

WEST MILFORD TOWNSHIP BOARD OF EDUCATION  
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[www.wmtps.org](http://www.wmtps.org)

**BOARD OF EDUCATION  
 MINUTES  
 REORGANIZATION MEETING  
 JANUARY 3, 2023**

DISTRICT GOALS - 2022-2023 SCHOOL YEAR

- *Enhance the District math program through a commitment to rigorous, standards-based instruction, professional development and best practice, and selection of quality materials.*
- *Stabilize District finances and find cost-effective solutions to the compound difficulties of S2 reductions in State Aid and declining enrollment.*
- *Build and foster a culture of mental and physical wellness for student and staff in order to craft a more supportive educational environment.*
- *Increase a sense of unity across all schools in the District.*

Ms. Barbara Francisco, Board Secretary, called to order the Reorganization Meeting of the Board of Education at 7:00 p.m., on January 3, 2023, in the Westbrook School Media Center. Ms. Francisco asked for a moment of silence, 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 Suburban Trends, the Record, the Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, Cablevision of Warwick and West Milford TV77; 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. Karen D'Avino	Interim Director of Special Services	Present
Andrew Brown, Esq.	Board of Education Attorney	Present

There were 10 members of the public in attendance.

**Minutes for the Reorganization Meeting of January 3, 2023**

**VI. BOARD SECRETARY REPORTS ON ELECTION RESULTS OF NOVEMBER 8, 2022**

<u>Board Member - Three Year Term</u>	<u>Votes</u>
1. William Cytowicz	4,635
2. Peter Lippe	4,625
3. Tara Racano	393 (Write-Ins)
4. Write-In Totals	1,051

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

Mr. Brown, Board Attorney, administered the Oath of Office to Mr. William Cytowicz, Mr. Peter Lippe, and Mrs. Tara Racano.

**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. Cytowicz	Present	Mrs. O'Brien	Present	Mrs. Dwyer	Absent
Mr. Lippe	Present	Mrs. Van Dyk	Present	Mrs. Romeo	Present
Mrs. Racano	Present	Mr. Guarino	Present	Mrs. Lockwood	Present

**X. ELECTION OF THE BOARD PRESIDENT**

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

Mr. Lippe nominated Mr. Cytowicz.  
Mr. Guarino nominated Mrs. Romeo.

Motion by Mr. Cytowicz, seconded by Mr. Guarino, to close Nominations for Board President.

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

**ROLL CALL VOTE FOR MR. CYTOWICZ FOR BOARD PRESIDENT:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Cytowicz	Yes	Mrs. O'Brien	No	Mrs. Dwyer	Absent
Mr. Lippe	Yes	Mrs. Van Dyk	No	Mrs. Romeo	No
Mrs. Racano	No	Mr. Guarino	No	Mrs. Lockwood	No

2-Yes; 6-No

**X. ELECTION OF THE BOARD PRESIDENT - Continued**

**ROLL CALL VOTE FOR MRS. ROMEO FOR BOARD PRESIDENT:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Cytowicz	Yes	Mrs. O'Brien	No	Mrs. Dwyer	Absent
Mr. Lippe	Yes	Mrs. Van Dyk	No	Mrs. Romeo	Yes
Mrs. Racano	Yes	Mr. Guarino	Yes	Mrs. Lockwood	Yes

6-Yes; 2-No

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

Mrs. Romeo assumed the seat of the Board President.

Mrs. Romeo, Board President, addressed the Board and the public thanking them. She understands there will be difficult decisions to make, but believes that this Board is passionate and the District is amazing, and she looks forward to working with everyone on the Board and the administration.

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

Mrs. Romeo called for Nominations for the Office of Board Vice President.

Mrs. Van Dyk nominated Mrs. Lockwood.  
Mr. Lippe nominated Mr. Cytowicz.

Motion by Mr. Guarino, seconded by Mr. Cytowicz, to close Nominations for Board Vice President.

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

**ROLL CALL VOTE FOR MRS. LOCKWOOD FOR VICE PRESIDENT:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Cytowicz	No	Mrs. O'Brien	Yes	Mrs. Dwyer	Absent
Mr. Lippe	No	Mrs. Van Dyk	Yes	Mrs. Romeo	Yes
Mrs. Racano	Yes	Mr. Guarino	Yes	Mrs. Lockwood	Yes

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

Mrs. Lockwood assumed the seat of the Board Vice President and addressed the Board and the public. She thanked the Board for entrusting her in this new position, and she is confident that everyone can work together cohesively.

**XII. MOTION BY MR. CYTOWICZ, SECONDED BY MR. GUARINO, TO ADOPT THE AGENDA AS A CONSENT AGENDA, AS PRESENTED.**

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

Minutes for the Reorganization Meeting of January 3, 2023

**XIII. BOARD REORGANIZATION RESOLUTIONS**

Motion by Mrs. Van Dyk, seconded by Mr. Cytowicz, to adopt and approve the following Board Reorganization Resolutions, items #1 through #12:

**DISCUSSION:** Mr. Guarino inquired about item #1, regarding the time change of the March 14, 2023 Board meeting. Mrs. Romeo responded to his inquiry.

Mrs. O'Brien inquired, for clarification purposes, that if a subcommittee needed to be added during the course of the year, can the Board do so at that time. Mr. Brown responded to her inquiry and stated that our Board policy permits that.

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.;

**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 2023 calendar year, and the Reorganization Meeting for 2024. 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;

<b>DATE OF MEETING</b>	<b>TYPE OF MEETING</b>
January 24, 2023	Workshop/Special Action
January 31, 2023	Budget/Ethics/Regular
February 21, 2023	Budget/Regular
*March 14, 2023	Preliminary Budget Hearing/Special Action*
March 28, 2023	Workshop/Regular
April 25, 2023	Regular/Public Budget Hearing
May 23, 2023	Workshop/Regular
June 20, 2023	Workshop/Regular
July 18, 2023	Workshop/Regular
August 22, 2023	Workshop/Regular
September 19, 2023	Workshop/Regular
October 17, 2023	Workshop/Regular
November 21, 2023	Workshop/Regular
December 19, 2023	Workshop/Regular
January 2, 2024	Reorganization

\*Board meeting will commence at 8:00 p.m.

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."

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

1. (Continued)

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, 2023; 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

**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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

3. (Continued)

- 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.
- 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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

4. (Continued)

**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.

**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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

5. (Continued)

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.

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**



**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

6. (Continued)

**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**

**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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

6. (Continued)

**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.

**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.

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.

**PUBLIC COMMENT - AGENDA ITEMS OR NON-AGENDA ITEMS (cont'd)**

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.

**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 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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

7. (Continued)

**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.

**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**

**WEST MILFORD MUNICIPAL ALLIANCE**

**SPECIAL EDUCATION PARENT ADVISORY COMMITTEE (SEPAC)**

**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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

7. (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.

**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:

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

- 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. 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 though 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);

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

9. (Continued)

- 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.
  - 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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

9. (Continued)

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 West Milford Municipal Alliance. 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



**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

12. (Continued)

**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

**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 FOR BOARD REORGANIZATION RESOLUTIONS, ITEMS #1 THROUGH #12:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mrs. Dwyer	Absent	Mrs. O’Brien	Yes
Mr. Cytowicz	Yes	Mrs. Racano	Yes	Mr. Guarino	Yes
Mrs. Van Dyk	Yes	Mrs. Lockwood	Yes	Mr. Lippe	Yes

The **MOTION PASSED**.

**XIV. OLD BUSINESS**

Mr. Cytowicz stated now that the Board has approved to move forward with repurposing Westbrook School, he feels it is time to bring about a Branding Task Force. He asked if it could perhaps be discussed at the Education or Policy Committee, in order to form the Task Force.

**Minutes for the Reorganization Meeting of January 3, 2023**

**XIV. OLD BUSINESS - Continued**

Mrs. Lockwood spoke about the website, and had a few questions and comments about it. She feels there are some things that need to be tweaked, and does not feel it is user friendly. She stated that a webmaster was approved by the Board back in September, and asked if that person has started and what has been done. She spoke about areas of the website that have been difficult to navigate. Dr. Anemone stated that the mobile piece is much more user friendly, and he will look into the issues with the website links.

Mrs. O'Brien would like Dr. Anemone to address the Board and the public at the next Board meeting to provide more information on the website.

Motion by Mrs. O'Brien, seconded by Mr. Cytowicz, to close Old Business.

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

**XV. NEW BUSINESS**

Mr. Cytowicz spoke about the Public Comment statement that is read at Board meetings, and would like to refer to the Policy Committee to revise Bylaw 0167, which is in regards to the Public Comment section. He would like to work on this to address the pressing need of informing the public commenters that they have rights, and so do our students and staff, but at the same time minimizing how much is said.

Mr. Cytowicz recalled back in his time as a Board member, he would see administrative presentations, and that he does not see these as often anymore. He stated that Dr. Matlosz recently did a presentation on testing. Mr. Cytowicz asked if we can bring back administrative presentations, as he feels they are important for our community and for the Board.

Mrs. Van Dyk stated that one reason we have not had any administrative presentations is due to the restructuring presentations that were done over the last year, filling the gap of the administrative presentations. She stated that Mr. Novak has done some presentations, and she feels it is great to have them.

Mrs. O'Brien commented she feels that COVID-19 affected this when we went virtual, and then trying to get the students and staff back into school. She asked Mr. Cytowicz to clarify if he was referring to when different departments came in to do presentations on a regular basis, about six years ago. Mr. Cytowicz confirmed that he was referring to that.

Motion by Mrs. O'Brien, seconded by Mr. Cytowicz, to close New Business.

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

**XVI. PUBLIC COMMENT - 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.

**XVI. PUBLIC COMMENT - NON-AGENDA ITEMS - Continued**

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.

Mrs. Courtney Stephenson, 307 Ridge Road, West Milford. She is speaking as a parent of Westbrook School. She knows the Board had meetings and closed Westbrook as an elementary school. She has some concerns regarding the Senior walk that happens with the High School students coming back to their elementary schools. She knows there is talk happening with videos. However, she would like the Board to know that she will be asking within the next six months, and that it is brought up publicly as to what is going to happen with the Seniors walking through the elementary schools. As a Westbrook parent, she is concerned as to where her student will be walking through. She would like to suggest possibly bringing back the Senior Parade through the town, so that all students feel they are participating.

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

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

**XVII. ADJOURNMENT**

Motion by Mrs. O'Brien, seconded by Mr. Guarino, to adjourn the meeting at 7:30 p.m.

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

**Respectfully submitted,**

**Barbara Francisco  
Board Secretary**