

**BOARD OF EDUCATION**  
**Rockleigh, New Jersey**

**AGENDA**

*Reorganization Meeting/Regular May meeting*

*May 16, 2022*

Rockleigh Borough Hall

8:00 PM

The meeting will be held virtually via Webex only in May, July and August

<https://jasonroer.my.webex.com/meet/rockleighnjboe>

Join by phone+1-415-655-0001 US Toll Access code: 126 216 3524

---

Call to order: Dr. Jason Roer @ P.M.

(NOTE: The Board Secretary chairs this meeting until a Board President is elected)

Administration of Oath of Office

Katherine Mateo

Roll Call:

Katherine Mateo

Alison Porto

Joella Rakovsky

Herminia Venetsanos

Maria Yuelys

STATEMENT BY THE BOARD SECRETARY:

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at Borough Hall, the Office of the Borough Clerk, and transmitted to the Record.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF APPOINTMENTS

The Mayor has appointed the following as members of the Board of Education for the following term of office:

NAME	TERM
Katherine Mateo	ends 2027
Alison Porto	ends 2023
Joella Rakovsky	ends 2026

Herminia Venetsanos  
Maria Yuelys

ends 2024  
ends 2025

#### ELECTION OF THE PRESIDENT

1. \_\_\_\_\_ nominated for President by \_\_\_\_\_, seconded by \_\_\_\_\_

2. \_\_\_\_\_ nominated for President by \_\_\_\_\_, seconded by \_\_\_\_\_

Motion to close nomination for position of President made by \_\_\_\_\_ seconded by \_\_\_\_\_

#### VOTE:

Nomination #1: \_\_\_\_\_ Votes \_\_\_\_\_ Nomination #2: \_\_\_\_\_ Votes \_\_\_\_\_

The newly elected President of the Rockleigh Board of Education assumes the Chair of the Meeting.

#### ELECTION OF THE VICE-PRESIDENT

1. \_\_\_\_\_ nominated for Vice-President by \_\_\_\_\_, seconded by \_\_\_\_\_

2. \_\_\_\_\_ nominated for Vice-President by \_\_\_\_\_, seconded by \_\_\_\_\_

Motion to close nominations for position of Vice-President made by \_\_\_\_\_, seconded by \_\_\_\_\_

#### VOTE:

Nomination #1: \_\_\_\_\_ Votes \_\_\_\_\_ Nomination #2: \_\_\_\_\_ Votes \_\_\_\_\_

#### REQUIRED APPOINTMENTS AND APPROVAL pursuant to NJSA 18A et seq.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve items A-J as listed below:

##### A. Policies and By-Laws

Approval of Board of Education Policies and By-Laws, as on file with the Board Secretary. It is understood that all of the policies contained therein are subject to continuing review and revision by the Board of Education.

##### B. Official Depositories

Approval of the following as Depositories of School Funds for the Board of Education:

PNC Bank, Edison, NJ  
State of New Jersey Cash Management Fund, Trenton, NJ  
Columbia Savings Bank, Fair Lawn N.J.

C. Authorized Signatures

Approval to designate signatories for Board of Education accounts  
President \_\_\_\_\_,  
Jason Roer, School Business Administrator,  
Gary Grembowiec, Treasurer of School Moneys

D. Open Public Meetings Act

Approval, in compliance with NJSA 10:4-18, of Open Public Meetings Act Resolution per appendix "A" attached.

E. Official Newspaper(s)

Approval of THE RECORD as the Official Newspaper of the Rockleigh Board of Education

F. Code of Ethics

Acceptance of the New Jersey School Boards Association Board Member Code of Ethics as adopted at the May 10, 1975 Delegate Assembly of the New Jersey School Board Association per appendix "B" attached.

G. 2022-2023 Meeting Dates

Approval of Board of Education Meeting Dates, time and location per appendix "C" attached.

H. Appointments

Approval of the following individuals to the named positions for the 2022-2023 school year:

Board Secretary/Business Administrator	Dr. Jason Roer
Treasurer of School Moneys	Mr. Gary Grembowiec
Auditor	Lerch, Vinci, Higgins, LLP
Attorney	Winnie, Banta, Hetherington, Basralian & Kahn, P.C.

I. Appointment of two Board Members to the Board of School Estimate.

Motion by, seconded by, to approve the following to serve as members of the Board of School Estimate for the 2023-2024 School Budget cycle:

1. \_\_\_\_\_
2. \_\_\_\_\_

J. Board Member Compensation and Expenses and Bylaws

Readopt Policy 147 Board Member Compensation and Expenses and Bylaws, which are attached as Appendix "D" and "E"

Roll Call:

PRESIDENT'S REPORT

OLD/NEW BUSINESS

BUSINESS ADMINISTRATOR'S REPORT  
Board Secretary's Certification

CORRESPONDENCE

MINUTES

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following minutes:

Regular April 18, 2022

YEAS:  
NAYS

*FINANCE*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following motions A-C:

- A: RESOLVED: That pursuant to N.J.A.C. 6:20-2.13(e), we certify that as of April 30, 2022 after review of the Secretary's monthly financial report (appropriations section), and upon consultation with the appropriate District officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.13 (b), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, subject to the conditions of P.L. 1701.
- B. Motion to approve payment of bills for May 2022 in the amounts of:
- C. Motion to approve the 2022-2023 technology services renewal contract with the Asbury Park Board of Education in the amount of \$2,075.

YEAS:  
NAYS:

BOARD COMMITTEE REPORTS

CLOSED SESSION MOTION

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following Closed Session Motion.

BE IT RESOLVED that the Rockleigh Board of Education will adjourn to a Closed Session to discuss the following:

Legal Issues (student)

The matters so discussed will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public.

YEAS:  
NAYS

The Board went into Closed Session at \_\_\_\_ PM.  
The Board reconvened from Closed Session at \_\_\_\_ PM.

Roll Call:

- Katherine Mateo
- Alison Porto
- Joella Rakovsky
- Herminia Venetsanos
- Maria Yuelys

The matters so discussed will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public.

*PUBLIC DISCUSSION*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public discussion. Time: \_\_\_\_ PM

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to resume the regular order of business. Time: \_\_\_\_PM

*ADJOURNMENT*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn to the Regular Meeting at \_\_\_\_\_ PM.

**Appendix "A"**  
**May 16, 2022**

**OPEN PUBLIC MEETINGS ACT RESOLUTION**

BE IT RESOLVED by the Board of Education of the Borough of Rockleigh, in compliance with the provisions of the "Open Public Meetings Act" Chapter. 231, P.L. 1975, effective January 19, 1976, (hereinafter called The Act), that:

1. Except as provided by Section 7b of The Act, all meetings of the Board of Education shall be open to the public at all times.
2. At every Regular Public and Committee-of-the-Whole/Workshop Meetings, the public shall be entitled to observe and may actively participate during the time or times designated for that purpose in the Order of Business; formal action may be taken at these meetings.
3. The Regular Public Meetings of the Board of Education shall be held in the Borough Hall, 26 Rockleigh Rd., Rockleigh, New Jersey, at 8:00 PM, generally on the first or second Monday of the month, on the dates set forth in the Schedule of Meetings annexed hereto and made part hereof (Appendix c).
4. Within seven days following the adoption of this resolution and any revising or modifying resolution, and within 48 hours in advance of same and any additional, revised, or modified meetings times,
  - a. a copy shall be posted on a bulletin board in the Borough Hall, accessible to the public at all business hours, at or near the entrance of the Board's meeting room and shall remain so posted until replaced with a duly adopted resolution setting forth any revision thereof;
  - b. a copy shall be e-mailed to The Record;
  - c. a copy shall be filed with the Borough Clerk of the Borough of Rockleigh
5. Upon receipt by the Board of Education of a written request setting forth the name and address of the person making the request and accompanied by a fee of \$10.00, the Board shall send to such person by regular mail, between the date of such request and December 31, next ensuing, a copy of the Schedule of Meetings annexed to this resolution, all revisions thereof, and all other advance notices of regular, special, rescheduled and canceled meeting dates. Like mailing shall be sent free of charge to all news media requesting such notices. All such requests shall terminate on December 31 next following the making of the request, but shall be subject to renewal upon receipt by the Board of a renewal request and renewal fee.

**Appendix "B"**  
**May 16, 2022**

**NEW JERSEY SCHOOL BOARD MEMBER  
CODE OF ETHICS**

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 for 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 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.

**ROCKLEIGH BOARD OF EDUCATION**  
**Rockleigh, NJ**

**Appendix C**  
**May 16, 2022**

**BOARD OF EDUCATION SCHEDULE OF MEETINGS**

<b><u>Purpose of Meeting</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>
Official Public Meeting/Reorganization (virtual)	Monday	May 16, 2022
Official Public Meeting	Monday	June 20, 2022
Official Public Meeting (virtual)	Monday	July 18, 2022
Official Public Meeting (virtual)	Monday	August 22, 2022
Official Public Meeting	Monday	September 12, 2022
Official Public Meeting	Monday	October 17, 2022
Official Public Meeting	Monday	November 14, 2022
Official Public Meeting	Monday	December 19, 2022
Official Public Meeting	Monday	January 16, 2023
Official Public Meeting	Monday	February 13, 2023
Official Public Meeting	Monday	March 13, 2023
Official Public Meeting	Monday	April 17, 2023
Official Public Meeting/Reorganization	Monday	May 16, 2023

Board of Education meetings are held in the Rockleigh Borough Hall at 8:00 p.m.

**Appendix "D"**  
**May 16, 2022**

0147 BOARD MEMBER COMPENSATION AND EXPENSES -Policy

No member of the Board of Education shall receive compensation for his/her services as a Board member.

The Board of Education will reimburse Board members for travel and related expenses provided the expenses are related to and within the scope of the Board member's current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district. All eligible travel and related expenses to be reimbursed by the Board shall be



educationally necessary and fiscally prudent.

Any travel and related expenses to be reimbursed to a Board member by the Board shall receive prior approval by a majority of the full voting membership of the Board and shall be in compliance with N.J.S.A. 18A:12-24 and N.J.S.A. 18A:12-24.1.

Pursuant to N.J.A.C. 6A:23B-1.2(c)3., all travel and related expense reimbursements shall be in compliance with New Jersey travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02 and NJOMB circular A-87, including any amendments or revisions thereto. The travel and related expense restrictions and requirements set forth in these NJOMB circulars for applicable expenses incurred by Board members to be reimbursed shall apply and include, but not be limited to: types of travel; travel advances; methods of transportation; routing of travel; mileage allowance; meal allowance; overnight travel; and submission of supporting documentation including receipts, checks, and vouchers. The mileage allowance shall be in accordance with collective bargaining agreements, any individual contracts, or as approved by the Board, as appropriate.

Travel and related expenses will only be reimbursed to a Board member in accordance with the provisions of this Bylaw and N.J.A.C. 6A:23B-1.1 et seq. Detailed documentation supporting all reimbursed travel and related expenses, including the travel approval requests approved by the Board, travel documentation reports, and receipts shall be maintained in the Board of Education offices.

Travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements and travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary or unavoidable, shall be excluded from the requirements of this Policy and N.J.A.C. 6A:23B-1.1 et seq. The reason(s) for such exception shall be clearly set forth in detailed documentation and approved by Board resolution.

The Board shall establish in its annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement. A Board that violates its established maximum travel expenditures or that otherwise is not in compliance with the travel limitations of N.J.A.C. 6A:23B-1.1 et seq., may be subject to sanctions by the Commissioner of Education as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-34, including reduction of State aid in the amount equal to any excess expenditure.

N.J.S.A. 18A:12-4 N.J.A.C. 6A:23B-1.1 et seq. readopted: 16 May 2022

## **Appendix "E"**

**May 16, 2022**

### BOARD MEMBER COMPENSATION AND EXPENSES - By-Laws

- A. Approval of Travel and Related Expense Reimbursement

The following procedure shall be implemented for a Board member seeking to receive travel and related expense reimbursement for expenditures related to and within the scope of the Board member's current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district:

1. A Request for Travel and Related Expense Reimbursement Report must be submitted to the **School Business Administrator/Board Secretary** prior to the travel date(s) and at least seven (7) days before a Board meeting. The request shall include supporting documentation to include: the type of travel; location of the travel; occurrences of the travel; date(s) of travel; and all related costs including transportation expenses, parking, tolls, lodging, meals, and other expenses.
  2. The **School Business Administrator/Board Secretary** shall review the Request for Travel and Related Expense Reimbursement Report to determine if the expenses as outlined in the supporting documentation are in compliance with New Jersey travel reimbursement guidelines as established by the Department of Treasury in NJOMB Circular Letter 06-02 and OMB Circular A-87, including any amendments or revisions thereto.
    - a. If reimbursable expenses are in compliance with the Circulars as outlined in 2. above, the **School Business Administrator/Board Secretary**, will include the travel and related expense information on the Board of Education Approval of Travel and Related Expense Reimbursement Form.
    - b. If any travel and related expenses are not in compliance with the Circulars in 2. above, the Board member will be required to submit written documentation setting forth in detail why the expense is necessary or unavoidable. The **School Business Administrator/Board Secretary** will include a summary of this documentation on the Board of Education Approval of Travel and Related Expense Reimbursement Form.
    - c. The Board of Education Approval of Travel and Related Expense Reimbursement Form shall be presented to the Board of Education. Approval by a majority of the full voting membership of the Board at a Board meeting is required for approval.
- B. Reimbursement of Travel and Related Expenses

All travel and related expenses that receive prior approval of the Board shall be reimbursed by the Board of Education in accordance with the following procedures:

**Appendix "E"**  
**May 16, 2022**  
**Continued**

1. The Board member, within 14 calendar days after incurring the approved travel and related expenses, shall be required to submit to the School Business Administrator/Board Secretary, receipts documenting all prior Board approved travel and related expenses paid by the Board member during the travel. Reimbursement to the Board member will be made in accordance with the district's payment procedures.
2. Receipts for the approved expenses to be paid directly to a vendor(s) accepting the school district purchase order will be obtained directly from the vendor by the Business office. Payments directly to a vendor will be made in accordance with the district's payment procedures.
3. The approved travel and related expenses may be to a vendor(s) that will not accept the school district's purchase order or a Board member's personal credit card, therefore requiring cash payments for approved travel and related expenses to be made by the Board member. Under these circumstances, the school district may provide the Board member with a cash advance to pay such expenditures provided the Board member, within 14 calendar days after incurring the approved expenses, provides to the Business office a receipt for the expenses. In the event the actual expenses were less than the advance, the Board member must return the difference between the advance and the actual expenses.

Readopted: May 2022