

**WEST MILFORD TOWNSHIP BOARD OF EDUCATION**  
 46 Highlander Drive  
 West Milford, NJ 07480  
 (973) 697-1700  
[www.wmtps.org](http://www.wmtps.org)

**BOARD OF EDUCATION  
 MINUTES  
 REORGANIZATION MEETING  
 JANUARY 3, 2019**

Ms. Barbara Francisco, Board Secretary, called to order the Reorganization Meeting of the Board of Education at 7:30 p.m., on January 3, 2019, 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
Joseph Roselle, Esq.	Board of Education Attorney	Present

There were approximately 20 members of the public in attendance.

**VI. BOARD SECRETARY REPORTS ON ELECTION RESULTS OF NOVEMBER 6, 2018**

<u>Board Member - Three Year Term</u>	<u>Votes</u>
1. Kate Romeo	3,622
2. Teresa Dwyer	3,352
3. David C. Ofshinsky	2,764
4. Gregory Bailey	2,518
5. Jaycen M. Stillman	2,505
6. James J. Foody	2,161
7. Gary Dan	2,054
8. Write-Ins	23

Minutes for the Reorganization Meeting of January 3, 2019

VII. OATH OF OFFICE ADMINISTERED BY BOARD ATTORNEY, JOSEPH ROSELLE, ESQ.:

Mr. Roselle, Board Attorney, administered the Oath of Office to Mrs. Kate Romeo, Mrs. Teresa Dwyer and Mr. David Ofshinsky.

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
Mrs. Romeo	Present	Mrs. Dwyer	Present	Mrs. Fritz	Present
Mr. Cytowicz	Present	Mrs. O'Brien	Present	Mr. Guarino	Present
Mr. Drew	Present	Mr. Ofshinsky	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.

Mr. Cytowicz nominated Mr. Cytowicz.

Mr. Drew nominated Mrs. Dwyer. Mrs. Dwyer declined.

Motion by Mrs. O'Brien, seconded by Mrs. Dwyer, 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. Cytowicz	No	Mrs. Van Dyk	Yes	Mr. Guarino	Yes
Mr. Drew	Abstain	Mr. Ofshinsky	Abstain	Mrs. O'Brien	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.

XI. ELECTION OF THE BOARD VICE PRESIDENT

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

**XI. ELECTION OF THE BOARD VICE PRESIDENT - Continued**

Mrs. Fritz nominated Mrs. Dwyer.

Motion by Mr. Cytowicz, seconded by Mrs. O'Brien 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. Cytowicz	Yes	Mrs. O'Brien	Yes	Mr. Guarino	Yes
Mr. Drew	Yes	Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes

Mrs. 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 MR. GUARINO, SECONDED BY MRS. O'BRIEN, TO ADOPT THE AGENDA, AS PRESENTED.**

**VOICE VOTE: All in Favor. MOTION PASSED.**

**XIII. BOARD REORGANIZATION RESOLUTIONS**

Motion by Mrs. Fritz, seconded by Mrs. O'Brien, to adopt Resolutions #1 through #12:

**DISCUSSION:** Mr. Drew commented on Board members having a responsibility to address issues if the need arises. Mr. Guarino agreed with his comments and reminded Board members that we are not here to administer, but to ensure that the District is run well.

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 7:30 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 7:30 p.m.;

**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 2019 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;

Minutes for the Reorganization Meeting of January 3, 2019

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

1. (Continued)

DATE OF MEETING	TYPE OF MEETING
January 3, 2019	Reorganization
January 22, 2019	Workshop/Regular
January 29, 2019	Ethics/Budget/Special Action
February 19, 2019	Workshop/Special Action
February 26, 2019	Regular
March 12, 2019	Preliminary Budget Hearing
March 26, 2019	Workshop/Regular
April 23, 2019	Workshop/Special Action
April 30, 2019	Regular/Public Budget Hearing
May 21, 2019	Workshop/Regular
June 11, 2019	Staff & Student Recognitions/Special Action
June 18, 2019	Workshop/Regular
July 23, 2019	Workshop/Regular
August 20, 2019	Workshop/Regular
September 17, 2019	Workshop/Special Action
September 24, 2019	Regular
October 29, 2019	Workshop/Regular
November 19, 2019	Workshop/Regular
December 17, 2019	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.

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, 2019; and

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

- Record
- Star Ledger
- Suburban Trends
- The Messenger; and

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

2. (Continued)

**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.
- 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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

3. (Continued)

- 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.
- 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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

4. (Continued)

**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.

Trustees' 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.

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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

5. (Continued)

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

**BOARD SECRETARY'S REPORT**

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

**PRESIDENT'S REPORT**

**PUBLIC COMMENT - AGENDA ITEMS**

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 Public Comment are asked to address topics listed in the agenda. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.



**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

6. (Continued)

**ADOPTION OF AGENDA**

**SPECIAL ACTION AGENDA:**

Education  
Personnel/Student Affairs  
Budget & Finance/Transportation/Operations/Capital Improvements  
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.

**BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS**

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.

**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**

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

**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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

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**

**SUPERINTENDENT'S REPORT**  
Formal Reports  
Special Presentations  
Monthly Progress toward District Plan  
Recognitions  
Student Representative Report

**DIRECTOR OF EDUCATION'S REPORT**

**REPORT 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**  
Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 Public Comment are asked to address topics listed in the agenda. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

**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.

**BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS**  
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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

7. (Continued)

**NEGOTIATIONS**

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

**SPECIAL COMMITTEES/LIAISON REPORTS**

**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**

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

**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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

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.
    - 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. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS: 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:

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

- 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.
- 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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

- 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. SPECIAL COMMITTEES AND/OR LIAISON: 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, Community Affairs, Technology, Safety, Superintendent's Roundtable, New Jersey School Boards Association, Passaic County School Boards Association, West Milford Education Foundation, Legislative, etc. 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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

**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

**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

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

12. (Continued)

**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:**

<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>
Mrs. Romeo	Yes	Mrs. Dwyer	Yes	Mrs. Fritz	Yes
Mr. Cytowicz	Yes	Mrs. O'Brien	Yes	Mr. Guarino	Yes
Mrs. Van Dyk	Yes	Mr. Ofshinsky	Yes	Mr. Drew	Yes

The **MOTION PASSED** unanimously.

**XIV. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS**

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

Motion by Mrs. O'Brien, seconded by Mr. Guarino, to close Public Comment.

**VOICE VOTE: All in Favor. MOTION PASSED.**

**XV. EXECUTIVE SESSION**

At 7:50 p.m., Mrs. Romeo made a motion, seconded by Mr. Guarino, to go into Executive Session for the purpose of discussing personnel matters, and to adjourn the meeting from Executive Session, as no action will be taken.

**VOICE VOTE: All in Favor. MOTION PASSED.**

Respectfully submitted,

**Barbara Francisco  
Board Secretary**