

CEDAR GROVE BOARD OF EDUCATION
Cedar Grove, New Jersey
AGENDA

February 26, 2019

North End School Teachers Room
North End Media Center

Executive Session 6:30 PM
Public Session 7:30 PM

Call to order by the Board President

Roll Call

E1. Motion to **adjourn to executive session to discuss the following items:**

- Student matter relative to **suspensions**. Action is not expected to follow the discussion in Executive Session. Public release of the discussion will probably never occur due to the confidentiality of the matter.
- Personnel matter relative to **candidates for employment**. Action may follow the discussion in Executive Session. Public release of the discussion will occur upon completion of any contracts.
- Legal matter relative to **Board litigation**. Action is not expected to follow the discussion in Executive Session. Public release of the discussion will occur upon completion of the matter.
- Student matter relative to **HIB**. Action is not expected to follow the discussion in executive session. Due to the confidentiality of student matters, public release of this discussion will probably never occur.
- Contract matter relative to **non-bargaining employees**. Action is not expected to follow the discussion in Executive Session. Public release of the discussion will occur upon completion of any contracts.

Reconvene in Public Session
Pledge of Allegiance

Announcement: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of, and to attend the meeting of, public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Cedar Grove Board of Education has caused notice of this meeting to be advertised, by having the date, time, and place thereof posted on bulletin boards in the District, published and/or transmitted to the *Verona-Cedar Grove Times* and *Star Ledger* newspapers, TAPinto online news, filed with the Township Clerk, and posted on the District's web site.

Roll Call

THE MEETING IS OPEN TO THE PUBLIC FOR COMMENT ON ITEMS ON THE AGENDA.

COMMITTEE REPORTS

Curriculum
Communications
Facilities
Finance
Legislation
Personnel
Policy
FSA/APT

Board Presentations: Preliminary Budget Presentations (IT and Special Services)

FROM THE OFFICE OF THE BUSINESS ADMINISTRATOR and BOARD SECRETARY

MINUTES

- B1. Motion to **approve the Public and Executive minutes** of January 22, 2019.
- B2. Motion to **approve the Treasurer's Report** for the month of December and January 2018.
- B3. Motion to **approve the Board Secretary Report** for the month of December and January 2018.
- B4. Motion to **approve the Budgetary transfers** for the month of January 2019.
- B5. Motion to **approve the Board Secretary's certification to the Cedar Grove Board of Education, pursuant to NJAC 6A:23-2.11(c)3**, that no line item account has encumbrances and expenditures which, in total, exceed the line item appropriation in violation of NJAC 6A:23-2.11(a); and further pursuant to NJAC 6A:23-2.11(c)4, no major account or fund has been over-expended in violation of NJAC 6A:23-2.11(b).

BILLS

- B6. Motion to **pay the following List of Bills: January 22 – February 13, 2019**
\$2,036,538.91
- B7. Motion to **pay the following List of Bills: February 26, 2019 \$3,779,971.99**

BUSINESS:

- B8. Motion to **approve the letter of agreement with AFC Urgent Care for Occupational Health and Urgent Care Services**. The agreement will be in force for the period of February 27, 2019 through June 30, 2019.
- B9. Motion to **approve proposal from Lincoln Landscaping** as per Ed Data bid #8546 in the amount of \$25,850 to perform preparations of all baseball/softball fields (6) in the district, including all labor, equipment, clay and supplies for the upcoming spring season.
- B10. Motion to **approve the use of LRP School to serve as a bus stop for the YMCA of Montclair Outdoor Education Center**, from June 24, 2019 to August 30, 2019. Bus pick up will be approximately 8 a.m. and drop off approximately 4:45 p.m.
- B11. Motion to **accept the Cedar Grove Board of Education Comprehensive Annual Financial Report**, as of June 30, 2018,

WHEREAS, the district has prepared the Comprehensive Annual Financial Report for the 2017-2018 school year, and

WHEREAS, the audit of the financial records of the school district for the 2017-2018 school year has been made, according to the requirements of Title 18A, by the firm of Lerch, Vinci & Higgins, LLP.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education accepts the 2017-2018 Comprehensive Annual Financial Report and the report of the independent auditors, which includes the audit recommendations which were read aloud and discussed at the public board meeting of December 4, 2018, and

BE IT FURTHER RESOLVED, that the Board of Education approves the Corrective Action Plan responding to the recommendations of the auditor and that a copy of the Corrective Action Plan be submitted, as required, to the Executive County Superintendent of Schools.

- B12. Motion to **approve the 4th quarter Unemployment Insurance check #1049 for \$6,927.42.**
- B13. Motion to **approve a waiver of the SEMI program for the 2019-2020 school year** as the district does not meet the minimum number of students who fall below the category of *Economically Disadvantaged*.
- B14. Motion to **approve the subscription busing contracts with the parents of student no. 1393587940 in the amount of \$884.00, prorated to \$442.00** for the 2018-2019 school year.
- B15. Motion for **approval of professional appointment:**

WHEREAS, there exists a need for special board counsel services to perform an affirmative action investigation;

WHEREAS, such special board counsel services to perform an affirmative action investigation; can be provided only by specialized firms, and the below firm is so recognized as such a firm and;

WHEREAS, funds are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED: That the Cedar Grove Board of Education hereby approves the following:

1. The professional appointment of the below firm is retained for the term commencing February 12, 2019 to and including the date of the conclusion of the investigation; at an hourly rate of \$250 for any attorney and \$120 for any paralegal services.

Jackson Lewis
220 Headquarters Plaza
East Tower 7th Floor
Morristown, NJ 07960

2. The contract is awarded without competitive bidding as “Professional Services” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(A)(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
 3. A copy of this resolution, as well as any engagement letters or contracts shall be placed on file with the Secretary of the Board.
- B16. Motion to **retroactively approve the location agreement with MakeOut, LLC** and the Cedar Grove Board of Education for a video shoot at Cedar Grove Schools, February 7, 2019 for a fee of \$2,500 and \$48 for custodial overtime, if needed. The agreement is on file in the Board office.
- B17. Motion to **accept the generous donation from Joseph McBride in the amount of \$1,000** to be used towards the purchase of a projector in the High School Media Center.
- B18. Motion to **retroactively approve the location agreement with Batu Productions** and the Cedar Grove Board of Education for a small film shoot at Cedar Grove High School on February 23, 2019 for a fee of \$300 and \$48 for custodial overtime, if needed. The agreement is on file in the Board office.
- B19. **2019-2020 FOOD SERVICE MANAGEMENT COMPANY (FSMC)**

WHEREAS, proposals were advertised in the Star Ledger on February 1, 2019 for Food Service Management Services, and

WHEREAS, proposals were publicly opened and read aloud on February 21, 2019 at 10:00 a.m. in the Conference Room at the Board Offices, and

WHEREAS, the following proposals for Food Service Management Services, for the 2019-2020 School Year were received:

<u>Vendor</u>	<u>Management Fee</u>
Pomptonian Food Service	\$.0545

NOW, THEREFORE BE IT RESOLVED, that the Cedar Grove Board of Education, based upon the recommendation of the Business Administrator/Board Secretary, hereby approves the proposal of Pomptonian Food Service.

BE IT YET FURTHER RESOLVED, that the FSMC shall receive in addition to the costs of operation, a management fee of \$.0545 for each \$1.00 of sales to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The District guarantees the payment of such costs and fee to the FSMC.

- B20. Motion to **approve, the proposal to allow the qualified wrestler(s) from Cedar Grove High School to attend the NJSIAA Individual Wrestling State Championship in Atlantic City, NJ from February 28-March 2, 2019.** Scheduled participants include (2) student athletes along with Coaches Rami Ratel, Mike Risimini and Omer Ersen. Estimated cost for travel, lodging, and meal allowance for coaches and student athletes is \$1,500.00.

FROM THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS
PERSONNEL

- S1. Motion to **approve the Contract of Employment** between the Board of Education and Michael J. Fetherman for the position of Superintendent of Schools, effective July 1, 2019 through June 30, 2024. The contract received prior approval of the Executive County Superintendent for Essex County.
- S2. Motion to **retroactively approve Katie Halon, (.5 AM only) Paraprofessional**, SE School, at \$19,421, prorated from February 1, 2019 to June 21, 2019.
- S3. Motion to **accept the resignation of Cheryl Johansson, Grade 2 Teacher**, NE School, for the purpose of retirement, last day of work designated to be June 30, 2019.
- S4. Motion to **accept the resignation of Sheila Salka, Art Teacher**, High School, for the purpose of retirement, last day of work designated to be October 31, 2019.
- S5. Motion to **accept the resignation of Joann Bieber, Principal/Administrative Secretary**, High School Guidance Office, for the purpose of retirement, last day of work designated to be September 30, 2019.
- S6. Motion to **accept the resignation of Susan Amato, Paraprofessional**, NE School, last day of work designated as February 14, 2019.
- S7. Motion to **retroactively approve Kristin Massotto for Supplemental Instruction** from February 4, 2019 to June 21, 2019, at the curriculum rate of \$35 per hour.
- S8. Motion to **rescind Step 3 and approve Step 5 for John Murphy, Assistant Girls' Lacrosse Coach, stipend \$6,179** for the 2018-2019 school year.
- S9. Motion to **approve the following as Substitute Teachers** for the 2018-2019 school year at rate of \$90/diem:
- Ryan Fearon (**retroactive from February 20, 2019**)
 - Robyn Levy (**retroactive from February 5, 2019**)
 - Christopher Hildebrand (**retroactive from February 14, 2019**)
 - Sharon Heim

S10. Motion to **approve the following staff member to serve as a Substitute SAT Prep Teacher**, zero period, Language Arts and Math, from January 22, 2019 to March 6, 2019:

- Caitlin Reilly \$35 per session

S11. Motion to **approve the following as school volunteers**:

- Jana Lombardi SE
- Brian DeSordi NE

S12. Motion to **approve the following volunteer coaches for the 2019 Spring Athletic season**:

Peter Velardi	Softball
Jessica Schomaker	Girls' Lacrosse
Ryan Fearon	Baseball

S13. Motion to **approve Katie Hanlon for the Ice Hockey Trainer stipend** at \$750 for the 2018-2019 school year.

S14. Motion to **approve the following students for Classroom Observations**:

<i>Student</i>	<i>College/Univ. Student Attends</i>	<i>School Observing in Grade/Subject</i>	<i>Date(s)/Hours of Observation</i>
Faith Fennelly	Caldwell University	NE – 3 different elementary teachers	12 hours of observation
Gabrielle Castelli	William Paterson University	MMS – Guidance Counselor	Retroactive to Jan 2, 2019 Practicum/100 hours
Leamarie Pronesti	Montclair State University	SE – observe an inclusive classroom assignment	2-5 hours observation

S15. Motion to **authorize attendance** at the following event/s:

<i>Program</i>	<i>Date</i>	<i>Employee(s)</i>	<i>Board Member(s)</i>	<i>Cost</i>
NJAHPERD	2/26 & 27/2019	M. Moussab	0	\$72.50
NJAHPERD	2/25 & 2/26/2019	R. Nelson	0	\$62.50 + \$149 (Hotel)
NGSS	3/8/2019	A. Scuralli S. Basso	0	\$125/p
LGBT	3/7 & 8/2019	C. Cannella	0	\$0
NGSS	3/14, 21 & 28/2019	G. Czergovits A. Damiano E. Cheyne H. Garofalo	0	\$150/p/date
District Training Mtg	2/21/19 (retroactive)	J. Barboza	0	\$0

NJ Future Ready	2/28/19	C. Swanson N. DeCorte A. Angione J. Luogameno A. Potts C. Torchia M. Fetherman M. Tedesco	0	\$0
NJAPHERD	2/25/27/19 (retroactive)	J. Giammetta	0	\$72.50
SUPA	4/12/19	V. Galambos	0	\$100 (travel)
WEHS World Lang	2/21/19 (retroactive)	D. Sandoval	0	\$0
MSU Deskless WL Classroom	2/6/19 (retroactive)	D. Sandoval	0	\$0
Conquer Math	2/25/19 (retroactive)	G. Castelli	0	\$155
NJMEA	2/21-22/2019 (retroactive)	B. Mayoria G. Guridys	0	\$0 \$90.00

S16. Motion to **approve the following** leaves of absence:

<i>Name</i>	<i>Reason</i>	<i>Position / Location</i>	<i>Number of Employee Sick Days used for Leave</i>	<i>FMLA Start Date</i>	<i>NJ(FLA) Start Date</i>	<i>Return Date</i>	<i>Modifications / Updates</i>
C. Imperatore-Dangler	Mat Leave	Music/MMS	10/8-12/7/18 (40 days)	n/a	12/10-3/12 (60 days)	3/13/19 (Revised from agenda 1/22/19)	Revision Due to snow day 11/16/18
M. Denman	Mat Leave	Guidance Counselor/HS	4/29-6/4/2019 (25 days)	n/a	6/5 – 6/21/19 9/5-11/9/19 (60 days)	11/6/19	New request

POLICIES

S17. Motion to **approve the First Reading of the following Policy Updates/Revisions:**

- P 2422 Health and Physical Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)
- P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5330.04 Administering an Opioid Antidote (M) (Revised)
- R 5330.04 Administering an Opioid Antidote (M) (New)
- P 5337 Service Animals (Revised)
- P 5756 Transgender Students (M) (Revised)

- P&R 7440 School District Security (M) (Revised)
- P 8860 Memorials (Revised)
- P 2415.06 Unsafe School Choice Option (M) (Revised)
- R 2460.8 Special Education – Free and Appropriate Public Education (M) (Revised)
- R 5530 Substance Abuse (M) (Revised)
- P&R 5600 Student Discipline/Code of Conduct (M) (Revised)
- P&R 5611 Removal of Students for Firearms Offenses (M) (Revised)
- P&R 5612 Assaults on District Board of Education Members or Employees (M) (Revised)
- P&R 5613 Removal of Students for Assaults with Weapons Offenses (M) (Revised)
- P&R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,
Alcohol, and Other Drug Offenses (M) (Revised)

CONTRACTS

- S18. Motion to **approve the following contracts for a special education student**, as recommended by the Director of Special Services, for the 2018-2019 school year:

Holmstead School

Student: 1440332997

Tuition for the remainder of the 2018-2019 School year

\$27, 082.88

CURRICULUM

- S19. Motion to **approve the following curriculum writing** for the 2018-2019 school year **not to exceed 20 hours per grade level** at the curriculum rate of \$35/hour:

- Grade 8 Math:** Maria Travaglio
- Grade 4 Social Studies:** Beth Legras, Cristina Allstaedt, & Jennifer Burden
- Grade 3 Social Studies:** Victoria Tedesco, Dianne Palmieri
- Grade 2 Social Studies:** Victoria Tedesco, Cristina Allstaedt, Dianne Palmieri, & Jennifer Burden
- Grade 1 Social Studies:** Melinda Milano
- Grade K Social Studies:** Victoria Tedesco, Cristina Allstaedt, & Jennifer Burden

THE MEETING IS OPEN TO THE PUBLIC FOR COMMENT ON ITEMS ON OR OFF THE AGENDA.

Announcement of future meetings:

- March 4, 2019 Joint Session with the Town Council; 7 p.m., CG Municipal Building
- March 5, 2019 North End Media Ctr. 6:30 pm Executive Session; 7:30 pm Regular Mtg
- March 19, 2019 North End Media Ctr. 6:30 pm Executive Session; 7:30 pm Regular Mtg