

ANNUAL REORGANIZATION MEETING - April 25, 2018

The Annual Reorganization Meeting of the Irvington Board of Education was held on Wednesday April 25, 2018 at University Elementary School, 1 University Place, Irvington, NJ 07111. This meeting was called to order by Board Secretary, Reggie Lamptey at 6:30 p.m., followed by a flag salute.

Board Secretary, Reggie Lamptey reported that in accordance with P.L. 1975 Chapter 231, adequate notice of this meeting was posted in the Administration Building and copies of said notice sent to the Star Ledger and the Township Clerk.

Mr. Lamptey shared with the public the following election results:

RESULTS OF THE TOWNSHIP OF IRVINGTON SCHOOL BOARD ELECTION – APRIL 18, 2018

Budget Question – Passed

YES
422

NO
72

Three (3) Years Term Board Members Results:

Jamillah Beasley
603

Ronald Brown
756

Melody Scott
784

Registered Voters
29,199

of Ballots Cast
917

He thanked the citizens of Irvington for once again approving the budget and noted that Ms. Beasley-McCleod, Ms. Scott and Mr. Brown were all returned to the Board.

OATH OF OFFICE

The Oath of Office was administrated by Board Secretary Reggie Lamptey to Jamillah Beasley-McCleod, Ronald Brown and Melody Scott.

Present were: Jamillah Beasley-McCleod
Ronald Brown
Romaine Graham
Audrey Lyon
Melody Scott
Orlander Glen Vick
Richard Williams

Excused: Luis Antilus
Joseph Sylvain

Others: Dr. Neely Hackett, Superintendent of Schools
Reggie Lamptey, CPA, Assistant Superintendent for Business/Board Secretary
Dr. April Magee, Assistant Superintendent for Curriculum and Instruction
Roger Monel, Associate School Business Administrator
Cherelle Tolor, Human Resource Manager
Raymond Hamlin, Board Attorney
Several other administrators, interested citizens, newspaper reporters.

VII. ELECTION OF OFFICERS

A. President
Romaine Graham was nominated for Board President
Nomination by: Orlander Glen Vick
Seconded by: Melody Scott
Roll Call: Unanimously approved on a roll call vote

B. Vice-President
Richard Williams was nominated for Board Vice President
Nomination by: Audrey Lyon
Seconded by: Ronald Brown
Roll Call: Unanimously approved on a roll call vote

VIII. RESOLUTION REGARDING BOARD OF EDUCATION MEETING NOTICES

BE IT RESOLVED, that the Secretary of the Board of Education shall send notices including annual notices giving a time, date, location and to the extent known, the agenda of any regular, special or rescheduled meeting to either or both of the following newspapers; the Irvington Herald, the Star Ledger; and

BE IT FURTHER RESOLVED, that the official newspapers of the Irvington Board of Education shall be the Irvington Herald and the Star Ledger; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Education shall file all notices of any regular, special or rescheduled meetings with the Township Clerk for the Township of Irvington; and

BE IT FURTHER RESOLVED, that the Secretary of the Board of Education shall post all notices of any regular, special or rescheduled meeting in the Administration Building; and

BE IT FURTHER RESOLVED that the Secretary of the Board of Education shall send all notices to any individual requesting to be placed on a mailing list as provided by law in accordance with Board Policy.

ACTION:
Motion by: Ronald Brown, Seconded by: Audrey Lyon
Roll Call: Unanimously approved on a roll call vote.

IX. RESOLUTION ESTABLISHING DATES FOR BOARD MEETINGS

BE IT RESOLVED, that meetings of the Irvington Board of Education will be held at 7:30 pm on the following dates and locations: (Subject to change)

August 15, 2018	Irvington High School – Room 123
September 19, 2018	Augusta Street School – Multi-Purpose Room
October 17, 2018	Berkeley Terrace School – Multi-Purpose Room
November 21, 2018	Chancellor Avenue School-Multi Purpose Room
December 19, 2018	Florence Avenue School – Multi-Purpose Room
January 16, 2019	Grove Street School – Auditorium
February 20, 2019	Madison Avenue School – Multi-Purpose Room
March 20, 2019	Mt. Vernon Avenue School – Auditorium
April 17, 2019	Thurgood Marshall School – Multi-Purpose Room
TBD	Re-Organization Meeting – University Elementary
May 15, 2019	University Elementary – Multi-Purpose Room
June 19, 2019	Union Avenue Middle School – Auditorium
June 26, 2019	University Middle School – Auditorium

ACTION:

Motion by: Ronald Brown, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

X. RESOLUTION FOR DESIGNATION OF DEPOSITORIES FOR FUNDS OF THE BOARD OF EDUCATION

BE IT RESOLVED, that Investors Savings Bank, Bank of America, PNC Bank, TD Bank and Wells Fargo/Wachovia Bank be designated as depositories for school monies of the Irvington Board of Education; and

BE IT FURTHER RESOLVED, that the funds of the Irvington Board of Education deposited in the above-cited depositories be subject to withdrawal and warrants or other orders for the payment of money when signed on behalf of the Board of Education by the President, or Vice President, the Board Secretary and the Treasurer of School Moneys; and

BE IT FURTHER RESOLVED, that available funds may be invested in certificates of deposits in the above-cited depositories; and

BE IT FURTHER RESOLVED, that the Board Secretary is directed to deposit all such funds in the aforementioned banks or the State of New Jersey Cash Management Fund and a copy of this resolution is sent to each of the institutions herein designated.

ACTION:

Motion by: Audrey Lyon, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

XI. INTERNAL SCHOOL ACCOUNTS

BE IT RESOLVED, that two signatures are required, the Principal, Vice Principal, Assistant Principal and the principal's designee of each school be authorized to sign checks or documents necessary to continue the Internal School Accounts of each school in the banks or savings and loan institutions wherein school funds are deposited. Such funds need to be in an Interest Bearing account.

BE IT FURTHER RESOLVED, that two signatures are required on each authorized check. The signors must be the Principal and either the Vice Principal, Assistant Principal or the principal's designee.

ACTION:

Motion by: Ronald Brown, Seconded by: Orlander Glen Vick

Roll Call: Unanimously approved on a roll call vote.

XII. BOARD POLICY BOOK

BE IT RESOLVED, that the Policy and Regulation Manuals of the Irvington Township Board of Education be re-adopted. The Board Policy Book can be reviewed in the Office of the Board Secretary.

ACTION:

Motion by: Jamillah Beasley-McCleod, Seconded by: Audrey Lyon

Roll Call: Unanimously approved on a roll call vote.

XIII. IRVINGTON PUBLIC SCHOOLS MISSION STATEMENT

BE IT RESOLVED, the Irvington Public School envision a community of learners dedicated to academic excellence through a combination of critical thinking and life skills which define the education of the whole child wherein the major focus of the school system is to improve academic achievement for all students.

ACTION:

Motion by: Orlander Glen Vick, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

XIV. REQUEST FOR TAXES FROM THE TOWNSHIP

RESOLVED, that the amount of District taxes including the debt service requirement needed to meet the obligations of this Board of Education for the 2018-2019 school year is \$17,459,529.00 and the Township of Irvington is hereby requested to transfer the proceeds to the Irvington Board of Education as listed: Funds are due by the 1st day of each month.

July, 2018	\$1,454,960.75
August, 2018	1,454,960.75
September, 2018	1,454,960.75
October, 2018	1,454,960.75
November, 2018	1,454,960.75
December, 2018	1,454,960.75
January, 2019	1,454,960.75
February 2019	1,454,960.75
March, 2019	1,454,960.75
April, 2019	1,454,960.75
May, 2019	1,454,960.75
June, 2019	<u>1,454,960.75</u>
	\$17,459,529.00

ACTION:

Motion by: Ronald Brown, Seconded by: Audrey Lyon

Roll Call: Unanimously approved on a roll call vote.

XV. ADMINISTRATIVE APPROVAL OF BILLS

RESOLVED, that the Board of Education, pursuant to N.J.S.A. 18A:19-2, approved authorizing the chief school administrator or her designee to administratively approve the payment of bills for students' needs, pursuant to N.J.S.A. 18A:19-4.1. Payments approved by the chief school administrator or her designee shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board.

ACTION:

Motion by: Audrey Lyon, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

XVI. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, TITLE 18A-18A-10 provided that the Board of Education, without advertising for bids may by resolution purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state division of purchase and property; and

WHEREAS, the Irvington Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Irvington Board of Education desires to authorize its purchasing agent for 2018-2019 to make any and all purchases necessary to meet the needs of the school district throughout the school year;

NOW THEREFORE BE IT RESOLVED that the Irvington Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property by utilizing the various vendors approved by the state.

ACTION:

Motion by: Orlander Glen Vick, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

XVII. AUTHORIZATION FOR PURCHASING OF GOODS AND SERVICES

WHEREAS, the Irvington Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), designates, Reggie Lamptey, CPA, Assistant Superintendent/Board Secretary, as the Qualified Purchasing Agent for the Board of Education and authorized him to award contracts, in full accordance with the law, for purchases that do not exceed in the aggregate in a contract year the total sum of \$40,000.00, (bid threshold} without public advertising) for bids. Furthermore, is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

WHEREAS, pursuant to N.J.A.C. S:34-8.3, et seq., the Irvington Board of Education further authorizes the Qualified Purchasing Agent to seek either competitive quotations or competitive bids when original determination of aggregation are found to be more than anticipated or incorrect.

WHEREAS, pursuant to N.J.S.A.18A:18A-2(b), the Qualified Purchasing Agent, is designated to have the power to prepare advertisements, to advertise for and to receive bids. In accordance with N.J.S.A.18A:18A21(b) is authorized to publicly receive bids, unseal them and announce the contents.

NOW THEREFORE, BE IS RESOLVED, that all purchases made by the Irvington Board of Education shall be done through the purchase order system. Pursuant to N.J.S.A. 18A:18A-2(v), a purchase order is a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide goods or to perform services.

ACTION:

Motion by: Ronald Brown, Seconded by: Orlander Glen Vick

Roll Call: Unanimously approved on a roll call vote.

XVIII. **RESOLUTION TO APPOINT HUNT, HAMLIN & RIDLEY AS GENERAL AND LABOR COUNSEL TO THE IRVINGTON BOARD OF EDUCATION**

WHEREAS, the Irvington Board of Education is desirous of retaining General Counsel and Labor Negotiations Counsel to represent the school district in a variety of legal matters; and

WHEREAS, the Irvington Board of Education is desirous of appointing the law firm of Hunt, Hamlin & Ridley in the capacity of General Counsel and Labor/Negotiations Counsel in the amount not to exceed \$390,000.00, for all matters related to the duties and responsibilities as General Counsel and Labor/Negotiations Counsel in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education;

NOW THEREFORE BE IT RESOLVED, that the Irvington Board of Education approved the appointment of the law firm of Hunt, Hamlin & Ridley as General Counsel and Labor/Negotiations Counsel for an amount not to exceed \$390,000.00, for all matters related to the duties and responsibilities as General Counsel and Labor/Negotiations Counsel in accordance with the terms and conditions of an contract to be executed by the firm and the Irvington Board of Education effective July 1, 2018 to June 30, 2019. (Fee same as last year). Total cost not to exceed \$390,000.00, to be paid from account number 11-000-230-331-00-31.

ACTION:

Motion by: Orlander Glen Vick, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

XIX. **LEGAL EXPENSES – HUNT, HAMLIN & RIDLEY**

RESOLVED, that the Irvington Board of Education hereby approved the allocation of an amount not to exceed \$50,000.00, to cover court fees and expenses, including, but not limited to, filing fees, expert witness fees and depositions and transcripts fees which are directly related to litigation involving the Irvington Board of Education for the 2018-2019 school Year. The payment of expenses to be provided upon the production of an invoice to the Assistant Superintendent for Business. Total cost not to exceed \$50,000.00, to be paid from account number 11-000-230-590-00-31.

ACTION:

Motion by: Ronald Brown, Seconded by: Audrey Lyon

Roll Call: Unanimously approved on a roll call vote.

XX. **APPOINTMENT OF AUDITOR 2018-2019**

BE IT RESOLVED, that Samuel Klein and Company of Newark, New Jersey be appointed to audit the school district's 2018-2019 accounts and financial transactions in accordance with federal and state auditing requirements and to perform other special services as required and authorized by the Board in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education for the 2018-2019 school year. Amount not to exceed \$73,800.00, (2.5 increase over last year). Total cost not to exceed \$73,800.00, to be paid from account number 11-000-230-332-00-31.

ACTION:

Motion by: Ronald Brown, Seconded by: Richard Williams

Roll Call: Unanimously approved on a roll call vote.

XXI. RESOLUTION OF IRVINGTON BOARD OF EDUCATION AWARDDING CONTRACT FOR HEALTH AND PRESCRIPTION INSURANCE PROGRAM

WHEREAS, IRVINGTON BOARD OF EDUCATION (the "BOARD") had a need to acquire services for its health and prescription insurance program, through a fair and open process; and

WHEREAS, the Board received a proposal for Medical and Prescription insurance, as follows:

Estimated Annual Fees: Aetna \$17,711,845.00

WHEREAS, the Broker of Record and IRVINGTON BOARD OF EDUCATION have reviewed the proposal received, and recommend that a one (1) year contract be awarded to AETNA, 980 Jolly Road, Blue Bell, PA 19422, to provide health and prescription insurance services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-15, contracts for health and prescription services for a term of one (1) year; and

WHEREAS, the term of this contract shall be from July 1, 2018 through June 30, 2019; and

WHEREAS, Aetna will complete and submit a Business Entity Disclosure Certification, which Certification provides that the firm has not made any reportable contributions to candidate committees, joint candidates committees or political party committees representing the elected officials of the Board in the one year period preceding the award of the Contract, and that the Contract will prohibit the firm from making any reportable contributions through the term of the contract that would bar the award of this Agreement pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Business Entity Disclosure Certification further provides that the firm has not made any and will not make any contributions or solicit any contribution of money or pledge of a contribution in violation of Board Ordinance; and

WHEREAS, Aetna will complete and submit a Political Contribution Disclosure Form and Stockholder Disclosure Certification, as required pursuant to N.J.S.A. 19:44A-20.26, no later than 10 days prior to entering into the contract, disclosing all reportable political contributions (more than \$300 per election cycle) made over the 12 months prior to submission to the committees of the government entities listed on the Form provided by the Board; and

NOW, THEREFORE, BE IT RESOLVED that the Irvington Board of Education accepted the recommendation of the Superintendent of Schools, as follows:

1. That the aforesaid recitals be and hereby are incorporated herein in full; and
2. That Irvington Board of Education hereby awards, and the Irvington Board of Education are hereby authorized to execute, a contract between Irvington Board of Education and Aetna for its health and prescription insurance program for a one (1) year term, commencing July 1, 2018, in a form acceptable to the Board Attorney; and
3. That the Business Disclosure Entity Certification, Chapter 271 Campaign Contribution Disclosure Form, Public Contracting Reform Ordinance (Ordinance No. 2010:02) Disclosure, Stockholder Disclosure Certification, the Determination of Value, the Certificate of Availability of Funds, and Standard Certification Declaration for an Extraordinary Unspecifiable Service be placed on file with this Resolution; and
4. That this contract shall be awarded through a non-fair and open; and
5. That Irvington Board of Education be and hereby are authorized to take all reasonable and necessary actions to effectuate the same; and

6. That a notice of this action shall be printed once in the legal newspaper of Irvington NJ.

ACTION:

Motion by: Orlander Vick, Seconded by: Jamillah Beasley-McCleod

Roll Call: Unanimously approved on a roll call vote.

**XXII. ESSEX REGIONAL EDUCATION SERVICES COMMISSION RESOLUTION –
ELECTION OF BOARD OF EDUCATION MEMBER TO SERVE AS A MEMBER OF THE
REPRESENTATIVE ASSEMBLY OF THE ESSEX REGIONAL EDUCATION SERVICES
COMMISSION**

WHEREAS, pursuant to N.J.S.A. 18A:6-61 et seq., the Board of Education of the Township of Irvington must elect one of its members to represent it on the Representative Assembly of the Essex Regional Education Services Commission; and

WHEREAS, the Board of Education of the Township of Irvington has held such an election among its members;

NOW THEREFORE BE IT RESOLVED that the Superintendent of Essex Regional Education Services Commission be notified that Richard Williams has been duly elected as a member of the Representative Assembly of the Essex Regional Education Services Commission;

BE IT FURTHER RESOLVED, that a copy of the minutes indicating such election be forwarded to the Executive Director of the Commission.

ACTION:

Motion by: Ronald Brown, Seconded by: Orlander Glen Vick

Roll Call: Unanimously approved on a roll call vote.

XXIII. **APPOINTMENT OF COMMITTEE MEMBERS**

The President of the Board does designate the following Board Members to be Members of the **Buildings and Grounds/Athletics Committee** with the first named Board Member as Chair:

Orlander Glen Vick
Romaine Graham
Joseph Sylvain
Richard Williams

The President of the Board does designate the following Board Members to be Members of the **By-Laws and Policy Committee** with the first named Board Member as Chair:

Audrey Lyon
Jamillah Beasley McCleod
Melody Scott
Joseph Sylvain

The President of the Board does designate the following Board Members to be Members of the **Curriculum/Technology Committee** with the first named Board Member as Chair:

Orlander Glen Vick
Jamillah Beasley McCleod
Romaine Graham
Melody Scott

The President of the Board does designate the following Board Members to be Members of the **Finance Committee** with the first named Board Member as Chair:

Audrey Lyon
Luis Antilus
Ronald Brown
Richard Williams

The President of the Board does designate the following Board Members to be Members of the **Negotiations Committee** with the first named Board Member as Chair:

Melody Scott
Joseph Sylvain
Orlander Glen Vick
Richard Williams

The President of the Board does designate the following Board Members to be Members of the **Personnel Committee** with the first named Board Member as Chair:

Romaine Graham
Ronald Brown
Audrey Lyon
Richard Williams

The President of the Board does designate the following Board Members to be Members of the **School/Community Relations Committee** with the first Named Board Member as Chair:

Jamillah Beasley McCleod
Romaine Graham
Melody Scott
Orlander Glen Vick

XXIV. VOTING DELEGATE – NEW JERSEY SCHOOL BOARDS

BE IT RESOLVED, that Richard Williams shall represent the Irvington Board of Education and be their voting delegate at meeting of the New Jersey School Boards Association. (18A:6-46) and further;

BE IT RESOLVED, that the Alternate Delegate shall be Jamillah Beasley-McCleod.

ACTION:

Motion by: Ronald Brown, Seconded by: Audrey Lyon

Roll Call: Unanimously approved on a roll call vote.

XXV. EXECUTIVE COUNCIL REPRESENTATIVE – ESSEX COUNTY SCHOOL BOARD ASSOCIATION

The Board President does appoint Ronald Brown as Executive Council Representative to represent the Irvington Board of Education at the Executive Council Meetings of the Essex County School Boards Association. The Alternate shall be Audrey Lyon.

ACTION:

Motion by: Orlander Glen Vick, Seconded by: Richard Williams

Roll Call: Unanimously approved on a roll call vote.

XXVI. URBAN BOARDS COMMITTEE

The Board President does appoint Luis Antilus to represent the Irvington Board of Education on the Urban Boards Committee of the New Jersey School Boards Association. The Alternate shall be Romaine Graham.

ACTION:

Motion by: Ronald Brown, Seconded by: Richard Williams

Roll Call: Unanimously approved on a roll call vote.

XXVII. CODE OF ETHICS ADOPTION

RESOLVED, that the Board of Education understands and adopts the Code of Ethics for School Board Members as defined in Title 18A: 12-24.1, read and discuss the following:

18A:12-24.1 Code of Ethics for Board Members.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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 boards members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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.

ACTION:

Motion by: Ronald Brown, Seconded by: Richard Williams

Roll Call: Unanimously approved on a roll call vote.

XXVIII. PUBLIC COMMENTS

Norma Carty congratulated the Board noting Irvington needed committed and determined members which they were.

Mayor Tony Vauss congratulated the newly re-elected members and introduced Democratic Committee Chairwoman Bassemah Beasley to say a few words.

Chairwoman Beasley congratulated Jamillah Beasley-McCleod, Ronald Brown and Melody Scott on their re-election and to the entire Board she said to just keep doing what they were doing because the children mattered.

Board President Graham congratulated the returning members, Jamillah Beasley-MCleod, Melody Scott and Ronald Brown.

XXIX. **CLOSED SESSION:**

“In accordance with the New Jersey Open Public Meeting Act, be it hereby resolved that the Irvington Township Board of Education meet in closed session on Wednesday, May 16, 2018, at University Elementary School, 1 University Place, Irvington, New Jersey at 5:30 p.m. to address matters of personnel and attorney/client privilege.

It is expected that the matters discussed will be made public at the time that the need for confidentiality no longer exists.

XXX. **MOTION TO ADJOURN:**

Upon the motion by Ronald Brown, seconded by Orlander Glen Vick and unanimously approved on a roll call vote, the Annual Reorganization Meeting was adjourned

Reggie Lampety, CPA
Assistant Superintendent for Business/Board Secretary