

MINUTES
MOUNT ARLINGTON BOARD OF EDUCATION
ANNUAL ORGANIZATIONAL MEETING
January 3, 2018
7:05 P.M.

MEETING CALLED TO ORDER

The Business Administrator called the meeting to order at 7:05 PM in the Mount Arlington Public School in the all purpose room, declared a quorum present and the following notices.

The Mount Arlington Board of Education is meeting for action and discussion about business before the Board today.

The New Jersey Open Public Meetings Law was enacted to insure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with this Act, the Board of Education has sent notice of today's meetings and copies of the Agenda to the:

Roxbury Register
Daily Record
Star Ledger
Municipal Clerk
Board Members

Mount Arlington Public Schools Website: www.mtarlingtonk8.org

Notice of today's meeting and copies of the Agenda have been posted in the following places:

Mount Arlington School
Edith M. Decker School

All present gave the Pledge of Allegiance

REVIEW OF ELECTION RESULTS:

Ms. Flowers reviewed the results of the November 7, 2017 election, as follows:

Board Members:

Name, Term	Votes Received
Mrs. Rachel Byrne, three years	728
Mr. Karl Svenningsen, three years	718
Mrs. Melissa Eckert, three years	725

SWEARING IN OF NEW BOARD MEMBERS:

Ms. Flowers swore in Mrs. Byrne and Mr. Svenningsen as a newly re-elected members and Mrs. Eckert as a newly elected member of the Mount Arlington Board of Education congratulated them for their service and called the roll.

	Present	Absent
Mrs. Byrne	X	
Mrs. Cangiano	X	
Mr. Decena	X	
Mrs. Eckert	X	
Mr. Roldan	X	
Mrs. Studint	X	
Mr. Svenningsen	X	

ELECTION OF OFFICERS

Election of Board President:

Motioned by Mrs. Byrne to nominate Mrs. Studint for the office of President of the Mount Arlington Board of Education, seconded by Mrs. Cangiano. No further nominations.

Motion to close nominations made by Mr. Roldan and seconded by Mr. Svenningsen. All in favor, none opposed.

Roll Call:

	YES	NO	ABSTAIN
Mrs. Byrne	x		
Mrs. Cangiano	x		
Mr. Decena	x		
Mrs. Eckert	x		
Mr. Roldan	x		
Mrs. Studint	x		
Mr. Svenningsen	x		

RESOLVED, that in accordance with N.J.S.A. 18A:15-1 and Bylaw 0152, the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, elects Mrs. Studint as President of the Board of Education, effective immediately, until the next organization meeting as prescribed by law.

Election of Board Vice-President:

Motioned by Mr. Decena to nominate Mrs. Byrne for the office of Vice-President of the Mount Arlington Board of Education, seconded by Mr. Svenningsen. No further nominations.

Motion to close nominations made by Mrs. Studint and seconded by Mr. Roldan. All in favor, none opposed.

Roll Call:

	YES	NO	ABSTAIN
Mrs. Byrne	x		
Mrs. Cangiano	x		
Mr. Decena	x		
Mrs. Eckert	x		
Mr. Roldan	x		
Mrs. Studint	x		
Mr. Svenningsen	x		

RESOLVED, that in accordance with N.J.S.A. 18A:15-1 and Bylaw 0152, the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, elects Mrs. Byrne as Vice-President of the Board of Education, effective immediately, until the next organization meeting as prescribed by law.

Ms. Flowers turned over the conduct of the meeting to Mrs. Studint.

PUBLIC SESSION:

None

BUSINESS OFFICE ACTION ITEMS:

FINANCE:

010318-B-1 APPROVES BOARD POLICIES AND BYLAWS

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, adopts and shall be governed in all actions and business to come before this Board by the written Board Policies, Regulations, and Job Descriptions previously duly adopted and contained in the Board of Education Policy Book.

010318-B-2 ADOPTION OF CODE OF ETHICS

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey adopt the following Code of Ethics as per N.J.S.A. 18A:12-21 et seq. and Bylaw 0142:

The members of the board of education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the board adopts this code of ethics:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools 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 that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its 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 the complaints at public meetings only after failure of an administrative solution.

The board shall see that all members of the board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

010318-B-3 APPROVES PARLIAMENTARY PROCEDURES

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey to the extent consistent with State Law, Policies and Bylaws of the Board will be guided by "Robert's Rules of Order", for the 2018 organization year.

010318-B-4 DESIGNATES OFFICIAL NEWSPAPER FOR LEGAL NOTICES

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey designates the Daily Record as the official newspaper for legal notices and the Star Ledger and the Roxbury Register be so designated should it be impossible to advise in the Daily Record for reasons of timely notice, emergency, or other reasons (N.J.S.A. 18A: 22-11, 39-3 and 10:4-18); and

BE IT FURTHER RESOLVED, that personnel postings may also be placed on the district website, NJhire.com, and NJSchooljobs.com. for the 2018 organization meeting.

010318-B-5 ESTABLISH BOARD OF EDUCATION MEETING SCHEDULE
RESOLVED, that the Mount Arlington Board of Education establish the Board of Education Meeting Schedule

WHEREAS, the Mount Arlington School District Board of Education, in the County of Morris, New Jersey is directed to meet at least once every two months during the period in which the schools in the district are in session (N.J.S.A. 18A:10-6), and
 WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board;
RESOLVED, by the Mount Arlington School District Board of Education to designate that the following notice of regularly scheduled meetings be adopted in accordance with N.J.S.A. 18A:22-11:

“Notice is hereby given that a Regular Meeting of the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, will be held at Mount Arlington Public School, 235 Howard Boulevard, Mount Arlington, New Jersey, on or about the 3rd Wednesday of month commencing at 7:00 PM, prevailing time.”

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 446 Howard Boulevard, Mount Arlington, New Jersey.

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerks of municipality.

BE IT FURTHER RESOLVED, that the regular meetings during the period of January 2018 through January 2019 shall be as listed below:

Wednesday (3 rd)	January 17, 2018	Regular Meeting	7:00
Wednesday (3 rd)	February 21, 2018	Regular Meeting	7:00
Wednesday(2 nd)	March 14, 2018	Regular Meeting	7:00
Wednesday (4 th)	April 25, 2018	Regular Meeting	7:00
Wednesday (3 rd)	May 16, 2018	Regular Meeting	7:00
Wednesday (3 rd)	June 20, 2018	Regular Meeting	7:00
Wednesday (3 rd)	July 18, 2018	Regular Meeting	7:00
Wednesday (3 rd)	August 15, 2018	Regular Meeting	7:00
Wednesday (4 th)	September 26, 2018	Regular Meeting	7:00
Wednesday (3 rd)	October 17, 2018	Regular Meeting	7:00
Wednesday (2 nd)	November 14, 2018	Regular Meeting	7:00

Wednesday (3 rd)	December 19, 2018	Regular Meeting	7:00
Wednesday (1 st)	January 2, 2019	Annual Organization Meeting	7:00

NOTES:

Special Public Meetings where official action is taken will be scheduled as needed with proper notice.

Closed Executive Sessions with the public excluded for discussion of personnel, legal matters, will be authorized as needed by resolution during public meetings or by special notice.

010318-B-6 APPOINTS BOARD ATTORNEY

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, appoints the firm of Porzio, Bromberg & Newman P.C., Morristown, New Jersey (N.J.S.A. 18A:18A-5(1) for the 2017 organization year, effective January 1, 2018 to December 31, 2018.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education in the following form:

MOUNT ARLINGTON SCHOOL DISTRICT BOARD OF EDUCATION

Notice of Award of Professional Services Contract

"At its meeting on January 3, 2018, the Board of Education authorized the awarding of a contract for professional services to Porzio, Bromberg & Newman, P.C. Attorneys with offices in Morristown, New Jersey, to provide legal services to the district for the 2018 organization year, effective January 1, 2018 to December 31, 2018. The contractual amount shall be at \$195.00 per hour for all attorneys and \$145.00 per hour for paralegals for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 446 Howard Boulevard, Mount Arlington, New Jersey."

010318-B-7 APPOINTS NEGOTIATOR FOR THE BOARD OF EDUCATION

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, appoints the firm of Fogarty & Hara, Fair Lawn, New Jersey (N.J.S.A. 18A:18A-5(1) to serve as negotiations attorney for the 2018 organization year, effective January 1, 2018 to December 31, 2018.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education in the following form:

**MOUNT ARLINGTON SCHOOL DISTRICT BOARD OF
EDUCATION**

Notice of Award of Professional Services Contract

“At its meeting on January 3, 2018, the Board of Education authorized the awarding of a contract for professional services to Fogarty & Hara, with offices in Fair Lawn, New Jersey, to provide legal services to the district for the 2018 organization year, effective January 1, 2018 to December 31, 2018. The contractual amount shall be at \$175.00 per hour for all partners and \$155.00 per hour for associates from January 1, 2018 to June 30, 2018 and \$175.00 per hour for all partners and \$155.00 for associates from January 1, 2018 to December 31, 2018 for the work to be performed, plus reimbursement for incidental costs in connection with rendering legal services. This resolution and contract are on file and available for Public inspection at the Board of Education’s offices located at 446 Howard Boulevard, Mount Arlington, New Jersey.”

010318-B-8 APPOINTS AUDITING FIRM

WHEREAS, there exists a need for the appointment of auditors to perform the annual audit of the financial books and records of the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, for the 2018 organization year; and

WHEREAS, funds are available in the annual budget for this purpose, and

WHEREAS, the Public School Contracts Law defines auditing and accounting services as professional services not subject to competitive bidding;

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey appoints Nisivoccia & Company, LLP as public school accountant, in accordance with N.J.S.A. 18A:23-1 and Policy 3571.4, for the 2018 organization year at a fee not to exceed \$22,850.00; and

BE IT FURTHER RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service, and amount of the contract and available for public inspection in the office of the Board of Education.

**MOUNT ARLINGTON SCHOOL DISTRICT BOARD OF
EDUCATION**

Notice of Award of Professional Services Contract

“At its meeting on January 3, 2018, the Board of Education authorized the awarding of a contract to Nisivoccia & Company, LLP with offices in Mount Arlington, New Jersey, to provide auditing services to the district for the 2017/2018 school year. The contractual amount shall be at a \$22,850.00 for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education’s offices located at 446 Howard Boulevard, Mount Arlington, New Jersey.

010318-B-9 APPOINTS ARCHITECT OF RECORD

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey approves the firm of Gianforcaro Architects of Chester, New Jersey as the school district architect of record to provide architectural services for the 2018 organization year with fees paid in accordance with their professional fee schedule, and

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration service, and amount, and that this resolution and contract are on file in the office of the Board of Education in the following form:

**MOUNT ARLINGTON SCHOOL DISTRICT BOARD OF
EDUCATION**

Notice of Award of Professional Services Contract

“At its meeting on January 3, 2018, the Board of Education authorized the awarding of a contract for professional architectural services to Gianforcaro Architects with offices in Chester, New Jersey, to provide special purpose architectural services to the district for the 2018 organization year. The contractual amount shall be at a fee to be determined for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education’s offices located at 446 Howard Boulevard, Mount Arlington, New Jersey.”

010318-B-10 APPOINTS CUSTODIAN OF RECORDS

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey appoints the Board Secretary as Custodian of Records in accordance with N.J.S.A.47:1A-1 et seq. for the 2018 organization year,

BE IT FURTHER RESOLVED, the Mount Arlington School District Board of Education indemnifies the Custodian of Records for all legal costs, which might arise from this appointment.

010318-B-11 APPOINTS BOARD SECRETARY

RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, appoints Ms. Tonya M. Flowers as Board Secretary, (N.J.S.A. 18A:13-13, N.J.S.A. 18A:17-2, 17-5), for the 2018 organization year,

BE IT FURTHER RESOLVED, that the Mount Arlington School District Board of Education, in the County of Morris, New Jersey, appoints Ms. Monica A. Rowland as Acting Board Secretary to function in the absence of the Board Secretary for the 2018 organization year.

010318-B-12 ADOPT THE STANDARD OPERATIONAL PROCEDURES AND INTERNAL CONTROLS MANUAL

RESOLVED, that the Mount Arlington School District Board of Education adopt the current district Standards Operations Procedures and Internal Controls Manual for the 2018 organization year, on file in the Office of the Superintendent.

010318-B-13 ADOPTION OF PURCHASING MANUAL

RESOLVED, that the Mount Arlington School District Board of Education adopt the current district Purchasing Manual for the 2018 organization year, on file in the Office of the Superintendent.

Roll Call: 7 Yes 0 No 0 Absent

OLD BUSINESS:

Ms. Flowers presented the budget calendar and revised board member roster for review.

ADJOURN

Motioned by Mrs. Byrne and seconded by Mr. Svenningsen that the public meeting be adjourned. Unanimously carried at 7:21 PM.

Respectfully submitted,



Tonya M. Flowers
Board Secretary