

**EAST RUTHERFORD BOARD OF EDUCATION
ANNUAL ORGANIZATION AGENDA
Remote - January 05, 2021
6:00 PM**

The Business Administrator/Board Secretary, shall serve as presiding officer pro tempore until the election of a President.

CALL TO ORDER

OPENING STATEMENT

This meeting is called pursuant to the Open Public Meetings Act. Due to the Governor’s Covid 19 Executive Orders, the Board is conducting its public meetings electronically. Notices of this meeting were published in or transmitted to the Record and South Bergenite, posted on the bulletin boards in Faust and McKenzie Schools, posted on the Board’s website, filed with the Borough Clerk, and posted on the Faust main door entrance. During any public portions of the meeting, the public wishing to comment may enter “*9” on their phone if calling in, or pressing the “raise hand” icon on Zoom video. Until recognized, the Superintendent will keep members of the public muted. The public may also mute their Zoom connection, or mute their phone. Please note that the public portion of the meeting is recorded on the Zoom program.

Copies of agendas are available 48 hours prior to said meeting via electronic notice pursuant to N.J.S.A. 10:4-9.1 and posted on the East Rutherford School website – www.erboe.net

ROLL CALL

Erin Shemeley Carlo Maucione Rachel Villanova Debbie Zoller

SALUTE TO FLAG & MOMENT OF SILENCE

PLEASE REMAIN STANDING FOR A MOMENT OF SILENCE IN HONOR OF THE MEMBERS OF OUR POLICE DEPARTMENT, FIRE DEPARTMENT, FIRST RESPONDERS AND OUR ARMED FORCES.

ANNOUNCEMENT OF FIRE EXIT LOCATIONS

As a courtesy to all in attendance, please silence all electronic devices during this meeting.

Mission Statement:

The East Rutherford Public Schools are committed to the achievement of individual academic excellence by achieving the New Jersey Student Learning Standards (NJSLs) through high quality teaching, learning and community involvement, which results in students being well prepared to meet future educational challenges and to contribute to society. Recognizing the needs of students, the East Rutherford school community strives to teach pupils how to learn effectively and attempt to motivate them to continuous learning throughout life. Students are encouraged to understand themselves, accept their worth, fulfill their potential, and become effective and responsible citizens in a democratic society and in a multicultural world.

ANNOUNCEMENT OF RESULTS OF THE 2020 ANNUAL SCHOOL ELECTION

- 1. The annual school board election results of November 03, 2020 for the two (3) year full term membership on the East Rutherford Board of Education are as follows:

3 (3) Year Terms	POLLS	ABSENTEE	PROVISIONAL	TOTAL
Maria Caruso	0	2,338	248	2,586
Richard Vartan	0	1,762	144	1,906

OATH OF OFFICE ADMINISTERED TO THE ELECTED BOARD MEMBERS

Mrs. Lameka Augustin, School Business Administrator, will administer the Oath of Office to the following newly elected Board members pursuant to: (N.J.S.A. 18A:12-2.1, N.J.S.A. 41:1-1 &-3)

- Maria Caruso
- Richard Vartan

BOARD OFFICERS AND APPOINTMENTS

A. Nominations for Board President

- 1. Board Secretary calls for nomination

_____ nominates _____ for Board President.
 _____ nominates _____ for Board President.
 _____ nominates _____ for Board President.

- 2. Motion to close nominations _____, seconded by _____.

ROLL CALL

Maria Caruso _____ Carlo Maucione _____ Erin SHEMELEY _____
 Rachel Villanova _____ Richard Vartan _____ Debbie Zoller _____

- 3. Motion for _____ for President of the East Rutherford Board of Education, seconded by _____.

ROLL CALL

Maria Caruso _____ Carlo Maucione _____ Erin SHEMELEY _____
 Rachel Villanova _____ Richard Vartan _____ Debbie Zoller _____

The Board Secretary declares M. _____ as the elected President of the East Rutherford Board of Education. M. _____ assumes the chair at _____ P.M.

THE NEWLY ELECTED PRESIDENT NOW PRESIDES AT THE MEETING

B. Open Nominations for Board Vice-President

1. The Board President opens the floor to nominations for Vice-President:

_____ nominates _____ for Board Vice-President.

_____ nominates _____ for Board Vice-President.

_____ nominates _____ for Board Vice-President.

2. Motion to close nominations _____, seconded by _____.

ROLL CALL

Maria Caruso _____ Carlo Maucione _____ Erin SHEMELEY _____

Rachel Villanova _____ Richard Vartan _____ Debbie Zoller _____

3. Motion for _____ for Vice-President of the East Rutherford Board of Education, seconded by _____.

ROLL CALL

Maria Caruso _____ Carlo Maucione _____ Erin SHEMELEY _____

Rachel Villanova _____ Richard Vartan _____ Debbie Zoller _____

The Board Secretary declares M. _____ as the elected Vice-President of the East Rutherford Board of Education.

A. Motion to approve Organization meeting resolutions A1 through A38 _____, seconded by _____.

- Any questions or comments.

ROLL CALL

Maria Caruso _____ Carlo Maucione _____ Erin Shemeley _____

Rachel Villanova _____ Richard Vartan _____ Debbie Zoller _____

CORRESPONDENCE TO MEMBERS OF THE BOARD OF EDUCATION

- Board of Education Candidate for a vacancy for a 1-year term
 - Letters of Interest – None

A1. DESIGNATION OF BOARD MEETING DATES, AUTHORIZATION TO POST AND ADVERTISE

WHEREAS, The Open Public Meetings Act requires notice of regularly scheduled meetings within several days following the Annual Organization Meeting of the Board;

NOW THEREFORE BE IT RESOLVED, that the regular meetings of the East Rutherford Board of Education will be held either at the Faust School located at 100 Uhland Street, East Rutherford or the McKenzie School located at 125 Carlton Avenue, East Rutherford as noted below. Action will be taken at these scheduled meetings:

MONTH	DATE & TIME (Fourth Thursday)	LOCATION Remote Status (TBD)
January 2021	28 th 7:00 P.M.	Faust School Gymnasium
February 2021	25 th 7:00 P.M.	Faust School Gymnasium
March 2021	25 th 7:00 P.M.	Faust School Gymnasium
April, 2021	22 nd 6:00 P.M. (Budget)	Faust School Gymnasium
May 2021	20 th 7:00 P.M. (Third Week)	Faust School Gymnasium
June 2021	17 th 6:00 P.M. (Third Week)	Faust School Gymnasium
July 2021	22 nd 6:00 P.M. (If necessary)	Faust School Gymnasium
August 2021	26 th 6:00 P.M.	Faust School Gymnasium
September 2021	22 nd 6:00 P.M. (WEDNESDAY)	Faust School Gymnasium
October 2021	28 th 7:00 P.M. (Fifth Week)	Faust School Gymnasium
November 2021	18 th 7:00 P.M. (Third Week)	Faust School Gymnasium
December 2021	16 th 6:00 P.M. (Third Week)	Faust School Gymnasium
January 2022	4 th 6:00 P.M. (Organization Meeting)	Faust School Gymnasium

BE IT FURTHER RESOLVED, that the East Rutherford Board of Education in compliance with Chapter 231, Public Laws of 1975, authorizes the Board Secretary to post a copy of the above schedule of meetings at the East Rutherford Borough Hall and to advertise these meeting dates in the official newspapers of the East Rutherford Board of Education.

A2. APPROVAL/DESIGNATION OF NEWSPAPERS

RESOLVED that the East Rutherford Board of Education designates *The Record & South Bergenite* as its official newspapers for the publication of legal notices and advertisements.

A3. RESOLUTION FOR THE CONDUCT OF BOARD MEETINGS

RESOLVED, that the East Rutherford Board of Education approves the conduct of Board of Education Meeting according to the Parliament Authority established by Robert's Rules of Order pursuant to Board of Education Bylaw # 0164

A4. RESOLUTION FOR ADOPTION OF BYLAWS AND POLICIES

RESOLVED, that the East Rutherford Board of Education continues to operate under previously approved Policy Manual and Bylaws and New Jersey Statutes Title 18A: – Education with the stipulation that the Board may further amend and supplement Board policies, including those policies establishing its own Bylaws and operational procedures.

A5. RESOLUTION FOR SCHOOL DEPOSITORIES, ACCOUNTS AND SIGNATORIES

WHEREAS, there is a need to designate public depositories and authorized signatories for various accounts.

NOW THEREFORE, BE IT RESOLVED, that the East Rutherford Board of Education, County of Bergen, State of New Jersey, designates the following bank as the official depository of the Board, effective January 05, 2021 to January 04, 2022.

- Capital One – Rutherford, NJ 07073

BE IT FURTHER RESOLVED, that the following signatories are hereby approved (facsimile stamps can be used):

<u>Account</u>	<u>Number of Signatures Required</u>	<u>By Whom</u>
General Account	Three (3)	Board President/Superintendent/Board Secretary/Treasurer of School Monies
Payroll Agency	One (1)	Board Secretary/Treasurer of School Monies
Net Payroll	One (1)	Board Secretary/Treasurer of School Monies
Food Service	Three (3)	Board President/Superintendent/Board Secretary/Treasurer of School Monies
Special Activities	Two (2)	Board Secretary/Superintendent/Treasurer of School Monies/Principal
Capital Projects	Two (2)	Board Secretary/Superintendent/Treasurer of School Monies

BE IT FURTHER RESOLVED, that the East Rutherford Board of Education designates Capital One as the bank for deposits and withdrawals for the General Account, Net Payroll Account, Payroll Agency Account, Student Activities Account, and the Food Service Account from January 05, 2021 through January 04, 2022.

BE IT FURTHER RESOLVED, that all funds on deposit in the General Account, Payroll Agency Account, Net Payroll, Student Activities and Food Service account at Capital One Bank may be withdrawn on school warrant or wire transfer request of said Board of Education as per signature cards which are approved by the Board of Education. Other accounts as listed utilize electronic transfers as denoted.

A6. DESIGNATION OF COMPLIANCE OFFICERS

RESOLVED, that the Board of Education of the East Rutherford School District, does hereby designate the following individuals through the 2021-2022 school year as compliance officers:

Affirmative Action/Equity Officers	Regina Barrale
Section 504 Compliance Officer	Sharon King-Dobson
Title IX Coordinator	Sharon King-Dobson
Integrated Pest Management Coordinator	Bryan Consulmagno
Homeless Liaison	Sharon King-Dobson
American Disabilities Act Officer	Sharon King-Dobson
Asbestos Management & PEOSA Officer	Lameka Augustin
Safety & Health Officer	Lameka Augustin
Indoor Air Quality Officer	Lameka Augustin
Right to Know Officer	Lameka Augustin
Chemical Hygiene Officer	Lameka Augustin
Asbestos Hazard Emergency Response Act (AHERA) Coordinator	Lameka Augustin
Custodian of Records	Lameka Augustin
Public Agency Compliance Officer	Lameka Augustin
Substance Awareness Coordinator	Giovanni Giancaspro
Treasurer of School Monies	Diane Chorazy
Board Secretary	Lameka Augustin
School Safety Specialist	Brian Barrow

A7. APPOINTMENT OF DISTRICT PURCHASING AGENT

WHEREAS, 18A:18A-1, et seq., provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts awarded by the Qualified Purchasing Agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$44,000) may be awarded by the Qualified Purchasing Agent without advertising for bids when so authorized by board resolution; and

WHEREAS, 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,600) may be awarded by the Qualified Purchasing Agent without soliciting competitive quotations if so authorized by board resolution;

NOW, THEREFORE, BE IT RESOLVED, that the East Rutherford Board of Education pursuant to the statutes cited above hereby appoints the School Business Administrator/Board Secretary Lameka Augustin as its duly authorized Qualified Purchasing Agent and he is duly assigned the authority, responsibility and accountability for the purchasing activity of the East Rutherford Board of Education; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary Lameka Augustin is hereby authorized to award contracts on behalf of the East Rutherford Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$6,600), without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary Lameka Augustin is hereby authorized to seek competitive quotations, when applicable and practicable, and award contracts which in the aggregate exceed 15% of the bid threshold (currently \$6,600), but less than the bid threshold at \$44,000.00; and

BE IT FURTHER RESOLVED, that this Resolution shall be, effective immediately and to continue to the next organization meeting of the Board.

A8. APPROVE AND GRANT AUTHORIZATION TO THE FOLLOWING STAFF TO REQUEST LEGAL SERVICES OR ADVICE ON MATTERS PERTAINING TO THIS DISTRICT WITH THE BOARD ATTORNEYS:

- Superintendent
- School Business Administrator/Board Secretary
- School Principals
- Director of Student Services & Curriculum
- Board President

A9. APPOINTMENT OF REPRESENTATIVE TO SOUTH BERGEN JOINTURE

RESOLVED, that the East Rutherford Board of Education appoints the Superintendent as representative of the East Rutherford School District to the South Bergen Jointure Commission, effective January 05, 2021 to January 04, 2022.

A10. INVESTMENT AUTHORIZATION AND WIRES

RESOLVED, that the East Rutherford Board of Education approve the School Business Administrator as the person responsible for any and all Board of Education investments; and

BE IT FURTHER RESOLVED, that the School Business Administrator be authorized to make wire transfers amongst board accounts as necessary.

A11. PAYMENT OF BILLS BETWEEN BOARD MEETINGS

RESOLVED, that the East Rutherford Board of Education authorizes the School Business Administrator/Board Secretary to approve the payment of bills, as may be necessary between board meetings, and that said bills list payments be presented to the Board for approval at the next regularly scheduled meeting.

A12. RESOLUTION FOR APPOINTMENT OF REPRESENTATIVE REQUESTING FEDERAL & STATE FUNDS

RESOLVED, by the East Rutherford Board of Education, appoint the Superintendent of Schools or the Superintendents designee, as the Board's agents to request state and federal funds under the existing state and federal law as follows (or as determined by the grantor):

Non-Public Nursing, Non-Public Textbooks, Chapter 192/193, Non-Public Technology IDEA Basic, IDEA Pre-School ESEA, Title I, Title II, Title III, Title IV, Title VI, Emergency Immigrant Education Program

A13. RESOLUTION FOR DESIGNATION OF CLAIMS AUDITOR/PRE-PAYMENT AUTHORITY

RESOLVED, by the East Rutherford Board of Education, County of Bergen, New Jersey, as follows:

That the School Business Administrator/Board Secretary, be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for payroll, fixed charges and any other claim or demand which would be in the best interests of the Board to pay promptly.

A14. RESOLUTION FOR MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND BERGEN COUNTY SCHOOL BOARDS ASSOCIATION

RESOLVED, that the East Rutherford Board of Education approves membership effective January 05, 2021 to January 04, 2022 in the New Jersey School Boards Association and the Bergen County School Boards Association.

A15. RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLVED, that the Board of Education of the East Rutherford School District here by authorizes the establishment of petty cash accounts from July 1, 2020 through June 30, 2021, in accordance with the District Policy #6620 Petty Cash with the responsibilities and signatories assigned to the following custodians:

Petty Cash Custodian	Amount	Designated Person Responsible for Disposition of Fund	Maximum Single Expenditure
School Business Administrator	\$ 150.00	Secretary	\$50.00
Elementary School Principal	150.00	Secretary	50.00
Middle School Principal	150.00	Secretary	50.00
Director of Student Services/Curriculum	150.00	Secretary	50.00
Community-Based Instructional Coord.	400.00	Secretary	50.00

BE IT FURTHER RESOLVED, that any receipt being reimbursed through the petty cash fund cannot exceed the maximum single expenditure limit set in the above table and that the signatories of the petty cash fund fully comply with the requirements within the District's Policy #6620 Petty Cash.

BE IT FURTHER RESOLVED, that funds are to be used for emergencies and small purchases not exceeding the maximum single expenditure limit \$50.00 and not to subvert the intent of the regular purchasing procedures or for routine expenditures.

BE IT FURTHER RESOLVED, that the minimum time period in which the designated person shall report to the district board of education on amounts disbursed from each fund shall be not less than when such funds disbursed has exceeded \$100.00;

BE IT FURTHER RESOLVED, that all unused petty cash funds will be returned to the depository prior to the end of the fiscal year in accordance with the District's Policy #6620 Petty Cash.

A16. TRAVEL LIMITATION FOR REGULAR BUSINESS TRAVEL

WHEREAS, P.L. 2007, Chapter 53, approved March 15, 2007, requires that school District travel expenditures include, but are not limited to, all costs for transportation, meals, lodging and registration or conference fees to and from the travel event; and

WHEREAS, P.L. 2007, Chapter 53, requires school District travel expenditures to include costs for all required training and all travel authorized in existing school District employee contracts and school board Policies, including but not limited to professional development and other staff training, required training for new school board members, and attendance at specific conferences, authorized in existing employee contracts; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the East Rutherford School District establishes by resolution a maximum travel expenditure amount of \$75,000 for all funds including federal funds through fiscal year end June 30, 2021;

BE IT FURTHER RESOLVED, that pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), an annual maximum amount per employee will not exceed \$1,500 for regular business travel, only for which prior Board approval is not required.

A17. APPROVAL OF TAX SHELTER ANNUITY COMPANIES AND BROKERS

BE IT RESOLVED, that the Board of Education of the East Rutherford School District designates the following Tax Shelter Annuity Companies:

- AXA Equitable
- Foresters Financial Services formerly known as First Investors
- NEA Retirement Program through Security Benefit
- The Legend Group
- Variable Annuity Life Insurance Company (VALIC)

BE IT FURTHER RESOLVED, that the Board of Education of the East Rutherford School District restricts any other Tax Shelter Annuity Companies from entering the District without this board's consent and board action.

A18. ADOPTION OF THE UNIFORM MINIMUM CHART OF ACCOUNTS

RESOLVED, that the Board of Education of the East Rutherford School District, authorize the Superintendent and the School Business Administrator/Board Secretary to implement the 2021-2022 budget pursuant to local and state policies and regulations;

BE IT FURTHER RESOLVED, that the Board of Education of the East Rutherford School District authorize the use and level of accounts from the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools to be used for the 2021-2022 School Year.

A19. AUTHORIZE COOPERATIVE PRICING AGREEMENT WITH EDUCATIONAL DATA SERVICES

WHEREAS, the Board of Education of the East Rutherford School District is authorized to enter into a cooperative pricing agreement with the Educational Data Services, Inc. (Ed-Data) hereinafter referred to as the "lead agency" for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions; and

WHEREAS, the Board of Education of the East Rutherford School District encourages the use of shared services through State approved cooperative entities; and

WHEREAS, the Board of Education of the East Rutherford School District encourages open public bidding for goods and services; and

WHEREAS, the Board of Education of the East Rutherford School District recognizes the need for obtaining the most competitive and responsive bid for goods and/or services; and

WHEREAS, the Educational Data Services, Inc. (Ed-Data) hereinafter referred to as the "lead agency", is a Service Cooperative to allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power for Licensing and Maintenance, Cooperative Skilled Trades, Compliance Services and Ancillary bids and the Right to Know service; and

WHEREAS, this resolution shall be known and may be cited as The Educational Data Services, Inc. (Ed-Data) Cooperative Pricing resolution; and

WHEREAS, the Lead Agency entering into contracts on behalf of the Board of Education of the East Rutherford School District shall be responsible for complying with the provision of the Local Public Contracts Law (N.J.S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

WHEREAS, pursuant to the provisions of N.J.S. 40A:11-11(5) Board of Education of the East Rutherford School District is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency for the purchase of work materials and supplies, as needed;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the East Rutherford School District authorizes administration to enter into a cooperative pricing agreement with Educational Services Inc. for the purchase of work materials and supplies, for the 2021-2022 school year, as needed at a cost not to exceed \$16,640.

A20. COOPERATIVE PRICING AGREEMENTS

WHEREAS, the Board of Education of the East Rutherford School District authorizes administration to enter into cooperative pricing agreements;

WHEREAS, these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions during the 2021-2022 school year; and

WHEREAS, the Board of Education of the East Rutherford School District encourages the use of shared services through State approved cooperative entities; and

WHEREAS, the Board of Education of the East Rutherford School District encourages open public bidding for goods and services; and

WHEREAS, the Board of Education of the East Rutherford School District recognizes the need for obtaining the most competitive and responsive bid for goods and/or services; and

WHEREAS, the agencies are cooperative pricing systems which allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power at no cost; and

WHEREAS, this resolution shall be known and may be cited as the Cooperative Pricing resolution of the Board of Education of the East Rutherford School District; and

WHEREAS, the agencies entering into contracts on behalf of the Board of Education of the East Rutherford School District shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J. S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

WHEREAS, pursuant to the provisions of N.J.S.A.-40A:11-11(5) the Board of Education of the East Rutherford School District is hereby authorized to enter into a Cooperative Pricing Agreement with the listed agencies for the purchase of work materials and supplies, as needed;

THEREFORE, BE IT RESOLVED, by the Board of Education of the East Rutherford School District that the Purchasing Agent is hereby authorized to enter into a cooperative pricing agreement with the following agencies for the purchase of work materials, supplies and services, for the 2021-2022 school year, as needed;

- Bergen County Special Services
- Educational Services Commission of New Jersey (ESCNJ)
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Region V
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- South Bergen Jointure Commission
- The Hunterdon County Educational Services

A21. AUTHORIZATION OF PAYROLL MANAGEMENT

RESOLVED, that the Board of Education of the East Rutherford School District gives authorization to the School Business Administrator/Board Secretary to transfer funds from the general accounts to the net payroll and payroll agency accounts, as needed to provide for payment of payrolls and legal obligations in connection herewith, and to disburse funds from the net payroll and agency accounts to and on behalf of employees, all in a manner consistent with law and the contractual obligations between the Board and its employees; and

BE IT FURTHER RESOLVED, that the Board President, Superintendent and Business Administrator/Board Secretary shall certify each payroll as required by law.

A22. INVESTMENT OF MONIES

RESOLVED, that the Board of Education of the East Rutherford School District approves the Board Secretary authorization to invest District funds as governed by appropriate laws in any bank offering the attractive interest rate.

A23. AUTHORIZING AND APPROVING THE NEW JERSEY CASH MANAGEMENT FUND

RESOLVED, that the Board of Education of the East Rutherford School District designates the New Jersey Cash Management Fund as a depository for funds of the East Rutherford Board of Education for the 2021-2022 fiscal year and that the Superintendent and the School Business Administrator/Board Secretary be designated as the authorized signatories.

A24. AUTHORIZING USE OF A CONTINUING DISCLOSURE AGENT SERVICES AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD

WHEREAS, in order to ensure compliance with various Continuing Disclosure Agreements executed in conjunction with the district's issuance of bonds, the district must codify the requirements stipulated in those various Continuing Disclosure Agreements and compare those requirements with the filings, and correct any deficiencies; and

WHEREAS, Phoenix Advisors, LLC provides such continuing disclosure services and additionally is an independent registered principal advisor under the SEC regulations; and

WHEREAS, there is no fee charged by Phoenix Advisors, LLC for being designated your Independent Registered Municipal Advisor and they will be available to answer general questions concerning outstanding debt issues, market conditions, and they will provide preliminary review of financing proposals, and prepare preliminary project analysis;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the East Rutherford School District designates the Phoenix Advisors, LLC as the district's Continuing Disclosure Agent and as the Independent Registered Municipal Advisor at no fee for the 2021–2022 fiscal year.

A25. MANDATORY DIRECT DEPOSIT

WHEREAS, the New Jersey State Legislature has authorized P.L. 2013, Chapter 28, a bill concerning the direct deposit of net pay for school district employees in the banking institution of their choice; and

WHEREAS, in accordance with P.L. 2013, Chapter 28, if a board provides for such direct deposit, compliance by an employee shall be mandatory; and

WHEREAS, the board adopted Policy #6511 Mandating Direct Deposit; and

WHEREAS, the board is authorized to grant an exemption for seasonal, temporary, etc. employees with prior approval by the Superintendent, as the board may deem necessary;

NOW, THEREFORE, BE IT RESOLVED, in compliance with P.L. 2013, Chapter 28, the net pay for all full and part time regular employees of the East Rutherford School District which includes payments for annual contracts, extended school year, stipends and health benefit waivers shall be directly deposited from Capital One Bank, into the banking institution of the employee's choice effective January 1, 2021; and

BE IT FURTHER RESOLVED, that exemptions from the direct deposit requirement are granted for substitutes, summer seasonal workers and extreme circumstances with the approval of the Superintendent of Schools.

A26. APPROVAL OF ELECTRONIC FUND TRANSFERS (EFT) RESOLUTION

WHEREAS, currently the East Rutherford School district pays claims through the issuance of paper checks. The district's policy #6470 allows the method of Electronic Funds Transfer (EFT) according to compliance with all requirements for payment of claims through EFT.

WHEREAS, the district currently uses Computer Solutions to process payments of the district. Mrs. Augustin, S.B.A has requested permission to use EFT payments for all payment of claims to vendors as it will cut down on the processing of checks manually and the supplies required to do such.

NOW, THEREFORE, BE IT RESOLVED, The EFT funds would not be released to the vendor until the East Rutherford Board of Education approves the monthly bills list. This method of payment could be utilized for payments of various claims across the district.

BE IT FURTHER RESOLVED, that the EFT payment process be implemented through the East Rutherford Business Office with the approval of the Superintendent of Schools.

A27. RE-ADOPTION OF THE EMERGENCY MANAGEMENT PLAN

RESOLVED, that the East Rutherford Board of Education does hereby re-adopt the Emergency Management Plan with the Superintendent's copy acting as the official Board copy.

A28. ORGANIZATION CHART

RESOLVED, that the East Rutherford Board of Education adopts the Organizational Chart as per Policy #1110.

A29. APPOINT POLICY PROVIDER SERVICE

RESOLVED, that the East Rutherford Board of Education utilize the services of Strauss Esmay for the District's Policies for the 2021-2022 school year.

A30. PERMITTED STUDENT RECORDS (NJAC 6A:32-7)

RESOLVED, that the East Rutherford Board of Education upon the recommendation of the Superintendent of Schools, authorize the collection and maintenance of permitted student records, which are collected in order to promote the educational welfare of the student.

A31. ADOPTION OF TEXTBOOKS AND CURRICULA

RESOLVED, in compliance with N.J.S.A. 18A:33-1 and 18A:35 that the East Rutherford Board of confirms the adoption of the existing textbooks and curricula resources in the District's schools and that no course of study shall be altered except by the recorded roll call majority vote of the full membership of the board of education of the District;

BE IT FURTHER RESOLVED, the East Rutherford Board of Education approves for use in the district classrooms during the 2021-2022 School Year, curricular, courses, textbooks, reference books, manuals, workbooks, library collections, ancillary materials, and related curricular resources.

A32. SPECIAL EDUCATION

RESOLVED, that the East Rutherford Board of Education approve the attendance, tuition, tuition contracts and the transportation necessary, as recommended by the Superintendent of Schools, to provide an appropriate educational program at public, private or appropriate educational program at public, private or residential schools for students classified as handicapped by the district's Child Study Team in accordance with Title 18A, Chapter 46, N.J.S.A.

A33. GRANT APPLICATION AND REPORT SUBMISSION

WHEREAS, prompt submission of grant applications, as well as, various financial reports relating to the grants is often time sensitive; and

WHEREAS, the District might lose an opportunity to apply for grants or file mandated reports in between board meetings; and

WHEREAS, it is in the Districts' best interest to submit grant applications, as well as, the various financial reports to avoid losing an opportunity for receipt of the funding;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent and School Business Administrator/Board Secretary are authorized to sign grant applications, as well as, various financial reports between Board meetings;

BE IT FURTHER RESOLVED, that all grant applications, as well as, various financial reports relating to the grants will continue to be reviewed by the grant manager or other appropriate District staff, the respective committees of the Board and subsequently ratified by the Board.

A34. PERSONNEL APPOINTMENTS, TRANSFERS, REMOVALS, RENEWALS AND NON-RENEWALS

WHEREAS, N.J.S.A. 18A:27-4.1 governs the appointment, transfer, removal, renewal and non-renewal of all certified and certain non-certified personnel; and

WHEREAS, it is in the District's best interests to effectuate the prompt employment of staff in certain programs;

NOW, THEREFORE BE IT RESOLVED, that the Superintendent of Schools is authorized to make critical employment decisions, subject to ratification by the East Rutherford Board of Education at the next subsequent board meeting.

A35. APPROVAL OF ALL STUDENT HANDBOOKS AND ALL DISTRICT MANUALS

RESOLVED, that the East Rutherford Board of Education move that all current student handbooks and district procedure manuals be continued in effect until modified, upon the recommendation of the Superintendent.

A36. AUTHORITY FOR TRANSFERRING OF FUNDS

RESOLVED, that the East Rutherford Board of Education authorizes the Superintendent or designee, to approve line item budget transfers between board meetings, and that such transfers shall be reported to the East Rutherford Board of Education to ratify and be duly recorded in the minutes at the next regular board meeting.

A37. APPOINT FIXED ASSET APPRAISAL FIRM

RESOLVED, the East Rutherford Board of Education hereby appoints Duff and Phelps, LLC to provide Fixed Asset Appraisal update services for the 2021-2022 school year and at annual fee not to exceed \$3,000.00.

A38. FEE FOR COPIES OF PUBLIC DOCUMENTS

RESOLVED, the East Rutherford Board of Education hereby establishes a photocopy fee of five cents (\$0.05) per page for letter size pages and a photocopy fee of seven cents (\$0.07) per page for legal size pages; and

BE IT FURTHER RESOLVED, that other materials, delivery and special service charges will be charged at the cost to the district; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary can waive the fee up to \$5.00 per request; and

BE IT FURTHER RESOLVED, that all requests for public information which requires employee time shall be provided at the hourly rate(s) of the employee(s) assigned to produce that public information.

A39. SCHOOL BOARD ETHICS

WHEREAS, each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act in accordance with N.J.S.A. 18A:12-24.1; and

WHEREAS, the Board of Education is required on an annual basis to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education adopts the New Jersey School Board Member Code of Ethics to include that the School Ethics Act and Code of Ethics have been received and discussed; that the policies and procedures regarding training of district Board of Education members have been adopted in policy; and that each Board of Education member acknowledges receipt of the Code of Ethics for School Board members and has become familiar with the Code of Ethics.

Code of Ethics:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

- 7. 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.
- 8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- 9. I will support and protect school personnel in proper performance of their duties.
- 10. 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.

OPEN TO THE PUBLIC

President Opens the Hearing of Citizens:

In accordance with the Bylaws 0167 Public Participation in Board Meeting, any citizen present who wishes to be heard should raise his/her hand to be recognized, state name and address and limit remarks to three minutes in accordance with board policy. Matters of a personal nature must first been exhausted through the proper channels. The hearing of citizens shall be limited to sixty minutes.

President Closes the Hearing of Citizens:

EXECUTIVE/CLOSED SESSION (if necessary)

Motion by _____, second by _____

WHEREAS, the Open Public Meetings Act provides the right within the constraints of State Law for the East Rutherford Board of Education to sit in Executive Session and there now exists a need for this Board to meet in Executive Session; now therefore

BE IT RESOLVED, that the East Rutherford Board of Education recesses into Executive Session to discuss legal; attorney client privilege information; contractual and personnel matters; and

BE IT FURTHER RESOLVED, that the minutes of the Executive Session will be made available upon a determination by the Board that the disclosure of the minutes will not detrimentally affect any right or interest of the Board; and

BE IT FURTHER RESOLVED, that the public will be informed:

- 1. When the Board reconvenes to the regular business portion of this meeting this evening; or
- 2. At a later date, undetermined at this time.

BE IT FURTHER RESOLVED, Action may be taken.

ALL IN FAVOR _____

OPPOSE _____

RECONVENE PUBLIC SESSION

Motion by Member _____, second by Member _____

ADJOURNMENT

Motion by Member _____, second by Member _____

**NEXT MEETING:
Thursday, January 28, 2021
(Remote Status – TBD)
7:00 P.M.**

