

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
MINUTES
MARCH 8, 2016**

I. CALL TO ORDER – 7:37 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 - **ABSENT**
Mrs. Anna Reduce
Mr. Warren Sutnick
Mrs. Stacey Wunsch
Mr. Jeff Ashkenase, Vice President
Mrs. Nicole Brennan, President
Mr. Vincent Occhino, Interim Business Administrator - **ABSENT**
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 - 7:38

VIII. SUPERINTENDENT'S/BOARD PRESIDENT'S REPORTS

- Enrollment for March 2016
- HIB/Incident Report to date

IX. MINUTES

- a. Approval of meeting minutes from the February 9, 2016 regular business meeting and the February 25, 2016 special meeting.

A. Reduce Moved, M. Doran Seconded

Roll Call: 5/0/1

Ayes: 5 Nays: 0 Abstentions: 1

X. PROGRAM AND PERSONNEL

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education accepts, with regret, the retirement of Katherine Conway effective June 30, 2016.
- b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the grade 5 field trip to the American Museum of Natural History in Manhattan, NY on May 20, 2016, at an approximate cost of \$45 per student. Trip coordinators: Rebecca Hall and Cynthia Talty.
- c. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Janet Luyke as a substitute teacher and/or classroom aide for the 2015-16 school year, not benefit eligible.
- d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the grade 4 field trip to the Liberty Science Center in Jersey City, NJ on April 19, 2016, cost not to exceed \$40 per student. Trip coordinators: Erin Carr and Melissa Jackson.**
- e. **WHEREAS, an employee whose name is on file in the Board office has an individual employment contract with a sixty (60) days' notice provision; and**

WHEREAS, the Superintendent has recommended that the Board invoke the sixty (60) days' notice provision to terminate said employee's individual employment contract; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby invokes the sixty (60) days' notice provision of the above referenced employee's individual employment contract; and

BE IT FURTHER RESOLVED that said employee shall not be required to continue to perform his duties during the period between the giving of notice and the date of termination of his employment on May 7, 2016; and

BE IT FURTHER RESOLVED that the Board Secretary shall provide the employee with notice of the Board's action as set forth in this Resolution forthwith.

- f. Upon the recommend of the Superintendent, the Haworth Board of Education approves the 403b and/or 457 - Sick Day Pay as follows:

WHEREAS, the following employee has terminated employment with the Haworth Borough Board of Education effective January 31, 2016 and has requested that her unused sick days be deposited into her 403(b) tax shelter account and/or their 457 account, and

WHEREAS, the Economic Growth and Tax Relief Reconciliation Act of 2001 (ECITRRA) amended the Internal Revenue Code of 1986 to permit employers to make contributions to 403(b) or 457 programs for employees who have terminated employment with the District, and

WHEREAS, the Haworth Borough Board of Education wishes to make such a contribution as permitted under Sections 403(b)(3) and Section 451(c)(l) of the Code for the employee listed below in the amounts stated as payment for unused sick days as appropriate;

NOW THEREFORE BE IT RESOLVED that the proper employee(s) of the Haworth Borough Board of Education are hereby authorized and directed to take any and all actions necessary or desirable to implement the resolutions as set forth herein.

Jean DeRosa \$9,000.00 (Sick Pay Buy-Out = \$9,000) AXA EQUITABLE 403b

- g. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following staff members to the Affirmative Action Team:

- **Paul Wolford – Affirmative Action Officer**
- **Carriann Malanga**
- **Nancy Polifroni**
- **Annemarie Dunn**

M. Doran Moved, A. Reduce Seconded
Roll Call: 6/0

W. Sutnick: The board would like to wish Mrs. Conway the best in her retirement and she will be missed.

XI. FINANCE

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the bills and claims for February 2016.
- b. BE IT RESOLVED the Haworth Public School approves the total tax levy of 1.98% and hereby approves the preliminary 2016-2017 school budget as follows:

| | <u>BUDGET</u> | <u>LOCAL TAX LEVY</u> |
|---------------------------|----------------|-----------------------|
| General Fund..... | 8,647,192..... | 8,381,757 |
| Special Revenue Fund..... | 82,472 | |
| Debt Service Fund..... | 594,130..... | 516,315 |
| TOTAL BASE BUDGET..... | \$9,323,794 | |

**c. APPROVAL OF RESOLUTION TO CONTINUE MEMBERSHIP IN THE
NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP**

WHEREAS, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance GROUP as permitted by N.J. Title 18A-.18B and;

WHEREAS, said GROUP was approved effective July 1, 1985 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance GROUP contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a GROUP, and;

WHEREAS, the Board of Education of Haworth has determined that membership in THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Haworth does hereby agree to renew membership in the NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2016 to June 30, 2019.

BE IT FURTHER RESOLVED that the Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the GROUP as are required by the Group's Bylaws and to deliver the same to the Executive Director.

**APPROVAL OF NORTHEAST BERGEN COUNTY SCHOOL BOARD
INSURANCE GROUP FUND MEMBERSHIP, INDEMNITY AND TRUST
AGREEMENT**

This Agreement, made this first day of July 2016 in the County of Bergen, State of New Jersey By and Between: NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP Hereinafter referred to as the GROUP; and the Board of Education of Haworth a duly constituted unit of government hereinafter referred to as the Board:

WITNESSETH:

WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board GROUP as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the GROUP in accordance with and to the extent provided for in the Bylaws of the GROUP and in consideration of such obligations and benefits to be shared by the membership of the GROUP:

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepts the GROUP's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the GROUP with respect to the types of insurance offered by the GROUP: Self-Insured Workers' Compensation, Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the GROUP, allowed by law.
3. The BOARD agrees to renew membership in the GROUP for the period of three (3) years, the commencement of which shall be July 1, 2016.
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the GROUP the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the GROUP, all of whom as a condition of membership in the GROUP shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the GROUP in accordance with the Bylaws thereof, this Agreement or any applicable Statute.

6. If the GROUP in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the GROUP for all such reasonable expenses, fees and costs on demand.
7. The BOARD and the GROUP agree that the Pool shall hold all monies paid by the BOARD to the GROUP as fiduciaries for the benefit of Pool claimants all in accordance with NJSA 18a;18b.
8. The GROUP shall establish separate Trust Accounts for each of the following categories of risk and liability:
 - a) Claims or Loss Retention Fund
 - b) Administrative
 - c) Workers' Compensation Premium

The GROUP shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the Pool's Bylaws and such other Statutes as maybe applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or reinsurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the GROUP shall be obligated to execute this Agreement.
- d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following items to be recycled through eRevival LLC, and removed from the District's fixed assets. (Attachment)
- e. **Upon the recommendation of the Superintendent, the Haworth Board of Education approves the bills for the period of February 1, 2016 to February 29, 2016 which has previously been approved by the various committees and payment made through the Valley National Bank from funds in the appropriate accounts as follows:**

| Bills Description | Dated | Amount |
|------------------------------------|-----------------|---------------------|
| Payroll – Operating Account | 02/12/16 | \$257,477.24 |
| State Share – FICA | 02/12/16 | \$5,081.74 |
| Board Share – FICA | 02/12/16 | \$13,703.68 |
| | TOTAL: | \$276,262.66 |

| Bills Description | Dated | Amount |
|---------------------------------------|-----------------|---------------------|
| Payroll – Operating Accounting | 02/29/16 | \$245,624.96 |
| State Share – FICA | 02/29/16 | \$3,770.01 |
| Board Share – FICA | 02/29/16 | \$14,084.33 |

| | | |
|--|---------------|---------------------|
| | TOTAL: | \$263,479.30 |
|--|---------------|---------------------|

f. Upon the recommendation of the Superintendent, the Haworth Board of Education approves and affixes to the minutes the monthly transfer report in compliance with N.J.A.C. 6A:23A-13.3(e).

g. **RESOLVED**, pursuant to N.J.A.C. 6A:23-2.11 (c) 4, the Board Secretary certifies that as of February 29, 2016 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a); and

BE IT RESOLVED, pursuant to N.J.A.C. 6A:23-2.11 (c) 4 that the Haworth Board of Education certifies that as of February 29, 2016 after review of the Board Secretary’s monthly financial report, at the advice of district officials, in the minutes of the Board each month that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11 (b).

h. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the release of the HVAC/Boiler Replacement Project, Payment #8 for Pennetta Industries in the amount of \$13,444.38.

W. Sutnick: Is payment eight the final payment for the boiler?

J. Montesano: I will find out from our Business Administrator and send out an email.

J. Ashkenase Moved, W. Sutnick Seconded

Roll Call: 6/0

XII. FACILITY

A. Reduce: There are still a few outstanding items on the main entrance project. The bulk of what remains on the exterior work is some brick and stone work. Landscaping is going to be finished by the 15th. There needs to be a notch box put in place for keys for emergency purposes. The purchase of new sheds will be on hold for now.

J. Montesano: I am also awaiting a proposal for the swipe card system.

XIII. POLICY

a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the first reading of the following policies:

- 4112.8/4212.8 Nepotism

- 5141.22 Medical Marijuana
- 4138.2 Private Tutoring

W. Sutnick: The state mandated Nepotism policy basically changes the interaction that a Board member can have with collective bargaining if they have a family member that is a part of a teachers union even outside of our district. Second is the Medical Marijuana policy which is also mandated for students and the policy explains about a student needing a prescription and how it would be administered. The third policy is the Private Tutoring policy, which we put back on as a first reading because it is slightly different than what we had been exploring at the end of last year. We have added that any pupil in a teachers class cannot be tutored by that teacher, as well as their sibling. We will have a second reading on these at the next meeting.

W. Sutnick Moved, A. Reduce Seconded
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 – 7:47 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 7:48 p.m.

A. Reduce Moved, W. Sutnick Seconded
All in favor.

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, March 8, 2016 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 30 minutes to discuss personnel, negotiations and litigation. Action will not be taken in public after the executive session.

XIX. MOTION TO ADJOURN.

J. Ashkenase Moved, M. Doran Seconded
All in favor.

ADJOURNMENT 8:32 p.m.

Nicole Brennan, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary