

**MAYWOOD BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
October 25, 2023**

The Regular Meeting of the Maywood Board of Education was held on October 25, 2023. President Taylor called the meeting to order at 7:00 PM.

ROLL CALL

MEMBERS PRESENT: Mr. Bendezu, Mr. Cilento, Ms. Kiely, Ms. Stelter, Mr. Taylor and Mr. Velez

MEMBERS ABSENT: Ms. Padovano

ALSO PRESENT: Mr. Jordan, Superintendent and Ms. Jennifer Pfohl, Business Administrator

FLAG SALUTE

Adequate notice of this meeting was provided on October 19, 2023 in accordance with the New Jersey Statutes 10:4-8 as follows: Posted by the Board Secretary in the Board of Education Office, 452 Maywood Avenue, e-mailed to Our Town and the Record newspapers, e-mailed to Municipal Building for posting on the Municipal Bulletin Board in the Borough Clerk's Office, 15 Park Avenue.

All staff motions have been recommended by the Superintendent of Schools, subject to approval by the New Jersey Department of Education, Chapter 116, PL 1986, Provisional Employment, pending criminal history background check.

SUPERINTENDENT'S REPORT

Mr. Jordan reported on the following:

- Congratulations to the newly tenured staff members in Maywood being honored here this evening! Angela Feliciano, Jake Lindenau and Juv Manzer
- Non-Tenured observations have begun and a detailed schedule has been produced for all staff and administrators.
- Staff were notified of the October 31, 2023 due date for both their individual professional development plans and their student growth objectives. Time was spent during a portion of the in service day yesterday tending to this requirement.
- Lockdown and evacuation drills have taken place/being scheduled in both buildings under the supervision of the MPD.
- Many thanks to Chief Tuttle and the many volunteer MFD members who took part in the supervised fire drills and safety assemblies last week.
- October is Respect/Safe Schools Month in the district. The first week of October is deemed "Respect Week". The third week is deemed School Violence Prevention Week and Red Ribbon Week is also intertwined. The district created a series of initiatives, programs and student centered activities to encompass the full month of activities.
- We thank the PTOs for their continued support. In particular, we thank them for their assistance with the book fairs.
- Both schools hosted BTSN programs in September and they were well attended. Many thanks to the faculty and staff at both schools and to the parents who made it a point of being at these important events.
- Tutorials began in both buildings.
- The cross country season concluded last week. Congratulations to all of our student athletes and our coaches, Mr. Lindenau and Velazquez.
- Many thanks to the MAS PTO and Pomptonian for their assistance with the coordination of the MAS Grade 4 Breakfast with Dad.
- The Becton Open House is scheduled for Thursday and Maywood will be providing a school bus shuttle for any families interested.

- The Maywood Schools' Food Pantry's annual fall food drive has begun! We are now accepting donations of canned and boxed goods. Your generous support in the past has enabled us to help multiple families in our community, and we hope to continue that success! Please bring all food items into your homeroom teacher.
- Schools will operate virtually for election day.
- Grade 4 students were assigned an ambassador/big brother/big sister and held their first formal meeting in September.
- The Board of Education completed their annual retreat and goal setting program with Matt Lee from NJSBA.
- Maywood School District Veterans' Day Recognition Program. Please share with Veterans in your family and neighbors/friends in Maywood. This year the assembly will take place on Monday, November 13th at 2 pm at Maywood Avenue School. Any and all Maywood Veterans are invited to attend and any Veterans who are in any way related to our students, staff and families of our schools regardless of whether they currently reside in Maywood are welcome to attend. We hope to have a well-represented group of these living heroes in attendance so as to justly honor them for our students to see and learn from. Memorial students who may have veterans attending the ceremony will be allowed to attend the ceremony at MAS with no impact on their attendance record. Parents will simply have to sign them out from Memorial that afternoon with enough time to get to MAS for the 2 pm start time. Veterans or their family members are asked to please email mjordan@maywoodschoools.org if they intend to be at the ceremony on the 13th at 2pm, so we can plan accordingly.
- The annual MAS 8th grade leaf raking blitz will take place on Saturday, November 18 from 9 am to 12 pm. MAS 8th graders will rake and bag leaves at the homes of Maywood residents who are elderly or disabled.
- The Payitforward@maywoodschoools.org initiative has been received with open arms. This initiative centers around the email address that asks one and all to let us know when they hear or see our great kids paying it forward. At present time the inbox has 46 entries in just a few weeks.

BUSINESS ADMINISTRATOR'S REPORT

Ms. Pfohl reported on the following:

- Referendum plugging along
- Still no audit date

COMMITTEE & LIAISON REPORTS

Buildings & Grounds – *No report*

Curriculum – *No report*

Policy – *No report*

Personnel – *No report*

Safety/OEM – *Still waiting on new radios*

Technology – *No report*

Community Relations – *No report*

Negotiations – *No report*

Legislation – *No report*

Mayor and Council – *Discussing lights on fields at park and behind school*

MAS PTO – *Maywood-opoly game is on sale. Custodian day was last week.*

MEM PTO – *Nice turnout for first meeting. Movie night was successful. Trunk or treat is Friday. Spiritwear sale is on now.*

Becton BOE – *No report*

Seniors – No report

Library – No report

Office of Emergency Management – No report

PRESENTATIONS and RECOGNITIONS;

- Tenue presentation

BREAK 7:10PM – 7:20PM

- Cake

MEETING OPEN TO THE PUBLIC

- Chris Tuttle spoke about the possibility of MYAA field improvements behind MAS

BOARD COMMENTS

- n/a

OLD BUSINESS

- n/a

NEW BUSINESS

BL.5 Meeting Block Motion/Approval to Vote on Monthly Motions as a Group

Any board member who takes exception to any of the following listed actions may so indicate now and a separate motion for each of the excepted motions will be entertained:

RECOMMENDED ACTION - "move that the following actions of the Maywood Board of Education numbered: A.92, A.93, A.94, A.95, A.96, A.97, A.98, A.99, A.100, A.101, A.102, P.88, P.89, P.90, P.91, P.92, P.93, P.94, P.95, P.96, P.97, P.98, P.99, F.43, F.44, F.45, F.46, F.47, F.48, F.49, R.9, R.10 and R.11, excepted motion A.91, to be approved as shown on the agenda dated, 10/25/23."

Moved by: Mr. Taylor
 Seconded by: Ms. Kiely
 Vote: 6/0
 Abstentions: 0

A.92 Acceptance of Recorded Fire/Security Drills - "that the Board accept the following recorded Fire/Security Drills for September 2023:

MEM:	MAS:
9/15/23 Fire Drill	9/11/23 Fire Drill
9/22/23 Lockdown	9/15/23 Lockdown

A.93 Approval of Conference/Workshop Attendance – “that the Board approve the following individual’s attendance at the specified conferences/workshops:

	<u>Conference</u>	<u>Date</u>	<u>Approx. Cost</u>
M. Sardis	SWIS Facilitator Certification Training – Online	11/15/23	\$400.00
S. Spencer	Special Education Directors Tool Kit	11/17/23	\$149.00
S. Spencer	Current Hot Topics in Special Education	2/09/24	\$25.00
A. Feliciano	Beyond Decoding; Confronting Comprehension head on	12/01/23	\$219.56

L. Williams	Beyond Decoding; Confronting Comprehension head on	12/01/23	\$219.56
E. Casson	Conflict Management	12/9/23	\$205.00
K. Brickett	Connection over Compliance	10/27/23	mileage

A.94 Approval of Class Trips – “that the Board approve the following class trips for the 2023-2024 school year;

Kindergarten	10/12/23	Maywood Police and Fire Station
Kindergarten	5/30/24	The Turtle Back Zoo, West Orange, NJ
4 th Grade	5/10/24	The New Weis Center for Education, Ringwood, NJ

A.95 Approval of Use of Facilities – “that the Board approve the use of a classroom at MAS by the *Girl Scouts*, the first Thursday, from 4:00-6:00pm, November - June, 2024.”

A.96 Approval of M-1 and Health and Safety Inspections - “that the Board hereby authorize the school business administrator to submit the attached Annual Maintenance Budget Amount worksheet (M-1) and Health & Safety Evaluation of School Buildings Checklist for Maywood in compliance with Department of Education requirements.”

A.97 Approval of Submission of the Comprehensive Maintenance Plan – “that the Board approve the following resolution;

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of Maywood are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW, THEREFORE, BE IT RESOLVED, that the Maywood Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for Maywood in compliance with Department of Education requirements.”

A.98 Approval of Spring 2023 NJSLA Assessment Scores and Analysis Presentation – “that the Board approve the State assessment scores and the analysis presentation for the Spring 2023 NJSLA.”

A.99 Approval of Self-Assessment - “that the Board approve the 2022-2023 school self-assessment for determining grades under ABR.”

A.100 Approval of School Safety & Security Data - “that the Board approve the School Safety and Security data and presentation for the 2022-2023 school year.”

A.101 Approval of Special Service - “that the Board approve a 1:1 instructional aide for student **OK (Gr.9-BRHS)**, for 6 hours a day, 9/6/23 – 12/22/23, hired by Region V at a rate of \$38.80 per hour. Not to exceed \$17,227.20.”

A.102 Approval of Special Services – “that the Board approve the following Services for students **VB (HS-OOD)** and **OM (MAS)** for the 2023-2024 school year, as follows:”

Service: Psychiatric Evaluations
Provider: Dr. Sameh Rageb, Upper Saddle River, NJ
Date: To be completed by 11/17/23
Total: \$1,500.00 (\$750 each)

P.88 Amendment of P.87 - Appointment of Special Services Personnel – “that the Board approve the appointment of the following personnel for the 2023-2024 school year.”

Name	Service	Student		Per session
Gulleyan, Louise	Home Instruction	MK (MEM)	3 hrs per week (2 direct/1 indirect)	\$50.00
Introna, Kelsey	Home Program –Speech	MK (MEM)	2 hrs per week (1 direct/1 indirect)	\$50.00
Hameed, Shanaz	Home Instruction – ABA	MH (MEM)	4 hrs per week	\$50.00
Keim, Michelle	Home Program Coordinator - ABA	MH (MEM)	2 hrs per month	\$75.00
Akyol, Tugba	Home Instruction – ABA	VB (HS) & RN (HS)	4hrs & 8hrs per week	\$48.78

P.89 Approval of Additional Payment – “that the Board payment to Karen Vastola and Luke Walker for Home Instruction, for student MD (MAS) – sharing 10 hours per week maximum, paid as per the MEA contract, from 10/23/23 to 12/1/23 (6 weeks).”

P.90 Appointment of a Maternity Leave Replacement - “that the Board appoint Amy Shimabukaru as the maternity leave replacement for Alyssa Fugnitti, Memorial’s School Nurse, from 1/2/2024 - 5/1/2024. She will be placed on BA, Step 1-2 with an annual salary of \$52,630.00, to be prorated.”

P.91 Approval of Sub List – “that the Board approve the following individuals be added to the substitute list for the 2023-2024 school year (*pending clearance paperwork*).”

<u>Sub-Teacher</u>	<u>Sub-Para</u>
Emily Burbano	Jessica Spezzaferra

P.92 Approval of Additional Payment – “that the Board approve additional payment to the following teachers who were paid for PBIS through Title I and Title IV;

Carly Byrnes	18 hours
Maria Sardis	19 hours
Kim Michalski	26.75 hours

P.93 Approval of Additional Payment – “that the Board approve additional payment to the lunch aides, paraprofessionals and teachers on the attached spreadsheet, as per timesheets submitted through October 20, 2023.”

P.94 Approval of Resignation - “that the Board accept, with regret, the resignation of Lilliam Herrera, a paraprofessional, effective November 8, 2023.”

P.96 Approval of Resignation - “that the Board accept, with regret, the resignation of Samantha Gambino, a Teacher at MEM, effective December 22, 2023.”

P.97 Appointment of a Paraprofessional - “that the Board appoint Sophia Marshall, as paraprofessional for the 2023-2024, placed on ABA, Step A with an annual salary of \$25,224.66, (*pending clearance*).”

P.98 Approval of Stipends - “that the Board approve the following stipend appointments for the 2023-2024 school year:

2023-2024	DESCRIPTION	ANNUAL	PER
M. GILBRIDE	TEAM LEADER - KINDERGARTEN	718.00	
E. BAKER	TEAM LEADER 1ST GRADE	718.00	
D. MAUER	TEAM LEADER - 2ND GRADE	718.00	
L. CAHILL	TEAM LEADER - 3RD GRADE	718.00	
M BOSCHETTI	TEAM LEADER 4TH GRADE	718.00	
N. TUFANO	TEAM LEADER 5TH GRADE	718.00	
D. BIGGINS	TEAM LEADER 6TH GRADE	718.00	
K. KOENING	TEAM LEADER 7TH GRADE	718.00	
K.FIEDLER	TEAM LEADER 8TH GRADE	718.00	
M. COOK	TEAM LEADER- SPECIAL ED MEM	718.00	
M. STRAUSS	TEAM LEADER- SPECIAL ED	718.00	
S. DELUCA	TEAM LEADER SPECIALS MAS	718.00	
S. BRIONES	TEAM LEADER SPECIALS MEMORIAL	718.00	
N.BOSCHETTI	COLLABORATIVE TEACHER 4 SCIENCE	718.00	
T. SUSSMAN	COLLABORATIVE TEACHER 4 SCIENCE	718.00	
N TUFANO	COLLABORATIVE TEACHER 5 SCIENCE	718.00	
ISABEL FOX	COLLABORATIVE TEACHER 5 SCIENCE	718.00	
D. BIGGINS	COLLABORATIVE TEACHER 6 SCIENCE	718.00	
Q. CROLAND	COLLABORATIVE TEACHER 6 SCIENCE	718.00	
L. GONNERMAN	COLLABORATIVE TEACHER 6 SCIENCE	718.00	
JANINE FISHER	COLLABORATIVE TEACHER 7 SCIENCE	718.00	
L AURIENNA	COLLABORATIVE TEACHER 7 SCIENCE	718.00	
J. ROVELL	COLLABORATIVE TEACHER 7 SCIENCE	718.00	
E. MCNAMARA	COLLABORATIVE TEACHER 8 MATH	718.00	
C. EISENBERG	COLLABORATIVE TEACHER 8 MATH	718.00	
K FIELDER	COLLABORATIVE TEACHER 8 LA	718.00	
C. CAVOLIERO	COLLABORATIVE TEACHER 8 LA	718.00	
N NAPOLITANO	COLLABORATIVE TEACHER 8 SCIENCE	718.00	
L. GONNERMAN	COLLABORATIVE TEACHER 8 SCIENCE	718.00	
C. EISENBERG	COLLABORATIVE TEACHER 8 SCIENCE	718.00	
D. BIGGINS	CROCHET CLUB	394.00	
A. SCHENK	REACT- SPLIT	287.50	
D BARRETT	REACT- SPLIT	287.50	
M. HARRINGTON	HAWK MINI NEWSPAPER	238.75	
A. SCHENK	HAWK MINI NEWSPAPER	238.75	
C. ECHOCARD	HAWK NEWSPAPER 6-8	477.50	
K FIELDER	MAS YEARBOOK SPLIT	997.50	
E. MCNAMARA	MAS YEARBOOK SPLIT	997.50	

C. CHACON	MEM YEARBOOK	633.00
K KOENIG	MAS SUPPLY PERSON	394.00
J HUSS	MEM SUPPLY PERSON	394.00
KAREN MARIE	TECHNOLOGY COORDINATOR	1,306.00
N.NAPOLITANO	STUDENT COUNCIL	1,178.00
G AZZOLINI	ART CLUB	394.00
C BLUNDO	BINDER RESCUE SPLIT	287.50
K LETO	BINDER RESCUE SPLIT	287.50
D WELLS	CHESS CLUB	394.00
E BALSAM	TALENT SHOW COORDINATOR	394.00
K KREIL	THEATER ASST DIRECTOR (PLAY)	552.00
E BALSAM	THEATER DIRECTOR (PLAY)	2,086.00
TBD	BASEBALL	1,723.00
D PITRE	SOFTBALL COACH	1,723.00
L WALKER	BSKT.COACH BOYS	4,101.00
J CATLADI	BSKT.COACH GIRLS	2,050.50
J SCHWEIZER	BSKT.COACH GIRLS	2,050.50
K FIEDLER	CHEERLEADING	3,510.00
J SCHWEIZER	INTRAMURAL ADVISOR- WINTER VOLLEYBALL	877.00
J LINDENAU	INTRAMURAL ADVISOR FALL -FRISBEE	877.00
J SCHWEIZER	INTRAMURAL ADVISOR- SPRING (kb) SPLIT	438.50
K TIMMINS	INTRAMURAL ADVISOR- SPRING (kb) SPLIT	438.50
C VALAZQUEZ	CROSS COUNTRY COACH- split	870.00
J LINDENAU	CROSS COUNTRY COACH-split	870.00
D BIGGINS	6TH GR.OVER.TRIP COORDINATOR	795.00
N.NAPOLITANO	8TH GR.TRIP COORDINATOR	795.00
K FIEDLER	8TH GR. GRADUATION COORDINATOR	400.00
K TIMMINS	BASKETBALL TOURNAMENT CHAPERONE	175.00
NANCY CLARK	DETENTION	39.00
CARLY BYRNES	TEACHER IN CHARGE- PER DIEM	113.00
J. CATALDI	TEACHER IN CHARGE- PER DIEM	113.00
SCHWEIZER, WELLS, CATALDI, WALKER	BASKETBALL CHAPERONES	64.00

P.99 Appointment of a Bus Driver- “that the Board approve the appointment of Frank Cutrona, as a part-time 10-month bus driver for the 2023-2024 school year, at a salary of \$23,040, effective 9/1/2023.”

F.43 Approval of Check Run - “that the Board approve a check run for *October* in the amount of: \$ 1,232,026.70.”

F.44 Approval of Check Run for Cafeteria Bills - “that the Board approve a check run for cafeteria bills for *October* in the amount of: \$ 45,901.51.”

- F.45 Approval of Preliminary Board Secretary's Monthly Certification** - "that the Board accept the preliminary Board Secretary's monthly certification on budget line status as follows: Pursuant to N.J.A.C. 6:20-2.13(d), I certify that as of **July 31, 2023, August 31, 2023 and September 30, 2023**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A.18A:22-8.1."
- F.46 Approval of Preliminary Board's Monthly Certification** - "that the Board approve the preliminary Board's monthly certification Budgetary Major Account/Fund Status as follows: Pursuant to N.J.A.C. 6A:23-2.11, we certify that as of **July 31, 2023, August 31, 2023 and September 30, 2023**, after review of the secretary's monthly report (statement of expenditures) and upon consultation with violation of N.J.A.C. 6A:23-2.11, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year."
- F.47 Approval of Preliminary Transfer of Funds** - "that the Board approve the preliminary report of transfer of funds for **July 31, 2023, August 31, 2023 and September 30, 2023**."
- F.48 Approval of Disposal of Equipment** - "that the Board approve of the disposal of computer equipment as submitted. These assets have no fair book market value."
- F.49 Approval of Payroll** - "that the Board approve the payroll for *September* as follows:

<u>Fund</u>	
10	1,020,155.31
20	35,262.80
Total:	\$ 1,055,418.11
Board Share FICA/Medicare	21,526.08
State Share FICA Medicare	55,147.94
Board DCRP	3,623.37
Total Payroll Expense:	\$ 1,135,715.50

- R.9 Approval of Payment from Referendum Account** - "that the Board approve the following resolution;
- WHEREAS**, Open Systems Integrators, Inc. was awarded the contract for the Fire Alarm System Upgrade at Maywood Avenue School; and
- WHEREAS**, Open systems Integrators, Inc. has submitted Payment Application #3 in the amount of \$88,145.02; and
- WHEREAS**, LAN Associates has verified a review of the application and finds it in conformance with the level of work completed to date;
- NOW THEREFORE BE IT RESOLVED**, that the Board approves this payment application in the amount of \$88,145.02."

R.10 Approval of a Change Order - "that the Board approve the following resolution;

WHEREAS, Open Systems Integrators, Inc. was awarded the contract for the Fire Alarm System Upgrade at Maywood Avenue School and

WHEREAS, Open Systems Integrators, Inc. has submitted the following Change Order proposal which has been approved by the architect:

Change Order (CO #1) in the amount of \$7,808.19 for multiple additions and deletions of equipment as required by field conditions. The new contract sum including this Change Order is amount is \$531,634.60; and

WHEREAS, LAN Associates has verified that these changes are necessary based upon the revised project scope;

NOW THEREFORE BE IT RESOLVED, that the Board approves this Change Order and the contract amount is revised to reflect this change."

R.11 Approval of a Change Order - "that the Board approve the following resolution;

WHEREAS, Weathertite Solutions, LLC was awarded the contract for Maywood Avenue Roof project; and

WHEREAS, Weathertite Solutions, LLC, Inc. has submitted the following Change Order proposal which has been approved by the architect:

Change Order (CO #1) in the amount of \$10,550 for masonry repointing on exterior 2nd floor wall above the Main Office. The new contract sum including this Change Order is amount is \$967,550.00; and

WHEREAS, LAN Associates has verified that these changes are necessary based upon the revised project scope;

NOW THEREFORE BE IT RESOLVED, that the Board approves this Change Order and the contract amount is revised to reflect this change."

EXCEPTED MOTIONS VOTED ON SERPARATELY

A.91 Acceptance of Minutes – "that the Board accept the following minutes of the Board of Education meetings."

9/26/23 Work Session, Regular Meeting, Closed

Moved by: Mr. Taylor
Seconded by: Ms. Stelter
Vote: 5/0
Abstentions: 1

TABLED MOTIONS

- n/a.

BOARD COMMENTS

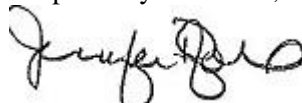
- n/a

CLOSED SESSION 7:54PM

- *Becton referendum presentation*

MEETING ADJOURNED BY ACCLAMATION AT 9:15PM

Respectfully submitted,



Jennifer Pfohl, Board Secretary