

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
MINUTES
March 22, 2016**

I. CALL TO ORDER – 7:32 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 February 9, 2016 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:

Mrs. Mary Anne Doran
Mr. Matthew Gilbert
Mrs. Anna Reduce
Mr. Warren Sutnick
Mrs. Stacey Wunsch
Mr. Jeff Ashkenase, Vice President
Mrs. Nicole Brennan, President - **ABSENT**
Mr. Vincent Occhino, Interim Business Administrator - **ABSENT**
Ms. Jennifer Montesano, Superintendent/Board Secretary

VI. OPEN TO THE PUBLIC ON AGENDA ITEMS ONLY - 7:40

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.

Maryanne Groh: In regards to Item XI.a. I see you are going to be approving some funds in connection with added or upgraded security. So my question is in regards to the recent incident at the school. Did the security system not get triggered because it was not set or because of where the forced entry happened?

J. Ashkenase: That information cannot be discussed in public. The specifics of our security is not appropriate for an open forum.

Maryanne Groh: Given the outlay, is it designed to give extra security to the windows and doors?

J. Ashkenase: The money will be used for a swipe card system to enter and exit the building.

W. Sutnick: The security of all of the doors and windows in the building were upgraded last year.

J. Ashkenase: We continue to evaluate the security of our building as it is a very important issue of ours.

VII. CLOSE THE PUBLIC PORTION - 7:43

VIII. SUPERINTENDENT’S/BOARD PRESIDENT’S REPORTS

Kids with Character Award Presentation – criteria for the month of March is Caring. For February the following children have been chosen:

Kindergarten: Olukomi Sowore and Evan Newsom
Grade 1: Brooke Marchisio and Logan Feinberg
Grade 2: Casey Ashkenase and Ava Pavlos
Grade 3: Alexa Weiss and Kaitlyn Montello
Grade 4: Lukas Kretschmer and Michael Scalera
Grade 5: Quinn Postman and Kevin Trevisan
Grade 6: Sarah Keianfar and Joseph DeCroce
Grade 7: Audrey Kim and Matthew Illouz
Grade 8: Kaley McGinley and Chad Marge

IX. MINUTES

- a. Approval of meeting minutes from the March 8, 2016 regular business meeting.

A. Reduce Moved, M. Gilbert Seconded.
All in favor.

X. PROGRAM AND PERSONNEL

- a. Upon the recommendation of the Superintendent, the Hawaorth Board of Education recinds the offer of employment previously approved on February 25, 2016 to Christine Werner as Part Time Business Administrator and Payroll/Bookeeper. Christine Werner will keep her current contract previously approved on January 5, 2016 as Part Time Payroll Clerk/Bookkeeper/Benefits Coordinator through June 30, 2016.

- b. Upon the recommendation of the Superintendent, the Haworth Board of Education rescinds the previously approved resolution on February 25, 2016 of completion of service of Dr. Vincent Occhino as Interim Business Administrator. Dr. Vincent Occhino will keep his current contract previously approved on October 20, 2015 as Interim Business Administrator through June 30, 2016.
- c. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Richard Pasciuto as a volunteer track coach for the 2016 season, no payment required.
- d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves John Kucukkaya as a substitute teacher and/or classroom aide for the 2015-16 school year, not benefit eligible, pending criminal history review.
- e. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Rodrick Valenzuela as a substitute custodian for the 2015-16 school year, not benefit eligible, pending criminal history review.

M. Doran: Ms. Montesano shared with us at the P&P meeting the presentation that Ms. Malanga did at the Dyslexia Forum. It is really putting our school ahead in the state on this topic.

W. Sutnick: Is it ok for there to be a volunteer coach since it is a stipend position?

J. Montesano: Yes because it is in addition to. For insurance purposes I wanted to make sure it was approved.

M. Doran Moved, A. Reduce Seconded.

Roll Call: 6/0

XI. FINANCE

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer of \$ 21,362.00 from Capital Reserve to Capital Outlay, Fund 12, account number 12-000-252-730 and;

Be It Further Resolved that this transfer is necessary to provide the needed funds to purchase additional and replacement security hardware throughout the school due to a recent breach in the existing security system.

- b. It is recommended that the Haworth Public School District Board of Education approve the following Employee Travel and Reimbursement resolution:

BE IT RESOLVED, that the Haworth Public School District Board of Education, hereby approved any travel and related expenses incurred by any Haworth Public School District employee for travel within the state of New Jersey and elsewhere, as well as allowable

reimbursement for same, where such travel and related expenses have been previously approved in writing by the Superintendent of Schools, and where the Superintendent of Schools determines such travel and related expenses to be: (1) educationally necessary and fiscally prudent; (2) directly related to and within the scope of the employee's current responsibilities; and (3) promoting the delivery of instruction or the efficient operation of the Haworth Public School District.

BE IT FURTHER RESOLVED that travel expense accounts for the 2015 – 2016 school year are as follows:

| Account | 2015-16 Budget | 2015-16 Expended To Date | 2016-17 Budget |
|-------------------|---------------------------|---|---------------------------|
| 11-000-219-580-00 | 500.00 | 400.00 | 500.00 |
| 11-000-223-580-00 | 4,000.00 | 2,601.00 | 4,000.00 |
| 11-000-230-580-02 | 6,000.00 | 2,370.00 | 6,000.00 |
| 11-000-230-580-02 | 1,000.00 | 1,000.00 | 7,500.00 |
| 11-000-251-580-00 | 1,500.00 | 782.00 | 500.00 |

- c. This Agreement, entered into this 22 day of March 2016 between the Board of Education of HAWORTH, (hereinafter referred to as the Board) and the Burton Agency Inc., a Corporation of the State of New Jersey, having its principal office at 44 Bergen Street, Westwood, NJ 07675 (hereinafter referred to as the Consultant).

Witnesseth:

WHEREAS, the Board is a member of the Northeast Bergen County School Board Insurance Group (NESBIG) (hereinafter referred to as the Group) and;

WHEREAS, the Consultant has offered to the Board professional risk management consulting services consistent with the industry standard and possesses the requisite education, license, skills and experience and;

WHEREAS, the Board desires professional risk management consulting services and is relying on such representation and;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. The term of this appointment shall commence on July 1, 2016 and shall run until June 30, 2019, and until a successor is appointed and qualified.
2. The Consultant, for and in consideration of the amount stated hereinafter, agrees to provide to the Board as follows:

A. Assist the Board in identifying its insurable property and casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.

B. Assist the Board in understanding and selecting the insurance coverages available from the Group and otherwise.

C. Review with the Board any additional insurance coverages that the Consultant advises should be carried but are not available from the Group.

D. Assist the Board in the preparation of applications, statement of values and similar documents requested by the Group, it being understood that this agreement does not include any appraisal work by the Consultant.

E. Review the Board's annual insurance assessment as prepared by the Group and assist the Board in preparation of its annual insurance budget.

F. Review any loss and engineering reports and generally assist the Board in its loss containment objectives.

G. Assist where needed in the settlement of claims.

H. Such other matters pertaining to insurance and risk management as may from time to time be necessary.

3. The Board authorizes the Group to pay the Consultant as compensation for services rendered, an amount equal to 6% of the Board's annual insurance assessments for property and casualty insurance and workers' compensation as promulgated by the Group. The said fee shall be paid to the Consultant in four equal payments, at the end of each quarter, by the Fund. (September 30th, December 30th, March 30th and June 30th)

4. The Consultant shall provide proof of insurance in form and amount satisfactory to the Board but which shall, in any case, meet the following minimum requirements:

(a) General Liability: \$1,000,000

(b) Worker's Compensation: Statutory requirements to be met

(c) Auto Liability: Minimum limits of \$1,000,000, must include non-owned auto

(d) Professional Errors and Omissions: Minimum limit of \$1,000,000

5. For any insurance coverage's authorized by the Board to be placed outside the Group, the Consultant shall receive as compensation the standard brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Group's assessment in computing the fee outlined in 3 above.

6. This agreement may be terminated by either party at any time by mailing to the other, written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this agreement, the Consultant's fees outlined in 3 above shall be prorated to date of termination.

d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Shaw's Complete Security to install the Vanderbilt Bright Blue Access Control System at a cost of \$13,610.70.

e. Upon the recommendation of the Superintendent, the Haworth Board of Education

approves Lehman Protection and Investigations, LLC to provide Technical Counter Surveillance Services at a cost of \$7,751.00.

J. Ahkenase: I would like to Table Item C until we receive further information on it from Dr. Occhino.

J. Ashkenase Moved, M. Gilbert Seconded (except Item XI c. which was TABLED.)
Roll Call: 6/0

XII. FACILITY

XIII. POLICY

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the second reading of the following policies:
- 4112.8/4212.8 Nepotism
 - 5141.22 Medical Marijuana
 - 4138.2 Private Tutoring
- b. Upon the recommendation of the Superintendent, the Haworth Board of Education authorizes the submission of the Comprehensive Equity Plan for the 2016 – 2019 school years.

W. Sutnick: Table Private Tutoring Policy per Mrs. Brennan since she is not in attendance.

J. Montesano – Explained the Comprehensive Equity Plan. She explained that our Affirmative Action Officer pulled all of the policies to make sure we are in compliance with what the state is requesting. We also put together an Affirmative Action Team.

A. Reduce Moved, S. Wunsch Seconded (except Item XIII. a. for the Tutoring Policy ONLY which will be TABLED.)
Roll Call: 6/0

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 – 7:50 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. MOTION TO ADJOURN.

J. Ashkenase Moved, W. Sutnick Seconded.
All in favor.

ADJOURNMENT 7:51 p.m.

Jeffrey Ashkenase, Vice President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary