

**EAST RUTHERFORD BOARD OF EDUCATION**  
**PUBLIC MEETING AGENDA**  
**February 25, 2021**  
**7:00 PM**

*NOTE: Be advised that the Board may recess into executive session at any time during the meeting.*

**CALL TO ORDER** – President Zoller

**OPENING STATEMENT** – President Zoller

This meeting is called pursuant to the Open Public Meetings Act. Due to the Governor’s Covid 19 Executive Orders, the Board is conducting its public meetings electronically. Notices of this meeting were published in or transmitted to the Record and South Bergenite, posted on the bulletin boards in Faust and McKenzie Schools, posted on the Board’s website, filed with the Borough Clerk, and posted on the Faust main door entrance. During any public portions of the meeting, the public wishing to comment may enter “\*9” on their phone if calling in, or pressing the “raise hand” icon on Zoom video. Until recognized, the Superintendent will keep members of the public muted. The public may also mute their Zoom connection, or mute their phone. Please note that the public portion of the meeting is recorded on the Zoom program.

Copies of agendas are available 48 hours prior to said meeting via electronic notice pursuant to N.J.S.A. 10:4-9.1 and posted on the East Rutherford School website – [www.erboe.net](http://www.erboe.net)

**SALUTE TO FLAG & MOMENT OF SILENCE** – President Zoller

PLEASE REMAIN STANDING FOR A MOMENT OF SILENCE IN HONOR OF THE MEMBERS OF OUR POLICE DEPARTMENT, FIRE DEPARTMENT, FIRST RESPONDERS AND OUR ARMED FORCES.

<b><u>ROLL CALL</u></b>	Mrs. Maria Caruso	Mr. Richard Vartan
	Mrs. Gina Lorusso	Mrs. Rachel Villanova
	Mr. Carlo Maucione	Mrs. Debra Zoller
	Mrs. Erin SHEMELEY	

**ANNOUNCEMENT OF FIRE EXIT LOCATIONS** – President Zoller

As a courtesy to all in attendance, please silence all cell phones and paging equipment during this meeting.

***Mission Statement:***

*The East Rutherford Public Schools are committed to the achievement of individual academic excellence by achieving the New Jersey Student Learning Standards (NJSLS) through high quality teaching, learning and community involvement, which results in students being well prepared to meet future educational challenges and to contribute to society. Recognizing the needs of students, the East Rutherford school community strives to teach pupils how to learn effectively and attempt to motivate them to continuous learning throughout life. Students are encouraged to understand themselves, accept their worth, fulfill their potential, and become effective and responsible citizens in a democratic society and in a multicultural world.*

**OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS ONLY**

**President Zoller Opens the Hearing of Citizens:**

**Time:**

Opening public comments on agenda items only. State your name and address for the record. Each person wishing to speak will have three (3) minutes each. After the board completes the business portion of the meeting, there will be a second public comment section which anyone wishing to speak will be given the opportunity to do so.

**President Zoller Closes the Hearing of Citizens:**

**Time:**

**CORRESPONDENCE TO MEMBERS OF THE BOARD OF EDUCATION**

- Email from Jody Bartlett – Military Tribute Banners
- Email from Peter Vilardi – Thank you note

**ADOPTION OF PRIOR BOARD MEETING MINUTES**

**Motion:**

**Second:**

**Vote:**

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the minutes of the following meeting dates as per copies were distributed to each board member:**

- Public Meeting Minutes – January 05, 2021 Draft
- Executive Meeting Minutes – January 05, 2021 Draft
- Public Meeting Minutes – January 28, 2021 Draft
- Executive Meeting Minutes – January 28, 2021 Draft

**REPORTS/PRESENTATIONS TO THE BOARD**

- School Business Administrator’s Report – Mrs. Lameka Augustin
- Superintendent’s Report – Mr. Giovanni A. Giancaspro
  - East Rutherford Education Foundation Presentation ~ Rachel Villanova
  - Candoris Cybersecurity Vulnerability & Penetration Assessment Presentation ~ John Holz

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions:**

**S1) Fire and Emergency Drill Report**

**S2) Enrollment Report**

**S3) Harassment, Intimidation and Bullying Report**

**Motions S1 – S3:**

Second:

Vote:

**S1. APPROVAL OF FIRE AND EMERGENCY DRILL REPORT**

SCHOOL	TYPE OF DRILL	DATE	TIME
Faust School	Fire Drill – Individual Classes	2/1/21 – 2/26/21	9:09 am – 12:51 pm
Faust School Annex	Fire Drill – Individual Classes	2/1/21 – 2/26/21	8:30 am – 12:00 pm
Faust School	Non-Fire Evacuation Drill	2/17/21	11:10 am
Faust School Annex	Non-Fire Evacuation Drill	2/17/21	12:10 pm
McKenzie School	Fire Drill – Individual Classes	1/19/21 – 1/21/21	9:00 am – 12:30 pm
McKenzie School	Fire Drill – Individual Classes	2/16/21 – 2/17/21	9:00 am – 12:30 pm
McKenzie School	Lockdown Drill	1/19/21	9:40 am
McKenzie School	Shelter-in-Place and Code Blue Drill	2/22/21	10:00 am

**S2. APPROVAL OF ENROLLMENT REPORT**

SCHOOL	TOTAL ENROLLMENT
Faust	290
McKenzie	462
Special Services – In District	123
Special Services – Out of District	7
Tuition Students	0
Home Instruction	2

**S3. APPROVAL OF HARASSMENT, INTIMIDATION AND BULLYING MONTHLY REPORT**

SCHOOL	NUMBER OF ALLEGED INCIDENTS	NUMBER OF VERIFIED INCIDENTS
Faust	1	0
McKenzie	0	0

**CURRICULUM COMMITTEE (Chairperson; Erin Shemeley, Maria Caruso, Rachel Villanova)**

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions:**

- C1) Approval of Annual Contract Agreements for Student Services**
- C2) Approval of Transportation Requests ~ No Action**
- C3) Addendum to Transportation Service Agreement Between South Bergen Jointure Commission and East Rutherford Board of Education**

**C1. APPROVAL OF ANNUAL CONTRACT AGREEMENTS FOR STUDENT SERVICES**

<b>Code</b>	<b>Student ID &amp; Contract Verified</b>	<b>Service(s) Requested</b>	<b>Provider</b>	<b>Date</b>	<b>Cost(s)</b>
C1.1	on file	Annual Tuition	New Beginnings	2020-2021 school year	not to exceed \$30,314.13 annually/pro-rated by number of days \$393.69 per diem
C1.2	on file	Extraordinary Services	New Beginnings	2020-2021 school year	not to exceed \$16,170.00 annually/pro-rated by number of days \$210.00 per diem

**C2. APPROVAL OF FIELD TRIP/TRANSPORTATION REQUESTS FOR STUDENTS**

No New Business

**C3. ADDENDUM TO TRANSPORTATION SERVICE AGREEMENT BETWEEN SOUTH BERGEN JOINTURE COMMISSION AND EAST RUTHERFORD BOARD OF EDUCATION**

**WHEREAS**, the South Bergen Jointure Commission ("SBJC") and the East Rutherford Board of Education ("the Board") are parties to a 2020-2021 agreement for SBJC, an approved Coordinated Transportation Service Agency, to coordinate transportation services for the Board's students; and

**WHEREAS**, due to the current public health emergency, a number of school districts were required to close for health related reasons, with several of those school districts continuing to remain closed until further notice; and

**WHEREAS**, under N.J.S.A. 18A:7F-9, if a school district is subject to a health-related closure for a period longer than three consecutive school days as a result of the current public health emergency, a jointure commission shall continue to make payments under the terms of a contract with a contracted service provider as if the school facilities remained open, and

**WHEREAS**, because of school closures as a result of the public health emergency, pursuant to N.J.S.A. 18A:7F-9, the SBJC is obligated to continue payments to its transportation service providers during the 2020-2021 school year; and

**WHEREAS**, SBJC's commitment to continue payment to those contracted transportation service providers is contingent upon the Board's continued payment to SBJC; and

**WHEREAS**, the SBJC is desirous of amending the terms of the Agreement to memorialize the Board's responsibility to continue its payment obligations to the SBJC to ensure full compliance with N.J.S.A. 18A:7F-9.

**NOW, WHEREFORE, THE PARTIES AGREE** as follows:

1. For the term of the 2020-2021 school year, if schools are closed and/or operating under virtual or remote instruction as a result of the current public health emergency, thereby not requiring transportation services for the Board's students, the Board shall continue to make payments under its Agreement with SBJC, as if the school facilities remained open, for SBJC to pay its contracted transportation service providers in accordance with N.J.S.A. 18A:7F-9.
2. All other terms and conditions of the Agreement not addressed herein shall remain in full force and effect.

**ROLL CALL VOTE: C1-C3:**

MEMBER	YES	NO	ABSTAIN	ABSENT	REMARKS
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin SHEMELEY					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**PERSONNEL COMMITTEE** (*Chairperson; Maria Caruso, Carlo Maucione, Debbie Zoller*)

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motions:

- P1) Personnel Actions**
- P2) Travel Expenditures**
- P3) Leave of Absence ~ No Action**
- P4) Approve Kelly Education Substitute List**
- P5) Resolution Authorizing and Approving an Amendment to the Collective Negotiated Agreement Between the East Rutherford Board of Education and East Rutherford Administrators' Association**
- P6) Acceptance of Resignation Notification for Tracy Vanasco**
- P7) Acceptance of Resignation Notification for Kym Calbi**

**P1. APPROVE FOLLOWING PERSONNEL ACTIONS**

Code	Name	Action	Position	Step	Stipend/ Salary	Effective Date	Discussion/ Account Code
P1.1	Amanda Alberta	Salary Guide Movement	Teacher	From: BA+30 Step 7 to MA Step 7	From: \$70,419 to \$71,451 (pro-rated)	2/1/21 – 6/30/21	Faust 11-120-100-101-040-00-000 11-130-100-101-040-00-000
P1.2	Katherine Barone	Salary Guide Movement	Teacher	From: MA Step 11 To: MA+15 Step 11	From: \$87,786 To: \$91,684 (pro-rated)	2/1/21 – 6/30/21	McKenzie School 11-110-100-101-080-00-000

**P2. APPROVAL OF TRAVEL EXPENDITURES**

Code	Date	Employee	Workshop/Location	Total Cost to Board	Sub
P2.1	3/3/21	Erin Esposito	Behavioral Health for all Children: Proactive Approaches, Treating Problem Behavior & Best Practices for ASD Treatment Virtual	\$0.00	No
P2.2	3/11/21	Erin Esposito	Aided and Unaided Low-Tech AAC Virtual	\$75.00	No
P2.3	3/15/21	Erin Esposito	Felician Autism Collaboration In Telehealth (F.A.C.T.)Virtual Conference	\$39.00	No
P2.4	3/15/21	Alison Bono	Felician Autism Collaboration In Telehealth (F.A.C.T.)Virtual Conference	\$39.00	No
P2.5	3/15/21	Amanda Rusin	Felician Autism Collaboration In Telehealth (F.A.C.T.)Virtual Conference	\$39.00	No
P2.6	3/15/21	Jamie Lee	Felician Autism Collaboration In Telehealth (F.A.C.T.)Virtual Conference	\$39.00	No
P2.7	3/15/21	James Wagner	Felician Autism Collaboration In Telehealth (F.A.C.T.)Virtual Conference	\$39.00	No
P2.8	3/15/21	Erica Moreno	Felician Autism Collaboration In Telehealth (F.A.C.T.)Virtual Conference	\$39.00	Yes

**P3. LEAVE OF ABSENCE**

**No New Business**

**P4. APPROVAL OF KELLY EDUCATION SUBSTITUTE TEACHER LIST**

Motion to approve, upon the recommendation of the Superintendent, the Kelly Education substitute teacher list as on file in the Superintendent’s Office for **March 2021**.

**P5. RESOLUTION AUTHORIZING AND APPROVING AN AMENDMENT TO THE COLLECTIVE NEGOTIATED AGREEMENT BETWEEN EAST RUTHERFORD BOARD OF EDUCATION AND EAST RUTHERFORD ADMINISTRATORS’ ASSOCIATION**

**WHEREAS**, the East Rutherford Board of Education (“Board”) and the East Rutherford Administrators’ Association (“ERAA”) have negotiated an amendment to the collective negotiated agreement between the Board and the ERAA, entered into as of July 1, 2020; and

**WHEREAS**, a copy of the amendment, dated February 11, 2021 (the “Amendment”), is on file in the Business Administrator’s officer, and it provides for an adjustment to certain supervisor’s salary.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Amendment is authorized and approved, with such changes as Board Counsel and the Board’s negotiation team deem necessary to effectuate the purposes of this Resolution.
3. The Board President, Board Secretary and any other necessary officer, official or employee of the Board are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution, including the execution of the Amendment.

4. This Resolution shall be effective immediately.

**P6. ACCEPTANCE OF RESIGNATION NOTIFICATION – TRACY VANASCO**

Motion to accept, with regret, the resignation notification from Tracy Vanasco effective April 16, 2021.

**P7. ACCEPTANCE OF RESIGNATION NOTIFICATION – KYM CALBI**

Motion to accept, with regret, the resignation notification from Kym Calbi effective February 26, 2021.

**ROLL CALL VOTE: P1-P7:**

MEMBER	YES	NO	ABSTAIN	ABSENT	REMARKS
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin SHEMELEY					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**PHYSICAL FACILITIES COMMITTEE** (*Chairperson; Richard Vartan, Carlo Maucione, Gina Lorusso*)

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approve motion:

**PF1) Approval of Use of District Facilities ~ No Action**

**PF2) Resolution Accepting Proposal and Authorizing the Award of Testing and Inspections for the Referendum Projects**

**PF1. APPROVAL OF USE OF DISTRICT FACILITIES**

No New Business

**PF2. RESOLUTION ACCEPTING PROPOSALS AND AUTHORIZING THE AWARD OF TESTING AND INSPECTIONS FOR THE REFERENDUM PROJECTS**

**WHEREAS**, the East Rutherford Board of Education has identified a need for Testing and Inspections during construction during the Referendum Building Project, and

**WHEREAS**, the East Rutherford Board of Education advertised the request for proposals on February 05, 2021 in the Bergen Record; and

**WHEREAS**, the East Rutherford Board of Education received proposals on February 19, 2021, receiving and opening (1) proposal as listed below and as shown in **Exhibit A**;

- Atlantic Engineering Laboratories, Inc.

**NOW THEREFORE BE IT RESOLVED**, the East Rutherford Board of Education accepts the proposal for Testing and Inspections for the Referendum Building Project to Atlantic Engineering Laboratories, Inc. 21 Randolph Avenue, Avenel, NJ 07001 in an amount **not to exceed \$100,000.00**; and

**BE IT FURTHER RESOLVED**, The Board President, Superintendent, School Business Administrator/Board Secretary, and Board Counsel are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution.

**COMMUNITY RELATIONS COMMITTEE** (*Chairperson; Rachel Villanova, Erin Shemeley, Gina Lorusso*)

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motion:  
**CR1) Approve First Reading of Revised Bylaws, Policies and Regulations**  
**CR2) Waiving Requirements for Two Readings and Approving New Policy #0164.6 on a Single Reading**  
**CR3) Approve School Calendar for 2021-2022 School Year**

**CR1. APPROVE FIRST READING OF REVISED BYLAWS, POLICIES AND REGULATIONS**

Approve the first reading of the following mandated/revised bylaws, policies and regulations of the East Rutherford Board of Education:

- Policy #0145 - Board Member Resignation and Removal (M) (Revised)
- Regulation #1642 - Earned Sick Leave Law (M) (Revised)
- Policy #1643 - Family Leave (M) (New)
- Policy #3431.1 - Family Leave (M) (Abolished)
- Policy #4431.1 - Family Leave (M) (Abolished)
- Policy #3431.3 - New Jersey Family Leave Insurance Program (Abolished)
- Policy #4431.3 - New Jersey Family Leave Insurance Program (Abolished)
- Policy & Regulation #5330.01 - Administration of Medical Cannabis (M) (Revised)
- Policy #7425 - Lead Testing of Water in Schools (M) (Revised)
- Regulation #7425 - Lead Testing of Water in Schools (M) (New)
- Policy & Regulation #7430 - School Safety (M) (Abolished)
- Policy #2415 - Every Student Succeeds Act (M) (Revised)
- Policy #2415.01 - Academic Standards, Academic Assessments, and Accountability (M) (Abolished)
- Policy #2415.02 - Title I – Fiscal Responsibilities (M) (Revised)
- Policy #2415.03 - Highly Qualified Teachers (M) (Abolished)
- Policy# 2415.05 - Student Surveys, Analysis, and/or Evaluations (M) (Revised)
- Policy & Regulation #2415.20 - Every Student Succeeds Act Complaints (M) (Revised)
- Policy #4125 - Employment of Support Staff Members (M) (Revised)
- Policy #6360 - Political Contributions (M) (Revised)
- Policy #8330 - Student Records (M) (Revised)
- Policy #9713 - Recruitment by Special Interest Groups (M) (Revised)

**CR2. WAIVING REQUIREMENT FOR TWO READINGS AND APPROVING REVISED POLICY #0164.6 ON A SINGLE READING**

**BE IT RESOLVED THAT**, the East Rutherford Board of Education, on the recommendation of the Superintendent, hereby temporarily waives the requirement for two readings set forth in Bylaw 0131 for the adoption of policies and adopts on a single reading Policy #0164.6 (M) (Revised) – Remote Public Board Meetings During a Declared Emergency, effective February 25, 2021.



**CR3. APPROVAL OF SCHOOL CALENDAR 2021-2022**

Motion to approve, upon the recommendation of the Superintendent, the school calendar for 2021-2022.

**ROLL CALL VOTE: CR1-CR3:**

MEMBER	YES	NO	ABSTAIN	ABSENT	REMARKS
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin SHEMELEY					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**TECHNOLOGY COMMITTEE (Chairperson; Gina Lorusso, Erin SHEMELEY, Rachel Villanova)**

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion:**

**No New Business**

**FINANCE COMMITTEE (Chairperson; Carlo Maucione, Richard Vartan, Debbie Zoller)**

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions:**

- F1) Approval of Bills List**
- F2) Acceptance of Monthly Financial Reports ~ January 2021**
- F3) Approval of Transfers ~ January 2021**
- F4) Approval of the 2021-2022 Preschool Tuition Rates**
- F5) Approval of DiCara Rubino Proposal for Additional Professional Services for Gymnasium Floor**

**F1. APPROVAL OF BILL LISTS**

**WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Educations to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and**

**WHEREAS, a list of bills is being presented to the board with the recommendation that it be ratified and paid,**

**WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2.**

**NOW THEREFORE BE IT RESOLVED, that the East Rutherford Board of Education approves the following list of bills for payment; and**

**BE IT RESOLVED, the list of bills is on file in the Office of the School Business Administrator, and**

**BE IT FURTHER RESOLVED, that the East Rutherford Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting in accordance with Board Policy#6470 – Payment of Claims.**

G/L Fund 10	\$0
General Fund 11	\$168,987.01
General Fund 11 State Health & Prescription - January	\$184,713.99
Referendum Fund 30	\$4,362.26
Debt Service Fund 40	\$0
Food Service Fund 60	\$11,474.15
Special Activity Fund	\$0
Payroll Fund ~ January 29 <sup>th</sup> – February 11 <sup>th</sup>	\$1,022,686.40
<b>TOTAL OF FUNDS</b>	<b>\$1,392,223.81</b>

**F2. ACCEPTANCE OF THE FINANCIAL REPORTS – January 2021 (TBD)**

**WHEREAS**, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Board of Education of the East Rutherford School District to certify that no budgetary line item account has been over-expended and that the sufficient funds are available to meet the District’s financial obligation, and

**WHEREAS**, N.J.A.C. 6A:23A-16.10 further requires the Board of Education of the East Rutherford School District receive and accept the monthly financial statement, the Board Secretary’s and Treasurer’s Reports; and

**BE IT FURTHER RESOLVED**, the Board Secretary’s and Treasurer’s Reports for the month end are on record in the Office of the School Business Administrator for review;

**F3. APPROVAL OF TRANSFERS – January 2021 (TBD)**

**WHEREAS**, N.J.A.C. 6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line item accounts for each line item account shown on the budget prepared in accordance with N.J.S.A. 18A:22-8; and

**WHEREAS**, Board Policy# 6422 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified and duly recorded in the minutes at a subsequent Board meeting; and

**WHEREAS**, transfers in the reports “Transfers Before/After” for the month were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

**NOW THEREFORE BE IT RESOLVED**, that the East Rutherford School District ratifies and approves the transfers in the reports “Transfers Before/After” for the month school year budget 20-21, as approved by the Superintendent, so that no budgetary line item account has been over-expended and that sufficient funds would be available to meet the district’s financial obligations, as requested by various district

**BE IT FURTHER RESOLVED**, this resolution shall take effect immediately, and the East Rutherford Board of Education authorizes the Superintendent, Board President and School Business Administrator to sign any documents on behalf of the East Rutherford Board of Education with regards to exercising the intent of this resolution.

**F4. APPROVAL OF THE 2021-2022 PRESCHOOL TUITION RATES**

**BE IT RESOLVED**, that the East Rutherford Board of Education approve the 2021-2022 Preschool Agreement and establish tuition rates for the 2021-2022 Preschool program at the Faust School Annex as set forth below;

Program	Cost
Full Day 3 & 4 year old program (residents only)	\$5,000.00
Early Bird Special: Full Day 3 & 4 year old program (residents only)	\$4,500.00
Full Day 3 & 4 year old program (non-residents)	\$6,000.00
Half Day 3 & 4 year old program (residents only)	\$2,300.00
Half Day 3 & 4 year old program (non-residents)	\$3,000.00
Out of district- Special Education- Integrated- Full Day 3 & 4 year old program.	\$47,059 -Transportation not included -1-1 Aide not included - ESY not included
Out of district- Special Education- Integrated- Half Day 3 & 4 year old program.	\$13,768 -Transportation Not included -1-1 Aide not included - ESY not included

**F5. APPROVAL OF DICARA RUBINO PROPOSAL FOR ADDITIONAL PROFESSIONAL SERVICES FOR GYMNASIUM FLOOR REPLACEMENT AT MCKENZIE SCHOOL**

**WHEREAS**, Di Cara |Rubino has submitted a fee proposal to provide *additional* professional services to the East Rutherford Board of Education as Architect of Record for the above referenced project.

**WHEREAS**, following our latest discussions, the revised scope of work will now include the removal and replacement of the existing concrete floor slab and existing crushed stone, together with the removal of 2-4 inches of existing soil. The additional scope of work also includes the installation of new clean fill, crushed stone, vapor barrier, depressed concrete slab, and new wood floor system. In addition, the District has decided to replace the existing P.E. wall pads and repaint the gymnasium.

**WHEREAS**, based on our understanding of the revised scope of work outlined above, Di Cara Rubino Architects will provide the following added services:

**I. SCOPE OF SERVICES:**

**1. Design Development:**

Prepare design development documents consisting of plans incorporating the scope of work  
Meet with Owner to review above for approval  
Coordinate the removal process of the existing flooring with the District's environmental consultant  
Prepare and submit the Schematic Design Application to the NJ Department of Education as an "Other Capital Project"

**2. Construction Documents:**

Develop complete documents including plans, details, elevations, specifications, and any other necessary documents  
Submit plans for local code review

**3. Bidding:**

Prepare all documents for bidding  
Review all Requests for Information (RFI's)  
Issue addenda, if required, during the bidding period  
Attend mandatory pre-bid conference to answer Contractor questions about the proposed project  
Conduct bid opening  
Review bids and provide analysis of bids to the Board of Education  
Coordinate with Board Attorney

**4. Contract Administration:**

Attend pre-construction kick-off meeting  
Attend all job meetings  
Visit site once per week, or as needed, to review the progress of work  
Review shop drawings  
Respond to RFI's  
Review and approve payment applications  
Prepare punch list and review project closeout documentation

**II. FEE:**

Design Development \$ 10,000.00  
Construction Documents \$ 15,000.00  
Bidding \$ 1,500.00  
Contract Administration \$ 6,500.00

The fee to perform the services as outlined in this proposal is as follows:  
Architectural/Engineering Fee: The total architectural/engineering fee is estimated not to exceed \$33,000.00 (Lump Sum).

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.*

**III. PROJECT BUDGET:**

As per our previous correspondence, the construction cost is estimated to be \$770,000.00 and with associated soft costs of 25%, the total project is estimated not to exceed \$994,000.00.

**NOW THEREFORE BE IT RESOLVED**, the East Rutherford Board of Education accepts the proposal dated February 05, 2021 as shown in **Exhibit A**.

**ROLL CALL VOTE: F1-F5:**

<b>MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>REMARKS</b>
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin Shemeley					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**OLD BUSINESS**

**NEW BUSINESS**

**OPEN TO THE PUBLIC**

**President Zoller Opens the Hearing of Citizens:**

**Time:**

Opening this portion of the meeting to public comments on school related issues. State your name and address for the record. Each person wishing to speak will have three (3) minutes each to do so.

**President Zoller Closes the Hearing of Citizens:**

**Time:**

**ADJOURN TO EXECUTIVE SESSION (IF NECESSARY)**

**Time:**

**RESOLVED**, that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to legal, personnel, negotiations, attorney – client privilege, and/or student matters. Said matters will be made available upon a determination by the Board that the disclosure of the minutes will not detrimentally affect any right or interest of the Board. The board expects to return to the business portion of the meeting in approximately \_\_\_\_minutes.

**ROLL CALL VOTE:**

<b>MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>REMARKS</b>
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin SHEMELEY					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**MOTION TO RETURN TO THE REGULAR ORDER OF BUSINESS (IF NECESSARY)**

**Time:**

**ROLL CALL VOTE:**

<b>MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>REMARKS</b>
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin SHEMELEY					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**FINAL MATTERS TO DISCUSS OR ACT UPON (IF NECESSARY)**

**MOTION TO ADJOURN**

**Time:**

**ROLL CALL VOTE:**

<b>MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	<b>REMARKS</b>
Maria Caruso					
Gina Lorusso					
Carlo Maucione					
Erin SHEMELEY					
Richard Vartan					
Rachel Villanova					
Debbie Zoller					

**NEXT MEETING:**

**March 25, 2021**

**7:00 P.M.**

**Remotely**

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