

MINUTES OF THE REGULAR SESSION
THE ENGLEWOOD CLIFFS
BOARD OF EDUCATION
HELD AT THE UPPER SCHOOL

AUGUST 5, 2013

143 CHARLOTTE PLACE
ENGLEWOOD CLIFFS, NEW JERSEY 07632

**ENGLEWOOD CLIFFS BOARD OF EDUCATION
ENGLEWOOD CLIFFS, NEW JERSEY**

**REGULAR MEETING
AUGUST 5, 2013**

MINUTES

I. CALL TO ORDER

The Englewood Cliffs Board of Education held a Regular Meeting in the Media Center of the Upper School, 143 Charlotte Place, Englewood Cliffs, New Jersey on Monday, August 5, 2013. The meeting was called to order at 7:03 P.M. by Mr. Frank Patti, Jr., President and Presiding Officer.

II. PLEDGE OF ALLEGIANCE

III. OPEN PUBLIC MEETINGS ACT STATEMENT

The New Jersey Open Public Meeting 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 this Act, the Englewood Cliffs Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the Englewood Cliffs Borough Hall, the Upper School, the North Cliff School and the Englewood Cliffs Board of Education Office and sent to the Board's designated newspapers: The Record and The Suburbanite on August 2, 2013.

IV. ROLL CALL

Board Members Present: Mr. Chang (arrived at 7:25PM), Mr. Drimones, Mrs. Enriquez(arrived at 7:05PM), Mrs. Jafri, Mr. Luppino, Mr. Misk, Mrs. Pichigian and Mr. Patti

Board Members absent: Mr. Calabro

Administrators Present: M. Welfel, Business Administrator/Board Secretary

Staff Members: None

Public (Sign In Sheet): G. Oh, E. Consales

V. HEARING OF CITIZENS AND DELEGATIONS CONCERNING ITEMS ON AGENDA

None

VI. APPROVAL OF MINUTES

Regular Meeting:	June 3, 2013
Executive Session:	June 3, 2013
Special Meeting:	June 24, 2013
Executive Session:	June 24, 2013

Motion to approve the Regular and Executive Session Meeting Minutes of June 3, 2013 was made by Mr. Misk and seconded by Mr. Luppino.

Motion to approve the Regular and Executive Session Meeting Minutes of June 24, 2013 was made by Mr. Misk and seconded by Mrs. Jafri.

The minutes of June 3, 2013 Regular and Executive Session Meetings were approved with a vote of 6-0-1 (Mr. Patti abstained).

The minutes of June 24, 2013 Regular and Executive Session Meetings were approved with a vote of 7-0-0.

VII. REPORTS, INFORMATION AND COMMUNICATION

A. SUPERINTENDENT'S REPORT

Mrs. Welfel addressed the following items:

1. INFORMATION

- a. Attendance of Members of the Board of Education, Superintendent, Business Administrator, and Supervisors at the New Jersey School Boards Association Annual Convention, in New Jersey, October 2013
- b. Fiber between both schools (lease vs. purchase) – Mrs. Welfel informed the Board that Mr. Kravitz would like her to propose to the Board that the district consider entering a lease agreement instead of purchasing and owning the fiber between both schools. The Technology Committee had met and Mr. Kravitz explained that Scott Burrows had been in contact with E-Rate Exchange and confirmed that our district would qualify for E-rate funding if we were to lease the fiber between our schools, instead of purchasing it. The amount of E-rate funding is based on the amount of students that qualify for “free and reduced milk/meals.” Based on 2012-13 free and reduced students, the district would qualify for 40% funding. If the number of students dropped below 5 students, then the district would receive 20% funding. Mrs. Welfel then shared the basis of E-Rate Exchange’s calculation for a 5 Year contract proposal; \$6,000/month = \$72,000/year (E-rate @ 40% would equal \$28,800 savings). She confirmed that the district would have to prepare an RFP for the work regardless of leasing or purchasing the fiber.

2. RESOLUTIONS

Motion was made by Mrs. Jafri and seconded by Mr. Misk to approve the following resolution:

S-1. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves Mr. Frank Patti, Jr., Mr. Joseph Luppino, Mr. Carmelo Calabro, Mr. Eugene Chang, Mr. George Drimones, Mrs. Gina Enriquez, Mrs. Shanna Jafri, Mr. Gerard Misk, Mrs. Marisa Pichigian, Mr. Robert Kravitz, Mrs. Mary Welfel, Ms. Jennifer Brower, Mrs. Dawn Smith, Mrs. Gina Edone, and Mrs. Teresa DiVincent attending the New Jersey School Boards Association Annual Convention in New Jersey in October 2013, as per State travel regulations, and at an amount not to exceed State guidelines.

3. QUESTIONS/COMMENTS FROM THE BOARD – SUPERINTENDENT’S AGENDA

The Board discussed the options of leasing vs purchasing fiber and would like to discuss the matter in more detail with Mr. Kravitz and Scott Burrows. It was also discussed that it may be beneficial to wait until the free and reduced applications are received for the 2013-14 school year to determine if the E-rate discount will be 20% or 40%.

4. ACTION

Motion to approve resolution “S-1” was approved with a vote of 7-0-0.

B. BOARD PRESIDENT’S REPORT

1. INFORMATION

None

2. RESOLUTIONS

None

3. QUESTIONS/COMMENTS FROM THE BOARD – BOARD PRESIDENT’S AGENDA

None

4. ACTION

None

VIII. FINANCE

1. INFORMATION

Mrs. Welfel reviewed the finance items listed on the agenda and added a walk-in resolution “F-25” as requested by the district’s architect.

2. RESOLUTIONS

Motion was made by Mr. Misk and seconded by Mr. Luppino to approve the following resolutions:

F-1. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the August 2013 bills list in the amount of \$734,038.30, a July 2013 Manual Bills List in the amount of \$312,214.90, and a June 2013 Manual Bills List in the amount of \$747,412.67.

F-2. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the transfer of funds for May and June 2013. See attached.

F-3. BE IT RESOLVED THAT THE BOARD SECRETARY’S REPORT AND THE TREASURER’S REPORT FOR THE MONTH OF MAY AND JUNE 2013 (UNAUDITED) AND PURSUANT TO N.J.A.C. 6:23-3:13 (E), THE ENGLEWOOD CLIFFS BOARD OF EDUCATION CERTIFIED THAT NO BUDGETARY LINE ITEM ACCOUNT HAS OBLIGATIONS AND PAYMENTS BY THE DISTRICT BOARD OF EDUCATION AND THAT PURSUANT TO N.J.S.A. 18A-22-11, SUFFICIENT FUNDS ARE AVAILABLE TO MEET THE DISTRICT’S FINANCIAL OBLIGATIONS OR THE REMAINDER OF THE SCHOOL YEAR.

F-4. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the June 2013 transfer of funds listed below for submission to the County Office for approval. (Transfer exceeds the 10% limit)

From: School Administration	11-000-240-XXX	\$ 11,773.00
To: Equipment	12-000-XXX-73X	\$ 11,773.00
From: Central Svcs & Admin Info Tech	11-000-25X-XXX	\$ 60,980.00
To: Facilities Acq & Constr Srvc	12-000-4XX-XXX	\$ 60,980.00

F-5. BE IT RESOLVED THAT THE BOARD OF EDUCATION acknowledges the deposit of \$300,000.00 from 2012/2013 surplus into the Capital Reserve Account.

F-6. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the grant allocations for the period July 1, 2013 through June 30, 2014, as follows:

NonPublic Textbook Aid	Entitlement of \$4,004
NonPublic Nursing Aid	Entitlement of \$7,102
NonPublic Technology Aid	Entitlement of \$1,460

F-7. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Agreement with Essex Regional Educational Services Commission to provide Nursing Services for Non Public Schools for 2013/2014 school year.

F-8. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Bloodborne Pathogen Program Professional Agreement with the County of Bergen, Department of Health Services for the 2013/2014 school year at a training cost per participant of \$25.00 and vaccine administration of \$57.00 per dose/three dose series per participant of \$171.00.

F-9. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Change Order submitted by Facility Solutions Group, and reviewed and approved by DiCara Rubino Architects, to replace wall sensors in bathrooms to Ceiling Sensors. Additional cost to the District - \$750.00

F-10. BE IT RESOLVED THAT THE BOARD OF EDUCATION awards the attached 2013/2014 Educational Data Services, Inc. bids for the following categories:

- General Classroom Supplies
- Fine Art Supplies
- Health and Trainer Supplies
- Library Supplies
- Math Supplies
- Office/Computer Supplies
- Physical Education Supplies
- Science Supplies
- Special Needs Supplies
- Teaching Aids Supplies
- Time and Materials Maintenance
- Custodial Supplies

F-11. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Maintenance Service Agreement with Harland Technology Services for the period of August 31, 2013 – August 30, 2014 in the amount of \$541.00.

F-12. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the contract with Englewood Public Schools for the extended school year program from July 1 – July 26, 2013 for SID#1057099894 at a cost of \$2,850.

F-13. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the contract with Rockland BOCES for the extended school year program from July 1 – August 16, 2013 for SID#2889954226 at a cost of \$4,705.80, plus the cost of a one to one aide and transportation.

F-14. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the 2013/2014 tuition and additional services contracts with the Cresskill Board of Education for the following students:

	<u>Tuition</u>	<u>Resource Room</u>
SID# 5767478669	\$13,125	\$ 9,600
SID# 9385316497	\$13,125	\$12,000
SID# 4084266049	\$13,125	\$ 2,400
SID# 7665904873	\$13,125	\$ 2,400
SID#1422812816	\$13,125	\$ 2,400

F-15. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the contract with the Ridgefield Board of Education for SID# 8754165487 in the amount of \$34,674.00 for the 2013-2014 school year, plus additional services as per the student’s IEP.

F-16. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the contract with the Ridgefield Board of Education for SID# 1589269135 in the amount of \$59,342.00 for the 2013-2014 school year, plus additional services as per the student’s IEP.

F-17. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Tuition Agreement with Sage Day School for the 10 month program during the 2013/ 2014 school year for SID#5750340847 at a cost of \$50,220.

F-18. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the 2013/2014 Inclusive Pre-Kindergarten Program Resident Tuition Agreements each in the amount of \$3,000 for the following students: E.B., C.F., S.K., and C.S.

F-19. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Renewal Addendum to the Master Agreement with SchoolWires from July 1, 2013 – June 30, 2016 at an annual cost of \$8,539.95.

F-20. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the district’s participation in the New Jersey Cooperative Bid Maintenance Program for the 2013/14 school year with both Educational Data and the Middlesex Regional Educational Services Commission.

F-21. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the 2013/2014 Accidental Death and Dismemberment Insurance Policy to be insured with AIG at an annual rate of \$2,450.

F-22. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Subscriber Agreement with Discovery Education for access to Discovery Education united streaming for the 2013/2014 school year at a cost of \$2,270.00.

F-23. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the travel summary for North Cliff and Upper School as of July 2013. (as per attached list)

F-24. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the Proposal provided by E-Rate Exchange, LLC to assist the district with the USF/SLD E-rate program at a cost of \$2,350.

F-25 (Walk-in Resolution) Whereas, **The Board of Education of Englewood Cliffs in the County of Bergen, New Jersey (the "Board")**, desires to proceed with a school facilities project consisting generally of:

- (1) Lighting Upgrades at Upper School and North Cliff School.
- (2) Above Ceiling Insulation at Upper School and North Cliff School.

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE ENGLEWOOD CLIFFS IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a grant with respect to the proposed Project.

Section 5. This resolution shall take effect immediately.

3. QUESTIONS/COMMENTS FROM THE BOARD – FINANCE AGENDA

Mr. Chang asked if E-Rate Exchange LLC's fee was competitive – Mrs. Welfel responded that Mr. Burrows had contacted the companies and their rate was competitive.

4. ACTION

Motion to approve resolutions “F-1 – F23 and F-25” was approved with a vote of 8-0-0.

Motion to approve resolution “F-24” was approved with a vote of 6-0-2. (Mr. Chang and Mr. Patti abstained)

IX. PERSONNEL

1. INFORMATION

Mr. Patti read the Personnel items.

2. RESOLUTIONS

Motion was made by Mrs. Pichigian and seconded by Mr. Misk to approve resolutions “P-1 – P-6.”

P-1. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves a move across the guide for the following tenured staff members effective September 1, 2013 through June 30, 2014:

<u>STAFF</u>	<u>FROM (12/13 sch. yr.)</u>	<u>TO (13/14 sch. yr.)</u>
Ms. Monica Bernarde	BA 5 \$51,091.	BA30 6 \$56,815.
Mrs. Christine Torticill	BA30 10 \$61,861.	MA 11 \$67,865.

P-2. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves an increase in salary for Mr. Ken Chamberlain, Custodian (part-time evening), from \$15.00 per hour to \$15.45 per hour effective July 1, 2013 through June 30, 2014.

P-3. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves various staff members for summer curriculum writing sessions and professional development at an hourly rate as specified by the Teachers’ Agreement.

P-4. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the employment of Ms. Samantha Rajner for the position of One-To-One Educational Support Professional at an annual salary of \$28,000.00 effective September 1, 2013, through June 30, 2014.

P-5. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the following high school students as part-time 2013-2014 summer workers, at a \$7.25 hourly rate of pay: Miss Jacqueline Chevannes, Miss Jillian Habersaat, Mr. Che Harris, and Miss Nicole Johnston.

P-6. BE IT RESOLVED THAT THE BOARD OF EDUCATION approves the following individuals as substitute teachers in the Englewood Cliffs School District for the 2013-2014 school year: Mrs. Erica Aiello, Ms. Lillie Fenner and Ms. Toni Rotondo.

3. QUESTIONS/COMMENTS FROM THE BOARD – PERSONNEL AGENDA

Mr. Misk asked what duties are performed by a one to one Educational Support Professional and is a college degree required. Mrs. Welfel responded that it is an aide that follows one student from class to class and it does not require a teaching degree.

4. ACTION

Motion to approve resolutions “P-1 – P-6” was approved with a vote of 8-0-0.

X. COMMITTEE REPORTS

Building & Grounds Committee – Mrs. Welfel reported that all three summer projects (NC Vestibule, Wellness Center and Lighting Sensors at US and NC) were on schedule as well as the summer cleaning at both schools.

Negotiations Committee – None

Finance Committee – None

Personnel Committee – Mrs. Pichigian reported that the 1-1 Educational Support Professional was hired for a new student.

Curriculum Committee – None

Policy Committee – Mr. Misk asked the Board members to give thought and consideration to the school policy on student tardiness and absenteeism so that the policy can be updated for the new school year.

High School Litigation - None

XI. OLD BUSINESS

None

XII. NEW BUSINESS

None

XIII. SECOND HEARING OF CITIZENS ON ANY TOPIC OF CONCERN

Mrs. Consales asked if the wireless network upgrade is on schedule and will be completed by the start of school. Mrs. Welfel confirmed High Point had started the work and is on schedule.

XIV. ADJOURNMENT

Motion to adjourn was made by Mr. Misk and seconded by Mrs. Pichigian. A voice vote was taken and there was a unanimous vote to adjourn at 7:45P.M.

Respectfully submitted

Mary Welfel
Business Administrator/Board Secretary