

**BOARD OF EDUCATION  
WEST ESSEX REGIONAL SCHOOL DISTRICT  
REORGANIZATION & REGULAR MONTHLY MEETING  
May 9, 2011  
Board Secretary's Memorandum**

DATE

Monday, May 9, 2011

PLACE

West Essex Middle School  
North Caldwell, New Jersey

MEETING

Reorganization Meeting

CALLED TO ORDER

7:00 P.M.

ADJOURNED

7:31 P.M.

PRIVATE SESSION

7:37 P.M.

ADJOURNED

9:27 P.M.

RECONVENED

9:27 P.M.

ADJOURNED

9:31 P.M.

OPEN MEETING:

Mr. Michael Falkowski, Business Administrator/Board Secretary presided and voiced the call to order at 7:00 p.m.

Pledge of Allegiance

PUBLIC NOTICE OF MEETING:

Notice of the May 9, 2011 meeting of the Board of Education was e-mailed to the Clerks of the Boroughs of Essex Fells, North Caldwell and Roseland and to the Township of Fairfield, and to the editor of The Progress on April 28, 2011 and The Star Ledger on the same day.

OATH OF OFFICE: The following new/reappointed Board members were sworn in:

Mr. Frank Antonucci

Mr. Anthony Rubinich

Mrs. Dawn Smith

ROLL CALL BY THE BOARD SECRETARY:

Mr. F. Antonucci

Mrs. J. Candido

Mrs. A. Gerken

Mr. D. Laible

Mr. P. Rando

Mr. A. Rubinich

Mrs. M. Rosenberg

Mrs. D. Smith

Mrs. D. Storey

Administration:

Mrs. Barbara Longo, Acting Superintendent of Schools

Mr. Michael J. Falkowski, Board Secretary/Business Administrator



**ELECTION FOR BOARD PRESIDENT**

Mr. Michael Falkowski, Board Secretary, opened the floor for nominations for President of the Board.

**Mrs. Gerken** nominated **Mrs. Marie Rosenberg** for President, **Mrs. Candido** seconded the nomination with the following action taken:

<b>ROLL CALL:</b>	Yes:	Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg
	No:	None
	Abstain:	None
	Absent:	None

There being no other nominations, Mr. Falkowski closed the floor and congratulated **Mrs. Marie Rosenberg**, newly elected **Board President**.

**ELECTION FOR BOARD VICE-PRESIDENT:**

Mr. Falkowski opened the floor for nominations for Vice-President of the Board.

**Mr. Antonucci** nominated **Mr. Paul Rando** for Vice-President, **Mrs. Candido** seconded the nomination with the following action taken:

<b>ROLL CALL:</b>	Yes:	Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg
	No:	None
	Abstain:	None
	Absent:	None

There being no other nominations, **Mr. Paul Rando** was elected **Board Vice-President**.

**READING OF SCHOOL BOARD MEMBER CODE OF ETHICS:**

Mr. Falkowski read the School Board Member Code of Ethics. No discussion ensued. Board members were asked to return signed copies of the Code of Ethics, thereby agreeing to the terms and conditions outlined within.

**READING OF RESULTS OF ANNUAL SCHOOL ELECTION**

Mr. Falkowski read the following results of the West Essex Regional School District Election held on Wednesday, April 27, 2011:



West Essex Regional Board of Education  
REORGANIZATION AGENDA – May 9, 2011 – (Continued)

Composite Tally Sheet  
West Essex Regional School District in Essex County  
Annual Election – Wednesday, April 27, 2011

	PUBLIC QUESTION #1 \$30,284,468	
	YES	NO
ESSEX FELS	82	68
FAIRFIELD	494	432
NORTH CALDWELL	413	230
ROSELAND	506	336
GRAND TOTALS	1,495	1,066

BOROUGH OF ROSELAND ONE MEMBER OF THE BOARD OF EDUCATION 3 Yr Term	BOROUGH OF FAIRFIELD TWO MEMBERS OF THE BOARD OF EDUCATION 3 Yr Terms
Dawn M. Smith - 493	Franco Antonucci - 374
	Anthony Rubinich - 394

The following reorganization motions are made at the recommendations of the Superintendent of Schools:

CONSENT AGENDA

Anything placed on this agenda, **Item #1 (A-FF)**, has been deemed to be non-controversial, in a matter of routine business, and will be voted upon in one motion.

Prior to action on these Items, a motion was made to table **Item #1 (L Only)**, as follows:  
Motion by Mrs. Gerken Seconded by Mrs. Candido to table **Item #1 (L Only)**, Insurance Agent and Brokers for the District.

**ROLL CALL:** Yes: Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible,  
Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and  
President Rosenberg  
No: None  
Abstain: None  
Absent: None

Anything placed on this agenda, **Item #1 (A-K)**, has been deemed to be non-controversial, in a matter of routine business, and will be voted upon in one motion.

Motion by the Mrs. Rosenberg Seconded by Mrs. Candido to approve the following motions:



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### ACTION ITEMS

#### A. REGULAR MEETING DATES

RESOLVED that the attached list of dates beginning May 9, 2011 and ending April 16, 2012 be established as the regular meeting dates for the West Essex Regional School District.

Meetings will be held in the Cafeteria Classroom located in the West Essex Middle School at 7:30 p.m.

#### *NOTICE OF SCHEDULE OF MEETINGS 2011-2012*

Notice is hereby given by the West Essex Regional Board of Education that at its Reorganization Meeting held on May 9, 2011 the Board of Education designated the following dates for its public meetings in the ensuing year:

Monday	May 9, 2011	Reorganization Meeting
Monday	May 23, 2011	Special/Regular Meeting
Monday	June 6, 2011	Special/Regular Meeting
Monday	June 20, 2011	Special/Regular Meeting
Monday	July 18, 2011	Special/Regular Meeting
Monday	August 15, 2011	Special/Regular Meeting
Monday	September 12, 2011	Special/Regular Meeting
Monday	September 26, 2011	Special/Regular Meeting
Monday	October 10, 2011	Special/Regular Meeting
Monday	October 24, 2011	Special/Regular Meeting
Monday	November 7, 2011	Special/Regular Meeting
Monday	November 21, 2011	Special/Regular Meeting
Monday	December 12, 2011	Special/Regular Meeting
Monday	January 16, 2012	Special/Regular Meeting
Monday	January 30, 2012	Special/Regular Meeting
Monday	February 13, 2012	Special/Regular Meeting
Monday	February 27, 2012	Special/Regular Meeting
Monday	March 12, 2012	Special/Regular Meeting
Monday	March 26, 2012	Special/Regular Meeting
Monday	April 16, 2012	Special/Regular Meeting

All Special Board meetings will be held from 6:30 p.m. to 7:25 p.m., immediately preceding the Regular Board meetings. The meetings will immediately adjourn to Executive Session to discuss Personnel and Legal matters.

All Regular Board meetings will be held in the Cafeteria Classroom located in the West Essex Middle School, West Greenbrook Road, North Caldwell, New Jersey, at 7:30 p.m. The Board will meet in Executive Session, if necessary, following the public portion of the meetings to discuss Personnel and Legal matters.



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

1. It should be noted that the Secretary's and Treasurer's fiscal reports for previous month(s) will be discussed and accepted at the second regular monthly meeting of the Board.
2. There will be an opportunity for the general public to be heard and to address the West Essex Regional Board at each regular meeting scheduled above.
3. At the December meeting, the annual school district audit and auditor's recommendations will be discussed.
4. A public hearing on the school district budget to be voted upon in March 2012, this hearing will be advertised separately, at least ten days prior to the public hearing date.
5. Additionally, the following items will be discussed at the following meetings:
  - a) October 24, 2011 Violence and Vandalism Report
  - b) November 21, 2011 Annual Assessment Testing Report
  - c) December 12, 2011 Audit Report

The information to be presented at each Board Meeting will be available for inspection by the General Public on the Friday before each regular meeting and on the day of the meeting from 1:00 p.m. until 3:00 p.m. at the office of the Board Secretary, West Greenbrook Road, North Caldwell, NJ 07006 and posted on the District's website no later than 9:00 AM on the day of each meeting.

The public is invited to attend and is encouraged to comment at all regular scheduled meetings.

### B. SPECIAL MEETINGS

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Education may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

### C. 2011/2012 TAX LEVY PAYMENT SCHEDULE

RESOLVED, the attached schedule of tax payments for the 2011/2012 school year and authorization for the Board Secretary to submit the schedule to the Town Clerk of each of the four sending districts.

**Enclosed**

### D. DEPOSITORY OF FUNDS, GENERAL FUND, BOND PROCEEDS AND FOOD SERVICE ACCOUNTS

RESOLVED, that **Lakeland Bank** be approved for depository of funds effective July 1, 2011 through June 30, 2012 (general fund, bond proceeds and food service enterprise) and that the facsimile signatures of the President, the Board Secretary, and the Treasurer of School Funds be required on all disbursements of the Board of Education.

**Board President  
Board Secretary  
Treasurer of School Funds**



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### E. PAYROLL ACCOUNT

RESOLVED, that the Secretary continue in existence a payroll account, established as commensurate with the needs of this Board of Education.

BE IT FURTHER RESOLVED, that the facsimile signature of the Treasurer of School Monies, be required on all disbursements from this account.

### F. OTHER DEPOSITORIES

RESOLVED, that the Board of Education designate the following banking institutions effective July 1, 2011 through June 30, 2012 as official depositories requiring the signature of the Board Secretary and the Superintendent (*alternate signature is the Treasurer of School Monies*):

<b>Lakeland Bank</b>	Unemployment Trust Account
	Payroll Agency Account
	Student Activity Account (checking)
	Robert J. Cerasia Memorial Fund (scholarship)
	Stephen DeMaio Memorial Fund (scholarship)
	GEO P. Bartholomew Memorial Fund (scholarship)
	Patrick Flaherty Memorial Fund (scholarship)
	Gail Rogavin Scholarship Fund (scholarship)
	Richard & Ruth Ebersbach Memorial Fund (scholarship)
	James Gorman Memorial Fund
	Dr. Harvey Rossinow Memorial Scholarship Fund
	Louis Tamsco Sr. Marching Band
	Tina Lane Memorial/Scholarship Fund

### G. APPROVAL FOR PETTY CASH ACCOUNTS

RESOLVED, upon recommendation of the Superintendent of Schools that the Board of Education approve the petty cash funds, as per Board Policy #6620, at the below listed locations in the following amounts:

	<u>Amount</u>	<u>Maximum Single Expenditure</u>
<b>Business Office</b>	<b>\$ 200.00</b>	<b>\$50.00</b>
<b>Business Office Checking Account</b>	<b>\$200.00</b>	<b>\$200.00</b>

### H. BANK AUTHORIZATIONS

RESOLVED, that the Board of Education adopt the following resolution and authorize the President and Secretary to furnish signature cards as required by the various banking institutions and may be appropriate for the particular account:

RESOLVED:

1. That an account or accounts be continued with **Lakeland Bank** (hereinafter called the bank), titled General Fund Account, etc. and there may be deposited to its credit in one or more accounts with the bank any monies, checks and other instruments which may come into possession of this corporation. Any other property may be deposited with the bank for safe keeping, custody and other



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### H. (continued) BANK AUTHORIZATIONS

purposes. Items for deposit, collection or discount may be endorsed by any person authorized to sign; checks, or endorsement thereof may be made in writing or by a stamp without designation of the person so endorsing.

2. All three of the following: President or Vice President, Treasurer of School Monies and Board Secretary of this corporation are authorized on behalf of this corporation and in its name, (a) to sign checks, savings withdrawals, drafts, notes, acceptances and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the bank for the account for the conduct of any account of this corporation with the bank; (b) to accept drafts, and other instruments payable at the bank, and to waive demand, protest and notice of protest of dishonor of any instrument made, drawn, or endorsed by this corporation; and (c) to endorse, negotiate, and receive, or authorize the payment of, the proceeds of, any negotiable or other instruments or orders for the payment of money payable to or belonging to this corporation.
3. The bank may honor all such checks and other instruments for the payment of delivery of money or property when signed as authorized above, including any payable to the bank or to any signer or other officer or employee of the corporation or to cash or bearer, and may receive the same in payment of or as security for the personal indebtedness of any signer or other officer or employee or other person to the bank or in any transaction whether or not known to be for the personal benefit of any such person, without inquiry as to the circumstances of their issue or the disposition of their proceeds, and without liability to the bank, and without any obligation upon the bank to inquire whether the same be drawn or required for the corporation's business or benefit.

RESOLVED, that the foregoing resolution shall continue in full force and effect and the bank may rely on them until a certified copy of a subsequent resolution of the Board of Directors of this corporation modifying or rescinding any or all such resolutions shall have been actually received by the bank.

### I. DESIGNATION OF BANKS FOR INVESTMENT PURPOSES

WHEREAS, the West Essex Regional Board of Education desires to maximize the return to the Board on invested funds, and

WHEREAS, the West Essex Regional Board of Education believes that this can best be accomplished through competitive quotations,

NOW THEREFORE BE IT RESOLVED that the West Essex Regional Board of Education designate the following banks having branches in the County of Essex:

- Lakeland Bank
- Spencer Savings Bank
- TD Wealth Management

#### Referendum Investments:

- Bankers Trust Company, New York City (NJ Cash Management Fund)
- NJ/ARM (Asset Rebate Management Program)
- Spencer Savings Bank
- Lakeland Bank



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

I. (continued) DESIGNATION OF BANKS FOR INVESTMENT PURPOSES

as eligible depositories of record for investment purposes, and

BE IT FURTHER RESOLVED that the West Essex Regional Board of Education hereby authorizes the Board Secretary to solicit quotations from these banks and to invest Board of Education funds in them subject to the restrictions in Title 18A.

## J. OFFICIAL NEWSPAPERS

RESOLVED, that the official newspapers, for all purpose of advertising legal notices, be designated The Progress, (Parker Publications), Bernardsville, New Jersey, and/or The Star-Ledger, Newark, New Jersey.

## K. ADOPTION OF POLICIES

RESOLVED, that the current board policies adopted by the West Essex Regional School District Board of Education, either by code, number, resolution, motion or inference of intent, be re-adopted completely.

**ROLL CALL:**      Yes:      Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible,  
Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and  
President Rosenberg  
                     No:      None  
                     Abstain:      None  
                     Absent:      None

L. ~~INSURANCE AGENT AND BROKERS FOR THE DISTRICT- TABLED~~

~~RESOLVED, that **IMAC Insurance Management & Consulting** of Belleville, NJ serve as the Agent and Broker of Record in the matter of all insurances, with the exception of Workman's Compensation Insurance, for the West Essex Regional School District at the pleasure of the Board of Education.~~

~~RESOLVED, that Morris Essex Insurance Group, serve as Agent and Broker of Record in the matter of Workman's Compensation Insurance for the West Essex Regional School District at the pleasure of the Board of Education.~~

~~RESOLVED, that **AFLAC** serve as Agent and Broker of Record in the matter of voluntary disability insurance for the West Essex Regional School District at the pleasure of the Board of Education.~~

Anything placed on this agenda, **Item #1 (M-FF)**, has been deemed to be non-controversial, in a matter of routine business, and will be voted upon in one motion.

Motion by the Mrs. Rosenberg Seconded by Mrs. Candido to approve the following motions:



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### M. AUDITOR FOR THE DISTRICT

WHEREAS, there exists a need for the performance of the statutory annual audit of accounts of the West Essex Regional School District, and

WHEREAS, the funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (NJSA 40A:11-1 et. seq.) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised;

NOW THEREFORE BE IT RESOLVED by the Board of Education of the West Essex Regional School District in Essex County as follows:

1. The firm of **Lerch, Vinci & Higgins, LLP** Certified Public Accountants of 17-17 Route 209, Fair Lawn, NJ 07410 is hereby appointed auditor with fees of \$28,600.00 for the West Essex Regional School District Board of Education.
2. This appointment is made without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because the appointment is made for services performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.
3. A copy of this resolution shall be published in The Progress, (Parker Publications) as required by law within ten days of its passage.

**Enclosed**

### N. COUNSEL FOR THE DISTRICT

WHEREAS, there exists a need for the services of counsel of the Board of Education of the West Essex Regional School District, and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (NJSA 40A:11 et.seq.) requires that a resolution authorizing the award of contracts for “Professional Services” without competitive bids be adopted by a majority of the full Board.

NOW THEREFORE BE IT RESOLVED by the Board of Education of the West Essex Regional School district in Essex County approves of the following:

1. The firm of **Fogarty & Hara** of Fair Lawn, New Jersey, 07410 is hereby appointed counsel to the West Essex Regional School District Board of Education with fees of \$165.00 per hour (partner) and \$145.00 per hour (associate).
2. The appointment is made without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because the appointment is made for services performed by a person or persons authorized by law to practice in New Jersey and this procedure is regulated by law.
3. A copy of this resolution shall be published in The Progress (Parker Publishing) as required by law within ten days of its adoption.

**Enclosed**



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### O. APPOINTMENT OF TREASURER OF SCHOOL MONIES

RESOLVED, that **Richard T. Mondelli** of Westfield, serve as the Treasurer of School Monies for the West Essex Regional School District, for the period of July 1, 2011 through June 30, 2012, at the pleasure of the Board of Education at a stipend of \$6,546.

### P. APPOINTMENT OF ARCHITECT OF RECORD

RESOLVED, that **DiCara/Rubino Architects** serve as Architect of Record for the West Essex Regional School District, for the period of July 1, 2011 through June 30, 2012, at the pleasure of the Board of Education.

### Q. APPOINTMENT OF SCHOOL PHYSICIAN

RESOLVED, that **Dr. Richard Cirello** of Mountainside Family Practice Association serve as School Physician for the West Essex Regional School District, for the period of July 1, 2011 through June 30, 2012, at the pleasure of the Board of Education.

### R. PSYCHOLOGICAL EXAMINER FOR THE DISTRICT

RESOLVED, that **Ms. Amy Brecher** serve as the psychological examiner for the West Essex Regional School District for the 2011/2012 school year.

### S. AFFIRMATIVE ACTION OFFICERS

RESOLVED, that the following serve as designated affirmative action officers for the West Essex Regional School District for the 2011/2012 school year:

<b>Juliann Hoebee, Assistant Principal</b>	<b>West Essex Senior High</b>
<b>Lisa Tamburri, Assistant Principal</b>	<b>West Essex Junior High</b>

### T. ADOPTION OF CURRICULUM

WHEREAS the West Essex Regional Board of Education, in accordance with N.J.A.C. 6:8-4.5, is to annually adopt its program of curriculum offerings (available for review in the office of the Director of Curriculum & Instruction or Principal's Office),

NOW THEREFORE BE IT RESOLVED that the West Essex Regional Board of Education, upon the recommendation of the Superintendent of Schools, does hereby adopt this curriculum to be offered throughout the West Essex Regional School District for the period September 1, 2011 through June 30, 2012.

### U. ADOPTION OF TEXTBOOKS & SCHOOL SOFTWARE

WHEREAS the West Essex Regional Board of Education in accordance with N.J.A.C. 6:8-4.5, is required annually to adopt textbooks and school software to be used in the school district, (approved list is available for review in the office of the Director of Curriculum & Instruction or Principal's Office), and



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### U. (continued) ADOPTION OF TEXTBOOKS & SCHOOL SOFTWARE

WHEREAS the School District has those books in its possession,

NOW THEREFORE BE IT RESOLVED that the West Essex Regional Board of Education, upon the recommendation of the Superintendent of Schools, does hereby adopt these textbooks and school software to be used in the West Essex Regional School District for the period September 1, 2011 through June 30, 2012.

### V. ATTENDANCE OFFICERS

WHEREAS there exists a need for the services of Attendance Officers for the West Essex Regional School District,

NOW THEREFORE BE IT RESOLVED that the West Essex Regional Board of Education upon the recommendation of the Superintendent of Schools, does hereby appoint **Caesar DiLberto**, Dean of Students of the Senior High School as Senior High School Attendance Officer and **Lisa Tamburri**, Assistant Principal of the Junior High School as Junior High School Attendance Officer for the 2011/2012 school year.

### W. INDOOR AIR COORDINATOR AND CHEMICAL HYGIENE COORDINATOR

RESOLVED, that **Mr. Ryan Gupta**, the Teaching Instructional Supervisor of Science and Environmental Safety and **Brian Shanley**, Supervisor of Buildings and Grounds, serve as the Indoor Air Coordinator and Chemical Hygiene Coordinators for the West Essex Regional School District, for the 2011/2012 school year.

### X. BOARD SECRETARY

RESOLVED, that **Michael J. Falkowski** be appointed as Board Secretary for the West Essex Regional School District for the period June 1, 2011 through June 30, 2012.

### Y. CUSTODIAN OF RECORD

RESOLVED, that the School Business Administrator, **Michael J. Falkowski**, serve as the Custodian of District Records in accordance with the requirements of the Open Public Records Act for the period June 1, 2011 through June 30, 2012.

### Z. TEMPORARY PURCHASING AGENT

RESOLVED, that the West Essex Regional Board of Education authorize the School Business Administrator, **Michael J. Falkowski**, to make purchases on behalf of the West Essex Regional School District for the period April 21, 2011 through June 30, 2012.

### AA. AWARD OF CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD

Approval of the bid threshold of \$36,000 and the quote threshold of \$5,400 and pay to play \$17,500 in accordance with N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 for the 2011/2012 school year.



## Resolutions Necessary to the Annual Organizational Meeting – (Continued)

### BB. COMPLIANCE OFFICERS FOR THE 2011/2012 SCHOOL YEAR

504 Compliance Officers	Anthony Emering, SHS/Michelle Bryen, JHS
Lock Out/Tag Out	Brian Shanley
AHERA	Ryan Gupta
Asbestos Management Officer	New Wave Consultants
Right-to-Know	Ryan Gupta
Public Agency Contracts	Michael J. Falkowski
Bloodborne Pathogens	New Wave Consultants
Sexual Harassment Officer	Lisa Tamburri
Title 9	Damion Macioci
Integrated Pest Mgmt. Coordinator	Brian Shanley
Safety & Health Designee	Ryan Gupta

### CC. TAX SHELTER ANNUITY COMPANIES

RESOLVED, that the following companies serve as the tax shelter annuity companies (403B) and (457B) on behalf of the West Essex Regional School District for the 2011/2012 school year:

***AXA Equitable Life Insurance Society of the United States***

***Gaba Financial Services***

***Lincoln Investment***

***MetLife Resources***

***American International Group Inc. (Valic)***

### DD. SUBSTANCE AWARENESS COORDINATORS

RESOLVED, that **Anthony Emering** (Senior High School) and **Michelle Bryen** (Middle School) serve as Substance Awareness Coordinators in the West Essex Regional School District for the 2011/2012 school year.

### EE. DISTRICT LIAISON TO DYFS

RESOLVED, that **Anthony Emering**, Substance Awareness Coordinator, serve as the liaison to the Division of Youth and Family Services (DYFS) in the West Essex Regional School District for the 2011/2012 school year.

### FF. CHART OF ACCOUNTS

Approval of the Chart of Accounts for the 2011/2012 school year.

<b>ROLL CALL:</b>	Yes:	Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg
	No:	None
	Abstain:	None
	Absent:	None



**SUPERINTENDENT'S REPORT:**

**Mrs. Longo** thanked Board members, Administrators, and staff on their efforts to help pass the 2011/2012 budget. Mrs. Longo congratulated the incumbent members of the Board, Mr. Frank Antonucci and Mrs. Dawn Smith, on their reelection and welcomed new Board member, Mr. Anthony Rubinich. Mrs. Longo commented relative to her goals as Acting Superintendent of Schools. Mrs. Longo commented relative to the following: Governor's Teacher Recognition Awards; Essex County Academic Dinner recognizing Valedictorians and Salutatorians; Annual "Bring Your Child to Work Day"; English Teacher honoree; Special Olympics "Clap-Out"; the Dance Show; and "Project J" MSG Varsity magazine honoree.

**BOARD PRESIDENT COMMENTS:**

**Mrs. Rosenberg**, on behalf of the Board, welcomed Barbara Longo to her first Board meeting as Acting Superintendent of Schools. She congratulated the incumbent members of the Board, Mr. Frank Antonucci and Mrs. Dawn Smith, on their reelection and welcomed new Board member, Mr. Anthony Rubinich. Mrs. Rosenberg thanked the voters for approving the budget, which will allow the Board to continue to provide the programs and initiatives which will ensure a quality education for all students attending the district's schools.

**NEW BUSINESS:**      None

**PUBLIC COMMENTS:**

**Mrs. Rosenberg** opened the floor to the public for comments on agenda items:

- **Mrs. Beth Vaknin** congratulated the following: Mrs. Barbara Longo as Acting Superintendent; new Board member, Mr. Anthony Rubinich; re-elected Board members, Mr. Frank Antonucci and Mrs. Dawn Smith; and Ms. Susan Heinis on her retirement.

**BOARD MEMBER COMMENTS:**

**Mr. Antonucci** thanked his constituents for approving the 2011/2012 budget and his reelection. He provided a recap of highlights from the 2010/2011 school year and expressed the challenges and his goals for the upcoming school year.

**Mrs. Candido** congratulated the following: new Board member, Mr. Anthony Rubinich; re-elected Board members, Mr. Frank Antonucci and Mrs. Dawn Smith; Mrs. Marie Rosenberg and Mr. Paul Rando, in their new roles as Board President Vice-President, respectively; and Ms. Susan Heinis on her retirement.

**Mrs. Rosenberg** thanked Ms. Susan Heinis for her many years of service and wished her well on her retirement.



**West Essex Regional Board of Education**  
**FINANCE– May 9, 2011**

The following finance motions are made at the recommendation of the Superintendent of Schools:

**CONSENT AGENDA**

Anything placed on this agenda, Items **1- 9**, will be voted upon in one motion.

Motion by **Mrs. Gerken** Seconded by **Mrs. Candido** to approve the following motions:

1. To approve the attached transfer report from **April 21, 2011** through **May 9, 2011**.  
**Enclosure 1F**
2. To approve the bills and claims from **check number 009381** through **check number 009693** and **check number 009695** through **check number 009766** and **check number 009768** through **009791** and **check number 400002** and **check number 510130**.  
**Payroll Fund check number 500344.**  
**Void check numbers 009530, 009694, and 009767.**  
**Totaling: \$1,874,432.20.**  
**Enclosure 2F - 13F**
3. To approve the Special meeting minutes of **April 20, 2011**. - **as Amended**  
**Enclosure 14F – 15F**
4. To approve to Executive Session minutes of **April 20, 2011** Special Board Meeting. – **as Amended**  
**Enclosure 16F**
5. To approve the regular meeting minutes of **April 20, 2011**.  
**Enclosure 17F – 26F**
6. To approve to Executive Session minutes of **April 20, 2011** Regular Board Meeting.  
**Enclosure 27F**
7. WHEREAS, Boards of Education may provide its employees with an opportunity to initiate a Roth 403(b) Deferred Compensation Plan; and  
WHEREAS, the district must approve a Deferred Compensation Plan which the provider must follow;  
NOW, THEREFORE, BE IT RESOLVED, that the West Essex Regional Board of Education approves the Roth 403(b) Deferred Compensation Plan, as appended, for Board employees at no cost to the West Essex Regional Board of Education, effective May 10, 2011; and  
BE IT FURTHER RESOLVED, that the West Essex Regional Board of Education approves AXA Equitable Life Insurance Company, American International Group, Inc. (VALIC), Gaba Financial Services, Lincoln Investment, and MetLife Resources to offer investment funding vehicles for said plan at no cost to the West Essex Regional Board of Education, effective May 10, 2011.  
**Enclosures 28F – 32F**



**West Essex Regional Board of Education**  
**FINANCE– May 9, 2011- (Continued)**

8. To approve **Computer Solutions, Inc.** to provide Software Support to the West Essex Regional School District effective July 1, 2011 through June 30, 2012 at a total annual cost of \$8,028.00.
9. WHEREAS, pursuant to N.J.S.A. 18A:11-12, whereby in each pre-budget year, the West Essex Regional Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and  
WHEREAS, the Board of Education has determined that the maximum travel expenditure amount included all travel that is supported by State and local funds; and  
BE IT FURTHER RESOLVED that the West Essex Regional Board of Education hereby establishes the maximum travel expenditure amount for the 2010/2011 and 2011/2012 school years as \$50,000 per year.

**ROLL CALL:** Yes: Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg

No: None

Abstain: Mr. Rubinich (#3, #4, #5 & #6 Only)

Absent: None

**West Essex Regional Board of Education  
BUILDINGS & GROUNDS – May 9, 2011**

The following building & grounds motions are made at the recommendation of the Superintendent of Schools:

## CONSENT AGENDA

Anything placed on this agenda, Items **1- 4**, will be voted upon in one motion.

Motion by Mr. Antonucci Seconded by Mr. Rando to approve the following motions:

1. To approve the following applications for **Use of Facilities** with the appropriate fees in accordance with **Board Policy #7007**:

Organization	Priority	Event	Facilities	Date(s)	Fees
NJ Stallions Soccer Academy	Five	Soccer Games	Turf Field	Saturday, 6/25/2011	Fees Total: \$450.00

2. To approve the following Change Order for the contract between West Essex Regional Board of Education and **TOM Construction Corporation** on the West Essex Junior High School Computer Lab Renovation project:

<b>CO #GC-4</b>	Provide material, labor, equipment and supervision to trace circuit and remove Wire Mold and outlets for Room #110 .....	\$ - 0 -
<b>Total</b>		<b>\$ - 0 -</b>

[NOTE: This Change Order uses \$372.08 from Contingency Allowance, leaving a balance of \$2,741.36.]

**Enclosure 1 BG**



West Essex Regional Board of Education  
BUILDINGS & GROUNDS – May 9, 2011 – (Continued)

3. To approve the following Change Order for the contract between West Essex Regional Board of Education and **TOM Construction Corporation** on the West Essex Junior High School Computer Lab Renovation project:

**CO #GC-5** Provide material, labor, equipment and supervision  
To install new Wire Mold and eight power receptacles  
in Room #110 .....\$ 87.98  
**Total** .....\$ 87.98

[NOTE: Total cost of this Change Order is \$2,829.34, which uses the remaining balance of \$2,741.36 from the Contingency Allowance, leaving a zero balance. The remaining sum of \$87.98 will increase the contract sum.]

**Enclosure 2BG**

4. To approve the following Change Order for the contract between West Essex Regional Board of Education and **TOM Construction Corporation** on the West Essex Junior High School Computer Lab Renovation project:

**CO #GC-6** Provide material, labor, equipment and supervision  
To paint Wire Mold, prepare and paint wall surfaces  
in Rooms #110 and #111 .....\$ 825.00  
**Total** .....\$ 825.00

**Enclosure 3BG**

**ROLL CALL:** Yes: Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible,  
Mr. Rando, Mrs. Smith, Mrs. Storey and  
President Rosenberg  
No: None  
Abstain: Mr. Rubinich  
Absent: None

West Essex Regional Board of Education  
PERSONNEL – May 9, 2011

The following personnel motions are made at the recommendation of the Superintendent of Schools:

CONSENT AGENDA

Anything placed on this agenda, Items 1- 32, will be voted upon in one motion.

Motion by Mrs. Storey Seconded by Mr. Antonucci to approve the following motions:

1. To approve with deepest regret, but with 33 years of fondest memories of dedicated service, the letter of resignation for retirement purposes from **Susan Heinis** as Library Media Specialist in the West Essex Regional School District effective July 1, 2011.

**Enclosure 1P**

2. To approve the letter of resignation from **Andrea L. Schechter** as Supervisor of Special Services for the West Essex Regional School District effective June 30, 2011.

[NOTE: Ms. Schechter will be utilizing earned vacation days, from June 16, 2011 through June 30, 2011.] **Enclosure 2P**



**West Essex Regional Board of Education**  
**PERSONNEL – May 9, 2011 – (Continued)**

3. To approve the appointment of **Marsha Hoxholli** as a special education teacher's aide in the West Essex Regional School District at the Board approved rate of \$15.23 per hour, effective May 10, 2011 for the 2010-2011 school year, pending receipt of the necessary paperwork.
4. To approve the appointment of **Stephanie DuCasse (BA)** as a maternity leave replacement Mathematics teacher assigned to West Essex High School effective September 1, 2011 through June 30, 2012, at an annual salary of \$51,823, pro-rated for lesser service, which is Step 1 of the 2010/2011 Bachelor's Degree Teacher's Salary Guide.  
[NOTE: Ms. DuCasse replaces Laura McNamara, who has been approved for an extension of her maternity/disability leave of absence at the March 28, 2011 Board meeting.]
5. To approve the appointment of **Stacy Araujo** as a substitute teacher assigned to West Essex Regional School District effective May 10, 2011 through June 2011 at the rate of \$90 per day.
6. To approve the appointment of **Stacy Araujo** as a substitute aide assigned to West Essex Regional School District effective May 10, 2011 through June 2011 at the rate of \$80 per day.
7. To amend **Personnel Motion #9** from the **January 10, 2011** meeting approving a maternity/disability leave of absence for **Elizabeth Ricafort** to reflect a return date of **May 31, 2011**.  
[NOTE: Ms. Ricafort will work in a supervisory capacity in the high school office, from May 31, 2011, for the remainder of the 2010/2011 school year, to assist with graduation and other end-of-year activities. Salary Status: Unchanged.]
8. To approve a request from **Donna Nucera**, Custodian in the West Essex Regional School District, to utilize four (4) already earned vacation days, prior to July 1, 2011, due to medical reasons.
9. To approve two (2) personal days without pay, on **March 17, 2011**, and **May 3, 2011** for **Lucia Bazzarelli**, Teacher of World Languages assigned to West Essex Regional High School District.
10. To approve the extension of an unpaid leave of absence for **Krista McNaught** under the New Jersey Family Leave Act (NJFLA) from **September 1, 2011** through **June 30, 2012**, without pay, without benefits.
11. To extend the contract for **Brian Shanley** as Supervisor of Buildings and Grounds from May 18, 2011 through June 30, 2011. Salary status: Unchanged.
12. To increase the annual salary for **Michael J. Falkowski**, School Business Administrator/Board Secretary, for the contract beginning May 17, 2010 through May 17, 2011, by \$2,000, retroactive to May 17, 2010, in accordance with his approved contract.



West Essex Regional Board of Education  
PERSONNEL – May 9, 2011 – (Continued)

13. To extend the contract for **Michael J. Falkowski** as School Business Administrator/Board Secretary from May 18, 2011 through June 30, 2011, subject to approval by Executive County Superintendent of Schools. Salary status: Unchanged.
14. To reappoint **Michael J. Falkowski** as School Business Administrator/Board Secretary, effective July 1, 2011 through June 30, 2012, with salary subject to approval by Executive County Superintendent of Schools.

15. To approve the following Settlement Agreement:

BE IT RESOLVED, that the West Essex Regional Board of Education (hereinafter referred to as the "Board") hereby adopts and approves the Settlement Agreement and Release by and between the Board and William Bevilacqua, Jr., which is incorporated herein by reference, and agrees to be bound thereby. The Board President and Board Secretary are hereby authorized and directed to execute the attached Settlement Agreement and Release and any other documents necessary to effectuate said Settlement Agreement.

**Enclosures 3P – 8P**

16. To approve **Will Courter**, a student at Kean University, to complete a 4-hour observation experience at West Essex Regional High School with **Ms. Andrea Mondadori** from May 10, 2011 through June 17, 2011.
17. To approve **Nicole Lamey**, a student at Caldwell College, to complete a 60 hour Field Observation experience at West Essex Regional High School, with **Mr. Cris Slotoroff** from September 12, 2011 through December 16, 2011.
18. To approve the following **Mentoring Positions**, effective May 10, 2011, for the 2010/2011 school year:
  - Maria Grizzetti for Marissa Iannarone
  - Beth Vaknin for Allison Pinadella
19. To approve the appointment of **Crystal Richards (MA)** as a teacher of Mathematics assigned to West Essex High School effective September 1, 2011 through June 30, 2012, at an annual salary of \$54,766, pro-rated for lesser service, which is Step 1 of the 2010/2011 Master's Degree Teacher's Salary Guide.  
[NOTE: Ms. Richards replaces Maria Smith, who was transferred.]
20. To approve the transfer of teaching staff members, for the 2011/2012 school year, as follows:
  - **Lisa Hulse** from high school to middle school Guidance Counselor
  - **Thomas Kenny** from high school to middle school teacher of English
  - **Maria Smith** from high school to middle school teacher of Mathematics
21. To increase the position of teacher of Mandarin for **Cynthia Ni** from 1/5<sup>th</sup> to 2/5<sup>th</sup>s, without benefits, for the 2011/2012 school year.



**West Essex Regional Board of Education**  
**PERSONNEL – May 9, 2011- (Continued)**

22. To reduce the position of teacher of Fine Arts for **Sheryl Tekel** from 3/5<sup>th</sup>'s to 2/5<sup>th</sup>'s, without benefits, for the 2011/2012 school year.
23. To reduce the position of teacher of Latin for **Mark Ciabaton** from 5/5<sup>th</sup>'s to 4/5<sup>th</sup>'s for the reasons of efficiency and economy, for the 2011/2012 school year.
24. To approve the following list of parent volunteer and staff chaperones to accompany students for the 8<sup>th</sup> grade field trip to Washington, D.C. from 5/19/11 to 5/20/11:

**STAFF CHAPERONES**

Nancy Beck	Bob Lenoy	David Montgomery
Neil Carrozza	Denise Logan	Roger Munch
Stephanie Graham	Jenna Maus	Michele Raiken
Diane Gray	Don Milano	Christine Sell
Jennifer Kelly	Marilyn Milano	Lisa Tamburri

**PARENT VOLUNTEERS**

Renato Alhout	Lori Loughlin	Kristi Russo
Sandra Costa	John Miskulin	Lourdes Soriano
	Rosemary Onorata	

25. As recommended by the Acting Superintendent of Schools to issue contracts to all administrators and supervisors, not resigned, for the 2011/2012 school year be approved according to the enclosed list.

**Enclosures 9P – 10P**

26. As recommended by the Acting Superintendent of Schools to issue contracts to all central office personnel, not resigned, subject to negotiations, for the 2011/2012 school year be approved according to the enclosed list.

**Enclosure 11P**

27. As recommended by the Acting Superintendent of Schools to issue contracts to all secretarial staff, not resigned, for the 2011/2012 school year be approved according to the enclosed list.

**Enclosure 12P**

28. As recommended by the Acting Superintendent of Schools to issue contracts to all computer technicians, not resigned, subject to negotiations, for the 2011/2012 school year be approved according to the enclosed list.

**Enclosure 13P**

29. As recommended by the Acting Superintendent of Schools to issue contracts to all special education teacher aides, not resigned, for the 2011/2012 school year be approved according to the enclosed list.

**Enclosure 14P**



**West Essex Regional Board of Education  
PERSONNEL – May 9, 2011 – (Continued)**

30. As recommended by the Acting Superintendent of Schools to issue contracts to all office aides, library aides and copy aides, not resigned, for the 2011/2012 school year be approved according to the enclosed list.

Enclosure 15P

31. As recommended by the Acting Superintendent of Schools to issue contracts to all tenured and non-tenured teaching staff members, not resigned, subject to negotiations, for the 2011/2012 school year be approved according to the enclosed list.

**Enclosures 16P – 18P**

32. As recommended by the Acting Superintendent of Schools to issue contracts to all Maintenance/Custodial Staff, not resigned, for the 2011/2012 school year be approved according to the enclosed list.

Enclosure 19P

**ROLL CALL:** Yes: Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg

No: None

Abstain: None

Absent: None

**West Essex Regional Board of Education**  
**CURRICULUM/SPECIAL EDUCATION – May 9, 2011**

The following curriculum/special education motions are made at the recommendation of the Superintendent of Schools:

## CONSENT AGENDA

Anything placed on this agenda, Item 1, will be voted upon in one motion.

Motion by Mrs. Candido Seconded by Mr. Rando to approve the following motions:

1. To approve the West Essex Regional School District Professional Development Plan for the school year 2011-2012.

**ROLL CALL:** Yes: Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando,  
Mr. Rubinich, Mrs. Smith, Mrs. Storey and  
President Rosenberg  
No: None  
Abstain: Mr. Antonucci  
Absent: None



West Essex Regional Board of Education  
MINUTES – May 9, 2011

**ADJOURNED TO EXECUTIVE SESSION: 7:31 PM**

The Board will convene in Executive Session to discuss Action Item #1 (L-Insurance Agent and Brokers for the District) and Personnel matters relative to the following issues:

- Vacant Supervisory/Administrative positions
- Negotiations
- Compensation for Acting Superintendent

Action may or may not follow the discussions held in Executive Session. Due to the confidentiality of Personnel matters, public release of these discussions will probably never occur.

Motion to adjourn to Executive Session by Mr. Rando Seconded by Mrs. Candido at 7:31 PM.

**RETURN FROM EXECUTIVE SESSION: 9:27 PM**

Motion to reconvene by Mrs. Storey Seconded by Mr. Rando at 9:27 PM.

The Board reconvened from discussions held in Executive Session relative to **Personnel** issues with the following actions taken:

Motion by Mrs. Candido Seconded by Mr. Rando to approve the following:

33. WHEREAS, the Principal of the High School (hereinafter referred to as "Principal") was appointed as Acting Superintendent of Schools on April 20, 2011; and

WHEREAS, the Board wishes to appoint Juliann Hoebee (hereinafter referred to as "Hoebee") as the Acting Principal of the High School, during any period the Principal is performing her duties as Acting Superintendent of Schools, effective May 9, 2011;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby appoints Hoebee as the Acting Principal of the High School, effective May 9, 2011, at a stipend of \$50 per day, in accordance with provisions contained in this resolution.

34. RESOLVED, that Barbara Longo will receive a stipend of \$100 per day, while appointed as Acting Superintendent of Schools, retroactive to April 20, 2011.

<b>ROLL CALL:</b>	Yes:	Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg
	No:	None
	Abstain:	None
	Absent:	None

The Board reconvened from a discussion held in Executive Session relative to **Action Item #1 (L-Insurance Agent and Brokers for the District)**, with the following action taken:

Motion by Mrs. Storey Seconded by Mr. Rando to approve the following:



# West Essex Regional Board of Education

## MINUTES – May 9, 2011

L. INSURANCE AGENT AND BROKERS FOR THE DISTRICT

RESOLVED, that **IMAC Insurance Management & Consulting** of Belleville, NJ serve as the Agent and Broker of Record in the matter of all insurances, with the exception of Workman's Compensation Insurance, for the West Essex Regional School District at the pleasure of the Board of Education.

RESOLVED, that **Morris Essex Insurance Group**, serve as Agent and Broker of Record in the matter of Workman's Compensation Insurance for the West Essex Regional School District at the pleasure of the Board of Education.

RESOLVED, that **AFLAC** serve as Agent and Broker of Record in the matter of voluntary disability insurance for the West Essex Regional School District at the pleasure of the Board of Education.

**ROLL CALL:** Yes: Mr. Antonucci, Mrs. Candido, Mrs. Gerken, Mr. Laible, Mr. Rando, Mr. Rubinich, Mrs. Smith, Mrs. Storey and President Rosenberg

No: None

Abstain: None

Absent: None

Motion to adjourn by **Mr. Rando** Seconded by **Mr. Antonucci** at 9:31 PM.

ADJOURN: There being no further business before this Board of Education, BE IT RESOLVED that this public meeting be adjourned.

President

Board Secretary/School Business Administrator