

RUTHERFORD BOARD OF EDUCATION

MINUTES OF THE WORK SESSION/REGULAR MEETING January 13, 2014

A Work Session/Regular Meeting of the Board of Education was held on Monday evening, January 13, 2014 in the High School Cafeteria. Meeting was called to order by President Novosielski at 7:30 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mrs. Jones, Mrs. Lanni, Mr. McLean, Mr. Novosielski, Mr. Tully. Dr. Jones and Mr. Kelly were also present.

Mr. Arce arrived at 7:32 P.M.

N.J. OPEN PUBLIC MEETINGS LAW

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

TAPING AND BROADCASTING OF MEETINGS

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

MINUTES APPROVAL

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

Roll Call Vote:

Mrs. Ahmed – aye	Mrs. Lanni – aye	Mr. Novosielski – aye, Abstained on 12/9
Mr. Arce – aye	Mr. McLean – aye	
Mrs. Jones – aye	Mr. Tully – aye	

SPECIAL PRESENTATION:

Footballs for Food: Mrs. Roxane DiVuolo, Union School Art Teacher, and her students discussed the Footballs for Food program, in which footballs were sold, painted and then auctioned off for charity (Food Pantry and the Kip Center). The students described the artistic process used to prepare and paint the footballs, which will be on display in local storefronts until January 25, the date of the auction.

Dr. Jones and Mrs. Jones congratulated Mrs. DiVuolo and her students on their excellent work on the footballs.

- (7:40 pm) Mr. Novosielski called for a five minute recess so that the Board and public could get a closer look at the work of the students.
- (7:46 pm) Mr. Novosielski called for the Board meeting to resume.

Special Education: Mr. Frank Morano and Mr. Kurt Schweitzer, Vice Principals, discussed their progress to date in updating the Special Services Department to maximize efficiency and effectiveness of services to students. The Board thanked them for taking the time to document their program, its goals and its successes.

Annual Report of District Audit: Mr. Robert Marrone, Bowman & Company LLP, formally presented the audit report to the Board, noting that the district is in good financial shape, and that only one minor audit recommendation was made.

MEETING OPEN TO THE PUBLIC: (Agenda Items Only) 8:58 P.M. No one spoke.

REPORT OF THE PRESIDENT:

Mr. Novosielski reminded the Board to complete their committee assignment questionnaires and return to him.

REPORT OF THE SUPERINTENDENT:

Dr. Jones and Mr. Kelly discussed certain long-range planning matters for consideration by the Board, including the implementation of a full-day Kindergarten program and a middle school configuration, as well as financial concerns. The Board held a lively discussion on related matters, and asked that additional information on successful programs in place at other area districts be provided.

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Jones 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 approved by Voice Vote.

SUBSTITUTE TEACHERS

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

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

SUBSTITUTE TEACHER ASSISTANTS

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

Fannie F. Martinez
Jorge Vincentty
Chelsea Vick

FRANK KASPER

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

DONNA RYAN-O'CONNOR

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

TRAVEL REIMBURSEMENTS

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

<u>Name</u>	<u>Position</u>	<u>Name of Activity</u>	<u>Dates</u>	<u>Fee</u>	<u>Trans.</u>	<u>Meals</u>	<u>Lodgings</u>	<u>Other</u>
Anne Hetzel	Teacher	Improve. Comprehension.	1/23/14	\$175	none	none	none	none
Anne Hetzel	Teacher	Text Based Questions	2/20/14	\$175	none	none	none	none
Connie DeFazio	Teacher	NJ Music Conference.	2/20-22/14	\$150	none	none	none	\$20
Sarah Manocchio	Teacher	Danielson's Framework	2/4/14	\$165	none	none	none	none
Damon Placenti	Admin.	ASCD Conference	3/15-17/14	\$325	\$396	\$213	\$600	\$50
Kurt Schweitzer	Admin.	ASCD Conference	3/14-18/14	\$259	\$381	\$319.50	\$800	\$50
Kurt Schweitzer	Admin.	Danielson's Framework	2/4/14	\$165	none	none	none	none
Maria DeTrizio	Teacher	Social Skills	2/25/14	\$199	none	none	none	none
Anne Hetzel	Teacher	Danielson's Framework	2/4/14	\$165	none	none	none	none
Brian Ersalesi	Supervisor	Danielson's Framework	2/4/14	\$165	none	none	none	none
Johanna Zuleta	Teacher	NJ Music Conference	2/21-22/14	\$150	none	none	none	none
Cristina Nicolau	Teacher	Section 504	2/7/14	\$189.99	\$10.17	none	none	\$41
Louise Hetzel	Teacher	NJECC Conference	3/12/14	\$190	none	none	none	none
Caitlin Papa	Teacher	Orton Gillingham Training	2/3-7/14	\$975	none	none	none	none
Kim Huzzy	Teacher	Dialectical Behavior Part 1	1/23/14	\$199.99	none	none	none	none

Roll Call Vote on Personnel Items # 1 thru #5:

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

CURRICULUM AND INSTRUCTION:

Motion by Mrs. Lanni, seconded by Mrs. Jones, to approve Curriculum and Instruction Items #1 thru #10:

HOME INSTRUCTION

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

Student #2010080 – effective 12/16/13

Student #11923 – effective 1/8/14

OUT-OF-DISTRICT PLACEMENTS

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

HARASSMENT/INTIMIDATION BULLYING DECISION

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-001, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business

Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

HARASSMENT/INTIMIDATION 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
BULLYING DECISION to affirm the Superintendent's decision in HIB investigation #2013-002, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

HARASSMENT/INTIMIDATION 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
BULLYING DECISION to affirm the Superintendent's decision in HIB investigation #2013-003, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

HARASSMENT/INTIMIDATION 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
BULLYING DECISION to affirm the Superintendent's decision in HIB investigation #2013-004, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

HARASSMENT/INTIMIDATION 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
BULLYING DECISION to affirm the Superintendent's decision in HIB investigation #2013-005, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

HARASSMENT/INTIMIDATION 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION
BULLYING DECISION to affirm the Superintendent's decision in HIB investigation #2013-006, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.

OVERNIGHT TRIP 9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following overnight trip for FCCLA (Family, Career, and Community Leaders of America) State Conference:
FCCLA State Conference – Cherry Hill, NJ - March 20 and 21, 2014
Sponsor – Geraldine Howard
Cost per pupil - \$150

SEMI PROGRAM

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

Roll Call Vote on Curriculum & Instruction Items #1 thru #10:

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

FINANCE:

Motion by Mr. McLean, seconded by Mr. Tully, to approve Finance Items #1 thru #6:

APPROVAL OF BILLS

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

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

SECY/TREAS REPORT
NOVEMBER 2013

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

BUDGET
TRANSFERS

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

2012/2013 AUDIT

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

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

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

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

DISTRICT TRAVEL

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, the Rutherford Board of Education policy (Bylaw 9250) N.J.A.C. 6A:23A-7.1 et seq. provides that the Board shall establish in the annual school budget a maximum expenditure amount that may be allotted for travel and expense reimbursement, and

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

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

TELEPHONE AUDIT

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

Roll Call Vote on Finance Items #1 thru #6:

Mrs. Ahmed – aye, abstained on ck#’s 011268 & 011269	Mrs. Lanni – aye	Mr. Novosielski – aye
Mr. Arce – aye	Mr. McLean – aye, abstained on ck#’s 011140,011282,011285	
Mrs. Jones – aye	Mr. Tully – aye	

POLICY:

Motion by Mrs. Jones, seconded by Mr. Tully, to approve Policy Items #1 thru #6

LINE OF RESPONSIBILITY 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #2121 Line of Responsibility on second reading. (See attached.)

LINE OF RESPONSIBILITY CHART 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to the Line of Responsibility Chart on second reading. (See attached.)

RELATIONS WITH VENDORS 3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3327 Relations with Vendors on second reading. (See attached.)

OPERATION AND MAINTENANCE OF PLANT 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3510 Operation and Maintenance of Plant on second reading. (See attached.)

EMERGENCIES AND DISASTER PREPAREDNESS 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6114 Emergencies and Disaster Preparedness on second reading. (See attached.)

ELIGIBILITY OF NON-RESIDENT PUPILS 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Regulation #5118R Eligibility of Non-Resident Pupils on second reading. (See attached.)

Roll Call Vote on Policy Items # 1 thru #6:

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

BUILDINGS AND GROUNDS:

Motion by Mr. Tully, seconded by Mrs. Jones, to approve Building and Grounds Items #1 thru #3:

CHANGE ORDERS - STEM LAB 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, at its May 6, 2013 meeting, the RUTHERFORD BOARD EDUCATION awarded a contract to Puntasecca Contractors, Inc. in the amount of \$349,500 to renovate classroom space at Rutherford High School into a STEM Laboratory, and

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

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

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

CHANGE ORDERS -
UNION SCHOOL

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

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

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

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

**CHANGE ORDERS -
FIRE ALARM
UPGRADES**

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

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

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

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

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

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

OLD BUSINESS:

Mr. McLean asked that the Board review the Board Member Code of Ethics. Mr. Kelly noted that it is intended to be addressed at the February 3, 2014 meeting.



LEGISLATIVE UPDATE:

Mrs. Jones provided an update on various pieces of legislation now pending in the state Senate and Assembly.

MEETING OPEN TO THE PUBLIC: (Any Topic) No one spoke.

Meeting was then closed at 9:23 P.M.

EXECUTIVE SESSION:

Motion by Mr. McLean, seconded by Mrs. Jones, that an Executive Session be held at 9:24 P.M. for the purpose of discussing a Student Matter. Action will not be taken. The Board expects to return within 15 minutes.

Approved by Voice Vote.

The Board returned at 9:33 P.M.

ADJOURNMENT:

Motion by Mrs. Lanni, seconded by Mr. Tully, that the meeting be adjourned at 9:33 P.M.

Vote Approved by Voice Vote.

Respectfully submitted,

Mr. Joseph P. Kelly
Business Administrator/Board Secretary