

RUTHERFORD BOARD OF EDUCATION
WORKSESSION MEETING
MAY 4, 2015

AGENDA

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

PLEDGE OF ALLEGIANCE

ROLL CALL

N.J. OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place posted on the bulletin board outside the Borough Clerk's Office, mailed to the *Herald*, *South Bergenite*, and the *Record* newspapers, and filed with the Borough Clerk.

MINUTES APPROVAL

SPECIAL PRESENTATION: PUBLIC HEARING 2015-2016 BUDGET

REPORT OF THE SUPERINTENDENT:

REPORT OF THE PRESIDENT

REPORT OF THE STUDENT REPRESENTATIVE TO THE BOARD

MEETING OPEN TO THE PUBLIC (Agenda Items Only)

NEW BUSINESS (Action to be Taken)

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

Vote _____.

BONNIE CORCORAN

1A. Motion by M ____, seconded by M ____ to accept the resignation of Bonnie Corcoran, library assistant at Lincoln School effective April 23, 2015.

Vote ____.

CURRICULUM AND INSTRUCTION:

HARASSMENT/INTIMIDATION
BULLYING DECISION

1A. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2014-019, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION
BULLYING DECISION

2A. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2014-020, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION
BULLYING DECISION

3A. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2014-021, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

HARASSMENT/INTIMIDATION
BULLYING DECISION

4A. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2014-022, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

On roll call all members present voted ____.

FINANCE:

APPROVAL OF BILLS

1A. Resolution by M_____, seconded by M_____.

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

Accounts Payable	281,390.99
Offline Checks	35.00
Food Service Checks	13,374.89
Payroll	1,160,603.70
General Activities	<u>21,661.78</u>
Total	1,477,066.36

On roll call all members present voted _____.

DONATION

2A. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept, with gratitude, the donation of \$2,000 for the Heroes and Cool Kids program from the BPO Elks Lodge No. 547.

On roll call all members present voted _____.

COOPERATIVE PRICING

3A. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to enter into a Cooperative Pricing System Agreement administered by Educational Data Services, Inc. of Saddle Brook, NJ. The cost of the Agreement covering bulk supply purchases for the school year 2015-2016 shall be \$7,090.

On roll call all members present voted _____.

COOPERATIVE PRICING

4A. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION To enter into a Cooperative Pricing System Agreement administered by Educational Data Services, Inc. of Saddle Brook, NJ. The cost of the Agreement covering skilled trades for the school year 2015-2016 shall be \$1,990.

On roll call all members present voted _____.

APPROVAL OF BUDGET
2015-2016

5A. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the final School District Budget be approved for the 2015/2016 school year as follows:

General Fund	\$41,628,354
Special Revenue Funds	752,017
Debt Service	<u>1,485,890</u>
Total	\$43,866,261

BE IT FURTHER RESOLVED, that for funding the School District budget for the 2015/2016 school year, the following are the amounts necessary to be raised by local taxation:

General Fund	\$38,204,351
Debt Service Fund	<u>1,485,889</u>
Total	\$39,690,240

BE IT FURTHER RESOLVED, that the 2015/2016 school year budget includes automatic adjustments for an increase in health care costs (\$56,451), and increase in weighted enrollment of \$393,471 and the use of "banked cap" (\$389,469) in accordance with N.J.S.A. 18A:7F-39(e).

Be it further resolved, that the Rutherford Board of Education will use \$389,469 of prior years' banked cap (from budget year 2012/2013) in this budget for the purpose of funding non-recurring capital needs. These expenditures will be completed by the end of the budget year 2015/2016 and cannot be deferred or incrementally implemented over a longer period of time.

On roll call all members present voted ____.

DISTRICT TRAVEL

6A. Resolution by M____, seconded by M____.

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

WHEREAS, the 2015/2016 budget includes a maximum travel appropriation of \$50,000, now, therefore,

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

On roll call all members present voted _____.

NEW BUSINESS: (Action will not be taken)

PERSONNEL:

Chairperson Ahmed will report on the items to be acted upon at the May 11, 2015 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 2015-2016 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 2015-2016 school year.

On roll call all members present voted ____.

LISA GIAMBRONE

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the continuation of Lisa Giambrone, as a long term substitute special education teacher at Union School through June 23, 2015 at the per diem rate of \$252 (step 1, level 2) (pro-rated). This is a replacement position.

On roll call all members present voted ____.

DENYS GARDEAZABAL

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Denys Gardeazabal as a leave replacement grade 3 teacher at Washington School effective September 1, 2015 through June 30, 2016 at the annual salary of \$50,084 (step 3, level 1).

On roll call all members present voted ____.

NICKOL MULLER

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the continuation of Nickol Muller as a leave replacement at Union School effective May 11, 2015 through June 23, 2015.

On roll call all members present voted ____.

SUBSTITUTE TEACHERS

6. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teachers for the 2014-15 school year effective May 12, 2015 at the per diem rate of \$80.00 and in accordance with law:

Rebecca Zuniga
Lorraine Caglio

On roll call all members present voted ____.

TRAVEL REIMBURSEMENTS

7. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following travel reimbursements for the 2014-2015 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>
Barbara O'Donnel	Supervisor	Google Apps	7/14-15/15	\$289	none	none	none	none

On roll call all members present voted ____.

CURRICULUM AND INSTRUCTION:

Chairperson Jones will report on the items to be acted upon at the May 11, 2015 regular meeting.

CURRICULUM GUIDES

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revised curriculum guides:

A. Art

Basic Drawing & Design 1

B. Business Education

Accounting 1

Advanced Computer Software Systems

Applied Computer Concepts

Computer Applications

Desktop Publishing

Elementary Keyboarding

Exploration in Business

Financial Literacy

Fundamentals of Contemporary Business

Honors Accounting 1

Investing and the Stock Market

Marketing

Personal Computer Keyboarding

Web Page Design

C. Computer Education

Advanced Placement Computer Science (Java)

Computer Cycle Grade 6

Computer Cycle Grade 7

Computer Cycle Grade 8

Computer Programming C++

Computer Programming 1

Introduction to Java

Multimedia Design

D. English Language Arts

RTI English

E. Mathematics

Algebra 1

RTI Math

On roll call all members present voted _____.

NJSIAA

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the Summer Athletic Practice for RHS during the NJSIAA Summer Recess period beginning June 8, 2015 through September 1, 2015.

On roll call all members present voted _____.

SUMMER SCHOOLS

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following 2015 summer programs:

Summer Music School – 7/7/15 – 7/31/15

Introduction to Algebra 1 - 7/6/15 – 7/30/15

Extended School Year Program - 7/6/15 – 8/6/15

Jumpstart Program - 7/6/15 – 8/6/15

Summer STEM Experience - 7/6/15 – 7/31/15

On roll call all members present voted _____.

SPECIAL EDUCATION WEEK

4. Resolution by M _____, seconded by M _____.

WHEREAS, the week of May 10 - 16, 2015 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 10 – 17, 2015 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 _____.

HOME INSTRUCTION

5. 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 #16715 – effective April 13, 2015

On roll call all members present voted _____.

SERVICE PROVIDERS

6. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the attached list of service providers for the 2014-2015 school year.

On roll call all members present voted _____.

TEACHER EVALUATION
INSTRUMENT

7. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the use of the following teaching practice evaluation instruction for the 2015-2016 school year:

Charlotte Danielson: The Framework for Teaching (2007 Edition)

On roll call all members present voted _____.

MARSHALL EVALUATION

8. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the use of the Marshall Evaluation Rubrics for the Rutherford School District administrators and supervisors for the 2015-2016 school year.

On roll call all members present voted _____.

FINANCE:

Chairperson McLean will report on the items to be acted upon at the May 11, 2015 regular meeting.

SECY/TREAS REPORT
APRIL 2015

1. 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 April 30, 2015, and certifies that the reports indicate that no major account or fund is over expended in violation of NJAC 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

Summary pages are included in the official minute book and a detailed summary is on file in the office of the Board Secretary.

On roll call all members present voted _____.

BUDGET
TRANSFERS

2. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve budget line transfers for the period April 1, 2015 through April 30, 2015 as attached.

On roll call all members present voted _____.

POLICY:

Chairperson Chu will report on the items to be acted upon at the May 11, 2015 regular meeting.

GOALS AND OBJECTIVES

1. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6010 Goals and Objectives on second reading. (See attached.)

On roll call all members present voted _____.

SCHOOL CALENDAR

2. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6111 School Calendar on second reading. (See attached.)

On roll call all members present voted ____.

SCHOOL DAY

3. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6112 School Day on second reading. (See attached.)

On roll call all members present voted ____.

EMERGENCY AND DISASTER
PREPAREDNESS

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

On roll call all members present voted ____.

NONDISCRIMINATION/
AFFIRMATIVE ACTION

5. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6121 Nondiscrimination/Affirmative Action on second reading. (See attached.)

On roll call all members present voted ____.

ARTICULATION

6. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6122 Articulation on second reading. (See attached.)

On roll call all members present voted ____.

SUBJECT FIELDS

7. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6142 Subject Fields on second reading. (See attached.)

On roll call all members present voted ____.

FAMILY LIFE EDUCATION

8. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6142.1 Family Life Education on second reading. (See attached.)

On roll call all members present voted ____.

PHYSICAL EDUCATION
AND HEALTH

9. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
the following revisions to Policy #6142.4 Physical Education and Health
on second reading. (See attached.)

On roll call all members present voted _____.

BASIC SKILLS

10. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind
the following Policy #6142.6 Basic Skills on second reading. (See
attached.)

On roll call all members present voted _____.

EXTRACURRICULAR
ACTIVITIES

11. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
the following revisions to Policy #6145 Extracurricular Activities on
second reading. (See attached.)

On roll call all members present voted _____.

INTERSCHOLASTIC
COMPETITION

12. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
the following revisions to Policy #6145.1 Interscholastic Competition on
second reading. (See attached.)

On roll call all members present voted _____.

PUBLICATIONS

13. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
the following revisions to Policy #6145.3 Publications on second reading.
(See attached.)

On roll call all members present voted _____.

GRADUATION/PROMOTION
POLICY RHS

14. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
the following revisions to Policy #6146.1 Graduation/Promotion Policy
RHS on second reading. (See attached.)

On roll call all members present voted _____.

EVALUATION OF INDIVIDUAL
STUDENT PERFORMANCE

15. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
the following revisions to Policy #6147.1 Evaluation of Individual Student
Performance on second reading. (See attached.)

On roll call all members present voted _____.

ASSIGNMENT WITHIN DISTRICT

16. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6150 Assignment within District on second reading. (See attached.)

On roll call all members present voted ____.

FIELD TRIPS

17. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6153 Field Trips on second reading. (See attached.)

On roll call all members present voted ____.

HOMEWORK POLICY

18. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6154 Homework Policy on second reading. (See attached.)

On roll call all members present voted ____.

RESEARCH/STUDENT SURVEYS

19. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6162.5 Research/Student Surveys on second reading. (See attached.)

On roll call all members present voted ____.

INTERVENTION AND REFERRAL SERVICES FOR GENERAL EDUCATION STUDENTS

20. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6164.1 Intervention and Referral Services for General Education Pupils on second reading.

On roll call all members present voted ____.

CHILD STUDY TEAM

21. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6164.4 Child Study Team on second reading. (See attached.)

On roll call all members present voted ____.

REMEDIAL INSTRUCTION

22. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6171.1 Remedial Instruction on second reading. (See attached.)

On roll call all members present voted ____.

SPECIAL EDUCATION

23. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6171.4 Special Education on second reading. (See attached.)

On roll call all members present voted ____.

ALTERNATIVE EDUCATIONAL PROGRAMS

24. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6172 Alternative Educational Programs on second reading. (See attached.)

On roll call all members present voted ____.

HOME AT SCHOOL PROGRAM – BYLAWS

25. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind the following Policy #6210 Home At School Program – By Laws on second reading. (See attached.)

On roll call all members present voted ____.

REQUIRED ATTENDANCE IN BSI PROGRAM

26. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind Regulation #R6142.6 Required Attendance in Basic Skills Improvement Program on second reading. (See attached.)

On roll call all members present voted ____.

GRADING SYSTEM GRADES K-3

27. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Regulation #R6147.3 Grading System Grades K-3 on second reading. (See attached.)

On roll call all members present voted ____.

DISAFFECTED STUDENTS

28. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Regulation #R6172 Disaffected Students on second reading. (See attached.)

On roll call all members present voted ____.

BUILDINGS AND GROUNDS:

Chairperson Arce will report on the items to be acted upon at the May 11, 2015 regular meeting.

DUAL USE OF ROOMS
APPLICATIONS

1. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
to authorize the Business Administrator/Board Secretary to submit
applications to the Bergen County Office of the New Jersey Department
of Education for the following dual usage of school space:

RHS: Room 221, Instructional/ Choir

On roll call all members present voted ____.

ALTERNATE TOILET
FACILITIES APPLICATIONS

2. Resolution by M ____, seconded by M ____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
to authorize the Business Administrator/Board Secretary to submit
applications to the Bergen County Office of the New Jersey Department
of Education for the following schools' alternate kindergarten toilet
facilities accommodations:

Kindergarten Center at Sylvan School

On roll call all members present voted ____.

2015/2016 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 Purchasing Agent
3. Appoints Insurance Brokers of Record
4. Appoints Professional Services
5. Appoints Custodian of Records
6. Appoints Public Agency Compliance Officer
7. Designates Official for Investments and Wires
8. Appoints ADA Officer
9. Appoints Indoor Air Quality Coordinator
10. Appoints Right-To-Know Contact Person
11. Appoints Affirmative Action Officers
12. Appoints Section 504 Officers
13. Appoints IPM Coordinator and Approves IPM Plan
14. Appoints Issuing Officer for Working Papers
15. Appoints Safety and Health Designee
16. Appoints Asbestos/AHERA Coordinator
17. Appoints Chemical Hygiene Officer
18. Appoints Attendance Officers
19. Appoints Designee to NJ Department of Children and Family Services
20. Appoints Homeless Liaison
21. Appoints District Educational Stability Liaison
22. Appoints Representative to Jointure Commission
23. Appoints NJSIAA Membership
24. Appoints Worker's Compensation Participation

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, 2015 to June 30, 2016; 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, 2015 to June 30, 2016.

2. 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.

3. 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, 2015, through June 30, 2016:

Commercial Insurance Morville Agency
Workers' Compensation Morville Agency

4. 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, 2015, through June 30, 2016:

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

5. 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 2015/2016 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.

6. 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 2015/2016 school year in accordance with the provisions of N.J.A.C. 17:27-3.2.

7. 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 2015/2016 school year.

8. Appoints ADA Officer

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Vice Principal the Americans with Disabilities Act (ADA) Officer for the 2015/2016 school year effective July 1, 2015.

9. 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 2015/2016 school year effective July 1, 2015.

10. 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 2015/2016 school year effective July 1, 2015.

11. 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 2015/2016 school year;

Affirmative Action Officers:

District	--Research Assistant
RHS	--Supervisor of Technology
Lincoln	--Principal
Washington	--Principal
Union	--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).

12. 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 2015/2016 school year;

Sec. 504 Coordinators

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

13. 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 2015/2016 school year effective July 1, 2015; and

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

14. 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 2015/2016 school year effective July 1, 2015.

15. 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 2015/2016 school year effective July 1, 2015.

16. Appoints Asbestos/AHERA Coordinator

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints Environmental Remediation and Management, Inc. 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 2015/2016 school year effective July 1, 2015.

17. 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 2015/2016 school year effective July 1, 2015.

18. 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 the 2015/2016 school year (N.J.S.A. 18A: 38-32);

Anthony Serrao
James Ahearn

19. 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, Child Protection and Permanency (CP&P) for the 2015/2016 school year.

20. 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 2015/2016 school year.

21. Appoints Designee as District Educational Stability Liaison

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 District Education Stability Liaison for the 2015/2016 school year.

22. 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, 2015 until the 2016 reorganization meeting.

23. 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 2015/2016 school year.

24. 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 for the 2015/2016 school year.

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 2015/2016 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 2015/2016 school year.

3. Approves Nursing Services Plan

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey adopt the Nursing Services Plan on file in the office of the Superintendent of Schools, as required in NJAC 6A:16-2.1(b) for the 2015/2016 school year.

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 for the 2015/2016 school year.

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 for the 2015/2016 school year:

- 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 for the 2015/2016 school year; 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 for the 2015/2016 school year 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 for the 2015/2016 school year.

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 for the 2015/2016 school year.

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 for the 2015/2016 school year in the amounts indicated below:

<u>Location</u>	<u>Acct. Single Amount</u>	<u>Expenditure</u>
High School	\$ 300	\$ 35
Lincoln School	\$ 250	\$ 35
Kindergarten Center	\$ 200	\$ 35
Special Services	\$ 250	\$ 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.
- d. Petty cash is distributed in check form on the two signatures indicated above.
- e. 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 for the 2015/2016 school year.

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 2015/2016 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 2015/2016 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 boards 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 2015/2016 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 2015/2016 school year as follows in accordance with N.J.S.A. 18A:13-23:

**Rutherford Board of Education – Tax Levy Collections
2015/2016**

	General Fund	Debt Service Fund	Total
July	3,820,435	282,945	4,103,380
August	3,820,435	0	3,820,435
September	2,865,326	0	2,865,326
October	2,865,326	0	2,865,326
November	2,865,326	0	2,865,326
December	2,865,328	0	2,865,328
Subtotal	19,102,176	282,945	19,385,121
January	3,183,696	1,202,944	4,386,640
February	3,183,696	0	3,183,696
March	3,183,696	0	3,183,696
April	3,183,696	0	3,183,696
May	3,183,696	0	3,183,696
June	3,183,695	0	3,183,695
Subtotal	19,102,175	1,202,944	20,305,119
Total	38,204,351	1,485,889	39,690,240

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 2015/2016 school year, effective July 1, 2015.

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 2015/2016 school year, effective July 1, 2015.

OLD BUSINESS: (No action to be Taken)

LEGISLATIVE UPDATE

MEETING OPEN TO THE PUBLIC:

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

Vote_____

The Board returned at _____ P.M.

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

Vote_____