

**MAYWOOD BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
March 18, 2024**

The Regular Meeting of the Maywood Board of Education was held on March 18, 2024. President Taylor called the meeting to order at 7:04PM.

ROLL CALL

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

MEMBERS ABSENT: n/a

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

FLAG SALUTE

Adequate notice of this meeting was provided on January 4, 2024 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:

- All non-tenured and tenured second/third round observations have been completed.
- With regret, we announce the intent to retire of Ms. Clark, MAS math teacher and Ms. Huss, Memorial main office administrative assistant. We thank both of these long serving Maywood staff members for all that they have done for our students and the District.
- The deadline for those interested in filling the vacated seat on the Maywood BOE has come and gone. All candidates are currently being interviewed by the County Superintendent of Schools.
- The MAS fire system has been installed and fully online.
- The MAS roofing project has been completed.
- The following is a tentative timeline for the remaining projects:

MAS STEM

- Beginning Summer 2024
- Concluding Fall, 2024
- Room will either become operational in September, 2024 or at a point in time later in the Fall of 2024.

MAS HVAC

- Beginning May, 2024
- Concluding Fall, 2024
- System will be operational to accommodate heat for the winter of 2024, with AC being operational for the Spring and Summer of 2025.

MEM Roof

- Beginning Summer, 2024
- Concluding Early Fall, 2024

MEM Addition

- Excavation work has been taking place for the last three weeks both on weekdays and on weekends. Weekly job meetings are attended by the architects and admin team.
- Concluding Winter, 2024
- Classrooms open for use in September, 2025

MEM Fire

- Beginning Summer, 2024
- Concluding Fall, 2024
- Old system will run simultaneously so that it is never offline.

MEM HVAC

- Beginning May, 2025
- Concluding Fall, 2025
- System will be operational to accommodate heat for the winter of 2025, with AC being operational for the Spring and Summer of 2026.

- MOU Law Enforcement/MPD - The signed documents have been submitted and approved by the County Superintendent of Schools.
- We thank one and all for their attendance and involvement at Read Across America Day/Week, including Maywood students in the Becton National Honor Society, MAS 4th graders, and community guests.
- Congratulations to the Hawks on their Maywood Tournament championship, the Ladyhawks on their second place finish and the cheerleaders for always being a huge part of the success of the tournament. We thank the many teams who attended and the community of supporters who helped raise over \$10,000 for the grade 8 end of year activities.
- Many thanks to the PTOs for their help with a number of events since we last met.
- The Maywood/Becton/ER/Carlstadt Youth Art Show takes place this Thursday at 6 pm in the Memorial large gym.
- Families have been notified of the upcoming NJSLs assessment schedule, which begins in late April. Mandatory staff proctor training is scheduled for afterschool on the 25th of March.
- Maywood has joined the SBJ curriculum writing consortium so as to collectively work and articulate with ER and Carlstadt on all curriculum writing.
- The district continues to write the newly revised math and ela curricula as per state guidelines based on the standards revision scheduled for implementation in September.
- The new website is up and running. The url is the same as the old one, that being maywoodschoools.org.
- Snow Day Giveback Options (2 days)
 - April 1 & May 24
 - April 1 & May 28
 - May 24 & May 28
- The District has put forth a staff survey to evaluate the Teacher of the Year process in Maywood. The results may be found below.
 - Eliminate - 3
 - Keep This Year and Change After - 32
 - No changes - 9
 - Pause and Change - 26
- World Down Syndrome Day, Thursday, March 21 - Maywood will honor this day of recognition by joining in the national ROCK YOUR SOCKS initiative in both schools.
- MAS Spring Musical, Friday & Saturday, March 22 & 23 at 7 and 2 pm respectively. Come see SPONGEBOB!

- Residency - The following memo was sent via district eblast this past Sunday and will be sent via postal service mail tomorrow.

This memo is provided to all Maywood families as a reminder of the laws and statutes that govern the residency requirements of attendance in New Jersey Public Schools. Unfortunately, this school year, and in particular this past month, the District has found the highest number of residency frauds it has ever seen. The Maywood School District has and continues to investigate multiple cases of residency violations that have been deemed fraudulent, resulting in swift consequences, for the families involved. The Maywood Board of Education has a sworn responsibility to adhere to and enforce the laws (N.J.S.A 18A:38-1) governing residency on behalf of the Maywood taxpayers.

- A child is entitled to an education in Maywood if and only if that child resides at a Maywood address with his/her parent(s) or sworn legal guardian.
- The child **cannot** be living outside of Maywood and at the same time attend the Maywood Schools.
- The child **cannot** be living in Maywood with a relative or friend of the family and still attend the Maywood Schools.
- The child **cannot** be dropped off at either school each morning from a location outside of Maywood and still attend the Maywood Schools.

Families have a legal responsibility to advise the District of a move out of Maywood immediately.

In summary, a child cannot attend the Maywood Schools unless he/she and the parent/legal guardian live together in a residence in Maywood confirmed, by the nine point document evidence found on the district website.

The District is at the will of the honesty of its families who attend our schools. The filing and submission of incorrect, false, or deliberately deceiving paperwork, indicating that the child and parent/guardian live in Maywood, is an act of fraud. The consequences of such actions are swift and include immediate disenrollment of the child or children from the District and/or Becton, including non-public high schools. It also includes the filing of fraud charges and the assessment and collection of the unpaid tuition (\$13,000 per school year).

As noted above, this is a very serious issue. The Maywood Board of Education will continue to investigate all tips and suspicious activity. **The Maywood Board of Education will also be investing in the use of a private investigation firm that specializes in fraudulent residency claims while also requiring an in person full district re-registration prior to the start of next school year.** It would be in the best interest of all if a family who falls into the category of what has been clearly described in this memo, report themselves, or be reported, to the Maywood Board of Education immediately.

If you have any questions regarding this memo and/or need any clarification, please email either mjordan@maywoodschoools.org and/or sbaliatico@maywoodschoools.org.

BUSINESS ADMINISTRATOR'S REPORT

Ms. Pfohl reported on the following:

- Approved and submitted budget.
- Confirmed May 1st for the Budget hearing.

COMMITTEE & LIAISON REPORTS

Buildings & Grounds – Preliminary turf meeting with borough. Ceiling replacement project part of budget.

Finance – Budget

Curriculum – Next year

Policy – No report

Personnel – Two retirements

Safety/OEM – Fire inspector stopped by today

Technology – No report

Community Relations – No report

Negotiations – No report

Legislation – No report

Mayor and Council – No report

MAS PTO – Chipotle fundraiser, Pi day, carwash in May

MEM PTO – Met last week. Door decorating contest and movie night were successful. Colorthon coming up. March madness event approaching.

Becton BOE – Meeting is tomorrow.

Seniors – No report

Library – No report

Office of Emergency Management – No report

PRESENTATIONS and RECOGNITIONS;

- n/a

BREAK

- n/a

MEETING OPEN TO THE PUBLIC

- n/a

BOARD COMMENTS

- n/a

OLD BUSINESS

- n/a

NEW BUSINESS

BL.11 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.167, A.168, A.169, A.170, A.171, A.172, P.123, P.124, P.125, P.126, P.127, P.128, P.129, P.130, P.131, P.132, F.88, F.89, F.90, F.91, F.92, F.93, F.94, F.95, F.96, F.97, F.98, F.99, F.100, R.22 and R.23, to be approved as shown on the agenda dated, 3/18/2024."

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

A.167 Acceptance of Minutes – “that the Board accept the following minutes of the Board of Education meetings.”

2/21/24 Work Session, Regular Meeting, Closed

A.168 Acceptance of Recorded Fire/Security Drills - "that the Board accept the following recorded Fire/Security Drills for February 2024:

MEM:

2/28/24 Fire Drill

2/27/24 Restricted Lockdown

MAS:

2/09/24 Fire Drill

2/22/24 Restricted Lockdown

A.169 Approval of Special Services – “that the Board approve the following services for students *PM* and *DS (MEM)* for the 2023-2024 school year, as follows:

Service:	Pediatric Neurodevelopmental Evaluations
Provider:	Dr. Asma J. Sadiz, MD FAAP, Developmental Pediatrics, Englewood Cliffs
Date:	To be completed by 4/30/24
Rate:	\$800 per evaluation
Total:	<i>\$1,600.00 total</i>

A.170 Approval of Transportation Contract – “that the Board approve the following resolution:

BE IT RESOLVED, that the Maywood Board of Education does hereby approve an agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Service Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997, for the 2024-2025 school year. The services to be provided include, but not limited to, the Coordinated Transportation of non-public, out of district, special education, vocational, and summer programs.

BE IT FURTHER RESOLVED, that the Maywood Board of Education agrees to abide by the Transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this resolution."

A.171 Approval of Membership in Bergen County Region V - "that the Board approve to continue its membership in the Bergen County Region V Council for Special Education for the 2024-2025 school year, does hereby accept, adopt and agree to comply with the Region V by-laws; designates the District Superintendent as its representative to Region V; and empowers him/her to cast all votes and take all other actions necessary to represent its interest in Region V; until the next organization meeting and

FURTHER, that they approve the Joint Transportation Agreement for all Maywood students who are transported through Region V.”

A.172 Approval of Conference Attendance – “that the Board approve the attendance of Ms. Eileen Davis at the 2024 NJ Pupil Transportation Conference, **March 20-22, 2024**, in Atlantic City, NJ. The *estimated cost* is as follows:

Convention Registration	\$ 625.00
Mileage, Tolls, & Parking (approx. 266 miles roundtrip and \$5.00 parking fee)	\$ 87.46

Hotel Accommodations for 2 Nights (before tax) \$ 214.00
 (GSA allowable per diem rate is \$107.00 per night excluding tax)

Meals & Incidentals \$ 147.50
 (Calculated as 1 day @ per diem of \$59.00 and 2 travel days@ \$44.25)

Total (estimated cost):	\$ 976.96
--------------------------------	------------------

- P.123 Approval of Retirement** - “that the Board accept, with regret, the retirement of Joan Huss, the MEM front office secretary, effective June 30, 2024.”
- P.124 Approval of Retirement** - “that the Board accept, with regret, the retirement of Nancy Clark, a teacher at MAS, effective June 30, 2024.”
- P.125 Approval of Resignation** - “that the Board accept, with regret, the resignation of Hugh Ames, a School Safety Specialist, effective 2/12/24.”
- P.126 Appointment of a Leave of Absence Teacher** - “that the Board approve Erin O’Neill as a leave replacement teacher for Basic Skills at MEM, with a salary (to-be-prorated) of \$52,630, BA, Step 1-2, effective 3/21/24 through 6/30/24.”

P.127	<u>Approval of Sub List</u> – “that the Board approve the following individuals be added to the substitute list for the 2023-2024 school year (<i>pending clearance paperwork</i>).”
--------------	---

- Sub-Teacher/Para**
 Zion Bayewu - *Sub-certificate with degree*
 Asmaa Shehata - *Sub-certificate with degree*
- Sub-Para**
 Shaina Solorzano
- Sub-Nurse**
 Tehmina Islam
- Sub-Bus Driver**
 Jose Romero

- P.128 Approval of Additional Payment** - “that the Board approve additional payment to Carolyn Cavaliero and Camryn Eisenberg, for providing home instruction to student FB(MAS), who will be sharing 10 hrs per week @ \$50 an hour, from 1/29/24-6/14/24.”
- P.129 Approval of a Leave Of Absence** - “that the Board approve a maternity leave of absence for pre-school teacher, Crystal Kissinger:

DATES:	REASON:
7/25/2024	Due date
9/03/24-11/29/24	FMLA – unpaid leave with health benefits (if applicable)
12/02/24-1/01/25	Unpaid leave of Absence
January 2, 2025	Return date

P.130 Modified* - Approval of a Leave Of Absence - “that the Board approve a leave of absence for Alyssa Fungetti the Memorial School Nurse:

DATES:	REASON:
12/14/2023	Delivery date
12/11/23 – 1/11/24	Period of disability (post-birth) with pay & benefits (if applicable)
1/12/24 – 4/09/24	FMLA – unpaid leave with health benefits (if applicable)
4/10/24 – 4/30/24	<i>Unpaid leave*</i>
May 1, 2024	Return date (remains the same)

P.131 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 March 13, 2024.”

P.132 Approval of Stipends - “that the Board approve the following stipend appointments for the 2023-2024 school year:

<u>2023-2024</u>	<u>DESCRIPTION</u>	<u>ANNUAL</u>
R. Burke	BASEBALL	1,723.00
N. Boschetti	SOFTBALL COACH (shared)	861.50
K. LaRose	SOFTBALL COACH (shared)	861.50
K. Smith	TEACHER IN CHARGE (per diem)	113.00

F.88 Approval of Check Run - “that the Board approve a check run for *March* in the amount of: \$ 1,346,479.48.”

F.89 Approval of Check Run for Cafeteria Bills - “that the Board approve a check run for cafeteria bills for *March* in the amount of: \$ 42,960.68.”

F.90 Approval of Board Secretary’s Report – “that the Board approve the Board Secretary Report, as submitted, for February 29, 2024.”

F.91 Approval of Treasurer’s Report – “that the Board approve the revised Treasurer of School Monies Report, for February 29, 2024.”

F.92 Approval of Preliminary Transfer of Funds - "that the Board approve the preliminary report of transfer of funds for February 29, 2024.”

F.93 Approval of 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 February 29, 2024, 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.94 Approval of 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 **February 29, 2024**, 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.95 Approval of Payroll - "that the Board approve the payroll for *February* as follows:

Fund	
10	1,070,564.40
20	30,087.68
Total:	\$ 1,100,652.08
Board Share FICA/Medicare	23,744.28
State Share FICA Medicare	56,053.50
Board DCRP	3,757.77
Total Payroll Expense:	\$ 1,184,207.63

F.96 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.97 Approval of Maximum Travel Expense - "that the Board approve the following resolution;

WHEREAS, school district Policy 6471 and NJAC 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2023/2024. The maximum travel budget for 2024/2025 is \$15,000, of which \$0 has been spent year to date.

NOW, THEREFORE, BE IT RESOLVED that the Maywood Board of Education hereby establishes the School District travel maximum for the 2024/2025 school year at the sum of \$15,000; and

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

F.98 Approval of Parental Transportation Contract - "that the Board approve a parental transportation agreement for transportation of MA and MD (MEM) in the amount of \$1,500 per student. The terms of the agreement are 3/14/2024-6/30/2024."

F.99 Approval of Bus Management Software - "that the Board approve the purchase of bus management software from Tyler Technologies. The annual cost is \$4,340. Implementation costs are \$7,270 for a total initial cost of \$11,610."

F.100 Approval of the Budget - "that the Board approve the following resolution;

BE IT RESOLVED, that the Maywood Board of Education approve a school district preliminary budget for the FY2024/2025 School Year for submission to the Executive County Superintendent's Office as follows:

Fund	Budget	Local Tax Levy
General Fund (10)	\$26,703,796	\$21,380,350
Special Revenue Fund (20)	\$396,718	-
Debt Service Fund (40)	\$1,955,786	\$1,425,635
Total	\$29,056,300	\$22,805,985

And to advertise said tentative budget in the Our Town Newspaper in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED in accordance with NJSA 18A: 7F-38, that the 2024-2025 school year budget includes the use of \$207,577 of an automatic enrollment adjustment. The maximum enrollment adjustment available is \$703,693.

BE IT FURTHER RESOLVED that the general fund appropriations include a \$200,000 withdrawal from the Capital Reserve Account to be transferred to the debt service fund to aid with payment of debt.

BE IT FURTHER RESOLVED that the general fund appropriations include a \$100,000 budgeted withdrawal from Capital Reserve for Excess Costs and Other Capital Projects. The withdrawal is to be used for other capital project costs of the partial replacement of ceiling and lighting at Maywood Avenue School. The total cost of this project is \$100,000, which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve core curriculum standards.

BE IT FURTHER RESOLVED, that a public hearing be held at the Maywood Avenue School, located at 452 Maywood Avenue on May 1, 2024 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year."

R.22 Award of Contract for Construction Monitoring – “that the Board award a contract to *Atlas Technical Consultants, LLC* for construction monitoring in an amount not to exceed \$15,000.00.”

R.23 Approval of Payment from Referendum Account – “that the Board approve the following;

WHEREAS, *Daskal LLC* was awarded the contract for the Addition at Memorial School; and

WHEREAS, *Daskal LLC*. has submitted Payment Application #2 in the amount of \$113,136.10; 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 approve this payment application in the amount of \$ 113,136.10.

EXCEPTED MOTIONS VOTED ON SERPARATELY

- *n/a*

TABLED MOTIONS

- *n/a*

BOARD COMMENTS

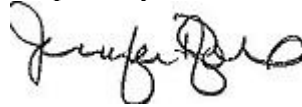
- *n/a*

CLOSED SESSION

- *n/a*

MEETING ADJOURNED BY ACCLAMATION AT 8:52PM

Respectfully submitted,



Jennifer Pfohl, Board Secretary