

**PARAMUS BOARD OF EDUCATION**  
**Resolutions for the 2024-25 School Year**

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**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #1 – MEETING SCHEDULE**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT RESOLVED**, that on the third Monday of each month, unless otherwise stated below, the Board of Education shall open its meeting at 6:30 p.m. to hold a Closed Executive Session followed by the Regular Meeting for the purpose of acting upon agenda items, which will commence at 7:30 p.m.;

**BE IT RESOLVED**, that the following shall constitute the annual meeting schedule of the Board of Education for the 2024-25 school year. These meetings are to be held at the Paramus High School – Auditorium, 99 E Century Road, Paramus, NJ 07652. Best efforts will be made to stream regular meetings online for access by the public.

MEETING DATE	TYPE	MEETING DATE	TYPE
July 15, 2024	Regular	* February 24, 2025	Regular
August 19, 2024	Regular	* March 10, 2025	Preliminary Budget Meeting
September 16, 2024	Regular	* March 24, 2025	Regular
October 21, 2024	Regular	April 21, 2025	Regular
November 18, 2024	Regular	*May 5, 2025	Certified Staff Renewal Public Budget Hearing
December 16, 2024	Regular	May 19, 2025	Regular
*** January 6, 2025	Reorganization	June 9, 2025	** Workshop (Supt. Eval.)
* January 27, 2025	Regular	June 16, 2025	Regular

\* These meetings do not fall on the third Monday of the month.

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

\*\*\* The Reorganization meeting will start at 7:30 PM. There will be no closed executive session.

**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 48 hours from the date hereof, in accordance with the "Open Public Meetings Act."

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #2 – OFFICIAL NEWSPAPER**

For the Life of This Board of Education During the 2024-25 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 notices and correspondence through June 30, 2025; and

**BE IT FURTHER RESOLVED**, that the following newspapers may be used as needed:

Ridgewood News  
Star Ledger

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #3 – BOARD CODE OF ETHICS AND CERTIFICATION**

For the Life of This Board of Education During the 2024-25 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 standards of ethical conduct and conflict-of-interest situations 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 policy making, 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #4 – REGULAR MEETING AGENDA**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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**

**CLOSED SESSION**

**ADMINISTRATIVE REPORTS**

**STUDENT REPRESENTATIVE’S REPORT**

**AWARDS AND RECOGNITIONS**

**PUBLIC CONTENT** – During this portion of the meeting, members of the public are invited to address the Board on any topic. Each in person speaker will be asked to sign in. Any virtual attendees wishing to comment must appear on camera to do so. Instructions will be provided at the opening of each public comment section of the agenda. All speakers are asked to limit their statement to three (3) minutes.

**REPORTS & ACTION:**

Standing Committees  
Advisory Committees (if any)

**CONSENT AGENDA**

Adoption of Minutes  
Report of Board Secretary and Treasurer’s Report  
Transfers and Financial Reports (Purchases & Payments)  
Donations  
Special Education Placements  
Home Instruction

**LIAISON REPORTS: Legislative; PTA; Mayor & Council; Paramus Recreation**

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT** – During this portion of the meeting, members of the public are invited to address the Board on any topic. Each in person speaker will be asked to sign in. Any virtual attendees wishing to comment must appear on camera to do so. Instructions will be provided at the opening of each public comment section of the agenda. All speakers are asked to limit their statement to three (3) minutes.

**CLOSED SESSION (if needed)**

**EMPLOYEE RELATIONS & LEGAL**

**ADJOURNMENT**

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

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #5 – SPECIAL MEETINGS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT RESOLVED**, that Special Meetings of the Board shall be called by the Secretary, at the direction of the President, or in their absence, the Vice President, or at the written behest of a majority of the Board requesting 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".

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #6 – BOARD COMMITTEE FUNCTIONS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT RESOLVED**, that the President of the Board shall, following their election, be empowered to establish committees and liaisons for the following purposes:

**Committees**

Achievement and Assessment  
Athletics  
Community Relations  
Education Policy  
Employee Relations and Negotiations  
Facilities, Transportation and Security  
Finance and Budget

**Liaisons**

Legislative  
Mayor & Council  
New Jersey School Boards Association  
Paramus Recreation  
Parent Teacher Association

**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. If the President or committee member cannot attend, they shall notify the alternate, who may attend in their absence. If the alternate is also not available, the Board Secretary may email the board announcing the vacancy. To ensure full attendance at committee meetings, members should communicate the absence as soon as practical. A member interested in attending may 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(s) 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 appointed liaison(s) 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.

## 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**, the chair of each committee shall be responsible for conducting orderly and efficient committee meetings and making recommendations from the committee to the Board; 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:

#### **ACHIEVEMENT AND ASSESSMENT COMMITTEE**

The Achievement and Assessment Committee reviews the effectiveness of existing programs and district-wide performance, including, but not limited to the following functions:

1. Evaluate the effectiveness of the curriculum.
2. Guide the Board in periodic assessment of progress toward achievement of District educational goals.
3. Review standardized test and evaluation results of the District.
4. Evaluate District performance on state and District assessments, including District metric adopted September 23, 2013, prior to the presentation to the Board.
5. Review evaluation systems for school staff and the Superintendent.

#### **ATHLETICS COMMITTEE:**

The Athletics Committee is responsible for reviewing and discussing athletic activities in the District including but not limited to the following committee functions:

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

### **COMMUNITY RELATIONS:**

The Community Relations Committee is charged with reviewing and discussing the process for 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:

1. Study and review communication vehicles, plans, strategies, practice and programs as proposed by the Superintendent.
2. Review the efficiency and timeliness of communications from the Board of Education to Paramus constituencies including students, parents and community members.
3. Evaluate outreach to the media, press coverage, Board meeting presentations, events/special projects and any central office communication to parents and guardians.
4. 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.

### **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:

1. Monitor, in collaboration with the Superintendent, all phases of the curriculum cycle (evaluation through implementation).
2. Inform and direct the Board's annual approval of learning goals in support of the District's educational mission.
3. Update District policies as necessary to comply with current laws and District needs.
4. Review five-year plans for District curriculum.
5. Assist in the review and development of policies related to staff.
6. Review staffing and organizational structure recommendations of the Superintendent including new or revised job descriptions.

### **EMPLOYEE RELATIONS and NEGOTIATIONS COMMITTEE:**

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

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

### **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:

1. Review the current and future needs of the District facilities and properties to deliver on curriculum, extracurricular and athletic needs.

2. Promote student, staff and visitor safety through a rigorous, continuous review of safety and security measures for all District facilities and properties.
3. Report on the budgetary impact of improvements.
4. Recommend, with input from administration, long and short terms uses and facility improvement plans that are in the best interest of the District.
5. Propose policies to promote safe, economical and expeditious transportation of students as required by law and/or permitted by Board policies and regulations.
6. Make recommendations to the Board on appeals related to transportation.
7. Review general & professional liability and other property related insurance coverages.
8. Review five-year plans for facilities and security.
9. Review staffing and organizational structure hiring recommendations of the Superintendent, including new or revised job descriptions for facilities, security and transportation functions.

**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:

1. Review monthly financial reports and financial action.
2. Review and monitor issues related to the school District budget.
3. Recommend adjustments and modifications to the District's budget.
4. Review appropriate contracts and discuss projects to meet the District's goals.
5. Meet with the District's auditor prior to submission of the audit to the Board.
6. Review and monitor the District's three-year financial plan.
7. Review financial impact of organizational changes proposed by the Superintendent.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #7 – ADVISORY COMMITTEES**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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 their 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #8 – RESTRICTION OF CHOICE SCHOOL ENROLLMENT**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #9 – PROFESSIONAL APPOINTMENTS**

For the Life of This Board of Education During the 2024-25 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 2024-25 school year:

Auditor	Lerch, Vinci & Bliss, CPAs, LLP 17-17 Route 208, Fair Lawn, NJ 07410
Architect/Engineer	LAN Associates 445 Godwin Avenue, Suite 9, Midland Park, NJ 07432
Attorney (General Counsel & Labor/Negotiations)	Fogarty & Hara 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 Bordentown, NJ 08505
<u>Insurance Brokers</u>	
Medical, Prescription, Vision and Dental	Gallagher Benefit Services 707 State Road Princeton, NJ 08540
Student Accident	Bollinger Specialty Group 200 Jefferson Park Whippany, NJ 07981

**RESOLUTION #9 – (Continued)**

Liability Insurance	TRM – Treadstone Risk Management
Property Casualty Insurance	50 Chestnut Street, Unit 2, Morristown, NJ 07960
General Liability & Automobile Insurance	
Workers' Compensation Administration & Insurance	
Environmental Impairment Liability	
Public Official Bonds	
Student Job Training	
Boiler & Machinery Insurance	
Errors & Omissions	
Accidental Death & Dismemberment Insurance	
Flexible Spending/COBRA Administration	AmeriFlex PO Box 870217, Kansas City, MO 54187
Chief Medical Office	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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #10 – APPOINTMENT OF COMPLIANCE OFFICERS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT RESOLVED**, that the Board appoint the following positions for the 2024-25 school year:

<b>Compliance Position</b>	<b>Employee</b>	<b>Title</b>
504 Officer	Tiffany Goodson	Director of Student Personnel Services
Affirmative Action Officers	Tiffany Goodson	Director of Student Personnel Services
Anti-bullying Coordinator	Tiffany Goodson	Director of Student Personnel Services
Chemical Hygiene Officer	Robert Lehmann	Supervisor S.T.E.M. - Grades 5-12
Custodian of School Records	Brooke Bartley	School Business Administrator/ Board Secretary
Division of Child Protection and Permanency 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)	Nicholas Naturile	Director of Buildings & Grounds
Health and Wellness Officer	Tiffany Goodson	Director of Student Personnel Services
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	Nicholas Naturile	Director of Buildings & Grounds
Public Affairs Compliance Officer (P.A.C.O.)	Brooke Bartley	School Business Administrator/ Board Secretary
Right To Know Officer	Nicholas Naturile	Director of Buildings & Grounds
School Safety Specialist	Kurt Massey	Security Coordinator
Substance Awareness Coordinator	Joseph Traina	Student Assistance Counselor
District Testing Coordinator	Christine Diaz	Supervisor of Assessment, Evaluation, and Accountability
Title IX Officer	Derek England	Athletic Director
Vehicle Coordinator	Brooke Bartley	School Business Administrator/ Board Secretary

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #11 – RULES AND REGULATIONS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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, 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 reserves 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #12 – CONTRACTS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #13 – CURRICULUM & TEXTBOOKS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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 2024-25 school year.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #14 – N. J. STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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 2024-25 school year.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #15 – DEPOSITORIES/SIGNATORIES**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT RESOLVED**, that the Paramus Branch of the Capital One Bank be designated as depository for the Paramus Board of Education General Account. The Business Administrator is hereby authorized and directed to maintain accounts for and on behalf of the Board of Education in said bank, and further that the Business Administrator 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 their 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**
- Columbia Bank**
- ConnectOne Bank**

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:

<b>Bank Accounts</b>	
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 by the Board President, Superintendent and Business Administrator/Board Secretary or their designee, and at least one other designated employee.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #16 – PETTY CASH**

For the Life of This Board of Education During the 2024-25 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 2024-25 school year:

Central Office	\$ 750
Superintendent’s Office	\$ 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	\$ 700

**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.

## PARAMUS BOARD OF EDUCATION

### RESOLUTION #17 – PURCHASE AUTHORIZATION

#### For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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 them 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.

#### **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

**RESOLUTION #17 - (Continued)**

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary or their designee, 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 2024-25 school year.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #18 – PURCHASE AUTHORIZATION FROM  
STATE AND COOPERATIVE PURCHASING CONTRACTS**

For the Life of This Board of Education During the 2024-25 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 desire to leverage the purchasing power of cooperative purchasing and 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 2024-25 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 subject to board approval and consistent with Resolution #17 of all goods and services entered into on behalf of the following cooperative purchasing agencies:

- ACES Cooperative Purchasing System
- Bergen County Cooperative Purchasing Alliance
- BuyBoard National Purchasing Cooperative
- Edge Market
- Education Data Services, Inc. Cooperative Procurement Management
- Educational Services Commission of New Jersey (Formerly Middlesex Regional Educational Services Commission)
- Essex Regional Cooperative
- Hunterdon County Educational Services Commission
- Keystone Purchasing Network
- Master Intergovernmental Cooperative

**RESOLUTION #18 Continued**

- National Cooperative Purchasing Alliance (NCPA)
- National Purchasing Cooperatives
- NASPO ValuePoint Cooperative Purchasing Program
- New Jersey Cooperative Pricing System
- New Jersey Educational Computing Cooperative (NJECC)
- OMNIA Partners
- PEPPM Technology Bidding and Purchasing Program
- Purchasing Cooperative of America
- Region VIII Education Service Center for the Interlocal Purchasing System (TIPS)
- Sourcewell (formerly National Joint Purchasing Alliance)
- South Bergen Jointure Commission
- Western States Contracting Alliance (WSCA)

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #19 – BID AUTHORIZATION**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT 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 2024-25 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  
Courier  
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

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #20 – TRANSFER AUTHORIZATION**

For the Life of This Board of Education During the 2024-25 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 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #21 – CHART OF ACCOUNTS**

For the Life of This Board of Education During the 2024-25 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 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

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #22 – GRANT AUTHORIZATION**

For the Life of This Board of Education During the 2024-25 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 Elementary and Secondary Education Act (ESEA), 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), Additional Compensatory Special Education and Related Services (ACSER);I

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

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #23 – MAXIMUM TRAVEL EXPENDITURE AMOUNTS**

For the Life of This Board of Education During the 2024-25 School Year

**WHEREAS**, pursuant to N.J.S.A. 18A:11-12; 6A:23A-7.3 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

**THEREFORE, BE IT RESOLVED**, that the maximum expenditure, including all travel for the 2024-25 school year that is supported by local, state and federal funds, shall not exceed a total amount of \$130,000; and

**BE IT FURTHER RESOLVED**, that a maximum expenditure amount for the 2023-24 school year was adjusted to \$101,342 and the amount spent to date is \$30,162 as of December 20, 2023.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #24 – PUBLIC RECORDS FEE SCHEDULE**

For the Life of This Board of Education During the 2024-25 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 requesters; 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.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #25 – ESTABLISH LENGTH OF DAY FOR SUBSTITUTE TEACHERS**

For the Life of This Board of Education During the 2024-25 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 2024-25 school year.

**PARAMUS BOARD OF EDUCATION**

**RESOLUTION #26 – APPROVE SCHOOL SPONSORED ORGANIZATIONS**

For the Life of This Board of Education During the 2024-25 School Year

**BE IT RESOLVED,** that the Paramus Board of Education hereby approved the following School sponsored organizations for 2024-25 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