

**Garwood Board of Education Reorganization Meeting Minutes
January 4, 2021**

Minutes of the proceedings of the **REORGANIZATION MEETING** held on **January 4, 2021**. in the Lincoln School Gym, at 6:00 pm. *Dr. Dennis R. Frohnapfel, Board Secretary, presided.*

I. Flag Salute/Sunshine Statement/Call to Order

In accordance with the Open Public Meetings, *N.J.S.A. 10:4-6 et seq.*, adequate notification of this meeting has been provided by advertising in the Star Ledger and Westfield Leader and posting notice on the front entrance of Lincoln School and filing notice with the Borough Clerk. I hereby call to order the Reorganization Meeting of the Garwood Board of Education, Monday, January 4, 2021, in the Lincoln School Gym, at 6:00 pm.

II. The Board Secretary administered the Oath of Office to newly elected Board Members: 1) Albert DelConte; and 2) Christine Guerriero

III. Distribution/Discussion Code of Ethics for School Board Members pursuant to the School Ethics Act (c.178, P. L. 2001)

The Board Secretary distributed the Code of Ethics for School Board Members and the Acknowledgement of Receipt for the Code of Ethics for School Board Members to all Trustees. The Code of Ethics was reviewed by each Trustee and each Trustee signed the acknowledgement of receipt. The Board Secretary collected the acknowledgements.

IV. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Mrs. Barnes (Adrienne) Joined via Google Meet	X	
Mr. DelConte (Albert)	X	
Miss Guerriero (Christine)	X	
Dr. Kjetsaa (Mary Ann)	X	
Mrs. Ridente (Denise)	X	
Mr. Ryan (Timothy)	X	
Mrs. Scepkowski (Maureen)	X	
Mr. Trentacosta (Ralph) Joined via Google Meet	X	
Vacancy		

V. Nominations/Election of Board President

The Board Secretary entertained nominations for the Office of President of the Garwood Board of Education for the 2021 calendar year.

Trustee Scepkowski nominated *Ralph Trentacosta* to serve as President of the Garwood Board of Education for the 2021 calendar year.

In the absence of further nominations, the Board Secretary closed nominations and called the role for the election of Ralph Trentacosta to serve as President of the Board of Education for the 2021 calendar year. *Ralph Trentacosta was elected by unanimous roll call vote.*

VI. Nominations/Election of Board Vice President

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The Board Secretary entertained nominations for the Office of Vice President of the Garwood Board of Education for the 2021 calendar year.

Trustee Barnes nominated *Maureen Scepkowski* to serve as Vice President of the Garwood Board of Education for the 2021 calendar year.

In the absence of further nominations, the Board Secretary closed nominations and called the role for the election of Maureen Scepkowski to serve as Vice President of the Board of Education for the 2021 calendar year. *Maureen Scepkowski was elected Vice President by unanimous roll call vote.*

The Board Secretary turned over the conduct of the meeting to the Board President.

VII. Public Comment

VIII. Resolutions

01. Certification of 2020 Election Results
02. Approve 2021 Calendar of Board Meetings
03. Approve 2021 Regular Meeting Agenda Format
04. Approve 2021 Standing Committees
05. Reaffirm NJSBA Code of Ethics
06. Designate 2021 Official Newspapers
07. Re-adopt Existing Board Bylaws, Policies, Regulations and Procedures
08. Appoint Treasurer of School Monies
09. Designate Qualified Purchasing Agent for 2021
10. Approve 2021 Bank Depositories
11. Designate 2021 Authorized Signatories for District Accounts
12. Designate 2021 Student Activity/Athletic Funds Depositories/Authorized Signatories
13. Establish Petty Cash Accounts for 2021
14. Approve School Physician for 2021
15. Appoint Board Counsel for 2021
16. Appoint External Auditor for FY End June 30, 2021
17. Approve R&L DataCenters, Inc. (payroll services) for 2021
18. Appoint Broker of Record for Employee Health Benefits for 2021
19. Appoint Risk Manager and Broker of Record for Property & Casualty for 2021
20. Approve Tax Shelter Annuity vendors for 2021
21. Authorize Use of President's Facsimile Signature
22. Authorize use of State Contracts, Establish Bid/Quote Threshold for 2021
23. Authorize SBA/Board Secretary to pay bills between Board Meetings
24. Approve Flexible Spending Account for 2021
25. Designate Compliance Officers for 2021
26. Adopt Textbooks and Curricula for 2021
27. Authorize Purchase of Textbooks and Supplies for 2021
28. Authorize Personnel Actions for 2021
29. Approve 2021 maximum for travel/public relations expenses
30. Approve Cooperative Pricing Agreements for 2021
31. Approve Liaison Assignments for 2021

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IX. Board Comments

X. Adjournment

Trustee Scepkowski motioned to adjourn at 7:50 pm; seconded by Trustee Guerriero; carried by unanimous vote.

Respectfully submitted,

Dennis R. Frohnafel, Ed.D.
Interim SBA/Board Secretary

Approved January 19, 2021

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01. **Be It Resolved**, that the Garwood Board of Education certifies the results of the Annual School Board Election held on November 3, 2020, for membership to the Board of Education for a Three-Year Term (results provided by County Clerk):

Albert DelConte	-	1507
Christine Guerriero	-	1546

02. **Be It Resolved**, that the Garwood Board of Education designates the following meeting dates for Regular Public Meetings, for the 2021 calendar year; all meetings to be held on Tuesday, in accordance with the “Open Public Meetings Act” and formal action may be taken at any meeting; all meetings to be held at the Lincoln School, commencing at 7:00 pm, convening immediately into Executive Session, reconvening the Regular Meeting to follow; and

Be It Further Resolved, that the Board approves newly revised Roberts' Rules of Order, to govern the Garwood Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, in accordance with Board Bylaw 9321:

<i>Meeting Date</i>	<i>Meeting Type</i>	<i>Location</i>
January 19, 2021	Regular Meeting	Lincoln School Gym
February 16, 2021	Regular Meeting	Lincoln School Gym
March 16, 2021	Regular Meeting	Lincoln School Gym
April 20, 2021	Regular Meeting	Lincoln School Gym
May 4, 2021	Public Budget Hearing	Lincoln School Gym
May 18, 2021	Regular Meeting	Lincoln School Gym
June 22, 2021	Regular Meeting	Lincoln School Gym
August 17, 2021	Regular Meeting	Lincoln School Gym
September 21, 2021	Regular Meeting	Lincoln School Gym
October 19, 2021	Regular Meeting	Lincoln School Gym
November 16, 2021	Regular Meeting	Lincoln School Gym
December 14, 2021	Regular Meeting	Lincoln School Gym

03. **Be It Resolved**, that the Garwood Board of Education establishes the following Agenda Format to be observed and the order of business conducted at the Regular Public Meetings of the Board of Education; and

Be It Further Resolved, that the Board President has sole discretion to change the Agenda Format and order of business in the best interest of the Board of Education.

REGULAR PUBLIC MEETING AGENDA

- I. Sunshine Statement / Call to Order / Roll Call
- II. Executive Session
- III. Flag Salute
- IV. Approval of Board Minutes
- V. Presentations
- VI. Committee Reports
- VII. Superintendent’s Report
- VIII. Public Comment

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- IX. Resolutions (Consent Agenda)
 - A. Budget/Finance/Facilities
 - B. Education/Personnel
 - C. Strategic Planning/Policy
- X. Board Comments
- XI. Adjournment

04. **Be It Resolved**, that the Garwood Board of Education approves the following standing committees for the 2021 calendar year:

- A. Budget/Finance/Facilities
- B. Education/Personnel/Negotiations
- C. Strategic Planning/Policy

05. **Be It Resolved**, that the Garwood Board of Education, individually and as a group, reaffirms and re-adopts the School Board Member Code of Ethics contained in Board of Education Bylaw 9271, as follows:

NJSBA Code of Ethics

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts as its own the School Board Member Code of Ethics promulgated by the New Jersey School Boards Association on May 10, 1975 and reproduced below:

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 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.

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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.

06. **Be It Resolved**, that the Garwood Board of Education designates the Star Ledger and Westfield Leader, as official newspapers for the Garwood Board of Education for the 2021 calendar year.

07. **Be It Resolved**, that the Garwood Board of Education, re-adopts existing Board Bylaws, Policies, Regulations, and Standard Operating Procedures Manual (updated).

08. **Be It Resolved**, that the Garwood Board of Education, appoints Raymond Krov, Treasurer of School Monies, stipend \$3,600, for the 2021 calendar year, effective January 1, 2021.

09. **Be It Resolved**, that the Garwood Board of Education, designates Dr. Dennis R. Frohnapfel, R.S.B.A. as the District's **Qualified Purchasing Agent**, for 2021.

10. **Be It Resolved**, that the Garwood Board of Education designates **Investors Savings Bank** as depository for Garwood Board of Education funds.

11. **Be It Resolved**, that the Garwood Board of Education authorizes the following individuals to sign for and on behalf of the Board of Education, any and all checks, drafts, or other orders with respect to any funds at any time to the credit of this Board with the depositories and/or against any accounts of this Board maintained at any time with the depositories, inclusive of any such checks, drafts or other orders drawn to cash or bearer or in favor of any of the below designated officers and/or other persons, firms or corporations, and that said depositories be and hereby are authorized without further inquiry to; and

Be It Further Resolved, that the Business Administrator/Board Secretary is hereby authorized to execute the required forms to maintain said accounts:

A. Pay the same to the debit of any accounts of this Board then maintained with them;

B. Receive, as the act of this Board, reconcilements of accounts when signed by any one or more of the below designated officers and/or individuals; and

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C. Receive for deposit to the credit of this Board and/or for collection for the account of this Board, any and all checks, drafts, notes or other instruments for the payment of money, whether or not endorsed by the Board, which may be received for it such deposit and/or collection, it being understood that each item shall be deemed to have been unqualifiedly endorsed by this Board; and signed by at least two (2) of the following:

1) Board President; 2) SBA/Board Secretary; 3) Treasurer of School Monies

12. **Be It Resolved**, that the Garwood Board of Education designates **Investors Savings Bank** as depository for Student Activity and Athletic Fund Accounts, for the 2021 calendar year; and
Be It Further Resolved, that all checks, drafts, notes or orders drawn against these accounts be signed by at least two (2) of the following: **1) Chief School Administrator; 2) Principal; 3) SBA/Board Secretary; and**
Be It Further Resolved, that no other bank accounts are authorized at the school level except for those so identified without formal resolution by the Garwood Board of Education.

13. **Be It Resolved**, that the Garwood Board of Education, authorizes the establishment of petty cash accounts for the 2021 calendar year, in the amount as set forth in District Policy #3451; and

Be It Further Resolved, that any receipt being reimbursed with petty cash fund cannot exceed \$50.00; and

Be It Further Resolved, that funds are to be used for emergencies and small purchases not exceeding \$50.00 only and not to subvert the intent of the regular purchasing procedures or for routine expenditures; and

Be It Further Resolved, that all unused petty cash funds will be returned to the depository prior to the end of the fiscal year (June 30, 2021):

<i>School/Department/Administrator</i>	<i>Amount</i>	<i>Designated Person</i>
Chief School Administrator	\$300.00	Maria Cortese

14. **Be It Resolved**, that the Garwood Board of Education, approves Greenbrook Family Medicine (Ronald M. Frank, MD PA), as School Physician for 2021, annual fee \$1,500.00.

15. **Be It Resolved**, that the Garwood Board of Education, approves the appointment of Scarinci/Hollenbeck, General Counsel, to represent the Board of Education, for the 2021 calendar year, retainer \$8,000.00, services not included with retainer at \$151 per hour and \$110 per hour for work by law clerks and paralegals; Special Education legal services at \$175 per hour and \$100 per hour for work by law clerks and paralegals; and
Be It Further Resolved, that John G. Geppert, Jr., Esq., will be the primary contact and coordinating attorney; and
Be It Further Resolved, all bills shall be forwarded to the Board Secretary for review and processing for payment.

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16. **Be It Resolved**, that the Garwood Board of Education, approves the appointment of Suplee, Clooney & Company, 308 East Broad Street, Westfield, NJ 07090, as the Auditor of the 2020/21 school year, FY End June 30, 2021, fee \$21,325.00.
17. **Be It Resolved**, that the Garwood Board of Education, approves the Agreement with R&L DataCenters, Inc. to provide payroll-related services to 2021, fees in accordance with Agreement; and
Be It Further Resolved, that the Board designates Maria Cortese to manage the payroll function.
18. **Be It Resolved**, that the Garwood Board of Education, approves the appointment of Brown & Brown, Benefits Advisors, 56 Livingston Ave., Suite 220, Roseland, NJ 07068, as Broker of Record for Employee Health Benefits, for 2021.
19. **Be It Resolved**, that the Garwood Board of Education, approves the appointment of Brown & Brown, Benefits Advisors, 56 Livingston Ave., Suite 220, Roseland, NJ 07068, as Risk Manager and Broker of Record for Property & Casualty, for 2021.
20. **Be It Resolved**, that the Garwood Board of Education approves the following Tax Shelter Annuity vendors for the 2021 calendar year; and
Be It Further Resolved, that the Board of Education restricts any other Tax Shelter Annuity vendors from entering the District without this Board's consent and official Board action:
- 1) AXA;
 - 2) Lincoln Investments;
 - 3) National Life
21. **Be It Resolved**, that the Garwood Board of Education authorizes the use of the President's Facsimile Signature on warrants, with the exception of Social Security payments, for the 2021 calendar year.
22. **Be It Resolved**, that the Garwood Board of Education authorizes the Business Administrator/Board Secretary to use *State Contracts*, where applicable, for the purchase of goods and services, for 2021; and
Be It Further Resolved, that the Board of Education establishes the Bid Threshold at \$44,000 (QPA) and Quotation Threshold at \$6,000.
23. **Be It Resolved**, that the Garwood Board of Education authorizes the SBA/Board Secretary to pay bills and claims, as needed, between Board Meetings.
24. **Be It Resolved**, that the Garwood Board of Education, approves AFLAC to provide and administer a **Flexible Spending Account** for employee's or their dependent's medical expenses up to a maximum of \$2,750 in a plan year, for the 2021 calendar year, at no cost to the District.

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25. **Be It Resolved**, that the Garwood Board of Education, designates the following **Compliance Officers**, for the 2021 calendar year:

Affirmative Action/Equity Officer	Chief School Administrator
Section 504 Compliance Officer	Chief School Administrator
Homeless Liaison	Chief School Administrator
Public Agency Compliance Officer	School Business Administrator
Integrated Pest Management Coordinator	Supervisor Building and Grounds
Asbestos Management/PEOSA Officer	Supervisor Building and Grounds
Safety/Health/Indoor Air Quality Officer	Supervisor Building and Grounds
Right to Know/Chemical Hygiene Officer	Supervisor Building and Grounds
Custodian of Records	Board Secretary

26. **Be It Resolved**, that the Garwood Board of Education, in compliance with N.J.S.A. 18A:33-1 and 18A:35, confirms the adoption of the existing Textbooks and Curricula resources in the District 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; and **Be It Further Resolved**, the Board of Education approves for use in the Garwood School District classrooms during the 2021 calendar year, curricular, courses, textbooks, reference books, manuals, workbooks, library collections, ancillary materials, and related curricular resources.
27. **Be It Resolved**, that the Garwood Board of Education, in compliance with N.J.S.A. 18A:18A-5 permits Boards of Education to purchase textbooks, copyrighted materials, pre-kindergarten and kindergarten supplies, and other library and educational goods and services which exceeds the bid threshold by resolution at a public meeting without public advertising for bids, and N.J.S.A. 18A:18A-10 permits the purchase of any materials, supplies, goods, etc. from State Contracted vendors; and **Be It Further Resolved**, that the Board of Education approves the purchase of curricular materials, textbooks, library media resources, subscriptions and other instructional supplies as needed.
28. **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 it is in the District's best interests to effectuate the prompt employment of staff in certain programs; now **Be It Resolved**, that the Garwood Board of Education authorizes the Chief School Administrator to make critical employment decisions, as needed, subject to ratification by the Garwood Board of Education at the next subsequent Board meeting.
29. **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 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; now

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Be It Resolved, that the Garwood Board of Education established by resolution a maximum travel expenditure amount of \$18,500 all funds, including Federal funds in the 2021 calendar year.

- 30. Whereas**, the Garwood Board of Education, County of Union, State of New Jersey, authorizes administration to enter into Cooperative Pricing Agreements; and
Whereas, these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions during the 2021 calendar year; and
Whereas, the Garwood Public School District encourages the use of shared services through State approved cooperative entities; and
Whereas, this resolution shall be known and may be cited as the Cooperative Pricing resolution of the Garwood Board of Education; and
Whereas, the agencies entering into contracts on behalf of the Garwood Board of Education shall be responsible for complying with the provision of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; now
Be It Resolved, that the Garwood Board of Education, authorizes the Purchasing Agent to enter into a cooperative pricing agreement with the following agencies, for the purchase of work materials, supplies and services, for the 2021 calendar year:

- Hunterdon County Educational Services
- Educational Services Commission of New Jersey (ESC)
- PEPPM Technology Bidding and Purchasing Program
- Union County Educational Services Commission
- U.S. Communities Government Purchasing Alliance

- 31. Be It Resolved**, that the Garwood Board of Education, designates the following **Liaison assignments**, for the 2021 calendar year:

A	Clark Board of Education	Christine Guerriero
B	Garwood Educational Foundation	Maureen Scepkowski/Mary Ann Kjetsaa
C	Garwood PTA	Andrienne Barnes
D	Garwood Borough Council Representative	Albert DelConte
E	Union County Ed Services Commission	Maureen Scepkowski
F	Union County School Boards Association	Timothy Ryan
G	Union County Vo-Tech	Timothy Ryan
H	Garwood Seniors Association	Mary Ann Kjetsaa
I	New Jersey School Boards Association	Christine Guerriero

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Reorganization resolutions 01 thru 31				
Motion: Trustee Scepkowski		Second: Trustee Kjetsaa		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	X			
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Mrs. Ridente (Denise)	X			
Mr. Ryan (Timothy)	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			
Vacancy				

Approved January 19, 2021