

BOARD OF EDUCATION

IRVINGTON, NEW JERSEY

VIRTUAL - Reorganization Meeting
May 3, 2023, 6:00 p.m.

- 1. **CALL TO ORDER BY THE BOARD SECRETARY**
- 2. **SALUTE TO THE FLAG**
- 3. **OPEN PUBLIC MEETING ACT NOTICE BY THE BOARD SECRETARY**

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 Irvington Herald, the Star Ledger and the Township Clerk.

4. **RESULTS OF THE TOWNSHIP OF IRVINGTON SCHOOL BOARD ELECTION – APRIL 25, 2023**

Budget Question –	<u>YES</u>	<u>NO</u>
	388	92

Three (3) Year Term Board Members Results:

Syesha Benbow	Audrey Lyon	Jordan Geffrard
526	526	495

One (1) Year Term Board Member Results:

John Brown
488

- 5. **OATH OF OFFICE**
- 6. **ROLL CALL BY THE BOARD SECRETARY**
- 7. **ELECTION OF OFFICERS**

a. President
 Nominee(s) _____
 Nominated by: _____
 Seconded by: _____
 Roll Call: _____

b. Vice-President
 Nominee(s) _____
 Nominated by: _____
 Seconded by: _____
 Roll Call: _____

8. 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 on the District website and 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: _____, Seconded by: _____

Roll Call:

9. RESOLUTION ESTABLISHING DATES FOR BOARD MEETINGS

BE IT RESOLVED, that meetings of the Irvington Board of Education will be held VIRTUALLY until further notice at 6:00 pm on the following dates. **(Subject to change)**

- Wednesday, August 16, 2023
- Wednesday, September 20, 2023
- Wednesday, October 18, 2023
- Wednesday, November 15, 2023
- Wednesday, December 20, 2023
- Wednesday, January 17, 2024
- Wednesday, February 21, 2024
- Wednesday, March 20, 2024
- Wednesday, April 17, 2024
- TBD - Re-Organization
- Wednesday, May 15, 2024
- Wednesday, June 12, 2024
- Wednesday, June 26, 2024

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

10. 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: _____, Seconded by: _____

Roll Call:

11. 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: _____, Seconded by: _____

Roll Call:

12. 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: _____, Seconded by: _____

Roll Call:

13. IRVINGTON PUBLIC SCHOOLS MISSION STATEMENT

BE IT RESOLVED, that the mission of the Irvington Public Schools is to inspire and instruct all students to think critically, creatively and responsibly embrace diversity and pursue their dreams with purpose.

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

14. 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 2023-2024 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, 2023	\$ 1,454,960.75
August, 2023	\$ 1,454,960.75
September, 2023	\$ 1,454,960.75
October, 2023	\$ 1,454,960.75
November, 2023	\$ 1,454,960.75
December, 2023	\$ 1,454,960.75
January, 2024	\$ 1,454,960.75
February 2024	\$ 1,454,960.75
March, 2024	\$ 1,454,960.75
April, 2024	\$ 1,454,960.75
May, 2024	\$ 1,454,960.75
June, 2023	<u>\$ 1,454,960.75</u>
	\$17,459,529.00

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

15. ADMINISTRATIVE APPROVAL OF BILLS

RESOLVED, that the Board of Education, pursuant to N.J.S.A. 18A:19-2, approves 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: _____, Seconded by: _____

Roll Call:

16. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICE THROUGH STATE AGENCY FOR THE 2023-2024 SCHOOL YEAR

WHEREAS, TITLE 18A-18A-10 provides 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 desires to authorize its purchasing agent for 2023-2024 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 authorized 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: _____, Seconded by: _____

Roll Call:

17. 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 \$44,000.00, (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:18A-21(b) is authorized to publicly receive bids, unseal them and announce the contents.

NOW THEREFORE BE IT 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: _____, Seconded by: _____

Roll Call:

18. APPOINTMENT OF TREASURER OF SCHOOL MONIES 2023-2024

RESOLVED, that the Irvington Board of Education approve the appointment of Julyana Ortiz, 440 Shearer Avenue, Union, NJ 07083 as the Treasurer of School Monies, to complete bank reconciliations for the 2023-2024 fiscal year, at a fee of \$2,500.00, per month, not to exceed \$30,000.00. Said services are to be paid from account number 11-000-230-339-00-31, in accordance with the terms and conditions of a contract to be executed by the firm and the Irvington Board of Education.

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

19. APPOINTMENT OF AUDITOR SAMUEL KLEIN AND COMPANY 2023-2024

BE IT RESOLVED, that Samuel Klein and Company of Newark, New Jersey be appointed to audit the school district’s 2023-2024 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 2023-2024 school year. Amount not to exceed \$91,000.00 to be paid from account number 11-000-230-332-00-31.

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

20. APPOINTMENT OF HUNT, HAMLIN & RIDLEY AS GENERAL AND LABOR COUNSEL TO THE IRVINGTON BOARD OF EDUCATION 2023-2024

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 \$425,000.00, 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 \$425,000.00, 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 effective July 1, 2023 to June 30, 2024. Total cost not to exceed \$425,000.00, to be paid from account number 11-000-230-331-00-31.

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

21. LEGAL EXPENSES – HUNT, HAMLIN & RIDLEY

RESOLVED, that the Irvington Board of Education hereby approve 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 2023-2024 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: _____, Seconded by: _____

Roll Call:

22. 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 _____ 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: _____, Seconded by: _____

Roll Call:

23. VOTING DELEGATE – NEW JERSEY SCHOOL BOARDS

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

BE IT RESOLVED, that the Alternate Delegate shall be _____.

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

24. APPOINTMENT OF EXECUTIVE COUNCIL REPRESENTATIVE – ESSEX COUNTY SCHOOL BOARD ASSOCIATION

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

25. APPOINTMENT - URBAN BOARDS COMMITTEE

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

26. 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:

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:

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:

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:

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:

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:

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:

27. ADOPTION OF CODE OF ETHICS

RESOLVED, that the Board of Education understands and adopted the Code of Ethics for School Board Members as defined in Title 18A: 12-24.1, read and discussed 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 board 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: _____, Seconded by: _____

Roll Call:

PUBLIC COMMENT:

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 17, 2023, at 5:00 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.

MOTION TO ADJOURN:

ACTION:

Motion by: _____, Seconded by: _____

Roll Call:

RL/mjl