

**MINUTES**  
**BOARD OF EDUCATION CALDWELL-WEST CALDWELL**  
**REORGANIZATION MEETING**

**JANUARY 5, 2015**

The Caldwell-West Caldwell Board of Education Reorganization Meeting held on January 5, 2015 at 7:30 PM is in compliance with the Open Public Meetings Act and N.J.S.A. 10:4-6, a/k/a "Sunshine Law." Notices have been sent to *The Progress*, Caldwell, NJ and *The Star-Ledger*, Newark, NJ at least 48 hours in advance of this meeting. Notices have also been posted at the Board of Education Business Office, Harrison School Building, Gray Street, West Caldwell, NJ and have been delivered to the Clerk, Borough of Caldwell, and the Clerk, Township of West Caldwell for posting.

**ROLL CALL**

Board Members Present:

Thomas Adams  
Dan Cipoletti  
Paula Getty  
John King  
Marie Lanfrank

Administrators Present:

James Heinegg  
Thomas Lambe

**I. NOTICES OF MEETINGS**

The Annual Caldwell-West Caldwell Board of Education Reorganization Meeting and Public Conference Meeting are held in compliance with the Open Public Meetings Act and N.J.S.A. 10:4-6, a/k/a "Sunshine Law". Notices have been sent to *The Progress*, Caldwell, NJ and *The Star-Ledger*, Newark, NJ at least 48 hours in advance of this meeting. Notices have also been posted at the Board of Education Business Office, Harrison School Building, Gray Street, West Caldwell, NJ and have been delivered to the Clerk, Borough of Caldwell, and the Clerk, Township of West Caldwell for posting.

**II. PLEDGE OF ALLEGIANCE**

Anne Marchione from the Caldwell Environmental Commission presented a plaque recognizing the Caldwell-West Caldwell School District as a Sustainable Schools Award recipient due to the efforts of Jane Kinkle, Science Teacher and Ecology Club Advisor, Grover Cleveland Middle School and the district's 4H Club.

**III. COMBINED STATEMENT OF RESULTS**

The School Business Administrator/Board Secretary read into the minutes the Combined Statement of Results of the 2014-15 School Election held on November 4, 2014.

**IV. OATHS OF NEW BOARD MEMBERS**

The School Business Administrator/Board Secretary administered the Qualifying Oaths of New Board Members in accordance with Title 18A:12-2.1, to the newly elected Board Member:

I, **John King**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.

I, **John King**, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education, and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S. 18A:12-1, and that I will faithfully, impartially, and justly perform all the duties of that office according to the best of my ability. So help me God.

I, **John King**, do solemnly swear (or affirm) that I have undergone a criminal history background investigation for the purpose of ensuring that I am not disqualified from membership due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1, and the results are still pending.

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**V. PURPOSE OF MEETING**

In accordance with the Statutes this meeting is held for the purpose of electing one of its members as President, another as Vice President, as well as to take formal action on other matters brought before the Board.

**VI. ELECTION OF OFFICERS**

The School Business Administrator/Board Secretary opened the floor for nominations from the Board for the Office of President.

**PRESIDENT**

Mrs. Lanfrank nominated Paula Getty for Office of President; Mr. Cipoletti seconded, the nomination.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King

Noes – None

Mrs. Lanfrank moved; Mr. Cipoletti seconded, a motion to close the nominations for President.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King

Noes – None

The School Business Administrator/Board Secretary polled the Board for Paula Getty to serve as President of the Board of Education.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King  
Abstain – Mrs. Getty  
Noes – None

The School Business Administrator/Board Secretary called for nominations from the Board for the Office of Vice President.

Mrs. Lanfrank nominated Thomas Adams for Office of Vice President; Mr. Cipoletti seconded, the nomination.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Cipoletti, King, Mrs. Getty  
Noes – None

Mrs. Lanfrank moved; Mr. Cipoletti seconded, a motion to close the nominations for Vice President.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Cipoletti, King, Mrs. Getty  
Noes – None

The School Business Administrator/Board Secretary polled the Board for nomination of Thomas Adams to serve as Vice President.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Cipoletti, King, Mrs. Getty  
Noes – None

At the conclusion of the election of officers, Mrs. Getty assumed the chair and conducted the Reorganization Meeting.

**VII. APPOINTMENT OF COMMITTEE CHAIRPERSONS BY THE PRESIDENT**

Mrs. Getty states that the Board of Education meets as a Committee of the whole and makes the following appointments:

CURRICULUM	Chairperson	John King
	Vice Chairperson	Marie Lanfrank
	Administrator	James Heinegg
PERSONNEL	Chairperson	Marie Lanfrank
	Vice Chairperson	Tom Adams
	Administrator	James Heinegg

FINANCE	Chairperson Vice Chairperson Administrator	Dan Cipoletti John King Tom Lambe
BUILDINGS & GROUNDS & CAPITAL IMPROVEMENTS	Chairperson Vice Chairperson Administrator	Tom Adams Dan Cipoletti Tom Lambe

The President will meet ex-officio on all Committees.

**RECORDING SECRETARY OF BOARD OF EDUCATION**

**THOMAS J. LAMBE**

**VIII. APPOINTMENT OF BOARD DELEGATES & ALTERNATES**

NEW JERSEY SCHOOL BOARDS ASSOCIATION	Delegate Alternate	Dan Cipoletti Paula Getty
ESSEX COUNTY SCHOOL BOARDS ASSOCIATION	Delegate Alternate	Tom Adams John King
HOME SCHOOL ASSOCIATION LEAGUE	Delegate Alternate	Paula Getty Tom Adams
JAMES CALDWELL H.S. SCHOLARSHIP FUND	Delegate Alternate	Marie Lanfrank Dan Cipoletti
LEGISLATIVE CHAIRMAN FOR SCHOOL BOARD ACTIVITIES	Delegate Alternate	John King Marie Lanfrank
IEQ/SAFETY COMMITTEE	Delegate Alternate	Tom Adams Marie Lanfrank
TECH COMMITTEE	Delegate Alternate	Dan Cipoletti John King
SHARED SERVICES COMMITTEE	Delegate Alternate	Marie Lanfrank Dan Cipoletti

**IX. APPOINTMENT OF BOARD REPRESENTATIVES TO PERSONNEL NEGOTIATION TEAMS**

<b>CALDWELL-WEST CALDWELL EDUCATION ASSOCIATION</b>	<b>Dan Cipoletti Marie Lanfrank</b>
<b>ADMINISTRATORS' ASSOCIATION OF THE CALDWELL- WEST CALDWELL PUBLIC SCHOOLS</b>	<b>Paula Getty Tom Adams</b>
<b>CALDWELL-WEST CALDWELL EDUCATIONAL SECRETARIES ASSOCIATION</b>	<b>Marie Lanfrank John King</b>
<b>CALDWELL-WEST CALDWELL CUSTODIANS AND MAINTENANCE ASSOCIATION</b>	<b>Dan Cipoletti Tom Adams</b>

**X. ADOPTION OF ACTIONS, POLICIES, CONTRACTS**

Mrs. Getty moved; Mrs. Lanfrank seconded, a motion to adopt all actions, Board of Education By-laws, Policies, and Administrative Regulations and contracts entered into by previous boards of education.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XI. ADOPTION OF PARLIMENTARY PROCEDURES**

Mrs. Getty moved; Mrs. Lanfrank seconded, a motion to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint board president and board secretary to act as parliamentarians for the 2014-2015 school year.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XII. ADOPTION OF STANDARD OPERATING PROCEDURE MANUAL**

Mrs. Getty moved; Mr. Cipoletti seconded, a motion to adopt the Standard Operating Procedures and Internal Controls Manual along with the Position Control Roster per Title 6A: Chapter 23a.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XIII. ADOPTION OF SAFETY RELATED PLANS**

Mrs. Getty moved; Mr. Cipoletti seconded, a motion to adopt the following list of Safety related plans for the 2014-2015 school year as required annually under the regulations of NJQSAC:

1. Crisis Management Plan
2. Bio-Security Plan
3. Integrated Pest Management Plan

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XIV. ADOPTION OF COMPREHENSIVE EQUITY PLAN**

Mrs. Getty moved; Mr. Adams seconded, a motion to adopt the Comprehensive Equity Plan Implementation for the 2014-2015 school year.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XV. ADOPTION OF MENTORING PLAN**

Mrs. Getty moved; Mr. Adams seconded, a motion to adopt the 2014-2015 New Teacher Mentoring Plan for the Caldwell-West Caldwell Public Schools.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Noes – None

**XVI. ADOPTION OF DISTRICT CURRICULUM**

Mr. Cipoletti moved; Mrs. Lanfrank seconded, a motion to approve the following resolution:

**WHEREAS**, previous Boards of Education have adopted curriculum goals for students and

**WHEREAS**, continuity of programs for students, teachers and administrators is essential to quality education,

**WHEREAS**, new curriculum is created to adjust to changing student needs,

**THEREFORE, BE IT RESOLVED**, that the District Curriculum be adopted for the 2014/2015 school year.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Noes – None

**XVII. ADOPTION OF TEXTBOOKS**

Mrs. Getty moved; Mrs. Lanfrank seconded, a motion to adopt all textbooks as currently in use and that any revisions be formally adopted in future meetings.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Noes – None

**XVIII. ADOPTION OF UNIFORM MINIMUM CHART OF ACCOUNTS**

Mrs. Getty moved; Mrs. Adams seconded, a motion to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2014-2015 school year.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Noes – None

**XIX. EMPLOYEE TAX SHELTER ANNUITIES**

Mrs. Getty moved; Mr. Cipoletti seconded, a motion to approve the following tax shelter annuities and mutual funds through employee payroll deductions for the 2014-2015 school year:

AXA Equivest                      VALIC                      Vanguard                      NJ Pension Supplemental Annuity

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Noes – None

**XX. FINANCIAL INSTITUTIONS AS OFFICIAL DEPOSITORIES OF SCHOOL DISTRICT FUNDS:**

Mrs. Getty moved; Mr. Adams seconded, a motion to approve the following financial institutions:

Wells Fargo Bank

PNC Bank

Valley National Bank

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XXI. ORGANIZATIONAL CHART (Attached)**

Mrs. Getty moved; Mrs. Lanfrank seconded, a motion to approve the Organizational Chart for the Board of Education.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XXII. DEPARTMENT OF EDUCATION POLICY BULLETIN 200-11 (Attached)**

Mrs. Getty moved; Mr. Adams seconded, a motion to approve the following:

1. Resolution that the Board of Education has reviewed the Department of Education's Policy Bulletin #200-11 on Over expenditures of Funds (N.J.A.C. 6:20-2.12).

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

**XXIII. MEETING SCHEDULE & ANNOUNCEMENTS (Attached)**

1. All Official Rules and Regulations of the Board of Education Caldwell/West Caldwell previously adopted and now in effect, and not inconsistent with Title 18A "Education" New Jersey Statutes Annotated, or Rules, Regulations of the State Board of Education and New Jersey Administrative Code Title 6, "Education" until amended, revised, or rescinded shall continue to be in effect.
2. The Regular Public Monthly Meeting of the Board shall be called by the Secretary and convene at 7:30 PM on the second Monday of each month, (with the exception of the month of July when the Board recesses). Such meetings will be held in the Harrison School Conference Room, Gray Street, West Caldwell, or at such other place as publicly announced by the Board of Education and are conducted under the guidelines established by Board of Education Policy.

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3. Special Meetings of the Board are called by the Secretary whenever requested by the President or by a majority vote of the Board of Education. The time and place of Special Meetings will be announced by the Secretary by special notice when called.
4. In accordance with regulations contained in the Open Public Meetings Act (c. 231, PL 1975) all conference meetings shall be open to the public and shall be held in the Harrison School Conference Room, Gray Street, West Caldwell. If such meetings are held in other places, it will be publicly announced and posted as required. The public may be excluded from such meetings when the Board is discussing matters considered confidential under the terms of the law.
5. The official publications of the Board of Education shall be, but not limited to, the following:

The Progress  
Star Ledger

**XXIV. PUBLIC HEARING**

Mrs. Getty moved; Mr. Cipoletti seconded, a motion to adjourn the Reorganization Meeting at 8:05PM and meet in the Public Conference Meeting.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None