

**EAST RUTHERFORD BOARD OF EDUCATION
PUBLIC MEETING AGENDA
A.S. Faust School Gymnasium
December 21, 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

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

- Bergen County Christian Academy

REPORTS TO THE BOARD

- Presentation of Service Award
 - Kathleen Winston
- School Business Administrator's Report – Mr. Mark Kramer
- Superintendent's Report – Mr. Giovanni A. Giancaspro

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:

- November 30, 2017 Public Meeting Minutes
- November 30, 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 October 31, 2017), Pursuant to N.J.S.A. 18A:37-15(b)(6)(e); S5) Resolution Affirming the Superintendent’s Decision Relating to an Alleged Harassment, Intimidation and Bullying Incident (Report Dated November 1, 2017), Pursuant to N.J.S.A. 18A:37-15(b)(6)(e);**

Motions S1 – S5:

Second:

Vote:

S1. APPROVAL OF FIRE AND EMERGENCY DRILL REPORT

SCHOOL	TYPE OF DRILL	DATE	TIME
Faust School	Fire Drill	12/1/17	1:30 p.m.
Faust School	Lockdown Drill	12/11/17	1:24 p.m.
McKenzie School	Fire Drill	12/1/17	1:51 p.m.
McKenzie School	Stay-Put Drill	12/13/17	2:00 p.m.

S2. APPROVAL OF ENROLLMENT REPORT

SCHOOL	TOTAL ENROLLMENT
Faust	343
McKenzie	473
Special Services – In District	123
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	1

S4. RESOLUTION AFFIRMING THE SUPERINTENDENT’S DECISION RELATING TO AN ALLEGED HARASSMENT, INTIMIDATION AND BULLYING INCIDENT (REPORT DATED OCTOBER 31, 2017), PURSUANT TO N.J.S.A. 18A:37-15(b)(6)(e)

WHEREAS, on October 31, 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 November 30, 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 October 31, 2017 report of HIB is hereby affirmed.

S5. RESOLUTION AFFIRMING THE SUPERINTENDENT'S DECISION RELATING TO AN ALLEGED HARASSMENT, INTIMIDATION AND BULLYING INCIDENT (REPORT DATED NOVEMBER 1, 2017), PURSUANT TO N.J.S.A. 18A:37-15(b)(6)(e)

WHEREAS, on November 1, 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 November 30, 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 November 1, 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) Authorization to Submit the Title I Comparability Report:

Motions C1 – C3:

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	\$1,000,000.00 Umbrella Policy for parent/legal guardian to transport their own child Out of District	Parent	July 2017 – June 2018	Pending county approval \$398.00 annual policy \$20.00 per day reimbursement

C2. APPROVAL OF FIELD TRIP REQUESTS

Code	School	Grade	Requested by Whom	Destination	Purpose/ Goal of Trip	Cost/ Discussion

No New Business

C3. AUTHORIZATION TO SUBMIT THE TITLE I COMPARABILITY REPORT

WHEREAS, the East Rutherford Board of Education is required to demonstrate Title I comparability and to conduct comparability calculations annually; and

WHEREAS, in accordance with the Elementary and Secondary Education Act of 1965, as amended, East Rutherford Board of Education is required to perform the calculations every year to demonstrate that each of their Title I schools is equivalent among schools in teachers, administrators, and other staff, and evaluate among schools in the provision of curricular materials and instructional supplies; and

NOW THEREFORE BE RESOLVED, the East Rutherford Board of Education authorizes the submission of the Title I Comparability Report.

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

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: P1) Leave of Absence; P2) Personnel Actions; P3) Travel Expenditures; P4) Source 4 Teachers Substitute List; P5) Acceptance of Resignation for George Gagis; P6) Resolution Awarding a Contract to Bayada Home Care, Inc. For the Provision of Substitute Nursing Services; P7) Approval of Job Description for Bookkeeper/Accountant:

Motions P1 – P7:

Second:

Vote:

P1. 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
P1.1	#0221	Extended Maternity Leave	Teacher	McKenzie	1/26/18	6/30/18	N/A	Unpaid Leave	9/1/18

P2. APPROVE FOLLOWING PERSONNEL ACTIONS

Code	Name	Action	Position	Step	Stipend/ Salary	Effective Date	Discussion/ Account Code
P2.1	Michael Streifer	Acknowledgement	Clinical Affiliation	N/A	N/A	2/12/18 – 5/11/18	12 weeks Cooperating Physical Therapist Michelle Baker
P2.2	Jamie Credico	Appointment	Replacement Pre-K Teacher	MA, Step 1	\$61,527 Pro-rated	1/27/18 – 6/20/18	(Extended Maternity Leave) 11-05-100-101-000-00-982

P3. APPROVAL OF TRAVEL EXPENDITURES

Code	Date	Employee	Workshop/Location	Total Cost to Board	Sub
P3.1	2/28/18	Giovanni Giancaspro	Mental Health in Schools: A Hidden Crisis Lyndhurst, N.J.	\$0.00	No
P3.2	2/28/18	Sharon King-Dobson	Mental Health in Schools: A Hidden Crisis Lyndhurst, N.J.	\$0.00	No
P3.3	2/28/18	Renee Romaglia	Mental Health in Schools: A Hidden Crisis Lyndhurst, N.J.	\$0.00	No
P3.4	2/28/17	Helene Herman-Puig	2018 PARCC Mandatory District Test Coordinator Training Whippany, N.J.	\$15.69	No
P4.4	1/24/17	Giovanni Giancaspro	Bergen County Assoc. of School Security Professionals Paramus, N.J.	\$0.00	No

P4. 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 **December 2017**.

P5. ACCEPTANCE OF RESIGNATION NOTIFICATION – G. GAGIS

Motion to accept, with regret, the resignation notification from George Gagis, effective December 19, 2017.

P6. RESOLUTION AWARDING A CONTRACT TO BAYADA HOME HEALTH CARE, INC. FOR THE PROVISION OF SUBSTITUTE NURSING SERVICES

WHEREAS, the East Rutherford Board of Education (“Board”) periodically requires the services of nurses when a school nurse is absent, and Bayada Home Health Care, Inc. (“Bayada”) has a staff of nurses who are qualified to serve as substitute school nurses; and

WHEREAS, Bayada’s rate for nursing services is \$54 per hour; and

WHEREAS, a proposed agreement between the Board and Bayada, dated December 6, 2017, and having a term through June 30, 2018, is on file in the Superintendent’s Office; and

WHEREAS, the anticipated total amount of this contract is not to exceed \$5,000; 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.

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

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. A contract is hereby awarded to Bayada for the provision of substitute nursing services at the above referenced rate.
3. The agreement on file in the Superintendent’s Office is hereby approved, with such changes as the Superintendent and Board Counsel deem necessary to effectuate the purposes of this Resolution.
4. The Board President, Superintendent, Business Administrator/Board Secretary and Board Counsel be and they 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 final agreement.
5. The Board Secretary, or his designee, shall publish notice of this action as required by N.J.S.A. 18A:18A-5(a)(1).

P7. APPROVAL OF JOB DESCRIPTION FOR BOOKKEEPER/ACCOUNTANT

Motion to approve the job description for “Bookkeeper/Accountant” at the recommendation of the Superintendent.

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

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approve motion:
PF1) Approval of Use of District Facility:**

Motion PF1:

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	57	East Rutherford Recreation Department	McKenzie Gymnasium	Little League Practices	N/A	Wednesday & Fridays 1/17-3/30/18	6:30-9:00 p.m.	Special Police Officer paid for by Borough of ER

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

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

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

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

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

- Policy & Regulation #7510 – Use of School Facilities (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

E.R.E.A. - status – Mr. Vartan

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) Approval of Transfers; F4) Approval of Prudent Use of Legal 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 **November 29, 2017 – December 19, 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 **\$320,836.77**; 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.

General Account	\$275,273.72
Food Service Account	\$44,679.55
Special Activity Account	\$883.50
TOTAL	\$320,836.77

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 **October 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 **October 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. APPROVAL OF TRANSFERS

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 of **August & September** within the 2017-2018 school year budget, 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

F4. APPROVAL OF PRUDENT USE OF LEGAL SERVICES

WHEREAS, all contracts for legal services must comply with the payment requirements and restrictions set forth in N.J.S.A. 18A:19-1 as follows:

- A. Advance payments for legal services are prohibited;
- B. Services to be provided shall be described in detail in the contract;
- C. Invoices for payment shall itemize the services provided for billing period; and
- D. Payment shall only be for services actually provided.

WHEREAS, if at any time the district's legal costs exceed 130 percent of the Statewide average per student amount, the procedures set forth in N.J.A.C. 8A:23A-5.2(a)3 will be implemented, unless evidence can be provided that such procedures would not result in a reduction of cost.

WHEREAS, the district's legal costs has exceeded the 130 percent of the statewide average of \$42 per student amount by spending \$56 per student, \$14 per student above the statewide average and therefore, the following procedures set forth in N.J.A.C. 8A:23A-5.2(a)3 will be implemented:

- A. Limit and designate the persons with the authority to request services or advice from contracted legal counsel;
- B. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies;
- C. Requests for legal advice shall be made in writing; and
- D. Contract logs and records shall be kept and reviewed to determine that the requests for legal advice are necessary.

NOW, THEREFORE, BE IT RESOLVED by the East Rutherford Board of Education to approve the Prudent Use of Legal Services as set forth above.

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
January 04, 2018
Organization Meeting
6:00 P.M.**