

RUTHERFORD BOARD OF EDUCATION

REGULAR MEETING

MAY 12, 2014

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.

TAPING AND BROADCASTING OF MEETINGS

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 M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the May 5, 2014 Worksession Meeting and the minutes of the May 5, 2014 Executive Session be approved as recorded.

On roll call all members present voted _____.

SPECIAL PRESENTATIONS:

REPORT OF THE PRESIDENT:

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 _____.

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 following employees are being recommended for renewal positions in the 2014-2015 school year:

<u>School</u>	<u>Name</u>	<u>Position</u>
<u>High School:</u>		
	Christine Dyson*	Math
	Brian Ersalesi	English Supervisor
	Shannon D. Hopkins	Director of Guidance
	Gregory Guderian	Latin
	Frank Morano	Assistant Principal
	Cristina Nicolau	Guidance
	Holly Rich	Social Studies
	Andrew Van Der Hoof	Social Studies
	Meghan Wilk*	English
	Lauren Winslow	Science
<u>Lincoln:</u>	Alecia Carter Scelsa	Grade 1
	Bonnie DeBouter*	Grade 2
	Elizabeth Freitag*	Grade 3
	Danielle Kosalka	Elementary
	Jennifer Krawiec	Elementary
	Sarafina Mammone	Elementary
	Kori Meerholz	Special Education
	Jennifer Oddo	Grade 1

	Rebekah Pearsall	Elementary
	Tara Philp	Gifted and Talented
	Stephanie Raimo	BSI
<u>Washington:</u>	Kristen Briggs*	Music
	Catherine DeLeon-Visconti	Reading
	Joy DeVita	Kindergarten
	Megan Joyce	Grade 2
	Rachel Mejias*	Grade 2
	Caitlin Papa*	Special Education
	Meghan Pergolis	Special Education
	Sarah Rylick	Grade 3
<u>Union:</u>	Amanda Adubato	Science
	Curtis Arsi	Physical Education
	Lauren Chamberlain	Special Education
	Jonathan Evans*	Social Studies
	Michael Faugno	Music
	Sherrienne Herninko	Media Specialist
	Keith McElroy	Guidance
	Christy Rayment	Special Education
	Christine Stolarski	Basic Skills
<u>Pierrepont:</u>	Rita Brosnan*	Special Education
	Burcu Demirbulakli	Special Education
	Jamie Foy	Grade 4
	Megan Gramlich	Reading
	Kaitlin Lucyk	English
	Grisel Pacheco	Spanish
	James Parnofiello	Physical Education
	Damon Placenti	Assistant Principal
	Elana Rudnick	Guidance
	Kaitlin Samra	Grade 4
<u>District Office</u>	Joseph Kelly	Business Administrator

* Eligible for tenure effective 9/1/14

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 following employees are being recommended for renewal positions in the 2014-2015 school year:

<u>School</u>	<u>Name</u>
District Office	Brenda Fargo

Teacher Assistants

Union	Meetu Khanuja Carolyn Griffiths Leslie Gherghetta Jacqueline Sabale
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High School	Cynthia Frazier Linda Van Dien
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Pierrepont	Jane Chadwick Erica Fata Aundrea Georgatos Nuala Maes Diane Rosamilia
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Washington	Jennifer Tarantino Christine Warren Cathy Wenzelberg
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Lincoln	Shea Bender Jacqueline Berta Nurhan Botas Patricia Hanlon Sandra Maslag Angela Cicchetti Laura Van Winkle
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Clerical Assistants

Union	Wendy Armacost (PT) Marie Lawlor (PT)
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Pierrepont Maria Aldridge (PT)
Susan Cicchetti (PT)

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

Washington Janice Guzman (PT)
Lyn Hebert (PT)

Lincoln Eileen Huelbig
Bonnie Corcoran (PT)
Elizabeth Rizzi (PT)

District Office Rhonda Villani (PT)

Bus Assistants

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

Secretaries

Maintenance Rhonda Sabatini

High School Laura O'Connor

Pierrepont Melissa Monaco

District Office Marianne Olvesen

Computer Techs

Michael Kivowitz
Christopher Richmond

Hall Monitors

Joanne Fiume (PT)
Valerie Albecker (PT)

Bus Drivers

Paul Bezzina
Carlos Duran
Jessie Takeall
Debra Zoller

Lunch Monitors

Union

Mary Allan
Anna Caputo
Diane Carnevale
Dorothea Crayton
Cheryl Garcia
Sareh Gholamrez-Pour
Patricia Peeples
Eugenia Rodriguez
Carissa Scanlon
Tahereh Sharife Zadeh
Dana Spellman

High School

Margaret DeSteno
Min Wang

Pierrepont

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

Washington

Beverly Lally
Mamata Prabhu
Teresa Thomas
Barbara Vosbrink
Jennifer Wynne

Lincoln

Beverly Dibilio
Christine Farnum

[Redacted] Maureen Kraus
[Redacted] Anne Matino
[Redacted] Jardine Rennie
[Redacted] Barbara Witter

Custodians

Union [Redacted] John Kowal
[Redacted] Kathleen Regan

High School [Redacted] Lewis Mazzone
[Redacted] Lynn LaTorre
[Redacted] Michael Moore

Pierrepoint [Redacted] Nancy Brundage
[Redacted] Joseph Schreckenstein

Washington [Redacted] Moises Garcia

Lincoln [Redacted] Denise Lorenc

Sylvan [Redacted] Arthur Schreckenstein

Maintenance

[Redacted] Anthony Paterno
[Redacted] Tom Brundage
[Redacted] Mark Jannicelli
[Redacted] Anthony LaTorre
[Redacted] Brian McGlynn
[Redacted] Joseph McTague
[Redacted] Harry Western

[Redacted] On roll call all members present voted _____.

**JUMPSTART PROGRAM
TEACHERS**

3. 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 7, 2014 through August
7, 2014) at the rate of \$3,167.

On roll call all members present voted _____.

JUMPSTART PROGRAM
LEAD TEACHER

4. 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 7, 2014 through August 7, 2014) at the rate of \$3,867.

On roll call all members present voted _____.

JUMPSTART PROGRAM
PHYSICAL EDUCATION
TEACHER

5. 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 7, 2014 through August 7, 2014) at the rate of \$3,167.

On roll call all members present voted _____.

JUMPSTART PROGRAM
NURSE

6. 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 7, 2014 through August 7, 2014) at the rate of \$3,167.

On roll call all members present voted _____.

JUMPSTART PROGRAM
TEACHER ASSISTANTS

7. 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 7, 2014 through August 7, 2014) at the hourly rate of \$15.00.

On roll call all members present voted _____.

JUMPSTART PROGRAM
CLERICAL ASSISTANT

8. 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 7, 2014 through August 7, 2014) at the hourly rate of \$15.00.

On roll call all members present voted _____.

JUMPSTART PROGRAM
HELPING HANDS

9. 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 7, 2014 through August 7, 2014) at the hourly rate of \$10.00.

On roll call all members present voted _____.

SUBSTITUTE TEACHERS

10. Resolution by M_____, seconded by M_____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teachers for the 2013-2014 school year effective May 13, 2014 at the per diem rate of \$80.00 and in accordance with law:

Lara Darco
Michele Creisstoff
Brad Shugrue

On roll call all members present voted _____.

HALEH PODOLANCZUK

11. Resolution by M_____, seconded by M_____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to extend the unpaid child rearing leave of Haleh Podolanczuk, grade 3 teacher at Washington School through June 30, 2015.

On roll call all members present voted _____.

COLLEEN KIICK

12. Resolution by M_____, seconded by M_____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Colleen Kiick, English teacher at Union School, effective September 2, 2014 through (20) days following the birth of her baby to be followed by a child rearing leave of absence under the Family Leave Act without pay through March 27, 2015.

On roll call all members present voted _____.

MARISSA MANDELBAUM

13. Resolution by M_____, seconded by M_____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Marissa Mandelbaum, elementary teacher at Washington School, effective September 2, 2014 through (20) days following the birth of her baby to be

followed by a child rearing leave of absence under the Family Leave Act without pay through June 30, 2015.

On roll call all members present voted ____.

MICHELLE CACERES

14. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to adjust the hours for Michelle Caceres, lunch monitor at Washington School from 2 hours per day to 3 hours per day.

On roll call all members present voted ____.

TIMOTHY AJALA

15. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Timothy Ajala as the teacher for the 2014 summer STEM experience at the rate of \$775 per week. The program will run from Monday to Thursday for four separate sessions, depending on enrollment: July 7-10; July 14-17; July 21-24; and July 28-31.

On roll call all members present voted ____.

ALISON HEINZEL

16. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Alison Heinzl as the instructor of the 7th Grade Pre-Algebra Review Program at the rate of \$2800 for the program.

On roll call all members present voted ____.

HERA KALU

17. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Hera Kalu as a physics teacher at Rutherford High School effective September 1, 2014 through June 30, 2015 at the annual salary of \$48,000 (step 1, level 1). This is a new position.

On roll call all members present voted ____.

JOHN ALVAREZ

18. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve John Alvarez as a long term substitute teacher at Union School effective April 22, 2014 through May 12, 2014 and May 22, 2014 through June 25, 2014 at the per diem rate of \$236.

On roll call all members present voted ____.

SUMMER BAND

19. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Jonathan Kinne, Michael Faugno and John Brigante as co-directors of the elementary summer band school effective July 7, 2014 through August 1, 2014 at the rate of \$2,500 each. (Note: This program is self-supporting.)

On roll call all members present voted ____.

KEITH MC ELROY

20. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Keith McElroy as Assistant Principal at Union School effective July 1, 2014 through June 30, 2015 at the annual salary of \$100,000. This is a replacement position.

On roll call all members present voted ____.

BRIAN MCGLYNN

21. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Brian McGlynn as the part-time courier for the district effective May 13, 2014 through June 30, 2014 at the annual salary of \$16,950 (step 1) (pro-rated). This is a replacement position.

On roll call all members present voted ____.

ELIZABETH GILMORE

22. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Elizabeth Gilmore as a long term substitute teacher at Union School effective May 29, 2014 through June 25, 2014 at the per diem rate of \$236.

On roll call all members present voted ____.

TARA PHILP

23. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Tara Philp as an elementary teacher at Lincoln School effective September 1, 2014 through June 30, 2015 at the annual salary of \$53,840 (step 2, level 3). This is a replacement position.

On roll call all members present voted ____.

DANIELLE KOSALKA

24. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Danielle Kosalka as a full-time kindergarten teacher at the Lincoln School Annex/Kindergarten Center effective September 1, 2014 through June 30, 2015 at the annual salary of \$50,805 (step 2, level 2).

On roll call all members present voted _____.

JOY DEVITA

25. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Joy DeVita as a full-time kindergarten teacher at the Lincoln School Annex/Kindergarten Center effective September 1, 2014 through June 30, 2015 at the annual salary of \$50,805 (step 2, level 2).

On roll call all members present voted _____.

STEPHANIE RAIMO

26. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Stephanie Raimo as a full-time kindergarten teacher at the Lincoln School Annex/Kindergarten Center effective September 1, 2014 through June 30, 2015 at the annual salary of \$54,677 (step 3, level 3).

On roll call all members present voted _____.

ELBA CRUZ

27. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Elba Cruz as a part-time Basic Skills Instructor at Lincoln School effective September 1, 2014 through June 30, 2015 at the annual salary of \$27,572 (.56 FTE) (step 3, level 1). This is a replacement position.

On roll call all members present voted _____.

KEN LACY

28. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ken Lacy as a social studies teacher at Rutherford High School effective September 1, 2014 through June 30, 2015 at the annual salary of \$62,212 (step 3, level 5). This is a replacement position.

On roll call all members present voted ____.

JULIA GOGGI

29. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Julia Goggi as the art teacher at Union School effective September 1, 2014 through June 30, 2015 at the annual salary of \$51,642 (step 3, level 2). This is a replacement position.

On roll call all members present voted ____.

PATRICIA TOSADO

30. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Patricia Tosado as a lunch monitor at Lincoln School effective May 13, 2014 through June 30, 2014 at the hourly rate of \$10.00 for two hours per day. This is a replacement position.

On roll call all members present voted ____.

SARAH MANOCCHIO

31. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Sarah Manocchio, English teacher at Pierrepont School, effective September 2, 2014 through (20) days following the birth of her baby to be followed by a child rearing leave of absence under the Family Leave Act without pay through January 31, 2014.

On roll call all members present voted ____.

DENYS GARDEAZABAL

32. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Denys Gardezabal as leave replacement grade 3 teacher at Washington School effective September 1, 2014 through June 30, 2015 at the annual salary of \$48,398 (step 2, level 1).

On roll call all members present voted ____.

DOREEN SOLTER

33. Resolution by M ____, seconded by M ____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Doreen Solter as an LDT-C at Union School effective September 1, 2014 through June 30, 2015 at the annual salary of \$74,065 (step 11, level 5) plus \$1,852 for summer work. This is a replacement position.

On roll call all members present voted ____.

TRAVEL APPROVALS

34. 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>
Jeanna Velechko	Admin.	NAESP Annual Conf	7/9-12, 2014	\$399	\$405.50	\$231	\$650	none
Nicole Zayatz	Teacher	Common Core – Math	8/5-7, 2014	\$495	\$59.52	none	none	\$39.90

On roll call all members present voted ____.

BILLY J. CUNNINGHAM

35. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Billy J. Cunningham as Assistant Principal at Rutherford High School effective July 1, 2014 through June 30, 2015 at the annual salary of \$110,000. This is a replacement position.

On roll call all members present voted ____.

RITA FALLON

36. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Rita Fallon as the School Nurse at the Lincoln School Annex/Kindergarten Center effective September 1, 2014 through June 30, 2015 at the annual salary of \$54,812 (step 8, level 1). This is a new position.

On roll call all members present voted ____.

CURRICULUM AND INSTRUCTION:

SPECIAL EDUCATION WEEK

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

WHEREAS, the week of May 11 – 17, 2014 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 11 – 17, 2014 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 2014 summer programs:

Summer Music School – 7/7/14-8/1/14

7th Grade Pre-Algebra Review Program – 7/7/14 – 7/31/14

Extended School Year Program – 7/7/14 – 8/7/14

Jumpstart Program – 7/7/14 – 8/7/14

Summer STEM Experience – 7/7/14 – 7/31/14

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 students (names on file in the office of the superintendent):

Student #11444 – effective April 17, 2014

Student #11740 – effective April 23, 2014

Student #10790 – effective April 30, 2014

On roll call all members present voted _____.

H.S. CO-CURRICULAR

4. Resolution by M_____, seconded by M_____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to adjust the following high school co-curricular stipend for the 2013-2014 school year:

Lauren Winslow – Biology Club – co-advisor - \$220.50

On roll call all members present voted _____.

TEACHER EVALUATION
INSTRUMENT

5. 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 instrument for the 2014-2015 school year:

Charlotte Danielson: The Framework for Teaching (2007 Edition)

On roll call all members present voted _____.

OUT-OF-DISTRICT
PLACEMENTS

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

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.

On roll call all members present voted _____.

HARASSMENT/INTIMIDATION
BULLYING DECISION

7. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-015, 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

8. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2013-016, 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 _____.

JOB DESCRIPTION

9. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Administrative Secretary – District Information Technology Department.

Position: Administrative Secretary – District Information Technology Department

Responsible to: Supervisor of Computer Technology/Business Education

Qualifications:

1. High School diploma required; College Degree (BA/BS) preferred
2. Minimum of two years' related work experience

3. Excellent computer skills including knowledge of word processing, spreadsheets, and presentation software.
4. Knowledge of district-wide technology needs
5. Good communication skills and strong interpersonal skills
6. Additional qualifications as may be deemed appropriate
7. Required criminal history check and proof of U.S. Citizenship or resident alien status

Terms of Employment: Twelve Months - Salary, terms and conditions as per negotiated contract.

Goal: To carry out all secretarial and administrative duties necessary for the smooth and efficient operation of the District Information Technology (IT) Department

Duties and Responsibilities:

1. Performs usual office routines and other tasks related to the efficient operation of the office.
2. Assists the Supervisor of Computer Technology in the preparation and submission of state, federal, and local reports at the district level (NJSmart, Civil Rights data collection, grade verification sheets, GPA calculations, Honor Roll, etc.), which includes working with the administrators on correcting data errors.
3. Maintains confidentiality of reports as required and appropriate.
4. Assists with data entry for statewide testing programs for all schools in the district.
5. Enters personnel data in the student management system (PowerSchool) as needed for Course Staff Submission and Course Roster Submission for NJSmart.
6. Coordinates details for the attendance and planning of the district-level, in-service workshops.
7. Manages the necessary filings, etc. for E-rate reimbursement working closely with E-rate consultants.
8. Performs data entry for budgeting purposes for district administrative accounts (01), district computer accounts (14), and High School accounts (02-100).
9. Assists with data entry for the master schedule for the middle schools and the high school.
10. Assists the IT staff with the emergency notification system.
11. Maintains the district-wide database of the required homework posting website.
12. Provides the Business Administrator/Office with information for submission of state reports.
13. Assumes such other related duties and responsibilities as may be directed by staff members designated by the Supervisor of Computer Technology.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the district's policy of non-certificated personnel.

Adopted:

On roll call all members present voted ____.

FINANCE:

APPROVAL OF BILLS

1. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	744,937.41
Offline Checks	0.00
Food Service Checks	13,575.70
Payroll	0.00
General Activities	<u>13,169.83</u>
Total	771,682.94

On roll call all members present voted _____.

MANAGEMENT INFORMATION SYSTEMS

2. 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 2014/15 fiscal year in the areas of budgetary and payroll accounting and human resources management, at an annual cost of \$10,032.00.

On roll call all members present voted _____.

POLICY:

STATE FUNDS; FEDERAL FUNDS

1. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3220 State Funds; Federal Funds on second reading. (See attached.)

On roll call all members present voted _____.

EVALUATION OF TEACHING STAFF MEMBERS

2. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4116 Evaluation of Teaching Staff Members on second reading. (See attached.)

On roll call all members present voted _____.

PRINCIPAL EVALUATIONS

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new policy - #2130 Principal Evaluation on second reading. (See attached.)

On roll call all members present voted _____.

PRINCIPAL EVALUATION
REGULATION

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new regulation - #2130R Principal Evaluation on second reading. (See attached.)

On roll call all members present voted _____.

TEACHER EVALUATION
REGULATION

5. Resolution by M _____, seconded by M _____.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new regulation - #4116R Teacher Evaluation on second reading. (See attached.)

On roll call all members present voted _____.

QUALIFICATIONS AND
REQUIREMENTS OF BOARD
MEMBERS

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new policy - #9111 Qualifications and Requirements of Board Members on second reading. (See attached.)

On roll call all members present voted _____.

BUILDINGS AND GROUNDS:

CHANGE ORDERS -
STEM LAB

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

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION WHEREAS, at its May 6, 2013 meeting, the RUTHERFORD BOARD OF 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, such as miscellaneous electrical adjustments and improvements, as recommended by the Borough Fire Inspector.

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 \$7,640.

On roll call all members present voted _____

2014/2015 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 Insurance Brokers of Record
5. Appoints Professional Services
6. Appoints Custodian of Records
7. Appoints Public Agency Compliance Officer
8. Designates Official for Investments and Wires
9. Appoints ADA Officer
10. Appoints Indoor Air Quality Coordinator
11. Appoints Right-To-Know Contact Person
12. Appoints Affirmative Action Officers
13. Appoints Section 504 Officers
14. Appoints IPM Coordinator and Approves IPM Plan
15. Appoints Issuing Officer for Working Papers
16. Appoints Safety and Health Designee
17. Appoints Asbestos/AHERA Coordinator
18. Appoints Chemical Hygiene Officer
19. Appoints Attendance Officers
20. Appoints Designee to NJ Department of Children and Family Services
21. Appoints Homeless 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, 2014 to June 30, 2015; 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, 2014 to June 30, 2015.

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, 2014 to June 30, 2015.

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 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, 2014, through June 30, 2015:

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

5. 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, 2014, through June 30, 2015:

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

6. 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 2014/2015 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.

7. 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 2014/2015 school year in accordance with the provisions of N.J.A.C. 17:27-3.2.

8. 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 2014/2015 school year.

9. Appoints ADA Officer

RESOLVED, that the Rutherford School District Board of Education, in the County of Bergen, New Jersey appoints the Vice Principal as the Americans with Disabilities Act (ADA) Officer for the 2014/2015 school year effective July 1, 2014.

10. 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 2014/2015 school year effective July 1, 2014.

11. 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 2014/2015 school year effective July 1, 2014.

12. 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 2014/2015 school year;

Affirmative Action Officers:

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

13. 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 2014/2015 school year;

Sec. 504 Coordinators

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

14. 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 2014/2015 school year effective July 1, 2014; and
BE IT FURTHER RESOLVED, to approve the IPM Plan on file in the school offices.

15. 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 2014/2015 school year effective July 1, 2014.

16. 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, 2014.

17. 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 2014/2015 school year effective July 1, 2014.

18. 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 2014/2015 school year effective July 1, 2014.

19. 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 2014/2015 school year (N.J.S.A. 18A: 38-32);

Anthony Serrao
James Ahearn

20. 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 2014/2015 school year.

21. 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 2014/2015 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, 2014 until the 2015 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 2014/2015 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 2014/2015 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 2014/2015 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 2014/2015 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
Adult School	\$ 100	\$ 35

Each primary signatory shall insure that:

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

11. Approves District Travel Expenditures

WHEREAS, the Rutherford Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by

district employees to ensure that travel is educationally necessary and fiscally prudent; and rate per mile permitted by the State of New Jersey, Office of Management and Budget Guidelines, or, if the employee has an unexpired negotiated agreement, as permitted by the Internal Revenue Service, therefore be it RESOLVED, that the Rutherford Board of Education authorizes travel for regular business at an amount not to exceed \$1,500.00 per employee.

12. Designates Tax Shelter Annuity Companies

RESOLVED, that the Rutherford School District Board of Education,

in the County of Bergen, New Jersey designates the current Tax Sheltered Annuity Companies, open for enrollment to any district

employee for Section 403(B) and Section 403(b) Roth programs for the 2014/2015 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 2014/2015 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 2014/2015 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 2014/2015 school year as follows in accordance with N.J.S.A. 18A:13-23:

**Rutherford Board of Education – Tax Levy Collections
2014/2015**

	General Fund	Debt Service Fund	Total
July	3,663,231	302,225	3,965,456
August	3,663,231	0	3,663,231
September	2,747,424	0	2,747,424

October	2,747,424	0	2,747,424
November	2,747,424	0	2,747,424
December	2,747,423	0	2,747,423
Subtotal	18,316,157	302,225	18,618,382
January	3,052,692	1,222,225	4,274,917
February	3,052,692		3,052,692
March	3,052,692	0	3,052,692
April	3,052,692	0	3,052,692
May	3,052,692	0	3,052,692
June	3,052,697	0	3,052,697
Subtotal	18,316,157	1,222,225	19,538,382
Total	36,632,314	1,524,450	38,156,764

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 2014/2015 school year, effective July 1, 2014.

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 2014/2015 school year, effective July 1, 2014.

OLD BUSINESS:

LEGISLATIVE UPDATE:

MEETING OPEN TO THE PUBLIC: (Any Topic)

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 _____