

May 5, 2011  
Municipal Building  
Council Chambers  
6:30 P.M.

**FROM THE OFFICE OF THE SUPERINTENDENT**  
**WAYNE BOARD OF EDUCATION**  
**WAYNE, NJ**

**ORGANIZATION MEETING AGENDA**

**ACTION**

- I. 6:30 P.M. – Reading of “Sunshine Law” Statement
- II. Call Meeting to Order - Board Secretary
- III.

**FLAG SALUTE**

**MOMENT OF SILENCE**

- IV. Reading of the Official Results of the 2011 School Board Election

- V. Oath of Office to Newly Elected Board Members

- |                      |   |
|----------------------|---|
| - Donald Pavlak, Jr. | – Oath Administered by Mayor Christopher P. Vergano           |
| - Laura Stinziano    | – Oath Administered by Municipal Judge Lawrence D. Katz, Esq. |
| - Robyn Kingston     | – Oath Administered by Municipal Judge Lawrence D. Katz, Esq. |

**ORGANIZATION MEETING - MAY 5, 2011**

VI. Roll Call

**NOMINATION AND ELECTION OF PRESIDENT**

**O-01-11**

**NEWLY ELECTED PRESIDENT ASSUMES CHAIR**

**NOMINATION AND ELECTION OF VICE PRESIDENT**

**O-02-11**

**Open to Public - Agenda Items Only**

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any agenda item during their five minutes.

Approval of the Public Work Sessions/Regular and Executive Meetings of the Board of Education – **RECOMMENDED ACTION**: “that the Board approve that the Public Work Sessions take place on the 1st Thursday of each month, except as noted, to be held in the Conference Room of the Administration Building and the Regular Meetings of the Board of Education take place on the 3rd Thursday of each month, except as noted, to be held in the Council Chambers of the Municipal Building, as per the attached.”

**O-03-11**

Approval to Appoint Board Secretary to the Board of Education for the 2011-2012 School Year – **RECOMMENDED ACTION**: “that the Board approve to appoint Juanita A. Petty as Board Secretary to the Board of Education for the 2011-2012 school year.”

**O-04-11**

Approval to Appoint Assistant Board Secretary to the Board of Education for the 2011-2012 School Year – **RECOMMENDED ACTION**: “that the Board approve to appoint Nicole C. Schoening as Assistant Board Secretary to the Board of Education for the 2011-2012 school year.”

**O-05-11**

**ORGANIZATION MEETING - MAY 5, 2011**

Approval to Appoint Treasurer of School Funds – **RECOMMENDED ACTION:** “that the Board approve to appoint Robert Miller as Treasurer of School Funds for the 2011-2012 school year.” **O-06-11**

Approval to Authorize the Issuance of Checks – **RECOMMENDED ACTION:** that the Board authorize the Business Administrator, Assistant Business Administrator, and Superintendent to issue checks. **O-07-11**

WHEREAS, there is a legal and/or contractual need to pay certain invoices prior to a Regular Public Business Meeting, i.e., insurance, Township of Wayne, Food Service Provider, Public Utilities, etc.

NOW BE IT RESOLVED, that the Wayne Board of Education does hereby authorize the Business Administrator, Assistant Business Administrator, and Superintendent to issue checks, and,

FURTHER BE IT RESOLVED, that such invoices will be on the bills list for approval at the next subsequent meeting of the Board.

Approval to Authorize a Districtwide Petty Cash Checking Account – **RECOMMENDED ACTION:** “that the Board authorize a districtwide petty cash checking account to issue checks for purchases under \$100; with a beginning balance of \$500, to be maintained by the Business Office.” **O-08-11**

Approval to Appoint Representatives to the North Jersey Intergovernmental Insurance Fund – **RECOMMENDED ACTION:** “that the Board appoint the Business Administrator and Assistant Business Administrator as alternate, as the Board’s representatives to the North Jersey North Jersey Intergovernmental Insurance Fund.” **O-09-11**

Approval of Integrated Pest Management (IPM) Coordinator – **RECOMMENDED ACTION:** “that the Board approve Gus Najem as the Integrated Pest Management (IPM) Coordinator for the 2011-2012 school year.” **O-10-11**

Approval of Board Policy Manual – **RECOMMENDED ACTION:** “that the Board approve the Board Policy Manual to remain in full force and effect, by reference.” **O-11-11**

**ORGANIZATION MEETING - MAY 5, 2011**

Approval of Curriculum Guides and Courses of Study - **RECOMMENDED ACTION**: “that the Board approve Curriculum Guides and Courses of Study, as per the attached.” **O-12-11**

Approval to Appoint Official Newspapers for the Wayne Board of Education – **RECOMMENDED ACTION**: “that the Board approve The Record as the official newspaper for the Wayne Board of Education and the Wayne Today or the North Jersey Herald News as the official second newspaper of record for the 2011-2012 school year.” **O-13-11**

Approval of State Contract Resolution – **RECOMMENDED ACTION**: **O-14-11**

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution, may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

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

WHEREAS, the Wayne Board of Education desires to authorize its purchasing agent for the 2011-2012 school year 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 Wayne 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 for the 2011-2012 school year, as per the attached.”

Approval of Financial Depositories and Required Signatures – **RECOMMENDED ACTION**: “that the Board approve the Financial Depositories, at the will of the Board, and required signatories for the 2011-2012 school year, as per the attached.” **O-15-11**

**ORGANIZATION MEETING - MAY 5, 2011**

Approval of the Wayne Township Public Schools to Appoint the Business Administrator as the District Purchasing Agent – **RECOMMENDED ACTION:** **O-16-11**

WHEREAS, the changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$36,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed, as well as, granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Juanita A. Petty, possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Wayne Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3, now, therefore be it

RESOLVED, that the governing body of the Wayne Board of Education, in the County of Passaic, in the State of New Jersey, hereby increases its bid threshold to \$29,000; and be it further

RESOLVED, that the governing body hereby appoints Juanita A. Petty as the Qualified Purchasing Agent 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 Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2, the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Juanita A. Petty’s certification to the Director of the Division of Local Government Services, as required.

Approval of Open Public Records Act Officer – **RECOMMENDED ACTION:** **O-17-11**  
“that the Board appoint the Business Administrator as the Open Public Records Act Officer.”

Approval that All Meetings of the Board of Education be Conducted According to Roberts Rules of Order and Board Policy – **RECOMMENDED ACTION:** **O-18-11**  
“that the Board approve that all meetings of the Board of Education be conducted according to Roberts Rules of Order and Board Policy.”

**ORGANIZATION MEETING - MAY 5, 2011**

Approval to Appoint Audit Firm – **RECOMMENDED ACTION:** “that the Board appoint Wiss and Company, LLP of Iselin, New Jersey to conduct independent auditing services, financial advisory services, and general consulting services for the 2011-2012 school year, beginning with the audit for the fiscal year ending June 30, 2012, at an annual cost of \$73,400, as per the attached.” **O-19-11**

Approval to Appoint the Law Firm of Schwartz Simon Edelstein & Celso LLC – **RECOMMENDED ACTION:** “that the Board approve the Law Firm of Schwartz Simon Edelstein & Celso LLC of Morristown, New Jersey as Board Counsel and Board Special Counsel for the 2011-2012 school year as follows, as per the attached:” **O-20-11**

**Board Counsel**

Annual Retainer of \$30,000, plus all legal services not included within the retainer billed at an hourly rate of \$165 and \$110 per hour for law clerks and paralegals, with an annual cap for legal services, including the retainer, not to exceed \$200,000.

**Board Special Counsel**

All services billed at an hourly rate of \$165 and \$125 per hour for law clerks and paralegals, with an annual cap for services, not to exceed \$125,000.

Approval to Appoint the Bond Counsel - **RECOMMENDED ACTION:** “that the Board approve Bond Counsel of Rogut McCarthy Troy, LLC of Cranford, New Jersey for the 2011-2012 school year, as per the attached.” **O-21-11**

Approval to Appoint as Insurance Broker of Record – **RECOMMENDED ACTION:** “that the Board approve the firm of Brown & Brown Benefit Advisors, participants of Murray Hill, New Jersey, as Broker of Record for the 2011 -2012 school year, at the will of the Board, for Medical, Prescription, Drug, Dental, and Student Accident Insurance, as per the attached.” **O-22-11**

Approval to Appoint Broker of Record – **RECOMMENDED ACTION:** “that the Board approve the firm of Polaris Galaxy Insurance, LLC participants of Hasbrouck Heights, New Jersey, as Broker of Record for the 2011-2012 school year, at the will of the Board, for Property and Casualty, Errors and Omissions, Liability, Automobile Insurance, and Worker’s Compensation Insurance, as per the attached.” **O-23-11**

**ORGANIZATION MEETING - MAY 5, 2011**

Approval to Appoint of School Physician for the 2011-2012 School Year – **O-24-11**  
**RECOMMENDED ACTION:** “that the Board approve Dr. David V. Rasa of Wayne, New Jersey, as School Physician, for the 2011-2012 school year at an amount of \$50,000, without benefits, and other services as may be required, as per the attached.”

Approval of Public Agency Compliance Officer – **O-25-11**  
**RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint a Public Agency Compliance Officer for the 2011-2012 school year as follows.”

Juanita A. Petty                      School Business Administrator/Board Secretary

Approval of Appointment of 504 Coordinator – **O-26-11**  
**RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint a 504 Coordinator for the 2011-2012 school year as follows.”

Suzanne Koransky                      Health Services Supervisor

Approval of Affirmative Action Officer – **O-27-11**  
**RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint an Affirmative Action Officer for the 2011-2012 school year as follows.”

Naomi Conklin                      Human Resources Compliance Coordinator

Approval of District DYFS Liaison – **O-28-11**  
**RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint a District DYFS Liaison for the 2011-2012 school year as follows:”

Suzanne Koransky                      Health Services Supervisor

Approve to Adopt the Code of Ethics – **O-29-11**  
**RECOMMENDATION ACTION:** “that the Board adopt the Code of Ethics, as per the attached.”

**ORGANIZATION MEETING - MAY 5, 2011**

7:00 P.M.

VII. Approval to Convene into Executive Session

- Personnel

**A-32-11**

Approval to Convene into Executive Session – **RECOMMENDED ACTION:**  
“that the Board approve to convene into Executive Session to discuss confidential matters, as per attached.”

VIII. Executive Session – Mayor’s Conference Room