

NORWOOD BOARD OF EDUCATION  
NORWOOD, NEW JERSEY 07648  
Reorganization Meeting Minutes  
May 2, 2011

The Board of Education of the Borough of Norwood, County of Bergen, New Jersey met for the Reorganization Meeting on May 2, 2011, in the Library in the Norwood Public School, Summit Street, Norwood, New Jersey at 7:15 PM.

Mrs. Femia, Secretary to the Board, called the meeting to order and announced pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin board, the municipal building's official bulletin board, and it has been delivered to the Press Journal newspaper circulated in the District at least 48 hours prior to the time of this meeting.

Report of the Annual Election

Unofficial results of the school election:

Vote on Budget:      Yeas: 264  
                             Nays: 186

Vote for members of the Board of Education:

<u>For three 3-Year Terms:</u>	Mr. Cammarata	307
	Mr. Sprague	315
	Mr. Snyder	314

Oath of Office was administered to new Board members.

Present at roll call were Mr. Cammarata, Mrs. Krapels, Mr. Ross, Mr. Rubin, Mr. Snyder and Mr. Sprague. Mrs. Kim arrived at 7:20. Also present were Dr. Feifer, Interim Superintendent and Mrs. Femia, Business Administrator. Mrs. Grossman, Interim Principal, was absent.

Motion to approve nomination for President

Moved by:    Mr. Sprague  
Seconded by: Mrs. Krapels  
Vote:            Roll Call Vote

Election of a President

Mr. Ross was nominated for President by Mr. Sprague, seconded by Mrs. Krapels.

Motion to close nomination for position of President made by Mr. Sprague seconded by Mr. Rubin.

The newly elected President of the Norwood Board of Education assumes the Chair of the Meeting.

Motion to approve nomination for Vice- President

Moved by: Mr. Ross

Seconded by: Mr. Snyder

Vote: Roll Call Vote

Election of Vice President.

Mr. Sprague was nominated for Vice-President by Mr. Ross, seconded by Mr. Snyder.

Motion to close nomination for position of Vice-President made by Mr. Ross, seconded by Mr. Snyder.

**BOARD ACTION**

Motion to approve items “A to O”

Moved by: Mr. Sprague

Seconded by: Mrs. Krapels

Vote: All In Favor

A. Appointment of Superintendent/Principal

approve Resolution No.5 approving Mr. Gatens at Superintendent/Principal.

B. Professional Services

approve the following professional services for the 2011-2012 school year as budgeted:

- Auditor                      appoint T.M. Vrabel & Associates, LLC at a rate of \$14,500.00.
  
- Treasurer                    reappoint Richard Vogler as Treasurer of School Moneys at a rate of \$5,396.00.
  
- School Physician            reappoint Dr. Helena Nouman as the school physician at a rate of \$5,890.50.
  
- Attorney                      reappoint Steve Fogarty from the firm Fogarty & Hara at a rate of \$165.00/hour.

C. Official Newspapers

designate The Record, Press Journal, Valley Press and Suburbanite as official newspapers for the Board for the 2011-12 school year.

- D. Official Signatures  
designate the signatures of the President, the Business Administrator and Treasurer as the official signatures for the warrants of the Board.
  
- E. Transfer of Funds To Payroll Account  
authorize the Business Administrator/Board Secretary or Payroll Bookkeeper to transfer funds from the Current Account to Payroll and Payroll Agency Accounts.
  
- F. Petty Cash Fund  
approve the establishment of a petty cash fund for the 2011-12 school year in the amount of \$400 under the control of the Business Administrator/Board Secretary with reimbursements not to exceed \$25.00.
  
- G. Internal School Fund  
approve the deposit of \$500 to the Internal School Fund account for the 2011-12 school year, such account under the control of the Business Administrator/Board Secretary, and check amount not to exceed \$100 if chargeable to Current Funds.
  
- H. Conduct of the Board  
approve rules, regulations and conduct of the Board meetings to be governed by parliamentary procedure, Roberts Rules of Order.
  
- I. Rules and Regulations  
adopt all rules, regulations, resolutions and job descriptions adopted in previous years, and not rescinded by the Norwood Board of Education, be continued in full force and effect.
  
- J. Meeting Notice Fee  
resolve that pursuant to the provisions of the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, the fee to all persons desiring notice of any regular meeting schedule or revision shall be \$1 per notice per meeting.
  
- K. Budget Line Transfers  
approve the policy of Board approval for all transfers beyond the advertised budget line.

L. Investment of Monies and Banking Procedures

adopt Resolution No. 1 designating banking procedures and authorizing the investment of monies.

adopt Resolution No. 2 authorizing the transfer of investment proceeds from the capital project fund to the debt service fund to pay bond debt service.

M. Meeting Schedule

adopt Resolution No. 3 setting the Board meeting dates for the year beginning May 2011 through April 2012. Meetings are held the 2<sup>nd</sup> and 3<sup>rd</sup> Mondays of the month except when the school calendar demands change.

N. School Purchasing Agent

adopt Resolution No. 4 designating the Business Administrator/Board Secretary to be responsible and accountable for the purchasing activity for the district.

O. Public Agency Compliance Officer

resolve that in accordance with N.J.A.C. 17:27-35, which requires that each public agency annually designate an officer or employee to serve as its public agency compliance office Joannette Femia be designated Public Agency Compliance Officer for the 2011-12 school year.

Motion to approve items “P to Y”

Moved by: Mr. Sprague

Seconded by: Mrs. Krapels

Vote: All In Favor

P. Use of State Contracted Vendors

approve the following resolution authorizing the procurement of goods and services through State Agency for the 2011-12 school year:

WHEREAS, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property, and

WHEREAS, the Norwood Board of Education has the need on a timely basis to procure goods and services utilizing state contracts, and

WHEREAS, the Norwood Board of Education desires to authorize its purchasing agent for the 2011-12 to make any and all purchases necessary to meet the needs of the school district throughout the school year, now, therefore be it

RESOLVED that the Norwood Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State of New Jersey, Department of the Treasury, Division of Purchase and Property utilizing the vendors as listed:

- |                         |                               |
|-------------------------|-------------------------------|
| Apple, Inc.             | Regency Lighting              |
| Promedia, Inc.          | Command Radio                 |
| School Specialty        | East Coast Emergency Lighting |
| Sherwin Williams Paints |                               |

Q. Mileage Reimbursement Rates

approve the adjustment of the District’s standard mileage rate of reimbursement to that defined in the New Jersey State OMB Circular Letter 06-02 (currently \$0.31 per mile) as per Norwood Board of Education Policy #4133.

approve the New Jersey State OMB Circular Letter 06-02 mileage reimbursement rate to Administrators, Teachers, Secretarial, Custodial and Support staff for the 2011-2021 school year as per Norwood Board of Education Policy #4133.

- R. Budget Travel Reimbursement Account  
approve the maximum travel allowance and workshop budget as detailed in the Uniform Minimum Chart of Accounts (Handbook R2R) for New Jersey Public Schools and pursuant to NJAC 6A:23B-1.2(b), for the 2010-2011 school year.
- S. Curriculum Guides  
approve the curriculum guides as per Enclosure #1.
- T. Policies  
readopt all existing policies, regulations and bylaws as comprised in the Norwood Public School Governance Manual.
- U. Programs and Services  
readopt the District programs and services for gifted and talented pupils (*documented by annual report to the Chief School Administrator*).  
  
readopt the District programs and services for guidance and counseling (*documented by an annual report to the Chief School Administrator*).  
  
approve the District Nursing Plan as per Enclosure #2  
  
approve the District School Safety and Security Plan as per Enclosure #3.
- V. Program Development, Revision & Evaluation Schedule  
approve the Program Development, Revision and Evaluation Schedule as set forth in Enclosure #4.
- W. 504 Coordinator  
approve Catherine Stanzione as the 504 Coordinator for grades K-4 for the 2011-12 school year.
- X. District Goals  
adopt the district goals as outlined in Enclosure #5.
- Y. Comprehensive Equity Plan  
re-approve the Comprehensive Equity Plan from 2007 through 2010, to be implemented through 2013.

**Discussion:**

Organization of Committees will be reviewed and discusses at a later date

The present set up is as follows:

1. Staff & Curriculum
2. Building & Grounds/Technology
3. Finance
4. Negotiations
5. Community Relations/Legislation
6. New Jersey School Board Association Representation  
Bergen County School Board Association Representation  
Valley Presidents – President & Vice President  
Board/Staff Liaison

**Close Reorganization Meeting**

Moved by: Mr. Sprague

Seconded by: Mr. Rubin

Time: 7:40PM

Respectfully submitted,

Joanette Femia  
Business Administrator/Board Secretary