

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
WORK SESSION MINUTES
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 - **ABSENT**
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

J. Montesano: The opening of school went smoothly and kindergarten screening is almost complete. Morning drop off and afternoon dismissal has all been going very well. The police presence in the morning has been very helpful.

W. Sutnick: I still have 2 more years on the Board but I am stepping down as President. I have been President for almost 6 years. To me, everyone on the Board is equal and the President is just the one who speaks a little more at the meetings. Over the past 6 years I feel our school has made enormous strides. Everyone that has served on this Board has always made the focus about the school and the kids. There has never been a member in my experience who had a personal agenda. Obviously we can always improve but at least now that we have Ms. Montesano here, we have that continuity in place. I enjoy working with everyone and will continue to work with everyone. Thank you for allowing me to do it for all of these years.

J. Montesano: I would like to thank Mr. Sutnick for all of his guidance, you have done a tremendous job with running the meetings and for all you have taught me. We are very glad that you will still be here at our table.

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

N. Brennan Moved, Mary Anne Doran Seconded.

Roll Call: 6/0

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.**

Warren Sutnick nominates Nicole Brennan and Anna Reduce seconds the nomination. Ms. Montesano asks if there are any other nominations. As there are no additional nominations a roll call vote is taken.

Roll Call: 6/0

N. Brennan: I would like to thank Warren for 6 years as President. When I came on the Board he was my mentor. He has really steered this Board with confidence, competence and kindness.

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

Mary Anne Doran nominates Jeff Ashkenase and Warren Sutnick seconds the nomination. Ms. Montesano asks if there are any other nominations. As there are no additional nominations a roll call vote is taken.

Roll call: 6/0

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

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

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

- 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 Carriann 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.**

A. Reduce Moved, M. Doran Seconded (*Items X. b, c, d, e, f, g, h, i & j only)
Roll Call: 6/0

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.**

A. Reduce Moved, M. Doran Seconded (***Items XI. c, d, e, f, g, h, i, j, k, & l only**)
Roll Call: 6/0

J. Montesano: If you noticed we had to amend item e. because we added the bluestone in.

M. Gilbert: Will the new entrance be by the gym while the main entrance construction is going on?

J. Montesano: We will use the Hawk Hall entrance, only until the front steps are completed. We will be moving the receptionist over there to monitor who comes in to the building.

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 – 7:48 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.

Becky Hall: I just want to confirm that the new stipend positions in P&P will not start until after negotiations is finished.

N. Brennan: That is correct.

XVI. OLD BUSINESS

W. Sutnick: All Board members go to NJ School Boards and take the self evaluation. It is due.

XVII. NEW BUSINESS

XVIII. MOTION TO ADJOURN.

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

ADJOURNMENT 7:50 p.m.

Nicole Brennan, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary