I. Opening -

The meeting was called to order by Mrs. Vanessa Wolsky, Board Secretary/Business Administrator at 7:00 p.m. in the Library/Media Center at Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey 07981.

Mrs. Wolsky read the following statement:

In accordance with P.L. 1975, Chapter 231, notice of this meeting was provided to the newspaper of record, appropriately posted and sent to the Township Clerk on January 10, 2018.

Mrs. Wolsky led the flag salute.

II. Secretary's Report

Mrs. Wolsky reported the school election results. She said, “The annual election was held on November 6. Mrs. Tognetti and Dr. Petty were reelected to 3 year terms with 2,892 and 2,765 votes respectively. Our vacant 3 year seat on the ballot was won by Susan Shannon who received the most votes as a write-in candidate. Congratulations to all of you and I look forward to working with you during the upcoming year.”

Mrs. Wolsky administered the Oath of Office to Mrs. Shannon, Dr. Petty and Mrs. Tognetti.

Mrs. Wolsky then called the roll:

Present: Board Members
- Mr. Salvatore A. Azzarello
- Dr. Douglas Petty
- Mr. Daniel Breen
- Mrs. Patricia Mattia
- Mrs. Gina Marie Winkler
- Mrs. Susan Shannon
- Mrs. Carol Tognetti
- Mr. Stephen Furda

Superintendent
- Mr. Michael Wasko

School Business Administrator/Board Secretary
- Mrs. Vanessa Wolsky

Absent: Board Members
- Mr. Glenn Yannotta
III. Public Comments on Agenda - None

IV. Election of Officers

A. President

Mrs. Wolsky asked for nominations for the office of President of the Board of Education. Mr. Breen nominated Mrs. Tognetti. Mr. Azzarello seconded the nomination.

Motion by Mr. Furda and seconded by Mr. Azzarello to close the nominations.

Voice Vote: All Yes

Motion by Mr. Furda and seconded by Mr. Azzarello to instruct the Secretary to cast one ballot for Mrs. Tognetti as President.

Voice Vote: All yes

Mrs. Wolsky declared Mrs. Tognetti as President and turned the conduct of the rest of the meeting over to her.

B. Vice-President

Mrs. Tognetti asked for nominations for the office of Vice President of the Board of Education. Mr. Breen nominated Mr. Azzarello. Mrs. Winkler seconded the nomination.

Motion by Mrs. Tognetti and seconded by Mr. Breen to close the nominations.

Voice Vote: All Yes

Motion by Dr. Petty and seconded by Mr. Furda to instruct the Secretary to cast one ballot for Mr. Azzarello as Vice President.

Voice Vote: All yes

Mrs. Tognetti declared Mr. Azzarello as Vice President of the Board of Education

V. Discussion of Code of Ethics for Board Members

Code of Ethics for School Board Members

Resolved, that the Hanover Township Board of Education adopts the following Code of Ethics for School Board Members, 18A:12-24-1:

a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes should be
b. 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.

c. 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.

d. I will carry out my responsibility, not to administer the schools, but together with my fellow board member, to see that they are well run.

e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

g. I will hold confidential all matter 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.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

BE IT FURTHER RESOLVED, that the School Ethics Act and code of Ethics for School Board Member has been received and discussed: and

BE IT FURTHER RESOLVED, that the Policies and Procedures regarding training of district Board of Education members has been adopted; and

BE IT FURTHER RESOLVED that each Board of Education member acknowledges receipt of and has become familiar with the Code of Ethics for School Board Members.

Approved: Unanimous

VI. Reorganization Actions
1. Designate the Hanover Eagle/Regional Weekly News, Morris County's Daily Record, and The Star-Ledger, as official newspapers.

2. Designate Tuesday at 7:30 p.m. in the Library/Media Center of the Memorial Junior School for Regular Meetings and Executive Sessions as indicated on the attached schedule, Attachment “A”.

3. Approve the appointment of the PNC Bank, N.A. as the depository of record for funds of the Hanover Township Board of Education and authorize the PNC Bank, N.A. to honor the signatures for the bank accounts, effective 1/3/19, Attachment “B”.

4. Authorize the PNC Bank, N.A. to honor the facsimile signatures of the President of the Board of Education, the Board Secretary, and the Treasurer of School Monies.

5. Authorize a Funds Transfer Agreement with PNC Bank, N.A. for the transfer of funds by wire from accounts at PNC Bank to any other account with PNC Bank or to other accounts that are designated as public depository for Board funds to be initiated by the Business Administrator/Board Secretary.

6. Designate the following for solicitation of quotes and possible investment of Board funds:

   PNC Bank, N.A.
   Bank of America
   Wells Fargo Bank
   TD Bank
   Chase Bank
   Valley National Bank
   State of New Jersey Cash Management

   and any other bank holding a current certificate of eligibility from the New Jersey Banking Association, and authorizes the Business Administrator/Board Secretary to invest idle funds periodically, and report investments to the Board.

7. Authorize the Business Administrator/Board Secretary to periodically invest Board funds in Bonds or other obligations of the U.S. Treasury or obligations guaranteed by the U.S. Treasury in accordance with Title 18A:20-37 and report investments to the Board.

8. Adopt the Board Policy Manual currently in existence.

9. Appoint the following:
   a. **Board Secretary** – Vanessa M. Wolsky
   b. **General and Labor Counsel** – Scarinci Hollenbeck, Attorneys at Law - Lyndhurst, N. J.
   c. **Auditor** - Raymond Sarinelli, CPA - Nisivoccia & Company,
Randolph, N. J.
d. **Architect of Record** – Anthony Gianforcaro, AIA
   Gianforcaro Architects, Engineers & Planners, Chester N. J.
e. **Mechanical Engineer** - Gianforcaro Architects, Engineers & Planners,
   Chester, N. J.
f. **Environmental Consultant** - RK Occupational and Environmental
   Analysis, Inc., Phillipsburg, N. J.
g. **Engineers** - Melick-Tully and Associates, P.C., South Bound Brook, N. J.
   Omland Consulting Engineers and Planners, (for construction purposes), Cedar Knolls, N. J.
h. **Computer Support Services** -
   CDK Systems, Great Meadows, N. J.
   R&L Data Centers, Bloomsbury, NJ
i. **School Medical Inspector** – Dr. Michael Kelly, ProCare Medical Associates,
   LLC, Livingston, NJ
j. **District Attendance Officer** – Roberto Camean, Principal,
   Salem Drive School
k. **AHERA Designated Person** - Roy E. Aull, Supervisor of
   Buildings and Grounds
l. **Integrated Pest Management Coordinator** – Roy E. Aull,
   Supervisor of Buildings and Grounds
m. **AED Services** – LifeSafe Services, Jacksonville, FL.

n. **Board of Education Policy Service** - Strauss Esmay,
   Toms River, NJ
o. **Website Host** – Blackboard, Inc.
p. **E-Rate** – Educational Consortium for Telecom Savings
q. **Power School Consultant**, Robert Staats, RAS Technology Consultants, Inc.
r. **Insurance Brokers of Record**-
   Brown & Brown Employee Benefits Consulting Services for Dental & Vision Plans
   Morris Essex Insurance Group (MEIG)
   Berkley Accident and Health Insurance Company, Student Accident Insurance through Bob McCloskey Insurance, Matawan, NJ
s. **Appraiser**- Fixed Assets – Duff and Phelps, LLC., Milwaukee, WI
t. **Affirmative Action** –
   Vanessa M. Wolsky, Affirmative Action Officer
   Public Agency Compliance Officer
   Aaron Wasserman, Affirmative Action Officer
u. **Co-Custodians of Governmental Records**
   Vanessa M. Wolsky, Business Administrator/Board Secretary
   Michael J. Wasko, Superintendent of Schools
v. **504 Compliance Officer**
   Gregory Margolis, Director of Special Education
w. **Petty Cash Accounts Titles and Maximums** -
Business Administrator/Board Secretary $ 500  
Principal, Bee Meadow School $ 400  
Principal, Mountview Road School $ 400  
Principal, Salem Drive School $ 400  
Principal, Memorial Junior School $ 400  
Assistant Principal, Memorial Junior School $ 200  
Superintendent of Schools $ 400  
Supervisor of Buildings and Grounds $ 200  
Transportation Coordinator $ 300  
Director of Special Education $ 200  
Director of Curriculum $ 200  
Hanover Twp. School-Age Child Care $4,800  
Total $8,400  

x. Purchasing Agent – Vanessa M. Wolsky  
y. Tax Shelter Annuity Companies per Attachment “C”  
z. Asbestos Management Officer – Roy E. Aull  
aa. Indoor Air Quality Designee – Roy E. Aull  
bb. Right to Know Officer – Roy E. Aull  
cc. Chemical Hygiene Officer – Michael S. Anderson  
dd. Safety & Health Designee – Justin Toomey  
e. Substance Awareness Coordinator – Rebecca Tsihlas  
ff. Homeless Liaison – Vanessa Wolsky  
gg. District Wellness Policy Coordinator - Roberto Camean  
hh. School Safety Specialist – Gregory Margolis

10. The Board President requests volunteers for the following:  
   a) Legislative Chairperson  
   b) Delegate to New Jersey School Boards Association  
   c) Alternate delegate to New Jersey School Boards Association  
   d) Delegate to the Morris County School Boards Association  
   e) Educational Services Commission of Morris County

Appointments are made by Board President. The Board President requests that members indicate their committee preferences on the committee list provided and submit the list to the President as quickly as possible. Committee assignments will be designated prior to the January 22, 2019 meeting.

11. Adopt the following resolution:  
"BE IT RESOLVED"  
a. In Compliance with the Open Public Meetings Act, L. 1975, c. 231, public meetings of the Hanover Township Board of Education shall be held monthly on a Tuesday as indicated on the attached Schedule of Meetings Exhibit A. Said meetings to be held in the Library/Media Center of the Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey.

b. Notice of the aforesaid meetings and of all other public meetings hereafter scheduled, whether same be revised or additional meeting dates, shall be given in accordance with the terms of said Act by posting
Annual Reorganization Meeting 1/3/19

notices on the bulletin board in the foyer of the entrance to the Board Office in the Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey by filing same with the Municipal Clerk and by furnishing same to the Hanover Eagle/Regional Weekly News, Morris County's Daily Record, and The Star-Ledger, which newspapers are hereby designated as having the greatest likelihood of informing the public of such meetings.

c. Any person who requests that agenda of meetings be mailed to him/her shall prepay to the Secretary of the Hanover Township Board of Education the sum of $25.00 per year to cover the cost of mailing same, provided, however, that requests for such agenda made by news media, past Board Members, current PTA Presidents, Hanover Township Clerk, Board Secretaries and Superintendents of the regional and member districts, the Hanover Township Education Association, and the Whippanong Library, shall be granted without cost.

d. This resolution shall take effect immediately and shall be subject to superseding actions by this public body.


13. Authorize the School Board Secretary/Business Administrator to pay board obligations between board meetings with said payments being ratified at the next regularly scheduled board meeting.

14. Authorize the School Board Secretary/Business Administrator to award contracts up to the current bid threshold as set by the Division of Local Government Services and further set the quote threshold at 15% of the bid threshold.

15. Approve procurement of goods and services through State Contracts, Cooperative Purchasing Agencies and via Shared Services with other local government agencies.

Motion: Mr. Breen  Second: Mrs. Mattia  Roll Call: 8 yes, 0 no

VII. Public Comments - None

VIII. Adjournment - 7:11 p.m.

Motion: Mr. Azzarello  Second: Mr. Breen  Approved: Unanimous
Respectfully submitted,

Vanessa M. Wolsky
School Business Administrator/
Board Secretary