

**REORGANIZATION MEETING/REGULAR SESSION**

**ALLENDALE BOARD OF EDUCATION**

**January 7, 2020**

**REORGANIZATION MEETING**

The Reorganization Meeting of the Allendale Board of Education was held in the Brookside School Learning Commons on Tuesday, January 7, 2020. Ms. Engeleit called the meeting to order at 7:00 pm.

The flag salute was led by Ms. Engeleit.

Ms. Engeleit announced that, "The public has been duly informed of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by posting at least 48 hours prior notice on the District website, bulletin boards in Brookside School and Hillside School and by like 48 hours prior notice to the Borough Clerk, the designated newspapers, and interested parties requesting such notification."

**RESULTS OF ANNUAL SCHOOL ELECTION**

Ms. Engeleit announced the official results of the Annual School Board Election held on Tuesday, November 5, 2019, as per Board Attachment I.

BE IT RESOLVED, to approve the official results of the Annual School Board Election held on Tuesday, November 5, 2019, as per Board Attachment I. Ms. Engeleit acknowledged Mrs. Gundersen and Mrs. Rosner were elected as members of the Allendale Board of Education by votes received respectively as follows, 818 and 748. Mr. Kevin Wood received 471 votes.

**OATH OF OFFICE FOR ELECTED BOARD MEMBERS**

Mrs. Engeleit, Board Secretary, administered the Oath of Office to Mrs. Gundersen and Mrs. Rosner.

**ROLL CALL**

Present: Mr. Fliegel  
Mrs. Capano  
Dr. Prince  
Mrs. Gundersen  
Mrs. Rosner

Also Present: Dr. Michael Barcadepone, Superintendent, and Ms. Maria Engeleit, Business Administrator/Board Secretary

**ELECTION OF BOARD PRESIDENT**

The Board Secretary opened the floor for nominations for President of the Board of Education.

A motion to open nominations for President was moved by Mrs. Capano, seconded by Dr. Prince and unanimously carried by voice vote.

Mrs. Capano was nominated for President by Mr. Fliegel, seconded by Mrs. Gundersen.

The Board Secretary called for other nominations; there were no other nominations.

A motion to close nominations was moved by Mr. Fliegel, seconded by Mrs. Gundersen, and unanimously carried by voice vote.

On motion by Mr. Fliegel, seconded by Dr. Prince and carried by roll call vote, the Board approved the election of Mrs. Capano as President of the Allendale Board of Education:

Mrs. Rosner	YES
Mrs. Gundersen	YES
Dr. Prince	YES
Mrs. Capano	ABSTAIN
Mr. Fliegel	YES

The meeting was turned over to Mrs. Capano, President.

**ELECTION OF BOARD VICE-PRESIDENT**

Mrs. Capano opened the floor for nominations for Vice President of the Board of Education. A motion to open nominations for Vice President was moved by Mrs. Rosner, seconded by Dr. Prince and unanimously carried by voice vote. The nomination of Mrs. Gundersen was made by Dr. Prince, seconded by Mrs. Rosner. The nomination of Dr. Prince was made by Mrs. Capano, seconded by Mr. Fliegel. Dr. Prince declined the nomination. The Board Secretary called for other nominations; no other nominations were heard. A motion to close nominations was moved by Dr. Prince, seconded by Mrs. Rosner and unanimously carried by voice vote.

On motion by Mrs. Rosner, seconded by Dr. Prince and carried by roll call vote, the Board approved the election of Mrs. Gundersen as Vice President of the Allendale Board of Education:

Mrs. Rosner	YES
Mrs. Gundersen	ABSTAIN
Dr. Prince	YES
Mrs. Capano	YES
Mr. Fliegel	YES

**MEETING OPEN TO THE PUBLIC – AGENDA ITEMS ONLY**

Mrs. Capano informed the public of Bylaw 0167 procedures regarding the Open to the Public portion of the meeting, also available on the website. No public comments or questions. Meeting closed to the public for comments/questions on Agenda Items.

**EDUCATION**

On motion by Mrs. Gundersen and seconded by Dr. Prince and unanimously carried by roll call vote, the Board approved the following resolutions:

BE IT RESOLVED, to approve the adoption of the current Bylaws, Policies and Regulations of the Allendale Board of Education for the 2019-2020 school year; and

BE IT FURTHER RESOLVED, to approve adherence to Roberts Rules of Order on Parliamentary Procedures at all Board of Education Meetings.

BE IT RESOLVED, to approve the adoption of the mandated and permitted pupil records according to 6A:32-7.3 for the 2019-2020 school year, as follows:

- Personal Data
- Attendance
- Evaluations
- Health
- Handicapped Pupil Rules and Regulations
- Any other records required by the State

BE IT RESOLVED, to approve the Organizational Chart for the Allendale District as per Board Attachment II.

BE IT RESOLVED, to acknowledge receipt of the Code of Ethics material forwarded to the District by the NJ School Boards Association; and

BE IT FURTHER RESOLVED, to discuss N.J.A.C. 18A: 12-24.1; each Board Member will be asked to sign the ACKNOWLEDGMENT OF RECEIPT of the Code of Ethics for School Board Members, as per Board Attachment III, and to forward the form to the School Business Administrator/Board Secretary.

BE IT RESOLVED, to approve the 2020 Calendar of Executive and Regular Session Meetings for the Allendale Board of Education, as per Board Attachment IV.

**BUSINESSOFFICE/FINANCE**

On motion by Mrs. Gundersen and seconded by Mr. Fliegel and unanimously carried by roll call vote, the Board approved the following resolutions:

BE IT RESOLVED, to approve the following appointments for the 2019-2020 school year:

Board Secretary –	Ms. Maria L. Engeleit
Treasurer of School Monies –	Ms. M. Alissa Mayer
School Physician –	Valley Health Services
Psychiatric Examiner –	Dr. Sameh Ragheb
Attendance Officer –	Ms. Jo Ann Karamus
Surrogate Parent Coordinator-	Ms. Jo Ann Karamus
District Qualified Purchasing Agent –	Ms. Maria L. Engeleit
Public Agency Compliance Officer –	Ms. Maria L. Engeleit
Affirmative Action Officer –	Mrs. Kristina Vassallo
Homeless Liaison –	Mrs. Kristina Vassallo
District Anti-Bullying Coordinator –	Ms. Jo Ann Karamus
Brookside School Anti-Bullying Specialist –	Mrs. Kristina Vassallo
Hillside School Anti-Bullying Specialist –	Carlea Dries, Psy. D.
Substance Awareness Coordinator –	Mrs. Kristina Vassallo
NJ Division of Child Protection & Permanency (DCP&P), formerly DYFS –	Mrs. Kristina Vassallo
Title IX Coordinator –	Mr. Bruce Winkelstein
Section 504 District Compliance Coordinator	Ms. Catherine Danahy
Section 504 Brookside Coordinator –	Ms. Thea Webber
Section 504 Hillside Coordinator-	Ms. Anastasia Maroulis
ADA Coordinator –	Ms. Jo Ann Karamus
A.H.E.R.A. Designee –	Mr. Anthony DeMarco
Right to Know Officer –	Mr. Anthony DeMarco
Chemical Hygiene Officer –	Mr. Anthony DeMarco
Safety & Health Designee –	Lauren Roche, R.N.
Indoor Air Quality/PEOSH Designee –	Mr. Anthony DeMarco
Integrated Pest Mgmt. Designee –	Mr. Anthony DeMarco
Liaison to County Prosecutor’s Office	Michael Barcadepone, Ed. D.
Liaison School Security Liasion	Ms. Maria L. Engeleit

BE IT RESOLVED, to approve the following appointments for the 2019-2020 school year:

Board Committees:

Budget/Finance	Mrs. Rosner/Mrs. Gundersen
Buildings & Grounds	Mrs. Capano/Dr. Prince
Education	Mrs. Gundersen/ Mrs. Capano
Negotiations	Mr. Fliegel/Dr. Prince
Policy	Mrs. Gundersen/Mrs. Rosner
Technology	Dr. Prince/Mr. Fliegel
BCSBA Delegate	
NJSBA Delegate	

BE IT RESOLVED, to approve the adoption of the existing Contracts and Agreements to which the Allendale Board of Education is a party.

WHEREAS, there shall be an official newspaper designated for the official publication of correspondences and notices required by law to be published by the Allendale Board of Education; and

WHEREAS, there is no paper published in the Borough which meets the requirements of N.J.S.A. 35:1-2.2; and

WHEREAS, a newspaper should be designated to publish correspondences and notices of the Board;

NOW THERE BE IT RESOLVED, that The Record shall be the official newspaper to publish said meeting notices and correspondence through June 30, 2020; and

BE IT FURTHER RESOLVED, that the following newspapers may be used where additional publication is required: Ridgewood News.

BE IT RESOLVED, that the Allendale Board of Education authorize the Business Administrator to invest school district funds within statutory limitations and process bank wire transfers; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education designate Capital One as the bank for deposits and withdrawals for the Warrant Account, Payroll Account, Payroll Agency Account, Unemployment Account, Student Council Account, Student Activities Accounts, Award Fund Accounts and Lunch Account, and approve the use of a safe deposit box at Capital One, from July 1, 2019 through June 30, 2020; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education approves the designated signatures on the above accounts, and the use of facsimile signatures where required and as needed, and as recommended by the Superintendent.

BE IT RESOLVED, to approve the following checking accounts and signature requirements for the Allendale Board of Education:

<u>Name</u>	<u>Signator</u>
ALLN BOE UNEMP TRUST	Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3)
ALLN BOE OPER ACCT	Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3)
ALLN BOE PAYROLL AGENCY	Treasurer/Board Secretary
ALLN BOE LUNCH ACCT	Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3)
ALLN BOE PAYROLL ACCT	Treasurer/Board Secretary
STUDENT COUNCIL	Board Secretary, Advisor
HILLSIDE STUDENT ACTIVITIES	Board Sec./Hillside or Brookside Principal or Supt.(any 2)
BROOKSIDE STUDENT ACTIVITIES	Board Sec./Hillside or Brookside Principal or Supt.(any 2)
LOUIS J. MURGIA AWARD FUND	Supt./Board Sec./Brookside Principal (any 2)

BE IT RESOLVED, to authorize the Business Administrator/Board Secretary to make investment decisions, in accordance with N.J.S.A. 18A:20-37 through 39, with the following depositories:

New Jersey Cash Management Fund  
 New Jersey Asset & Rebate Management Program

BE IT RESOLVED, to appoint the Business Administrator/Board Secretary as the Custodian of Government Records for the 2019-2020 school year, as required by N.J.S.A. 47:1A-1, et. seq., the New Jersey Open Public Records Law. Fees for such public documents requested are as follows: Letter size pages - \$0.05 per page; Legal size pages - \$0.07 per page; and other materials (CD, DVD, etc.) – actual cost of material.

BE IT RESOLVED, to authorize Elaine Greenan, Confidential Secretary to the Business Administrator, to record minutes of the Board meetings in the absence of the Board Secretary.

BE IT RESOLVED, to adopt the Uniform Minimum Chart of Accounts distributed by the State and utilized by the District to prepare its 2019-2020 and 2020-2021 School Year Budgets.

BE IT RESOLVED, to appoint the following professional positions for the 2019-2020 school year:

<b>Service</b>	<b>Vendor</b>	<b>Rates</b>
Architect of Record	Settembrino Architects 25 Bridge Avenue Suite 201 Red Bank, NJ 07701	Principal \$150; Project manager \$145; Senior Project Architect \$145; Project Architect \$135; Architectural Designer \$125; construction Administration \$125; Technical Consultant \$110; Accounting \$95; and Administrative \$90.
Engineers	Christopher P. Statile, P.E., P.A. Professional Engineers & Planners 3 Fir Court Oakland, NJ 07436	N/A
Attorney	Fogarty & Hara 22-00 NJ-208 South Fair Lawn, NJ	\$175/hour for Partner and \$155/hour for Associate.
Attorney	Weiner Law Group LLP 629 Parsippany Road P.O. Box 0438 Parsippany, NJ 07054	\$170/hour for Partner and \$150/hour for Associate.
Auditor	Lerch, Vinci & Higgins 17-17 NJ-208 South Fair Lawn, NJ 07410	\$21,500 (including Statutory Annual Audit, CAFR, Audit of the School Cafeteria, GASB 34, RSI, MD&A & additional per contract); Standard Billing Rates: Partners \$150-175/hour, Manager \$125-140/hour, Supervisor/ Senior Accountants \$90-115/hour, Staff Accountants \$75-855/hour, Other Personnel \$45/hour.
Bond Counsel	McManimon & Scotland, L.L.C 75 Livingston Ave # 201 Roseland, NJ 07068	N/A
Continuing Disclosure Agent	Phoenix Advisors 4 West Park Street Bordentown, NJ 08505	\$850
Dental Insurance Broker	Brown & Brown, 56 Livingston Ave St Suite 220 Roseland, NJ 07068	N/A
Insurance Broker	Polaris Galaxy 777 Terrace Avenue Hasbrouck Heights, NJ 07604	N/A

Insurance Broker	Berkley Life and Health BMI Benefits, LLC PO Box 511 Matawan, NJ 07747	N/A
Policy Services Consultant	Strauss Esmay Associates, LLP 1886 Hinds Rd # 1 Toms River, NJ 08753	\$4,600
Regulatory Compliance and Asbestos Management Company	Karl & Associates, Inc. 20 Lauck Rd Mohnton, PA 19540	Two Six-month Surveillance Reports (June 2018 and December 2018) total cost of \$1200, and employee training, if necessary, for an additional \$450. Preparation of the 2017/2018 Right-to-Know Survey Update for \$1,895
Risk Management Consultant Insurance Broker	Burton Agency, Inc. 44 Bergen St Westwood, NJ 07675	N/A
Payroll Tax Consultant	EsmerPS 14 Main Street Madison, NJ 07940	\$6,000; additional hourly billing rates: Senior Staff \$150, Support Staff \$100
Physical Therapy	Rickhard Rehabilitation Services, Inc. 168 Franklin Turnpike # 100, Waldwick, NJ 07463	N/A
Occupational Therapy	School Based Therapy Services 1425 Pompton Ave Suite 1-3, Cedar Grove, NJ 07009	N/A

BE IT RESOLVED, to approve travel and related expense reimbursement for staff, in compliance with N.J.A.C. 6A: 23A-7.3, 7.4 & 7.5, and as per District policy for staff, for attendance at workshops and programs, not to exceed \$1,500 per person, for the 2019-2020 school year.

IT IS FURTHER RESOLVED, that the Allendale Board of Education hereby establishes the school district travel maximum for the 2019-2020 school year not to exceed \$22,635 and that the Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT RESOLVED, to approve travel and related expense reimbursement, as per District policy for staff, and as per contract stipulations for administrators, for attendance at out-of-district and IEP meetings, not to exceed \$1,500 per person, for the 2019-2020 school year, for the following:

Jo Ann Karamus	Cristina Perla
Kristina Vassallo	Carlea Dries
Thea Webber	

BE IT RESOLVED, upon the recommendation of the Board, that the Business Administrator/Board Secretary is designated to audit any account or demand to be paid, and subsequent thereto is authorized to approve, on behalf of the Board, any account or demand prior to presentation to the Board; and

BE IT FURTHER RESOLVED, that all of the foregoing approvals made pursuant to this resolution shall be presented to the Board for their ratification at the next regular meeting.

BE IT RESOLVED, to authorize the Business Administrator/Board Secretary to make budgetary transfers between board meetings in accordance with N.J.S.A. 18A:22-8.1.

WHEREAS, the Allendale Board of Education has established an IRS Section 125 Plan for the benefit of allowing employees to contribute allowable deductions on a pre-tax basis;

NOW BE IT RESOLVED, that the Allendale Board of Education acknowledges the continuation of the District IRS Section 125 Plan for Employee Deductions.

AND BE IT FURTHER RESOLVED, to approve Omni Financial Group, Inc. as the District's Third Party Administrator and Common Remitter Consultant, for services in conjunction with the Tax Shelter Annuity Companies and affiliated Brokers as follows:

MetLife      AXA Equitable      Valic AIG      Lincoln      Ameriprise      Security Benefit

BE IT RESOLVED, to approve National Benefit Services, LLC (MGM Benefits Group and Eaton Financial Services), Educational Services Commission of New Jersey (ESCNJ) vendor, to provide Flexible Spending Account (FSA) Services for Allendale District for the remainder of the 2020 calendar year.

**EXECUTIVE SESSION**

On motion by Mr. Fliegel and seconded by Dr. Prince and unanimously carried by voice vote, the Board adjourned the Reorganization Session to go into Executive Session for the purpose of discussing legal and student matters at 7:18 pm.

Ms. Engeleit announced to the public that the Board expected to reconvene for the Regular Session public meeting immediately after the Executive Session ended, in approximately twenty minutes.

**REGULAR SESSION**

**ALLENDALE BOARD OF EDUCATION**

**January 7, 2020**

On motion by Mrs. Rosner and seconded by Mrs. Gundersen and unanimously carried by voice vote, the Board adjourned the Executive Session to reconvene to Regular Session at 7:32 pm in the Brookside School Learning Commons on Tuesday, January 7, 2020.

**BOARD PRESIDENT’S COMMENTS**

Mrs. Capano extended a welcome to all present and expressed thanks to Mr. Fliegel for his years of service as President.

**MEETING OPEN TO THE PUBLIC – AGENDA ITEMS ONLY**

Mrs. Capano informed the public of Bylaw 0167 procedures regarding the Open to the Public portion of the meeting, also available on the website. No public comments or questions. Meeting closed to the public for comments/questions on Agenda Items.

**SUPERINTENDENT’S REPORT**

Dr. Barcadepone welcomed all back and wished everyone a happy and healthy 2020 on behalf of the staff and administration.

Dr. Barcadepone thanked all Board members on behalf of staff, students, and administrators for volunteering their time in honor of National School Board Recognition Month. Many have no idea of the time commitment a Board member makes. Dr. Barcadepone and the staff are especially appreciative of the continuity of our Board members and how they always work together with the best interest of the students in mind.

**COMMITTEE REPORTS**

**BUILDINGS & GROUNDS**

Mrs. Capano reported the Committee did not meet; no report.

**POLICY**

Mrs. Gundersen reported the committee did not meet; no report.

**FINANCE**

Mrs. Rosner reported the committee did not meet; no report.

**EDUCATION**

Mrs. Gundersen reported the committee did not meet; no report.

**TECHNOLOGY**

Dr. Prince reported the Committee did not meet; no report.

**NEGOTIATIONS**

Mr. Fliegel reported the Committee did not meet; no report.

**MINUTES**

On motion by Dr. Prince and seconded by Mrs. Rosner, and unanimously carried by roll call vote, the Board approved the following resolution:

BE IT RESOLVED, to approve the minutes, as amended, of the following meetings:

Regular Session

December 18, 2019



**PERSONNEL**

On motion by Mrs. Gundersen and seconded by Mr. Fliegel, and carried by roll call vote, the Board approved the following resolutions:

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the December 13, 2019 request received from Employee #4080, World Language/ESL Teacher, for a maternity leave of absence effective on or about April 16, 2020; Employee #4080 anticipates returning to the District for the 2021-2022 school year. It is her intent to utilize a total of 40 sick days. This leave shall be in accordance with the NJ Family Leave Act and the Federal Family and Medical Leave Act.

BE IT RESOLVED, upon recommendation of the Superintendent, to retroactively approve an extended medical leave of absence for Employee #4038 through January 27, 2020. This medical leave was approved on the October 16, 2019 BOE Agenda.

BE IT RESOLVED, upon recommendation of the Superintendent, to accept with regret the letter of intent to retire received from Ms. Claire Barnett, effective July 1, 2020. Ms. Claire Barnett will have completed her 15<sup>th</sup> year in the District at the end of the 2019-2020 school year.

Mrs. Capano formally acknowledged Mrs. Barnett for being an amazing teacher and always stepping up for the students; she will be missed.

**EDUCATION**

On motion by Mr. Fliegel and seconded by Mrs. Gundersen and unanimously carried by roll call vote, the Board approved the following resolutions:

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following:

WHEREAS, The New Jersey School Boards Association has declared January 2020 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Allendale Board of Education is one of more than 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Allendale Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, school boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments;

NOW, THEREFORE, BE IT RESOLVED, that the Allendale Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2020 as SCHOOL BOARD RECOGNITION MONTH; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the request for Agostina Trass, a teacher from NHRHS, to observe Mrs. Falknor's ESL classes until the middle of March at Hillside and Brookside School. There is no set schedule for her observances.

**SPECIAL EDUCATION**

On motion by Mr. Fliegel and seconded by Mrs. Rosner, and carried by roll call vote, the Board approved the following resolution:

BE IT RESOLVED to approve payment to School Based Therapy Service, District OT Provider, to conduct an Occupational Therapy evaluation for Special Education Student #000605, to be conducted after January 7, 2020, at the rate of \$300, as recommended by the Child Study Team.

**MEETING OPEN TO THE PUBLIC – NON AGENDA ITEMS**

Mrs. Capano informed the public of Bylaw 0167 procedures regarding the Open to the Public portion of the meeting, also available on the website.

Meeting closed to the public for comments/questions on Agenda Items.

**NEW BUSINESS**

Superintendent and Board member discussion ensued on the proposed 2020-2021 District Calendar. Discussion included weeks off are fully aligned with the QUAD with the exception of Allendale having the full week off in February.

On motion by Mrs. Gundersen and seconded by Dr. Prince, and carried by roll call vote, the Board approved the following resolution:

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the District Calendar, as amended, for the 2020-2021 academic year, as per Old Business Board Attachment I.

Members discussed continuing the practice of placing a congratulatory ad from the Board in the Brookside Yearbook; ad copy will be updated for new members.

**ADJOURNMENT**

On motion by Mrs. Gundersen and seconded by Dr. Prince, and unanimously carried by roll call vote, the Board adjourned the Regular Session at 7:50 pm.

**RECONVENE**

On motion by Mrs. Rosner and seconded by Mrs. Gundersen, and unanimously carried by roll call vote, the Board reconvened the Regular Session at 7:51 pm.

**SUPERINTENDENT'S REPORT**

Dr. Barcadepone introduced Greg and Richard (Kim) Wilson of Allendale. The brothers made a presentation to the district of a painting by Greg Wilson of the original site of Hillside School. Dr. Aileen Wilson, Greg's mother, was the first principal at Hillside School. This picture will be placed in the foyer.

**ADJOURNMENT**

On motion by Mr. Fliegel and seconded by Mrs. Gundersen, and unanimously carried by roll call vote, the Board adjourned the Regular Session at 7:59 pm.

Respectfully submitted,

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Ms. Maria Engeleit  
Business Administrator/Board Secretary