

RIVERDALE BOARD OF EDUCATION
RIVERDALE, NEW JERSEY

February 26, 2019
7:00 p.m.

MINUTES FOR PUBLIC BUSINESS MEETING

I. Call meeting to order/Flag Salute

Board President, Ms. Kelly Norris, called the Public Business Meeting of the Board of Education of the Borough of Riverdale to order on February 26, 2019. The meeting was opened at 7:07 p.m. with a flag salute

II. Presiding Officer's announcement regarding notification of this meeting to the public.

Ms. Norris, Board President, made the required announcement regarding notification of this meeting to the public:

The Notification requirements of the "Open Public Meetings Act" of the State of New Jersey have been satisfied by the inclusion of the date, time, place and purpose of this Public Business Meeting in a legal advertisement in the Suburban Trends and The Record (January 09, 2019) with copies posted in the Riverdale School, Municipal Building, Town Library, and filed with the Clerk of the Borough of Riverdale.

I direct that this public announcement is entered in the minutes of this meeting.

III. Roll Call

Roll Call was taken by Mr. Gutierrez

Present: Kelly Norris, Jessica Muzzio-Rentas, Marybeth Miller, Keith Hamilton, Jill Morano, Kathleen Miceli, and Ann Marie Nadiroglu.

Absent: None

Also Present: Dr. Geoffrey Gordon, Interim Superintendent, and Mr. Jayson Gutierrez, Business Administrator/Board Secretary

IV. Presentations:

- A. Spelling Bee Recognition from the regional competition - was postponed due to the weather.
- B. Audit Presentation - Mr. Andrew Parente, Lerch, Vinci & Higgins, LLP presented the results for the 2017-2018 school year.

V. Recognition of visitors.

VI. Oral Communication on Agenda Items only: None

VII. Approval of Minutes

- A. It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **Minutes:**

Reorganization Meeting	January 2, 2019
Executive Meeting	January 2, 2019
Public Business Meeting	January 23, 2019
Executive Meeting	January 23, 2019

Motion By:	Ms. Norris	Second by:	Mrs. Rentas
Discussion:			
Roll Call Vote:			
Ann Marie Nadiroglu - Abstain on all	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes, but Abstain on all 1/23/19 minutes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

VIII. Committees

A. FINANCE

1. Committee Report - Marybeth Miller

Previously met to go over the Auditors results.

2. Items to be approved:

It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **Finance** items, a-g

Motion By:	Ms. Miller	Second by:	Mrs. Nadiroglu
Discussion:			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

a. Approval of the payment of the following bills and claims:

Payroll for the period ending January 31, 2019	\$160,437.03
Payroll for the period ending February 15, 2019	\$159,876.67
Bills List dated February 20, 2019, Warrants #17038 through #17106 and #109, #110, #111	\$329,497.03
Health/Prescription plan premiums (SEHBP) for February 2019	\$80,409.26

b. Approval the attached line item transfers for December 2018.

c. Approval of the Board Secretary's and Treasurer's Reports for the month ending December 31, 2018. It has been determined that they are in agreement; acknowledges receipt of the Secretary's certification that no budgetary line item account has obligations, payments or orders which exceed the amount appropriated or has been over expended in accordance with N.J.A.C.6A-16.10(c)3 and 4; and certifies that in accordance with P.L.2004 Ch.73, no budgetary transfers cumulatively exceed 10% that would require the approval of the Commissioner of Education.

d. Accept the 2017-2018 Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR) as submitted by the business office and the district auditors Lerch, Vinci, & Higgins, L.L.P. as summarized in the Audit Synopsis as presented.

e. Approval of the 2017-2018 Corrective Action Plan (CAP) prepared by the Business Administrator in response to recommendations in the 2017-2018 CAFR and AMR.

- f. Approval of the Riverdale Board of Education to join the National School Board's Association at an annual cost not to exceed \$1,000 for the first year.
- g. Approval of the reimbursement and expenses, for the Conference for Public Education Leaders by the National School Board Association, as it is directly related to and within the scope of the participant's duties and are critical to the needs of the district and/or further the efficient operation of the district. The travel and expenses are within state travel guidelines established by the Department of Treasury and are justified.

Date	Participant	Location	Workshop Fee*	Hotel
03/30/2019-04/01/2019	Kelly Norris	Philadelphia, PA	\$985	\$225
03/30/2019-04/01/2019	Kathleen Miceli	Philadelphia, PA	\$985	\$225
03/30/2019-04/01/2019	Jayson Gutierrez	Philadelphia, PA	\$985	\$225
03/30/2019-04/01/2019	Geoffrey Gordon	Philadelphia, PA	\$0	\$255
*PLUS MILEAGE AND TOLLS IF APPLICABLE				

B. PERSONNEL

- 1. Committee Report(Policy and Personnel) - Kathleen Miceli
No update other than is on the agenda for approval.

- 2. Items to be approved:

It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **Personnel** items, a-i

Motion By:	Mrs. Miceli	Second by:	Mrs. Rentas
Discussion: Mrs. Rentas asked if the overnight stipend will be paid to everyone. Dr. Gordon said that would be discussed in Executive.			
Mrs. Rentas asked what the Spring Drama will be, Dr. Gordon responded that it is the Dance & Theater Troupe.			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

- a. Approval the following overnight chaperones for the 8th grade trip to Washington, D.C. on March 27th and March 28th, at the contractual rate of \$199 per night.

Name	Name
Annmarie May	Nicole Gelok
Jennifer Corbett	Julieane Hatze

- b. Approval an honorarium payment (for two nights, at \$150. per night) to Gary Keil, Riverdale Police Officer, who will chaperone the 8th grade trip to Washington, D.C. on March 27, and March 28, 2019, not to exceed \$300.
- c. Reduce the part-time aide assignment for Lindsay Bura, to 14 hours and 20 minutes per week for the remainder of the 2018-2019 school year effective February 4, 2019.

- d. Approval of the payment to Kathleen Sullivan not to exceed \$468.60 for transitional work at the hourly rate of \$21.30 for twenty-two (22) hours in January 2019.
- e. Approval of Lynn Hutman and Victoria Evans for two (2) hours at the contractual rate for evening kindergarten registration on February 27, 2019.
- f. Approve a change in the following positions effective February 21, 2019:

Position	From	To
School Counselor	0.5	0.8

- g. Award a revised contract to the following certified non-tenured professional staff for the 2018-2019 school year effective February 20, 2019:

Name	Position	Step	Salary
Taylor Newcomer	School Counselor	MA ST 2 (0.8)	\$45,058

- h. Approval of eight (8) additional work hours for Toma Dedio for the month of February 2019 not to exceed \$234.23.
- i. The appointment of the following personnel, as advisors, for extra-curricular activities for the 2018-2019 school year at the listed stipends:

Name	Position	Stipend
Kathleen Paldino	Spring Drama Advisor	\$1,592 (Step 2)
Leanne Pittelkow	Spring Drama Advisor	\$1,478 (Step 1)

C. POLICY

- 1. Agenda reading- Ann Marie Nadiroglu
- 2. Items to be approved:

It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **Policy** items, a-b

Motion By:	Mrs. Nadiroglu	Second by:	Mrs. Rentas
Discussion:			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

- a. Approval of the second and final reading of the following revised Policy:

Policy Number	Regulation Number	Policy/Regulation Name
1110		Organizational Chart

- b. Approval of the first reading of the following revised Policy:

Policy Number	Regulation Number	Policy/Regulation Name
4434		Holidays

D. TECHNOLOGY/FACILITIES/TRANSPORTATION

1. Committee Report - Keith Hamilton

The Borough Council will be reading the ordinance regarding the parking on Oak St. at their meeting next week.

2. Items to be approved:

It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **TFT** item, a

Motion By:	Mr. Hamilton	Second by:	Mrs. Nadiroglu
Discussion:			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

- a. Approval of the purchase of a used food warmer for the cafeteria from Franklin Township Board of Education for an amount not to exceed \$300.

E. CURRICULUM/INSTRUCTION/SPECIAL SERVICE

1. Committee Report - Jessica Muzzio-Rentas

Meeting tomorrow.

2. Items to be approved:

It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the following **CISS** items, a-d

Motion By:	Mrs. Rentas	Second by:	Ms. Miller
Discussion: Update the letters and they are incorrect.			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller - Yes	Jessica Rentas - Yes	Kelly Norris - Yes	

- a. Approval of the reimbursement and expenses, previously approved by the Interim Superintendent for the following staff training, workshops, conventions, conferences and/or seminars as they are directly related to and within the scope of the participant's duties and are critical to the instructional needs of the district and/or further the efficient operation of the district. The travel and expenses are within state travel guidelines established by the Department of Treasury and are justified.

Date	Participant	Workshop	Location	Workshop Fee*	Substitute Required
3/15/19	Karen Goldberg	NJ Association of Middle-Level Educators	Union, NJ	\$119	Yes
3/15/19	Stefanie Gosse Batory	NJ Association of Middle-Level Educators	Union, NJ	\$119	Yes
3/15/19	Taylor Newcomer	NJ Association of Middle-Level Educators	Union, NJ	\$119	No
3/15/19	Paul Kobliska	NJ Association of Middle-Level Educators	Union, NJ	\$119	No
3/22/19	Kathleen Paldino	NJ Council for Exceptional Children Spring Conference	Ramapo, NJ	\$125	Yes

3/15/19	Marianne McCarthy	Dyslexia - Recent Advances	Garwood, NJ	\$205	Yes
*PLUS MILEAGE AND TOLLS IF APPLICABLE					

- b. Approval of classroom observation hours by the following students for the Spring 2019 semester:

Name	Teacher	School	Hours
Kaitlyn Adesso	Mrs. Swanson	County College of Morris	20
Glitza Rojas-Gutierrez	Mrs. Gosse Batory	North Carolina Central University	8

- c. Approval of the amended reimbursement and expenses that were previously approved January 2, 2019 and was approved by the Interim Superintendent for the following staff training, workshops, conventions, conferences and/or seminars as they are directly related to and within the scope of the participant's duties and are critical to the instructional needs of the district and/or further the efficient operation of the district. The travel and expenses are within state travel guidelines established by the Department of Treasury and are justified.

Date	Participant	Workshop	Location	Workshop Fee*	Substitute Required	Hotel
1/31/19 2/1/2019	Paul Kobliska	Techspo '19	Atlantic City, NJ	\$450	N	\$95
*PLUS MILEAGE AND TOLLS IF APPLICABLE						

- d. Approval of Christina Kozlowski to conduct up to an additional five (5) Occupational Therapy evaluations for the 2018-2019 school year, as approved by the Supervisor of the Child Study Team, at the rate of \$170. per evaluation effective September 1, 2018, through June 30, 2019.

F. COMMUNITY RELATIONS

- Committee Report - Jill Morano
No Update at this time

G. NEGOTIATIONS

- Committee Report - Kelly Norris
No Update at this time

H. POMPTON LAKES LIAISON

- Committee Report - Kelly Norris
No Update at this time

- A. Letters and Communications - Kelly Norris**
a. None

- B. Interim Superintendent's Report - Dr. Geoffrey Gordon**

- C. Enrollment as of February 26, 2019**

PreK-8	341
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PLHS - Tuition	127
Option III	0
Academy/Vo-Tech	7
Out of District (Prek-8th grade)	2
Out of District (9th grade +)	8
Charter	0
Home Instruction	0
School Choice	4

D. Business Administrator's Report - Jayson Gutierrez

- a. The stove in the cafeteria isn't working. The district is waiting for a quote for this repair and at that point determines whether we should purchase a new stove.
- b. Due to the high winds yesterday, the fascia from the roof on the Newbury Place side was torn off. I've notified our Risk Manager, she helped get a claims adjuster assigned and until they arrive we've undertaken the necessary measures to mitigate additional loss/damage.

E. Information and Questions from Board Members

- a. Mr. Hamilton commended the administration for their work pitching in covering classes, working on the budget, being present on the weekend and the support staff for assisting as well.

F. Oral Communication

- a. Mr. John Prezioso is amazed at the process being made by the Photography Club while working with the Performance Troupe in such a short amount of time.

IX. Future Meeting and Important Dates reported by President Norris

March 6, 2019	Workshop/Action Meeting	7:00 p.m.
March 20, 2019	Public Business Meeting	7:00 p.m.
April 3, 2019	Workshop/Action Meeting	7:00 p.m.
April 24, 2019	Public Business Meeting/ Budget Hearing	7:00 p.m.

X. Executive Session/Adjournment: Motion by Mrs. Rentas, seconded by Ms. Miller at 7:42 pm to adjourn from the public business and move into Executive Session

WHEREAS, Chapter 231, P.L. 1975, also known as the Open Public Meetings Act, authorized a public body to meet in executive or private session under certain limited circumstances, and

WHEREAS, said law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF RIVERDALE THAT:

1. It does hereby determine that it is necessary to meet in Executive Session prior to adjournment of this meeting to discuss personnel.
2. The matter discussed will be made public when confidentiality is no longer required.

Carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Gutierrez".

Jayson Gutierrez
Business Administrator/Board Secretary