

MINUTES OF THE REGULAR MEETING
OF THE TENAFLY BOARD OF EDUCATION
WEDNESDAY EVENING, FEBRUARY 19, 2020
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY RD., TENAFLY, NJ

DATE 3/9/20

APPROVED [Signature]

(All Public Board Meetings are Recorded and Posted on the District Website)

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OF THE TENAFLY BOARD OF EDUCATION
WEDNESDAY EVENING, FEBRUARY 19, 2020
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY RD., TENAFLY, NJ**

The meeting was called to order at 7:19 p.m. by Board President Janet Horan who read the following statement:

"The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon."

In accordance with provisions of this act, the Tenaflly Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof posted at the Borough office, Tenaflly Public Library, administrative building, in the local press and on the district's web site.

On roll call, the following Board members answered present:

Mark Aronson
Natalie Barbanel
Patricia Flynn
Inbal Israeli Miller
Jane Juhng

Paula Newman
Edward J. Salaski
Jocelyn Schwarz
Janet I. Horan

The following staff members were present:

Ms. Shauna DeMarco, Superintendent
Dr. Evelyn Mamman, Assistant Superintendent for Curriculum and Instruction
Mr. Yas Usami, Business Administrator/Board Secretary
Ms. Danielle Diaz, Human Resources Manager

The following principal representatives were present:

Mr. James Morrison, Principal of High School
Mr. John Fabbo, Principal of Middle School
Ms. Brenda Yoo, Principal of Mackay School
Dr. Jennifer Ferrara, Principal of Maugham School
Mr. Brian Ross, Principal of Smith School
Ms. Gayle Lander, Principal of Stillman School

A motion was made by Mr. Aronson and seconded by Ms. Juhng that the Board convenes in closed session according to the following:

WHEREAS, the Tenaflly Board of Education has been formed pursuant to applicable New Jersey Statutes, and

WHEREAS, the Board is charged with the responsibility of performing all acts and doing all things, consistent with law and the rules of the State Board of Education, necessary for the lawful and proper conduct, equipment and maintenance of the public schools and public school property of the Tenaflly Public School District, and

WHEREAS, Section 7 of the Open Public Meetings Act (N.J.S.A. 10-4-12) permits the exclusion of the public ("closed session") from a meeting of the Board in certain circumstances, and

WHEREAS, the Board has determined that circumstances exist for such a closed session,

WHEREAS, the Board has found the action described below to be necessary and proper,

NOW, THEREFORE, BE IT RESOLVED by the Board on the date indicated above that:

- 1.) The public shall be excluded from discussion of and action on the closed session herein set forth.
- 2.) The confidential subject matter to be discussed is as follows:
 - Legal Matters
 - Personnel Matters
 - Student Matters
- 3.) The Board will return to Open Session at approximately 8:00 p.m.

No formal action will be taken.

The motion was unanimously approved by the Board.

The meeting recessed to closed session at 7:19 p.m.

A motion was made by Ms. Barbanel and seconded by Ms. Schwarz that the Board convene from closed session at 8:25 p.m. and go into open session.

The meeting was called to order at 8:29 p.m. by Ms. Horan who read the following statement:

"The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon."

In accordance with provisions of this act, the Tenaflly Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof posted at the Borough office, Tenaflly Public Library, administrative building, in the local press and on the district's web site.

On roll call, the following Board members answered present:

Mark Aronson	Paula Newman
Natalie Barbanel	Edward J. Salaski
Patricia Flynn	Jocelyn Schwarz
Inbal Israeli Miller	Janet I. Horan
Jane Juhng	

The following staff members were present:

Ms. Shauna DeMarco, Superintendent
Dr. Evelyn Mamman, Assistant Superintendent for Curriculum and Instruction
Mr. Yas Usami, Business Administrator/Board Secretary

The following principal representative was present:

Mr. James Morrison, Principal of High School

Also present:

Ms. Danielle Diaz, Human Resources Manager
Mr. David DiGregorio, High School Library Media Supervisor

Ms. Horan opened the meeting with the Pledge of Allegiance to the flag.

PRESENTATIONS / REPORTS

Bergen County Girls Soccer Sportsmanship Award

Mr. Keith Breznovits, Secretary of the Bergen County Officials Association, stated awards are given out annually to one boys' team and one girls' team, and the first recipient of the Bergen County awards given out in 1992 was the Tenaflly boys' team. The award is named after Mr. Lou Eckhardt, a longtime Tenaflly resident and an association member since 1960. The recipient of the award this year was the Tenaflly girls' team. The game officials vote for a team who displayed the best sportsmanship (good conduct, attitude, fair play, and striving spirit). The coach and team members were thanked and present to receive the award. The Board and administration offered their congratulations.

Proposal to Expand Functions of Board/Conference Room into Education Center

Mr. Dave DiGregorio, Library Media Specialist, spoke about the many benefits of expanding the functionality of the Boardroom into an Education Center. This would result in improving the quality of visual and audio functions, including videoconferencing for professional development, display screens, added cameras, monitors, video switcher, cables, etc. Mr. DiGregorio spoke about post-production time being much more efficient than the present system. He said we can utilize some of the present hardware for cost efficiency. He presented an overview of the costs, and suggested using a trial set up before a final decision is considered. The Board thanked Mr. DiGregorio for his presentation.

APPROVAL OF MINUTES

A motion was made by Ms. Newman and seconded by Ms. Israeli Miller to approve the Minutes of the Work Session Meeting and Closed Executive Meeting of January 21, 2020; and the Regular Public Meeting and Closed Executive Meeting of January 27, 2020.

Ms. Horan asked the Board if they had any questions or comments on the Minutes.

Ms. Flynn referred to the Minutes of January 27, page 11, for the student representatives' report. The words "talk show" should be "Tux Show." (The edit has since been made in the official minutes.)

The Minutes of the Work Session and Closed Executive Meeting of January 21, 2020 were approved as follows:

Yes - 7	Mark Aronson	No - 0
	Natalie Barbanel	
	Patricia Flynn	Abstain - 2 Inbal Israeli Miller
	Paula Newman	Jane Juhng
	Edward J. Salaski	
	Jocelyn Schwarz	Absent - 0
	Janet I. Horan	

The Minutes of the Regular Public Meeting and Closed Executive Meeting of January 27, 2020 were approved as follows:

Yes - 8	Mark Aronson	No - 0
	Natalie Barbanel	
	Patricia Flynn	Abstain - 1 Inbal Israeli Miller
	Jane Juhng	
	Paula Newman	Absent - 0
	Edward J. Salaski	
	Jocelyn Schwarz	
	Janet I. Horan	

PUBLIC RECOGNITION-COMMUNITY COMMENTARY

Ms. Horan inquired if there were any guests in the audience who wished to address the Board on any item listed on the agenda.

There were no comments.

PUBLIC RECOGNITION-COMMUNITY COMMENTARY

Ms. Horan inquired if there were any guests in the audience who wished to address the Board on any item not listed on the agenda.

There were no comments.

NEW BUSINESS

(Topics presented and approved at a prior meeting for Board discussion)

Board of Education Lunch with Staff

Mr. Aronson's suggested plan consists of a couple of Board members who go to each school to meet informally with staff over lunch or a time that best suits the teachers. He expressed that, at present, there's no way for the Board to engage solely with faculty members. He said that although the NJSBA did not recommend this practice, it is not illegal. Mr. Aronson said he would like to try this plan; and if no one is interested or shows up, the plan is done.

Ms. Horan said she reached out to our board attorney, and the response was similar to the NJSBA's comment, and she discussed some of the attorney's concerns. She said it is up to the Board to make this decision, taking into account policy and procedure and limitations of things that can be discussed, and Ms. DeMarco would need to be involved with attorney guidance.

Ms. Horan said approval is needed by a majority of the Board to go forward with the proposed plan. Several Board members discussed the topic and gave their opinions. Some suggestions and points were made including the following: (1) to have a community type gathering much like the superintendent's breakfast; (2) take what we hear at the Board meetings and invite all community members (including staff, parents, students) for a less formal setting, not televised, to discuss matters of interest, at night or daytime with a rotation of Board members; (3) have more engaging discussions just with students; (4) have structured discussions with specific topics to obtain feedback from the teachers; (5) the Board should refer particular teacher matters/issues they are interested in to the Superintendent for bridging the communication.

Before a poll of the full Board was taken, Mr. Aronson withdrew his initial proposal. It was agreed to put the topic forth to the Communications Committee for further discussion.

BOARD PRESIDENT'S REPORT

Ms. Horan referred to the Board's Budget Retreat held last Wednesday and thanked the Central Office administration and all the building administrators who worked on the 2020/21 budget proposal. The work started back in August and will be finalized in April. The preliminary budget will be presented to the community at the March 9 Board meeting.

Ms. Horan reported that Mr. Aronson will share his report of the first meeting held by the Sustainability Committee. A lot of committee work has gone into the new Board and administrative initiatives this year.

Ms. Horan congratulated Derek Kim and his teammates on the boy's swim team who won their first sectional title since 2015. The team is competing again tonight.

SUPERINTENDENT'S REPORT

Ms. DeMarco gave the following report:

I hope this finds all students, faculty and staff having enjoyed the recent holiday weekend and winter recess. We are back and ready to wrap up winter with strength and welcome spring with eagerness.

Enrollment in the Tenaflly Schools has decreased by 1 student since our January 27th meeting. We have 3,801 students currently enrolled: 1523 students are in our elementary schools, 379 of which are at Mackay, 376 at Maugham, 388 at Smith and 380 at Stillman. We have 903 Middle School students and 1,248 high school students, as well as 18 Tiger Tots and 109 out of district students. Of those out of district students, 39 are at the academies. No Tenaflly students are currently enrolled in a charter school.

The following classes are at capacity in our elementary schools: Grade 2 at Maugham and Stillman schools, Grade 3 at Maugham School, and Grades 4 and 5 at Mackay School.

Kindergarten Registration for the 2020-21 school year took place earlier this month. Currently our kindergarten enrollment for the upcoming year is 120 students and the breakdown is as follows:

- Maugham School had 38 registered kindergarteners
- Smith School had 32 registered kindergarteners
- Mackay School had 23 registered kindergarteners
- Stillman School had 27 registered kindergarteners

Registration for the 2020-21 school year in all grades continues in the month ahead March 2 is the date we begin registering all grades for the 2020-21 school year. Please see our website for registration information.

We thank the Board for a successful Budget retreat and look forward to presenting the preliminary budget to them for approval at the March 9th meeting. Following that meeting, and its anticipated approval, Mr. Usami, Dr. Mamman and I will be presenting mini-budget presentations at each school at an upcoming HSA meeting. To date, the following presentations have been put in place:

- Smith Elementary on March 13 at 8:45 a.m.
- Maugham Elementary on March 18 at 2:00 p.m.
- Stillman Elementary on April 3 at 1:30 p.m.
- The Middle School on April 22 at 9:00 a.m.

We will also be presenting on the budget to our SEPAC committee on April 1st at 10:00 a.m.

Our strategic planning process continues with a multitude of groups within our district and we look forward to opening this up to the community in the month ahead. Each strategic planning session runs about 1.5 - 2 hours and invites participants to share with us their ideas, suggestions, questions and concerns in an active, welcoming way. Right now, tentative dates are as follows:

- A morning session will be offered on March 23rd
- An afternoon session will take place on 24th and
- An evening session will take place on March 25th.

Formal communication will also be shared with you next week that will require an RSVP on the part of anyone wishing to join one of these community sessions. We hope to see you there!

Finally, we remind you that April 1, 2020 is officially U.S. Census Day. A nationwide count of all U.S. residents occurs every 10 years and, starting in mid-March, households will receive a mailing inviting them to complete their census forms online. Census data is used for the following decade to determine New Jersey's Congressional representation and the annual allocation of over \$23 billion in federal funding to our state.

Clearly, an accurate census count has a direct impact on the well-being of our children and the strength of our public schools. In the previous census of 2010, it is estimated that about 1.3 million children under the age of 5 were missed in the nationwide count. Educators are trusted community members who can deliver the message of the importance and benefits of census participation to students and their families.

Please make sure that your family is involved in this outreach, so our children, educators and communities receive the resources that we need to continue with our success. We get one chance every decade to get it right, and that one chance for this decade begins on April 1st.

ASSISTANT SUPERINTENDENT'S CURRICULUM AND INSTRUCTION REPORT

Dr. Mamman gave the following report:

The Middle School's annual I-Search Fair was held last Wednesday, February 12, during the school day. This fair is the culmination of the 8th grade language arts research project.

I had the distinct pleasure of listening to students present their research and asking them questions about their presentation. The I-Search Project is an opportunity for students to explore something they are truly curious about, and/or something that matters to them. They picked varied topics that they asked questions to which they sought and found comprehensive answers through personal interviews with experts or authorities, reading useful books, magazines, newspapers, searching Internet information, viewing video clips and documentaries or films. The research was extensive.

Students created short articles focused on the most exciting aspect of the answer to their research question. They presented the highlights of their research in visual formats--the tri-fold-- and spoke about it to the larger Tenaflly community. The students researched valuable and significant topics in the world that they cared about. The event was very well attended (and included parents, grandparents, THS teachers, businesses). Our thanks to their teachers and everyone in the Middle School who worked collaboratively to help make the event successful.

Ms. Flynn commented that the event was held in the past on two different evenings where more people could attend at night who were not able to attend during the day. Ms. Schwarz said she was especially impressed with the way the students used their time, when they were not presenting, by asking questions and learning about other students' projects. Ms. Schwarz expressed that the students were completely engaged in what was going on, and it was a wonderful experience for everyone.

BOARD SECRETARY'S REPORT

Mr. Usami reported on the Fire & Security drills for January:

FIRE DRILLS & SECURITY DRILLS 2019-2020 SCHOOL YEAR JANUARY 2020						
MONTH	HIGH	MIDDLE	MACKAY	MAUGHAM	SMITH	STILLMAN
JANUARY Fire Drills	Completed	Completed	Completed	Completed	Completed	Completed
JANUARY Security Drills	Security Drill/ Tabletop Exercise	Security Drills/ Shelter-in- place & Tabletop Exercise	Security Drill/ Lockdown	Security Drill/ Lockdown (Active Shooter)	Security Drill/ Lockdown (Active Shooter)	Security Drill/ Lockdown

Mr. Usami gave the following facilities update on projects and repairs. These projects are in addition to the routine work the custodial/maintenance crew does daily:

All Schools

Replaced stained ceiling tiles in hallways and classrooms.
 Inspected fire extinguishers, dating tags and initial tags.
 Inspected Carbon Monoxide Detectors, entered in log book.
 The grounds crew routinely covers for head custodians and daytime custodians when they are out. They did so on six occasions in the first half of February.

High School

Replaced hallway light switches second floor of building.
 Continuing to prepare Varsity baseball field.
 Replaced switch for backboard.
 Patched roof over girl's locker room.
 Installed new LED sign in front of school.
 Repaired exhaust fan in aux gym.
 Installed new battery in generator, checked fluids, and conducted test.
 Mounted TV by Music Room.

Magic Touch Plumbing checked all water sources in building, due to high water bill, Magic Touch believes it was a mistake on the water company part.
Unclogged sink in room 131.
Repaired leak in kitchen sink.
Repaired roof leak above guidance wing.

Geissinger Field, and Fields

Cleaned bathrooms and field house daily.
Picked up debris along track area daily.
Emptied trash cans daily.

Middle School

Continuing to clean grounds area by brook/water way to make an outside science classroom for the sustainable NJ project.
Snaked clog toilet in room 202.
Repaired steam trap in tunnel under west wing.
Repaired steam pipe in tunnel under gym.
Repaired steam pipe in tunnel under room 112, and main office.
Mounted flag in room 121.
Tightened handle on faucet room 129.
Removed stall partition from single toilet bathroom.

Mackay School

Hung banner in multi-purpose room.
Trimmed hedges in front of building and removed dead tree by side of building.
Removed two bushes that grew into handrail – safety issue.
Installed new lock on showcase cabinet.

Maugham School

Patched roof by the front of the building.
Patched and installed flashing in the chimney by the front of the building.

Smith School

Cleaned leaves and debris from grounds.
Installed new lockset in room 7.

Stillman School

Replaced ballast in classroom 203.
Installed new wheels on lunch table.
Repaired light in room 101.
Repaired exit door next to media center.
Installed new toilet seat in ADA bathroom by the main hallway.

Tenafly Board Office

Continued to clean out closet next to old phone room.
Started to organize blue prints and Buildings and Grounds binders.
Installed new lamp in Assistant Superintendent's office.

STUDENT REPRESENTATIVES' REPORT

Derek Kim and Kira Baltaytis were absent from the meeting.

COMMITTEE REPORTS

Communications/Policy Committee

Ms. Schwarz reported the committee met on February 10, 2020, at 6:00 p.m. The people in attendance were: Jocelyn Schwarz, Janet Horan, Paula Newman, Shauna DeMarco, Yas Usami, Robert Caputo and David DiGregorio.

Topics discussed: **(see attached report)**

After the report was given, the Board and administration discussed several of the benefits and opportunities of the proposed multi-functional Education Center. The cost would be part of this year's budget.

Ms. Horan took a poll of the Board to see who was in favor of moving forward with the project to transform the Boardroom into an Education Center. By the following vote, the Board agreed to go forward with the purchases of the project:

Yes - 7	Patricia Flynn	No - 1	Mark Aronson
	Inbal Israeli Miller		
	Jane Juhng	Abstain - 0	
	Paula Newman		
	Edward J. Salaski	Absent - 1	Natalie Barbanel
	Jocelyn Schwarz		
	Janet I. Horan		

Facilities/Athletics/Co-Curricular Committee

Ms. Horan stated she gave a brief summary of the report at a previous meeting, but she read the official committee report tonight. The committee met on January 27, 2020, at 6:07 p.m. The people in attendance were: Janet Horan, Patty Flynn, Paula Newman, Jocelyn Schwarz, Shauna DeMarco, Yas Usami and Frank Primiani.

Topics discussed: **(see attached report)**

Sustainability Committee

Mr. Aronson reported the committee met on February 10, 2020, at 9:00 a.m. The people in attendance were: Mark Aronson, Natalie Barbanel, Inbal Israeli-Miller, Jocelyn Schwarz, Evelyn Mamman, Frank Primiani, David DiGregorio, Jim Morrison and Cathy Paz. Also in attendance were teachers Robert Kennedy and Danielle Katz, and students Jill Nooriy and Emma Ziesler.

TENAFLY BOARD OF EDUCATION
REPORT OF BOARD COMMITTEES

Submit this document to the Board Secretary no later than one day after a meeting session for distribution to the entire Board.

NAME OF THE COMMITTEE: Communications Committee

NAME OF THE CHAIRPERSON: Jocelyn Schwarz

DATE & HOUR OF MEETING: February 10, 2020 @ 6pm LENGTH OF MEETING: 1 hour, 15 min

BOARD MEMBERS ATTENDING: Jocelyn Schwarz, Janet Horan, Paula Newman

ADMINISTRATORS: Shauna DeMarco, Yas Usami, Bob Caputo and David DiGregorio

SUBJECTS(S) DISCUSSED:

1. Proposed Board Conference Room Camera Upgrade
2. Policy 5770 – legal guidance on proposed changes
3. Website progress update
4. Update on proposal to add 1 technology staff member to 20-21 budget
5. Proposed A/C project section on TBOE Website

SUBJECTS(S) CONSIDERED BUT REJECTED:

1. David DiGregorio put together a comprehensive proposal to transform our Board Conference Room into an Education Center that could host professional development programs for staff and faculty in addition to Board meetings. The proposal includes purchasing 2 TV monitors, a new audio system, 3 cameras (we will still use our existing camera), and a switcher (to be able to easily switch between the screens and cameras for recording purposes). This upgrade will allow the full board and audience members to be able to see all presentations clearly, without having to shift seats, our audio quality will be significantly improved so that anyone in the room can be heard and understood, and the additional cameras will allow for a clear view of all areas of the room.

These upgrades will both improve our in-room experience and the recorded experience with the enhanced audio and presentation capabilities. The committee discussed the possibility of reducing the number of cameras to save costs, but the camera setup as proposed will be most impactful for remote professional development opportunities. David is going to try and coordinate a trial period with the new audio system before purchasing, to be sure it works as effectively as we need.

These upgrades will both improve the audio and visual quality of our board room experience, as well as provide a much cleaner look. We currently have visible wires, which will all be cleaned up, and the board room will get a fresh coat of paint. All installation work will be done in house.

David will present his proposal to the full board at our Wednesday, February 19th meeting so we can then discuss as a group. The total cost for all proposed upgrades is \$23,000.

2. As per our board discussion on 2/10, we will be making the suggested changes to Policy 5770 and it will be put forward for a first reading in March.
3. Shauna spent time speaking with a representative from Blackboard to fully understand the features and options available to us, and how to best take advantage of them. We are currently using an older

Blackboard template, but plan to re-launch our site using a more dynamic and captivating template in the coming months. Blackboard works with a local university, and as part of course work, they will do a complete audit of our site and the features we are and are not using. The findings from their work will be very helpful when switching over to the new template.

4. As part of the 20-21 budget, the administration is recommending adding a technology staff member to help with our district communications, website, and "customer service". This person would help with website training at the building level, be the go-to person for any website and/or genesis issues, and help with our district wide communications. Right now the technology department doesn't have the bandwidth to give all of these areas the attention they need. This is currently proposed as 20 hr/wk employee as that's all our budget would allow for, but in the event we can make it work financially, a full time employee would be ideal.
5. In order to keep the community up to date on all capital improvement projects, we are going to create a tab on our website called "District Improvements". This will include a photo gallery of work in progress, before and after photos, and updates on when work will be happening. This idea was born out of the desire to keep the community informed on our A/C project work.
6. This was not on the agenda, but we discussed our genesis system. Shauna has also spoken with someone from their team, and they are going to be helping us redevelop our genesis system, free of charge. They trained all of our administrators on best practices and educated us on features that are available to us, but we have yet to take advantage of, such as: automated send outs, tracking student info, and turnstiles – the ability to check students in on trips.

CONCLUSIONS/DISCUSSION:

RECOMMENDATIONS: If committee is not in complete agreement, please attach a "minority report" by that member who disagrees.

ADDENDUM:

DATE, TIME, PLACE OF THE NEXT MEETING: Monday, March 9, 2020 @ 6pm

Signed: Jocelyn Schwarz

TENAFLY BOARD of EDUCATION
REPORT of BOARD COMMITTEE

Submit this document to the Board Secretary no later than one day after a meeting session for distribution to the entire Board.

COMMITTEE: Facilities & Athletics/Co-Curricular Committee

CHAIRPERSON: Janet Horan

DATE & HOUR of MEETING: January 27, 2020 6:07 PM LENGTH OF MEETING: 1 hour 7 minutes

BOARD MEMBER(s) ATTENDING: Trustees Patty Flynn, Paula Newman and Jocelyn Schwarz,

ADMINISTRATOR(s) ATTENDING: Superintendent De Marco, BA Yas Usami and Frank Primiani

TEACHER(s) ATTENDING: None

STUDENT(s) ATTENDING: None

OTHER(s) ATTENDING: None

SUBJECTS(s) DISCUSSED:

1. **District Level A/C Project Findings** The meeting opened with the need to update the Long Range Facility Plan (LRFP), currently underway with EI Associates our Architect of Record. The document must be updated and filed with the state to reflect the addition of the A/C Project. Frank shared that he had looked at the proposed make and model of window units in the report and has done a little research at units of 24000 BTU unit 10.3 amps with a CEER 10.3 and 28000 BTU unit 13.1 amps with a CEER 9.9 – we also spoke about fans for the gym, cafeteria and auditorium spaces - we are looking to purchase the window units and fans in the FY 20 budget. Other project fees and installation will be in the FY 21 capital projects budget. Resolution for this project to be on the board agenda of February 19th
2. **Other projects:** Summer 2020 projects include Handicap accessibility of the Geissinger field bleachers and coaches box, THS boiler pumps, the Maugham bathroom and at Mackay relocate the fencing and trash receptacles to add an additional parking space(s)

3. _____

4. _____

SUBJECTS(s) CONSIDERED BUT REJECTED:

1. _____

2. _____

CONCLUSION(s):

RECOMMENDATION(s): If committee is not in complete agreement, please attach a "minority report" by that member who disagrees. * None received *

DATE, TIME, PLACE OF THE NEXT MEETING: Monday, April 20, 2020

Signed: Janet Horan

**TENAFLY BOARD OF EDUCATION
REPORT OF BOARD COMMITTEES**

Submit this document to the Board Secretary no later than one day after a meeting session for distribution to the entire Board.

NAME OF THE COMMITTEE: Sustainability

NAME OF THE CHAIRPERSON: Mark Aronson

DATE & HOUR OF MEETING: February 10, 2020 – 9:00 AM LENGTH OF MEETING: 60 minutes

BOARD MEMBERS ATTENDING: Mark Aronson, Natalie Barbanel, Inbal Israeli-Miller, Jocelyn Schwarz

ADMINISTRATORS: Evelyn Mamman, Frank Primiani, David DiGregorio, Jim Morrison, Cathy Paz,

TEACHERS: Robert Kennedy, Danielle katz

STUDENTS: Jill Nooriy, Emma Ziesler

OTHERS: _____

SUBJECTS(S) DISCUSSED:

1. **MISSION STATEMENT OF SUSTAINABILITY COMMITTEE:** Discussion to come up with a mission statement that would articulate the goals; short term and long term; for the committee. Jim Morrison distributed to the group two sample mission statements; one more general and more detailed. The group presented words and phrases that they would like to be included in the mission statement. Dr. Mamman took note of these and for the next steps, she will assemble and distribute to the group through google classroom for everybody to comment on. The draft of the mission statement will be on the agenda for the next meeting. Some of the words, phrases that will be included are: model, meaningful recycling, student led, Un-sustainable goals, mindfulness. Dr. Mamman spoke to the group on incorporating academic, energy, food and buildings into this mission statement,
2. **GOALS FOR THE DISTRICT IN YEAR1 1, YEARS 2-3:** This agenda item went hand in hand with the topic of the mission statement. There is consensus that the district needs to distinguish between short term goals that are achievable in the next year vs. longer terms goals that will take multiple years to accomplish. We talked about recycling, composting and working towards eliminating the sale of plastics at the schools. We talked about how we can raise awareness and foster a culture change. We also talked about how curriculum K-12 will change and have this area imbedded.
3. **WHAT DOES THE DISTRICT CURRENTLY DO REGARDING RECYCLING AND SUSTAINABILITY INITIATIVES:** A combination of the students, Bob Kennedy and Danni Katz explained to the group what is currently in place at the middle school and the high school. Much of this discussion was centered on the recycling that is taking place. Immediately, we will work to insure each room in the district has two recycling bins (one for paper and one for plastic) and they are properly labled. Frank and his team are working to change the lighting fixtures all to LED's, Regarding recycling, we will raise with the Borough at the joint use committee to insure their involvement and cooperation.

Dr. Mamman explained that some areas of our curriculum address sustainability as dictated by student learning standards. For example, the Next Generation Science Standards (NGSS) emphasize how human activities affect the Earth and how Earth processes impact humans. We will embed the revised social studies standards that go into effect next year that highlights: Geography, People and the Environment: Human Environment Interaction.

4. **WHAT IS A SUSTAINABLE SCHOOL DISTRICT:** The committee received the presentation from NJSBA on sustainable school districts. One of the goals of the district will be to apply for some type of formal certification. There are several different levels of certification.

CONCLUSIONS:

RECOMMENDATIONS: If committee is not in complete agreement, please attach a “minority report” by that member who disagrees.

April 20th, 7:30 AM. (In the meantime, we will set up a google classroom and communicate remotely through this vehicle)

DATE, TIME, PLACE OF THE NEXT MEETING:

Signed: _____

Mr. Aronson said they discussed the role of the Board in the committee (who will provide the resources that are needed, policy if needed, and overall support); however, it was felt that the strength of the committee and success is dependent on the students with help from their teachers.

Topics discussed: (see attached report)

Ms. Horan asked Mr. Aronson about the topic of recycling in his report and raising the issue with the Joint Use committee for Borough involvement. Mr. Aronson replied that the Sustainability Committee thought they should talk with the Borough, due to the DPW who will be involved with what the committee is planning. Mr. Primiani will be asked to include this topic on the Joint Use committee agenda, as he is on that committee.

Diversity Committee

Mr. Salaski gave a brief summary of the February 14th Diversity Committee meeting. He said the main activity was the strategic planning exercise that Shauna conducted using posters in the room naming key target areas such as Curriculum and Instruction, Facilities, and Finance. The committee members were advised to look at the 5 main questions listed on the posters: (1) wait, what?, (2) I wonder?, (3) couldn't we at least?, (4) how can I help?, and (5) what truly matters?. They were asked to give their input in the key areas that fell into the 5 question categories that would be appropriate for the key target areas to see what was common or unique to certain groups and to use it as a key ingredient for strategic planning.

Mr. Salaski said he thought it was a positive exercise and members were engaged in the process. He expressed that his takeaway from the exercise was the committee was given an opportunity to take a point of view and bring it forward in an active way for strategic planning for the district.

COMMITTEE MEETING SCHEDULE:

<u>Board Committees</u> ♦ <u>Communications/Policy</u> ♦ Curriculum/Technology ♦ <u>Facilities/Athletics/Co-Curricular</u> ♦ Finance & Alternative Revenue ♦ Joint Use <u>Sustainability</u>	<u>Past / Future Meeting Dates</u> Feb 10, 2020/ Mar 9 Feb 19 / Apr 27 Jan 27 / Apr 20 Jan 21 / Mar 2 Nov 26,2019/ Feb 27, 2020 Feb 10 / Apr 20	<u>2020 BOE Chairs</u> Jocelyn Schwarz Jane Juhng Janet Horan Edward Salaski Janet Horan Mark Aronson
<u>Liaison Reports</u> ♦ HSA/Superintendent Council ♦ CAP ♦ TEF ♦ THS Food Service Advisory Council ♦ MG/TMS Food Service Advisory Council ♦ Diversity Committee ♦ Other	Feb 11, 2020/ Mar 17 Feb 7 Feb 14 / Apr 16 TBA	Inbal Israeli Miller Patti Flynn Patti Flynn J. Schwarz, I. Israeli Miller J. Schwarz, I. Israeli Miller Ed Salaski TBA

NEW BUSINESS

Ms. Horan asked the Board if they wished to introduce any new business for discussion at future meetings.

No new topics were raised.

Financial Projections

Mr. Usami asked for the Board's permission for the administration to do the financial projections for Fiscal Year 2020 (this has been an annual practice for many years). He explained that the auditor examines what our financial position is so we have a good idea of the district's excess surplus and what we may want to put into capital reserve. Mr. Usami said the timeframe involved is the end of March to sometime by mid-May, when the auditor's report will be ready. The report will go to Finance Committee who will then report to the Board.

A poll was taken and the Board voted in favor 8-0 of having financial projects conducted.

RESOLUTIONS

The following resolutions are recommended by the Superintendent of Schools:

A motion was made by Mr. Salaski and seconded by Mr. Aronson to approve the Resolutions by consent agenda.

The motion for a consent agenda was approved by those present. Ms. Barbanel left the meeting at 9:20 p.m.

A motion was made by Ms. Flynn and seconded by Mr. Aronson to approve the following Resolutions: P-1 through P-18; A-1 through A-4; C-1 through C-5; S-1 through S-7; and F-1 through F-10.

PERSONNEL

RESOLUTION P-1 APPROVAL OF SUBSTITUTES

BE IT RESOLVED that the substitutes listed below with a NJ Instructional, NJ Educational Services or NJ Substitute Credential or those to serve as substitute secretaries, substitute custodians or substitute paraprofessionals be approved by the Board of Education for the 2019-2020 school year in accordance with N.J.S.A. 18A:6-7.1b pertaining to criminal history background check and at the district-established per diem rate as noted:

NAME	DEGREE	MAJORS	CERTIFICATION/ POSITION	RATE
Christopher Emmanuele	BS	Communications	NJ Substitute Credential	\$100 per diem
Dominique Porcaro	BS	Psychology	NJ Substitute Credential	\$100 per diem
Ernest DelGizzo	BS	Social Studies	CEAS: Teacher of Social Studies	\$100 per diem

Krista Celli	BS	Advertising	NJ Substitute Credential	\$100 per diem
Selvarani Suresh Victor	MS	Computer Science	NJ Substitute Credential	\$100 per diem

RESOLUTION P-2 HIRES

BE IT RESOLVED that the following persons be employed to fill the positions listed for the length of time and compensation indicated and subject to all federal, state, county and local regulations governing said employment and in accordance with Senate Bill #851 regarding a criminal history background check:

<u>Mackay Elementary School</u>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
Catherine Vecchio 19-Hour Paraprofessional	Pending Criminal History Clearance – 06/30/20	19-Hour Paraprofessional 3.8 hrs. per day, \$22.99 per hour

<u>Maugham Elementary School</u>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
Michelle Stewart 3 rd Grade Elementary School Teacher – Leave Replacement	Pending Issuance of Credential – 06/30/20	CEAS: Preschool through Grade 3 BA, Line 1 \$54,574 pro rata

<u>Smith Elementary School</u>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
Karen Borrani Lunch Paraprofessional	Pending Criminal History Clearance – 06/30/20	Lunch Paraprofessional 1.75 hrs. per day, \$22.03 per hour

RESOLUTION P-3 APPROVAL OF EXTRA COMPENSATION APPOINTMENTS

BE IT RESOLVED that the Board approves the following individuals as extra-compensation appointments to the positions indicated:

Position	Name	Stipend \$
Choreographer – Spring Musical	Karina Banta	\$3,000 Reimbursed through Student Organization Account
JV Ice Hockey Assistant Coach	Jake Bernstein	\$2,249 based on the prorated amount of \$7,199, due to the issuance of the NJ Substitute Credential.
Volunteer Band Coach	Alexander Vengerov	n/a

Spring 2020 Coaching Positions

SPORT	NAME	STIPEND AMOUNT
BASEBALL HEAD COACH	Andy Escala	\$9,460
BASEBALL ASST.	Arnold Almaguer	\$6,564
BASEBALL ASST.	Peter Toale	\$6,564

BASEBALL MIDDLE SCHOOL COACH	Anthony Vagnone	\$3,693
BASEBALL - HALF/TIME ASST.	TBA	\$3,282
GOLF COACH (BOYS)	Keith Larsen	\$4,839
GOLF COACH (GIRLS)	John Nicolai	\$4,839
LACROSSE HEAD COACH (BOYS)	Eric Quaranti	\$9,460
LACROSSE ASST. COACH (BOYS)	Mike Holl	\$6,564
LACROSSE ASST. COACH (BOYS)	Mike Vicchio	\$6,564
LACROSSE ASST. COACH (BOYS)	Matthew Brodley	\$6,564
LACROSSE HEAD COACH (GIRLS)	Devin Feeney	\$9,460
LACROSSE ASST. COACH (GIRLS)	Samantha Levine	\$6,564
LACROSSE ASST. COACH (GIRLS)	TBA	\$6,564
OUTDOOR TRACK HEAD COACH	Dana Bianchi	\$7,657
OUTDOOR TRACK - ASST.	Ray Belarmino	\$6,564
OUTDOOR TRACK - ASST.	Christine Nobre	\$6,564
OUTDOOR TRACK - ASST.	Andreas Yanniotis	\$6,564
OUTDOOR TRACK - ASST.	Nicole Abbatemarco	\$6,564
OUTDOOR TRACT - ASST.	Mike Carrasquilla	\$6,564
SOFTBALL COACH	Jeff Koehler	\$9,460
SOFTBALL ASST.	Katie Fritz	\$6,564
SOFTBALL ASST.	TBA	\$6,564
SOFTBALL - HALF/TIME ASST.	TBA	\$3,282
TENNIS HEAD COACH (BOYS)	Anthony Zorovich	\$5,983
TENNIS ASST. (BOYS)	Mike Hegarty	\$4,281
TENNIS ASST. (BOYS)	Rachel Barker	\$4,281
WEIGHT TRAINING - SPRING	TBA	\$1,318

RESOLUTION P-4 STAFF RECLASSIFICATIONS

BE IT RESOLVED that the Board approves the following reclassifications:

NAME	FROM	TO	EFFECTIVE DATES
Keryn Brenzel	19-Hour Paraprofessional - Substitute \$22.99 per hour, Stillman School	19-Hour Paraprofessional, \$22.99 per hour, Stillman School	02/20/20- 06/30/20

Mallory Cohen	Teacher of Social Studies, Leave Replacement, THS 09/30/19 – 02/28/20 Per-Diem Substitute Teacher 03/02/20 – 06/30/20	Teacher of Social Studies, Leave Replacement, THS 09/30/19 – 02/21/20 Per-Diem Substitute Teacher 02/24/20 – 06/30/20	As noted.
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RESOLUTION P-5 APPROVAL OF 2020 ADDITIONAL SUMMER SCHOOL STAFF

BE IT RESOLVED that the Board approves the following individuals to fill the 2020 Summer School positions listed at the salaries indicated:

NAME	SUMMER SCHOOL POSITION	SUMMER SCHOOL SALARY
Arnold Almaguer	Director	\$8,404
Mary Haines	Secretary	\$1,500

RESOLUTION P-6 APPROVAL OF SIXTH PERIOD ASSIGNMENT - MACKAY

BE IT RESOLVED that the Board approves the following teacher to receive a Sixth Period Assignment with a stipend based on one-sixth of her annual salary from February 20, 2020 – June 30, 2020:

Mackay Elementary School

NAME
Deborah Brown

RESOLUTION P-7 APPROVAL OF SIXTH PERIOD ASSIGNMENT - TMS

BE IT RESOLVED that the Board approves the following teachers to receive a Sixth Period Assignment with a stipend based on one-sixth of their annual salaries, or as noted, from February 10, 2020 – June 30, 2020:

Tenaflly Middle School Mathematics

NAME
Esther Lee
Kathleen McGovern (1/5 th of 1/6 th of her annual salary)
Phillip Lee
Sofia Kostara-Matzarioti
Stacey Lanni
Zsuzsanna Cole

RESOLUTION P-8 AMENDED APPROVAL OF SIXTH PERIOD ASSIGNMENT - THS

BE IT RESOLVED that the Board approves the following counselors to receive a Sixth Period Assignment with a stipend based on one-sixth of their annual salaries from December 3, 2019 – May 8, 2020:

Tenaflly High School Guidance Department

NAME
Adam Schreiber
Cortney Weissenborn
Jane Weisfelner
Joan Thomas
Susan Patterson

RESOLUTION P-9 LEAVE OF ABSENCE FOR SECOND GRADE TEACHER AT SMITH SCHOOL

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Meaghan Kistner, 2nd Grade Teacher at Smith School, a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, April 17, 2020, to be followed by a paid disability/child-rearing leave of absence, using accumulated sick days, followed by an unpaid child-rearing leave of absence, inclusive of FMLA/FLA, through November 27, 2020.

RESOLUTION P-10 LEAVE OF ABSENCE FOR 30-HOUR PARAPROFESSIONAL AT STILLMAN SCHOOL

BE IT RESOLVED that the Board, grants a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, May 8, 2020, to Jaime Kobb, 30-Hour Paraprofessional at Stillman School, to be followed by, an unpaid maternity/disability leave of absence, followed by an unpaid medical leave of absence, inclusive of FMLA/FLA, through November 27, 2020.

RESOLUTION P-11 AMENDED LEAVE OF ABSENCE FOR ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST AT TMS

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Christina Meluso, Associate School Library Media Specialist at Tenaflly Middle School, a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, October 18, 2019, to be followed by a paid disability/child-rearing leave of absence, using accumulated sick days, followed by an unpaid child-rearing leave of absence, inclusive of FMLA/FLA, through February 20, 2020.

RESOLUTION P-12 AMENDED LEAVE OF ABSENCE FOR SCHOOL COUNSELOR AT THS

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Jenny Ihn, School Counselor at Tenaflly High School, a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, December 3, 2019, to be followed by a paid disability/child-rearing leave of absence, using accumulated sick days, under the Family Medical Leave Act through May 9, 2020.

RESOLUTION P-13 AMENDED LEAVE OF ABSENCE FOR TEACHER OF SOCIAL STUDIES AT THS

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Alexandra McKinnon, Teacher of Social Studies at Tenaflly High School, a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, September 27, 2019, to be followed by a paid disability and unpaid child-rearing leave of absence, under the Family Medical Leave Act through February 21, 2020.

RESOLUTION P-14 APPROVAL OF PARAPROFESSIONAL FOR A BEFORE-SCHOOL BASED ACTIVITY

BE IT RESOLVED that the following employee will serve as a Paraprofessional, on an hourly basis at \$22.99 per hour, to accompany a classified student to a school based activity as on record with the Special Services Department:

Paraprofessional
Mary Haines

RESOLUTION P-15 APPROVAL OF HOME INSTRUCTORS

BE IT RESOLVED that the Board approves the individuals noted below through the end of the 2019-2020 academic year, at a rate of \$50.00 per hour.

Kenneth Berman
Syed Kriger-Hussain

RESOLUTION P-16 APPROVAL OF TOILETING STIPENDS FOR PARAPROFESSIONALS

BE IT RESOLVED that the Board approves that the following paraprofessional receive a \$1,000 toileting stipend, as noted, during the 2019-2020 school year:

PARAPROFESSIONAL NAME	START DATE
Dawn Toto	January 30, 2020
Luis Elías	December 13, 2019

RESOLUTION P-17 RESIGNATIONS AND RETIREMENT

BE IT RESOLVED that the Board accepts with regret the following:

NAME, POSITION, LOCATION	REASON	EFFECTIVE DATE
Chanice Bonafacio, 19-Hour Paraprofessional Mackay Elementary School	Resignation	February 7, 2020
Joseb Baik, 19-Hour Paraprofessional Tenaflly Middle School	Resignation	March 13, 2020
Marc Gold, High School Vice Principal Tenaflly High School	Retirement	June 30, 2020

RESOLUTION P-18 APPROVAL OF SACC STAFF

BE IT RESOLVED that the Board approves the following individuals for the SACC program for the 2019-2020 school year:

NAME	LOCATION	POSITION	HOURLY RATE
Stillman	Karen Martino	Afternoon Assistant	\$15.00

ADMINISTRATION**RESOLUTION A-1 APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN HIB INVESTIGATIONS**

BE IT RESOLVED that the Tenaflly Board of Education (hereinafter referred to as the "Board") hereby affirms the Superintendent's decision in HIB Investigation Number 2019-20/20, THS-3Y for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents forthwith.

RESOLUTION A-2 APPROVAL OF THE DISTRICT STUDENT SAFETY DATA SYSTEM (SSDS) REPORT FOR PERIOD 1 (2019-2020)

BE IT RESOLVED that the Tenaflly Board of Education approves the district Student Safety Data System Report for Period 1 of the 2019-2020 school year.

RESOLUTION A-3 APPROVAL OF FACILITY AGREEMENT WITH FAIRLEIGH DICKINSON UNIVERSITY FOR THE PURPOSE OF HOLDING THE TENAFLY HIGH SCHOOL CLASS OF 2020 COMMENCEMENT

BE IT RESOLVED that the Tenaflly Board of Education approves the Facility Agreement between Fairleigh Dickinson University and the Tenaflly Board of Education for the purpose of holding the Tenaflly High School Class of 2020 Commencement at the Rothman Center – Stratis Arena on Thursday, June 18, 2020.

BE IT FURTHER RESOLVED that the Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effect the terms of this Resolution.

RESOLUTION A-4 ACCEPTANCE OF GIFTS, GRANTS AND DONATIONS

BE IT RESOLVED that the Board accepts with thanks and appreciation the following:

DONOR	SCHOOL ALLOCATION	ITEM/AMOUNT
The Steiner Family/Dean Foundation	Maugham School	Money donated for purchasing varying seating options for students. Total est. value: \$5,000.00

CURRICULUM

RESOLUTION C-1 HIGH SCHOOL OVERNIGHT TRIP FOR DECA STATE CAREER DEVELOPMENT CONFERENCE

BE IT RESOLVED that the Board of Education approve an overnight trip for the DECA State Career Development Conference at Harrah's Waterfront Conference City in Atlantic City, New Jersey on Monday, March 2 to Wednesday, March 4, 2020.

RESOLUTION C-2 APPROVAL OF TENAFLY HIGH SCHOOL SWIM TEAM'S PARTICIPATION IN THE NJSIAA BOYS AND GIRLS INDIVIDUAL SWIMMING TOURNAMENT IN SEWELL, NEW JERSEY

BE IT RESOLVED that the Board of Education approve the high school swim team's participation in the NJSIAA Individual Swimming Tournament in Sewell, New Jersey on Saturday, February 29 to Sunday, March 1, 2020.

RESOLUTION C-3 JERSEY SHORE JUNIOR SCIENCE SYMPOSIUM COMPETITION

BE IT RESOLVED that the Board of Education approve an overnight trip to the Jersey Shore Junior Science Symposium (JSJSS) Competition March 16-17, 2020 at Ocean County College in Toms River, NJ.

RESOLUTION C-4 APPROVAL OF TENAFLY HIGH SCHOOL DISTRICT CONVENTION-KEY CLUB OVERNIGHT TRIP

BE IT RESOLVED that the Board of Education approve Tenaflly High School District Convention Key Club overnight trip from March 27-29, 2020 to Ocean Plaza Convention Center in Long Branch, N.J.

RESOLUTION C-5 TENAFLY HIGH SCHOOL WASHINGTON AREA MODEL UNITED NATIONS COMPETITION

BE IT RESOLVED that the Board of Education approved the Tenaflly High School Washington Area Model United Nations Competition from April 2-5, 2020 at the Crystal Gateway Marriott in Arlington, VA.

SPECIAL EDUCATION**RESOLUTION S-1 APPROVAL OF SETTLEMENT AGREEMENT AND RELEASE**

BE IT RESOLVED by the Tenaflly Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Settlement Agreement and Release (hereinafter referred to as "Agreement") between the Board and the Parents of a student (#899) whose name is on file in the Superintendent's office, and which Agreement is located in the student's file, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized a nd directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

RESOLUTION S-2 RESCIND 12 MONTH PLACEMENT 2019-2020

BE IT RESOLVED that the Board of Education rescind the placement for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#799	Forum	Private	(\$39,022.90)
#626	Valley Program	Public	(\$39,998.50)

RESOLUTION S-3 RESCIND EXTRAORDINARY SERVICES ONE-TO-ONE AIDE 12 MONTH PLACEMENT 2019-2020

BE IT RESOLVED that the Board of Education rescind the aide for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#626	Valley Program	Public	(\$24,463.70)

RESOLUTION S-4 APPROVAL OF TEN MONTH PROGRAM 2019-2020

BE IT RESOLVED that the Board of Education approve the placements for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#626	Ridgefield Public Schools	Public	\$23,775.79 Pro-rated 01/06/2020

RESOLUTION S-5 APPROVAL OF TWELVE-MONTH PROGRAM 2019-2020

BE IT RESOLVED that the Board of Education approve the placement for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#799	The Bergen Center for Child Development	Private	\$19,050.93 Pro-rated 01/02/2020
#898	Valley TIP Program	Public	\$25,719.00 Pro-rated 01/06/2020

RESOLUTION S-6 APPROVAL OF EXTRAORDINARY SERVICES ONE-TO-ONE AIDE 10 MONTHS 2019-2020

BE IT RESOLVED that the Board of Education approve the one to one aide for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#626	Ridgefield Public School	Public	\$25,952.99 Pro-rated as of 01/06/2020

RESOLUTION S-7 APPROVAL OF EXTRAORDINARY SERVICES ONE-TO-ONE AIDE 12 MONTH 2019-2020

BE IT RESOLVED that the Board of Education approve the one to one aides for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#799	The Bergen Center for Child Development	Private	\$11,100.00 Pro-rated as of 01/02/2020
#898	Valley TIP Program	Public	\$24,463.70 Pro-rated as of 01/13/2020

FINANCE

RESOLUTION F-1 BOARD SECRETARY'S REPORT FOR JANUARY 2020

BE IT RESOLVED that the Board Secretary's report for the month of January 2020 be accepted as submitted (or amended if changes are made during the meeting) and filed in the official minutes of this meeting. Pursuant to N.J.A.C. 6A:23-2.11, we certify that as the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected in this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

RESOLUTION F-2 TREASURER'S REPORT FOR JANUARY 2020

BE IT RESOLVED that the Treasurer's report for the month of January 2020, be accepted as submitted and filed in the official minutes of this meeting.

RESOLUTION F-3 TRANSFERS FOR JANUARY 2020

BE IT RESOLVED that the Board of Education approves transfers for the 2019-2020 school budget in a report dated January 31, 2020, as submitted and filed in the Business Administrator/Board Secretary's office.

BE IT FURTHER RESOLVED that the transfer list be attached to the official minutes of the Board.

RESOLUTION F-4 APPROVAL OF BILLS FOR JANUARY 23 THROUGH JANUARY 31, 2020

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$2,308,935.72 for January 23 through January 31, 2020, as shown on the list of bills submitted to the Board of Education and which

shall be made a part of the resolution be and hereby are approved for payment and are to be charged to the following fund accounts:

	Fund	Totals
(10)	General Fund	\$115,009.91
(11)	General Current Expense	\$2,120,936.49
(20)	Special Revenue Funds	49,069.21
(30)	Capital Projects Funds	- \$1,573.95
(50)	Enterprise Fund	\$11,067.39
(55)	Preschool Program Fund	\$6,251.10
(60)	Trust and Agency Funds	\$8,175.57
	TOTAL	\$2,308,935.72

RESOLUTION F-5 APPROVAL OF BILLS FOR FEBRUARY 1 THROUGH FEBRUARY 12, 2020

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$4,017,324.90 for February 1 through February 12, 2020, as shown on the list of bills submitted to the Board of Education and which shall be made a part of the resolution be and hereby are approved for payment and are to be charged to the following fund accounts:

	Fund	Totals
(10)	General Fund	\$115,033.64
(11)	General Current Expense	\$3,793,756.71
(12)	Capital Outlay	\$21,450.47
(20)	Special Revenue Funds	\$33,299.08
(50)	Enterprise Fund	\$11,274.12
(55)	Preschool Program Fund	\$6,342.39
(60)	Trust and Agency Funds	\$36,168.49
	TOTAL	\$4,017,324.90

RESOLUTION F-6 PAYROLL FOR JANUARY 2020

BE IT RESOLVED that the regular payroll for January 2020 be and hereby is approved for payment as follows:

PAYROLL	
Date	Amount
1/15/20	\$2,151,076.25
1/31/20	\$2,021,657.37

RESOLUTION F-7 APPROVAL TO ACCEPT EI ASSOCIATES' PROFESSIONAL SERVICES PROPOSAL FOR THE TOILET RENOVATIONS AT MAUGHAM ELEMENTARY SCHOOL

BE IT RESOLVED that the Tenaflly Board of Education approves the professional services proposal as attached for the toilet renovations at Maugham Elementary School in the amount of \$22,900 plus reimbursables.

27 January 2020
7046-10994

Via E-Mail (yusami@tenafly.k12.nj.us) and Mail

Mr. Yas Usami
School Business Administrator/Board Secretary
Tenafly Public Schools
500 Tenafly Road
Tenafly, New Jersey 07670

**Subject: Proposal for Professional Architectural and Engineering Services
Maugham Elementary School Toilet Room Renovations**

Dear Mr. Usami:

EI Associates is pleased to submit this proposal to the Tenafly Public School District to provide professional architectural and engineering services related to Toilet Room Renovations at the Maugham Elementary School. Bid documents have been previously prepared by others for this project and bid during 2019. Prior bids exceeded the District's budget, were rejected and the work was never executed. The District concluded their relationship with the Architect-of-Record for this project and has requested EI rebid the project and administer construction of the work during the Summer of 2020. We have toured the subject facility, reviewed the previously prepared documents and we clearly understand the objectives of the District.

Located in Cedar Knolls, NJ, EI Associates (EI) has been providing professional design services to the K-12 educational community for over 75 years. We have a highly integrated and professional in-house staff of educational planners, architects and engineers of all disciplines to support all of your facility program needs. EI Associates (EIA) has completed numerous toilet room renovation projects for school districts including South Orange-Maplewood, Metuchen, Summit, Hillside, Lambertville, Glen Ridge, Newton, Allendale and Hasbrouck Heights. Our team is highly qualified to execute this project on your behalf. EI's Stephen P. Moldt will serve as Project Manager and coordinate the work of this assignment. Stephen will be assisted by our in-house staff of architects and engineers to fully address all project requirements.

Our team is available to commence with this work promptly following receipt of the Board's Resolution making reference to this proposal. We look forward to this opportunity to continue to assist Tenafly Public Schools.

PROJECT UNDERSTANDING

The Tenaflly Public School District intends to perform toilet room renovations at the Maugham Elementary School. Bid documents were prepared by the former Architect-of-Record and the project was bid during 2019. The contractor bids exceeded the District's budget, were rejected and the work was never executed. The District concluded their relationship with the prior Architect-of-Record. The District is currently in the process of obtaining electronic "pdf" files of the drawings, excluding the former Architect's title block, and will share this information with EI upon receipt. EI presently has electronic copies of the project Technical and Boiler Plate Specifications in Word "doc" format.

The District has requested EI prepare an updated bid package to support construction of the work during the Summer of 2020. The project has already received NJDOE approval and Schematic Submission to NJDOE is not required.

EI has prepared the attached Exhibit A – Indemnity Agreement to absolve our firm of any errors or omissions associated with the previously prepared design documents. We respectfully request the District sign and incorporate Exhibit A into a Purchase Order for this assignment.

SCOPE OF WORK

EI Associates proposes to provide the professional engineering services covering the Maugham Elementary School toilet room renovations as described above. Our proposed project plan will be to execute the work in two phases as follows: Phase I – Contract Document Phase, and Phase II – Bidding and Construction Phase Services. Specifically we will perform the following:

Phase I – Contract Documents

1. Review the previously prepared design documents to become familiar with the project requirements.
2. Obtain electronic files of the previously prepared design documents from the District.
3. Adapt the electronic drawing files onto EI drawing sheets incorporating EI's title block.
4. Update the technical specifications to include revised dates and EI's firm information.
5. Utilize the above information to prepare a set Contract Documents suitable to rebid the project. Drawings will be prepared on 30" x 42" sheets. Technical specifications will be provided in separate 8 1/2" x 11" booklet format.
6. If required attend an evening meeting with the Tenaflly Board of Education to present and discuss the project.
7. Review the previously prepared Boiler Plate specifications with the District's attorney. Determine new bid timelines and project completion dates with the District. Adjust the project bid and construction dates to suit the new project timeframes. The District will be responsible for placing the Bid Notice in the local paper.
8. Provide three sets of signed and sealed plans and specifications to the District for submission to the local code official for a construction permit.

Phase II – Bidding and Construction Administration

1. Conduct a pre-bid meeting at the project site with potential bidders.
2. Respond to RFI's during bidding and construction.

3. Issue addenda as needed during bidding.
4. Attend the bid opening, analyze bids, prepare the bid tabulation form, contact low bidder references and provide the District a recommendation for award.
5. Prepare the contract between the construction contractor and the District for the Board's attorney review. Contractor's Notice to Proceed will be provided by the District.
6. Attend one preconstruction meeting at the project site.
7. Review contractor's submittals specified in the Contract Documents for conformance with the drawings and specifications.
8. Visit the site to observe the progress of work in order to perform technical reviews of the construction, address technical questions regarding the design and, review the progress of the work and contractor requisitions for payment. EI will prepare a field report for each site visit. We have budgeted a total of three site visits for this project. The number of site visits can be increased or decreased to accommodate the District's needs. Additional site visits will be invoiced in accordance with the enclosed billing rate schedule. With input from the District, EI will review the project construction schedule prepared by the Contractor for compliance with the project schedule.
9. Provide technical support to resolve technical issues in the field, and to clarify the intent of the design and technical specifications. Respond to technical RFI's.
10. Upon receipt of the contractor's punch list, prepare one final punch list for the project.
11. Perform a final technical inspection of the work upon notification by the Contractor that the work is 100% complete.
12. Review project closeout documents and recommend final payment amount.

Please note that this does not represent that EI personnel will be managing the construction of the project. Full construction management services can be provided by EI, if so desired, for additional compensation.

WORK SCOPE NOTES

Our proposal is based upon the following assumptions and qualifications:

1. This proposal covers the scope of professional service described above. In the event that substantial deviations from the proposed scope of work described occur or that client-oriented revisions requiring engineering redesign occur, additional engineering fees may be required. Additional services will be provided on a time and expense basis as authorized by the Tenafly Board of Education.
2. This proposal is based on re-use of the design documents previously prepared by Tenafly's former architect. We have assumed the previously prepared documents are accurate and complete. EI assumes no liability for errors and omissions which may result from the previously prepared design documents.
3. Destructive testing and/or exploratory measures are excluded.
4. The contract for construction is between the District and the Contractor. EI Associates and our representatives are not responsible for, nor have authority or control over, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work as this is the sole responsibility of the contractor(s) performing the work.
5. EI's scope of work and fee does not include design for or remediation of hazardous materials. Mitigation of hazardous materials is the exclusive responsibility of the Tenafly Board of Education.

6. EIA's compensation proposal covers the following project expenses:
 - Travel to and from Tenaflly.
 - Reproduction costs for internal and Owner review sets.
 - Three sets of sealed and signed documents for permit submittal.
 - One electronic disc of the construction documents. The files on the electronic disc will be in pdf format.
 - Miscellaneous copies and distribution of meeting minutes, etc., one copy per organization.
 - Normal correspondence and telephone communications.Delivery of all the above documents will be via normal mail services. Overnight or express delivery will be provided at an additional charge.
7. Printing and distribution of documents for bidding is a reimbursable expense and is in addition to the stipulated sum. These expenses will be invoiced in accordance with the enclosed schedule of Charges for Reimbursable Expenses for Design Projects.
8. EI Associates construction phase services described above will be provided for an anticipated ten week construction duration. Should the duration of construction extend beyond the anticipated ten consecutive weeks, or project closeout extends beyond an additional 30 days, EI Associates construction phase services will be provided during the extended duration as an additional service for an additional fee as authorized by the Tenaflly Board of Education.
9. We understand permit review and approval will be performed by the local code official. We have not covered submission to NJDCA.
10. Our proposal assumes one bid cycle. Rebid services are excluded.
11. We have covered review of contractor provided paper copy shop drawing submittals. We have not covered the additional costs associated with the review of electronic shop drawings.
12. We have assumed existing utilities are available and adequate to support the proposed improvements. Analysis of, modifications to and/or expansion of existing utilities are not covered by this proposal.

COMPENSATION

EI Associates proposes to provide professional services as described above in accordance with the following fee schedule:

Phase I – Contract Documents Phase:	\$ 8,500
Phase II – Construction Administration Phase:	\$14,400

Additional project-related expenses covering printing, reproduction and distribution of contractor bid packages will be invoiced in accordance with the attached EI Charges for Reimbursable Expenses schedule. Invoices will be submitted monthly and will be due and payable within 30 days. The enclosed Business Terms shall apply to this project. This proposal is based on the District signing the attached Exhibit A Indemnity Agreement.

Extended Owner's Representative Services During Construction (Optional Service):

EIA Constructors, Inc., our in-house construction management division, is available to provide experienced construction personnel for extended Owner's Representation (clerk-of-the-works) services on site throughout the construction phase. These additional services can be provided on a daily or full-time basis as best fits your needs. The fee will be based on the duration of the service.

Our staff is available to execute this project promptly following receipt of your Board Resolution referencing approval of this proposal. Should you require any additional information, please contact us and we will respond promptly.


Thank you for this opportunity to continue to serve the Tenaflly Board of Education.

Sincerely,

EI ASSOCIATES
Architects &
Engineers, PA



Michael J. Wozny, AIA, CID, LEEDAP
Director, Educational Projects



Stephen P. Moldt
Project Manager

CC: EI Distribution

Att: Exhibit A – Indemnity Agreement
EI Business Terms
EI Charges for Reimbursable Expenses

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Exhibit A – Indemnity Agreement

Subject: Tenaflly Public School District
Maugham Elementary School Toilet Room Renovation Project

If either EI Associates ("EI") or Tenaflly Board of Education ("Tenaflly") , or an Affiliate of either party, is made the subject of any claim or lawsuit based on the alleged infringement or misappropriation of any third-party patent, copyright, trade secret or other proprietary right by reason of any aspect of the materials or Services provided hereunder, including but not limited to the use of the Plans, drawings and specifications prepared by DiCara Rubino Architects, EI or Tenaflly , as applicable, shall promptly notify the other party in writing (TENAFLY shall notify Subcontractor of such claim or lawsuit against TENAFLY' Affiliate). TENAFLY shall defend and indemnify EI against those claims or lawsuits based on the actual or alleged infringement or misappropriation of any such third-party right by EI only to the extent that (i) EI's allegedly infringing or misappropriating conduct is expressly required by TENAFLY or expressly required in writing by TENAFLY. The indemnities set forth in this Sub-Clause shall include, without limitation, all penalties, awards, and judgments; all court and arbitration costs; legal costs; and other reasonable out-of-pocket costs incurred in connection with such claims or lawsuits. The indemnifying party shall have the right to control the defense of any litigation, and to settle or compromise all claims and lawsuits subject to its Indemnity. However, the indemnifying party may not settle or compromise such claim or lawsuit without the written consent of the indemnified party if any settlement or compromise (a) requires the indemnified party to part with any property right or interest, assume any obligation or make any payment not indemnified, or (b) subjects the indemnified party to any injunction. Subject to the foregoing, the indemnified party shall have the right, at its option and expense, but not the obligation, to retain advisory counsel to represent its interests in defending any such claim or lawsuit.

If any action results in an injunction against EI with respect to the Services, materials or facilities provided under any Order, TENAFLY agrees that it shall, at its option and its sole expense, either (1) procure for EI the right to continue using the infringing subject matter, or (2) remove the contractual obligation for EI to utilize the infringing subject matter.

Agreed and Accepted by:

Tenaflly Board of Education

Authorized Representative

Date

EI Associates

Authorized Representative

Date

EI
ASSOCIATES

EI ASSOCIATES
BUSINESS TERMS FOR K-12 PROJECTS

1. **PROPOSAL DURATION**

Proposals presented by EI will remain effective for a period of 30 days. EI is always willing to discuss a mutually agreeable time extension.

2. **DELAYS**

Should any project be delayed by no fault of EI Associates, then there shall be an equitable fee adjustment to cover EI Associate's unanticipated extra costs.

3. **INVOICES**

- a. Invoices submitted monthly will be due and payable within 30 days.
- b. Any invoices not paid within 30 days of receipt, will be subject to interest charged at 1-1/2% per month of the unpaid balance.
- c. If payments are not received within 60 days of receipt, our fee will be increased by 2%. In addition, EI Associates also reserves the right to suspend services under the contract and EI Associates will not be held responsible for resulting damages. The client will be responsible for the additional costs to demobilize and remobilize.

4. **LIMITATIONS OF LIABILITY**

EI Associates and its consultants will not be responsible for the correctness or accuracy of any information supplied by parties other than EI and its consultants. The aggregate EI Associates liability for damages resulting from its errors, omissions, or other causes, shall not be in excess of its fee. EI shall not render services relating to asbestos. Owner shall indemnify EI against all liability for damages arising out of handling of asbestos and any other hazardous materials.

5. **OWNERSHIP OF DOCUMENTS**

Owner agrees not to reuse documentation prepared by EI Associates beyond the agreed upon scope of work without the written consent of EI Associates.

6. **EXPERT WITNESS TESTIMONY**

EI Associates will provide expert witness testimony services at the rate of \$800 per half day and \$1,400 per full day, plus reimbursable expenses as outlined above.

EI ASSOCIATES
CHARGES FOR REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are charged at the following rates, or if not shown, at cost plus 15%.

1. Reproduction expenses as follows:

Digital Bond First Copy – 30 x 42	\$7.98 each
Digital Bond Print – 30 x 42	\$3.50 each
Digital Bond First Copy – 24 x 36	\$5.35 each
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Photocopy – 8.5 x 11	\$0.18 per sheet
Photocopy – 11 x 17	\$0.35 per sheet
Color Copy – 8.5 x 11	\$2.00 each
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CAD Color Plot – 30 x 42	\$27.00 each
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CAD Check Plot – 8.5 x 11	\$2.50 per plot
CAD Check Plot – 11 x 17	\$2.75 per plot
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Wire or GBC Punch & Bind	\$11.55 set
Acco Punch & Bind	\$8.60 per set
Acetate 8.5 x 11	\$0.75 each
Scan to Disc	\$18.00 per dwg.

2. Downward conversion of latest version of AutoCAD to earlier version @ \$75 per drawing. Retrieval of archived information: base fee \$250.
3. Bind, purge, audit and publish AutoCAD files @ \$25 per drawing.
4. Fax at \$.50 per Page.
5. Automobile travel at \$0.575 per mile. Travel involving airplanes, rental cars, hotels, etc. at cost + 15%.
6. Messenger and overnight delivery charges at cost + 15%.
7. Subconsultants such as geotechnical, surveying, asbestos remediation, and specialty consultants at cost + 25%.

RESOLUTION F-8 APPROVAL TO ACCEPT EI ASSOCIATES' PROFESSIONAL SERVICES PROPOSAL FOR THE AIR CONDITIONING PROJECT

BE IT RESOLVED that the Tenaflly Board of Education approves the professional services proposal as attached for the air conditioning project at Mackay Elementary School, Maugham Elementary School, Smith Elementary School, Stillman Elementary School, and Tenaflly Middle School in the amount of \$101,800 plus reimbursables.

RESOLUTION F-9 APPROVAL TO RETURN UNUSED CAPITAL RESERVE FUNDS TO THE CAPITAL RESERVE ACCOUNT

BE IT RESOLVED that the Tenaflly Board of Education approves the return of the unused Capital Reserve Funds of \$242,740.79 related to the Mackay Turf and Sitework, \$23,651.35 related to the Smith Drainage System Upgrade, \$5,443.78 related to the Middle School Auditorium Seat and Floor Replacement, and \$7,518.37 related to the Stillman Library Ceiling and Lighting Replacement to the Capital Reserve Account.

RESOLUTION F-10 APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

WHEREAS, in order to be in compliance with the State of New Jersey's adoption of P.L. 2007, c.53, An Act Concerning School District Accountability, also known as Assembly Bill 5 (A5), and the NJDOE enactment of N.J.A.C.6A:23B-1; and

WHEREAS, those on the attached list are attending the administratively approved conferences, conventions, staff training sessions, seminars, or workshops; and

WHEREAS, the total expected cost of such conferences, conventions, staff training sessions, seminars, or workshops has been provided; and

WHEREAS, the attendance at the stated function was previously approved by the Superintendent of Schools through the appropriate administrator(s) as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the function(s) was approved as promoting delivery of instruction or furthering efficient operation of the school district, and fiscally prudent; and

WHEREAS, the travel and related expenses particular to attendance at the function(s) may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

BE IT RESOLVED, that the Tenaflly Board of Education approves attendance at the administratively approved function(s) as necessary, and

BE IT FURTHER RESOLVED, that those expenses that appear on the attached form titled "Travel and Work-Related Expense Reimbursements" for lodging, meals and gratuities are within the limits of the State travel reimbursement guidelines and are justified and reimbursable upon submission of the required receipts up to the current established limits as specified in the General Services Administration website, with any additional costs for lodging, meals and gratuities expenses above those established limits to be personally borne by the attendee(s).



29 January 2020
7046-11009 Rev 1

Via E-Mail (yusami@tenafly.k12.nj.us) and Mail

Mr. Yas Usami
School Business Administrator/Board Secretary
Tenafly Public Schools
500 Tenafly Road
Tenafly, New Jersey 07670

**Subject: Proposal for Professional Engineering Services
 District-Wide Air Conditioning Improvements
 Revision 1**

Dear Mr. Usami:

EI Associates is pleased to submit this proposal to the Tenafly Public School District to provide professional engineering services covering Phase I – Schematic Design and NJDOE Submission; Phase II – Contract Document Phase, and Phase III – Bidding and Construction Phase Services for the addition of air conditioning in classroom areas of five District schools. The five schools are Mackay Elementary, Maugham Elementary, Smith Elementary, Stillman Elementary and Tenafly Middle Schools. Based on our discussions, recent tours of the facilities, and review of the prior air conditioning studies, prepared by others, we clearly understand the objectives of the District. We are confident that we are well qualified to execute this project on your behalf.

EI Associates (EIA) has recently completed numerous air conditioning projects including the design of window air conditioning systems, central and ducted air conditioning systems as well as variable refrigerant flow (VRF) air conditioning systems for school districts including South Orange-Maplewood, Scotch Plains-Fanwood, Metuchen, Summit, Newton, Hillside, Demarest, Oakland and Hasbrouck Heights. EI Associates also recently completed two major air conditioning design projects for non-public clients including the Cologix disaster recovery center and a 120-Ton system for BMW in Woodcliff Lake, NJ. Our team is highly qualified to execute this project on your behalf. Adam R. Caravaglia, P.E., EI's Mechanical Engineering Department Manager, will lead the technical development of this assignment. Adam will be assisted by our in-house staff of architects and engineers to fully address all project requirements.

Our team is available to commence with this work promptly following receipt of the Board's Resolution making reference to this proposal. We look forward to this opportunity to continue to assist Tenafly Public Schools.

PROJECT UNDERSTANDING

The Tenaflly Public School District intends to provide air conditioning at the five schools referenced above. Based on T&M's report dated December 11, 2019, classroom air conditioning was found to be missing or inadequate at these schools and is to be addressed as part of this proposal. To minimize initial costs and as a temporary measure, the District intends to install window air conditioning units within existing unconditioned and/or inadequately conditioned classrooms at the five schools. In addition, the District has requested that existing window air conditioning units found to be sufficient in the T&M report also be replaced as part of this design work and noted for Contractor's Alternate pricing.

The project will require modifications to existing classroom windows and electrical upgrades to support the installation of the new window air conditioning units. We have assumed new electrical sub panels will be required, however the design of electrical service upgrades is excluded. This proposal assumes all air conditioning improvements will be performed concurrently and installed during the Summer of 2020.

Specific project requirements are described below.

Mackay Elementary School

20 window air-conditioning units and 1 through wall air-conditioning unit.

The proposed renovations comprise the following:

1. The installation of twenty (20) new window air-conditioning units in classrooms.
2. The installation of one (1) new through wall air-conditioning unit in classroom 207.
3. Replacement of portions of existing window glazing with insulated metal panels to accept new air conditioning unit installations.
4. Provide new wall opening for through wall air conditioning unit in classroom 207.
5. New electrical distribution will be extended from the existing main electrical panel to new window air conditioning units within each classroom. New sub panels as required.

Maugham Elementary School

26 window air-conditioning units including 5 replacement units.

The proposed renovations comprise the following:

1. The installation of five (21) new window air-conditioning units within classrooms.
2. Replacement of five (5) existing classroom window air-conditioning units with new.
3. Replacement of portions of existing window glazing with insulated metal panels to accept new air conditioning unit installations.
4. New electrical distribution will be extended from the existing main electrical panel to new window air conditioning units within each classroom. New sub panels as required.
5. Contractor Add Alternate – Replacement of one (1) window air-conditioning unit in Faculty Room found to be adequately sized in T&M's report.
6. Replacement of the mini-split air-conditioning system serving room 113A is not included.

Smith Elementary School

23 window air-conditioning units including 2 replacement units.

The proposed renovations comprise the following:

1. The installation of twenty one (21) new window air-conditioning classrooms.
2. Replacement of two (2) existing classroom window air-conditioning units with new.
3. Replacement of portions of existing window glazing with insulated metal panels to accept new air conditioning unit installations.
4. New electrical distribution will be extended from the existing main electrical panel to new window air conditioning units within each classroom. New sub panels as required.

Stillman Elementary School

23 window air-conditioning units including 10 replacement units.

The proposed renovations comprise the following:

1. The installation of thirteen (13) new window air conditioning units within classrooms.
2. Replacement of ten (10) existing classroom window air-conditioning units with new.
3. Replacement of portions of existing window glazing with insulated metal panels to accept new air conditioning unit installations.
4. New electrical distribution will be extended from the existing main electrical panel to new window air conditioning units within each classroom. New sub panels as required.

Tenaflly Middle School

38 window air-conditioning units including 9 replacement units.

The proposed renovations comprise the following:

1. The installation of twenty nine (29) new window air-conditioning units within classrooms located in the original building.
2. Replacement of nine (9) existing classroom window air-conditioning units with new.
3. Replacement of portions of existing window glazing with insulated metal panels to accept new air conditioning unit installations.
4. New electrical distribution will be extended from the existing main electrical panel to new window air conditioning units within each classroom. Sub panels as required.
5. Contractor Add Alternate – Replacement of six (6) window air-conditioning unit in classrooms found to be adequately sized in T&M's report.
6. Air conditioning of classrooms within the school addition area is excluded.

SCOPE OF WORK

EI Associates proposes to provide the professional engineering services covering the air conditioning additions to each School as described above. Our proposed project plan will be to execute the work in three phases as follows: Phase I – Schematic Design and NJDOE Submission; Phase II – Contract Document Phase, and Phase III – Bidding and Construction Phase Services. Specifically we will perform the following:

Phase I – Schematic Design and NJDOE Submission

1. Attend a kickoff meeting with the District to confirm the scope of work, deliverables and schedule. Obtain from the District copies of available architectural, mechanical and electrical drawings for the subject areas. Prepare and distribute minutes of all meetings.

2. Following our meeting, tour the project areas of the selected schools with EI's architects and engineers. Document our visit with field notes and digital photographs.
3. Based upon the above information, prepare Schematic plans delineating the proposed air conditioning improvements at each selected school.
4. Prepare budgetary cost estimate information covering the proposed improvements.
5. Meet with representatives of the District to review the plans and estimates. Obtain the District comments regarding final layout.
6. Prepare five schematic submissions consisting of schematic plans and associated NJDOE application paperwork.
7. Submit the five schematic packages to NJDOE for approval.

Phase II – Contract Documents

1. Develop detailed design drawings and specifications and review them with the District to obtain comments and suggested changes. Drawings will be prepared on 30" x 42" sheets. Technical specifications will be provided in separate 8 ½" x 11" booklet format.
2. Verify and confirm T&M's cooling loads and air-conditioning unit sizing for classrooms.
3. As requested by the District, incorporate any additional modifications to our plans and specifications.
4. Prepare a set of 100% complete Contract Documents in sufficient detail for competitive bidding of the project.
5. If required attend an evening meeting with the Tenaflly Board of Education to present and discuss the project.
6. Prepare the bid notice and non-technical contract documents covering items such as the Form of Contract, Insurance Requirements, etc. for Tenaflly School District's attorney review. The District will be responsible for placing the Bid Notice in the local paper.
7. Provide three sets of signed and sealed plans and specifications for each selected school to the District for submission to the local code official for a construction permit.

Phase III – Bidding and Construction Administration

1. Conduct a pre-bid meeting at the project sites with potential bidders. We have assumed one combined pre-bid meeting will be conducted to address the air conditioning improvements at the five schools. Attendance at multiple pre-bid meetings is not anticipated and is not covered.
2. Respond to RFI's during bidding and construction.
3. Issue addenda as needed during bidding.
4. Attend the bid opening, analyze bids, prepare the bid tabulation form, contact low bidder references and provide the District a recommendation for award.
5. Prepare the contract between the construction contractor and the District for the Board's attorney review. Contractor's Notice to Proceed will be provided by the District.
6. Attend one preconstruction meeting at each selected site.
7. Review contractor's submittals specified in the Contract Documents for conformance with the drawings and specifications.
8. Visit the selected sites to observe the progress of work in order to perform technical reviews of the construction, address any technical questions regarding the design and, review the progress of the work and contractor requisitions for payment. EI will prepare a field report for each site visit. We have budgeted a total of five site visits for this project. The number of site visits can be increased or decreased to accommodate the District's needs. Additional site visits will be

invoiced in accordance with the enclosed billing rate schedule. With input from the District, EI will review the project construction schedule prepared by the Contractor for compliance with the project schedule.

9. Provide technical support to resolve technical issues in the field, and to clarify the intent of the design and technical specifications. Respond to technical RFI's.
10. Upon receipt of the contractor's punch list, prepare one final punch list for each selected school.
11. Perform a final technical inspection of the work upon notification by the Contractor that the work is 100% complete.
12. Review project closeout documents and recommend final payment amount.

Please note that this does not represent that EI personnel will be managing the construction of the project. Full construction management services can be provided by EI, if so desired, for additional compensation.

WORK SCOPE NOTES

Our proposal is based upon the following assumptions and qualifications:

1. This proposal covers the scope of professional service described above. In the event that substantial deviations from the proposed scope of work described occur or that client-oriented revisions requiring engineering redesign occur, additional engineering fees may be required. Additional services will be provided on a time and expense basis as authorized by the Tenaflly Board of Education.
2. The designs will be primarily based on the existing information available (drawings, reports, etc.) and visual data collected during our on-site visits. Our on-site investigations will be limited to information visible without destructive testing and/or exploratory measures.
3. The contract for construction is between the District and the Contractor. EI Associates and our representatives are not responsible for, nor have authority or control over, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work as this is the sole responsibility of the contractor(s) performing the work.
4. EI's scope of work and fee does not include design for or remediation of hazardous materials. Mitigation of hazardous materials is the exclusive responsibility of the Tenaflly Board of Education.
5. EIA's compensation proposal covers the following project expenses:
 - Travel to and from Tenaflly.
 - Reproduction costs for internal and Owner review sets.
 - Eight sets of sealed and signed documents for NJDOE submittal.
 - Three sets of sealed and signed documents for permit submittal.
 - One electronic disc of the construction documents. The files on the electronic disc will be in pdf format.
 - Miscellaneous copies and distribution of meeting minutes, etc., one copy per organization.
 - Normal correspondence and telephone communications.Delivery of all the above documents will be via normal mail services. Overnight or express delivery will be provided at an additional charge.
6. Printing and distribution of documents for bidding is a reimbursable expense and is in addition to the stipulated sum. These expenses will be invoiced in accordance with the enclosed schedule of Charges for Reimbursable Expenses for Design Projects.

7. EI Associates construction phase services described above will be provided for the anticipated construction duration of each selected school. Should the duration of construction extend beyond the anticipated ten consecutive weeks, or project closeout extends beyond an additional 30 days, EI Associates construction phase services will be provided during the extended duration as an additional service for an additional fee as authorized by the Tenaflly Board of Education.
8. We understand the project will be reviewed by NJDOE and the local code official. We have not covered submission to NJDCA.
9. We have assumed the identified improvements at each selected school will be combined as a single bid package for bid and construction by a single general contractor. Our proposal assumes one bid cycle.
10. We have covered the review of contractor provided paper copy shop drawings as submittals. We have not covered the additional costs associated with the review of electronic shop drawings.
11. We have assumed electrical service is available and adequate at each school for the new air conditioning work. Modifications to and/or expansion of existing electrical service and utilities are not covered by this proposal.
12. The work is limited to air conditioning of classrooms via window air conditioning units; air conditioning of large group and/or assembly areas is excluded.
13. The design of supplemental ventilation systems is excluded.
14. Planning and Zoning Board submissions or presentations are not included in this proposal.
15. The services covered in this proposal are limited to the services described above. Additional services can be provided for an additional fee.

COMPENSATION

EI Associates proposes to provide professional services as described above in accordance with the following fee schedule:

Phase I – Schematic Design and NJDOE Submission Phase:	\$17,500
Phase II – Contract Documents Phase:	\$63,500
Phase III – Construction Administration Phase:	\$20,800

Additional project-related expenses covering printing, reproduction and distribution of contractor bid packages will be invoiced in accordance with the attached EI Charges for Reimbursable Expenses schedule. Invoices will be submitted monthly and will be due and payable within 30 days. The enclosed Business Terms shall apply to this project.

Extended Owner's Representative Services During Construction (Optional Service):

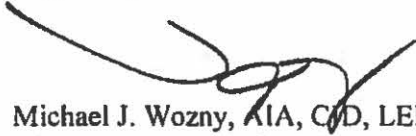
EIA Constructors, Inc., our in-house construction management division, is available to provide experienced construction personnel for extended Owner's Representation (clerk-of-the-works) services on site throughout the construction phase. These additional services can be provided on a daily or full-time basis as best fits your needs. The fee will be based on the duration of the service.

Our staff is available to execute this project promptly following receipt of your Board Resolution referencing approval of this proposal. Should you require any additional information, please contact us and we will respond promptly.

Thank you for this opportunity to continue to serve the Tenaflly Board of Education.

Sincerely,

EI ASSOCIATES
Architects &
Engineers, PA



Michael J. Wozny, AIA, C/D, LEEDAP
Director, Educational Projects

ARC

Adam R. Caravaglia, P.E.
Manager, Mechanical Engineering

CC: EI Distribution

Att: EI Business Terms
EI Charges for Reimbursable Expenses

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EI ASSOCIATES
BUSINESS TERMS FOR DESIGN PROJECTS

1. **CONFIDENTIALITY**

This proposal is for the use of the addressee only and may not be duplicated nor made available to any third party.

2. **PROPOSAL DURATION**

Proposals presented by EI will remain effective for a period of 30 days. EI is always willing to discuss a mutually agreeable time extension.

3. **DELAYS**

Should any project be delayed by no fault of EI Associates, then there shall be an equitable fee adjustment to cover EI Associate's unanticipated extra costs.

4. **INVOICES**

a. **Invoices submitted monthly will be due and payable within 30 days.**

b. Any invoices not paid within 30 days of receipt, will be subject to interest charged at 1-1/2% per month of the unpaid balance.

c. If payments are not received within 60 days of receipt, our fee will be increased by 2%. In addition, EI Associates also reserves the right to suspend services under the contract and EI Associates will not be held responsible for resulting damages. The client will be responsible for the additional costs to demobilize and remobilize.

5. **LIMITATIONS OF LIABILITY**

EI Associates and its consultants will not be responsible for the correctness or accuracy of any information supplied by parties other than EI and its consultants. The aggregate EI Associates liability for damages resulting from its errors, omissions, or other causes, shall not be in excess of its fee. EI shall not render services relating to asbestos. Owner shall indemnify EI against all liability for damages arising out of handling of asbestos and any other hazardous materials.

6. **MUTUAL COVENANT**

EI and its clients mutually agree not to offer or accept for employment the employees of the other party for a period of six (6) months after completion of any assignment. Should either party hire employees of the other party, the hiring employer will pay the other party, a sum equal to one year's total compensation of the employee who is changing employer.

7. **OWNERSHIP OF DOCUMENTS**

Owner agrees not to reuse documentation prepared by EI Associates beyond the agreed upon scope of work without the written consent of EI Associates.

8. **EXPERT WITNESS TESTIMONY**

EI Associates will provide expert witness testimony services at the rate of \$800 per half day and \$1,400 per full day, plus reimbursable expenses as outlined above.

EI ASSOCIATES
CHARGES FOR REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are charged at the following rates, or if not shown, at cost plus 15%.

1. Reproduction expenses as follows:

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Wire or GBC Punch & Bind	\$11.55 set
Acco Punch & Bind	\$8.60 per set
Acetate 8.5 x 11	\$0.75 each
Scan to Disc	\$18.00 per dwg.

2. Downward conversion of latest version of AutoCAD to earlier version @ \$75 per drawing. Retrieval of archived information: base fee \$250.
3. Bind, purge, audit and publish AutoCAD files @ \$25 per drawing.
4. Fax at \$.50 per Page.
5. Automobile travel at \$0.575 per mile. Travel involving airplanes, rental cars, hotels, etc. at cost + 15%.
6. Messenger and overnight delivery charges at cost + 15%.
7. Subconsultants such as geotechnical, surveying, asbestos remediation, and specialty consultants at cost + 25%.

TENAFLY PUBLIC SCHOOLS								
TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENTS								
		February 19, 2020				(Gas Allowance is \$.35 per mile)		
This listing is an attachment to the Tenafly Board of Education Resolution regarding Registration Fees, allowable Lodging, Transp. and M&IE (Meals and Incidental Expenses) reimbursements to be made by the Tenafly Public Schools.								
The following people are administratively approved to attend work-related events according to the following details:								
		EXPENSES TO THE DISTRICT						
NAME	CONVENTION,	LOCATION	REGIS.	LODGING	TRANSP.	MEALS/IE	TOTAL	
LOCATION	SEMINAR,	& DATES	FEES	REIMB.	REIMB.	REIMB.	EXPENSES	
	CONFERENCE,							
	WORKSHOP							
1	Suzanne Bassett	NJASA Women's Leadership	Somerset, NJ	\$389.00	\$125.00	\$55.56	\$99.00	\$668.56
	Central Office	Conference (NJ waiver)	(3/26 - 3/27/20)					
2	Carol Bierwas	NJSHA/NJIDA Annual Conf.	Garwood, NJ	\$220.00	\$0.00	\$23.52	\$0.00	\$243.52
	Mackay School		(3/6/20)					
3	Joseph Carollo	DAANJ Conference	(3/16 - 3/19/20)	\$500.00	\$288.00	\$93.80	\$198.00	\$1,079.80
	High School	(NJ waiver)			plus tolls			plus tolls
4	Ann-Marie Desplat	NJAMLE Annual Conference	Union, NJ	\$99.00	\$0.00	\$18.62	\$0.00	\$117.62
	District K-12		(3/13/20)					
5	Danielle Diaz	NJPSA/FEA	Monroe, NJ	\$450.00	\$0.00	\$164.31	\$0.00	\$614.31
	Central Office	Directors' Institute	(2/24, 3/19, 4/30/20)					
6	Danielle Diaz	NJPSA/FEA	Monroe, NJ	\$450.00	\$0.00	\$111.51	\$0.00	\$561.51
	Central Office	Affirmative Action Certification	(2/2, 2/3, 3/31/20)					
		Training						
7	Eric Fahrenkopf	FLENJ Annual Conference	Iselin, NJ	\$195.00	\$0.00	\$0.00	\$0.00	\$195.00
	Middle School		(3/27- 3/28/20)					
8	Elizabeth Giblin	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$0.00	\$0.00	\$149.00
	High School	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
9	Elizabeth Giblin	NJTESOL/NJBE	New Brunswick, NJ	\$234.00	\$0.00	\$31.57	\$0.00	\$265.57
	High School	Spring Conference	(5/27/20)			plus tolls		plus tolls
10	Pamela Goretsky	NJSHA/NJIDA - Annual Joint	Garwood, NJ	\$220.00	\$0.00	\$0.00	\$0.00	\$220.00
	Mackay School	Conference- Supporting At-Risk	(3/6/20)					
		ELLs in Literacy Development						
11	Jennifer Halliwell	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$46.46	\$0.00	\$195.46
	High School	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
12	Elizabeth Kim	FLENJ Annual Conference	Iselin, NJ	\$255.00	\$0.00	\$82.74	\$0.00	\$337.74
	High School		(3/27- 3/28/20)					
13	Lynda Lee	NJSHA/NJIDA Annual Conf.	Garwood, NJ	\$220.00	\$0.00	\$23.52	\$0.00	\$243.52
	Mackay School		(3/6/20)					
14	Phillip Lee	NJAMLE Annual Conference	Union, NJ	\$99.00	\$0.00	\$18.62	\$0.00	\$117.62
	Middle School		(3/13/20)					

TENAFLY PUBLIC SCHOOLS								
TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENTS								
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LOCATION	SEMINAR,	& DATES	FEES	REIMB.	REIMB.	REIMB.	EXPENSES	
	CONFERENCE,							
	WORKSHOP							
15	Brooke Levine	NJAMLE Annual Conference	Union, NJ	\$99.00	\$0.00	\$0.00	\$0.00	\$99.00
	Middle School	(3/13/20)						
16	Evelyn Mamman	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$71.25	\$0.00	\$220.25
	Central Office	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
17	Christine Osborn	FLENJ Annual Conference	Iselin, NJ	\$245.00	\$0.00	\$53.48	\$0.00	\$298.48
	High School	(3/27- 3/28/20)			plus tolls		plus tolls	
					& parking		& parking	
18	Catherine Park	NJTESOL/NJBE	New Brunswick, NJ	\$234.00	\$0.00	\$31.71	\$0.00	\$265.71
	Middle School	Spring Conference	(5/28/20)					
19	Cathy Paz	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$0.00	\$0.00	\$149.00
	Middle School	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
20	Glenn Peano	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$43.34	\$0.00	\$192.34
	Central Office	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
21	Nancee Pearl	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$74.76	\$0.00	\$223.76
	Middle School	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
22	Frank Primiani	Communicating Info in	New Brunswick, NJ	\$261.00	\$0.00	\$0.00	\$0.00	\$261.00
	Central Office	Micro Visio	(4/3/20)					
23	Rosinda Ribau	FLENJ Annual Conference	Iselin, NJ	\$185.00	\$0.00	\$26.25	\$0.00	\$211.25
	High School	(3/27/20)			plus tolls		plus tolls	
24	Amanda Saudino	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$46.46	\$0.00	\$195.46
	High School	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
25	Emily Sutton	NJPSA/FEA Workshop -	Monroe, NJ	\$149.00	\$0.00	\$42.35	\$0.00	\$191.35
	Stillman School	Developing Socially and	(4/29/20)					
		Emotionally Healthy Students						
26	Doris Vega-Benavides	NJTESOL/NJBE	New Brunswick, NJ	\$234.00	\$0.00	\$0.00	\$0.00	\$234.00
	Smith School	Spring Conference	(5/27/20)					
27	Matthew White	NJSIAA Individual Swimming	Sewell, NJ	\$0.00	\$96.00	\$75.60	\$55.50	\$227.10
	High School	Tournament	(2/29 - 3/1/20)			plus tolls		plus tolls
TOTALS				\$5,781.00	\$509.00	\$1,135.43	\$352.50	\$7,777.93

Ms. Horan the Board if they had any questions or comments on the Resolutions.

No questions or comments were made.

Resolutions P-1 through P-18; A-1 through A-4; C-1 through C-5; S-1 through S-7; and F-1 through F-10 were approved as follows:

Yes - 8	Mark Aronson	No - 0
	Patricia Flynn	
	Inbal Israeli Miller	Abstain - 0
	Jane Juhng	
	Paula Newman	Absent - 1
	Edward J. Salaski	Natalie Barbanel
	Jocelyn Schwarz	
	Janet I. Horan	

PUBLIC COMMENTS - SECOND OPPORTUNITY

Ms. Horan inquired if there were any guests of the audience who wished to address the Board on any item listed on, or not listed on, the agenda.

No comments were made.

A motion was made by Ms. Juhng and seconded by Ms. Schwarz to adjourn the meeting.

The motion was approved by those present. Ms. Barbanel had left the meeting at 9:20 p.m.

The meeting adjourned at 10:17 p.m.

Respectfully submitted,


Yas Usami
Business Administrator/
Board Secretary