

**NUTLEY BOARD OF EDUCATION
OPEN PUBLIC MEETING AGENDA
JANUARY 6, 2025**

Announcement of Meeting - 6:30 PM

Mr. DeVita

Meeting Notice

In compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting had been provided as specified in the Act. Proper notice of this Open Public Meeting was provided in the notice of January 4, 2024. Said notice was posted at the entrance of the Board of Education offices, mailed to the Nutley Township Clerk, sent to Tap Into Nutley, advertised in the Nutley Sun on January 4, 2024 and posted on the district website.

Flag Salute

Mr. DeVita

On Tuesday, November 5, 2024 the Annual School Election for the Nutley School District was held between the hours of 6:00 am and 8:00 p.m. and as much longer as was necessary to permit all of the legal voters then present at the polling places to vote.

Voting was conducted for the election of three members to the Board of Education for a period of three years.

The votes were certified by the Office of the Clerk of Essex County and the results of the election were as follows:

Stephen Gilberti	5,937
Nicholas Scotti	7,295
Daniel Friginals	6,238
Joseph Battaglia	4,736

The candidates elected for the three-year term were:

Nicholas Scotti, Daniel Friginals and Stephen Gilberti.

Oath to New Board Members

Nicholas Scotti
Daniel Friginals
Stephen Gilberti

Call of Roll

Mr. DeVita

Correspondence

Mr. Bania

Organization Action Items

1. Motion to appoint the Board Secretary as the Temporary Chairperson to conduct the election of Board President.

Nominations for Board President

2. Election for the office of Board President.

Motion to elect _____ as President of the Board of Education, effective immediately, until the next reorganization meeting as prescribed by law.

The newly elected President now presides at the meeting

Nominations for Board Vice President

3. Election for the office of Board Vice President.

Motion to elect _____ as Vice President of the Board of Education, effective immediately, until the next reorganization meeting as prescribed by law.

4. Motion to approve, to the extent consistent with State Law, Policies and By-Laws, that the Board will be guided by Robert’s Rules of Order.

5. Motion to adopt and be governed in all actions to come before the Board by the written Board Policies, Regulations, and Job Descriptions previously duly adopted and currently in use.

6. Motion to approve the following Board meeting dates for the remainder of the 2024/2025 school year and for the time period July 2025 through January 2026. The Board will meet to discuss or act upon public business at 6:30 pm in the Nutley High School Auditorium. In addition, such other meetings as the Board of Education business may require, shall be scheduled and held, but pursuant to and with such additional notice as is required by law.

<u>2025</u>			
Month	Day	Date	
January	Monday	27th	
February	Monday	24th	
March	Monday	17th	
April	Monday	28th	Public Budget Hearing
May	Monday	19th	
June	Monday	16th	
August	Monday	4th	
August	Monday	25th	
September	Monday	29th	

October	Monday	27th	
November	Monday	24th	
December	Monday	22nd	
Jan 2026	Monday	5th	Reorganization

7. Motion to approve The Nutley Sun and/or The Star-Ledger and/or TapInto Nutley as official newspapers in which to advertise Board notices.
8. Motion to appoint Mr. Michael DeVita as the District Qualified Purchasing Agent according to the rules and regulations of P.L. 1999 and to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Nutley Board of Education. FURTHER RESOLVED: that the District Qualified Purchasing Agent has the authorization to award contracts up to the bid threshold of \$44,000 and set the quote threshold at 15% of the bid threshold amount, as per 18A:18A-3.
9. Motion to approve Citizens Bank, as the designated and approved depository of school district funds from January 6, 2025 to the next Board Reorganization Meeting. BCB Bank and TD Bank are approved until funds can be transferred over and finalized.
10. Motion to require that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title:

General Account	President/Board Secretary/Treasurer
Salary Account	Board Secretary/Treasurer
Cafeteria Account	President/Board Secretary/Treasurer
Payroll Agency Account	President/Board Secretary/Treasurer
Extended Day	President/Board Secretary/Treasurer
Unemployment Trust/FLI Account	President/Board Secretary/Treasurer
Athletic Officials	Athletic Director or Board Secretary
Health Benefits	President/Board Secretary/Treasurer
Nutley High School Student Activities	Building Principal or Board Secretary
John H Walker School Student Activities	Building Principal or Board Secretary
Lincoln School Student Activities	Building Principal or Board Secretary
Radcliffe School Student Activities	Building Principal or Board Secretary
Spring Garden School Student Activities	Building Principal or Board Secretary
Washington School Student Activities	Building Principal or Board Secretary
Yantacaw School Student Activities	Building Principal or Board Secretary
M. Centrella Scholarship Fund	Board Secretary
Callahan Scholarship Fund	Board Secretary
11. Motion to approve the use of facsimile and signature stamps for the President, Board Secretary and Treasurer of School Monies on all warrants.
12. Motion to authorize the Business Administrator/Board Secretary to make intra-bank electronic fund transfers to Board of Education accounts.

13. Motion to authorize the Business Administrator/Board Secretary to make investment decisions in accordance with N.J.S.A. 18A:20-37-39, when in the best interest of the Board of Education.
14. Motion to authorize the Business Administrator/Board Secretary to affix the Board of Education seal to any appropriate document.
15. Motion to approve the establishment of a Petty Cash Fund and appoint the custodian of the fund, pursuant to District Policy 6620 and N.J.S.A 2C: 21-15; N.J.S.A. 18A-19-13; 18A:23-2; N.J.A.C 6:20-2A.8 as follows:

	<u>Amount of Fund</u>	<u>Maximum Single Expenditure</u>
<u>Nutley High School</u>		
Denis Williams	\$200.00	\$40.00
<u>John H. Walker Middle School</u>		
Joe Materia	\$100.00	\$40.00
<u>Lincoln Elementary School</u>		
Jackie Devore	\$100.00	\$40.00
<u>Radcliffe Elementary School</u>		
Michael Kearney	\$100.00	\$40.00
<u>Spring Garden Elementary School</u>		
Laurie LaGuardia	\$100.00	\$40.00
<u>Washington Elementary School</u>		
Doug Jones	\$100.00	\$40.00
<u>Yantacaw Elementary School</u>		
Frank Francia	\$100.00	\$40.00
<u>Special Services</u>		
Tracy Egan	\$200.00	\$40.00
<u>Business Office</u>		
Michael DeVita	\$200.00	\$40.00

16. Motion to adopt the uniform minimum chart of accounts distributed by the State and utilized by the District, to authorize the addition of sub-account designations as the Business Administrator may deem necessary, and to authorize the Superintendent of Schools to make any necessary transfers below the level of the NJDOE Chart of Accounts, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

17. Motion to appoint the Business Administrator/Board Secretary as the Custodian of Government Records for the period January 6, 2025 through the next Board Reorganization meeting, as required by N.J.S.A. 47:1A-1, et. seq., the New Jersey Open Public Records Law, and establish a photocopy fee of five cents (\$.05) for printed matter of letter size page or smaller and seven cents (\$.07) for printed matter of legal size or larger for official public documents.
18. Motion to authorize the Business Administrator/Board Secretary to solicit bids when required.
19. Motion to authorize the Business Administrator/Board Secretary to participate in the New Jersey State Contract Process; and BE IT FURTHER RESOLVED, to authorize the Business Administrator/Board Secretary to utilize State Contracts for purchases when feasible.
20. Motion to approve continued participation at various state and cooperative contracts as a method of procurement in accordance with Chapter 139 PL 2011 as referenced in Local Finance Notice 2012-10, May 14, 2012 at no cost to the Nutley School District to include:

Company	Description of Goods/Services
Educational Services Commission of New Jersey Cooperative Pricing System, Parsippany, NJ	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
TCPN (The Cooperative Purchasing Network), Houston, TX	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
GSA.GOV (United States General Services Administration), Washington, DC	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
PEPPM, Milton, PA	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
US Communities/Omnia Partners, Gaithersburg, MD	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
Hunterdon County Educational Services Commission, Lebanon, NJ	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
Union County Educational Services Commission	Non-Public Services
Essex Regional Educational Services Commission	Non-Public Services

The Interlocal Purchasing System (TIPS)	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
NASPO Value Point	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
Keystone Purchasing Network	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment
Somerset County Cooperative Pricing System	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment; Grounds Services and Supplies
Union County Cooperative Pricing System	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment; Security Services and Supplies
Sourcewell Cooperative Contract	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment; Security Services and Supplies, Vehicles
BuyBoard Purchasing Cooperative	Technology Equipment & Associated Software/Licenses; Athletic Equipment; School/Classroom/Office Supplies; Professional Services; Industrial Supplies/Equipment; Security Services and Supplies

Further, Be it Resolved, that the QPA for the district be authorized to procure goods and services through state agencies under state contracts that have been properly bid and awarded in accordance with public purchasing laws.

21. Motion to reaffirm the Nutley School District's participation in the Educational Data Service, Inc. Cooperative Pricing System (Ed-Data), for the purchasing of supplies, goods and services for the remainder of the 2024/2025 school year from its authorized vendors.
22. Motion to approve the adoption of the existing Contracts and Agreements to which the Nutley Board of Education is a party.

23. Motion to authorize the Business Administrator/Board Secretary to release warrants for payment of the District's bills and payroll as needed in between scheduled Board meetings and have those claims ratified at the next regular Board Meeting.
24. Motion that the Business Administrator/Board Secretary, or his designee, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws from January 6, 2025 to the next Board's Reorganization meeting.
25. Motion that the Nutley Board of Education hereby adopts the following "Code of Ethics" as established by the New Jersey School Boards Association.

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS – 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that 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 policy making, 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 that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 school.
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 the complaints at public meetings only after failure of an administrative solution.

BE IT FURTHER RESOLVED, that the Board shall see that all members of the Board receive training in understanding and adhering to this Code and shall discuss it annually at a regularly scheduled public meeting. Each member of the Board shall sign documentation that he/she has received a copy of the code and has read and understood it.

26. Motion to appoint Theresa Laurie as Acting Board Secretary for emergency purposes.
27. Motion to approve the Standard Operating Procedures and Internal Controls Manual.

28. Motion to appoint the following service providers for the remainder of the 2024/2025 School Year, as previously approved:

<u>Company</u>	<u>Description</u>
Acacia Financial Group	Financial Advisor/Continuing Disclosure Agent
Acclaim Inventory	Asset Inventory
Accutrans	Translation Services
Aero Environmental Services	Air quality testing
AGL Welding Supply	Oxygen cylinders
Apple	IMACS, Macbooks, Ipads Lease
Apple	Macbooks Lease
Balboa Capital	AED lease
Bergen County Special Services	SRS Services
Blue Triton Brands	Water delivery service
Brain Pop	Brain Pop ELL License
Brightly	Schooldude work order online system
Cablevision Lightpath	Dedicated Internet Service
Cablevision Lightpath	Internet Voice Bundle
CDW Government	Cisco Umbrella cloud security
CDW Government	Unitrends
CDW Government	Google Workspace
Chasan, Lamparello, Mallon & Cappuzzo	Attorneys
Chief Fire Equipment Company	Fire extinguisher inspection
Computer Solutions	Budgetary Accounting & Personnel/Payroll Software
Consensus	Efax Services
Cordance	Chromebook monitoring for teachers
Creative Speech Solutions	SRS Services
Curriculum Associates	I-Ready License
Dr. Maryann Alessio	District Physician
Educational Data Services	Cooperative Purchasing Program
Educational Development Software	Home Instruction
Educational Service Commission of NJ	Cooperative Purchasing Program
Educere	Home Instruction
Environmental Connection	AHERA surveillance

Essex Regional Educational Services Commission	Non public Services
Explore Learning	Gizmos License
Follett School Solutions	Destiny Library License
Franklin Central Communications	Fire Alarm Monitoring & Testing
Frontline Education	Applitrack, AESOP, Veritime, Central
Realtime Information Technology	Realtime Student Information System
Heartland School Solutions	POS Manager, Free & Reduced, Cafeteria License
Horizon Healthcare Staffing	SRS Services
Houghton Mifflin Harcourt	Math In Focus
IMAC Insurance Agency	Insurance Broker of Record
Inglesino, Wyciskala, Taylor & Driscoll	Attorney
Innovative Therapy Group	SRS Services/Paraprofessionals
Institute of Neurology & Neurosurgery	SRS Services
IXL Learning	Site license Gr 4-8 Math, ELA, Science
JAMF Software	Casper Suite MAC renewal
JVC	SRS Services
JW Manny, Inc	Audiometer Calibration
Kencor, LLC	Elevator/Lift Maintenance
Kid Clan	Home Instruction
King Tech Repair	Telephone annual renewal
Kodable	K-5 coding program
KS Statebank	School Bus Lease
Kuta Software	Math Instruction
Landtek	Synthetic Turf Maintenance
Learnwell/EI US	Home Instruction
Lerch, Vinci & Bliss	District Auditors
Literably	English Fluency License
Macquarie Equipment Capital	Copy Machine Lease
Mail Direct	Tonor & copier supplies
Mark Meeker	Yard/Vehicle Checks
Mountain Lakes Board of Education	SRS Services
Naviance	Guidance
New Pathways	Home Instruction

North Jersey Orthopaedic & Sports Management	Orthopaedic Services
Northfolk Southern Railway Co.	Parking Lease
Open Systems Integrators	Card Swipe Software
Optimum	Cable Service
Pomptonian Food Service	Food Service Management Company
PowerSchool Group	SchoolMessenger
PowerSchool Group	Schoology LMS Subscription, Performance Matters Assessment & Advanced Reporting
PowerSchool Group	Naviance
Public Sewer Service	Grease Trap Cleaning
Puresan	Custodial Supplies
Quadient Finance USA	Postage Funding for Mail Meter
Quadient Leasing USA	Postage Meter Lease
Quizizz	Quizizz License
Raptor Technologies	Emergency Management System
Remind101	Grade Level Messaging Subscription
Rscool Today	Activities Registration, Facilities Scheduler, Activities Scheduler, Support Package
Safe Schools IPM	Pest Control & IPM Law Compliance Services
Searle Insurance Agency	Risk Advisor
Schenck, Price, Smith & King	Attorneys
Scientific Water Conditioning	Water treatment service
Securranty Assurance for Tomorrow	Chromebook Insurance
Silvergate Preparatory	Home Instruction
Social Strides	SRS Services
Solutions Architecture	District Architects
South Bergen Jointure Commission	SRS Services
Stadium System, Inc	Athletic Reconditioning
Strauss Esmay Associates	Policy Alerts
Success on the Spectrum School Based Services	SRS Services
Supreme Consultants	SRS Services
Swank K-12 Streaming	Streaming Film Library for MS and HS
Tailscale	Secure Networks Remote Access

TD Equipment Finance	Vehicle & Equipment Lease
Teaching Strategies	Early learning assessment
The Arc of New Jersey	Transitional Educational Classes
The Uncommon Thread	SRS Services
Thera-Pede	SRS Services
371 Franklin Ave Nutley, LLS	Lease for Board Office
Township of Nutley	Physician Services, Fuel, Waste Removal
Turnitin	Turnitin License
Union County Educational Services Commission	Non public Services
Vent Tech	Kitchen exhaust cleaning
Verizon	Telephone Service
Verizon Connect Fleet	GPS Services on School Buses
Verizon Wireless	Wireless Cell Service
WeVideo	MS Tech engineering video editing software
White Rock Security Group	Microsoft License Renewal
White Rock Security Group	Adobe License Renewal
White Rock Security Group	Incident IQ License Renewal
Wilentz, Goldman & Spitzer	Bond Counsel
William Paterson University	SRS Services

Hearing of Citizens

We now come to the portion of our meeting where we allow members of the public to address the board. In this section we allow questions or comments on reports, resolutions, and all school – related matters.

Our Board regulations (#0167) allot 20 minutes for these communications. Each person shall be limited to three minutes and we ask you to try to stay within this requirement. Speakers may speak more than once only after all others wishing to speak on a topic have been heard.

All statements will be directed to me as the chairperson and no one may address board members individually.

Please be reminded that if your statement is: Too lengthy, abusive, obscene, irrelevant or redundant, your participation may be terminated.

Please remember to state your name and address each and every time you address the board. Does anyone have any questions?

Adjournment

This document is subject to additions, withdrawals and modifications without notice.