

**HAWORTH BOARD OF EDUCATION**  
**HAWORTH, NEW JERSEY 07641**  
**REORGANIZATION MEETING**  
**January 6, 2021**  
**MINUTES**

**I. CALL TO ORDER – 7:32 PM**

**II. FLAG SALUTE**

**III. SUNSHINE LAW STATEMENT.**

All requirements of the Open Public Business Meetings Law have been met for this meeting of the Board of Education of the Borough of Haworth. On October 22, 2020, advance written notice was emailed to **The Record and The Ridgewood News**, filed with the Borough Clerk, posted on the school website and forwarded to the Presidents of the Home and School Association and Teachers Association, and all persons requesting such notice. During meetings held remotely for some or all participants, a member of the public wishing to provide comments during public comment on agenda items or public comments on all other items, is directed to type his or her name, address, and group affiliation, if any, in the “chat” window at the start of the public comment section where he or she wishes to be recognized. The Board President will recognize each member of the public individually when it is his or her turn to speak and will unmute his or her audio at that time. If a member of the public wants to provide a comment, but cannot access the “chat” he or she can verbally state their name, address, and group affiliation, if any, and the Board President will inform him or her when it is his or her turn to comment. The Board will also read written comments submitted in accordance with the Board’s resolution. All public comments are limited to three minutes, including time for the Board to respond. At all other times, members of the public will be muted. The Board will follow its adopted bylaws, procedures, and resolutions with regard to conduct during the Board meeting, including during public comments.

**IV. MISSION STATEMENT**

The Haworth Public School District, a safe and nurturing small school environment, in partnership with our community, is dedicated to providing every student with educational excellence through a comprehensive, innovative and rigorous curriculum that fosters productive and responsible life-long learners in a global society. Adopted – May 28, 2013.

**V. ROLL CALL:** Mrs. Ilisha Borek  
Mr. Charles Crowley  
Mrs. Alanna Davis  
Dr. Danielle Insalaco-Egan  
Mr. Michael Rodino  
Mrs. Stacey Wunsch  
Mr. Paul Wolford, Business Administrator  
Dr. Peter Hughes, Superintendent  
Mrs. Stacey Cherry, Esq., Fogarty & Hara

Mrs. Kristi Giambona, Board Secretary

**VI. MOTION TO OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY – 7:38 p.m.**

*The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name and address before you begin.*

**VII. CLOSE THE PUBLIC PORTION - 7:39 p.m. NO PUBLIC COMMENT**

**VIII. BOARD SECRETARY’S REPORT ON ELECTION RESULTS**

1. Election Results - It is hereby moved that the Haworth Board of Education acknowledges the election results from the November 3, 2020 election, as reported herein by the Superintendent

<b>Three Year candidates</b>	<b>Election Day</b>	<b>Absentee by Mail</b>	<b>Provisional</b>	<b>Total</b>
Michael Rodino	0	1,189	28	1,217
Gregory Stott	0	845	37	882
Robert Rose	0	833	21	854

Oath is administered by the Board Secretary based on these results to the following newly elected Board Members:

Michael Rodino  
Gregory Stott

2. **ROLL CALL** of the 2021 Haworth Board of Education Trustees:

<b><u>Trustee</u></b>	<b><u>Expiration of Term</u></b>
Ilisha Borek	2022
Charles Crowley	2021
Alanna Davis	2022

Danielle Insalaco-Egan	2022
Michael Rodino	2023
Gregory Stott	2023
Stacey Wunsch	2021

ROLL CALL: 7/0

**3. Nomination and Election of President** - The Board Secretary receives nominations for the election of the President of the Board. **Board Secretary relinquishes the chair to the newly elected president.**

*Alanna Davis nominates Michael Rodino for President, Ilisha Borek seconds the nomination. All of the Board members sent their votes via email to the Board Secretary. Mr. Rodino was unanimously voted into the position of President by the Board members.*

A. Davis Moved, I. Borek Seconded

**ROLL CALL VOTE: 7/0**

**4. Nomination and Election of Vice-President** - The Board President receives nominations for the election of the Vice-President of the Board.

*Charles Crowley nominates Stacey Wunsch for Vice President, Danielle Insalaco-Egan seconds the nomination. All of the Board members sent their votes via email to the Board Secretary. The vote count is as follows:*

*Borek for Wunsch, Crowley for Wunsch, Davis for Wunsch, Insalaco-Egan for Wunsch, Rodino for Wunsch, Stott for Borek, and Wunsch for Wunsch. Vote for Wunsch is 6/1.*

C. Crowley Moved, D. Egan Seconded

**ROLL CALL VOTE: 6/1**

**5. Meeting Dates** - It is hereby moved, that the Board of Education approves the Public Board meetings to be held twice per month (unless otherwise advertised) at 7:30 p.m. as follows:

**2021**

**Haworth Board of Education Meeting Dates**

Wednesday, January 6, 2021 – Reorganization & Work Session

Tuesday, January 19, 2021

Wednesday, February 10, 2021 - Work Session

Tuesday, February 23, 2021  
Wednesday, March 17, 2021 - Work Session  
Tuesday, March 23, 2021  
Wednesday, April 21, 2021 - Work Session  
Tuesday, April 27, 2021 - Budget Hearing  
Wednesday, May 19, 2021 - Work Session  
Tuesday, May 25, 2021  
Wednesday, June 16, 2021 - Work Session  
Tuesday, June 22, 2021  
Wednesday, July 14, 2021 - Work Session  
Tuesday July 20, 2021  
Wednesday, August 18, 2021 - Work Session  
Tuesday, August 24, 2021  
Wednesday, September 8, 2021 - Work Session  
Tuesday, September 14, 2021  
Wednesday, October 13, 2021 - Work Session  
Tuesday, October 19, 2021  
Wednesday, November 10, 2021 - Work Session  
Tuesday, November 16, 2021  
Wednesday, December 8, 2021 - Work Session  
Tuesday, December 14, 2021

**Note: Action is taken at all Public Meetings. Action will not be taken at Work Session Meetings. Closed session meetings may precede and/or follow any of the scheduled meetings. Meeting location, dates & times subject to change. Notices for all meetings (scheduled, non-scheduled, canceled or changed) are posted in the hall outside the Superintendent's Office, the hall outside the Haworth School main office, Haworth Public Library and the Haworth Town Hall. Public Notice is also published in The Record & The Ridgewood News newspapers.**

6. **Board Meeting Conduct-** It is hereby moved that the Board adopt "Robert's Rules of Order" for parliamentary procedures in conducting board business.

7. **Official Depository -** It is hereby moved that the Board approves Valley National Bank as official depository for funds of this Board of Education for the remainder of the 2020-2021 school year and through the next reorganization meeting.

8. **MOTION to designate the following accounts as the official accounts** which the Board of Education of the Borough of Haworth will use during the remainder of the 2020-2021 school year and through the next reorganization meeting.

Valley National Bank for the Haworth School District located at 205 Valley Road, Haworth, NJ 07641. The check supplier for Haworth is MGL Forms, 154 South Street, New Providence, NJ 07974.

- **Agency Account** – Any 1 of 3 - Business Administrator, Board President or Treasurer of School Monies.
- **After School Account** - Any 1 of 3 – Business Administrator, Board President or Treasurer of School Monies.
- **Capital Projects Referendum Account** – 3 Signatures Required – Business Administrator, Board President and Treasurer of School Monies.
- **Capital Reserve Account** – 3 Signatures Required - Business Administrator, Board President and Treasurer of School Monies.
- **Flexible Spending Account** – Any 1 of 3 – Business Administrator, Board President or Treasurer of School Monies.
- **Operating Account** – 3 Signatures Required – Business Administrator, Board President and Treasurer of School Monies.
- **Payroll Account** – 1 Signature Required – Business Administrator, Board President or Treasurer of School Monies.
- **Petty Cash Account** – Any 1 of 3 – Business Administrator, Board President or Treasurer of School Monies.
- **Student School Fund Account** – Any 2 of 4 – Business Administrator, Superintendent, Board President or Treasurer of School Monies.

9. **Official Newspapers** - It is hereby moved that the Haworth Board of Education approve The Record and The Ridgewood News as the official newspapers of the Haworth Board of Education for the remainder of the 2020-2021 school year and through the next reorganization meeting.

10. **Approval of Chart of Accounts** - It is hereby moved that the Haworth Board of Education approve the Chart of Accounts for the remainder of the 2020-2021 school year through the next reorganization meeting, which are on file in the Business Office.

11. **Appointment of Treasurer of School Money's** - It is hereby moved, upon recommendation of the Superintendent, that the Haworth Board of Education appoints Rebecca Overgaard, as Treasurer of School Monies for the remainder of the 2020-2021 school year and through the next reorganization meeting.

12. **Appointment of Board Secretary** – It is hereby moved that the Haworth Board of Education appoint Kristi Giambona as Board Secretary for the remainder of the 2020-2021 school year and through the next reorganization meeting at a rate of \$515 per meeting and \$500 per work session.

13. **Petty Cash Account** - It is hereby moved that the Haworth Board of Education establish a petty cash account for the remainder of the 2020-2021 school year and through the next reorganization meeting in the amount of \$500.00.

14. **Professional Consultant/School Physician/Medical Examiner** - It is hereby moved upon recommendation of the Superintendent, that Nancy Rothenberg, D.O., be appointed as professional consultant/school physician/ medical inspector, at an annual salary of \$2,500 for the remainder of the 2020-2021 school year and through the next reorganization meeting.

15. **Professional Services Agreement/Architect** — It is hereby moved that RSC Architects be approved as the District's Architect of Record for the remainder of the 2020-2021 school year and through the next reorganization meeting.

16. **Professional Services Consultant/Auditor** - It is hereby moved that Nisivoccia, LLP, Certified Public Accountants & Advisors, be approved as the District's auditor for the remainder of the 2020-2021 school year and through the next reorganization meeting.

17. **Professional Services Consultant-Board Attorney** – It is hereby moved that the Board, appoints the firm of Fogarty and Hara as Board Attorney at a rate of \$175 per hour for a partner and \$155 for an associate, for the remainder of the 2020-21 school year and through the next reorganization meeting.

18. **Professional Consultant/Comprehensive Computer Management Services-Budgeting/Accounting** – It is hereby moved that Asbury Park Computer System be approved to provide comprehensive financial management services for the remainder of the 2020-2021

school year and through the next reorganization meeting at a cost of \$15,140.00. Furthermore, the Business Administrator is hereby authorized and directed to execute an agreement with the aforementioned company.

19. **Professional Consultant/Environmental Services** – It is hereby moved that ER&M, be approved to provide the following environmental and consulting services during for the remainder of the 2020-2021 school year and through the next reorganization meeting at a cost of \$2,050 for the following services:

AHERA 6-month surveillance Inspection, AHERA 3-Year Re-inspection,  
General and technical asbestos compliance as needed.

20. **Contract for Nursing Services** - It is hereby recommended by the Superintendent that Bayada Home Health Care. Inc. and Priority Nursing Services both be approved to provide substitute nursing services to the Haworth School District at their individual contracted rates per hour for the remainder of the 2020-2021 school year and through the next reorganization meeting.

21. **Medical and Prescription Plan** - It is hereby moved that the Haworth Board of Education approves participation of the district in the State Health Benefits Plan for the remainder of the 2020-2021 school year and through the next reorganization meeting.

22. **Delta Dental and Vision Service Plan** - It is hereby moved that the Haworth Board of Education approves participation in the Delta Dental Plan and the Vision Service Plan for the remainder of the 2020-2021 school year and through the next reorganization meeting.

23. **Affirmative Action Officer** - It is hereby moved upon the recommendation of the Superintendent that the Board appoints Paul Wolford, Business Administrator/Director of Elementary Education, as the Affirmative Action Officer and Title IX Compliance Coordinator for the remainder of the 2020-2021 school year and through the next reorganization meeting.

24. **504 Compliance Officer** – It is hereby moved upon the recommendation of the Superintendent that the Board appoints Suzanne Schmalzer, School Counselor, as the 504 Compliance Officer for the for the remainder of the 2020-2021 school year and through the next reorganization meeting.

25. **School Safety Officer** – It is hereby moved upon the recommendation of the Superintendent that the Board appoints Paul Wolford, Business Administrator/Director of Elementary Education, as the School Safety Officer for the remainder of the 2020-2021 school year and through the next reorganization meeting.

26. **Integrated Pest Management Coordinator** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the appointment of Donald Turner, Supervisor of Building & Grounds, as the Integrated Pest Management Coordinator for the remainder of the 2020-2021 school year and through the next reorganization meeting.

27. **Custodian of Records** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the appointment of Paul Wolford, Business Administrator/Director of Elementary Education as the Custodian of Records for the remainder of the 2020-2021 school year and through the next reorganization meeting.

28. **OPRA Requests**- Upon the recommendation of the Superintendent, the Haworth Board of Education establishes a fee request for public documents for the remainder of the 2020-2021 school year and through the next reorganization meeting.

- \$0.05 for letter-size copies, and
- \$0.07 for legal-size copies

29. **Liaison for the Haworth Public Library Board of Trustees** – It is hereby moved, upon recommendation of the Superintendent that the Board approves the appointment of Jennifer Eisberg, Media Specialist, as the district’s liaison to the Haworth Public Library Board of Trustees for the remainder of the 2020-2021 school year and through the next reorganization meeting.

30. **Liaison for Homeless Children** – It is hereby moved that the Board upon recommendation of the Superintendent approves the appointment of Suzanne Schmalzer, School Counselor, as the District’s Liaison for Homeless Children for the remainder of the 2020-2021 school year and through the next Reorganization meeting.

31. **403 B Agent Authorization** - It is hereby moved that the Board approve the following 403 B plans for the remainder of the 2020-2021 school year and through the next reorganization meeting.

- AXA Equitable Life Insurance Company
- Security Benefits
- Vanguard

32. **Public Agency Compliance Officer (P.A.C.O.)** – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the appointment of Paul Wolford, Business Administrator/Director of Elementary Education, as Public Agency Compliance Officer for the remainder of the 2020-2021 school year and through the next reorganization meeting.



33. **Job Descriptions** – It is hereby moved, upon the recommendation of the Superintendent, that the Board re-adopts the existing job descriptions covering all employees of the Haworth Board of Education, for the remainder of the 2020-2021 school year and ending on June 30, 2021.

34. **Policies and Bylaws** - It is hereby moved that the Board re-adopts existing policies and bylaws of the Board of Education for the remainder of the 2020-2021 school year and through the next reorganization meeting.

35. **Curriculum Guides and Materials** - It is hereby moved that upon the recommendation of the Superintendent, that the Haworth Board of Education affirm/approve the existing curriculum guides and materials for the remainder of the 2020-2021 school year through the next reorganization meeting.

36. **Membership in Bergen County Region III** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education continues its membership in the Bergen County Region III Consortium for Special Education for the remainder of the 2020-2021 school year and through the next reorganization meeting; does hereby accept, adopt and agree to comply with the Region III Bylaws; designate the Superintendent as its representative to Region III; empower him/her to cast all votes and take all other actions necessary to represent its interest in Region III.

37. **Risk Management Services** — It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves the Burton Agency as broker of record to provide Risk Management Services to the district and approves a contract for the remainder of the 2020-2021 school year and through the next reorganization meeting.

38. **Membership in Northeast Bergen County School Board Insurance Group**

(NESBIG) – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves, pursuant to the provision of Title 18A:18A-42, participation of the District through the administration of Burton Agency as a member of the Northeast Bergen County School Board Insurance Group (NESBIG) in the Workers Compensation Pool and as a member for other joint insurance services for the remainder of the 2020-2021 school year and through the next reorganization meeting.

39. **Membership in New Jersey School Boards Association (NJSBA)** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves membership in the New Jersey School Boards Association for the remainder of the 2020-2021 school year and through the next reorganization meeting.

40. **Prescribed Mileage Reimbursement** – It is hereby moved, upon the recommendation of the Superintendent, that the Haworth Board of Education approves the reimbursement rate for auto travel at \$.35 per mile for the remainder of the 2020-2021 school year and through the next reorganization meeting, to conform with the per mile rate established by the OMB Circular for the calendar year 2020.

41. **Student Accident Insurance** – It is hereby moved that the Haworth Board of Education approves the appointment of Bollinger Insurance Solutions as the student insurance carrier for the remainder of the 2020-2021 school year and through the next reorganization meeting per individual subscription (premiums are paid by the parents) and until the next reorganization meeting.

42. **Cash Management** – It is hereby moved that the Haworth Board of Education authorizes Paul Wolford, Business Administrator/Director of Elementary Education, to perform the following for the remainder of the 2020-2021 school year and through the next reorganization meeting:

- a. Transfer funds among the various bank accounts of the District.
- b. Transfer line item accounts among the various budgetary accounts.
- c. Invest school funds as The Investment Officer of the Board, as permitted by statute.
- d. Make payment on the Bills and Claims, prior to their approval by the Board when it is deemed necessary, and then present them for approval at the next Board Meeting.

43. **Procurement of Goods/Services** – It is hereby moved, upon the recommendation of the Superintendent, in concert with the Business Administrator/Director of Elementary Education, that the Board authorizes the procurement of goods and services from vendors through the state agency/state contracts for the remainder of the 2020-2021 school year and through the next reorganization meeting as provided for in Title 18A:18A-10 without advertising for bids, or after having rejected all bids obtained pursuant to advertising.

44. **School Funds Investor** - Upon the recommendation of the Superintendent, the Haworth Board of Education designates the Paul Wolford, Business Administrator/Director of Elementary Education as the School Funds Investor for the remainder of the 2020-2021 school year and through the next reorganization meeting.

45. **Debt Service** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the allocation of interest on bonds to the debt service fund for the remainder of the 2020-2021 school year and through the next reorganization meeting.

46. **Memorandum of Agreement** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Memorandum of Agreement between the Haworth

Public School and the Haworth Police Department for the remainder of the 2020-2021 school year and through the next reorganization meeting.

47. **Organization Chart**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves the organizational chart for the 2020-2021 school year and ending on June 30, 2021 (Attachment).

48. **Request for state and federal funds**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Superintendent and the Business Administrator/Director of Elementary Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

49. **2020-2021 School Budget** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the implementation of the 2020-2021 school budget through June 30, 2021.

50. **Technical Services** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves Northern Valley Technical Services for software/technology equipment maintenance for the remainder of the 2020-2021 school year and through the next reorganization meeting.

51. **Budget Transfers**--Upon the recommendation of the Superintendent, the Haworth Board of Education approves, as provided by N.J.S.A. 18A:22-8.1, Paul Wolford, the Business Administrator/Director of Elementary Education to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education ratified and duly-recorded in the minutes of such meetings not less than monthly until the next reorganization meeting.

52. **School Safety Plan** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the emergency procedures described in the official Haworth School Safety Plan for the remainder of the 2020-2021 school year and through the next reorganization meeting.

53. **District Plans** -Plan Approval- Upon the recommendation of the Superintendent, the Haworth Board of Education reaffirms the approval of the following plans:

Long Range Facility Plan

Three-Year Comprehensive Maintenance Plan

Technology Plan

Comprehensive Equity Plan  
Mentoring & Professional Development Plans

54. **Insurance Broker** -Upon the recommendation of the Superintendent, the Haworth Board of Education approves G.R. Murray as broker/administrator for the flexible spending plan, cafeteria 125 plan and summary plan description for the remainder of the 2020-2021 school year and through the next reorganization meeting.

55. **Emergency Contact System** – It is hereby moved that the Haworth Board of Education reaffirm the Realtime Notification Alert System at a rate of \$1.85 per student/staff member for the remainder of the 2020-2021 school year and through the next reorganization meeting.

56. **Student Information Management System** - It is hereby moved that the Haworth Board of Education affirm Realtime Information Technology, Inc. to provide student information data management for the remainder of the 2020-2021 school year and through the next reorganization meeting.

57. **Staff Attendance Management System** - It is hereby moved that the Haworth Board of Education affirm Frontline Technologies, Inc. (Aesop - Automated Substitute Placement & Absence Management System) to provide staff and substitute attendance data management for the remainder of the 2020-2021 school year and through the next reorganization meeting.

58. **Staff Attendance Plan** - Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Staff Attendance Plan for the remainder of the 2020-2021 school year and through the next reorganization meeting.

59. **District Website** - It is hereby moved that the Haworth Board of Education affirm Schoolwires, a Blackboard, Inc. company to provide website management for the remainder of the 2020-2021 school year and through the next reorganization meeting.

D. Egan Moved, I. Borek Seconded

**ROLL CALL VOTE: 7/0**

60. **Code of Ethics** – It is hereby moved, that the Haworth Board of Education adopts The following Code of Ethics developed by the New Jersey School Boards Association as the code to which each Haworth Board Member subscribes:

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 and ethical procedures.

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.

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.

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.

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.

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.

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.

I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Superintendent.

I will support and protect school personnel in proper performance of their duties.

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.

S. Wunsch Moved, C. Crowley Seconded

**ROLL CALL VOTE: 7/0**

#### **IX. MEETING OPEN TO THE PUBLIC - 8:00 p.m.**

*The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize*

*that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.*

**NO PUBLIC COMMENT - 8:01 p.m.**

**X. ADJOURNMENT 8:02 p.m.**

A. Davis Moved, S. Wunsch Seconded  
All in favor.

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President  
Haworth Board of Education

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Board Secretary  
Haworth Public School District