

**HAWORTH BOARD OF EDUCATION  
HAWORTH, NEW JERSEY 07641  
WORK SESSION AGENDA  
SEPTEMBER 8, 2015**

**I. CALL TO ORDER – 7:30 p.m.**

**II. FLAG SALUTE**

**III. SUNSHINE LAW STATEMENT**

All requirements of the Open Public Business Meetings Law have been met for this meeting of the Board of Education of the Borough of Haworth. On January 8, 2015 advance written notice was emailed to **The Suburbanite and The Record**, filed with the Borough Clerk, posted on the school website and forwarded to the Presidents of the Home and School Association and Teachers Association, and all persons requesting such notice.

**IV. MISSION STATEMENT**

The Haworth Public School District, a safe and nurturing small school environment, in partnership with our community, is dedicated to providing every student with educational excellence through a comprehensive, innovative and rigorous curriculum that fosters productive and responsible life-long learners in a global society. Adopted—May 28, 2013.

**V. ROLL CALL:** Mr. Jeff Ashkenase  
Mrs. Michele DiIorgi  
Mrs. Mary Anne Doran  
Mr. Matthew Gilbert  
Mrs. Anna Reduce  
Mrs. Nicole Brennan, Vice President  
Mr. Warren Sutnick, President

Ms. Jennifer Montesano, Superintendent/Board Secretary

**VI. OPEN TO THE PUBLIC ON AGENDA ITEMS ONLY**

*The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.*

**VII. CLOSE THE PUBLIC PORTION**

**VIII. SUPERINTENDENT’S/BOARD PRESIDENT’S REPORTS**

The Superintendent accepts the resignation of Warren Sutnick as President of the Board of Education effective September 8, 2015.

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded  
Roll Call:

**Nomination and Election of President** - The Board Secretary receives nominations for the election of the President of the Board. **Board Secretary relinquishes the chair to the newly elected president.**

**Nomination and Election of Vice-President** - The Board President receives nominations for the election of the Vice-President of the Board.

The new President and Vice President are sworn in on September 8, 2015.

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded  
Roll Call:

The Superintendent accepts the new Committee assignments from the new President.  
(Attachment)

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded  
Roll Call:

- Enrollment for September 2015

**IX. MINUTES**

- a. Approval of meeting minutes from the August 18, 2015 meeting.

**X. PROGRAM AND PERSONNEL**

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the eighth grade field trip to Matilda the Musical on Broadway in New York City on May 18, 2016, at an approximate cost of \$83 per student plus transportation expenses, trip coordinator Lisa Maketansky.
- \*b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the 2015-2016 School/District Goals. (Attachment)**

- \*c. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the annual membership dues to the Bergen County Association of School Administrators for Jennifer Montesano, at a total cost of \$500, plus travel expenses.
- \*d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jennifer Montesano and Daniel O’Keefe to attend 3 sessions of the 2015-2016 Principals as Curricular Leaders in Writing Conferences at Teacher’s College at Columbia University, at a cost of \$1,200 each, plus travel expenses.
- \*e. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jennifer Montesano to attend 3 sessions of the New Jersey Association of School Administrators Superintendents’ Academy in Trenton, NJ, at a total cost of \$399, plus travel expenses.
- \*f. Upon the recommendation of the Superintendent, the Haworth Board of Education amends the two new stipend positions (previously approved on August 18, 2015) for the coordination and operation of the Haworth School Store at a rate of \$1,700 each for the 2015-16 school year. Positions to be filled by Caitlin Sobota and Karen Foglio.
- \*g. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Carrieann Malanga and Rosina Siniscalchi to attend the IDA Meeting Needs of Students with Dyslexia Conference on October 16, 2015, at a cost of \$190 each, plus travel expenses.
- \*h. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the third grade field trip to the Meadowlands Environmental Center in Lyndhurst, NJ on November 10, 2015, at an approximate cost of \$16 per student, plus transportation expenses, trip coordinators Maria DiCarlantonio and Lesley Carboneri.
- \*i. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the hourly rate increase of substitute custodian Ruben Maldonado, black seal certified, to \$14.00 per hour effective June 1, 2015.
- \*j. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the termination of Erick Montas, substitute custodian, effective September 8, 2015.

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded (\*Items X. b, c, d, e, f, g, h, i & j only)  
Roll Call:

## XI. FINANCE

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the bills for the period of August 1, 2015 to August 31, 2015 which had previously been

approved by the various committees be approved and payment made through the Valley National Bank from funds in the appropriate accounts as follows:

1. Payroll \$ 82,590.78
2. Fund (10, 20, 40, 50) \$667,586.42
3. Fund (30) \$144,862.00

- b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Bills and Claims for the month of August, 2015.
- \*c. **Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer of \$173,779 from the Capital Projects Account to the Capital Reserve Account to close out the Partial Roof Replacement Phase 2 Project.**
- \*d. **Upon the recommendation of the Superintendent, the Haworth Board of Education approves the addition of Alternate #3 to the proposed amount of the Main Entrance/Lobby Upgrade Project for \$5,050.**

- \*e. **Upon the recommendation of the Superintendent, the Haworth Board of Education rescinds the following resolution previously approved on August 18, 2015:**

**WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) advertised for bids for the Haworth School Main Entry Safety and Security Upgrades Project (hereinafter referred to as the “Project”); and**

**WHEREAS, on August 11, 2015, the Board received two (2) bids for the Project, as reflected on the attached bid tabulation sheet; and**

**WHEREAS, the lowest responsible bid for this Project was submitted by Riefolo Construction Company, Inc. (hereinafter referred to as “Riefolo”) with a base bid in the amount of \$322,000, together with Alternate No. 2 concrete pavers at the front entrance in the amount of \$2,000, for a total contract sum of \$324,000; and**

**WHEREAS, the bid submitted by Riefolo is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Riefolo;**

**NOW, THEREFORE, BE IT RESOLVED as follows:**

**1. The Board hereby awards the contract for the Haworth School Main Entry Safety and Security Upgrades Project to Riefolo Construction Company, Inc. in a total contract amount of \$324,000, representing a base bid in the amount of \$322,000, together with Alternate No. 2 concrete pavers at the front entrance in the amount of \$2,000.**

**2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.**

**BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.**

- \*f. WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) advertised for bids for the Haworth School Main Entry Safety and Security Upgrades Project (hereinafter referred to as the “Project”); and  
WHEREAS, on August 11, 2015, the Board received two (2) bids for the Project, as reflected on the attached bid tabulation sheet; and  
WHEREAS, the lowest responsible bid for this Project was submitted by Riefolo Construction Company, Inc. (hereinafter referred to as “Riefolo”) with a base bid in the amount of \$322,000, together with Alternate No. 2 concrete pavers at the front entrance in the amount of \$2,000, and Alternate No. 3 bluestone treads at the new stairs in lieu of concrete in the amount of \$5,050, for a total contract sum of \$329,050; and  
WHEREAS, the bid submitted by Riefolo is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Riefolo;  
NOW, THEREFORE, BE IT RESOLVED as follows:
1. The Board hereby awards the contract for the Haworth School Main Entry Safety and Security Upgrades Project to Riefolo Construction Company, Inc. in a total contract amount of \$329,050, representing a base bid in the amount of \$322,000, together with Alternate No. 2 concrete pavers at the front entrance in the amount of \$2,000 and Alternate No. 3 bluestone treads at the new stairs in lieu of concrete in the amount of \$5,050.
  2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.  
BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.
- \*g. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer from the Capital Reserve Account to Capital Projects for the Main Entrance/Lobby Upgrade Project in the amount of \$329,050.
- \*h. WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) has determined that it is necessary and advisable to acquire personal computers, servers and network equipment (hereinafter referred to as the “Equipment”); and  
WHEREAS, the Board desires to lease purchase the equipment from Apple, Inc. pursuant to its contract with the Western States Contracting Alliance (WSCA) and the State of New Jersey bearing State Contract No. A-70259; and  
WHEREAS, Apple, Inc. is offering the lease purchase of such equipment in the amount of \$300,416.85, together with a promotional financing at the annual interest rate of 0.00% for a total contract sum of \$300,416.85; and

WHEREAS, the School Business Administrator has documented that the computers best meet the needs of the Haworth School District;

NOW THEREFORE, BE IT RESOLVED, that the Board hereby approves the lease purchase of the equipment pursuant to State Contract No. A-70259, in accordance with the Master Lease Purchase Agreement and Equipment Schedule attached hereto.

BE IT FURTHER RESOLVED that the Board President is hereby authorized to execute the Master Lease Purchase Agreement on behalf of the Board and any other documents necessary to implement the Agreement consistent with this resolution.

BE IT FURTHER RESOLVED that payments under the Master Lease Purchase Agreement shall be subject to the annual appropriation of funds sufficient to meet the required payments.

BE IT FURTHER RESOLVED that the Board Secretary is hereby directed to file the Agreement with the Executive County Superintendent pursuant to N.J.A.C. 6A:26-10.

- \*i. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer of \$15,000 from General Fund to Capital Outlay for the Apple Lease 1 to 1 Technology Initiative.
- \*j. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the tuition for Bergen County Special Services for the 2015-2016 school year at the annual cost of \$56,340.
- \*k. Upon the recommendation of the Superintendent, the Haworth Board of Education approves vendor eRevival, LLC for the Technology Asset Recycling for the year ending 2014 at no cost to the district. (Attachment)
- \*l. Upon the recommendation of the Superintendent, the Haworth Board of Education approves a 60 month lease agreement with United Business Solutions for 5 copiers at the monthly rate of \$897.63 per month.

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded (\*Items XI. c, d, e, f, g, h, i, j, k, & l only)  
Roll Call:

## XII. FACILITY

## XIII. POLICY

## XIV. COMMITTEE REPORTS

Finance  
Facilities  
Policy

Program/Personnel  
BCSBA/NJSB  
Joint Boards  
Public Relations  
Haworth Home & School Association  
Northern Valley Regional HS/  
NV Educational Foundation  
Legislative Chairperson  
Senior Citizens Liaison  
Town Council Liaison  
Negotiations

**XV. Open to the Public on any item – \_\_\_\_\_ p.m.**

*The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.*

**XVI. OLD BUSINESS**

**XVII. NEW BUSINESS**

**XVIII. CLOSED SESSION \_\_\_\_\_ p.m.**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded  
Roll Call:

**WHEREAS** the following subject is not appropriate to be discussed in a public meeting and is within the exemptions which may be discussed and acted upon and,

**WHEREAS** only the following subject shall be discussed in private recess by the Board and the minutes made available to the public as soon as the reason for exemption no longer exists, it is therefore,

**BE IT RESOLVED** at the Public Meeting of the Borough of Haworth Board of Education on this day Tuesday, September 8, 2015 pursuant to Sections 7 & 8 of the Open Public Meetings Act, the following subject shall be discussed in a session of the Board closed to the public: Please be advised that the Board will be going into executive session for approximately \_\_\_\_\_ hour to discuss personnel, negotiations or litigation. Action may be taken in public after the executive session.

**XIX. MOTION TO RECONVENE INTO PUBLIC SESSION at \_\_\_\_\_ p.m.**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded  
Roll Call:

**XX. MOTION TO ADJOURN.**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded  
Roll Call:

**ADJOURNMENT \_\_\_\_\_ p.m.**

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Warren Sutnick, President  
Haworth Board of Education

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Jennifer Montesano  
Superintendent/Board Secretary