

PARAMUS BOARD OF EDUCATION
Resolutions for the 2022-23 School Year

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PARAMUS BOARD OF EDUCATION
RESOLUTION #1 – MEETING SCHEDULE

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that on the third Monday of each month, unless otherwise stated below, the Board of Education shall hold a Regular Meeting for the purpose of acting upon regular agenda items, and which will commence at 7:00 p.m.;

RESOLVED, that the following shall constitute the schedule of Workshop and Regular Meetings of the Board of Education for the 2022-23 school year. These meetings are to be held at the Paramus High School – Cafeteria, 99 E Century Road, Paramus, NJ 07652 with the exception of the location of certain meetings, which will be advertised during the school year. Trustees are asked to contact the Board President or Board Secretary if they are unable to attend the meeting;

MEETING DATE	TYPE	MEETING DATE	TYPE
July 18, 2022	Regular	February 13, 2023	Regular
August 22, 2022	Regular	March 13, 2023	Regular
September 19, 2022	Regular	April 24, 2023	Regular
October 17, 2022	Regular	May 1, 2023	Certified Staff Renewal Public Budget Hearing
November 21, 2022	Regular	May 22, 2023	Regular
December 12, 2022	Regular	June 12, 2023	Workshop (Supt. Eval.)*
January 4, 2023	Reorganization	June 19, 2023	Regular
January 23, 2023	Regular		

* Meeting is scheduled in the event it is needed to meet the Superintendent’s evaluation timelines.

BE IT FURTHER RESOLVED, that the Secretary of the Board be hereby directed to post, mail/fax or e-mail to newspapers, and the Borough Clerk within seven (7) days from the date hereof, in accordance with the "Open Public Meetings Act."

BE IT FURTHER RESOLVED that meetings will not be changed unless recommended by the Superintendent or designee, after contacting trustees to determine availability to ensure a quorum.

Introduced by: Trustee Lisa Cassesa
 Adopted: January 3, 2022

Seconded by: Trustee Alison Donoghue
 Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #2 – OFFICIAL NEWSPAPER

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, there shall be an official newspaper designated for the official publication of correspondence and notices required by law to be published by the Paramus Board of Education; and

WHEREAS, there is no newspaper published in the Borough which meets the requirements of N.J.S.A. 35:1-2.2; and

WHEREAS, a newspaper should be designated to publish correspondence and notices of the Board;

NOW THEREFORE, BE IT RESOLVED that The Record shall be the official newspaper to publish said meeting notice and correspondence through **June 30, 2023**; and

BE IT FURTHER RESOLVED that the following newspapers may be used where additional publication as required:

Town News
Ridgewood News
Star Ledger

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #3 – BOARD CODE OF ETHICS AND CERTIFICATION

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, each School Board Member is responsible to read and become familiar with the Code of Ethics for School Board Members, which became part of the School Ethics Act on July 26, 2001. Questions about the Policy should be directed to the District Board Secretary. If the Board Secretary is unable to answer the question, you may be directed to the School Ethics Commission from whom you may request an advisory opinion; and

WHEREAS, the following Code of Ethics (Bylaws Nos. 9270 and 9271) for Board Members is set forth as a guide to conflict-of-interest situations and unethical activity for Board Members:

1. I will uphold and enforce all laws, State Board Rules and Regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policymaking, 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.
4. 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.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But 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 schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
9. I will support and protect school personnel in the proper performance of their duties.
10. I will refer all complaints to the Chief Administrative Officer and will act on such complaints at public meetings only after failure of an administrative solution (Authority: BD2/71, DA 5/75-CR Ethics, BD 6/85, DA 5/97-7, 11/98-SR);

RESOLUTION #3 - (Continued)

NOW THEREFORE, BE IT RESOLVED that each Board Member shall abide by the Code of Ethics and has signed an Acknowledgment of Receipt to confirm that they have received a copy of the Code of Ethics for School Board Members contained within the School Ethics Act, C.178, P.L. 2001. Failure to sign this Acknowledgment does not relieve a Board Member of the responsibility to understand and adhere to the Code of Ethics.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #4 – REGULAR MEETING AGENDA

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that the Regular Meeting of the Paramus Board of Education shall be conducted in a manner consistent with Resolutions #1, and #3, and that the Agenda will be as follows:

CALL TO ORDER BY THE PRESIDING OFFICER

OPEN PUBLIC MEETINGS ACT STATEMENT

FLAG SALUTE

ROLL CALL

SUPERINTENDENT’S REPORT

AWARDS, RECOGNITIONS, AND PRESENTATIONS

OPEN TO THE PUBLIC –During this portion of the meeting, members of the public are invited to address the Board on any topic. Each speaker is asked to sign in and limit their statement to three (3) minutes.

REPORTS & ACTION:

EDUCATION POLICY

FINANCE & BUDGET

FACILITIES, TRANSPORTATION, AND SECURITY

CONSENT AGENDA

**Report of Board Secretary and Treasurer of School Monies
Transfers and Financial Reports (Purchases & Payments)
Special Education Placements
Adoption of Minutes**

COMMUNITY RELATIONS

ATHLETICS

LIAISON REPORTS: Legislative; PTA; Mayor & Council; Paramus Recreation; Community School;

OLD BUSINESS

NEW BUSINESS

OPEN TO THE PUBLIC – During this portion of the meeting, members of the public are invited to address the Board on any topic. Each speaker is asked to sign in and limit their statement to three (3) minutes.

CLOSED SESSION

EMPLOYEE RELATIONS AND NEGOTIATIONS

ADJOURNMENT

The Board reserves the right to act on all Agenda items.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #5 – SPECIAL MEETINGS

For the Life of This Board of Education During the – 2022-23 School Year

RESOLVED, that Special Meetings of the Board shall be called by the Secretary, at the direction of the President, or in his/her absence, the Vice President, or at the written request of a majority of the Board desiring such Special Meeting and stating the purpose of the Meeting to the extent known.

BE IT FURTHER RESOLVED that Special Meetings of the Board shall be held at such a place as is clearly designated in the notices to be given by the Secretary. The Secretary of the Board shall give public notice of all Special Meetings, in accordance with the "Open Public Meetings Act".

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #6 – BOARD COMMITTEE FUNCTIONS

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that the President of the Board shall, following his/her election, be empowered to establish committees and liaisons for the following purposes:

Committees

Athletic
Community Relations/Communications
Educational Policy
Facilities, Transportation and Security
Finance and Budget
Negotiations

Liaisons

Community School
Legislative
Mayor & Council
PTA
Paramus Recreation

BE IT FURTHER RESOLVED, that the Board President will also serve as ex-officio to all board committees.

BE IT FURTHER RESOLVED, that the Open Public Meetings Act does not permit more than a quorum to attend committee meetings. As such, committees are limited to four (4) members. A committee shall not conduct its meeting with fewer than two (2) trustees. If a committee has more than four members, it is considered an open public meeting and must be noticed as such and open to the public. Therefore, the Board President may assign three (3) members and one (1) alternate to a committee. The President and superintendent are ex officio members of all standing committees. Therefore, the President or committee member should notify the chair of his/her intent to attend the meeting. If the President or committee member cannot attend, the alternate will attend. If the alternate is also not available, the chair can notify the other board members or contact the board secretary who can e-mail the board announcing the vacancy. A member interested in attending can contact the chair directly to request attendance at the meeting.

BE IT FURTHER RESOLVED, that the Board President shall appoint the liaisons, and may appoint alternates on a rotating basis to cover the position. Only the appointed liaison will attend meetings of the groups to which they are appointed, unless the Board deems otherwise. If the meeting is open to the public, anyone may attend, but only the liaison can represent the Board. If the liaison or alternate is unable to attend a meeting or event, they may notify the Board President who may assign a substitute trustee to attend in the liaison's absence.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION 6a – COMMITTEE FUNCTIONS

WHEREAS, the Paramus Board of Education operates using standing committees to efficiently conduct Board business; and

WHEREAS, a comprehensive listing of committee functions will clearly define those responsibilities allocated to each committee; and

WHEREAS, standing committees are meant to supplement the full Board, and that the Board retains full authority over committee functions (except where prohibited by law); and

WHEREAS, when a committee system is utilized, documented responsibilities are necessary for the Board to accomplish its long-term and short-term goals;

NOW, THEREFORE, BE IT RESOLVED, that the Paramus Board of Education charges each of the standing committees listed below with the following committee functions:

EDUCATION POLICY COMMITTEE:

The Education Policy Committee reviews matters related to existing or new curriculum and educational programs including but not limited to the following committee functions:

- Evaluate the effectiveness of curriculum.
- Monitor, in collaboration with the Superintendent, all phases of the curriculum cycle (evaluation through implementation).
- Inform and direct the Board's annual approval of learning goals in support of the District's educational mission.
- Guide the Board in periodic assessment of progress toward achievement of District educational goals.
- Review standardized test and evaluation results of the District.
- Evaluate District performance on state and District assessments, including the District metric adopted September 23, 2013, prior to presentation to the Board.
- Update District policies as necessary to comply with current laws and District needs.
- Review five-year plans for District curriculum.
- Review evaluation systems for school staff and the Superintendent.
- Assist in the review and development of policies related to staff.
- Review hiring recommendations of the Superintendent.
- Assist in determining the creation/elimination of District positions.
- Review and approve job descriptions.

FINANCE AND BUDGET COMMITTEE:

The Finance and Budget Committee works with the Business Administrator and Superintendent with regard to District finances including but not limited to the following committee functions:

- Review month monthly financial reports and financial action.
- Review and monitor issues related to the school District budget.
- Recommend adjustments and modifications to the District's budget.
- Review appropriate contracts and discusses projects to meet the District's goals.
- Meet with the District's auditor prior to submission of the audit to the Board.
- Review and monitor the District's three-year financial plan.
- Review hiring recommendations of the Superintendent.
- Assist in determining the creation/elimination of District positions.
- Review and approve job descriptions.

FACILITIES, TRANSPORTATION AND SECURITY COMMITTEE:

The Facilities, Transportation & Security Committee works with the Business Administrator and the Superintendent on the physical operating systems and structures of the school District including but not limited to the following committee functions:

- Review the current and future needs of the District facilities and properties to deliver on curriculum, extracurricular and athletic needs.
- Ensure student, staff and visitor safety through a rigorous, continuous review of safety and security measures for all District facilities and properties.
- Report on the budgetary impact of improvements.
- Recommend, with input from administration, long and short terms uses and facility improvement plans that are in the best interest of the District.
- Propose policies to promote safe, economical and expeditious transportation of students as required by law and/or permitted by Board policies and regulations.
- Make recommendations to the Board on approval or denial of parent/guardian on bus transportation assignments.
- Review general & professional liability and other property related insurance policies
- Review five-year plans for facilities and security.
- Review hiring recommendations of the Superintendent.
- Assist in determining the creation/elimination of District positions.
- Review and approve job descriptions.

NEGOTIATIONS COMMITTEE:

The Employee Relations Committee works on issues related to District personnel including but not limited to the following committee functions:

- Work with the Business Administrator, the Superintendent and the Board Attorney to oversee the negotiation of contracts with District personnel.

COMMUNITY RELATIONS/COMMUNICATIONS COMMITTEE (new committee):

The Community Relations/Communications Committee is charged with oversight of both internal and external communications regarding Board of Education issues. The committee aims to drive transparency and engagement between the Board/District and key stakeholders (parents, community members, district employees and students). Committee functions include but not limited to the following:

- Study and review communication vehicles, plans, strategies, practice and programs as proposed by the Superintendent.
- Ensure efficient and timely communications from the Board of Education to Paramus constituencies including students, parents and community members.
- Evaluate outreach to the media, press coverage, Board meeting presentations, events/special projects and any central office communication to parents and guardians.
- Provide advice to the administration and Board of Education on messages, delivery vehicles, and focus to ensure clear, accurate, transparent and timely delivery of all District communications to stakeholders.

ATHLETICS COMMITTEE:

The Athletics Committee is responsible for providing oversight of athletic activities in the District including but not limited to the following committee functions:

- Develop policy pertaining to athletics activities.
- Review existing and proposed activities on the basis of safety, participation levels, and other factors.
- Review potential athletic trips and other off-site events.
- Review three-year plans for athletics programs including projections of participation levels.
- Review and update evaluation system for athletic programs, as well as their coaches and review the results of those evaluations.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #7 – ADVISORY COMMITTEES

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED that the Board may create Advisory Committees and for the same shall:

- A. Adopt the Committee organization it deems appropriate to the assignment at hand;
- B. Approve the appointments of members to serve;
- C. Appoint the Superintendent or her designee(s) as ex-officio member(s) of the Advisory Committees;
- D. Define the Committee charge in writing;
- E. Set a date for Preliminary and Final Reports.

BE IT FURTHER RESOLVED that upon the Committee completing its assignment, it shall be dissolved. Advisory Committees shall not reduce the authority or responsibility of the Board, which shall be free to accept or reject any recommendations made by the Advisory Committee.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #8 – RESTRICTION OF CHOICE SCHOOL ENROLLMENT

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED that the Paramus Board of Education hereby agrees to restrict enrollment of its students in a state approved Choice district pursuant to NJSA 18A:36B-21a(1), to 10% of the number of students per grade level per year and 15% of the total number of students enrolled in the sending district, and submit same to the Commissioner of Education for approval.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #9 – PROFESSIONAL APPOINTMENTS

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, the State of New Jersey requires business entities to file C. 271 Political Contribution Disclosure forms (PCD) with public agencies for all contracts in excess of \$17,500 pursuant to the Pay-to-Play law (N.J.S.A. 19:44A-20.26); and

WHEREAS, the PCD has been received from the professionals listed below at least 10 days prior to award of the contract; and

WHEREAS, the Board has received the auditor’s Peer Quality Report and meets the requirements of the quality control standards for an auditing practice established by the American Institute of Certified Public Accounts (AICPA),

NOW THEREFORE, BE IT RESOLVED that the Board appoints the following professional positions for the 2022-2023 school year:

- Auditor..... Lerch, Vinci & Higgins, CPA’s, LLP
17-17 Route 208, Fair Lawn, NJ 07410
- Architect/Engineer..... LAN Associates
445 Godwin Avenue, Suite 9, Midland Park, NJ 07432
- Attorney..... Fogarty & Hara
(General Counsel & Labor/Negotiations) 21-00 Route 208 S., Fair Lawn, NJ 07410
- Bond Counsel..... McManimon, Scotland & Baumann, LLC
75 Livingston Ave, Suite 102, Roseland, NJ 07068
- Board Secretary..... Brooke Bartley
- Financial Advisor..... Phoenix Advisors, LLC
4 West Park Street
Bordontown, NJ 08505
- Insurance Brokers
- Medical, Prescription, Vision and Dental..... Brown & Brown
56 Livingston Ave, Roseland, NJ 07068
- Student Accident..... Brown & Brown
56 Livingston Ave, Roseland, NJ 07068
- Liability Insurance..... TRM – Treadstone Risk Management
Property Casualty Insurance 60 Speedwell Avenue, Unit B, Morristown, NJ 07960
General Liability & Automobile Insurance
Workers' Compensation Administration & Insurance

RESOLUTION #9 – (Continued)

Environmental and Underground Storage Tank Insurance
Public Official Bonds
Student Job Training
Boiler & Machinery Insurance
Errors & Omissions
Accidental Death & Dismemberment Insurance

Tax Shelter Annuity Companies..... AXA Equitable 403(b) 457(b)
333 Thornall Street, 8th Floor, Edison, NJ 08837

Brighthouse Financial 403(b) 457(b)
425 Eagle Rock Avenue, 4th Floor, Roseland, NJ 07068

Valic 403(b) 457(b) Roth
90 Woodbridge Center Drive, Suite 300,
Woodbridge, NJ 07095

The Legend Group 403(b) 457(b) Roth
1200 Route 22 E. Bridgewater, NJ 08807

TIAA-Cref 403(b) 457(b)
PO Box 93326, Atlanta, GA 31193

Flexible Spending/COBRA Administration..... AmeriFlex
PO Box 870217, Kansas City, MO 54187

Chief Medical Officer..... Dr. Michael Meese
899 Main Street, Hackensack, NJ 07601-4914

Athletic Program Physician..... Dr. Michael Meese
899 Main Street, Hackensack, NJ 07601-4914

BE IT FURTHER RESOLVED that each professional be retained at the rate established in their respective contract; and

BE IT FURTHER RESOLVED that the Board acknowledges the receipt, review and evaluation of the external peer/quality report of the licensed public-school accountant authorized to conduct the annual audit

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #10 – APPOINTMENT OF COMPLIANCE OFFICERS

For the Life of This Board of Education During the **2022-23** School Year

RESOLVED, that the Board appoint the following positions for the **2022-23** school year:

Compliance Position	Employee	Title
504 Officer	Tiffany Goodson	Supervisor School Counseling
Affirmative Action Officers	Tiffany Goodson Carla Alvarez Timothy Donohue	Supervisor School Counseling Director of Human Resources Assistant Superintendent
Anti-bullying Coordinator	Dara Carr	Supervisor of Elementary Education and District Programs/District Anti-Bullying Coordinator
Chemical Hygiene Officer	Robert Lehmann	Supervisor S.T.E.M. - Grades 5-12
Custodian of School Records	Brooke Bartley	School Business Administrator/ Board Secretary
Department of Youth & Family Services Liaison	Lindsay Roth	School Social Worker
District Data Steward	Peter Cook	Director of Technology & Innovation
Environmental Compliance Officer: (Including, but not limited to, AHERA Coordinator, Indoor Air Quality Designee, Safety & Health Designee)	Steven Campbell	Director of Buildings & Grounds
Health and Wellness Officer	Michael DeRisi	Athletic Director and Supervisor of Wellness, Health, and Physical Education
Health Information Privacy Officer	Brooke Bartley	School Business Administrator/ Board Secretary
District Educational Stability/Homeless Liaison	Lindsay Roth	School Social Worker
Integrated Pest Management Officer	Steven Campbell	Director of Buildings & Grounds
Public Affairs Compliance Officer (P.A.C.O.)	Brooke Bartley	School Business Administrator/ Board Secretary
Right To Know Officer	Steven Campbell	Director of Buildings & Grounds
School Safety Specialist	Brooke Bartley	School Business Administrator/ Board Secretary
Substance Awareness Coordinator	Joseph Traina	Student Assistance Counselor
District Testing Coordinator	Dara Carr	Supervisor of Elementary Education and District Programs/District Anti-Bullying Coordinator

Title IX Officer	Michael DeRisi	Athletic Director and Supervisor of Wellness, Health, and Physical Education
Vehicle Coordinator	Brooke Bartley	School Business Administrator/ Board Secretary

Introduced by: Trustee Lisa Cassesa
Adopted: January 3, 2022

Seconded by: Trustee Alison Donoghue
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #11 – RULES AND REGULATIONS

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that there be continued in full force all rules, policies, regulations, administrative directives, and plans, including, but not limited to, the District Procedure Manual and Internal Controls, Technology Plan, 911 Emergency Plan, Sudden Loss Plan, School Emergency Management Plans, Code of Student Conduct (based on Core Ethical Values), Purchasing Manual, Long Range Facility Plan, Comprehensive Maintenance Plan, Asbestos Hazardous Emergency Response Act, Integrated Pest Management, Indoor Air Quality, Five-Year Program Evaluations, and Food Service Biosecurity Management Plan in effect as of the date hereof. The Board reserving the right after review, to amend, supplement, or rescind any of said rules, regulations, plans, policies, and administrative directives. The Chief School Administrator is hereby responsible for the implementation of said Board Policies and plans.

Introduced by:	Trustee Lisa Cassesa
Seconded by:	Trustee Alison Donoghue
Adopted:	January 3, 2022
Roll Call Vote:	Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #12 – CONTRACTS

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that there be continued in full force and effect all Employment, Construction, Transportation, Lease/Purchase, and Special Service Contracts, heretofore approved by the Board of Education, and duly entered into, reserving unto the Board, the right after review, to amend, supplement, or rescind any previous action in compliance with state laws governing said contractual obligations.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #13 – CURRICULUM & TEXTBOOKS

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that the Paramus Board of Education, in the County of Bergen, does hereby adopt and/or reaffirm the adoption of all course textbooks for courses of study listed for the Pre-Kindergarten through Grade 12 school curriculum and

BE IT FURTHER RESOLVED that an official record of all course textbooks be maintained on file in the Board of Education Office and be available for public review.

BE IT FURTHER RESOLVED that the Board of Education hereby reaffirms and establishes the curriculum and courses of study for all district programs and grades levels for the life of this Board during the 2022-2023 school year.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #14 – STUDENT ACTIVITIES

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, the Paramus Board of Education hereby recognizes the need for various student activities in the schools; and

WHEREAS the Paramus Board of Education hereby approves Project Graduation Activities as well as the various district-wide “T.G.I.F. events for 2022-23;

NOW, THEREFORE, BE IT ESOLVED that the Board approves the use of district buses for Project Graduation Activities and L.E.A.D. activities for the 2022-23 school year and approves the various district-wide “T.G.I.F.” events for the 2022-23 school year.

BE IT FURTHER RESOLVED that the Paramus Board of Education recognizes and approves the following school-sponsored organizations:

- Memorial Elementary School PTA
- Midland Elementary School PTA
- Parkway Elementary School PTA
- Ridge Ranch Elementary School PTA
- Stony Lane Elementary School PTA
- East Brook Middle School PTA
- West Brook Middle School PTA
- Paramus High School PTA

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #15 – N. J. STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that the Paramus Board of Education approves the Paramus High School as a member of the New Jersey State Interscholastic Athletic Association (N.J.S.I.A.A.) for the 2022-23 school year.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #16 – DEPOSITORIES/SIGNATORIES

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that the Paramus Branch of the Capital One Bank be designated as depository for the Paramus Board of Education General Account. The Treasurer is hereby authorized and directed to maintain accounts for and on behalf of the Board of Education in said bank, and further that the Treasurer is authorized to endorse for deposit in said bank all warrants and checks received for account of this Board. All warrants for withdrawal of funds from the Board of Education General Account shall be signed jointly by the Board President or Vice President; and the Business Administrator/Board Secretary or his designee; and the Superintendent; and

BE IT FURTHER RESOLVED, that the following banking institutions be designated as depositories for the Paramus Board of Education Interest Investment Savings Accounts:

**Capital One Bank
New Jersey Cash Management Fund**

The Business Administrator/Board Secretary or his designee are hereby authorized to transfer funds to and from these accounts on behalf of the Board of Education; and

BE IT FURTHER RESOLVED, that the Office Account of each public school shall be established at the Paramus Branch of Capital One. All warrants for the withdrawal of funds from these accounts shall be signed by the Principal-in-Charge; and

BE IT FURTHER RESOLVED, that the Paramus and/or Oradell branches of the Capital One be and hereby are designated as the depository for the following accounts:

Bank Accounts	
General Operating Account	Cafeteria Account
Capital Improvement Accounts	Unemployment Trust Account
Payroll Account	PHS Student Activities Account
Agency Fund Flexible Spending Account	WB Student Activities Account
School Petty Cash Accounts	EB Student Activities Account
Board Office Petty Cash Account	Elementary Schools Student Activities Accounts
Agency Account	Athletic Account

And that all moneys received shall be promptly deposited in the proper accounts. With the exception of the payroll and agency accounts which are signed by the Board President and Business Administrator/Board Secretary, all warrants and checks for the withdrawal of funds from these accounts shall be signed the Board President, Superintendent and Business Administrator/Board Secretary or his designee, and at least one other designated employee.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #17 – PETTY CASH

For the Life of This Board of Education During the **2022-23** School Year

WHEREAS, pursuant to N.J.S.A. 18A:19-13, the Paramus Board of Education is required to establish petty cash accounts annually; and

WHEREAS, funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures; and

WHEREAS, no single expenditure, or series of related expenditures within a 14-day period, shall exceed \$50, and all expenditures must be authorized by the purchasing agent;

NOW, THEREFORE BE IT RESOLVED, that the following petty cash accounts shall be established for the **2022-2023** school year:

Central Office	\$ 750
Superintendent’s Office	\$ 200
Paramus Community School	\$ 200
Memorial School	\$ 200
Midland School	\$ 200
Parkway School	\$ 200
Ridge Ranch School	\$ 200
Stony Lane School	\$ 200
East Brook Middle School	\$ 700
West Brook Middle School	\$ 700
Paramus High School	\$1,200

BE IT FURTHER RESOLVED, that all disbursements from petty cash shall be reported at the next regular monthly meeting of the Board.

BE IT FURTHER RESOLVED, that all petty cash funds shall be established by Board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #18 – PURCHASE AUTHORIZATION

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, pursuant to N.J.S.A. 18A:18A-3(a), the Board designates Brooke Bartley, School Business Administrator/Board Secretary as the purchasing agent pursuant under N.J.A.C. 5:34-5.1 for the Board of Education and authorizes him to award contracts that do not exceed in the aggregate in a contract year the total sum of **\$44,000** (bid threshold) as provided in N.J.S.A. 18A:8A-3 and 18A:8A-4.3 without public advertising for bids. Furthermore, purchasing agent is authorized to solicit competitive quotations for purchases in excess of 15% of the bid threshold, pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

Preparation of Bid Advertisements

Pursuant to N.J.S.A. 18A:18A-2(b), the purchasing agent is designated to have the power to prepare advertisements, to advertise for and receive bids.

Purchase Order System Authorized Purchases

All purchases made by the 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.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any goods and services without going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of State Law N.J.S.A. 18A:18A-2(v) and 18A:18A-3(a). Board employees making unauthorized purchases are subject to disciplinary action as outlined by the Superintendent.

Inspection of Goods and Services

Pursuant to 18A:18A-44, all goods and services provided or performed under any contract with the Board shall be inspected and reviewed by the purchasing agent and/or by the appropriate officer (administrator; supervisor) of the School District who initially recommended the award of contract.

RESOLUTION #18 - (Continued)

Trade-in of Personal Property

The purchasing agent pursuant to N.J.S.A. 18A:18A-45(g) may include the sale of district property no longer needed for school purposes as part of the specifications to offset the price of a new purchase, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary or his designee, and the Treasurer, are hereby authorized and directed to execute warrants without further action on the part of the Board for payment, when due, including the salaries and health benefits of all Board of Education personnel heretofore authorized and approved by the Board of Education, as well as other payments necessary to conduct district business and the payroll operation; and

BE IT FURTHER RESOLVED, the School Business Administrator/Board Secretary is hereby authorized and directed to make principal and interest payments on school bonds for the **2022-2023** school year.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

**RESOLUTION #19 – PURCHASE AUTHORIZATION FROM STATE AND
COOPERATIVE PURCHASING CONTRACTS**

For the Life of This Board of Education During the 2022-23 School Year

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

WHEREAS, the Paramus Board of Education desires to authorize its purchasing agent for the 2022-2023 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 Paramus 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, including but not limited to the attached vendor list, the Federal General Services Administration, and cooperative purchasing programs in other states, and those contained on the Division’s website; and

BE IT FURTHER RESOLVED, that the Paramus Board of Education does hereby authorize the District purchasing agent to make purchases of all goods and services entered into on behalf of the following cooperative purchasing agencies:

- Bergen County Cooperative Purchasing Alliance
- BuyBoard National Purchasing Cooperative
- Education Data Services, Inc. Cooperative Procurement Management
- Educational Services Commission of New Jersey (Formerly Middlesex Regional Educational Services Commission)
- Hunterdon County Educational Services Commission
- Keystone Purchasing Network
- NASPO Value Point Cooperative Purchasing Program
- New Jersey Educational Computing Cooperative (NJECC)
- PEPPM Technology Bidding and Purchasing Program
- Sourcewell (formerly National Joint Purchasing Alliance)

RESOLUTION #19 Continued

- South Bergen Jointure Commission
- Region VIII Education Service Center for the Interlocal Purchasing System (TIPS)

BE IT FURTHER RESOLVED that the Paramus Board of Education hereby approves continued participation in ACES Natural Gas Services and ACES Electric Generation Services bidding process through the Alliance for Competitive Energy Services Bid Cooperative Pricing System.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

**PARAMUS BOARD OF EDUCATION
RESOLUTION #20 – BID AUTHORIZATION**

For the Life of This Board of Education During the 2022-23 School Year

RESOLVED, that the Business Administrator/Board Secretary is hereby authorized to advertise and receive bids, as dictated by district need for, but not limited to, the following goods and services for the 2022-23 school year:

Air Conditioning/Refrigeration/Heating & Ventilation/Domestic Hot Water System
Asbestos Removal
Athletic Supplies, Uniforms & Equipment
Audio visual/Photographic Supplies & Equipment
Bleacher – New & Replacements
Boiler Cleaning & Repairs
Computer and Technology Supplies and Equipment
Concrete Work – New and Replacement
Copier Equipment, Copier Supplies and Service, & Duplicating Paper
Grounds Keeping Supplies and Equipment
Electrical Service & Supplies
Repair & Replacement Service Contracts for Fire and Burglar /Sound and Clock Systems
Fuel Oil
Glass Material & Labor
Gym Floor Refinishing
Janitorial Supplies
Locker Refurbishing
Maintenance & Service Agreements
Milk Supplies
Music supplies
Natural Gas
Painting
Paper Products, Toweling/Toilet tissue
Plumbing Supplies and Services
Printing Requirements – District Wide
Replacements – Ceilings, Doors, Flooring, Lighting, Windows
Replacements and Resealing – Roof
Resurfacing macadam, playgrounds, driveways, sidewalks, etc
School Bus, Transportation of Students
Security Supplies and Services
Telecommunications
Vehicle Supplies and Equipment
Vehicle Replacement

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #21 – TRANSFER AUTHORIZATION

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, New Jersey Administrative Code 6:20-2:13 requires appropriate Board of Education action providing transfer of funds to current expenses, capital outlay, and debt service accounts prior to the line item account recording a deficit balance; and

WHEREAS, general compliance with this rule has been a consistent practice of the Borough of Paramus Board of Education; and

NOW THEREFORE, BE IT RESOLVED that the Board of Education directs the Administration to fully comply with the terms and intent of N.J.A.C. 6:23-2:11; and

BE IT FURTHER RESOLVED, that the Board authorizes transfers, at the state chart of accounts level, to be made by the Administration prior to the account being in deficit and, therefore, authorizes required transfers to be made in a timely fashion subject to ratification at the next Regular Meeting of the Board.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #22 – CHART OF ACCOUNTS

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, the State of New Jersey has promulgated administrative code (N.J.A.C. 6A:23-2.12(a)3 to require Boards of Education to adopt a policy concerning the controls over appropriations for line item accounts which exceed the minimum level of detail; and

WHEREAS, general compliance with this rule has been a consistent practice of the Borough of Paramus Board of Education;

NOW THEREFORE, BE IT RESOLVED that the Borough of Paramus Board of Education adopts the attached expanded chart of accounts pursuant to N.J.A.C. 6A:23-2.2(f): [Uniform Minimum Chart of Accounts](#)

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #23 – GRANT AUTHORIZATION

For the Life of This Board of Education During the 2022-23 School Year

BE IT RESOLVED, that the Paramus Board of Education authorizes the Superintendent, or designee, to make application for Federal, State, and other competitive grants as may meet with the District’s objectives; and

BE IT FURTHER RESOLVED, that the Board shall authorize acceptance of Every Student Succeeds Act (ESSA) Title Grants, the Individuals with Disabilities Education Improvement Act (IDEA), Part B, and Individuals with Disabilities Education Improvement Act (IDEA), Part B, Preschool Grant; American Rescue Plan Act of 2021 - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER), CARES Act; and

BE IT FURTHER RESOLVED, that the Board shall be presented the successful grants for consideration by separate action.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #24 – MAXIMUM TRAVEL EXPENDITURE AMOUNTS

For the Life of This Board of Education During the 2022-23 School Year

WHEREAS, pursuant to N.J.S.A. 18A:11-12, the Paramus Board of Education is required to adopt a policy related to travel expenses for board employees and board members that ensures local, State, and/or Federal funds are spent on travel that is educationally necessary and fiscally prudent; and

WHEREAS, pursuant to N.J.S.A. 18A:11-12(P), specifically, annually in the pre-budget year, the Board shall establish a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year; and

WHEREAS, the Board shall also include the maximum amount established for the pre-budget year (if any) and the amount spent to date; and

NOW THEREFORE, BE IT RESOLVED that the maximum expenditure, including all travel for the 2022-23 school year that is supported by local, state and federal funds, shall not exceed a total amount of \$150,000; and

BE IT FURTHER RESOLVED, that a maximum expenditure amount for the 2021-2022 school year was adjusted to \$127,000 and the amount spent to date is \$35,780 as of December 31, 2021.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #25 – PUBLIC RECORDS FEE SCHEDULE

For the Life of This Board of Education During the 2022-2023 School Year

WHEREAS, the State of New Jersey, Government Records Council, enacted the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., to establish the public’s accessibility to view and copy government records maintained by public agencies in the State; and

WHEREAS, the Government Records Council’s review of the statute concludes that use of the Request for Public Records Form is required for all requestors; and

WHEREAS, general compliance with this rule has been consistent practice of the Borough of Paramus Board of Education; and

WHEREAS, every citizen of this State shall have the right, during such regular business hours and under the supervision of the custodian or his designee, to copy such records by hand, and shall also have the right to purchase copies of such records; and

NOW THEREFORE, BE IT RESOLVED, copies of such records shall be made upon payment of the actual cost of duplicating the record set annually by the Business Administrator as follows:

Copy Charges	\$0.05 per page letter
	\$0.07 per page legal
Audio Tape, Video Tape, CD, or DVD	\$ Actual Cost
Delivery Fees	\$ Actual Cost

BE IT FURTHER RESOLVED that the Board of Education may charge, in addition to the actual cost of duplication, a special charge that shall be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service that is actually incurred by the Board for the programming, clerical, and supervisory assistance required, or both; and

BE IT FURTHER RESOLVED that the Board of Education directs the custodian of record to fully comply with the terms and intent of N.J.S.A. 47:1A-1 et seq.; and

BE IT FURTHER RESOLVED that an official record of all Requests for Public Records be maintained on file in the Board of Education Office and be available for public review.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #26 – ESTABLISH LENGTH OF DAY FOR SUBSTITUTE TEACHERS

For the Life of This Board of Education During the 2022-2023 School Year

BE IT RESOLVED that the Paramus Board of Education hereby establishes the length of a teacher substitute day as not to exceed seven (7) hours for the 2022-2023 school year.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

PARAMUS BOARD OF EDUCATION

RESOLUTION #27 – APPROVE SCHOOL SPONSORED ORGANIZATIONS

For the Life of This Board of Education During the 2022-23 School Year

BE IT RESOLVED that the Paramus Board of Education hereby approved the following School sponsored organizations for 2022-2023 School Year:

Memorial Elementary School PTA
Midland Elementary School PTA
Parkway Elementary School PTA
Ridge Ranch Elementary School PTA
Stony Lane Elementary School PTA
East Brook Middle School PTA
West Brook Middle School PTA
Paramus High School PTA

The Board also approves Project Graduation for 2022-2023.

Introduced by: Trustee Lisa Cassesa
Seconded by: Trustee Alison Donoghue
Adopted: January 3, 2022
Roll Call Vote: Unanimous

EXTRACT FROM THE MINUTES OF A MEETING OF
THE PARAMUS BOARD OF EDUCATION, BOROUGH OF PARAMUS
BERGEN COUNTY, NEW JERSEY
AS RECORDED IN THE OFFICIAL MINUTE BOOK

The Paramus Board of Education, Borough of Paramus, in the County of Bergen, New Jersey, convened in Regular session on August 22, 2022 in-person at Paramus High School - Cafeteria.

The following trustees were present: Trustees Donoghue, Kim, Caminiti, Cassesa, Hochhauser, Kardasakis, Holzmann and Greene.

Absent: Trustees Bergmann

The following resolution was offered by Trustee Donoghue and seconded by Trustee Holzmann.

PARAMUS BOARD OF EDUCATION

17. Employee Relations and Recognitions

17.2 Appoint Dr. Christine Enrico as Affirmative Action Officer

BE IT RESOLVED that the Paramus Board of Education hereby appoints Dr. Christine Enrico as an Affirmative Action Officer for the 2022-23 school year.

ROLL CALL VOTE:


TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Bergmann	Absent	Mrs. Donoghue	Yes	Mr. Holzmann	Yes
Ms. Caminiti	Yes	Ms. Hochhauser	Yes	Mrs. Kim	Yes
Mrs. Cassesa	Yes	Mrs. Greene	Yes	Mrs. Kardasakis	Yes

STATE OF NEW JERSEY)

) ss

COUNTY OF BERGEN)

I, Brooke Bartley, Secretary of the Paramus Board of Education, Borough of Paramus, in the County of Bergen, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Board of Education of said district duly called and held on August 22, 2022 has been compared by me with the original minutes as officially recorded in my office in the minute book of the Paramus Board of Education and is a true, complete copy thereof and of the whole of said original minutes so far as the same relate to the subject matter referred to in said extract in witness I have hereunto set my hand and affixed the corporate seal of said Board of Education this 23rd date of August 2022.



Brooke Bartley
Business Administrator/Secretary to the Board of Education