are used for every Board meeting. Robert's Rules of Order shall govern the Board at the meeting. The order of business shall be on the agenda; and

BE IT FURTHER RESOLVED that pursuant to Board Bylaw 0166, the Board Trustees shall place utmost importance upon confidentiality related to matters discussed in Executive Session and to written documentation provided to Board Trustees, which is not for public distribution. Breach of confidentiality by a Board Trustee shall be considered grounds for action by the Board.

6. **RESOLVED**, that **WORKSHOP/SPECIAL ACTION MEETINGS** shall be conducted in a manner consistent with Resolutions #1, #3, #4, and #5, and the following agenda format.

CALL TO ORDER BY THE PRESIDING OFFICER

INVOCATION

FLAG SALUTE

OPEN PUBLIC MEETINGS ACT STATEMENT

ROLL CALL

SUPERINTENDENT'S REPORT

Formal Reports
Special Presentations
Recognitions

**SPECIAL REPORTS AND CORRESPONDENCE OF THE BOARD SECRETARY/
BUSINESS ADMINISTRATOR**

Adoption of the Minutes
Financial Reports
Formal Reports & Presentations
Reading of Correspondence

PRESIDENT'S REPORT

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

6. (Continued)

PUBLIC COMMENT - AGENDA ITEMS

This portion of the meeting is open to members of the public for the purpose of addressing resolutions on this agenda only. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All members of the public speaking during this public comment period are asked to address topics listed in the agenda. All speakers are asked to sign the register provided and to give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

ADOPTION OF AGENDA

SPECIAL ACTION AGENDA:

Education
Personnel/Student Affairs
Operations & Finance
Policy
Negotiations
Legislative

WORKSHOP AGENDA:

EDUCATION

Reports and/or recommendations for items related to Education items as outlined under Resolution #9.

PERSONNEL/STUDENT AFFAIRS

Reports and/or recommendations for items related to Personnel/Student Affairs as outlined under Resolution #9.

OPERATIONS & FINANCE

Reports and/or recommendations for items related to Budget & Finance/Transportation/Operations/Capital Improvements as outlined under Resolution #9.

POLICY

Reports and/or recommendations for items related to Policy as outlined under Resolution #9.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

6. (Continued)

NEGOTIATIONS

Reports and/or recommendations for items related to Negotiations as outlined under Resolution #9.

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS

This portion of the meeting is open to members of the public having a legitimate interest in the actions of the Board for the purpose of addressing any subject matter pertinent to and/or directly related to the operation of the West Milford Public School District. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All speakers are asked to sign the register provided and give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

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EXECUTIVE SESSION

ADJOURNMENT (To be no later than 11:00 p.m., unless otherwise voted upon.)

The Board reserves the right to act on all agenda items.

7. **RESOLVED**, that the **REGULAR MEETINGS** shall be conducted in a manner consistent with Resolutions #1, #3, #4, and #5, and that the Agenda will be as follows:

CALL TO ORDER BY THE PRESIDING OFFICER
INVOCATION
FLAG SALUTE
OPEN PUBLIC MEETINGS ACT STATEMENT
ROLL CALL

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

7. (Continued)

SUPERINTENDENT'S REPORT

Formal Reports
Special Presentations
Monthly Progress toward District Goals
Recognitions
Student Representative Report

DIRECTOR OF EDUCATION'S REPORT

**SPECIAL REPORTS AND CORRESPONDENCE OF THE BOARD SECRETARY/
BUSINESS ADMINISTRATOR**

Adoption of the Minutes
Financial Reports
Formal Reports & Presentations
Reading of Correspondence

PRESIDENT'S REPORT

PUBLIC COMMENT - AGENDA ITEMS

This portion of the meeting is open to members of the public for the purpose of addressing resolutions on this agenda only. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All members of the public speaking during this public comment period are asked to address topics listed in the agenda. All speakers are asked to sign the register provided and to give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

ADOPTION OF AGENDA

REPORTS:

EDUCATION

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #9.

PERSONNEL/STUDENT AFFAIRS

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #9.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

7. (Continued)

OPERATIONS & FINANCE

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #9.

POLICY

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #9.

NEGOTIATIONS

Reports and/or recommendations for items related to the Committee functioning as outlined under Resolution #9.

COMMITTEE REPORTS/LIAISONS

PARKS & RECREATION

SAFETY

SUPERINTENDENT'S ROUNDTABLE

PASSAIC COUNTY SCHOOL BOARDS ASSOCIATION

NEW JERSEY SCHOOL BOARDS ASSOCIATION

LEGISLATIVE

TECHNOLOGY OVERSIGHT

TOWNSHIP/BOARD OF EDUCATION JOINT COMMITTEE

CASA

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS

This portion of the meeting is open to members of the public having a legitimate interest in the actions of the Board for the purpose of addressing any subject matter pertinent to and/or directly related to the operation of the West Milford Public School District. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All speakers are asked to sign the register provided and give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

7. (Continued)

EXECUTIVE SESSION

ADJOURNMENT (To be no later than 11:00 p.m., unless otherwise voted upon.)

The Board reserves the right to act on all Agenda items.

8. **RESOLVED**, that **SPECIAL MEETINGS** of the Board shall be called in accordance with N.J.A.C. 6A:32-3.1, as follows:
- a. The secretary of the district board of education shall call a special meeting of the district board of education whenever:
 - i. requested by the president of the district board of education to do so; or
 - ii. when presented with a petition signed by a majority of the full membership of the district board of education requesting the special meeting.
 - b. Public notice of such special meeting shall be made pursuant to law and regulation. In accordance with N.J.S.A. 18A:10-6, the public notice shall include the date, time, location, and purpose(s) of the special meeting.
9. **RESOLVED**, that the President of the Board shall, following his/her election, be empowered to establish **COMMITTEES** for the following purposes:
- a. **EDUCATION**: The primary responsibility of this area is to foster policy making, planning, and appraisal in matters related to activities concerned with all proposals and reports dealing with Regular and Special Education curriculum, curriculum development, educational goals and objectives, approval of courses of study, adoption of textbooks, class size and student placements after appropriate consultation and review. Committee activities focus on dealing with/or aiding in the teaching of students, improving the quality of teaching, and the provision of special services for the students of the district and their families.
 - b. **PERSONNEL/STUDENT AFFAIRS**: The primary responsibility of this area is to foster policy making, planning, and appraisal in matters related to activities concerned with the appointment, training, attendance, promotion and discipline of district employees and pupil personnel including:
 - i. Attendance and Health Services - consisting of oversight for those activities which promote the improvement of attendance at work or school through the enforcement of contracts, policies, rules, regulations, and compulsory attendance laws. This area shall oversee and recommend the development of policy effecting the health and welfare of all district employees and pupil personnel.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

- ii. Student Affairs - consisting of oversight review of student suspensions and discipline policies, including the review of student discipline referrals, per Board of Education Policy, based on the Code of Student Conduct using Core Ethical Values. Further, the oversight of the review of student personnel services and activities such as: guidance services to students, interscholastic athletics, enrichments, extra-curricular programs, and other activities for the student body that are not part of the regular instructional program.
- iii. Staff Development - consisting of oversight for the promotion, development and implementation of positive staff development training programs.
- c. OPERATIONS & FINANCE: The primary responsibility of this area is to foster policy making, planning, and appraisal of matters related to fiscal and support service affairs of the district including:
 - i. Budget - to conduct Preliminary Budget development with the Superintendent and Business Administrator/Board Secretary, commencing with the initial Budget presentation, but no later than January 31, to meet the district's financial obligations; to meet with the school district auditors once annually to maintain Board audit responsibilities for all bank records, practices and methods employed in fiscal control; and to review general liability and other insurance policies including contracts related to medical, dental, and other employee fringe benefit plans; activities related to fixed charges including State Retirement Fund, Social Security, property insurance, employee insurance, liability insurances, bonds of officers and employees, rentals, tuition, and others of a similar category as prescribed by the Board.
 - ii. Finance - consisting of those activities dealing with the appropriate expenditure according to the approved Budget, the Audit Report, request for funds, and the approval of bills for payment, expenditures of a generally recurrent nature which are not readily allocable to other expenditure accounts; investment of funds; financing of district capital equipment through debt, lease purchase, or other financing methods and communication with the public.
 - iii. Debt Service - consisting of expenditures for the retirement of debt and expenditures for interest on debts, except principal and interest of current loans (money borrowed and paid back during the same fiscal year);
 - iv. Transportation - consisting of those activities which have as their purpose the conveyance of pupils to and from home and school, athletic events, and extra-curricular activities; other activities concerned with transportation policies, approval of bills, transportation negotiations, bidding, legal actions, safety liaison correspondence, and formal petitions as well as others as prescribed by the Committee. The Committee shall serve as liaison between the Board of Education and Township of West Milford Joint Safety Committee.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

- v. Operations - consisting of the housekeeping activities concerned with keeping the physical plant open, safe, and ready for use. These activities include cleaning, disinfecting, heating, lighting, communications, power, moving furniture, handling stores, caring for grounds, Parks and Recreation Department, and other housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Operation of plant does not encompass the repairs and replacement of facilities or equipment for accounting purposes.
 - vi. Food Services - oversight of the National School Lunch Program and Operations to ensure that there is proper control and regulation of the school lunch program and operation of food services.
 - vii. Capital Improvements - function will consist of those activities concerned with construction programs, policy, approval of bills, legal actions, correspondence, formal petitions, building needs, roads, sites, selection of architects and professional engineers, and other activities as prescribed by the Committee.
 - viii. Staff Development - to ensure that positive staff development programs are being implemented.
 - ix. General Services - consisting of Board activities, concerned with operations policy, approval of bills, legal actions, administration personnel, policy, correspondence, formal written petitions, legal action, school budget, community services, approval of bills, finance, and debt service; correspondence, formal petitions, repair, replacements, and other activities as prescribed by the Committee.
- d. NEGOTIATIONS: The primary responsibility of this area is to foster policy making, planning, and appraisal of matters related to negotiations of collective bargaining agreements between the West Milford Board of Education and its bargaining units.
- e. POLICY: The primary responsibility of this area is to foster policy development, planning, and appraisal in matters related to activities concerned with the formulation of rules setting the direction and administration of the school district and how the Board will function.
- f. COMMITTEE REPORTS/LIAISONS: The Board President shall appoint one Board member to be the liaison to special groups and/or committees and file a report to the Board at the monthly Workshop Meeting, as needed. Special groups and/or committees shall include, but not be limited to, Parks & Recreation, Technology, Safety, Superintendent's Roundtable, New Jersey School Boards Association, Passaic County School Boards Association, Legislative, Township/Board of Education Joint Committee, and Community Against Substance Abuse (CASA).

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (COMMITTEE REPORTS/LIAISONS - Continued)

The primary responsibility of the legislative liaison is to foster policy making, planning, and appraisal in matters related to activities concerned with the review and making of recommendations as to existing, proposed and new legislation. The Board will keep informed on appropriate matters related to legislation and the Chairperson shall be designated the delegate of the Board to the New Jersey School Boards Association.

BE IT FURTHER RESOLVED, that a regular monthly committee meeting time and place shall be established by the Board. Liaisons to special committees will establish their respective meeting schedules in concert with the administration.

BE IT FURTHER RESOLVED, that the Board will be charged with conducting long range planning in all areas as part of its basic function.

10. **RESOLVED**, that the Board may create **ADVISORY COMMITTEES** and for the same shall:

- a. Adopt the Committee organization it deems appropriate to the assignment at hand;
- b. Approve the appointments of members to serve;
- c. Appoint the Superintendent or his designee(s) as ex-officio member(s) of the Advisory Committees;
- d. Define the Committee charge in writing;
- e. Set a date for Preliminary and Final Reports.

BE IT FURTHER RESOLVED, that upon the Committee completing its assignment, it shall be dissolved. Advisory Committees shall not reduce the authority or responsibility of the Board, which shall be free to accept or reject any recommendations made.

11. **RESOLVED**, that there be continued in full force and effect of all bylaws, policies, regulations, and administrative directives of the **DISTRICT POLICY MANUAL** as of the date hereof. The Board reserves the right after review, to amend, supplement or rescind any said bylaws, policies, regulations and administrative directives. The Chief School Administrator is hereby responsible for the implementation of said bylaws, policies and regulations.

12. **WHEREAS**, the State of New Jersey, Government Records Council, enacted the Open Public Records Act (**OPRA**), N.J.S.A. 47:1A-1 et seq., to establish the public's accessibility to view and copy government records maintained by public agencies in the State; and

WHEREAS, the Government Records Council's review of the statute concludes that use of the Request for Public Records Form is required for all requestors; and

WHEREAS, general compliance with this rule has been consistent practice of the Township of West Milford Board of Education; and

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

12. (Continued)

WHEREAS, every citizen of this State shall have the right, during such regular business hours and under the supervision of the custodian or his designee, to copy such records by hand, and shall also have the right to purchase copies of such records; and

NOW THEREFORE, BE IT RESOLVED, copies of such records shall be made upon payment of the actual cost of duplicating the record set annually by the Business Administrator as follows:

Letter sized pages and smaller	\$0.05 per page
Legal sized pages and larger	\$0.07 per page
Audio Tape, Video Tape, CD, or DVD	\$0.60 per unit
Electronic Records (e-mail and fax)	No Charge

BE IT FURTHER RESOLVED, that the Board of Education may charge, in addition to the actual cost of duplication, a special charge that shall be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service that is actually incurred by the Board for the programming, clerical, and supervisory assistance required, or both; and

BE IT FURTHER RESOLVED, that the Board of Education directs the custodian of record to fully comply with the terms and intent of N.J.S.A. 47:1A-1 et seq.; and

BE IT FURTHER RESOLVED, that an official record of all Requests for Public Records be maintained on file in the Board of Education Office and be available for public review.

ROLL CALL VOTE FOR RESOLUTIONS #1 THROUGH #12:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Absent	Mrs. Dwyer	Yes	Mrs. Fritz	Yes
Mrs. Stephenson	Yes	Mr. Conklin	Yes	Mr. Stillman	Yes
Mrs. Romeo	Yes	Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes

The **MOTION PASSED**.

XIV. PUBLIC COMMENT - AGENDA ITEMS (PLEASE SIGN IN)

This portion of the meeting is open to members of the public for the purpose of addressing resolutions on this agenda only. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All members of the public speaking during this public comment period are asked to address topics listed in the agenda. All speakers are asked to sign the register provided and to give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

XIV. PUBLIC COMMENT - AGENDA ITEMS - Continued

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

Motion by Mrs. Romeo, seconded by Mr. Ofshinsky, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

SPECIAL ACTION

XV. PERSONNEL/STUDENT AFFAIRS

NOTE: All appointees recommended for employment will meet the New Jersey State law requirements for the criminal history review prior to their start date.

Motion by Mrs. Fritz, seconded by Mr. Ofshinsky, to approve the following agenda items #1 through #3:

DISCUSSION: Mrs. Van Dyk commented on item #1, and wished Mr. Warren well on his retirement.

1. The recommendation of the Superintendent to accept, with regret, the resignation of **GEORGE WARREN**, Science Teacher, High School, effective July 1, 2020, for the purpose of retirement.
2. The recommendation of the Superintendent to approve the appointment of **COLLEEN MURPHY**, Replacement Art/Photo Teacher, High School (PC#99.09.00.CFB), at the per diem rate of \$150.00, with health benefits, effective January 8, 2020, through March 31, 2020, per Board of Education Agreement. (Replaces Shaver) Account: 11-140-100-101-10-10-103

NOTE: The duration of the position is based on the date of the employee's return to work.

3. The recommendation of the Superintendent to approve the following addition to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2019-2020 school year, effective January 8, 2020, through June 30, 2020:

COLLEEN MURPHY (Teacher)

ROLL CALL FOR ITEMS #1 THROUGH #3:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Fritz	Yes	Mr. Ofshinsky	Yes	Mrs. Dwyer	Yes
Mrs. Stephenson	Yes	Mrs. Romeo	Yes	Mr. Conklin	Yes
Mr. Guarino	Absent	Mr. Stillman	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

XVI. OPERATIONS & FINANCE

Motion by Mr. Ofshinsky, seconded by Mrs. Fritz, to approve the following agenda items #1 through #2:

DISCUSSION: Mrs. Van Dyk inquired about item #1. Ms. Francisco indicated that these solar projects must be submitted to the Department of Education.

1. The recommendation of the Superintendent to approve the following Resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE WEST MILFORD PUBLIC SCHOOL DISTRICT IN THE COUNTY OF PASSAIC, NEW JERSEY, AUTHORIZING THE SUBMISSION OF PROJECT DOCUMENTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION:

RESOLVED, that the West Milford Public School District Board of Education approve the following projects that require no capital outlay by West Milford Public Schools:

- West Milford High School Solar Project
- West Milford Bus Garage Solar Project
- Macopin Middle School Solar Project
- Upper Greenwood Lake School Solar Project
- Apschawa Elementary School Solar Project
- Maple Road Elementary School Solar Project
- Paradise Knoll Elementary School Solar Project

BE IT FURTHER RESOLVED, that the District’s Solar Engineering, Procurement and Construction Company, Ezenergy NJ LLC, be authorized to submit the above projects to the New Jersey Department of Education for approval on the District’s behalf; and

BE IT FURTHER RESOLVED, that amendments to the Long-Range Facilities Plan be authorized, if required, to incorporate the above projects also be approved.

2. The recommendation of the Superintendent to approve ***an amendment to a previously approved resolution (December 2019)*** for the **REVISED SUBSTITUTE PAY RATES** for the 2019-2020 school year, ***retroactive from January 1, 2020, through June 30, 2020.*** (Documentation provided electronically.)

ROLL CALL FOR ITEMS #1 THROUGH #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Absent	Mrs. Dwyer	Yes	Mrs. Fritz	Yes
Mrs. Stephenson	Yes	Mr. Conklin	Yes	Mr. Stillman	Yes
Mrs. Romeo	Yes	Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes

The **MOTION PASSED.**

XVIII. ETHICS PRESENTATION

Kathleen Helewa, New Jersey School Boards Association, congratulated the new Board members. She provided the Board with an information packet on Ethics for School Officials. She reminded them that Board members can use the association as a resource and to contact her at any time with any questions. She spoke about the School Ethics Act and the importance of being in compliance, as well as NJQSAC - Governance Indicator and the importance of completing the required mandated training provided by NJSBA.

Ms. Helewa also discussed the School Ethics Commission (SEC), advisory opinions, ethics complaints, conflicts of interest, and the accountability regulation. Other topics covered were hiring/personnel, collective bargaining and other conflicts, doctrine of necessity, volunteerism, interview committees, and points to consider.

Board members asked questions, and the topic of proper Board communication with the public was addressed with Ms. Helewa. Mrs. Van Dyk thanked Ms. Helewa for the Ethics presentation.

XIX. OLD BUSINESS

Motion by Mrs. Fritz, seconded by Mr. Stillman, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. NEW BUSINESS

Dr. Anemone provided the Board and the community with an update on the Macopin School transition. He spoke about the transition and the set-up of four (4) evening meetings in the Spring - one for current sixth grade parents and one for current sixth grade students, as well as one for current fifth grade parents and one for current fifth grade students. Topics for discussion will include curriculum, day-to-day operations of the school, a building tour, locker assistance, and an activity night for each grade. Dr. Anemone stated he will provide an update for the Board through the Personnel Committee with staff transfers to Macopin, and Mr. Novak will provide an update for the Education Committee regarding curriculum writing and committees.

Motion by Mr. Ofshinsky, seconded by Mrs. Dwyer, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XXI. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS (PLEASE SIGN IN)

This portion of the meeting is open to members of the public having a legitimate interest in the actions of the Board for the purpose of addressing any subject matter pertinent to and/or directly related to the operation of the West Milford Public School District. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires.

XXI. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS - Continued

All speakers are asked to sign the register provided and give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

Patricia Keller, The Messenger Newspaper. Ms. Keller requested that the Board allow her to take a group photo for the newspaper prior to going into Executive Session.

Motion by Mr. Ofshinsky, seconded by Mrs. Romeo, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XXII. EXECUTIVE SESSION

At 8:27 p.m., Mrs. Fritz made a motion, seconded by Mrs. Romeo, to go into Executive Session for the purpose of discussing personnel, student matters, current litigation matters, special education matters, HIBs and matters of attorney/client privilege.

The executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

VOICE VOTE: All in Favor. MOTION PASSED.

The Board returned to the public meeting at 8:53 p.m.

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Present	Mr. Conklin	Present
Mr. Ofshinsky	Present	Mr. Stillman	Present	Mrs. Fritz	Present
Mrs. Stephenson	Present	Mr. Guarino	Absent	Mrs. Van Dyk	Present

SPECIAL ACTION

XVII. EDUCATION

Motion by Mrs. Dwyer, seconded by Mrs. Romeo, to approve the following agenda item #1:

1. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, in accordance with the requirements set forth in P.L. 2010, Chapter 122, the West Milford Board of Education has received results of HIB investigative reports on **January 7, 2020**; therefore,

BE IT RESOLVED, that the West Milford Board of Education approves issuance of written decisions affirming, rejecting or modifying the Superintendent's determination in the following HIB investigations:

<u>Incident Report Number</u>	<u>Board Determination</u>
2020/M-2	Unsubstantiated

ROLL CALL FOR ITEM #1:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	Mr. Guarino	Absent	Mr. Stillman	Yes
Mrs. Stephenson	Yes	Mrs. Romeo	Yes	Mrs. Fritz	Yes
Mr. Conklin	Yes	Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes

The **MOTION PASSED**.

XXIII. ADJOURNMENT

Motion by Mrs. Romeo, seconded by Mr. Ofshinsky, to adjourn the meeting at 8:54 p.m.

VOICE VOTE: All in Favor. MOTION PASSED.

Respectfully submitted,

Barbara Francisco
Board Secretary