

RUTHERFORD BOARD OF EDUCATION
WORKSESSION – MARCH 7, 2005

The Worksession Meeting was called to order at 7:35 P.M. in the High School Library by President Cevasco with the Pledge of Allegiance to the Flag. On roll call the following members were present: Mrs. Ahmed, Mr. Ferguson, Mr. Jasko, Mr. McLean, Mr. Novosielski, Mrs. Williams and Mrs. Cevasco. Mr. Casadonte and Mrs. Monahan were absent for the entire meeting. Mrs. Conlon and Mr. Brown were also present for the meeting.

N.J. OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meetings Law 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 thereof posted on the bulletin board outside the Borough Clerk's Office, mailed to the News Leader, Herald, South Bergenite, and the Record newspapers, and filed with the Borough Clerk.

TAPING AND BROADCASTING OF MEETINGS

As approved by the Rutherford Board of Education, we are taping and broadcasting our worksessions and regular meetings. These meetings will be broadcast without editing during a two-hour time segment on Tuesday evenings at 8:00 PM on the Comcast public access channel. At the conclusion of the two-hour segment, the broadcast will end regardless of what part of the meeting is currently being viewed due to the Comcast time constraint. Any member of the public who wishes to view the two-hour tape should make a written request to the Board Secretary who will have a copy of the tape made available within two weeks of the request. There will be a nominal fee charged for this tape reproduction. We welcome comments from residents viewing the broadcast.

MINUTES APPROVAL

1A. Resolution by Mr. Novosielski, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting of February 14, 2005 and the Special Meeting and Executive Session of February 15, 2005 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Mr. Ferguson – aye	Mrs. Monahan – absent
Mr. Casadonte – absent	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mr. McLean – aye	Mrs. Williams – aye

SPECIAL PRESENTATION:

➤ **Cathie Sousa - NJSBA - Evaluation Process for the Superintendent of Schools**

REPORT OF THE PRESIDENT

REPORT OF THE STUDENT REPRESENTATIVE TO THE BOARD

MEETING OPEN TO THE PUBLIC (Action Items Only) 8:10 P.M.

Diane Jones asked about maintenance staffing, and inquired about Extraordinary Aid.

Meeting was then closed to the public at 8:15 P.M.

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Williams to approve Personnel Items #1A through #6A.

EMERGENT HIRES

1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following applicant(s) under the emergent hiring law as per the State Department of Education:

Patricia Fries - Substitute Teacher

LEONARD WILLIAMS

2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to extend the unpaid child rearing leave of Mr. Leonard Williams, consumer science teacher at the high school, through 6/30/06.

STATUTORY SGLA
CAPITAL OUTLAY

4A. BE IT FURTHER RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to apply for a capital outlay statutory spending growth limitation adjustment to the FY2005-2006 school budget to purchase the installation of a fiber network in the amount of \$96,203 because this equipment is directly related to classroom instruction, is part of an upgraded district technology program, and is essential to the administration of necessary school level activities, and to improve district communication and internet access.

STATUTORY SGLA – OPENING
OF NEW SCHOOL FACILITIES

5A. BE IT FURTHER RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to apply for a new facility statutory spending growth limitation adjustment to the FY2005-2006 school budget in the amount of \$666,899. The following facilities that are being opened are needed to correct overcrowding and to increase functional capacity at these locations. These facilities are also needed to meet NJDOE Thorough and Efficient Education guidelines.

1. Location: Addition at Lincoln School

Square Footage: 33,856 sq. ft.

Space Added:

- a) One (1) Full-Size Gymnasium/Cafeteria
- b) One (1) Multi-Story Elevator
- c) One (1) Art/Music Room
- d) Two (2) Kindergarten Classrooms
- e) One (1) Occupational/Physical Therapy Room
- f) Three (3) Small-Group Instruction Rooms
- g) Three (3) Administrative Offices
- h) Various Storage Rooms
- i) Nine (9) Full Size Classrooms

<u>NJDOE Project No:</u>	SP#4600-070-02-1025
<u>Present Enrollment:</u>	115 Students
<u>After Construction Enrollment:</u>	330 Students
<u>Completion Date:</u>	July 1, 2005
<u>Project Completion Percentage to Date:</u>	90 Percent

2. Location: Addition at Washington School

Square Footage: 33,508 sq. ft.

Space Added:

- a) One (1) Full-Size Gymnasium/Cafeteria
- b) One (1) Multi-Story Elevator
- c) One (1) Art/Music Room
- d) Two (2) Kindergarten Classrooms
- e) One (1) Occupational/Physical Therapy Room
- f) Three (3) Small-Group Instruction Rooms
- g) Three (3) Administrative Offices
- h) Various Storage Rooms
- i) Eight (8) Full Size Classrooms
- j) One (1) Special Education Classroom

<u>NJDOE Project No:</u>	SP#4600-110-02-1029
<u>Present Enrollment:</u>	134 Students
<u>After Construction Enrollment:</u>	330 Students
<u>Completion Date:</u>	July 1, 2005
<u>Project Completion Percentage to Date:</u>	85 Percent

3. Location: Addition at Rutherford High School

Square Footage: 18,693 sq. ft.

Space Added:

- a) One (1) Vocal Music Room
- b) One (1) Multi-Story Elevator
- c) One (1) Instructional Music Room
- d) One (1) Science Laboratory
- e) Two (2) Small-Group Instruction Rooms
- f) Two (2) Administrative Offices
- g) Various Storage Rooms
- h) Expansion of Existing Library (Triple in Size)

<u>NJDOE Project No:</u>	SP#4600-050-02-1024
<u>Present Enrollment:</u>	789 Students
<u>After Construction Enrollment:</u>	820 Students
<u>Completion Date:</u>	September 1, 2005
<u>Project Completion Percentage to Date:</u>	70 Percent

The amount of \$666,899 is to provide the following:

- a) One (1) Full-Time Principal and Supplies
- b) One (1) Full-Time School Nurse and Supplies
- c) Two (2) Full-Time Custodians
- d) One (1) Part-Time Custodian
- e) One (1) Librarian/Computer Teacher
- f) One-Half (1/2) Time Kindergarten Teacher
- g) Two (2) Part-Time Clerical Assistants
- h) One (1) Guidance Counselor
- i) One (1) Business Teacher
- j) One (1) Social Studies Teacher
- k) *Energy Costs (Heat, Electric, etc.)
- l) Property and Liability Insurance
- m) Health Benefits for New Hires
- n) Payroll Taxes for New Hires
- o) Textbooks
- p) Classroom Supplies
- q) Maintenance and Custodial Supplies

Roll Call Vote Finance Items #1A-#5A:

Mrs. Ahmed – aye	Mr. Ferguson – aye	Mrs. Monahan – absent
Mr. Casadonte – absent	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mr. McLean – aye	Mrs. Williams – aye

NEW BUSINESS: (Action will not be taken)

PERSONNEL:

Chairperson Ahmed reported on the items to be acted upon at the Regular Meeting of March 14, 2005.

PERSONNEL:

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

STEPHANIE HANSON

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Ms. Stephanie Hanson to provide teacher assistant services effective 2/28/05 for 30 hours per week at the hourly rate of \$13.08.

WILLIAM MULCAHY

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Mr. William Mulcahy as the Principal of Washington School effective July 1, 2005 through June 30, 2006 at the annual salary of \$105,000.

SUBSTITUTE TEACHERS

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following as substitute teacher(s) effective 3/14/05 at the per diem rate of \$80.00 and in accordance with law:

- Patricia Fries
- Andrew Young

PATRICIA FRIES

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Patricia Fries as a substitute teacher assistant effective 3/14/05 at the hourly rate of \$8.50.

PATRICIA FRIES

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Patricia Fries as a substitute secretary effective 3/14/05 at the hourly rate of \$10.00.

DIRECTOR OF BUILDINGS AND GROUNDS JOB DESC.

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for the Director of Buildings and Grounds:

job description

BOARD OF EDUCATION
Rutherford

ADMINISTRATION
Locator: 2-345

Position: Director of Buildings and Grounds

Responsible to: Business Administrator/Board Secretary

- Qualifications:
1. High School diploma; some college credit desired
 2. Five years' related work experience
 3. Fireman's Black Seal License or willing to obtain
 4. NJDOE Certified Educational Facilities Manager Certification or be eligible for same.
 5. A working knowledge of school safety and sanitation, heating and ventilation, plumbing, carpentry, electricity and lighting specifications, and blueprint reading.
 6. Experience in estimating work projects in terms of labor, materials, equipment; a variety of on-the-job experiences in construction; organizing manpower and materials needed on a project;
 7. Good telephone skills, ability to communicate effectively, strong interpersonal skills
 8. Required criminal history check and proof of U.S. Citizenship or resident alien status

Terms of Employment: Twelve Months
Position is non-tenured and is subject to annual reappointment

Goal: To assure the smooth and efficient operation of maintenance and custodial services

Duties and Responsibilities:

1. Supervises Custodial/Maintenance Personnel, transportation coordinator, and Maintenance Clerk

2. Prepares and charts a 5-year program of school plant maintenance for use as a guide in annual budget development and in the performance of essential and preventive maintenance tasks over this period of time. Annually reassesses and updates the program to maintain a 5-year projection.
3. Develops annual budget estimates of costs for maintenance and repairs including personnel, materials, tools, and equipment needed.
4. Within the framework of the approved budget prepares requisitions for the purchase of materials and equipment required to implement annual budgeted program.
5. Prepares required plans and specifications for contract bidding of required services by outside vendors.
6. Reviews plans and proposals submitted by outside vendors to maintain proper standards and practices. Evaluates plans and specifications and suggests improvements as he deems appropriate.
7. Evaluates quality of materials or equipment purchased or services rendered to ensure that standards of contracts, bid awards, or purchase orders are met.
8. Supervises school transportation service.
9. Recommends through the Board Secretary/Business Administrator, to the Superintendent of Schools, the requirements, appointments, promotion, or dismissal of all employees under his supervision.
10. Plans, directs, and evaluates the work of the Maintenance Department in the repair and maintenance of school plant facilities.
11. Plans, directs, and evaluates in conjunction with the respective school principals, the work of the custodial personnel in all phases of maintenance and operation of the school plants.
12. Assists the principal in screening prospective applicants and their selection.
13. Prepares descriptive statements of suitable cleaning standards in cooperation with building principals.
14. Defines and describes standard procedures for cleaning and other standard operations which will become the basis for portions of a training program for custodians.
15. Prepares and organizes vacation period cleaning program and supervises all aspects of it.
16. Perform other such duties as may be assigned from time to time by the Business Administrator.

TRANSPORTATION COOR.
JOB DESCRIPTION

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Transportation Coordinator:

Job description

BOARD OF EDUCATION
Rutherford

ADMINISTRATION
Locator: 2-201

Position: Transportation Coordinator

Responsible to: Business Administrator

- Qualifications:
1. Valid Commercial Driver's License
 2. Excellent driving record
 3. Minimum three years' successful school transportation experience

4. Knowledge of state laws and regulations governing school bus maintenance, and pupil transportation
5. Demonstrated skills in personnel management, route scheduling, fleet maintenance, and cost containment
6. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Terms of Employment: 12 Months/stipend position

Goal: To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Duties and Responsibilities:

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations, and Board policy related to school transportation.
3. Prepares all bus routes; determines bus stops, pick up times; and ensures compliance with bus capacity limitations.
4. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips, and extra curricular activities.
5. Arranges for the transportation of handicapped pupils as determined by the Child Study Team.
6. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.
7. Promotes the safety of pupils through pre-service and regularly scheduled in-service training of bus drivers and substitute drivers.
8. Periodically inspects all board operated buses for cleanliness and proper maintenance.
9. Works cooperatively with Principals to make arrangements for bus emergency evacuation drills at all schools.
10. Responds to transportation inquiries by the public and handles all complaints.
11. Prepares all transportation records and reports as required by law, code or Board policy.
12. Ensures the timely state inspection of all Board operated buses.
13. Maintains an individual and permanent file on each Board owned vehicle as required under law and makes them available for inspection upon request.
14. Performs other duties as requested.

CURRICULUM AND INSTRUCTION:

Mr. McLean reported on the items to be acted upon at the Regular Meeting of March 14, 2005.

EXTRAORDINARY AID

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve submission to the State Department of Education of the application for Extraordinary Aid for 2004-2005, retroactively to 2/25/05.

HOME INSTRUCTION

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for Student "K" effective 2/17/05.

OVERNIGHT CLASS TRIP

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to permit Ms. Geraldine Howard to accompany five students on an overnight class trip to Cherry Hill, NJ to participate in FCCLA competitive events.

IDEA FUNDS

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the award of funds from the IDEA Basic and Pre-School Flow Through for the fiscal year 2005 as follows:

Basic	\$434,238
Pre-School	\$ 15,223

OUT-OF-DISTRICT PLACEMENT

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind the out of district placement of Student #2000399 at Mountain Lakes and approve the placement at Union Street School (BCSS) effective 1/31/05 at the annual tuition of \$44,500 plus transportation.

ESSEX COUNTY EDUC. SERVICES COMMISSION

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of the Essex County Educational Services Commission for Child Study Team services on an as needed basis according to the following rate scale: Social Assessment - \$285.00; Educational Evaluation - \$285.00; and Psychological Evaluation - \$285.00-\$305.00 for the 2005-2006 school year.

PROFESSIONAL DEVELOPMENT PLAN

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the District Professional Development Plan for 2005-2006 as approved by the Bergen County Professional Development Board on January 6, 2005.

FINANCE:

Chairperson Novosielski reported on the items to be acted upon at the Regular Meeting of March 14, 2005.

SECRETARY'S REPORT AND TREASURER'S REPORT:

1. 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 December, 2004 and certifies that the reports indicate that no major account or fund is overexpended 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 attached in official minute book. Detailed summary in the office of the Board Secretary.

POLICY:

Mrs. Williams reported on the meeting of the Policy Committee and items to be acted upon at the Regular Meeting of March 14, 2005.

BUILDINGS AND GROUNDS: No Report

OLD BUSINESS: (No action to be Taken)

MEETING OPEN TO THE PUBLIC: 9:28 P.M.

Diane Jones asked about the new facilities.

Meeting was then closed to the public at 9:32 P.M.

EXECUTIVE SESSION:

Motion by Mr. Ferguson, seconded by Mr. Novosielski that an Executive Session be held at 9:33 P.M. for the purpose of discussing Personnel. Action may or may not be taken. The Board expects to return within 15 minutes.

Approved.

The Board returned at 9:53 P.M.

ADJOURNMENT:

Motion by Mr. Ferguson, seconded by Mr. Novosielski that the meeting be adjourned at 9:53 P.M.

Approved.