

**EAST RUTHERFORD BOARD OF EDUCATION  
SPECIAL MEETING MINUTES**

**March 19, 2020**

**6:00 PM**

**REMOTELY (meet.google.com)**

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

**CALL TO ORDER** – *By President Bulger at 6:17 p.m.*

**OPENING STATEMENT** – *President Bulger*

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 by having the date, time and place thereof provided to The Record and South Bergenite Newspapers to have published and posted in the vestibule of the Borough Hall and Public Library.

Copies of agendas are available 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**

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**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
<b>Mrs. Maria Caruso</b>	<b>X</b>	
<b>Mr. Carlo Maucione</b>	<b>X</b>	
<b>Mrs. Erin Shemeley</b>	<b>X</b>	
<b>Mr. Richard Vartan</b>	<b>X</b>	
<b>Mrs. Rachel Villanova</b>	<b>X</b>	
<b>Mrs. Debbie Zoller</b>	<b>X</b>	
<b>Mr. Jason Bulger</b>	<b>X</b>	

**ATTENDANCE:**

**Mr. Giovanni A. Giancaspro, Superintendent**  
**Mrs. Lameka Augustin, SBA/Board Secretary**  
**Mr. Thomas Kobin, Board Counsel**

As a courtesy to all in attendance, please silence all cell phones and electronic devices 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 Bulger Opens the Hearing of Citizens:**

**Time: 6:24 p.m.**

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.

➤ *No Members of the Public wished to be heard.*

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

**Time: 6:24 p.m.**

**REPORTS/PRESENTATIONS TO THE BOARD**

- Superintendent’s Report – Mr. Giovanni A. Giancaspro will determine a date for the McKenzie School Floor discussion to be held.

**FINANCE COMMITTEE** (*Chairperson; Debbie Zoller, Jason Bulger, 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 2020-2021 SCHOOL BUDGET**

**WHEREAS**, the Superintendent of Schools recommends to the East Rutherford Board of Education, to adopt the district’s tentative 2020-2021 budget; and

**WHEREAS**, upon the adoption of the district’s tentative 2020-2021 budget, administration will provide to the New Jersey Department of Education, the district’s tentative 2020-2021 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 2020 - 2021 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 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 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 \$1,000,000 for McKenzie Gymnasium floor removal and replacement.

**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 \$207,375 and \$75,000 retrospectively; and

**WHEREAS**, the district's tentative 2020-2021 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 \$16,444,637.31 for the ensuing 2020-2021 school year; and

**WHEREAS**, the district's tentative 2020-2021 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 \$ for the ensuing 2020-2021 school year; and

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

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$18,980,293	\$16,444,637
Special Revenue Fund	289,881	0
Debt Service Fund	699,979	699,979
<b>Total Base Budget</b>	<b>\$19,970,153</b>	

**NOW, THEREFORE BE IT RESOLVED**, that the East Rutherford Board of Education hereby adopts the district’s tentative 2020-2021 budget and affixes/determines that the amount of money necessary to be appropriated for the use of the public schools for the 2020-2021 school year shall not exceed \$18,980,293 in General Fund which the General Fund local tax levy shall not exceed \$16,444,637 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 2020-2021 school year shall not exceed \$699,979 in the Debt Service Fund which the Debt Service Fund local tax levy shall not exceed \$699,979; 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 \$75,000 in maintenance reserves; use of \$1,000,000 in capital reserves and the use of \$207,375 in general surplus; and

**BE IT FURTHER RESOLVED**, the district accepts the \$809,860 in State Aid inclusive of the \$32,079 assessment for Debt Service on the SDA funding plus an additional amount of \$140,000 estimated for Extraordinary Special Education Aid for the 2020-2021 budget year; and

**BE IT FURTHER RESOLVED**, that the Superintendent of Schools hereby certifies that the 2020-2021 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 2020-2021 budget as follows:

<b>Service</b>	<b>Not to Exceed</b>
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 2019-2020 budget year in the amount of \$35,000 which the district has spent/encumbered \$11,784.79 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, 2020-2021 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 2020-2021 budget.

**BE IT FURTHER RESOLVED**, that the Superintendent of Schools and the School Business Administrator/Board Secretary be authorized to implement the 2020-2021 district budget.

**F2. APPROVAL OF PRUDENT USE OF LEGAL SERVICES 2020-2021**

**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 2020-2021**

**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 2019-2020 school year and has spent \$11,784.79 to date;

**NOW, THEREFORE BE IT RESOLVED**, that the East Rutherford Board of Education hereby establishes the school district travel maximum for the 2020-2021 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	X				
Carlo Maucione	X				
Erin SHEMELEY	X				
Richard Vartan	S				
Rachel Villanova	X				
Debbie Zoller	M				
Jason Bulger	X				

**OLD BUSINESS**

*No New Business*

**NEW BUSINESS**

*No New Business*

**OPEN TO THE PUBLIC**

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

**Time: 6:28 p.m.**

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.

- *No Members of the Public wished to be heard.*

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

**Time: 6:28 p.m.**

**FINAL MATTERS TO DISCUSS OR ACT UPON**

- *None*

**MOTION TO ADJOURN**

**Time: 6:41 p.m.**

**ROLL CALL VOTE:**

MEMBER	YES	NO	ABSTAIN	ABSENT	REMARKS
Maria Caruso	X				
Carlo Maucione	X				
Erin SHEMELEY	X				
Richard Vartan	M				
Rachel Villanova	X				
Debbie Zoller	S				
Jason Bulger	X				

**ADJOURNMENT**

RESOLVED, that the East Rutherford Board of Education adjourns its Public Meeting of March 19, 2020.

*MINUTES ARE NOT VERBATIM*; The foregoing minutes were prepared  
by the Board Secretary, Mrs. Lameka Augustin/lb.

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Lameka Augustin

Approved

**NEXT MEETING:  
Public Meeting  
REMOTELY  
March 26, 2020  
7:00 P.M.**