

NUTLEY BOARD OF EDUCATION OPEN PUBLIC MEETING MINUTES JANUARY 6, 2025

Announcement of Meeting - 6:30 PM

Mr. DeVita

Mr. DeVita opens the meeting at 6:30PM.

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

Mr. DeVita leads the group in the flag salute.

Mr. Devita reads the results from the November 5th School Board election.

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 Fraginals | 6,238 |
| Joseph Battaglia | 4,736 |

The candidates elected for the three-year term were:

Nicholas Scotti, Daniel Fraginals and Stephen Gilberti.

Oath to New Board Members

Nicholas Scotti performed by John Cosgrove
Daniel Fraginals performed by Alan Genitemp
Stephen Gilberti performed by Michael DeVita

Call of Roll

Mr. DeVita

Present:

Mr. Balsamo
Mrs. Danchak-Martin
Dr. D'Elia
Mr. Fragnals
Mr. Kucinski
Mrs. Quirk
Mr. Scotti
Mr. Ferraro

Correspondence

Mr. Bania

Mr. Bania reads a correspondence from Mayor Kelly, congratulating the new Board members.

Organization Action Items

1. Motion to appoint the Board Secretary as the Temporary Chairperson to conduct the election of Board President.
Mr. Kucinski motions and Dr. D'Elia seconds.

Nominations for Board President
Mr. Balsamo nominates Mr. Ferraro.
Mr. Fragnals seconds the motion.

2. Election for the office of Board President.

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

The nomination passes unanimously.

The newly elected President Ferraro now presides at the meeting.

Nominations for Board Vice President
Mr. Scotti nominates Dr. D'Elia.
Mr. Balsamo seconds the nomination.

3. Election for the office of Board Vice President.

Motion to elect _____ Tom D'Elia _____ as Vice President of the Board of Education, effective immediately, until the next reorganization meeting as prescribed by law.
The nomination passes unanimously.

President Ferraro welcomes the new Board members and congratulates Vice President D'Elia. He thanks the Board for electing him.

Dr. D'Elia then welcomes the new Board members. He makes remarks as newly elected Vice President, saying the Board is ready to get to work and committed to progress.

Mr. Kucinski moves items 4-28. Mrs. Danchak-Martin seconds the motion.
The resolutions unanimously pass.

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> | | |

| | | |
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| 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:

| <i>Company</i> | <i>Description of Goods/Services</i> |
|---|---|
| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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?

No public comments are made.

Mr. Fragnals motions to adjourn the meeting. Mrs. Danchak-Martin seconds the motion.

Adjournment

The meeting was adjourned at 6:50PM.

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