

RIVERDALE BOARD OF EDUCATION  
RIVERDALE, NEW JERSEY

**March 4, 2020**

7:00 p.m.

**MINUTES FOR WORKSHOP/ACTION MEETING**

**I. Call meeting to order/Flag Salute**

Board President, Ms. Kelly Norris, called the Workshop/Action Meeting of the Board of Education of the Borough of Riverdale to order on March 4, 2020. The meeting was opened at 7:08 p.m. with a flag salute.

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

Ms. Norris, Board President read the following public announcement

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 15, 2020) 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, Keith Hamilton, Jill Morano, Kathleen Miceli, and Ann Marie Nadiroglu

Absent: Jessica Muzzio-Rentas, Marybeth Miller

Also Present: Mr. Anthony Riscica, Interim Superintendent, Mr. Jayson Gutierrez, Business Administrator/Board Secretary and Mr. Paul Kobliska, Principal

**IV. Recognition of visitors.**

There were two (2) members of the public present

**V. Presentations:** HIB Presentation - Mr. Riscica (ended 7:32 p.m.)

**VI. Oral Communication on Agenda Items only: None**

When recognized by the President, please state your name and address prior to commenting on an agenda item.

All meetings at which the Board transacts official business must be public (18A:10-6). As stated in Board Policy: "Meetings of the Board are conducted for the purpose of carrying

on the business of the school, and therefore, are not public meetings, but meetings held in public.”

Therefore, once oral communication is closed by the President, no other questions or comments will be permitted until the “Oral Communication” portion at the end of the agenda. At that time, questions do not have to be confined to agenda items.

## 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**:

Public Business Meeting	February 19, 2020
Executive Meeting	February 19, 2020

Motion By:	Ms. Norris	Second by:	Mr. Hamilton
Discussion: None			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano- Yes	Keith Hamilton -Yes
Marybeth Miller -	Jessica Muzzio-Rentas	Kelly Norris - Yes	

## VIII. Committees

### A. FINANCE

1. Committee Report - Kelly Norris: We met before the board meeting. Discussed the salary increases for support staff. We are voting on the Science Lab award. We discussed Bond Counsel. Mr. Hamilton will speak with PLR Little League about using and helping out with our field(s).

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-c

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

- a. It is recommended by the Superintendent of Schools and Business Administrator that the Board of Education approve/post approve the agreement with Solix Inc to provide e-rate filing services to the district at a cost not to exceed \$1,000 thru June 30, 2020.

- b. Approve and award contract bid for the Science Lab Renovations - Solutions Project #19.162 (State Project # 27-4440-050-20-1000) to Alltec Inc. Whippany, NJ in the amount of \$162,780 for the base bid, \$2,400 for Alternate #2 and \$3,500 for Alternate #3 for a total award of \$168,680. Refer to the attached 'Bid Tabulation' and 'Bid Evaluation' provided by Solutions Architecture.
- c. Approve the purchase of Lab Casework, Equipment, and Furniture for the Science Lab from the Nickerson Corporation, Education Service Commission of NJ Contract# MRESC 17/18-16, for an amount not to exceed \$66,148.33.

3. Items to be approved on March 18, 2020:

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

Payroll for the period ending February 28, 2020	\$
Payroll for the period ending March 15, 2020	\$
Bills List dated March, 2020 Warrants #	\$
Health/Prescription plan premiums (SEHBP) for March	\$

- b. Approval of the attached line item transfers for January 2020.
- c. Approval of the Board Secretary's and Treasurer's Reports for the month ending January 31, 2020. 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 P.L.2004 Ch.73, no budgetary transfers cumulatively exceed 10% that would require the approval of the Commissioner of Education.

**B. PERSONNEL**

1. Committee Report - Kathleen Miceli: None

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-e

Motion By:	Mrs. Miceli	Second by:	Ms. Norris
Discussion: Mr. Riscica- The Nurse will be speaking with parents prior to the DC trip. The increase in hours is for additional help in the cafeteria. The per diem contract is for teacher coverage.			
Mr. Hamilton- Jayson, congratulations on returning and thank you for all you do.			

Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano - Yes	Keith Hamilton - Yes
Marybeth Miller -	Jessica-Muzzio-Rentas-	Kelly Norris -Yes	

- a. Approve the payment at the contractual rate of \$50\* per hour for the following, pending scheduling of event:

Name	Event	Date	Hours
Victoria Evans	8th Grade Trip -Parent Meeting	3/9/2020	1 hours

\* Subject to change upon ratification of the successor agreement

- b. Approve the increase of hours for Jennifer Valentine, not to exceed 25 hours per week at a rate of \$13.00 per hour, effective March 5, 2020 through June 30, 2020.
- c. BE IT RESOLVED that the Riverdale Board of Education (hereinafter referred to as the "Board") appoints Jayson Gutierrez as the Business Administrator/Board Secretary for the Riverdale School District for the period July 1, 2019, through June 30, 2020.

BE IT FURTHER RESOLVED that this Employment Agreement, has been submitted to and approved by the Executive County Superintendent, according to standards adopted by the Commissioner of Education, pursuant to N.J.S.A. 18A:7- 8(j).

BE IT FURTHER RESOLVED that the Board approves the Employment Agreement, with Jayson Gutierrez for the position of Business Administrator/Board Secretary for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Interim Superintendent to execute, on behalf of the Board, the Employment Agreement by and between the Board and Jayson Gutierrez.

- d. Award the following certified non-tenured professional teaching staff a per diem contract for the 2019-2020 school year from March 18, 2020 to on or about April 24, 2020, not to exceed \$5,788.42.\* This contract will supersede the July 1, 2019, through June 30, 2020, non-certified, non-tenured aide contract.

Name	Step	Salary
Dan Pollard	BA ST 1 (per diem)	\$52,622 (prorated)

\* Subject to change upon ratification of the successor agreement.

- e. Award contract to the following non-certified, non-tenured, part-time employee, without benefits, effective on or about March 16, 2020, through June 30, 2020, pending receipt of a favorable criminal history review.

Name	Job Description	2019-2020	Not to Exceed Hours Per Week
Robert Owens	Custodian	\$15.00	25

### C. POLICY

- Agenda reading- Ann Marie Nadiroglu: None
- 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** item, \*none

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

### D. FACILITIES/TRANSPORTATION/TECHNOLOGY

- Committee Report - Keith Hamilton: No meeting yet. We will have one soon.
- 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** items, a

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

- a. It is recommended by the Interim Superintendent of Schools and the Business Administrator that the Board of Education approve the transportation cost for the 2019-2020 School Year for students as follows:

Student	Provider	Cost	Dates
8471128913	ESCMC	\$28,080.00	3/05/20-6/23/20
4700399412			
2904141580			
6269422497			
1579940251			
7209864936			

ESCMC = Educational Services Commission of Morris County  
(incl 4% Admin. Fee)

### E. CURRICULUM/INSTRUCTION/SPECIAL SERVICES

1. Committee Report - Kathleen Miceli: None

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-b

Motion By:	Mrs. Miceli	Second by:	Mrs. Nadiroglu
Discussion:			
Roll Call Vote:			
Ann Marie Nadiroglu - Yes	Kathleen Miceli - Yes	Jill Morano-Yes	Keith Hamilton - Yes
Marybeth Miller	Jessica Muzzio-Rentas-	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
3/6/20	Annmarie May	TMI Workshop	Ramapo, NJ	\$0	Yes
3/3/20	Diane Tomkins	NJSLA Training	Ramapo, NJ	\$0	Yes
3/17/20	Nicole Gelok	Conquer Math	Pompton Plains, NJ	\$0	Yes
3/17/20	Jennifer Corbett	Conquer Math	Pompton Plains, NJ	\$0	Yes
*PLUS MILEAGE AND TOLLS IF APPLICABLE					

- b. 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 relate 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
3/6/20	Michele Miller	TMI Workshop	Ramapo, NJ	\$0	Yes
*PLUS MILEAGE AND TOLLS IF APPLICABLE					

1. Items to be approved on March 18, 2020:

- a. Approval of the girls/boys 2020 Softball/Baseball Schedules, as attached, inclusive of any tournaments the teams will participate in.
- b. Approve the 2020 Extended School year and Basic Skills Instruction Summer Program dates and classes as follows, all classes are pending sufficient enrollment:

Dates	ESY Classes	BSI Academy
July 6, 2020 through July 31, 2020	Preschool	Incoming 3rd through 8th grade BSI students.
	LLD I	
	LLD II	
	Resource	
	Multiple Disabilities	

**C. COMMUNITY RELATIONS**

1. Committee Report - Jill Morano: April 3rd is Career Day and May 19th is Bike Safety.
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 **CR** item, \*none

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

**D. NEGOTIATIONS**

1. Committee Report - Kelly Norris: None

#### **E. POMPTON LAKES LIAISON**

1. Committee Report - Kelly Norris: Meeting last week. Next week we (RPS) will be meeting for a Shared Services meeting on March 12th at 7 p.m.

#### **Non Action Items:**

##### **A. Letters and Communications - Kelly Norris:**

- None

##### **B. Interim Superintendent's Report - Anthony Riscica**

- Read Across America - Dr. Seuss Week
- Recognition of Girls Basketball, Honor Roll and our Code Blue Team on 3/18
- Photos for the BOE will take place on 3/18
- Girl Scout would like to share STEM kits on 3/18
- Parent meeting for the 8th grade trip will be in the evening on Monday - 3/9
- Information on the CoronaVirus
- CPR AED Training 3/4

##### **C. Enrollment as of February 5, 2020**

PreK-8	326
PLHS - Tuition	127
Option III	0
Academy/Vo-Tech	15
Out of District (Prek-8th grade)	2
Out of District (9th grade +)	6
Charter	1
Home Instruction	0
School Choice	5

##### **D. BA/BS REPORT - Jayson Gutierrez**

- In an attempt to be proactive, we are bringing in an additional part-time custodian in the evening to assist in cleaning the doorknobs, light switches, etc. We will also be fogging the building every Friday.
- The date listed for the legal advertisement under the Presiding Officer's Announcement (was January 9, 2019) for the January 22nd and February 5th meeting minutes were corrected to read January 15, 2020. The Minutes will be reposted with the correct date.
- The Budget Calendar has been revised. The Public Hearing for the 2020-2021 Budget will take place on May 6th versus April 26th.
- Sundance Associates has been contracted to perform demographic analysis. This is required for updating the LRFP for the DOE.
- HVAC installation is complete. With the support of the board, the district was able to realize a savings of 80% or approx. \$53k.



#### **E. ORAL COMMUNICATION**

- None

#### **F. Information and Questions from Board Members**

- Mrs. Morano - fogging every Friday may be a bit much. Can we look into whether that is necessary?
- Mr. Gutierrez- I will look into it.

#### **IX. Future Meeting and Important Dates were reported by Ms. Norris, Board President.**

March 18, 2020	Public Business Meeting	7:00 p.m.
April 1, 2020	Workshop/Action Meeting	7:00 p.m.
April 22, 2020	Public Business Meeting	7:00 p.m.

#### **X. Executive Session**

Motion by Mrs. Nadiroglu, seconded by Mrs. Miceli at 7:57 pm to 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 confidential student and personnel matters.
2. The matter discussed will be made public when confidentiality is no longer required.

#### **XI. Reconvene**

The Board reconvened in the Library at 8:23 pm.

## XII. Action Taken

### A. FINANCE

#### 1. 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, d (Bond Counsel walk-in)

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

#### d. Approve the following Resolution for Legal Services:

WHEREAS, there exists a need for professional services in the specific area(s) mentioned below, and WHEREAS, funds are available for this purpose, and WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et seq.) permits the award of contracts without competitive bids for Professional Services that require licensing and are regulated by law, and Whereas, the Public School Contracts Law requires that the Board of Education adopt a resolution awarding such contracts at a public meeting.

Now Be It Resolved, by the Riverdale Board of Education, as follows:

The appointment of Wilentz, Attorneys at Law, 90 Woodbridge Center Drive, Woodbridge, New Jersey, as "Bond Counsel" at the rates set forthwith below:

- A. For basic services rendered in connection with the preparation for a bond referendum through the review of the record of proceedings in connection therewith, the fee will be \$5,000.
- B. For basic services rendered in connection with a permanent bond sale, the fee will be \$7,500, plus \$1.00 per thousand dollars of bonds issued for the first \$15,000,000 and \$.75 per thousand dollars of any bonds in excess of \$15,000,000.
- C. The base fee for each temporary financing issue not involving preparation of an Official Statement or attendance at the closing shall be \$.50 per thousand dollars of notes for the first \$15,000,000 notes issued and \$.40 per thousand dollars of notes for any notes issued over the first \$15,000,000, with a minimum fee of \$1,000 for temporary notes.
- D. The following services will be rendered at an hourly rate of \$215 for attorney time and \$135 per hour for legal assistants: services rendered with in connection with arbitrage compliance and related tax analysis, services involving offering, disclosure, official statement or private placement due diligence assistance work in connection

with the issuance of obligations, attendance at meetings, attention to any litigation that may occur, construction contract drafting or negotiations and procurement advice, including review or drafting of power purchase agreements, negotiations or drafting of applications for financial assistance including BPU grants, energy rebates, tax credits, solar renewal energy certificates or similar financial programs, applications to State agencies, including the State Department of Education, the Local Finance Board, the Schools Development Authority or other agencies, review of documents and rendering of legal opinions required in connection with the issuance of a credit support such as bond insurance or a letter of credit, applications to the Federal Reserve Bank for investments of proceeds of obligations in State and Local Government Series Obligations and unique research and analysis and services rendered beyond the scope of the services described in this Agreement. In the event any transaction cannot be completed except for a refunding issue as set forth below, the fee to be charged will be a reasonable one, based on the services performed and the hourly rates set forth in this subsection.

- E. For services rendered in connection with energy savings obligation refunding bonds or equipment lease purchase agreements under an Energy Savings Improvement Program, an energy savings equipment lease, a capital facilities lease, base fee will be \$15,000 plus \$1.00 per thousand dollars of securities issued.
- F. For services rendered in connection with an ordinary equipment lease in an amount not exceeding \$1,000,000, our fee will be \$3,500; in an amount not exceeding \$2,000,000, our fee will be \$4,500; in an amount not exceeding \$3,000,000, our fee will be \$5,500; in an amount not exceeding \$4,000,000, our fee will be \$6,500; and in an amount not exceeding \$5,000,000, our fee will be \$7,500.
- G. In the event of a refunding, a fee will be quoted based upon the structure of the proposed financing and the services required. No fee will be charged for a refunding issue unless and until the transaction is completed.
- H. In the event that a bond sale is held but all bids are rejected or the sale is cancelled, or a transaction is abandoned prior to completion, or this Agreement is terminated prior to the sale of bonds or completion of a transaction, the fee to be charged shall be a reasonable one, based on the services performed at the hourly rates set forth herein.
- I. Customary disbursements shall be added to the fees referred to in this Agreement. These may include photocopying, express delivery charges, travel expenses, telecommunications, filing fees, computer assisted research, bookbinding, messenger service or other costs advanced on behalf of the Board of Education.

## **E. CURRICULUM/INSTRUCTION/SPECIAL SERVICES**

1. 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, c (walk-in)

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

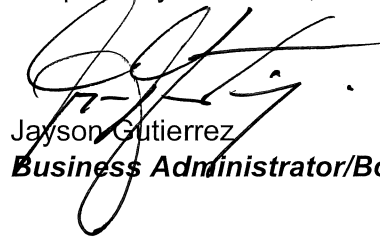
c. Resolve to affirm the administration's determinations concerning the HIB investigation 19\_20 Case 6 as outlined in the confidential report shared with the Board of Education Members.

### **XIII. Adjournment**

Motion by Mrs. Nadiroglu, seconded by Mrs. Miceli at 8:28 pm to adjourn from the public business meeting.

Carried by unanimous voice vote.

Respectfully submitted,



Jayson Gutierrez

**Business Administrator/Board Secretary**