BOARD OF EDUCATION OF THE

VOCATIONAL SCHOOL

IN THE COUNTY OF PASSAIC

MINUTES

ORGANIZATION MEETING BOARD ROOM

NOVEMBER 1, 2023 WEDNESDAY

I. Call to Order: Board Secretary Giglio, acting as temporary chairperson, calls the meeting to order at 4:50 p.m. Pledge of Allegiance

II. Sunshine Statement

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any time business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Board of Education of the Vocational School in the County of Passaic has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was emailed to the North Jersey Herald & News and the Record, with a copy posted in the school lobby.

ш.	Roll-call:	Commissioner Glenn L. Brown Commissioner Michael Coscia Commissioner Kesha T. Drakeford (absent) Commissioner Damaris M. Solomon
	Administrators	Commissioner Aleksandra Tasic
	Administrators:	John F. Maiello, Superintendent Joseph Sabbath, Assistant Superintendent Leonard "Ted" Szczawinski, Assistant Superintendent Richard Giglio, Business Administrator/Board Secretary Christine Kahwaty, Assistant Business Administrator/Board Secretary Theresa Curreri, Administrative Assistant to the Board of Education Albert C. Buglione, Board Counsel

IV. Nominations

A. Office of the President -Board Secretary Giglio calls for nominations for the Office of President.

Commissioner Solomon places in nomination for President, the name of Commissioner Coscia.

Motion to close nominations for the Office of President and direct the Secretary to cast one ballot.

Motion	Mr. Brown	Second	Ms. Solomon	Roll-call $4-0$
Motion can	ried			

President Coscia resumed the Chair.

Congratulations were extended to Mr. Coscia on his appointment as Board President.

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IV. Nominations

B. Office of Vice President – Board President calls for nominations for the Office of Vice President.

Commissioner Brown places in nomination for Vice President the name of Commissioner Solomon.

Motion to close nominations for the Office of Vice President and direct the Secretary to cast one ballot.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

V. Appointments

A. Board Secretary

Motion to approve the reappointment of Richard Giglio as Board Secretary, effective November 1, 2023 through October 31, 2024.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

Assistant Board Secretary

B. Motion to approve the reappointment of Christine Kahwaty as Assistant Board Secretary effective November 1, 2023 through October 31, 2024.

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion car	ried			

Board Counsel

- C. Motion to approve, without competitive bidding pursuant to NJSA 18A:18A-5(a) (1), Professional Services, the reappointment of Albert C. Buglione, of the firm Buglione, Hutton & DeYoe, LLC, as Board Counsel to the Board of Education of the Vocational School in the County of Passaic, to provide legal services, at the prorated annual retainer of \$85,500.00, effective November 1, 2023, serving at the will of the Board according to the terms and conditions including the following:
 - a. The above will include attendance at Board meetings, routine legal advice to staff on non-labor matters, contract review including labor matters, and legal advice to the Board. Construction contracts in excess of \$100,000.00 are expressly excluded from this, as are other contracts in excess of \$200,000.00.
 - b. Litigation defined as disputed matters pending before either Courts or administrative agencies shall be billed at the rate of \$180.00 per hour, and paralegal time shall be billed at \$95.00 per hour, by the tenth of the hour.
 - c. Labor Negotiations \$180.00 per hour billed to the tenth of the hour.
 - d. Contract review for contract exceeding \$100,000.00 to be billed at \$180.00 per hour.
 - e. Time parameter to be covered: November 1, 2023 to October 31, 2024.

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V. <u>Appointments</u>

C. Board Counsel

- f. The Board will pay all reasonable expenses incurred in connection with related matters, including, but not limited to, expert's fees, filing fees, search fees, computerized research, telephone, facsimile, and travel charges.
- g. Professional service rate schedule:
 - Partner \$180.00 per hour
 - Associate \$155.00 per hour
 - Paralegal/Law Clerk \$95.00 per hour

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion car	ried			

Auditor

D. Motion to approve the reappointment of Wielkotz & Company, LLC., as the Auditor of the financial statements of the Board of Education of the Vocational School in the County of Passaic for the 2023/2024 School Year at an annual fee of \$55,000.00. Additional services (if requested) as follows:

Per	sonnel	Hourly Rate	Personnel	Hourly Rate
Par	tner	\$200.00	Senior Associate	\$125.00
Ser	nior Manager	\$175.00	Associate	\$100.00
Ma	nager	\$150.00	Administrative	\$75.00
Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4 - 0$

Motion carried

Construction Manager of Record

E. Motion to approve the reappointment of the firm of A & A Construction Management & Consultants as the Construction Manager of Record, effective November 1, 2023, on an as-needed basis, serving at the will of the Board, at the following hourly rates for pre-construction services, construction phase all projects, and additional services:

Roll-call 4 - 0

Per	rsonnel		Hourly Rate		
Pro	ject Executive		\$198.71		
Co	nstruction Project Ma	anager	\$147.63		
Cer	rtified Estimator		\$147.63		
Dir	ect reimbursable at 1	.25			
Lar	ge Project Construct	ion Services	Fees		
	ling Scale Fee		(% of Construction Cost)		
Pro	jects \$500,00 to \$1,0	000,000	6.0%		
Pro	jects \$1,000,001 to \$	5,000,000	5.0%		
Pro	jects \$5,000,001 to \$	10,000,000	4.7%		
Pro	jects \$10,000,001 to	\$25,000,000	3.7%		
Projects \$25,000,001 to \$50,000,000			3.5%		
	ect reimbursable at 1	Contraction and a second se			
Motion	Mr. Brown	Second	Ms. Tasic		

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V. Appointments

Architect of Record/Consulting Engineers

F. Motion to approve the reappointment of the firm of Comerro Coppa Architects, P.C. as the Architect of Record, effective November 1, 2023 through October 31, 2024, serving at the will of the Board, at no increase in the following hourly rates:

Personnel	Hourly Rate
Principals	\$125.00
Project Architect	\$90.00 to \$110.00
Staff Architect	\$75.00 to \$95.00
Senior Draftsperson	\$65.00 to \$70.00
CADD Draftsperson	\$75.00 to \$90.00
Technical/Clerical	\$55.00 to \$60.00

Further, projects of considerable size and scope are to be quoted as stipulated sums.

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion can	ried			

Risk Management Consultant

G. Motion to approve entering into a Professional Services Agreement with Acrisure, LLC dba Balken Risk Management, LLC., a Risk Management Consultant, consistent with the district terms of membership in the SEHBP and until a successor appointed and qualified by the Board, commencing November 1, 2023 through October 31, 2024, at a consulting fee of \$50,000.00, in accordance with the terms and conditions as per the appended Agreement.

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion car	ried			

District Medical Examiner

H. Motion to approve the professional services of Dr. Anthony Ventimiglia as the District's Medical Examiner, effective November 1, 2023 through October 31, 2024, to serve at the will of the Board, at the annual fee of \$26,000.00.

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion can	ried			

Tax-Sheltered Programs

I. Motion to approve the renewal of the Boards participation in the Tax-Sheltered Programs with the following companies:

a) Ameriprise Financial Services	e) MetLife
b) AXA Equitable	f) Metropolitan Life Insurance Company
c) Great American Life (GALIC)	g) VALIC
d) Lincoln Investment Planning Inc.	

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4 - 0$
Motion can	ried			

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V. Appointments

Deferred Compensation Plan

J. Motion to approve the renewal of the Boards participation in the Deferred Compensation Plan (or IRS 457(b) Plan) with the following companies:

	a) AXA Equitable b) Lincoln Investment Plann c) MetLife	d) Metropolitan Life ing Inc. e) VALIC	Insurance Company
Motion	Mr. Brown Secon	d Ms. Tasic	Roll-call $4-0$
Motion carr	ried		
	<u>h 403B</u> ion to approve the Board partici	pation in the Roth 403B Plan with the	e following companies:
	a) AXA Equitable b) Lincoln Investment Plann c) MetLife	d) Metropolitan Life ing Inc. e) VALIC	Insurance Company
		t diamata	

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

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VI. Organization Resolutions

Depositories

A. Motion to participate in the State of New Jersey Cash Management Fund (the "Fund"), established by N.J.A.C. 17;16-61.1 and establish the "Fund" as a legal depository of the Board of Education of the Vocational School in the County of Passaic. Further Richard Giglio, Business Administrator/Board Secretary is the designated signor and Columbia Bank is the designated local bank.

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion can	rried			

B. Motion to establish the depository of the following bank accounts of the Board of Education of the Vocational School in the County of Passaic:

<u>COLUMBIA BANK ACCOUNT</u> General Fund (Master Account)	<u>NUMBER OF DESIGNATED SIGNATURES</u> 3 Board President, Chief School Administrator and Business Administrator/Board Secretary
Cafeteria Account	3 Board President, Chief School Administrator and Business Administrator/Board Secretary
Payroll Account	1 Business Administrator/Board Secretary, payment to employees for salaries through a single signature on all payroll certified by the President and Business Administrator/Board Secretary and the Chief School Administrator in accordance with Revised Statutes 18A-19-9.
Agency	2 Chief School Administrator and Business Administrator/Board Secretary or Assistant Business Administrator/Assistant Board Secretary
Petty Cash	2 Chief School Administrator and Business Administrator/Board Secretary or Assistant Business Administrator/Assistant Board Secretary
Student Activity	2 Chief School Administrator and Business Administrator/Board Secretary or Assistant Business Administrator Assistant Board Secretary
Athletic Account	2 Chief School Administrator, Business Administrator/Board Secretary or Assistant Business Administrator Assistant Board Secretary
Adult School	2 Principal, Supervisor of Adult/Continuing Education, Business Administrator/Board Secretary or Assistant Business Administrator/Assistant Board Secretary
Summer Pay	2 Chief School Administrator and Business Administrator/Board Secretary or Assistant Business Administrator/Assistant Board Secretary

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VI. Organization Resolutions

B. <u>COLUMBIA BANK ACCOU</u> SUI Trust Account	JNTNUMBER OF DESIGNATED SIGNATED2Chief School Administrator and BusiSecretary or Assistant Business AdminiSecretary	iness Administrator/Board
PCTI Scholarship Fund	2 Chief School Administrator and Busi Secretary or Assistant Business Admini Secretary	
Tech Bullpen	2 Chief School Administrator and Busi (School Store) Secretary or Assistant Bo /Assistant Board Secretary	
NJ CASH MANAGEMENT F Cash Management Fund	FUND NUMBER OF DESIGNATED SIGNA' 1 Business Administrator/Board Secret	
Motion Mr. Brown	Second Ms. Tasic	Roll-call $4-0$
C. Motion to adopt the North Jers notices of the Board.	sey Herald & News and The Record as the offic	cial newspapers for legal
Motion Mr. Brown	Second Ms. Tasic	Roll-call 4 – 0
	Business and the schedule of Regular and Work ce for the succeeding year, as listed in the attac	
Motion Mr. Brown	Second Ms. Tasic	Roll-call 4 – 0
 E. Motion to approve, upon the reprograms inclusive of all mana Regular Academic Regular Occupational Special Needs Academic - Res Special Needs Occupational - 1 		riculum for all subjects and
Bilingual/ESL (English as a Se Adult Evening Occupational / PCLC (Learning Center) LPN (Licensed Practical Nursi Guidance and Counseling Serv Gifted and Talented Programs Substance Abuse Prevention P	Evening Trade Extension ing) Program vices and Services	
Motion Mr. Brown	Second Ms. Tasia	Poll-call 4 - 0

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4 - 0$
Motion can	rried			

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VI. Organization Resolutions

F. Motion to approve, upon the recommendation of the Superintendent, written Curriculum for all students including the following programs and services in accordance with Board Policy #2200:

High School graduation requirements: instruction in career readiness, life literacies, and key skills, including; career awareness, exploration, preparation, and training, personal financial literacy, visual and performing arts, comprehensive health and physical education, academic curriculum; language arts literacy, mathematics, science, social studies, (including active citizenship in the 21st century) instruction on the Constitution of the United States, Amistad, Holocaust, diversity & inclusion, United States history, community civics and the geography, history and civics of New Jersey, world languages and computer science and design thinking.

In addition to the traditional academic courses PCTI students have the added advantage of taking career path programs.

Academy of Finance; Academy of Information Technology (Computer Science, Computer Repair); Academy of Health & Medical Science, Academy of Criminal Justice, School of Applied Engineering, School of Automotive Technology (Automotive Technology, Collison Repair); School of Business Careers (Logistics, Marketing, Global Management); School of Communication Arts (Advertising Art and Design, Graphic Arts, Audio/Video Production); School of Construction Technology (Carpentry, Plumbing, Electrical Technology, HVAC Refrigeration & Welding); School of Cosmetology, School of Culinary Arts, School of Education and Human Services, School of Performing Arts (Drama, Dance, Instrumental Music). STEM - Biomedical Science, Computer Science & Engineering

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion car	ried			

G. Motion to approve, upon the recommendation of the Superintendent, the textbooks for all subjects and projects for the 2023/2024 school year.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

H. Motion to adopt the existing Bylaws and Policies for its own operation and operation of the school system.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

I. Motion to adopt continuing contracts and agreements of the Board where continuation is not authorized by law.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

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VII. Other Matters Before the Board

A. Motion to approve that the Board of Education of the Vocational School in the County of Passaic operates as a Committee of the Whole.

Motion	Mr. Brown	Second	Ms. Tasic	Roll-call $4-0$
Motion car	ried			

B. Board President appoints the same Commissioners to serve as Delegates to the following:

Passaic County School Boards Association New Jersey School Boards Association NJ Council of County Vocational Liaison between the PTSA & Board

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

C. Code of Ethics

The New Jersey School Board Member Code of Ethics was given to the Board to review. Each Board Member acknowledged receipt of the Code of Ethics that requires Board Members to read and become familiar with the Code of Ethics.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

VIII. Executive Session

Motion to convene executive session at 4:55 p.m. to discuss legal and operational matters which will be disclosed sometime soon. All administrators were dismissed, and Board Counsel Buglione kept the minutes of Executive Session.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

Motion to reconvene the public session at 5:19 p.m.

Motion	Ms. Solomon	Second	Mr. Brown	Roll-call $4-0$
Motion can	ried			

The Board, in executive session, discussed district operational matters requiring investigative services, with formal action on the following:

A. Motion to authorize the retention of the independent investigative services of Del Russo & Associates of Clifton, NJ to work with general council on district investigative matters.

Motion	Ms. Solomon	Second	Mr. Brown	Roll-call $4-0$
Motion can	ried			

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XIV. Board Comments - the November Board meeting is set for November 28, 2023.

XV. Meeting Adjourned

Motion to adjourn the meeting at 5:25 p.m.

MotionMr. BrownSecondMs. TasicRoll-call 4 - 0Motion carried

Respectfully submitted, **Richard Giglio** Business Administrator/Board Secretary

RESOLUTION

RESOLVED that the regular meetings shall be called to commence no later than 8:00 p.m. The order for the conduct of all regular meetings of the Board shall be as follows:

- I. Call to Order by Presiding Officer / Pledge of Allegiance
- II. Open Public Meeting Act Statement
- III. Roll-call
- IV. Petitions and Requests of the Public
- V. Superintendent's Report
- VI. Board Secretary's Report
- VII. Administration and Finance
- VIII. Curriculum and Instruction
- IX. Operations and Capital Improvements
- X. Personnel
- XI. Legal Report
- XII. Meeting Open to the Public
- XIII. Executive Session
- XIV. Board Member Comments
- XV. Meeting Adjourned

BE IT FURTHER RESOLVED that Roberts Rules of Order Revised shall be the guide for the parliamentary procedure of all meetings.

S/ MICHAEL COSCIA PRESIDENT

DATE: November 1, 2023

RESOLUTION

RESOLVED that the following shall constitute the schedule of the regular meetings of the Board of Education for the succeeding year:

TIME 4:30 P.M.

NOVEMBER	28, 2023	FOURTH TUESDAY
DECEMBER	21, 2023	THIRD THURSDAY
JANUARY	29, 2024	FIFTH MONDAY
FEBRUARY	29, 2024	FIFTH THURSDAY
MARCH	28, 2024	FOURTH THURSDAY
APRIL	25, 2024	FOURTH THURSDAY
MAY	23, 2024	FOURTH THURSDAY
JUNE	27, 2024	FOURTH THURSDAY
JULY	25, 2024	FOURTH THURSDAY
AUGUST	22, 2024	FOURTH THURSDAY
SEPTEMBER	26, 2024	FOURTH THURSDAY
OCTOBER	29, 2024	FIFTH TUESDAY
NOVEMBER	1, 2024	FIRST FRIDAY

The location of each regular meeting shall be in the Board Room, Passaic County Technical Institute 45 Reinhardt Road, Wayne, New Jersey. Each meeting shall commence at 4:30 p.m., subject to change when necessary, and

BE IT FURTHER RESOLVED that the Secretary of the Board be and is hereby directed to post, email to newspapers, and submit to the county office and all persons requesting a schedule of meetings, the above schedule within seven (7) days from the date herein, in accordance with the "Open Public Meeting Act".

S/ MICHAEL COSCIA PRESIDENT

DATE: November 1, 2023