

# RUTHERFORD BOARD OF EDUCATION

## MINUTES OF THE WORKSESSION MEETING

OF

MAY 6, 2013

A work session meeting of the Board of Education was held on Monday evening, May 6, 2013 in the High School Cafeteria. Meeting was called to order by Vice President Griggs at 7:30 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mr. Arce, Mr. Griggs, Mrs. Jones, Mrs. Lanni, Mr. McLean, and, Mr. Tully.

Also present were Mr. Kelly and Miss Sullivan, Student Representative.

Mr. Novosielski arrived at 7:35 P.M.

Mr. Casadonte arrived at 8:00 P.M.

Dr. Jones was 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**

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**

1A. Resolution by Mrs. Jones, seconded by Mrs. Lanni.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting of April 15, 2013 and Executive Session Meeting of April 15, 2013 be approved as recorded.

Roll Call Vote on Minutes Item #1A:

Mrs. Ahmed – aye	Mrs. Jones – aye	Mr. Novosielski – absent
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye	Mr. McLean – abstained	Mr. Casadonte – absent

**SPECIAL PRESENTATIONS:** (None given)

**REPORT OF THE PRESIDENT:** (None given)

**REPORT OF THE STUDENT REPRESENTATIVE TO THE BOARD – Miss Katie Sullivan**

Miss Sullivan updated the Board on recent events at the High School, including the school play, the RHS Pops and the Boy's Distance Medley, which set a school record.

**MEETING OPEN TO THE PUBLIC (Action Items Only)** 7:36 P.M. No one spoke.

**NEW BUSINESS (Action to be Taken)**

**PERSONNEL:** Motion by Mrs. Ahmed, seconded by Mr. McLean 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 Mr. McLean to approve Personnel Items #1A & 2A:**

EMILY ALFARANO 1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Emily Alfarano as lunch monitor at Lincoln School effective April 15, 2013.

BENEDETTA RUBIN 2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept with regret the retirement of Benedetta Rubin, Reading Specialist at Lincoln School effective June 30, 2013.

**Roll Call Vote on Personnel Items #1A & 2A:**

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

**FINANCE:**

**Motion by Mr. McLean, seconded by Mrs. Jones to approve Finance Items #1A & 2A:**

APPROVAL OF BILLS

1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	262,961.60
Offline Checks	522,165.29
Payroll	1,136,853.87
General Activities	<u>10,426.96</u>
Total	1,932,407.72

COOPERATIVE PRICING AGREEMENT

2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish Cooperative Pricing Systems and to enter into Cooperative Pricing Agreements for its administration; and WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and WHEREAS, on May 6, 2013 the governing body of the Rutherford Board of Education, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

- (1) This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Rutherford Board of Education;
- (2) Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency;
- (3) The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey; and
- (4) This resolution shall take effect immediately upon passage.

Roll Call Vote on Finance Items #1A & 2A:

Mrs. Ahmed – aye, abstained on ck: 9551	Mrs. Jones – aye	Mr. Novosielski – aye
Mr. Arce – aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs – aye, abstained on ck: 9517	Mr. McLean – aye, abstained on ck: 9541	Mr. Casadonte – absent

**BUILDING AND GROUNDS:**

**Motion by Mr. Tully, seconded by Mrs. Jones to approve Building and Grounds Items #1A thru 4A:**

**STEM LAB**

1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, the Rutherford Board of Education has requested and received New Jersey Department of Education approval to proceed with the renovation of classroom space at Rutherford High School into a STEM Laboratory (State Project #4600-050-13-1000); and

WHEREAS, the Rutherford Board of Education has entered into a competitive bidding process and solicited bids from qualified contractors to perform the renovation work as specified (including a request for alternate bids for the installation of acoustic panels within the lab); and

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

<b>BIDDER</b>	<b>BASE BID</b>	<b>ALTERNATE BID</b>	<b>TOTAL BID</b>
Puntasecca Contractors, Inc.	\$346,000	\$3,500	\$349,500
Salazar & Associates, Inc.	\$338,900	\$14,000	\$352,900
TQM Construction Corp.	\$348,700	\$6,000	\$354,700

WHEREAS, the bid process has also resulted in one non-responsive bidder, which must be rejected, as follows:

<b>BIDDER</b>	<b>BASE BID</b>	<b>ALTERNATE BID</b>	<b>TOTAL BID</b>
SZ Construction, LLC	\$239,000	\$5,000	\$244,000

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 County Office approval of necessary budget transfers) to the lowest responsive bidder, Puntasecca Contractors, Inc. to renovate classroom space at Rutherford High School into a STEM Laboratory as per the bid (including alternate bid) specifications for the project 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  
UPGRADES

2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION 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:

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

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.

PA SYSTEM  
UPGRADES

3A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, the Rutherford Board of Education has identified a need to upgrade the public address system at all schools 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 (including a request for alternate bids for the installation of a display module at Rutherford High School); and

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

<b>BIDDER</b>	<b>BASE BID</b>	<b>ALTERNATE BID</b>	<b>TOTAL BID</b>
Bingham Communications, Inc.			
Bid #1 (RHS, Pierrepont, Union and Sylvan Schools)	\$41,994	No Bid	\$41,994
Bid #2 (Washington and Lincoln Schools)	\$8,949	N/A	\$8,949
Total Bid	\$50,943	\$0	\$50,943
ProTec Systems, Inc.			
Bid #1 (RHS, Pierrepont, Union and Sylvan Schools)	\$70,600	\$1,300	.\$71,900
Bid #2 (Washington and Lincoln Schools)	No Bid	N/A	\$0
Total	\$70,600	\$1,300	\$71,900

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 to the lowest responsive bidder, Bingham Communications, Inc., to upgrade the public address system at all schools 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.

UNION SCHOOL  
LIBRARY FLOOR

4A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, the Rutherford Board of Education has identified a need to replace the library floor in the Union 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 one responsive bidder, as follows:

BIDDER	BASE BID	ALTERNATE BID	TOTAL BID
A-Tech Concrete Company	\$233,580	\$0	\$233,580

WHEREAS, the bid process has also resulted in one bid submitted in error and subsequently withdrawn as follows:

BIDDER	BASE BID	ALTERNATE BID	TOTAL BID
GL Group, Inc.	\$99,000	\$0	\$99,000

And WHEREAS, the bid provided is substantially greater than the district’s budget for the project in the current fiscal year;

THEREFORE, BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to reject the bid from the only responsive bidder for the afore-mentioned project as being outside the district’s budget in the current fiscal year; and

BE IT FURTHER RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the Business Administrator/Board Secretary to pursue other alternatives to identifying a qualified contractor for the project, including but not limited to re-entering into a competitive bidding process and the consideration of purchasing services under a competitive pricing agreement.

**Roll Call Vote on Building and Grounds Items #1A thru 4A:**

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

**NEW BUSINESS: (Action will not be taken)**

**PERSONNEL:**

**Chairperson Ahmed reported on items to be acted upon at the May 13, 2013 regular meeting.**

CONTRACT RENEWALS

(certificated staff)

1. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

CONTRACT RENEWALS

(non-certificated non-tenured)

2. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

CURTIS ARSI

3. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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.

On roll call all members present voted \_\_\_\_\_.

MEGHAN BREHENEY

4. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

MELISSA MONACO

5. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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.

On roll call all members present voted \_\_\_\_\_.



JUMPSTART PROGRAM  
TEACHERS

6. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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

On roll call all members present voted \_\_\_\_\_.

JUMPSTART PROGRAM  
LEAD TEACHER

7. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

JUMPSTART PROGRAM  
PHYSICAL TEACHER

8. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

JUMPSTART PROGRAM  
NURSE

9. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

JUMPSTART PROGRAM  
TEACHER ASSISTANTS

10. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

JUMPSTART PROGRAM  
CLERICAL ASSISTANT

11. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

JUMPSTART PROGRAM  
HELPING HANDS

12. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION 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.

On roll call all members present voted \_\_\_\_\_.

SUBSTITUTE TEACHERS

13. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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

On roll call all members present voted \_\_\_\_\_.

SUBSTITUTE TEACHER  
ASSISTANTS

14. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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

On roll call all members present voted \_\_\_\_\_.

JOSEPH PURCELLA

15. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

STEM TRAINING

16. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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

On roll call all members present voted \_\_\_\_\_.

ANTHONY BUCCO

17. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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.

On roll call all members present voted \_\_\_\_\_.

**CURRICULUM AND INSTRUCTION:**

**Chairperson Lanni reported on the items to be acted upon at the May 13, 2013 meeting.**

SPECIAL EDUCATION WEEK

1. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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.

On roll call all members present voted \_\_\_\_\_.

SUMMER SCHOOLS

2. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

HOME INSTRUCTION

3. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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

On roll call all members present voted \_\_\_\_\_.

DISTRICT EVALUATION  
ADVISORY COMMITTEE

4. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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

On roll call all members present voted \_\_\_\_\_.

TRAVEL APPROVALS

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>
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

On roll call all members present voted \_\_\_\_\_.

**FINANCE:**

**Chairperson McLean reported on the items to be acted upon at the May 13, 2013 meeting.**

MANAGEMENT  
INFORMATION  
SYSTEMS

1. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

SECURITY  
ASSESSMENT

2. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.  
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.

On roll call all members present voted \_\_\_\_\_.

CUSTODIAL  
SERVICES  
CONSULTING

3. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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.

On roll call all members present voted \_\_\_\_\_.

SECY/TREAS. REPORT  
MARCH 2013

4. 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 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.

On roll call all members present voted \_\_\_\_\_.

**POLICY:**

**Chairperson Novosielski reported on the items to be acted upon at the May 13, 2013 meeting.**

CERTIFICATION

1. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

SUBSTITUTE TEACHERS

2. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

CLASSROOM AIDES

3. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

NON SCHOOL  
EMPLOYMENT

4. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

ATTENDANCE PATTERNS

5. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

ATTENDANCE PATTERNS

6. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

SICK LEAVE

7. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

PERSONAL ILLNESS  
AND INJURY/HEALTH

8. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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 second reading. (See attached.)

On roll call all members present voted \_\_\_\_\_.

FAMILY AND CHILD REARING 9. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

LEAVE REGULATION

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

On roll call all members present voted \_\_\_\_\_.

FAMILY LEAVE REGULATION 10. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

EMPLOYEE EVALUATION

11. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

EMPLOYEE SUBSTANCE  
ABUSE

12. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

STUDENT ATTENDANCE  
HIGH SCHOOL

13. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

STUDENT ATTENDANCE  
ELEMENTARY SCHOOLS

14. Resolution by M\_\_\_\_\_, seconded by M\_\_\_\_\_.

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

On roll call all members present voted \_\_\_\_\_.

**BUILDINGS AND GROUNDS:**

**Chairperson Tully reported on the meeting of the Buildings and Grounds Committee and items to be acted upon at the May 13, 2013 regular meeting.**

**2013/2014 APPOINTMENTS AND OPERATIONS**

**BOARD 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. I 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. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

c. I 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. I 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. I 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 Building 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 as permitted by the State of New Jersey, Office of Management and Budget, 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 for the 2013/2014 school year as per N.J.S.A. 18A:66-127:

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 the need, 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**

	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total</b>
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
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.



**OLD BUSINESS: (No action to be Taken) (None)**

**LEGISLATIVE UPDATE** (None given)

**MEETING OPEN TO THE PUBLIC: 8:33 P.M. No one spoke.**

**EXECUTIVE SESSION:** Motion by Mr. Griggs, seconded by Mrs. Jones, that an Executive Session be held at 8:33 P.M. for the purpose of discussing a Personnel Matter and Negotiations. The Board expects to return in 60 minutes. Action will not be taken.

Approved by Voice Vote.

Mr. Novosielski recused himself at 8:55 P.M. from the discussion on Negotiations

The Board returned at 9:55 P.M.

**ADJOURNMENT:** Motion by Mr. Griggs , seconded by Mrs. Ahmed, that the meeting be adjourned at 9:55 P.M.

Approved by Voice Vote.

Respectfully submitted,

Joseph P. Kelly  
Business Administrator/Board Secretary