

EAST RUTHERFORD BOARD OF EDUCATION
SPECIAL MEETING AGENDA
March 18, 2021
6:00 PM - REMOTELY

*NOTE: Be advised that the Board may recess into executive session at any time during the meeting.
“Formal Action may or may not be taken.”*

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

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.

ROLL CALL Mrs. Maria Caruso
 Mrs. Gina Lorusso
 Mrs. Erin SHEMELEY
 Mr. Richard Vartan
 Mrs. Debra Zoller

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. Please go to the district website under “Announcements” click on Remote Meeting information. After the board completes the business portion of the meeting, there will be a second public comment section which anyone wishing to submit a comment will be given the opportunity to do so.

President Zoller Closes the Hearing of Citizens:

Time:

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

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

- F1) Adoption of the Tentative 2020-2021 Budget**
- F2) Approval of Prudent Use of Legal Services 2020-2021**
- F3) Approval of Maximum Travel Expenditure 2020-2021**

F1. ADOPTION OF THE TENTATIVE 2021-2022 SCHOOL BUDGET

WHEREAS, the Superintendent of Schools recommends to the East Rutherford Board of Education, to adopt the district’s tentative 2021-2022 budget; and

WHEREAS, upon the adoption of the district’s tentative 2021-2022 budget, administration will provide to the New Jersey Department of Education, the district’s tentative 2021-2022 budget and supporting documentation as required by the Commissioner of Education and the County Executive County Superintendent of Schools for their review and approval; and

WHEREAS, the district’s tentative 2021 - 2022 budget was prepared to be consistent with the New Jersey Quality Single Accountability Continuum (NJQSAC) focusing on quality performance indicators in all five areas of school district effectiveness: Operations Management, Instruction and Program, Fiscal Management, Personnel and Governance; and

WHEREAS, the district’s tentative 2021-2022 budget was prepared consistent with the district’s Finance Policy 6220 addressing budget preparation, with primary consideration given to educational priorities identified by the Superintendent of Schools; and

WHEREAS, the district’s tentative 2021-2022 budget is designed to carry out the educational plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district; and

WHEREAS, the district’s tentative 2021-2022 budget evolved primarily from the needs of the schools as expressed by the two principals and the supervisor of special education, and the district educational program as expressed by the Superintendent of Schools, and is compatible with approved district plans; and

WHEREAS, the tentative 2021-2022 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost increase above two (2) percent; an enrollment adjustment, and banked cap, the results which would increase local taxes above the two (2) percent cap; and

WHEREAS, the East Rutherford Board of Education tentative 2021-2022 budget will include the use of the health care cost adjustment in the amount of \$0 to offset the various costs associated with the increased cost of health care; and

WHEREAS, the East Rutherford Board of Education preliminary 2021-2022 budget will include the use of the Enrollment adjustment in the amount of \$0 to offset the various costs associated with the increased of students to the district; and

WHEREAS, included in budget line 600, Budget Withdrawal from Capital Reserve - Excess Costs & Other Capital Projects, is \$0; and

WHEREAS, the total cost of this project has not been determined yet because the district is in the pre-development stage, does represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the Core Curriculum Content Standards; and

WHEREAS, included in budget line 580, Budgeted Fund Balance and line 630, withdraw from Maintenance Reserves, is \$375,000 and \$321,800 retrospectively; and

WHEREAS, the district's tentative 2021-2022 budget being submitted to the Department of Education consists of general fund tax levy that should be raised for General Funds in the amount of \$16,773,530.00 for the ensuing 2021-2022 school year; and

WHEREAS, the district's tentative 2021-2022 budget being submitted to the Department of Education also consists of debt service fund tax levy that should be raised for Debt Service Funds in the amount of \$0 for the ensuing 2021-2022 school year; and

WHEREAS, the following diagram provides a breakdown of the 2020-2021 budget by fund:

	Budget	Local Tax Levy
General Fund	\$18,700,647	\$16,773,530
Special Revenue Fund	318,712	0
Debt Service Fund	719,593	719,593
Total Base Budget	\$19,788,952	

NOW, THEREFORE BE IT RESOLVED, that the East Rutherford Board of Education hereby adopts the district's tentative 2021-2022 budget and affixes/determines that the amount of money necessary to be appropriated for the use of the public schools for the 2021-2022 school year shall not exceed \$18,700,647 in General Fund which the General Fund local tax levy shall not exceed \$16,773,530 inclusive of the \$0 for the health care cost adjustment and enrollment adjustment of \$0; and

BE IT FURTHER RESOLVED, that the amount of money necessary to be appropriated for the use of the public schools for the 2021-2022 school year shall not exceed \$719,593 in the Debt Service Fund which the Debt Service Fund local tax levy shall not exceed \$719,593; and

BE IT FURTHER RESOLVED, the Board approves the use of the health care cost adjustment in the amount of \$0, use of the enrollment adjustment of \$0, use of \$321,800 in maintenance reserves; use of \$0 in capital reserves and the use of \$375,000 in general surplus; and

BE IT FURTHER RESOLVED, the district accepts the \$854,044 in State Aid inclusive of the \$32,079 assessment for Debt Service on the SDA funding plus an additional amount of \$100,000 estimated for Extraordinary Special Education Aid and \$32,602 for Debt Service Aid for the 2021-2022 budget year; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools hereby certifies that the 2021-2022 budget submitted does present a balanced budget with an adequate amount of funds to provide for a thorough and efficient education; and

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23A:5.2(a), the board establishes for travel, public relations and each type of professional service, a maximum level of spending for the ensuing school year included in the 2021-2022 budget as follows:

Service	Not to Exceed
Legal	\$ 85,000
Auditing	40,000
Architect	75,000
Election	50,000
Other Administrative Services	80,000
Extraordinary Services	65,000
Professional Development	30,000
Travel	35,000

BE IT FURTHER RESOLVED, that the Administration needs to notify the Board if there arises a need to exceed said maximums, excluding travel related expenditure, upon which the Board may adopt a dollar increase in the maximum amount through formal Board action; and

BE IT FURTHER RESOLVED, that the district had previously established a maximum amount for travel and related expenditures for the 2020-2021 budget year in the amount of \$35,000 which the district has spent/encumbered \$1,577 to date; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools shall hereby forward to the Commissioner of Education the budget statement, budget statement certification, form A4F (Certification and Report of School Taxes, 2021-2022 school year), supporting documentation, as required by statute and code and make any necessary adjustments to the budget in order to receive approval from the County Offices in order to advertise for public hearing the 2021-2022 budget.

BE IT FURTHER RESOLVED, that the Superintendent of Schools and the School Business Administrator/Board Secretary be authorized to implement the 2021-2022 district budget.

F2. APPROVAL OF PRUDENT USE OF LEGAL SERVICES 2021-2022

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 pupil amount, the procedures set forth in N.J.A.C. 8A:23A-5.2(a)3 will be implemented by the East Rutherford Board of Education, unless evidence can be provided that such procedures would not result in a reduction of cost.

The procedures require the East Rutherford school district to:

- 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. Contact 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:

F3. APPROVAL OF MAXIMUM TRAVEL EXPENDITURE 2021-2022

WHEREAS, the East Rutherford Board of Education policy #6471 and NJAC 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2020-2021 school year.

WHEREAS, the East Rutherford Board of Education appropriated \$35,000 for travel during the 2020-2021 school year and has spent \$1,577 to date;

NOW, THEREFORE BE IT RESOLVED that the East Rutherford Board of Education hereby establishes the school district travel maximum for the 2021-2022 school year at the sum of \$35,000 and

BE IT RESOLVED that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

ROLL CALL VOTE: F1 – F3

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

OLD 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. Please go to the district website under “Announcements” click on Remote Meeting information.

President Zoller Closes the Hearing of Citizens:

Time:

FINAL MATTERS TO DISCUSS OR ACT UPON (IF NECESSARY)

MOTION TO ADJOURN MEETING

Time:

ROLL CALL VOTE:

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

NEXT MEETING:

**Public Meeting
REMOTELY
March 25, 2021
7:00 P.M.**