

**WEST MILFORD TOWNSHIP BOARD OF EDUCATION**  
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**BOARD OF EDUCATION  
 MINUTES  
 REORGANIZATION MEETING  
 JANUARY 2, 2024**

**DISTRICT GOALS - 2023-2024 SCHOOL YEAR**

- *Continue our initiative to enhance the District Math program in order to provide students with the skills necessary to prepare for future success, as measured by the planning and implementation of a rigorous, standards-based curriculum, supported by the allocation of resources, use of formative assessments, and continued professional development.*
- *Stabilize District finances in light of the challenges of S2 reduction in State aid and declining enrollment, as measured by the identification of cost-effective solutions, and potential means of revenue generation.*
- *Continue to foster a culture that supports the mental and physical well-being of our students and staff, as measured by the identification and implementation of appropriate resources, professional development, and communication about available supports.*
- *Increase a sense of unity across all schools in the District as measured by the implementation of revised communication and branding strategies, and appropriate consistency of program implementation.*

Mr. William Scholts, Board Secretary, called to order the Reorganization Meeting of the Board of Education at 7:05 p.m., on January 2, 2024, in the Macopin School Auditorium. Mr. Scholts wished the Board and the community a Happy New Year, and asked for a moment of silence. He 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.

**MR. WILLIAM SCHOLTS, BOARD SECRETARY, CALLED THE ROLL:**

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Lydia Furnari	Interim Superintendent of Schools	Present
Mr. William Scholts	Board Secretary/Business Administrator	Present
Mr. Daniel Novak	Director of Education	Present
Dr. Derek Ressa	Director of Special Services	Present
Andrew Brown, Esq.	Board of Education Attorney	Present

There were 11 members of the public in attendance.

**Minutes for the Reorganization Meeting of January 2, 2024**

**VI. BOARD SECRETARY REPORTS ON ELECTION RESULTS OF NOVEMBER 7, 2023**

<u>Board Member - Three Year Term</u>	<u>Votes</u>
1. Miranda Jurgensen	3,252
2. Stephanie Marquard	2,985
3. Lynda Van Dyk	2,935
4. Joseph E. Werner	2,922
5. Write-In Totals	223

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

Mr. Brown, Board Attorney, administered the Oath of Office to Mrs. Miranda Jurgensen, Mrs. Stephanie Marquard, and Mrs. Lynda Van Dyk.

**VIII. REMARKS BY NEWLY ELECTED BOARD TRUSTEES**

The new Board members addressed the public and the Board.

**IX. ROLL CALL BY MR. WILLIAM SCHOLTS, BOARD SECRETARY:**

<b>TRUSTEE</b>	<b>ATTENDANCE</b>	<b>TRUSTEE</b>	<b>ATTENDANCE</b>	<b>TRUSTEE</b>	<b>ATTENDANCE</b>
Mrs. Jurgensen	Present	Mr. Cytowicz	Present	Mr. Lippe	Present
Mrs. Marquard	Present	Mrs. Dwyer	Present	Mrs. Romeo	Present
Mrs. Van Dyk	Present	Mrs. Lockwood	Present	Mrs. Racano	Present

**X. ELECTION OF THE BOARD PRESIDENT**

Mr. Scholts, Board Secretary, called for Nominations for the Office of Board President.

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

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

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

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

<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>
Mr. Cytowicz	Yes	Mr. Lippe	Yes	Mrs. Racano	No
Mrs. Dwyer	No	Mrs. Lockwood	No	Mrs. Romeo	Yes
Mrs. Jurgensen	Yes	Mrs. Marquard	No	Mrs. Van Dyk	No

4-Yes; 5-No

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

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

<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>
Mr. Cytowicz	No	Mr. Lippe	No	Mrs. Racano	Yes
Mrs. Dwyer	Yes	Mrs. Lockwood	Yes	Mrs. Romeo	Yes
Mrs. Jurgensen	No	Mrs. Marquard	Yes	Mrs. Van Dyk	Yes

6-Yes; 3-No

Mr. Scholts confirmed and certified the election of Mrs. Lockwood as Board President.

Mrs. Lockwood assumed the seat of the Board President.

Mrs. Lockwood, Board President, addressed the Board and the public. She thanked her fellow Board members for entrusting her in this new role. She is hopeful that everyone can all work together moving forward, with a lot of work to continue to be done in the new year, and achieve the best possible outcome.

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

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

Mrs. Dwyer nominated Mrs. Racano.  
Mr. Cytowicz nominated Mrs. Romeo.

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

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

**ROLL CALL VOTE FOR MRS. RACANO FOR BOARD VICE PRESIDENT:**

<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>
Mr. Cytowicz	No	Mr. Lippe	No	Mrs. Racano	Yes
Mrs. Dwyer	Yes	Mrs. Lockwood	Yes	Mrs. Romeo	No
Mrs. Jurgensen	No	Mrs. Marquard	Yes	Mrs. Van Dyk	Yes

5-Yes; 4-No

Mr. Scholts confirmed and certified the election of Mrs. Racano as Board Vice President. Mrs. Lockwood, Board President, congratulated Mrs. Racano.

Mrs. Racano assumed the seat of the Board Vice President and addressed the Board and the public. She thanked everyone for entrusting her in the role of Board Vice President. It has always been her goal to do what is best for the community, the children, and the District. She hopes that everyone can all work together towards that end goal.

Minutes for the Reorganization Meeting of January 2, 2024

XII. MOTION BY MR. CYTOWICZ, SECONDED BY MR. LIPPE, TO ADOPT THE AGENDA, AS PRESENTED.

VOICE VOTE: All in Favor. MOTION PASSED.

XIII. BOARD REORGANIZATION RESOLUTIONS

Motion by Mr. Cytowicz, seconded by Mrs. Dwyer, to adopt and approve the following Board Reorganization Resolution, item #1:

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 2024 calendar year, and the Reorganization Meeting for 2025. These meetings are to be held at the Macopin School Auditorium 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;

Table with 2 columns: DATE OF MEETING and TYPE OF MEETING. Rows include dates from January 23, 2024 to January 2, 2025 (Thursday) with corresponding meeting types like Workshop/Ethics/Special Action, Budget/Regular, Preliminary Budget Hearing/Special Action, and Reorganization.

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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

1. (Continued)

**ROLL CALL FOR BOARD REORGANIZATION RESOLUTION, ITEM #1:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mrs. Dwyer	Yes	Mr. Cytowicz	Yes
Mrs. Jurgensen	Yes	Mrs. Racano	Yes	Mrs. Marquard	Yes
Mrs. Van Dyk	Yes	Mrs. Lockwood	Yes	Mr. Lippe	Yes

The **MOTION PASSED.**

Motion by Mr. Cytowicz, seconded by Mrs. Dwyer, to adopt and approve the following Board Reorganization Resolution, item #2:

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, 2024; 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.

**ROLL CALL FOR BOARD REORGANIZATION RESOLUTION, ITEM #2:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mr. Cytowicz	Yes	Mrs. Marquard	Yes
Mrs. Jurgensen	Yes	Mr. Lippe	Yes	Mrs. Van Dyk	Yes
Mrs. Racano	Yes	Mrs. Lockwood	Yes	Mrs. Dwyer	Yes

The **MOTION PASSED.**

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

Motion by Mr. Cytowicz, seconded by Mrs. Dwyer, to adopt and approve the following Board Reorganization Resolution, item #3:

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.
- 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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

3. (Continued)

**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.

**ROLL CALL FOR BOARD REORGANIZATION RESOLUTION, ITEM #3:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Racano	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes
Mrs. Jurgensen	Yes	Mr. Cytowicz	Yes	Mrs. Marquard	Yes
Mr. Lippe	Yes	Mrs. Lockwood	Yes	Mrs. Romeo	Yes

The **MOTION PASSED**.

Motion by Mr. Cytowicz, seconded by Mr. Lippe, to adopt and approve the following Board Reorganization Resolution, item #4:

**DISCUSSION:** Mrs. Van Dyk inquired if all of the Reorganization Resolutions on the Agenda may be moved together, or if each Resolution must be voted on separately. Mr. Brown, Board Attorney, advised the Board that Reorganization Resolutions may be moved all together.

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.

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

4. (Continued)

**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.

**ROLL CALL FOR BOARD REORGANIZATION RESOLUTION, ITEM #4:**

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes
Mr. Cytowicz	Yes	Mrs. Racano	Yes	Mr. Lippe	Yes
Mrs. Jurgensen	Yes	Mrs. Lockwood	Yes	Mrs. Marquard	Yes

The **MOTION PASSED**.

Motion by Mr. Cytowicz, seconded by Mrs. Romeo, to adopt and approve the following Board Reorganization Resolutions, items #5 through #12:

**DISCUSSION:** Mrs. Romeo indicated that there has been discussion regarding item #9, and the Education Committee being two (2) separate Committees, Education and Special Education. She would like to make that motion to have that changed before the upcoming Committee meetings.

Mrs. Dwyer agreed with Mrs. Romeo, and feels there is a need for two (2) separate Committees.

Mr. Cytowicz does agree with that sentiment, and stated that these are Bylaw changes that will require a first reading, and a second reading. He also stated that the Policy Committee will review this. He also commented on the sub-Committees that we have, and he is not quite sure that we still need a Parks & Recreation Committee. He thinks that most of the work that is done through the Parks & Recreation Department is done through the Administration, and asked if this can be a consideration down the line.

Mrs. Van Dyk also commented that part of our Bylaws would have to be changed.



**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

**DISCUSSION:** Mrs. Lockwood spoke about the Education Committee and explained that Special Education was added to the Committee, which was not always there, so it is two (2) within the same Committee. What she would like to request is that the Education Committee meeting be changed to a separate evening from the other Committees. She would like to see it held on a different night, so that no matter how long it runs, Board members will not be held to the Committees that come afterwards. She stated the Education Committee was held for an hour in the past, and was changed to 90 minutes to accommodate the addition of Special Education to the meeting. She feels that moving it to a different night should definitely be discussed by the Board.

Mrs. Van Dyk feels this is a good idea for the reasons that Mrs. Lockwood stated, and she feels that Education is the Board's primary function and we should give it the attention. She also feels that when there is a presentation to be held during the Education Committee meeting, because of time constraints with the other committees, the Board is unable to do that. She feels a third Tuesday for Education Committee is a good idea.

Mrs. Lockwood asked the Board members for any comments. Mrs. Lockwood stated that her research showed that a lot of other Districts do not split Education and Special Education, and that she is an advocate for inclusion. She also stated that a separation of Committees can be discussed in Policy.

Mrs. Romeo spoke about Dr. Furnari mentioning that she had not seen another Board that had all of their Committees on the same night. Mrs. Romeo feels that splitting the nights for Committees is absolutely needed for this Board. She also spoke about running a two-hour meeting each month for Education and a two-hour meeting for Special Education, and she is all for inclusion. She stated that there should be more discussion of prior programs that were out-of-district, that are now in-district.

Mrs. Lockwood spoke about the Special Education programs we currently have, and stated we have had the Highlander Academy program and CLIMB program for many years in the District. She also explained we have not added any additional Special Education programs, other than moving two (2) programs into one (1) building, and combining and moving some of the other programs into different buildings. She feels if the Education Committee is on a separate night, it will give us the opportunity to discuss what needs to be discussed, and she would like to propose a start time and have the meeting run until it is finished.

Mrs. Romeo and Mrs. Lockwood commented on both opinions.

Mr. Lippe also commented on both opinions. He feels that because splitting the Committees would be a Bylaw change, the Board can right now move forward to having the Committee move to a different night. He also feels that in the future, after getting input from the community and professionals, the Board can see what would be best, either to split the Committee or keep it as is, and possibly keep some topics that may overlap into both.

Mr. Novak explained to the Board that when he began his role as Director of Education, the Education Committee was held on a separate night, which allowed him to bring in Supervisors and staff members who would present to the Committee. He confirmed that this was a structure that was in place in the past.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

**DISCUSSION:** Dr. Furnari spoke about annotated agendas going out to each Committee, and sharing those with the Chairperson of each Committee ahead of the meeting. This allows the Chair to be able to talk with the rest of the Committee to focus in on what the Committee is interested in learning, in addition to things that are important to work with the Committee members on at any given time. She stated that in order to help these discussions become more focused and fine-tuned, our team is prepared to do that, and when Committees are established and Chairpersons are named, we are prepared to go through that process with all of the Committees. She feels it is critical that the Chairperson of each Committee takes that leadership role and has a say in what will be discussed, as well as the other Committee members having the opportunity to say what they would like to see discussed on the agendas.

Mrs. Van Dyk spoke about her role as the Chairperson of Personnel for 2023, and the process that was involved. She would like the Board to open that process to all of the Committees. She also spoke about the minutes of the Committee meetings, and how essential they are to Board members that are not in those Committee meetings. She also spoke about Special Education and feels we can still move forward with the Policy and changing the Bylaws. She suggested that the first reading could be the meeting where people can come and speak about whether they would like to see it be split up or not split up, which gives the Board and everyone else a chance to get that information.

Mrs. Lockwood indicated there will be a SEPAC meeting coming up this month, where this will be probably discussed.

Mr. Cytowicz stated that short of a Bylaw change, the Board can always form ad-hoc methods of doing this. He explained that if the Board finds that Special Education has more consuming topics, then we can have an Ad-Hoc Committee specifically for Special Education and see how it works, in order to formulate how the Board should proceed before jumping into Bylaw changes.

Mrs. Racano agreed with Mr. Cytowicz. She stated that the last few months have been heavily focused on Special Education, at Education Committee meetings, but that may not always be the case. She feels if we can have these Ad-Hoc meetings as long as necessary, that may be a good solution.

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**

XIII. BOARD REORGANIZATION RESOLUTIONS - Continued

6. (Continued)

**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**

**PUBLIC COMMENT REGULATIONS**

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after the President's Report. The second comment period will be scheduled after New Business.

During the first opportunity for public comment, citizens are invited to comment on subjects on the agenda items only. During the second opportunity for public comment, citizens may comment on all other general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to five minutes. The Board Secretary will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Bylaw 0167).
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer. No participant may address or questions Board members individually.
5. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

6. (Continued)

**PUBLIC COMMENT - AGENDA ITEMS**

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public 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.

**NEGOTIATIONS**

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

**OLD BUSINESS**

**NEW BUSINESS**

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

6. (Continued)

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

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public 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.

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**

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

7. (Continued)

**PUBLIC COMMENT REGULATIONS**

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after the President's Report. The second comment period will be scheduled after New Business.

During the first opportunity for public comment, citizens are invited to comment on subjects on the agenda items only. During the second opportunity for public comment, citizens may comment on all other general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to five minutes. The Board Secretary will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Bylaw 0167).
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer. No participant may address or questions Board members individually.
5. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

**PUBLIC COMMENT - AGENDA ITEMS**

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public 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**

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public 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);

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, West Milford Municipal Alliance, and Special Education Parent Advisory Committee (SEPAC). 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.

**XIII. BOARD REORGANIZATION RESOLUTIONS - Continued**

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

**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 #5 THROUGH #12:**

<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>	<b>TRUSTEE</b>	<b>VOTE</b>
Mrs. Jurgensen	Yes	Mrs. Dwyer	Yes	Mrs. Marquard	Yes
Mrs. Racano	Yes	Mr. Lippe	Yes	Mr. Cytowicz	Yes
Mrs. Romeo	Yes	Mrs. Van Dyk	Yes	Mrs. Lockwood	Yes

The **MOTION PASSED**.

**Minutes for the Reorganization Meeting of January 2, 2024**

**XIV. OLD BUSINESS**

Motion by Mr. Cytowicz, seconded by Mrs. Van Dyk, to close Old Business.

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

**XV. NEW BUSINESS**

Motion by Mr. Cytowicz, seconded by Mrs. Van Dyk, to close New Business.

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

**XVI. PUBLIC COMMENT - NON-AGENDA ITEMS (PLEASE SIGN IN)**

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public comments.

Members of the public are reminded that they are legally responsible and liable for their comments.

Cathryn Weiss-Connors, 37 Highview Drive, West Milford. She discussed her concern about the Special Education versus General Education Committee. She indicated that the State of New Jersey is currently pushing for more inclusion classes, and because there are so many students that are in pull-out classes, we are one of the states with the lowest inclusion rates. She is a parent of a Special Education student, and her concern is that by separating Education into two separate committees, you are now separating our children. She asked the Board to please take this into consideration, and she is sure this will be brought up at the next SEPAC Meeting and be discussed. She feels that separating this into two different Committees is not fair, and that Special Education students should be considered in the General Education decisions. Her child deserves the same amount of time that a General Education student deserves.

Motion by Mr. Cytowicz, seconded by Mr. Lippe, to close Public Comment.

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

XVII. ADJOURNMENT

Motion by Mr. Cytowicz, seconded by Mr. Lippe, to adjourn the meeting at 7:37 p.m.

VOICE VOTE: All in Favor.

MOTION PASSED.

Respectfully submitted,

William Scholts  
Board Secretary