

RUTHERFORD BOARD OF EDUCATION

MINUTES OF THE REGULAR MEETING OF May 13, 2013

A regular meeting of the Board of Education was held on Monday evening, May 13, 2013 in the High School Cafeteria. Meeting was called to order by President Casadonte at 7:35 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present:

Mrs. Ahmed, Mr. Arce, Mr. Casadonte, Mr. Griggs, Mrs. Jones, Mrs. Lanni, and, Mr. Tully.
Also present were Dr. Jones and Mr. Kelly.

Mr. McLean and Mr. Novosielski were absent.

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

Worksessions 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 Mr. Griggs, seconded by Mrs. Jones.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Worksession Meeting and the Executive Session of May 6, 2013 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye	Mr. Mc Lean – absent	Mr. Casadonte – aye

- Mr. Casadonte requested a moment of silence in memory of Mrs. Betty Ersalesi, 2nd Grade Teacher at Washington School.

SPECIAL PRESENTATION: School Self-Assessment under Anti-Bullying Bill of Rights – Dr. Jones and Ms. Dries.

Ms. Dries reviewed the methodology and results of the School Self-Assessment.

REPORT OF THE PRESIDENT: [None Given]

MEETING OPEN TO THE PUBLIC (Action Items Only) 7:47 P.M. No one spoke.

NEW BUSINESS (Action to be Taken)

PERSONNEL: Motion by Mrs. Ahmed, seconded by Mrs. Lanni 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.

Approved by Voice Vote.

Motion by Mrs. Ahmed, seconded by Mrs. Jones to approve Personnel Items #1 thru # 23 plus Addenda 1A & 2A.

CONTRACT RENEWALS
(certificated staff)

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that in accordance with 18A:27-10, the following employees are being recommended for renewal positions in the 2013-2014 school year.

<u>School</u>	<u>Name</u>	<u>Position</u>
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District Office:

	Joseph Kelly	Business Administrator/Board Secretary
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High School:

	Daniel Balaban	Social Studies
	Shannon Dries	Director of Guidance (10/24/14)
	Christine Dyson	Math
	Gregory Guderian	Latin
	Meghan Mancuso	English
	Frank Morano	Assistant Principal (7/2/14)
	Cristina Nicolau	Guidance
	Diane Powell*	Science

	Holly Rich	Social Studies
	Stephanie Smallstey*	Special Education
	Andrew Van Der Hoof	Social Studies (9/25/16)

<u>Lincoln:</u>	Alecia Carter	Grade 1 (1/2/15)
	Bonnie DeBouter	Grade 2
	Elizabeth Freitag	Grade 3
	Jennifer Krawiec	Gifted and Talented (1/29/17)
	Sarafina Mammone	BSI
	Jennifer Oddo	Grade 1
	<u>Washington:</u>	Kristen Briggs Music
	Laurie Catalano*	Grade 1
	Joy DeVita	Kindergarten
	Rachel Mejias	Grade 2
	Marisa Mandelbaum*	Grade 1
	Caitlin Papa	Special Education
	Meghan Pergolis	Special Education
	Haleh Podolanczuk*	Grade 3
	Sarah Rylick	Grade 3
	Louis Studer*	Grade 3
	Jamie Tzeiler*	Grade 2

<u>Union:</u>	Amanda Adubato	Science
	John Brigante*	Music
	Jonathan Chiang*	ESL
	Jonathan Evans	Social Studies
	Michael Faugno	Music
	Sherrienne Herninko	Media Specialist
	Anne Nuara*	Special Education
	Christine Stolarski	Basic Skills
	Katheryne Szatkiewicz	Grade 4

<u>Pierrepoint:</u>	Amanda Almaliah*	Gifted and Talented
	James Breheney*	Social Studies
	Rita Brosnan	Special Education
	Joan Carrion	Principal (7/2/13)
	Megan DeLalla	Special Education
	William Denk	Latin
	Jamie Foy	Grade 4
	Megan Gramlich	Reading
	Kaitlin Lucyk	English
	Grisel Pacheco	Spanish
	Damon Placenti	Assistant Principal (8/23/14)
	Kaitlin Samra	Grade 4

Tracey Scrimenti* Grade 5
* tenure effective 9/1/13 unless otherwise noted

CONTRACT RENEWALS
(non-certificated non-tenured)

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that in accordance with 18A:27-10, the employees are being recommended for renewal positions in the 2013-2014 school year.

<u>School</u>	<u>Name</u>
District Office	Brenda Fargo JoAnn Hughes Marianne Olvesen

Teacher Assistants

Union	Meetu Khanuja Carolyn Griffiths Diane Rosamilia
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High School	Martin Stio Cynthia Frazier James Parnofiello
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Pierrepont	Nuala Maes Linda VanDien Jane Chadwick Burcu Demirbulakli
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Washington	Louise Micci (PT) Cathy Wenzelberg Jacqueline Sabale Derek Picinich Shea Bender (PT)
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Lincoln	Jacqueline Berta Nurhan Botas Albert Brown III Angela Cichetti (PT) Alysia Gonska (PT) Sandra Maslag
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Clerical Assistants

Union	Wendy Armacost (PT) Marie Lawlor (PT)
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Pierrepont Maria Aldridge (PT)
Carolina Bermudez (PT)

High School Debra Rovito (PT)
Teresa Farrell (PT)
Regina Buell (PT)
Susan Shortino (PT)
Alisha Schmitt (PT)
Joy Scheibe (PT)
Margaret Van Dyk (PT)
Kristen Davis (PT)

Washington Janice Guzman (PT)

Lincoln Eileen Huelbig
Bonnie Corcoran (PT)

Bus Assistants

Transportation Todd Cory (PT)
Suzanne Petronio (PT)
Loretta Lowther (PT)

Secretaries

Washington Laura Abrom

Lincoln Michelle Winand

Maintenance Rhonda Sabatini

High School Laura O'Connor

Computer Techs Michael Kivowitz
Christopher Richmond

Hall Monitors Joanne Fiume (PT)
Valerie Albecker (PT)

Bus Drivers Joan O'Neill
Debra Zoller

Lunch Monitors

Union Mary Allan
Anna Caputo
Cheryl Garcia

Sareh Gholamreza-Pour
Arelene Lisiewski
Ivanna Moramarco
Patricia Peebles
Eugenia Rodriguez
Carissa Scanlon
Tahereh Sharife Zadeh

High School
Margaret DeSteno
Min Wang

Pierrepont
Hattie Alston
Carole Aughenbaugh-Baum
Jose Bernardes
Nora Clohessy
Joanne DeChellils
Lawrence Dzurillay
Mildred Jimenez
Vasiliki Magalias
Michele Maynard
Maria Pineiro
Kris Ann Wronko

Washington
Lynn Hebert
Jennifer Wynne
Linda Wyzard

Lincoln
Beverly Dibilio
Anne Matino
Jardine Rennie
Elizabeth Rizzi
Barbara Witter-Lembo

Custodians

Union
John Kowal
Kathleen Regan

High School
Lewis Mazzone
Lynn LaTorre
Michael Moore

Pierrepont
Nancy Olender
Joseph Schreckenstein

Washington Moises Garcia

Lincoln Denise Lorenc
George Essbach

Sylvan Jorge Anel

Maintenance
Anthony Paterno
Tom Brundage
Mark Jannicelli
Anthony LaTorre
Joseph McTague
Arthur Schreckenstein
Harry Western

CURTIS ARSI

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Curtis Arsi as a physical education teacher at Union School effective September 1, 2013 through June 30, 2014 at the annual salary of \$46,246 (step 1, level 1) pending further negotiations between the Rutherford Board of Education and the Rutherford Education Association. This is a replacement position.

MEGHAN BREHENY

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Meghan Breheny as a long term substitute at Pierrepont School effective May 13, 2013 through June 21, 2013 at the per diem rate of \$231.

MELISSA MONACO

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Melissa Monaco as a 12-month secretary at Pierrepont School effective June 1, 2013 through June 30, 2013 at the annual salary of \$40,244 (step 8) pro-rated. This is a replacement position.

**JUMPSTART PROGRAM
TEACHERS**

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve up to six (6) in-district teachers to provide services for the Jumpstart Program for 5 weeks (July 8, 2013 through August 8, 2013) at the rate of \$3,167.

**JUMPSTART PROGRAM
LEAD TEACHER**

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve one (1) in-district lead teacher to provide services for the Jumpstart Program for 5 weeks (July 8, 2013 through August 8, 2013) at the rate of \$3,867.

JUMPSTART PROGRAM
PHYSICAL EDUCATION
TEACHER

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve one (1) in-district physical education teacher to provide services for the Jumpstart Program for 5 weeks (July 8, 2013 through August 8, 2013) at the rate of \$3,167.

JUMPSTART PROGRAM
NURSE

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve one (1) in-district nurse to provide services for the Jumpstart Program for 5 weeks (July 8, 2013 through August 8, 2013) at the rate of \$3,167.

JUMPSTART PROGRAM
TEACHER ASSISTANTS

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve up to six (6) in-district teacher assistants to provide services for the Jumpstart Program for up to 80 hours each over 5 weeks (July 8, 2013 through August 8, 2013) at the hourly rate of \$15.00.

JUMPSTART PROGRAM
CLERICAL ASSISTANT

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve one clerical assistant to provide services for the Jumpstart Program for up to 80 hours over 5 weeks (July 8, 2013 through August 8, 2013) at the hourly rate of \$15.00.

JUMPSTART PROGRAM
HELPING HANDS

12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve up to six (6) Helping Hands students to assist with the Jumpstart Program for up to 80 hours over 5 weeks (July 8, 2013 through August 8, 2013) at the hourly rate of \$10.00.

SUBSTITUTE TEACHERS

13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teachers for the 2012-2013 school year effective May 14, 2013 at the per diem rate of \$80.00 and in accordance with law:

Jacqueline Pergola
Kellie Dunn
Kathleen Catlett
Miriam Lamourt
Tanya Boyce

SUBSTITUTE TEACHER
ASSISTANTS

14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teacher assistants for the 2012-2013 school year at the hourly rate of \$10.00 effective May 14, 2013:

Kathleen Catlett
Miriam Lamourt

JOSEPH PURCELLA

15. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Joseph Purcella as a volunteer assistant football coach for the 2012-2013 school year.

STEM TRAINING

16. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following teachers to be paid a \$500 stipend to attend Foundations of Technology Summer Institute 2013 on August 5, 2013 – August 9, 2013:

Tim Ajala
Alex Robayo

ANTHONY BUCCO

17. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Anthony Bucco to update the language arts teacher manuals for standardized test preparation for grades 6, 7, and 8 for a total of sixty hours at the rate of \$35 per hour.

SUMMER BAND

18. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Jonathan Kinne and Mr. Michael Faugno as co-directors of the elementary summer band school effective July 1, 2013 through August 2, 2013 at the rate of \$2,500 each. (Note: This program is self-supporting.)

SUMMER MATH TUTORIAL

19. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Karen Travellin as the instructor of the Summer 2013 math Tutorial program for seventh graders at the rate of \$35.00 per hour for up to 48 hours.

SANDRA SASSO

20. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept with regret the retirement of Sandra Sasso, teacher assistant at Union School effective June 30, 2013.

CHRISTINE DYSON

21. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Christine Dyson, math teacher at Rutherford High School, effective September 1, 2013 through twenty (20) days following the birth of her baby, to be followed by a child rearing leave of absence under the Family Leave Act without pay through December 30, 2013.

SERVICE PROVIDER

22. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Kristin Sharma, Ph.D. to provide neuropsychological evaluations for students as requested by the Child Study Team at the per evaluation rate of \$2,880.00.

SERVICE PROVIDER 23. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Essex County Educational Services to provide occupational therapy services as requested by the Child Study Team at the hourly rate of \$121.00.

ADDENDA:

NICHOLAS ACKERMANN 1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Nicholas Ackermann, Science Teacher at Rutherford High School effective June 30, 2013.

CONTRACT RENEWALS
(non-certificated non-tenured) 2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that in accordance with 18A:27-10, the employee listed below is being recommended for a renewal position in the 2013-2014 school year:

<u>Teacher Assistant</u>	<u>Name</u>
Union	Carolyn Griffiths

Roll Call Vote on Personnel Items # 1 thru # 23, and Addenda 1A & 2A:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye, No on #5	Mr. Mc Lean – absent	Mr. Casadonte – aye

CURRICULUM AND INSTRUCTION:

Motion by Mrs. Lanni, seconded by Mrs. Jones to approve Curriculum & Instruction Items # 1 thru # 6.

SPECIAL EDUCATION WEEK 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION: to approve the following:
WHEREAS, the week of May 12 – 18, 2013 has been designated as Special Education Week by the New Jersey School Board Association and the Association of Schools and Agencies for the Handicapped; and
NOW, THEREFORE, BE IT RESOLVED, that the Rutherford School District does hereby declare May 12 – 18, 2013 as Special Education Week in the Rutherford Public Schools. The Rutherford School District, furthermore is proud to provide exceptional programs that assist every child in reaching his or her potential.

SUMMER SCHOOLS 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following 2013 summer enrichment programs:
Summer Music School – 7/1/13-8/2/13

Summer 2013 Math Tutorial Program Grade 7 – 7/8/13 – 8/1/13
 Summer Reading Clinic – 7/1/13 – 7/31/13
 Summer Program – 7/1/13 – 7/31/13
 Jumpstart Program – 7/8/13 – 8/8/13

HOME INSTRUCTION

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for the following student (name on file in the office of the superintendent):

Student # 12259 – effective 4/19/13

DISTRICT EVALUATION
 ADVISORY COMMITTEE

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an additional name to the District Evaluation Advisory Committee for the 2012-2013 school year:

Charles Ryan

TRAVEL APPROVALS

5. 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>
Jennifer Hoch	Teacher	AP Summer Institute	7/15/13-7/18/13	\$900				
Gregory Guderian	Teacher	AP Summer Institute	8/5/13-8/8/13	\$850				\$275
Frank Morano	Administrator	NJPSA Fall Conference	10/17/13-10/18/13	\$225				

OUT OF DISTRICT
 PLACEMENTS

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following out-of-district placements (names on file in the office of special services) for the 2012-2013 school year:

Student #2010080 – Cornerstone Day School
 Tuition \$9,425.00 plus transportation

Student #2012035 – Windsor Academy
 Tuition \$8,527.88 plus transportation

Roll Call Vote on Curriculum & Instruction Items # 1 thru # 6:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye	Mr. Mc Lean – absent	Mr. Casadonte – aye

FINANCE:

Motion by Mr. Tully, seconded by Mrs. Jones to approve Finance Items # 1 and # 5.

MANAGEMENT
INFORMATION
SYSTEMS

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the contract with Computer Solutions, Inc. to provide software and support for the 2013/14 fiscal year in the areas of budgetary and payroll accounting and human resources management, at an annual cost of \$9,828.00.

SECURITY
ASSESSMENT

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept a proposal from StoneGate Associates, LLC to provide a district-wide security evaluation and related consulting services, including board, staff, parent and/or law enforcement interviews and meetings and staff training, at a cost of \$6,800.

CUSTODIAL
SERVICES
CONSULTING

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the proposal from Edvocate, Inc. to provide consulting services related to the evening custodial services agreement for the 2013/14 school year, at a cost of \$7,900.

SECY/TREAS. REPORT
MARCH 2013

4. 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 March 31, 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.

APPROVAL OF BILLS

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

Accounts Payable	676,344.46
Offline Checks	0.00
Payroll	0.00
General Activities	<u>6,007.23</u>
Total	682,351.69

Roll Call Vote on Finance Items # 1 and # 5:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye	Mr. Mc Lean – absent	Mr. Casadonte – aye

POLICY:

Motion by Mrs. Jones, seconded by Mrs. Ahmed to approve Policy Items # 1 thru # 14.

CERTIFICATION

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4112.2 Certification on first reading. (See attached.)

SUBSTITUTE TEACHERS

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4121 Substitute Teachers on first reading. (See attached.)

CLASSROOM AIDES

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4123 Classroom Aides on first reading. (See attached.)

NONSCHOOL EMPLOYMENT

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4138 NonSchool Employment on first reading. (See attached.)

ATTENDANCE PATTERNS

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4151 Attendance Patterns on first reading. (See attached.)

ATTENDANCE PATTERNS

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4251 Attendance Patterns on first reading. (See attached.)

SICK LEAVE

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4251.1 Sick Leave on first reading. (See attached.)

PERSONAL ILLNESS
AND INJURY/HEALTH
AND HARDSHIP

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4251.12 Personal Illness and Injury/Health and Hardship on first reading. (See attached.)

FAMILY AND CHILD
REARING LEAVE
REGULATION

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4151.3R Family Leave Regulation on first reading. (See attached.)

FAMILY LEAVE REGULATION

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4437R Family Leave Regulation on first reading. (See attached.)

EMPLOYEE EVALUATION

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4216.1 Employee Evaluation on first reading. (See attached.)

EMPLOYEE SUBSTANCE ABUSE

12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4219.23 Substance Abuse on first reading. (See attached.)

STUDENT ATTENDANCE HIGH SCHOOL

13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #5113 Student Attendance High School on first reading. (See attached.)

STUDENT ATTENDANCE ELEMENTARY SCHOOLS

14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #5113.1 Student Attendance Elementary School on first reading. (See attached.)

Roll Call Vote on Policy Items # 1 thru # 14:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye	Mr. Mc Lean – absent	Mr. Casadonte – aye

BUILDINGS AND GROUNDS:

Motion by Mrs. Tully, seconded by Mrs. Jones to approve Addendum Items # 1 thru # 3.

ADDENDUMS:

RESCIND FIRE ALARM UPGRADE MOTION

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind the May 6, 2013 Buildings and Grounds Motion #2A, as follows:

2A. WHEREAS, the Rutherford Board of Education has identified a need to upgrade the fire alarm notification system at Rutherford High School in order to maintain its standards of health and safety for students and staff; and

WHEREAS, the Rutherford Board of Education has entered into a competitive bidding process and solicited bids from qualified contractors to perform the work as specified; and

WHEREAS, the bid process has resulted in two responsive bidders, as follows:

BIDDER	BASE BID	ALTERNATE BID	TOTAL BID
<i>Open Systems Integrators, Inc.</i>	<i>\$208,200</i>	<i>\$0</i>	<i>\$208,200</i>
<i>CV Electrical Contractors, Inc.</i>	<i>\$417,000</i>	<i>\$0</i>	<i>\$417,000</i>

And WHEREAS, the bids provided are within the district's budget for building projects in the current fiscal year;

THEREFORE, BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to award a contract, pending attorney review and approval, to the lowest responsive bidder, Open Systems Integrators, to upgrade the fire alarm notification system at Rutherford High School as per the project specifications on file in the office of the Business Administrator; and

THEREFORE, BE IT FURTHER RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the Business Administrator/Board Secretary to enter into said contract on its behalf.

FIRE ALARM UPGRADE

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following:

WHEREAS, the Rutherford Board of Education (hereinafter referred to as the "Board") advertised for bids for the Rutherford High School Fire Alarm Project (hereinafter referred to as the "Project"); and

WHEREAS, on April 30, 2013, the Board received two (2) bids for the Project, as follows; and

BIDDER	BASE BID	ALTERNATE BID	TOTAL BID
Open Systems Integrators, Inc.	\$208,200	\$0	\$208,200
CV Electrical Contractors, Inc.	\$417,000	\$0	\$417,000

WHEREAS, after attorney review of the bid submissions and the project specifications, it is apparent that there was a discrepancy as to the prequalification requirements for the Project, as bid documents require that the bidders must be classified by the New Jersey Department of Treasury's Division of Property Management and Construction for trades C008, General Construction or C009, General Construction /Alterations and Additions and trade C047, Electrical or engage a properly classified subcontractors if the bidder is not so classified; and

WHEREAS, the bids submitted by the low bidder, Open Systems Integrators, Inc. did not list a subcontractor in either general construction trade C008 or C009, as required by the specifications, which is a material non-waiveable defect; and

WHEREAS, the bid submitted by the only other bidder, CV Electrical Contractors, Inc. is excessive as to price, pursuant to N.J.S.A. 18A:18A-22(b), as the cost of the work exceeds the cost estimates prepared on behalf of the Board for the Project; and

WHEREAS, the bid documents must be clarified to reflect the proper trades for the Project in furtherance of the purposes of the public school contracts law;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby rejects the bids received for the Rutherford High School Fire Alarm Project as the bid submitted by the low bidder, Open Systems Integrators, Inc. is materially defective for failure to list properly qualified subcontractors and the bid submitted by the only other bidder, CV Electrical Contractors, Inc. is excessive as to price.

BE IT FURTHER RESOLVED, that in accordance with N.J.S.A. 18A:18A-22 (d) and (e), the bid documents must be revised to ensure that the purposes of the public school contracts law are not violated. The Architect is hereby authorized to revise the bid documents to reflect the appropriate trades for the Project and the Board Secretary/Business Administrator is hereby authorized to re-advertise the project consistent with this resolution.

CUSTODIAL SERVICES
AGREEMENT

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following:

WHEREAS, on June 30, 2013, the Rutherford Board of Education (hereinafter referred to as the "Board") will be at the end of a one-year agreement with Pritchard Industries, Inc. to provide evening custodial services; and

WHEREAS, Pritchard Industries, Inc. has indicated that they are not interested in extending the contract under terms that the Board is bound to, under the regulations pertaining to competitive contracting; and

WHEREAS, the Board must secure proposals for the management and staffing of the district's evening custodial services program for the 2013/14 year and potentially thereafter; and

WHEREAS, the Board must also engage a company to provide custodial services over the summer months of 2013 to supplement its own custodial staff in order to ensure the cleanliness and readiness of district facilities for students and staff in September 2013;

THEREFORE BE IT RESOLVED BY THE BOARD, to authorize the Business Administrator/Board Secretary to do the following:

- a. As permitted and regulated by N.J.S.A. 40A:11-4 et seq and N.J.A.C. 5:34-4.1 et seq, respectively, use the competitive contracting process to seek proposals for the management and staffing of the district’s evening custodial services program, with an anticipated contract effective date of September 1, 2013 or as soon as practicable thereafter; and
- b. As an emergent measure, and with the expectation of exceeding the purchasing authority of the Board’s Qualified Purchasing Agent, enter into negotiations with Pritchard Industries, Inc. to extend the terms of the current contract with the Board until such time as a new contract for the 2013/14 school year may be entered into; or
- c. As an emergent measure, and with the expectation of exceeding the purchasing authority of the Board’s Qualified Purchasing Agent, enter into a contract with another company qualified to provide management and staffing services for the district’s evening custodial services program, effective July 1, 2013 through September 1, 2013 or until such time as a new contract for the 2013/14 school year may be entered into; and

BE IT FURTHER RESOLVED BY THE BOARD, that the Business Administrator/Board Secretary will provide an update to the Board on the status of the aforementioned request for proposals and negotiations at the next regularly scheduled meeting of the Board and will formally request Board approval at that time, as needed.

Roll Call Vote on Building & Grounds Addenda Items # 1 thru # 3:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye	Mr. Mc Lean – absent	Mr. Casadonte – aye

2013/2014 APPOINTMENTS AND OPERATIONS

BOARD OPERATIONS

Motion by Mr. Griggs, seconded by Mrs. Lanni to approve all Appointments and Operations:

1. Approves Board Policies and Bylaws
2. Adoption of Code of Ethics
3. Approves of Board Secretary to Conduct Organization Meeting
4. Approves Parliamentary Procedure

1. Approves Board Policies and Bylaws

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopts and shall be governed in all actions and business to come before this Board by the written Board Policies, Regulations, and Bylaws previously duly adopted and contained in the Board of Education Policy Book as per Bylaws 9311, 9312 and 9313.

2. Adoption of Code of Ethics

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopt the following Code Ethics of as per N.J.S.A. 18A:12-21 et seq. and Bylaw 9271:

The members of the board of education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the board adopts this code of ethics:

- a. will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. 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.
- c. will confine my board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
- e. will behave toward my fellow board members with the respect due their office – demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.

- f. 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.
- g. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- h. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- i. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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.
- j. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
- k. I will support and protect school personnel in the proper performance of their duties.
- l. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

The board shall see that all members of the board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

3. Approves of Board Secretary to Conduct Organization Meeting
RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approve the Board Secretary to serve as the acting chair of the Rutherford Board of Education at the annual organization meeting.

4. Approves Parliamentary Procedure
RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey to the extent consistent with State Law, Policies and By-laws of the Board will be guided by "Robert's Rules of Order".

APPOINTMENTS AND DESIGNATIONS

1. Appoints Board Secretary
2. Appoints Treasurer of School Monies
3. Appoints Purchasing Agent
4. Appoints Architect of Record
5. Appoints Insurance Brokers of Record
6. Appoints Professional Services
7. Appoints Custodian of Records
8. Appoints Public Agency Compliance Officer
9. Designates Official for Investments and Wires
10. Appoints ADA Officer
11. Appoints Indoor Air Quality Coordinator
12. Appoints Right-To-Know Contact Person
13. Appoints Affirmative Action Officers
14. Appoints Section 504 Officers
15. Appoints IPM Coordinator and Approves IPM Plan
16. Appoints Issuing Officer for Working Papers
17. Appoints Safety and Health Designee
18. Appoints Asbestos/AHERA Coordinator
19. Appoints Chemical Hygiene Officer
20. Appoints Attendance Officers
21. Appoints Designee to NJ Department of Children and Family Services
22. Appoints Homeless Liaison
23. Appoints Representative to Jointure Commission
24. Appoints NJSIAA Membership
25. Appoints Worker's Compensation Participation
26. Appoints Professional Development Committees

1. Appoints Board Secretary

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey, appoints Mr. Joseph Kelly as Board Secretary, (N.J.S.A. 18A: 13-13, N.J.S.A. 18A:17-2, 17-5), effective July 1, 2013 to June 30, 2014; and
BE IT FURTHER RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey, appoints the Superintendent of Schools as Acting Board Secretary to function in the absence of the Board Secretary effective July 1, 2013 to June 30, 2014.

2. Appoints Treasurer of School Monies

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey, appoints Mr. Ed Cortright as

Treasurer of School Monies, (N.J.S.A. 18A: 13-13, N.J.S.A. 18A:17-2, 17-5), effective July 1, 2013 to June 30, 2014.

3. Appoints Purchasing Agent

WHEREAS, N.J.S.A. 18A:18A-3 provides that contracts that do not annually exceed, in the aggregate, the bid threshold (currently \$36,000 for a Qualified Purchasing Agent) may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS, N.J.S.A. 18A:18A-37, provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution,

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey, approves the appointment of the School Business Administrator as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$36,000 and establish the quote threshold at \$5,400 as per N.J.S.A. 18A:18A-2.

4. Appoints Architect of Record

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approves the firm of Chapin Architectural of Netcong, New Jersey as the school district architect of record to provide architectural services for the 2013/2014 school year with fees paid in accordance with their professional fee schedule, and

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education in the following form:

"RUTHERFORD SCHOOL DISTRICT BOARD OF EDUCATION

Notice of Award of Professional Services Contract

At its meeting on May 13, 2013, the Board of Education authorized the awarding of a contract for professional architectural services to Chapin Architectural with offices in Netcong, New Jersey, to provide special purpose architectural services to the district for the 2013/2014 school year. The contractual amount shall be at a fee to be determined for the work

to be performed. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 176 Park Avenue, Rutherford, New Jersey."

5. Appoints Insurance Brokers of Record

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey, designates the following as Insurance Agents for the Rutherford School District Board of Education, in the County of Bergen, New Jersey, commencing July 1, 2013, through June 30, 2014:

Commercial Insurance	Morville Agency
Workers' Compensation	Morville Agency
Health Benefits	Brown & Brown Benefit Advisors
Dental Benefits	Brown & Brown Benefit Advisors

6. Appoints Professional Services

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey, designates the following as Insurance Consultants for the Rutherford School District Board of Education, in the County of Bergen, New Jersey, commencing July 1, 2013, through June 30, 2014:

Computer Management Consultant	--Computer Solutions, Inc.
Environmental Consultant	--ER&M Management, Inc.
Security Consultant	--StoneGate Associates
Negotiations Consultant	--Robert Germain

7. Appoints Custodian of Records

RESOLVED, the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Board Secretary as Custodian of Records in accordance with N.J.S.A. 47:1A-1 et seq. for the 2013/2014 school year; and

BE IT FURTHER RESOLVED, the Rutherford School District Board of Education indemnifies the Custodian of Records for all legal costs, which might arise from this appointment.

8. Appoints Public Agency Compliance Officer

WHEREAS, in accordance with N.J.A.C., the State of New Jersey Division of Contract Compliance and Equal Employment Opportunity requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer, and

WHEREAS, the public agency compliance officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Public Agency and the service providers. The service providers shall include but shall not be limited to goods and services vendors, professional service vendors and construction contractors; and

WHEREAS, the Board of Education has determined that the Board Secretary can effectively and appropriately perform the duties of the public agency compliance officer;

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey hereby designates the Board Secretary as the Public Agency Compliance Officer for the 2013/2014 school year in accordance with the provisions of N.J.A.C. 17:27-3.2.

9. Designates Official for Investments and Wires

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey designates the Board Secretary as the person responsible for any and all Board of Education investments; and

BE IT FURTHER RESOLVED that the Board Secretary or his designee be authorized to make wire transfers amongst the board accounts as may be necessary for the 2013/2014 school year.

10. Appoints ADA Officer

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Director of Special Services as the Americans with Disabilities Act (ADA) Officer for the 2013/2014 school year effective July 1, 2013.

11. Appoints Indoor Air Quality Coordinator

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Director of Buildings and Grounds as the Indoor Air Quality Coordinator for the 2013/2014 school year effective July 1, 2013.

12. Appoints Right-To-Know Contact Person

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Director of Building and Grounds as the Right-To-Know contact person for the 2013/2014 school year effective July 1, 2013.

13. Appoints Affirmative Action Officers

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey in accordance with N.J.A.C. 6A:7-1.5 appoints the following as Affirmative Action Officers for the 2013/2014 school year;

Affirmative Action Officers:

District	--Research Assistant
RHS	--Supervisor of Technology
Lincoln	--Principal
Washington	--Principal
Union	--Vice Principal
Pierrepont	--Principal

BE IT FURTHER RESOLVED, that the Board Secretary is directed to advertise the name, office address and telephone number of the Affirmative Action Officer's office; and

BE IT FURTHER RESOLVED, that the Superintendent is directed to develop and distribute the grievance procedure as per 28 CFR 35.107(a).

14. Appoints Section 504 Officers

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey in accordance with 34 CFR 104.7(a) and Policy 6171 appoints the following school nurses for their respective schools, as Section 504 Officers for the 2013/2014 school year;

Sec. 504 Coordinators

RHS	-- School Nurse
Union	-- School Nurse
Pierrepont	-- School Nurse
Washington	-- School Nurse
Lincoln	-- School Nurse

15. Appoints IPM Coordinator and Approves IPM Plan

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Director of Building and Grounds as the district's designated Integrated Pest Management (IPM) Coordinator as per N.J.A.C. 7:30-13.3 for the 2013/2014 school year effective July 1, 2013; and

BE IT FURTHER RESOLVED, to approve the IPM Plan on file in the school offices.

16. Appoints Issuing Officer for Working Papers

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Director of Guidance at Rutherford High School or her designee as the district's Issuing Officer for Working Papers for the 2013/2014 school year effective July 1, 2013.

17. Appoints Safety and Health Designee

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Director of Building and Grounds as the Safety and Health Designee for the school year effective July 1, 2013.

18. Appoints Asbestos/AHERA Coordinator

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Environmental Remediation and Management as the district's designated person and program manager to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CFR-763 for the 2013/2014 school year effective July 1, 2013.

19. Appoints Chemical Hygiene Officer

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Supervisor of Science as the district's Chemical Hygiene Officer as per 29 CFR 1910.1450 for the 2013/2014 school year effective July 1, 2013.

20. Appoints Attendance Officer

RESOLVED, upon the recommendation of the Superintendent, the Rutherford School District Board of Education, in the County of Bergen, New Jersey, appoints the following as the Attendance Officers for their respective schools for the 2013/2014 school year (N.J.S.A. 18A: 38-32);

Anthony Serrao

James Ahearn

21. Appoints Designee to NJ Department of Children and Family Services

RESOLVED, upon the recommendation of the Superintendent, the Rutherford School District Board of Education, in the County of Bergen, New Jersey, appoints the Director of Guidance or her designee as the liaison to the New Jersey Department of Children and Families, Division of Youth and Family Services (DYFS) for the 2013/2014 school year.

22. Appoints Homeless Liaison

WHEREAS, pursuant to IASA, Section 323 of P.L. 103-382, each district needs to appoint a homeless liaison to serve the families of homeless children in the district,
 RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approve the Confidential Administrative Secretary in the Superintendent’s Office as the Homeless Liaison for the district for the 2013/2014 school year.

23. Appoint Representative to Jointure Commission

RESOLVED, upon the recommendation of the Superintendent, to appoint the Superintendent of Schools as the district's representative to the South Bergen Jointure Commission from July 1, 2013 until the 2014 reorganization meeting.

24. Appoints N.J.S.I.A.A Membership

RESOLVED, upon the recommendation of the Superintendent, that Rutherford High School be enrolled as a member of the N.J.S.I.A.A. to participate in the approved interscholastic athletic programs sponsored by the N.J.S.I.A.A. under Ch. 172, L1979 (NJSA 18A:11-3, et seq) for the district for the 2013/2014 school year.

25. Appoints Worker’s Compensation Participation

RESOLVED, upon the recommendation of the Superintendent, that authorization be granted for participation in the South Bergen Region VII Workers Compensation Pool.

26. Approves Professional Development Committees

Professional Development Committees
 2013 – 2014

Revised April 30, 2013

<u>District Committee</u>	<u>Position</u>	<u>Term Expires</u>	
Lynne Crawford	Director of Special Services	2014	
Judith DePasquale	Nurse	2015	Chair
Frank Morano	Assistant Principal	2016	
Charles Ryan	Supervisor, W L & SS	2016	
Michael Stracco	English Teacher	2014	
<u>Lincoln School</u>			
Alecia Carter	Grade 1 Teacher	2015	
Jay Faigenbaum	Kindergarten Teacher	2014	Chair
Jennifer Krawiec	Gifted & Talented Teacher	2015	
Sarafina Mammone	BSI Math Teacher	2015	

Paula Risoli	Reading Specialist	2014	
Jeanna C. Velechko	Principal	2014	
<u>Pierrepont School</u>			
Nadia Alvarado	French Teacher	2014	Chair
James Breheney	Grade 8 Soc. Stud. Teacher	2015	
Erin Devor	Grade 8 Math Teacher	2015	
Jovan Evtimovski	Grade 5 Teacher	2015	
Diana Hecking	Art Teacher	2014	
Margaret MacFadyen	Grade 5 Teacher	2014	
Toni Murphy	Grade 4 Teacher	2014	
Damon Placenti	Assistant Principal	2015	
Laurie Sabatino	Grade 6 Science Teacher	2014	
Justin Van Dyk	Grade 6 Soc. Stud. Teacher	2015	
<u>Rutherford High School</u>			
Shannon Dries	Director of Guidance	2014	
Barbara Constantinople	Special Education Teacher	2015	
Adelaide DeCarlo	Media Specialist	2015	
Judith DePasquale	Nurse	2015	
Carol Drewes	Business Education Teacher	2014	
Robert Hemmel	Art Teacher	2015	
Jack Hurley	Principal	2014	
Lindsay Richmond	Business Education Teacher	2014	
Frank Stout	Physical Education Teacher	2014	Chair
Michael Stracco	English Teacher	2015	
Helene Wetzel	Special Education Teacher	2015	
<u>Union School</u>			
Lourdes Benitez-Osorio	Social Studies Teacher	2014	
Anne Hetzel	Reading Teacher	2015	
Season Lyons	Special Education Teacher	2015	
Kenneth Polakowski	Principal	2014	
Assunta Smith	Spanish Teacher	2014	
Nicole Zayatz	Math Teacher	2015	Chair
<u>Washington School</u>			
Beth Fesken	Special Education Teacher	2014	
William Mulcahy	Principal	2015	
John Randazzo	Physical Education Teacher	2014	
Wendy Rossiter	Grade 2 Teacher	2014	
Jamie Tzeiler	Grade 2 Teacher	2015	Chair

DISTRICT OPERATIONS

1. Approves Curriculum
2. Approves Textbooks
3. Approves Nursing Services Plan
4. Approves Emergency Management Plan
5. Approves Collection and Maintenance of Pupil Records
6. Approves Chart of Accounts
7. Designates Official Newspaper for Legal Notices
8. Approves the Investment of Funds
9. Approves Facsimile Signatures
10. Approves Petty Cash Organization Accounts
11. Approves District Travel Expenditures
12. Designates Tax Shelter Annuity Companies
13. Authorizes the Use of State Contracts
14. Authorizes the Use of Joint Purchasing Agreements
15. Approves Payment of Bills Between Meetings
16. Approves Transfers of Budgeted Funds Between Meetings
17. Approves Tax Payment Schedules
18. Approves Participation in ACT
19. Approves Participation in ACES

1. Approves Curriculum

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopt all existing curriculum guides and all existing programs for the Rutherford Public Schools for the 2013/2014 school year as maintained on file in the office of the Superintendent of Schools, in accordance with N.J.S.A. 18A:33-1.

2. Approves Textbooks

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopt the textbooks as noted on the official textbook listing for the Rutherford Public Schools as maintained in the office of the Superintendent of Schools, for the 2013/2014 school year.

3. Approves Nursing Services Plan

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopt Nursing Services Plan as required in NJAC 6A:16-2.1(b).

4. Approves Emergency Management Plan

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopt the Emergency Management Plan on file in the office of the Superintendent of Schools.

5. Approves Collection and Maintenance of Pupil Records

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 5125:

- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
- b. Record of daily attendance;
- c. Descriptions of student progress according to the system of student evaluation used in the school district;
- d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- e. Records pursuant to rules and regulations regarding education of students with disabilities; and
- f. All other records required by the State of New Jersey Department of Education.

6. Approves Chart of Accounts

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub account designations (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

7. Designates Official Newspaper for Legal Notices

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey designates the Record as the official newspaper for legal notices and the Star Ledger be so designated should it be impossible to advertise in the Record for reasons of timely notice, emergency, or other reasons (N.J.S.A 18A: 22-11, 39-3 and 10:4-18); and BE IT FURTHER RESOLVED, that personnel postings may also be placed on the district website, NJhire.com, and NJSchooljobs.com.

8. Approves the Investment of Funds

RESOLVED, that the Business Administrator/Board Secretary be authorized to invest funds not immediately needed, in any authorized bank in the State of New Jersey in accordance with N.J.S.A. 18A:20-37, and report investments to the Board and also designate the state of New Jersey Cash Management Fund as a legal depository for the investment of funds.

9. Approves Facsimile Signatures

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approves the use of facsimile signatures for the Board President, Board Secretary, Superintendent of Schools, Treasurer of School Monies for the ensuing term of the board on warrants, paychecks, and contracts.

10. Approves Petty Cash Organization Accounts

WHEREAS, there has been a need to establish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy;

WHEREAS, the State Board of Education has amended N.J.A.C. 6A:23-2.9, N.J.S.A. 18A:19-13, and Policy 3451 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds;

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey authorizes the establishment of the following petty cash funds in the amounts indicated below:

<u>Location</u>	<u>Acct. Amount</u>	<u>Single Expenditure</u>
High School	\$ 300	\$ 35
Lincoln School	\$ 250	\$ 35
Special Services	\$ 100	\$ 35
Pierrepont School	\$ 250	\$ 35

Washington School	\$ 250	\$ 35
Maintenance Department	\$ 500	\$ 35
Union School	\$ 250	\$ 35
Gifted and Talented	\$ 100	\$ 35
Technology Dept.	\$ 100	\$ 35
Business Office	\$ 2,000	\$ 35
Athletic Department	\$ 100	\$ 35

Each primary signatory shall insure that:

- a. Petty cash funds are spent for budgeted items only.
- b. Funds are not used to subvert the regular purchasing procedures.
- c. The checking accounts are to be reconciled on a monthly basis and reported to the board.
- d. Petty cash is distributed in check form on the two signatures indicated above.
- e. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed.
- f. 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.

11. Approves District Travel Expenditures

WHEREAS, the Rutherford Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees to ensure that travel is educationally necessary and fiscally prudent; and rate per mile permitted by the State of New Jersey, Office of Management and Budget Guidelines, or, if the employee has an unexpired negotiated agreement, as permitted by the Internal Revenue Service, therefore be it

RESOLVED, that the Rutherford Board of Education authorizes travel for regular business at an amount not to exceed \$1,500.00 per employee.

12. Designates Tax Shelter Annuity Companies

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey designates the current Tax Sheltered Annuity Companies, open for enrollment to any district employee for Section 403(B) and Section 403(b) Roth programs

Metropolitan Life (2)
Equitable
Lincoln National
Lincoln Investment Planning
American United

13. Authorizes the Use of State Contracts

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 Rutherford School District Board of Education has, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Rutherford School District Board of Education desires to authorize its purchasing agent for the 2013/2014 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and therefore be it

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey does hereby authorize the District Purchasing Agent to make purchases of goods and 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.

14. Authorizes the Use of Joint Purchasing Agreements

WHEREAS, N.J.S.A 18A:18A-11 provides that, "The board of education of two or more districts may provide jointly by agreement for the provision and performance of goods and services for their respective districts, or one or more boards of education may provide for such provision or performance of goods or services by joint agreement with the governing body of any municipality or county", and

WHEREAS, the Rutherford School District Board of Education has the need, on a timely basis, to procure goods and services utilizing joint purchasing agreements; and

WHEREAS, the Rutherford School District Board of Education desires to authorize its purchasing agent for the 2013/2014 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and therefore be it

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey does hereby authorize the district purchasing agent to make purchases of goods and services utilizing joint purchasing agreements.

15. Approves Payment of Bills Between Meetings

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Business Administrator as Claims Auditor to verify and pay bills as needed to protect the interests of the board between meetings in accordance with N.J.S.A. 18A:19-4.1. Such bills which will be listed as paid at the next regular board meeting.

16. Approves Transfers of Budgeted Funds Between Meetings

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Business Administrator to make budget transfers as needed to maintain account balances between meetings. Such transfers will be submitted to the board at the next regular board meeting.

17. Approves Tax Payment Schedules

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approves the schedule of tax payments from the municipality for the 2013/2014 school year as follows in accordance with N.J.S.A. 18A:13-23.

**Rutherford Board of Education – Tax Levy Collections
2013/2014**

	General Fund	Debt Service Fund	Total
July	3,573,884	321,138	3,895,022
August	3,573,884	0	3,573,884
September	2,680,413	0	2,680,413
October	2,680,413	0	2,680,413
November	2,680,414	0	2,680,414
December	2,680,414	0	2,680,414
Subtotal	17,869,422	321,138	18,190,560

	General Fund	Debt Service Fund	Total
January	2,978,237	1,202,124	4,180,361
February	2,978,237	0	2,978,237
March	2,978,237	0	2,978,237
April	2,978,237	0	2,978,237
May	2,978,237	0	2,978,237
June	2,978,237	0	2,978,237
Subtotal	17,869,422	1,202,124	19,071,546
Total	35,738,844	1,523,262	37,262,106

18. Approves Participation in ACT

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approve the district's participation in the Alliance for Competitive Telecommunications (ACT) program for the 2013/2014 school year, effective July 1, 2013.

19. Approves Participation in ACES

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey approve the district's participation in the Alliance for Competitive Energy Services (ACES) program for the 2013/2014 school year, effective July 1, 2013.

Roll Call Vote on 2013/2014 Appointments and Operation:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye, Nay on Appointments & Designations # 4	Mr. Mc Lean – absent	Mr. Casadonte – aye, Abstained from voting on Appointments and Designations #26

OLD BUSINESS: [None]

LEGISLATIVE UPDATE: Mrs. Jones provided updates on several pieces of proposed legislation.

MEETING OPEN TO THE PUBLIC: 8:25 P.M. No one spoke.

EXECUTIVE SESSION: Motion by Mr. Griggs, seconded by Mrs. Ahmed, that an Executive Session be held at 8:27 P.M. for the purpose of discussing Negotiations and Personnel. Action may be taken. The Board expects to return within 29 minutes.

Approved by Voice Vote.

The Board returned at 9:30 P.M.

ADJOURNMENT: Motion by Mr. Griggs, seconded by Mr. Tully, that the meeting be adjourned at 9:30 P.M.

Approved by Voice Vote.

Respectfully submitted,

Joseph P. Kelly
Business Administrator/Board Secretary