

**BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS  
IN THE COUNTY OF BERGEN**

**AGENDA/MEETING GUIDE**

**REORGANIZATION MEETING**

**November 1, 2011  
6 PM**

**Norman A. Bleshman School—Cafeteria  
333 East Ridgewood Avenue, Paramus, New Jersey**

**BOARD SECRETARY—CALL TO ORDER**

**ROLL CALL:**

Mr. Connelly  
Mr. Gilmartin, *Executive County Superintendent*  
Mr. Kim  
Mrs. La Testa  
Dr. Meisner

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS ACT STATEMENT**

“The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Board of Vocational Education in the County of Bergen has caused notice of this meeting to be published by having the date, time, and place thereof posted on a bulletin board prominently displayed in this school, to all board members, and the following:

County Clerk  
Clerk of the Board of Chosen Freeholders  
The Record  
Herald News

The district is an equal opportunity/affirmative action employer.

**CONDUCTED BY BOARD SECRETARY — NOMINATION OF OFFICERS**

President: \_\_\_\_\_  
 Nominated by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**MEETING TURNED OVER TO THE BOARD PRESIDENT**

**NOMINATION OF VICE PRESIDENT:**

Vice President: \_\_\_\_\_  
 Nominated by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**APPOINTMENT OF PROFESSIONAL BOARD STAFF:**

Introduced by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Treasurer of School Monies: Alfred Dispoto, County Treasurer  
 External Auditor: Lerch, Vinci & Higgins, LLP  
 From 11/1/2011 to 10/31/2012 Per proposal on file

Attorney: Nowell, Amoroso, Klein, Bierman  
 From 11/1/2011 to 10/31/2012 Per proposal on file

Insurance Consultants/  
 Broker of Record: Brown & Brown Metro, Inc.  
 From 11/1/2011 to 10/31/2012 Per proposal on file

Physician: Ronald Rigolosi, M.D.  
 From 11/1/2011 to 10/31/2012 Per proposal on file

BE IT RESOLVED that the Board of Education has determined to table its consideration for the services of architectural, engineering, and construction management professionals until such time allowing for the Board's Facilities Committee to meet and make a recommendation to the full Board of Education.

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**APPOINTMENT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY**

BE IT RESOLVED that John Susino be appointed Business Administrator/Board Secretary for the School Year 2011–2012.

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**APPOINTMENT OF QUALIFIED PURCHASING AGENT**

BE IT RESOLVED that Danielle Tikijan be appointed Purchasing Agent for School Year 2011-2012.

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**BANK ACCOUNT SIGNATURES:**

WHEREAS \_\_\_\_\_ has been elected President of the Board of Education  
 AND \_\_\_\_\_ has been elected Vice President; and

WHEREAS Dr. Howard Lerner has been appointed Superintendent of Schools; and

WHEREAS John Susino has been appointed School Business Administrator and Board Secretary; and

WHEREAS Alfred Dispoto has been appointed Treasurer of School Monies;

NOW THEREFORE BE IT RESOLVED that the Board of Education establish the following bank accounts at TD Bank, Paramus, New Jersey, and Capital One Bank, Paramus, NJ, and that TD Bank and Capital One Bank are hereby requested, authorized, and directed to honor all checks, drafts, and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature indicated:

<u>Account Title</u>	<u>Signatures Required</u>
Payroll Account 0037219928 – TD Bank 7047893512 – Capital One Bank	Alfred Dispoto, Treasurer of School Monies
Agency Account 0037219901 – TD Bank 7047893520 – Capital One Bank	Alfred Dispoto, Treasurer of School Monies
Academy for the Advancement of Science and Technology Student Activities 037222759 – TD Bank 7047893539 – Capital One	Russell Davis AND Raymond Bath OR David Nidosik
Paramus Vocational Student Activities 037222732 – TD Bank 7047893555 – Capital One Bank	Katoya Pierce AND Carole Terrizzi OR Paul Castiglia

Teterboro TEC Student Activities 037222724 – TD Bank 7047893563 – Capital One Bank	Elaine Gagis AND David Tankard	OR	Jon Chevalier
General Organization Fund of BCV & THS 037222694 – TD Bank 4047893539 – Capital One Bank	Russell Davis AND Michelle Pinke	OR	Raymond Bath
State Unemployment Insurance Trust Account 037222937 – TD Bank 4047893636 – Capital One Bank	President AND AND	OR John Susino Alfred Dispoto, Treasurer of School Monies	Vice President
BCVTS General Fund 037222686 – TD Bank 7047893644 – Capital One Bank	President AND AND	OR John Susino Alfred Dispoto, Treasurer of School Monies	Vice President
Adult Depository Account 3450051024 – TD Bank 7047893652 – Capital One Bank	President AND	OR John Susino	Vice President
Escrow Management Account 037223402 – TD Bank 7047893660 – Capital One Bank	President AND AND	OR John Susino Alfred Dispoto, Treasurer of School Monies	Vice President
Federal Student Financial Aid 037222767 – TD Bank 7047893679 – Capital One Bank	Howard Lerner AND	John Susino	
The Athletics Clearing Checking Account 037222708 – TD Bank 7047893687 – Capital One Bank	Maria Careri AND	Susan Wielkocz	
Depository Account 037222961 – TD Bank 7047893709 – Capital One Bank	Howard Lerner AND	John Susino	
Board of Vocational Education Student Fund–Day Care 037223313 – TD Bank 7047893717 – Capital One Bank	John Susino AND	Elizabeth Scolpino	
Bergen County Technical Schools Capital Reserve 3450053086 – TD Bank 7047893547 – Capital One Bank	President AND AND	John Susino Alfred Dispoto	

Bergen County Technical  
 Schools Food Service  
 Depository Account  
 4250741571 – TD Bank  
 7047893741 – Capital One Bank

Howard Lerner  
 AND John Susino

Introduced by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**DESIGNATION OF OFFICIAL NEWSPAPER:**

RESOLVED that the following newspapers be designated as the paper of record for the purpose of legal notice:  
*The Record*  
*Herald News*

Introduced by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**COMMITTEE APPOINTMENTS:**

BE IT RESOLVED that Board as a whole shall serve in the following Committee Appointments:

- Committee of the Whole:
- Board of School Estimate
- New Jersey School Boards Association
- New Jersey Council of County Vocational Schools
- Bergen County School Boards Association

BE IT FURTHER RESOLVED that the following Committee appointments be made with the following Board Members serving as Chairperson:

- Finance:
- Personnel:
- Facilities:
- Special Services School District Liaison: Board President

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**ORGANIZATIONAL CHART**

Resolution

WHEREAS the Superintendent, after taking into account the recommendations of his staff, which included the consideration of the experience and credentials of the district employees, has determined that the attached table of organization and related staff appointments is appropriate and in the best interest of the school district;

BE IT RESOLVED that the **attached** table of organization indicating staff appointments and titles be adopted, as provided by the budget, effective November 1, 2011.

HL/cc  
 Source of funds: n/a

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Ms. LaTesta				
Dr. Meisner				

**READOPTION OF BOARD OF EDUCATION POLICIES, BYLAWS, JOB DESCRIPTIONS, TEXT BOOKS, AND COURSES OF STUDY:**

RESOLVED that the Board of Education of the Vocational Schools does hereby approve and readopt all Board of Education Policies, Regulations, Bylaws, Job Descriptions, Textbooks, and Courses of Study presently in effect.

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**INSURANCE CARRIERS**

BE IT RESOLVED that the Board of Education, as part of the County of Bergen's Joint Insurance Fund, does hereby resolve to appoint Bergen Risk Managers, Inc., Ramsey, New Jersey as the Workers' Compensation carrier for the District effective July 1, 2011 through June 30, 2012, and

BE IT FURTHER RESOLVED that upon the recommendation of Bergen Risk Managers, the Board of Education does hereby authorize the Administration to provide insurance for all students with the C.W. Bollinger Co., of Short Hills, New Jersey for the 2011-2012 school year.

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				



**DATES OF BOARD MEETINGS—COMBINED WORK SESSIONS/REGULAR MEETINGS:**

LOCATION: Auditorium                                      **OR**                                      Cafeteria  
                  Community Services Building                                      Norman A. Bleshman School  
                  327 East Ridgewood Avenue                                      333 East Ridgewood Avenue  
                  Paramus, NJ 07652                                      Paramus, NJ 07652

<b>Date</b>	<b>BCTS 6 PM— Work Session 6:45 PM - Regular Meeting</b>
Tuesday, December 13, 2011	X
Tuesday, January 24, 2012	X
Tuesday, February 21, 2012	X
Tuesday, March 27, 2012	X
Thursday, April 26, 2012	X
Tuesday, May 29, 2012	X
Tuesday, June 26, 2012	X
Tuesday, July 24, 2012	
Tuesday, August 28, 2012	X
Tuesday, September 25, 2012	X
Thursday, October 25, 2012	X
Thursday, November 1, 2012	Reorganization followed by Work Session and Regular Meetings
Tuesday, November 27, 2012	X
Tuesday, December 18, 2012	X

Additional meetings may be scheduled as the Board deems appropriate.

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Connelly				
Mr. Gilmartin				
Mr. Kim				
Mrs. La Testa				
Dr. Meisner				

**ORDER OF BUSINESS**

BE IT RESOLVED that the following Order of Business for Board of Education meetings be approved

PUBLIC WORK SESSION  
ORDER OF BUSINESS

- Call Meeting to Order
- Roll Call
- Pledge of Allegiance
- Open Public Meeting Statement
- Review of Resolutions
- Public Participation— Any Issue
- Move Into Executive Session

REGULAR PUBLIC MEETING  
ORDER OF BUSINESS

Re-Open the Public Work Session  
Close Public Work Session and Move to Public Meeting  
Call Meeting to Order  
Roll Call  
Pledge of Allegiance  
Open Public Meeting Statement  
Approval of Minutes  
Communications  
Reports:  
    Committee  
    Board Secretary/Business Administrator  
    Superintendent  
Introduction Consent Agenda Resolutions  
Board Comment—Consent Agenda  
Public Comment—Consent Agenda  
Approval Consent Agenda  
Introduction Off-consent Agenda Resolutions  
Board Comment—Off-consent Agenda  
Public Comment—Off-consent Agenda  
Approval Off-consent Agenda  
Public Comment—Any Issue  
Adjournment

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

All in Favor: \_\_\_\_\_

**MOTION TO CLOSE THE REORGANIZATION MEETING AND MOVE THE MEETING INTO THE  
COMBINED PUBLIC WORK SESSION, EXECUTIVE WORK SESSION, AND REGULAR MEETING**

Introduced by: \_\_\_\_\_

Second by: \_\_\_\_\_

All in Favor: \_\_\_\_\_

# BCTS Administrative Plan 2011-2012

Superintendent  
Howard Lerner, Ed.D.

