

**EAST RUTHERFORD BOARD OF EDUCATION  
PUBLIC MEETING AGENDA  
A.S. Faust School Gymnasium  
October 19<sup>th</sup>, 2017  
6:00 PM**

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

**CALL TO ORDER** - President

**OPENING STATEMENT** - President

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 meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of the Act, the East Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place thereof published in The Record and South Bergenite Newspapers and posted in the vestibule of the Borough Hall and Public Library.

Copies of agendas are available 48 hours prior to said meetings in the Board of Education office and are posted on the East Rutherford School website – [www.erboe.net](http://www.erboe.net)

**SALUTE TO FLAG & MOMENT OF SILENCE**

**ROLL CALL**

Mr. Daniel Alvarez  
Mr. Jason Bulger  
Mrs. Maria Caruso  
Mr. Carlo Maucione  
Mrs. Kathleen Winston  
Mrs. Debra Zoller  
Mr. Richard Vartan

**ANNOUNCEMENT OF FIRE EXIT LOCATIONS** - President

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 Vartan Opens the Hearing of Citizens:**

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 Vartan Closes the Hearing of Citizens:**

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

None

**REPORTS TO THE BOARD**

- School Business Administrator’s Report – Mr. Mark Kramer
  - Audit Presentation by Lerch, Vinci & Higgins, LLP
- Superintendent’s Report – Mr. Giovanni A. Giancaspro
  - School Bond Referendum Presentation

**ADOPTION OF PRIOR BOARD MEETING MINUTES**

**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:**

**Motion:**

Second:

Vote:

- September 28, 2017 Public Meeting Minutes
- September 28, 2017 Executive Meeting Minutes

**SUPERINTENDENT’S REPORT**

**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; S4) Resolution Affirming the Superintendent’s Decision Relating to an Alleged Harassment, Intimidation and Bullying Incident (Report Dated September 15 and September 19, 2017), Pursuant to N.J.S.A. 18A:37-15(b)(6)(e):**

**Motions S1 – S4:**

Second:

Vote:

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

SCHOOL	TYPE OF DRILL	DATE	TIME
Faust School	Fire Drill	10/5/17	9:15 a.m.
Faust School	Lockdown Drill	10/10/17	10:40 a.m.
McKenzie School	Fire Drill	TBD	
McKenzie School	Lockdown Drill	10/10/17	11:27 a.m.

**S2. APPROVAL OF ENROLLMENT REPORT**

SCHOOL	TOTAL ENROLLMENT
Faust	342
McKenzie	480
Special Services – In District	125
Special Services – Out of District	26
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	0	0
McKenzie	0	0

**S4. RESOLUTION AFFIRMING THE SUPERINTENDENT’S DECISION RELATING TO AN ALLEGED HARASSMENT, INTIMIDATION AND BULLYING INCIDENT (REPORT DATED SEPTEMBER 15 AND SEPTEMBER 19, 2017), PURSUANT TO N.J.S.A. 18A:37-15(b)(6)(e)**

**WHEREAS**, on September 15 & 19, 2017, there was a report of harassment, intimidation and bullying (“HIB”); and

**WHEREAS**, the East Rutherford School District (“District”) conducted an investigation of the alleged incidents pursuant to the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-13.2, et seq., and Board Policy 5512; and

**WHEREAS**, at the East Rutherford Board of Education (“Board”) meeting on September 28, 2017, the Superintendent reported the results of the investigation, services provided and discipline imposed, if any; and

**WHEREAS**, within 5 school days after the results of the investigation were reported to the Board, information about the investigation was provided to the parents/custodians of the students involved; and

**WHEREAS**, no parent/custodian requested a hearing before the Board.

**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 Superintendent’s decision concerning the September 15 and 19, 2017 report of HIB is hereby affirmed.

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

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motions: **C1) Approval of Student Services; C2) Approval of Field Trip Requests; C3) Approval of 2017-2018 NJQSAC Statement of Assurance (SOA) and District Performance Review (DPR); C4) Approval of After-School Academic Intervention Program for the 2017-2018:**

**Motions C1 – C4:**

Second:

Vote:

**C1. APPROVAL OF STUDENT SERVICES**

Motion to approve, upon the recommendation of the Superintendent in consultation with the Supervisor of Student Services, the following contracts, related services and transportation provided to Special Education student’s currently enrolled in programs operated by the East Rutherford Board of Education.

Code	Student I.D.#	Service(s) Requested	Provider	Date	Cost(s)
C1.1	on file	Behavior Services 1hr weekly	Bergen County Special Services Educational Enterprises	2017-2018	Not to exceed \$5,336.00

**C2. APPROVAL OF FIELD TRIP REQUESTS**

Code	School	Grade	Requested by Whom	Destination	Purpose/ Goal of Trip	Cost/ Discussion
C2.1	Faust	7 & 8	M. Fox	Noches de Colombia Restaurant Clifton, N.J. 07011	Exposure to culture and vocabulary	\$20 Per Student Transportation is requested of the Board.
C2.2	McKenzie	K	L. Fallon	ShopRite Wallington, N.J. 07057	Healthy eating and community exposure	\$0 Transportation is requested of the Board.
C2.3	McKenzie	K-4	L. Speer	Meadowlands Environmental Center Lyndhurst, N.J. 07071	Explore surroundings through visual art.	\$360 BOE Transportation is requested of the Board.
C2.4	McKenzie	K-4	L. Speer	The Newark Museum Newark, N.J. 07102	Enrichment	\$150 BOE Transportation is requested of the Board.

Code	School	Grade	Requested by Whom	Destination	Purpose/ Goal of Trip	Cost/ Discussion
C2.5	McKenzie	3 & 4	B. Barrow	Becton Regional H.S. E. Rutherford, N.J. 07073	Rehearsal for Spring Concert	\$0 Transportation is requested of the Board.
C2.6	McKenzie	2	J. Bleich	Turtle Back Zoo W. Orange, N.J. 07052	Animal Habitats	\$11 Per Student Transportation is requested of the Board.
C2.7	McKenzie	3 & 4	L. Fallon	Wholefoods Paramus, N.J. 07652	Healthy eating and community exposure	\$0 Transportation is requested of the Board.

**C3. APPROVAL OF 2017-2018 NJQSAC STATEMENT OF ASSURANCE (SOA) AND DISTRICT PERFORMANCE REVIEW (DPR)**

**BE IT RESOLVED**, that the Board of Education upon the recommendation of the Superintendent of Schools, approve the NJQSAC Statement of Assurance (SOA) and the District Performance Review (DPR) for 2017-2018 and authorize its submission to the New Jersey Department of Education by the deadline of November 15, 2017.

**C4. APPROVAL OF AFTER-SCHOOL ACADEMIC INTERVENTION PROGRAM FOR 2017-2018**

Motion to approve, upon the recommendation of the Superintendent, to approve the After-School Academic Intervention Program for the Faust School and McKenzie School from December 1, 2017 through April 27, 2018.

**PERSONNEL COMMITTEE** (*Chairperson; Maria Caruso, Daniel Alvarez, Richard Vartan*)

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motions: **P1) Personnel Actions; P2) Travel Expenditures; P3) Source 4 Teachers Substitute List; P4) Leave of Absence; P5) Approval of District Organizational Flow Chart for 2017-2018 school year; P6) Appointment of Source 4 Teachers:**

**Motions P1 – P5:**

Second:

Vote:

**P1. APPROVE FOLLOWING PERSONNEL ACTIONS**

Code	Name	Action	Position	Step	Stipend/ Salary	Effective Date	Discussion/ Account Code
P1.1	Karen Greco	Appointment	Lunch Aide	N/A	\$12.25	9/1/17 – 6/30/18	Reduced from 3.25 to 1.75 hours
P1.2	Jessica Ballester	Appointment	Director of Student Services	N/A	From: \$121,872 To: 124,309 (pro-rated)	7/1/17	Salary Increase Retroactive from 7/1/17 – 8/11/17
P1.3	Regina Barrale	Appointment	Principal	N/A	From: \$121,872 To: 124,309	7/1/17	Salary Increase Retroactive from 7/1/17

Code	Name	Action	Position	Step	Stipend/ Salary	Effective Date	Discussion/ Account Code
P1.4	Brian Barrow	Appointment	Principal	N/A	From: \$121,872 To: 124,309	7/1/17	Salary Increase Retroactive from 7/1/17
P1.5	Mark Kramer	Appointment	School Business Administrator/ Board Secretary	N/A	From: \$150,800 To: \$153,816	7/1/17	Salary Increase Retroactive from 7/1/17
P1.6	Philip Jenkins, RN	Acknowledgement	Field Observation	N/A	N/A	5 hours a day/for 4 days beginning 10/20/17 – 11/3/17	Cooperating Nurse Joann Saab
P1.7	TBD	Appointment	Public Relations Co-Advisor	N/A	\$569.00	2017-2018 school year	Supplemental Contract 11-401-100-100-00-990
P1.8	Zachary Majsiak	Appointment	Home Instruction	N/A	\$45.00	10/10/17 – TBD	1 hour per week Social Studies 11-150-100-101-00-979
P1.9	Ellen Bender	Appointment	Home Instruction	N/A	\$45.00	10/10/17 – TBD	1 hour per week English/Language Arts 11-150-100-101-00-979
P1.10	Ellen Bender	Appointment	Home Instruction	N/A	\$45.00	10/10/17 – TBD	2 hours per week Mathematics 11-150-100-101-00-979
P1.11	Brielle Crowe	Appointment	Home Instruction	N/A	\$45.00	10/16/17 – TBD	2 hours per week Science 11-219-100-101-00-979
P1.12	Brielle Crowe	Appointment	Home Instruction	N/A	\$45.00	10/16/17 – TBD	2 hours per week Social Studies 11-219-100-101-00-979
P1.13	Ellen Bender	Appointment	Home Instruction	N/A	\$45.00	10/16/17 – TBD	2 hours per week English/Language Arts 11-219-100-101-00-979
P1.14	Ellen Bender	Appointment	Home Instruction	N/A	\$45.00	10/16/17 – TBD	2 hours per week Mathematics 11-219-100-101-00-979
P1.15	TBD	Appointment	Public Relations Co-Advisor	N/A	\$569.00	2017-2018 school year	Supplemental Contract 11-401-100-100-00-990
P1.16	Maral Varjabedian	Appointment	Replacement Teacher Social Studies	BA	\$55,077 (pro-rated)	10/23/17 – 12/15/17	Replacement Teacher 11-130-100-101-982

## **P2. APPROVAL OF TRAVEL EXPENDITURES**

Code	Date	Employee	Workshop/Location	Total Cost to Board	Sub
P2.1	3/21/17	Danielle Esposito	PLAFF Writing Follow-up: Elem and MS Lyndhurst, N.J.	\$0.00	Yes
P2.2	12/6/17	Danielle Esposito	LDTC Networking Oradell, N.J.	\$8.06	No
P2.3	10/24/17	Lisa Fallon	ELLs in the General Classroom South Hackensack, N.J.	\$0.00	No
P2.4	10/24/17	Theresa Forte	ELLs in the General Classroom South Hackensack, N.J.	\$0.00	No
P2.5	10/20/17	Giovanni Giancaspro	Deep Dive and Candidate Support Rutherford, N.J.	\$0.00	No

Code	Date	Employee	Workshop/Location	Total Cost to Board	Sub
P2.6	12/13/17	Giovanni Giancaspro	NGSS Implementation Roundtable for Administrators Montclair, N.J.	\$30.00	No
P2.7	10/20/17	Sharon King-Dobson	CIACC Liaisons and McKinney Vento Homeless Liaisons World Resource Lyndhurst, N.J.	\$0.00	No
P2.8	12/13/17	Sharon King-Dobson	NGSS Implementation Roundtable for Administrators Montclair, N.J.	\$30.00	No
P2.9	12/15/17 (new date)	Mark Kramer	New Jersey Law & Ethics for CPA's Saddle Brook, N.J.	\$0.00	No
P2.10	12/6/2017	Rebecca Krantz	Google Advanced (facilitator) Hasbrouck Heights, N.J.	\$0.00	Yes
P2.11	3/9/18	Rebecca Krantz	Digital Citizenship (facilitator) Hasbrouck Heights, N.J.	\$0.00	Yes
P2.12	12/13/17	Rebecca Krantz	NGSS Implementation Roundtable for Administrators Montclair, N.J.	\$30.00	Yes
P2.13	10/20/17	Renee Romaglia	CIACC Liaisons and McKinney Vento Homeless Liaisons World Resource Lyndhurst, N.J.	\$0.00	No
P2.14	10/20/17	Karen Dolinsky	Local Evaluation Training Rutherford, N.J.	\$0.00	No
P2.15	10/20/17	Lisa Fallon	Local Evaluation Training Rutherford, N.J.	\$0.00	No
P2.16	3/21/17	Renee Romaglia	PLAAFP Writing Follow-Up: Elem – MS Lyndhurst, N.J.	\$0.00	No
P2.17	12/1/17	Renee Romaglia	The Impact on Technology on Anxiety, Depression, and Suicide Ridgewood, N.J.	\$7.44	No

**P3. APPROVAL OF SOURCE 4 TEACHERS SUBSTITUTE TEACHER LIST**

Motion to approve, upon the recommendation of the Superintendent, to approve the Source 4 Teachers substitute teacher list as on file in the Superintendent's Office for **October 2017**.

**P4. LEAVE OF ABSENCE**

Code	Employee	Reason	Position	School	Start Date	End Date	Accumulated Sick Days being Utilized	Unpaid Family Leave Start Date	Return Date/ Discussion
P4.1	#0496	Maternity Leave	3 <sup>rd</sup> Grade Teacher	McKenzie	11/27/17	7/1/18	42 sick days	2/5/18 FMLA begins followed by NJFLA	9/1/18

Code	Employee	Reason	Position	School	Start Date	End Date	Accumulated Sick Days being Utilized	Unpaid Family Leave Start Date	Return Date/ Discussion
P4.2	#0463	Maternity Leave	4 <sup>th</sup> Grade Teacher	McKenzie	12/11/17	7/1/18	41 sick days	2/20/18 FMLA begins followed by NJFLA	9/1/18
P4.3	#0120	Extended Maternity Leave	Teacher	Faust	12/5/17	1/31/18	N/A	FMLA followed by NJFLA leave	2/1/18
P4.4	#0579	Maternity Leave	Teacher	Faust	2/12/18	6/1/18	44 sick days 3 personal days	4/30/18 FMLA begins followed by NJFLA	6/4/18

**P5. APPROVAL OF DISTRICT ORGANIZATIONAL FLOW CHART FOR 2017-2018**

Motion to approve, upon the recommendation of the Superintendent, to approve the District Organizational Flow chart for the 2017-2018 school year.

**P6. APPOINTMENT OF SOURCE 4 TEACHERS**

**WHEREAS**, there exists a need for a professional company that provides substitute teachers to the Board of Education for the Borough of East Rutherford, County of Bergen, State of New Jersey (“Board”); and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, a contract for said services may be awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 18A:18A-2(h) and 18A:18A-5(a)(i) of the Public School Contracts Law because the contract is for a service performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS**, the district has been utilizing S4Teachers LLC, located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 for these services over the last three years at pricing that is competitive with other similar professional service companies; and

**WHEREAS**, a Political Contribution Disclosure form is required to be filed pursuant to N.J.S.A. 19:44A-20.26 & N.J.A.C. 6A:23A-6.3.

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

- S4Teachers LLC, located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034, is hereby appointed as the company that will provide professional substitute teachers to the Board for the school year July 1, 2017 through June 30, 2018 at the following substitute position rates:
  - Teacher – Full Day \$123.30



- Teacher – Half Day 61.65
- Paraprofessional 109.60
- Long Term Teacher – Rate 1 171.25
- Long Term Teacher – Rate 1 205.50

- The total compensation to be paid for the above-referenced services shall not exceed \$250,000.00, and if this maximum is reached, application must be made to the Board to increase said amount.
- The Board President, 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, including the execution of the engagement letter and the preparation and execution of any necessary addendum thereto.
- The Board Secretary, or his designee, shall publish notice of this action as required by N.J.S.A. 18A:18A-5(a)(1).

**PHYSICAL FACILITIES COMMITTEE** (*Chairperson; Kathy Winston, Jason Bulger, Maria Caruso*)

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approve motions PF1) Approval of Use of District Facility; PF2) Submission of the Comprehensive Maintenance Plan and M-1 Worksheet:**

**Motions PF1 – PF2:**

Second:

Vote:

**PF1. APPROVAL OF USE OF DISTRICT FACILITY**

Code	Application Number	Requested by/ Organization	Location Requested	Purpose	Open to the Public	Date of Event	Time Allotment	Discussion/ Fee to BOE
PF1.1	53	John Hansen E. Rutherford Recreational Boys Basketball	Faust Gym	Basketball practices and games	yes	M, T, Th, Fri. November 2, 2017 – March 22, 2018	6:30 – 9:00 pm	Special Police Officer paid for by Borough of ER

*Board Policy 7510 facilities available 6:30 – 9:00pm.*

**PF2. SUBMISSION OF THE COMPREHESIVE MAINTENANCE PLAN AND M-1 WORKSHEET**

**WHEREAS,** the Department of Education requires New Jersey School Districts to submit a comprehensive Plan documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS,** the required maintenance activities as listed in the attached document for the various school facilities of East Rutherford Public Schools are consistent with these requirements, and

**WHEREAS,** all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the East Rutherford Public Schools hereby authorizes the School Business Administrator/Board Secretary to submit the 2017 Comprehensive Maintenance Plan and 2017 M-1 for East Rutherford Public Schools in compliance with the Department of Education requirements.

**AD-HOC COMMITTEE** (*Chairperson; Richard Vartan, Debbie Zoller, Maria Caruso*)

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approve motion: **A1) Resolution Providing for a Special School District Election to be held on December 12, 2017:**

AD-HOC Committee – status – Mr. Vartan

**Motion A1:**

Second:

Vote:

**A1. RESOLUTION PROVIDING FOR A SPECIAL SCHOOL DISTRICT ELECTION TO BE HELD ON DECEMBER 12, 2017**

**BE IT RESOLVED**, by The Board of Education of the Borough of East Rutherford, in the County of Bergen, New Jersey, as follows:

1. A special election of the legal voters of this School District shall be held on December 12, 2017 between the hours of 6:00 A.M. and 8:00 P.M., in the School District at the places and for the purposes hereinafter provided.
2. The following school bond proposal shall be voted upon at the special school election:

**PROPOSAL**

**BE IT RESOLVED**, that The Board of Education of the Borough of East Rutherford, in the County of Bergen, New Jersey shall

(A) undertake the following improvements (including related work) in the School District (the "Project"): (1) Faust Intermediate School, Faust Annex and McKenzie School Renovations – building renovations and alterations, conversion of existing spaces to new uses, building system improvements, installation of an elevator (at Faust Intermediate School), construction of additional parking and a covered walkway (at the Faust Annex), roof repairs and partial replacement (at McKenzie School) and, if bond or note proceeds are available, the acquisition of new furniture, equipment and apparatus required therefor, and (2) Addition to Faust Intermediate School – construction of a three story school building addition adjacent to Faust Intermediate School, including site improvements and, if bond or note proceeds are available, the acquisition of original furniture, equipment and apparatus required for such addition;

(B) expend therefor not exceeding \$31,560,400; and

(C) issue bonds or notes of the School District for the Project in the principal amount not exceeding \$31,560,400. The Commissioner of Education (the "Commissioner") has determined that the final eligible costs of the Project are \$12,856,484, which has been allocated by the Commissioner as follows: Faust Intermediate School Renovations project - \$10,113,900; Faust Annex Renovations project - \$0-; McKenzie School Renovations project - \$2,515,500; and Faust School Addition project - \$227,084. The State of New Jersey, pursuant to N.J.S.A. 18A:7G-9, has approved debt service aid equal to 40% of the annual debt service due with respect to the final eligible costs of the Project. The School District may transfer a portion of the proposed local share cost of one project to another under circumstances permitted by statute. The Project

includes \$18,703,916 (consisting of \$480,000 related to the Faust Annex Renovations project and \$18,223,916 related to the Faust School Addition project) for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner, or that are not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g).

3. The polling places for the election (described by reference to the election districts used at the last General Election in the Borough of East Rutherford, County of Bergen, New Jersey) are established and have been designated as follows, and no person shall vote at the election elsewhere than at the polling place designated for the voters of the election district in which he or she resides:

Polling Place at the East Rutherford Civic Center (Upper Level) located at 37 Vreeland Avenue in the School District for legal voters residing within General Election District Nos. 1 and 2, Borough of East Rutherford.

Polling Place at the Grove Street Fire House Meeting Room located at 312 Grove Street in the School District for legal voters residing within General Election District No. 3, Borough of East Rutherford.

Polling Place at the Carlton Avenue Fire House Meeting Room located at 107 Carlton Avenue in the School District for legal voters residing within General Election District No. 4, Borough of East Rutherford.

4. This Board of Education hereby approves and adopts the proposal set forth in Section 2 hereof and, subject to the approval of the legal voters of the school district, hereby determines to carry out the same. The Superintendent of Schools, the Board Secretary and other representatives of the Board of Education are hereby authorized to take all necessary actions in connection with the special school election.
5. This Board of Education hereby acknowledges and confirms that, in accordance with N.J.S.A. 18A:24-16 and 18A:24-17, a supplemental debt statement has been prepared as of the date of this resolution by the chief financial officer of the Borough of East Rutherford, being every municipality comprised within the School District, giving effect to the proposed authorization of bonds of the School District in the amount stated in the proposal set forth in Section 2 hereof and that the supplemental debt statement has been filed in the office of the Clerk of the Borough of East Rutherford and in the office of the Board Secretary of this Board of Education prior to the adoption of this resolution. This Board of Education hereby directs the Board Secretary of the Board of Education to have the supplemental debt statement filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special election authorized herein.
6. This resolution shall take effect immediately upon its adoption.

**COMMUNITY RELATIONS COMMITTEE** (*Chairperson; Jason Bulger, Carlo Maucione, Debbie Zoller*)

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: CR1) Second Reading – Bylaws, Policies and Regulations:**

**Motion CR1:**

Second:

Vote:

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

Motion to approve, upon the recommendation of the Superintendent, the approval of the second reading of the following mandated/revised bylaws, policies and regulations of the East Rutherford Board of Education:

- Policy 2700 – Services to Nonpublic School Students (M) (Revised)
- Policy & Regulation 7100 – Long-Rang Facilities Planning (M) (Revised)
- Policy & Regulation 7101 – Educational Adequacy of Capital Projects (Revised)
- Policy 7102 – Site Selection and Acquisition (Revised)
- Regulation 7102 – Site Selection and Acquisition (New)
- Policy 7130 – School Closing (Revised)
- Policy 7300 – Disposition of Property (Revised)
- Regulation 7300.1 – Disposal of Instructional Property (Abolished)
- Regulation 7300.2 – Disposal of Land (Revised)
- Regulation 7300.3 – Disposition of Personal Property (Revised)
- Regulation 7300.4 – Disposition of Federal Property (Revised)
- Policy 5412 – Junior High School Graduation (Revised)
- Policy 5516 – Use of Electronic Communication and Recording Devices (ECRD) (M) (Revised)

**TECHNOLOGY COMMITTEE** (*Chairperson; Daniel Alvarez, Jason Bulger, Carlo Maucione*)

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

**No New Business**

**NEGOTIATIONS COMMITTEE**

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

I.O.U.E. - status – Mr. Bulger

**No New Business**

**FINANCE COMMITTEE** (*Chairperson; Debbie Zoller, Richard Vartan, Kathy Winston*)

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: F1) Approval of Bill Lists; F2) Acceptance of Monthly Financial Reports; F3) Discussion of the 2016 Fiscal Year Audit, Acceptance of said Audit, Approval of the 2016 Fiscal Year End Corrective Action Plan; F4) Cost Reimbursement for Food Service Management Services:**

**Motions F1 – F4:**

Second:

Vote:

**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 dated **September 27, 2017 - October 18, 2017** 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 list of bills for payment in the grand sum of **\$283,010.02**; and

**BE IT FURTHER RESOLVED**, the list of bills are 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 June and July bills if it is determined that a need arises prior to the next board meeting in accordance with Board Policy 6470 – Payment of Claims.

<b>General Account</b>	\$283,010.02
<b>Food Service Account</b>	\$0.00
<b>Special Activity Account</b>	\$0.00
<b>TOTAL</b>	<b>\$283,010.02</b>

**F2. ACCEPTANCE OF THE FINANCIAL REPORTS**

**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

**WHEREAS**, the Board Secretary’s and Treasurer’s Reports for the month ending **August 31, 2017** are presented for the Board to accept and are on file in the Office of the School Business Administrator;

**NOW THEREFORE BE IT RESOLVED**, the Board of Education of the East Rutherford School District acknowledges receipt of and accepts the Board Secretary’s and Treasurer’s Reports for the month ending **August 31, 2017**; and

**BE IT FURTHER RESOLVED**, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District’s financial obligation.

**F3. DISCUSSION OF THE 2016 FISCAL YEAR END AUDIT, ACCEPTANCE OF SAID AUDIT, APPROVAL OF THE 2017 FISCAL YEAR END CORRECTIVE ACTION PLAN**

**WHEREAS**, the Board of Education of East Rutherford (the Board) caused an annual audit of the district’s accounts and financial transactions to be conducted by a public school accountant for the 2016-2017 fiscal year pursuant to NJSA 18A:23; and

**WHEREAS**, said “Comprehensive Annual Financial Report” and “Auditor’s Management Report” for the fiscal year ended June 30, 2017, are required to be filed in duplicate with the Office of the Commissioner, pursuant to NJSA 18A:23-3; and

**WHEREAS**, a presentation of the audit with discussion of the district's fiscal status, audit findings and recommendations was made to the Board and public by members of the audit firm of Lerch, Vinci & Higgins, LLP at the board meeting of October 19, 2017; and

**WHEREAS**, the presentation allowed for a public discussion of the audit results including the district's overall financial position, reserved, unreserved and excess surplus fund balances, funding of worker's compensation and compensated absences, and food services' operations; and

**WHEREAS**, the presentation further allowed for a public discussion of the audit results including the district's four (4) audit findings and recommendations, one (1) which was a repeat recommendation, none (0) which was of a significant deficiency, none (0) which was of a material deficiency and all are addressed in the Corrective Action Plan; and

**WHEREAS**, the synopsis of the CAFR was available to the public at the October 19, 2017 board meeting with copies of the synopsis available at the offices of the School Business Administrator upon request; and

**WHEREAS**, a Corrective Action Plan has been drafted and disseminated to the board and appropriate parties by the School Business Administrator addressing each of the four (4) audit recommendations presented in the Auditor's Management Report in response to their recommendations; and

**WHEREAS**, the Corrective Actions Plan were provided prior to the board meeting to the Finance Committee for their review, comments and support and providing such support on the action within the Corrective Action Plan;

**NOW THEREFORE BE IT RESOLVED**, that The Board of Education of East Rutherford accepts the June 30, 2017 audit and approves the Corrective Action Plan for the fiscal year ended June 30, 2017; and

**BE IT FURTHER RESOLVED**, that the Board hereby incorporates the Synopsis of the Audit with each specific audit recommendation and the resulting Corrective Action Plan as part of the minutes of this meeting of October 19<sup>th</sup>, 2017, and noting any public discussion of same for the minutes; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator be directed to forward to the Executive County Superintendent the minutes together with two copies of the CAFR Synopsis, two copies of the Corrective Action Plan, and certified board minutes adopting the above items or as stated in the Department of Education's requirements; and

**BE IT FURTHER RESOLVED**, in accordance with the directive from the Department of Education, listed below are the specific board action and the disposition of each audit recommendations:

**Recommendation 1**

The District calculate health benefit opt-out payments based on the net savings to the District in accordance with State regulations.

Disposition:

The District review compliance with Board policy and state regulations regarding health benefit opt-out payments to ensure payments are based on net savings to District.

**Recommendation 2**

Longevity salary payments be made in accordance with the District's approved bargaining unit agreements.

Disposition:

The District ensure compliance with the approved bargaining unit agreements regarding Longevity payments.

**Recommendation 3**

Contracts and purchases which exceed the quote or bid thresholds be made in accordance with the requirements of Public School Contracts Law ( N.J.S.A. 18A:18A).

Disposition:

Purchasing procedures be enhanced to ensure competitive quotations are solicited and attached to purchase orders for all contract awards that exceed the quote threshold in accordance with N.J.S.A. 18A:18A-37(a).

**Recommendation 4**

Internal controls over DRTRS reporting be reviewed and enhanced to ensure only eligible students are reported as receiving transportation services.

Disposition:

The District enhances compliance with the DRTRS reporting guidance to ensure only eligible students are reported as receiving transportation services.

**F4. COST REIMBURSEMENT FOR FOOD SERVICE MANAGEMENT SERVICES**

**WHEREAS**, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

**WHEREAS**, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

**WHEREAS**, the East Rutherford Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

**WHEREAS**, the East Rutherford Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

**WHEREAS**, the East Rutherford Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

**WHEREAS**, the East Rutherford Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

**WHEREAS**, the East Rutherford Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

**WHEREAS**, the East Rutherford Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

**WHEREAS**, the East Rutherford Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

**NOW THEREFORE BE IT RESOLVED**, that the East Rutherford Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative, a “Fixed Price” procurement method, and

**BE IT FURTHER RESOLVED**, that copies of this resolution shall be forward to:

- NJ School Boards Association  
413 West State Street  
PO Box 909  
Trenton, NJ 08605-0909
- NJ Parents & Teachers Association  
8 Quakerbridge Plaza – Suite F  
Mercerville, NJ 08619
- NJ Association of School Administrators  
920 West State Street  
Trenton, NJ 08618
- NJ Principals & Supervisors Association  
12 Centre Drive  
Monroe Twp., NJ 08831

### **NEW BUSINESS**

### **OLD BUSINESS**

### **OPEN TO THE PUBLIC**

#### **President Vartan Opens the Hearing of Citizens:**

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 Vartan Closes the Hearing of Citizens:**

### **ADJOURN TO EXECUTIVE SESSION**

Motion to pass the board’s standard resolution for the board to enter into executive session. The board expects to return to the business portion of the meeting in approximately \_\_\_\_\_minutes. Formal action \_\_\_\_\_ (will/will not/may) be taken. The following matters will be covered in executive session:



**RECONVENE PUBLIC SESSION**

**Motion:**

Second:

Vote:

**ADJOURNMENT**

**Motion:**

Second:

Vote:

**NEXT MEETING:  
Public Meeting  
A.S. Faust School Gymnasium  
November 30th, 2017  
7:00 P.M.**