

RUTHERFORD BOARD OF EDUCATION

WORKSESSION/REGULAR MEETING

JANUARY 13, 2014

AGENDA

MEETING CALL TO ORDER AT 7:30 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

N.J. OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meetings Act was enacted to ensure 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 Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place posted on the bulletin board outside the Borough Clerk's Office, mailed to the *Herald*, *South Bergenite*, and the *Record* newspapers, and filed with the Borough Clerk.

TAPING AND BROADCASTING OF MEETINGS

Work sessions and regular meetings of the Rutherford Board of Education will be broadcast without editing during a two-hour segment, as limited by Comcast's time constraints, on Tuesday evenings at 8:00 p.m. on the Comcast public access channel and on FiOS Channel 38. Any member of the public who wishes to view the two-hour tape can make that request to the board secretary.

MINUTES APPROVAL

1. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Worksession/Regular Meeting and Executive Session Meeting of December 9, 2013 and the minutes of the Reorganization Meeting and Executive Session Meeting of January 6, 2014 be approved as recorded.

On roll call all members present voted _____.

SPECIAL PRESENTATION:

Mrs. DiVuolo – Footballs for Food

Mr. Morano and Mr. Schweitzer – Special Education

Annual Report of District Audit - Bowman and Company, LLP

REPORT OF THE PRESIDENT:

REPORT OF THE SUPERINTENDENT: Long Range Planning

MEETING OPEN TO THE PUBLIC: (Agenda Items Only)

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by M_____, seconded by M_____ to move the following resignations, retirements, salary adjustments, reassignments, appointments, etc., as recommended by the Superintendent of Schools, pending approval from the State Department of Education, subject to the New Jersey Criminal Background Check and other legal requirements.

Vote _____

SUBSTITUTE TEACHERS

1. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teachers for the 2013-2014 school year effective January 14, 2014 at the per diem rate of \$80.00 and in accordance with law:

Denys Gardezabel
Naomi Haft
Fannie F. Martinez
Jorge Vincentty
Chelsea Vick
Lauren Amoroso

On roll call all members present voted _____.

SUBSTITUTE TEACHER ASSISTANTS

2. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teacher assistants for the 2013-2014 school year effective January 14, 2014 at the hourly rate of \$10.00:

Fannie F. Martinez
Jorge Vincentty
Chelsea Vick

On roll call all members present voted _____.

FRANK KASPER

3. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to adjust the end date for Frank Kasper, long term substitute at Lincoln School from February 7, 2014 to January 24, 2014.

On roll call all members present voted ____.

DONNA RYAN-O'CONNOR

4. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Donna Ryan-O'Connor as a long term substitute teacher at Washington School effective January 8, 2014 through February 13, 2014 at the per diem rate of \$132.20 (step 1, level 1) pro-rated.

On roll call all members present voted ____.

TRAVEL REIMBURSEMENTS

5. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following travel reimbursements for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Name of Activity</u>	<u>Dates</u>	<u>Fee</u>	<u>Trans.</u>	<u>Meals</u>	<u>Lodgings</u>	<u>Other</u>
Anne Hetzel	Teacher	Improve. Comprehension.	1/23/14	\$175	none	none	none	none
Anne Hetzel	Teacher	Text Based Questions	2/20/14	\$175	none	none	none	none
Connie DeFazio	Teacher	NJ Music Conference.	2/20-22/14	\$150	none	none	none	\$20
Sarah Manocchio	Teacher	Danielson's Framework	2/4/14	\$165	none	none	none	none
Damon Placenti	Admin.	ASCD Conference	3/15-17/14	\$325	\$396	\$213	\$600	\$50
Kurt Schweitzer	Admin.	ASCD Conference	3/14-18/14	\$259	\$381	\$319.50	\$800	\$50
Kurt Schweitzer	Admin.	Danielson's Framework	2/4/14	\$165	none	none	none	none
Maria DeTrizio	Teacher	Social Skills	2/25/14	\$199	none	none	none	none
Anne Hetzel	Teacher	Danielson's Framework	2/4/14	\$165	none	none	none	none
Brian Ersalesi	Supervisor	Danielson's Framework	2/4/14	\$165	none	none	none	none
Johanna Zuleta	Teacher	NJ Music Conference	2/21-22/14	\$150	none	none	none	none
Cristina Nicolau	Teacher	Section 504	2/7/14	\$189.99	\$10.17	none	none	\$41
Louise Hetzel	Teacher	NJECC Conference	3/12/14	\$190	none	none	none	none

On roll call all members present voted _____.

CURRICULUM AND INSTRUCTION:

HOME INSTRUCTION

1. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for the following students (names on file in the office of special services and office of the superintendent):

Student #2010080 – effective 12/16/13

Student #11923 – effective 1/8/14

On roll call all members present voted ____.

**OUT-OF-DISTRICT
PLACEMENTS**

2. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the attached list of contracts for tuition and other services provided for out-of-district placements for the 2013/2014 school year.

On roll call all members present voted ____.

**HARASSMENT/INTIMIDATION
BULLYING DECISION**

3. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-001, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

**HARASSMENT/INTIMIDATION
BULLYING DECISION**

4. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-002, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION 5.Resolution by M ____, seconded by M ____.

BULLYING DECISION

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-003, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION 6.Resolution by M ____, seconded by M ____.

BULLYING DECISION

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-004, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION 7.Resolution by M ____, seconded by M ____.

BULLYING DECISION

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-005, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION 8.Resolution by M ____, seconded by M ____.

BULLYING DECISION

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-006, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

OVERNIGHT TRIP

9. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following overnight trip for FCCLA (Family, Career, and Community Leaders of America) State Conference:

FCCLA State Conference – Cherry Hill, NJ - March 20 and 21, 2014

Sponsor – Geraldine Howard

Cost per pupil - \$150

On roll call all members present voted _____.

SEMI PROGRAM

10. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to participate in the Special Education Medicaid Incentive (SEMI) program for the 2013/2014 school year.

On roll call all members present voted _____.

FINANCE:

APPROVAL OF BILLS

1. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	904,827.49
Offline Checks	367,515.57
Food Service Checks	13,616.43
Payroll Expense	2,358,776.58
General Activities	<u>8,171.17</u>
	3,652,907.24

On roll call vote all members present voted _____.

SECY/TREAS REPORT
NOVEMBER 2013

2. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ending November 30, 2013, and certifies that the reports indicate that no major account or fund is over expended in violation of NJAC 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. Summary pages are included in the official minute book and a detailed summary is on file in the office of the Board Secretary.

On roll call all members present voted _____.

BUDGET
TRANSFERS

3. Resolution by M_____, seconded by M_____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve budget line transfers for the period September 1, 2013 through November 30, 2013, as attached.

On roll call all members present voted ____.

2012/2013 AUDIT

4. Resolution by M_____, seconded by M_____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it acknowledges receipt of the 2012/2013 school year audit, that a copy of the Summary of Audit Report is available for public distribution, and

BE IT FURTHER RESOLVED that the Board of Education acknowledges that there is one (1) audit recommendation and that a Corrective Action Plan will be filed with the Bergen County Office of the New Jersey Department of Education, and

BE IT FURTHER RESOLVED that the Board of Education acknowledges the audit recommendation “that the District establish a maximum travel expenditure amount for the current and future fiscal years and review all travel expenditures for compliance with the District school travel policy”.

BE IT FURTHER RESOLVED THAT THE RUTHERFORD BOARD OF EDUCATION approve the attached Corrective Action Plan for the aforementioned recommendation.

On roll call all members present voted ____.

DISTRICT
TRAVEL

5. Resolution by M_____, seconded by M_____.
WHEREAS, the Rutherford Board of Education policy (Bylaw 9250) N.J.A.C. 6A:23A-7.1 et seq. provides that the Board shall establish in the annual school budget a maximum expenditure amount that may be allotted for travel and expense reimbursement, and

WHEREAS, the 2013/2014 budget includes a maximum travel appropriation of \$50,000; now, therefore,

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the Business Administrator shall track and record these costs to ensure the maximum amount is not exceeded.

On roll call all members present voted ____.

TELEPHONE
AUDIT

6. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to enter into an agreement with Walter A. McDermott Telephone Auditing Services (Ridgewood, NJ) to audit the monthly service and equipment portion of the district's telephone bills for any overcharges, at a contingency fee of 50% of any credits or refunds resulting from the audit (no minimum) and 0% of any forward savings.

On roll call all members present voted _____.

POLICY:

LINE OF RESPONSIBILITY

1. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #2121 Line of Responsibility on second reading. (See attached.)

On roll call all members present voted _____.

LINE OF RESPONSIBILITY
CHART

2. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to the Line of Responsibility Chart on second reading. (See attached.)

On roll call all members present voted _____.

RELATIONS WITH VENDORS

3. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3327 Relations with Vendors on second reading. (See attached.)

On roll call all members present voted _____.

OPERATION AND
MAINTENANCE OF PLANT

4. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3510 Operation and Maintenance of Plant on second reading. (See attached.)

On roll call all members present voted _____.

EMERGENCIES AND
DISASTER PREPAREDNESS

5. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6114 Emergencies and Disaster Preparedness on second reading. (See attached.)

On roll call all members present voted ____.

ELIGIBILITY OF NON-
RESIDENT PUPILS

6. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Regulation #5118R Eligibility of Non-Resident Pupils on second reading. (See attached.)

On roll call all members present voted ____.

BUILDINGS AND GROUNDS:

CHANGE ORDERS -
STEM LAB

1. Resolution by M ____, seconded by M ____.
WHEREAS, at its May 6, 2013 meeting, the RUTHERFORD BOARD EDUCATION awarded a contract to Puntasecca Contractors, Inc. in the amount of \$349,500 to renovate classroom space at Rutherford High School into a STEM Laboratory, and

WHEREAS, in the course of performing the renovation work, it was determined and confirmed by the district's architect that additional procedures, not included in the original scope of the project, needed to be performed in order to complete the project in accordance with the Board's specifications, including:

- a. Revisions to plumbing for the heating system in the room
- b. Relocation of existing ceiling mounted room air filter
- c. Replacing FPR panels in lieu of painting the original metal panels and therefore

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a change order to the original contract with Puntasecca Contractors, Inc. so as to perform the additional procedures as noted, at an additional cost not to exceed \$9,670.05.

On roll call all members present voted ____.

CHANGE ORDERS -
UNION SCHOOL

2. Resolution by M _____, seconded by M _____.

WHEREAS, at its June 24, 2013 meeting, the RUTHERFORD BOARD OF EDUCATION awarded a contract to Puntasecca Contractors, Inc. in the amount of \$175,997 to replace the library floor at Union School, and

WHEREAS, in the course of performing the floor replacement work, it was determined and confirmed by the district's architect that additional procedures, not included in the original scope of the project, needed to be performed in order to complete the project in accordance with the Board's specifications, specifically, the substitution of a higher quality encapsulant and the replacement of flagstones, and

WHEREAS, in the course of performing the floor replacement work, it was determined and confirmed that a floor in a classroom neighboring the library (Room 129) was also in need of replacement but had not been included in the original scope of the project, and needed to be performed in order to make the room usable in the new school year, and therefore

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a change order to the original contract with Puntasecca Contractors, Inc. so as to perform the additional procedures as noted, at an additional cost not to exceed \$24,450.

On roll call all members present voted _____.

CHANGE ORDERS -
FIRE ALARM
UPGRADES

3. Resolution by M _____, seconded by M _____.

WHEREAS, at its June 24, 2013 meeting, the RUTHERFORD BOARD OF EDUCATION awarded a contract to Open Systems Integrators, Inc. in the amount of \$218,000 to upgrade the fire alarm notification system at Rutherford High School, and

WHEREAS, in the course of performing the work to upgrade the system, it was determined and confirmed by the district's architect that additional procedures, not included in the original scope of the project, needed to be performed in order to complete the project in accordance with the Board's specifications, including:

- a. Provide for additional heat detection units
- b. Replace tunnel wiring, conduit and heat detectors
- c. Increase scope of work in the area of the STEM lab and pool in order to meet code requirements

d. Other changes to scope to improve the functionality of the system, therefore

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a change order to the original contract with Open Systems Integrators, Inc. so as to perform the additional procedures as noted, at an additional cost not to exceed \$18,500.

On roll call all members present voted _____.

OLD BUSINESS:

➤ **Legislative Update**

MEETING OPEN TO THE PUBLIC: (Any Topic)

EXECUTIVE SESSION: Motion by M_____, seconded by M_____ that an Executive Session be held at _____ P.M. for the purpose of discussing _____ . Action may or may not be taken. The Board expects to return within _____ minutes.
Vote_____

The Board returned at _____ P.M.

ADJOURNMENT: Motion by M_____, seconded by M_____ that the meeting be adjourned at _____ P.M.
Vote_____