

RIVERDALE BOARD OF EDUCATION
RIVERDALE, NEW JERSEY

June 3, 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 June 3, 2020. The meeting was opened at 7:01 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 (March 8, 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, Jessica Muzzio-Rentas, Marybeth Miller, Keith Hamilton, Jill Morano, Kathleen Miceli, and Ann Marie Nadiroglu

Absent:

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

IV. Recognition of visitors.

There were twenty five (25) members of the public present for the presentation and eight (8) for the board meeting.

V. Presentations:

- A. Student Recognition - Superintendent's List – 2nd & 3rd Marking Period of 2019-2020 school year

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. Committees

A. FINANCE

1. Committee Report - Marybeth Miller: Finance meeting prior to tonight's board meeting. Among some of the items discussed were the reduction of State Aid, ESSER Fund allotment \$34,403, our auditor will help us with reviewing our Treasurer Reports, and the increase of bid thresholds effective July 1, 2020

2. Ms. Miller reviewed the following items to be approved on June 17, 2020:

- a. It is recommended by the Interim Superintendent of Schools and the Business Administrator approve the payment of the following bills and claims:

Payroll for the period ending May 31, 2020	\$
Payroll for the period ending June 15, 2020	\$
Bills List dated June xx, 2020, Warrants # through #	\$
Health/Prescription plan premiums (SEHBP) for June 2020	\$

- b. Approve the attached line item transfers for April 2020.
- c. Approve the Board Secretary's and Treasurer's Reports for the month ending April 30, 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 with P.L.2004 Ch.73, no budgetary transfers cumulatively exceed 10% that would require the approval of the Commissioner of Education.
- d. Renewal of the student accident insurance coverage for the 2020-2021 school year with Bollinger, Inc. at an annual premium of \$5,013.
- e. Refusal of Title III Funds in the amount of \$533.

- f. Approve the School Food Authority (SFA) to School Food Authority (SFA) agreement between Wayne Board of Education and Riverdale Board of Education to provide food services for the 2020-2021 school year at a fixed cost of \$1.85 per breakfast.

- g. Approve the following 2020-2021 breakfast rates:

Breakfast	Rate
Student Paid Breakfast	\$1.85
Reduced Breakfast	\$0.40
Adult Breakfast	\$2.35

- h. Approve the School Food Authority (SFA) to School Food Authority (SFA) agreement between Wayne Board of Education and Riverdale Board of Education for food service for the 2020-2021 school year at a fixed cost of \$3.00 per lunch.

- i. Approve the following 2020-2021 lunch rates:

Lunch	Rate
Student Paid Meal	\$3.05
Reduced Lunch	\$0.40
Adult Lunch	\$3.80

- j. WHEREAS, the law firm of Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the "Board"); and

WHEREAS, the Board is desirous of appointing the law firm of Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC, to provide professional legal services to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the law firm of Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC as Board Attorneys at the rate of \$165 an hour for the 2020-2021 school year in accordance with the terms and conditions set forth in the agreement which shall be maintained on file in the Business (BOE) Office. The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this resolution. The Board Secretary is hereby directed to publish a notice of this award in the official newspaper of the Board.

- k. Approve the appointment of Brown & Brown Benefit Advisors as broker of record for the district's dental benefits program for the 2020-2021 school year in accordance with N.J.S.A.18A:18A-5 (awarding contracts for professional services) and P.L. 1999, c.440.

- l. Approve the appointment of the firm of Lerch, Vinci, & Higgins as School auditor as of and for the fiscal year ending June 30, 2021 in accordance with NJSA 18A:18A-5 (the awarding of contracts for professional services) and P.L. 1999, c.440 at a fee of \$22,000 In accordance with the terms and conditions of the engagement agreement, the hourly rate of \$150-\$175 (for partners) shall apply for other related financial advisement and services in accordance with the terms and conditions as set forth in the agreement, which shall be maintained on file in the Business (BOE) Office The Board Secretary is hereby directed to publish a notice of this award in the official newspaper of the Board.
- m. Approve the appointment of the firm of AM Consultants as Fixed Asset inventory consultants for the 2020-2021 school year in accordance with NJSA 18A:18A-5 (the awarding of contracts for professional services) and P.L. 1999, c.440 at a fee not to exceed \$650.
- n. Approve the appointment of Polaris Galaxy Insurance, LLC. as broker of record for the 2020-2021 school year in accordance with NJSA 18A:18A-5 (awarding of contracts for professional services) and P.L. 1999, c.440.
- o. Approve the renewal of the district's Flexible Spending Account manager with AmeriFlex for the period July 1, 2020, through June 30, 2021, with an administrative cost of \$6.00/participant per month, with a monthly minimum of \$90.00.
- p. Approve a contract with Horizon Dental through the Public Employer Trust, to provide the employee dental program for the period July 1, 2020, through June 30, 2021, at the following monthly rates for the full two year period: \$59.31 for single coverage and \$238.62 for family coverage.
- q. Approve the 2020-2021 Bid Purchasing Contract with the Educational Services Commission of Morris County for a fee of \$1,500 for the term of July 1, 2020, to June 30, 2021.
- r. Approve the following contract renewals for the 2020-2021 school year as follows:

Company	Description	Cost
Frontline Technologies	Absence and Substitute Management/Central Office	\$ 3,239.87
Frontline Technologies	Central Office	\$ 1,353.01
Frontline Technologies	IEP	\$ 5,194.57
OnCourse Systems	Lesson Planner, SIS, Gradebook, and Evaluation software.	\$10,986.39

Strauss Esmay	Policy Maintenance Services	\$ 2,640.00
Honeywell	Instant Alert	\$ 971.00
Follett	Destiny - Library Management System	\$ 885.00
CivicPlus	Website Hosting and Support	\$ 1,500.00
Asbury Park Board of Education Information Technology Center	Payroll and Budgetary Services	\$10,820.00
Payschools	Cafeteria POS Software	\$ 1,886.00

- s. Establishment of tuition rates for the 2020-2021 school year as follows, said rates reflecting the 2020- 2021 budget statement tuition calculations;

GRADE	2020-2021 TUITION RATES
Kindergarten	\$13,910
Grades 1-5	\$14,097
Grades 6-8	\$13,223
LLD Program	\$19,670
MD Program	\$57,909

- t. WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14

NOW, THEREFORE, BE IT RESOLVED, that the Riverdale Board of Education hereby establishes the following maximums for the 2020-2021 year as follows:

Architecture/Engineering	\$47,000
Legal	\$39,125
Audit	\$22,000
Physician	\$ 2,000
For a total amount of \$110,125	

BE IT FURTHER RESOLVED, that the School Business Administrator tracks and records these costs to ensure that the maximum amount is not exceeded.

- u. Approve the appointment of Solutions Architecture, as Architect of Record effective for the 2020-2021 school year in accordance with NJSA 18A:18A-5 and P.L. 1999, c.440 at the following hourly rates. The Board Secretary is hereby directed to publish a notice of this award in the official newspaper of the Board.

Architect	Rate
Principal	\$165.00/hr
Associate Principal	\$145.00/hr

Project Manager	\$135.00/hr
Project Coordinator	\$125.00/hr
Construction Admin	\$125.00/hr
Production/CAD	\$80.00/hr
Architectural Support	\$60.00/hr

- v. WHEREAS, the Riverdale Board of Education (hereinafter referred to as the "Board") is desirous of effectuating certain economies and achieving cost savings to improve the financial condition of the Riverdale School District; and

WHEREAS, in the best interests of the Riverdale School District, economies could be effectuated and cost savings achieved by unilaterally providing for cash-out insurance incentives to eligible Board employees; and

WHEREAS, the Public Employee Benefits Reform Act, codified under N.J.S.A. 43:3C-1 et seq., (hereinafter referred to as the "Act") allows the Board to provide for cash-out insurance incentives to Board employees eligible for health benefits through the State Health Benefits Program (hereinafter referred to as the "SHBP") who waive their entitlement to health insurance benefits, as long as the said incentive does not exceed fifty percent (50%) of the total savings achieved by the Board; and

WHEREAS, Section 125 of the Internal Revenue Code and the Act require the Board to implement a health plan providing eligible Board employees with the option to either accept the SHBP coverage or waive the SHBP coverage and receive a cash incentive (hereinafter referred to as the "Section 125 Plan").

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the cash out insurance incentive program effective January 1, 2017; and

BE IT FURTHER RESOLVED that the cash out incentive paid to eligible Board employees shall be equal to:

MARITAL STATUS	DIRECT 15
Single	\$1,500
Parent & Child	\$2,200
Employee and Spouse/Domestic Partner	\$3,300
Family	\$3,800

and

BE IT FURTHER RESOLVED that the cash out incentive paid to eligible Board employees waiving their dental benefits is \$79.41.

BE IT FURTHER RESOLVED that this program shall be in compliance with the statutory requirements of N.J.S.A. 43:3C-1 et seq.; and

BE IT FURTHER RESOLVED that the Board hereby adopts and authorizes implementation of a Section 125 Plan pursuant to the Internal Revenue Code effective January 1, 2017.

- w. RESOLVED, WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Riverdale Board of Education wishes to deposit the anticipated current year surplus into the Capital Reserve account at year end if available, and

WHEREAS, the Riverdale Board of Education has determined that an amount not to exceed \$500,000 may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Riverdale Board of Education that it hereby authorizes the district's Business Administrator to make this transfer consistent with all applicable laws and regulations, having been reviewed and recommended by the Finance Committee

- x. RESOLVED, WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Riverdale Board of Education wishes to deposit the anticipated current year surplus into the Tuition Reserve account at year

end if available, and

WHEREAS, the Riverdale Board of Education has determined that an amount not to exceed \$100,000 may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Riverdale Board of Education that it hereby authorizes the district's Business Administrator to make this transfer consistent with all applicable laws and regulations, having been reviewed and recommended by the Finance Committee

- y. RESOLVED, WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Riverdale Board of Education wishes to deposit the anticipated current year surplus into the Maintenance Reserve account at year end if available, and

WHEREAS, the Riverdale Board of Education has determined that an amount not to exceed \$75,000 may be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Riverdale Board of Education that it hereby authorizes the district's Business Administrator to make this transfer consistent with all applicable laws and regulations, having been reviewed and recommended by the Finance Committee

B. PERSONNEL

1. Committee Report - Kathleen Miceli: Discussed Supervisor of Special Services Contract

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-b

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

Marybeth Miller - Yes	Jessica-Muzzio-Rentas-Yes	Kelly Norris - Yes	
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- a. Award the following certified non-tenured professional teaching staff a contract for the 2020-2021 school year as follows*:

Name	Step	Salary
Charles Vulcano	MA ST 1	\$55,822

* Subject to change upon ratification of the successor agreement

- b. Rescind the certified non-tenured professional teaching staff contract for the 2020-2021 school year as follows*:

Name	Step	Salary
Charles Vulcano	MA ST 1 (.8)	\$44,658

3. Mrs. Miceli reviewed the following items to be approved on June 17, 2020:

- a. Approve additional summer hours for 2020, as approved by the Interim Superintendent, for the following:

Name	Roll	Hours not to exceed	Rate per hour*
Stefanie Gosse-Batory	Media Specialist	15	\$50.00

* Subject to change upon ratification of the successor agreement

- b. Approve additional summer hours for 2020, as approved by the Interim Superintendent, for the following:

Name	Roll	Hours not to exceed	Rate per hour*
Carmela Baram	Administrative Clerk	100	\$17.50
Nadine Bailey	Administrative Clerk	100	\$13.40

- c. Approve the appointment of the following personnel for the Extended School Year program, July 6 2020, to July 31, 2020, pending sufficient enrollment*:

Staff Member	Hours	Rate	Role
Jennifer Corbett	As Needed	\$40/Session	Substitute Teacher
Lori Hecht	As Needed	\$40/Session	Substitute Teacher

* Subject to change upon ratification of the successor agreement

- d. Approve movement on the salary guide effective upon ratification of the pending contract for the following staff members, but no earlier than September 1, 2020:

NAMES	MOVEMENT	*SALARY
Jennifer Corbett	FROM: MA ST 9	\$62,222.

	TO: MA+30 ST 9	\$64,222.
Kathleen Paldino	FROM: MA ST 13 (.8)	\$51,858.
	TO: MA+15 ST 13 (.8)	\$52,818
Stacy DiLorenzo	FROM: MA+30 ST15	\$68,522.
	TO: MA+ 45 ST 15	\$69,322.

* Subject to change upon ratification of the successor agreement

- e. Approval of the individuals named on the attached list as substitute teachers/aides/nurses for the 2020-2021 school year.

C. POLICY

1. Agenda reading- Ann Marie Nadiroglu: None
2. Mrs. Nadiroglu reviewed the following Items to be approved on June 17, 2020:
 - a. WHEREAS the Riverdale Board of Education is required to comply with the requirements of the Interdistrict Public School Choice Program Act and specifically the requirements as a sending district; and WHEREAS the Riverdale Board of Education has concerns for the number of students from this school district that participate in the school choice program and elect to attend a school in another school district as students leaving this school district may have an adverse financial and educational impact to this school district; and WHEREAS the Riverdale Board of Education is concerned about the potential adverse financial and educational impact to this school district as a result of students participating in the school choice program; and WHEREAS the Interdistrict Public School Choice Program Act permits a sending school district to limit the number of its students participating in the school choice program; and NOW THEREFORE BE IT RESOLVED the Riverdale Board of Education shall, in accordance with the provisions of the Interdistrict Public School Choice Program Act, limit the number of its students that may participate in the school choice program and attend a school in another school district under the Interdistrict Public School Choice Program Act to ten percent of the number of students per grade per year in the district. BE IT FURTHER RESOLVED this resolution shall be in effect from its date of adoption until the Board of Education takes official Board of Education action to rescind or modify the limitation as outlined in this resolution.

- b. Approval of the Live Streaming Memorandum of Understanding between Education and Law Enforcement Officials for the 2020-2021 school year

D. FACILITIES/TRANSPORTATION/TECHNOLOGY

1. Committee Report - Keith Hamilton: Meeting last week. We discussed food services and price increases. Breakfast starting in the fall. Progress being made in the Science Lab. Plants are being donated. Mr. Denude has put together a summer schedule for the custodial staff.
2. Mr. Hamilton reviewed the following items to be approved on June 17, 2020
 - a. Approve the renewal of a Shared Services Agreement for Technology Support with the Northern Region Educational Services Commission, in accordance with the provisions of the Uniform Shared Services and Consolidation Act, N.J.S.A.40A:65-1 et seq., in the total amount of \$, for the period July 1, 2020, through June 30, 2021; and further, authorize the Business Administrator to execute the contract for said services

E. CURRICULUM/INSTRUCTION/SPECIAL SERVICES

1. Committee Report - Jessica Muzzio-Rentas: None
2. Mrs. Muzzio-Rentas reviewed items to be approved on June 17, 2020
 - a. Appointment of Dr. Deingeniis-Depasquale or certified designee from High Mountain Health, as School Physician for the 2020-2021 school year at a fee of \$15.00 per physical/\$7.50 per scoliosis screening/ re-evaluation at a cost not to exceed \$1,500.00, said appointment made in accordance with NJSA 18A:18A-5 and P.L. 1999, c.440.
 - b. Appointment of Christina Kozlowski as a consultant to the district for Occupational therapy services at a rate of \$77.00 per hour not to exceed twelve (12) hours per week and to conduct up to ten (10) Occupational Therapy evaluations for the 2020-2021 school year, as approved by the Supervisor of the Child Study Team, at the rate of \$170 per evaluation effective September 1, 2020, through June 30, 2021.
 - c. Approval of the contract with Brett DiNovi & Associates, LLC agreement from July 1, 2020, through June 30, 2021,

consultations at a cost of \$130/hour not to exceed nine (9) hours a week, therapy at a cost of 52.50/hour and telehealth for \$104/hour.

- d. Approve the contract of Brett DiNovi & Associates, LLC agreement from July 1, 2020, through June 30, 2021, for student #350003 to receive one (1) hour of coordination at \$130/hour and 4 hours of therapy per week at \$52.50/hour per week not to exceed \$340/week.
- e. Approve the disposal of the district-owned books on the attached list from the Media Center collection as the materials are outdated, obsolete, or no longer address any curricular or personal interest for our school populations
- f. BE IT RESOLVED, that the Riverdale Board of Education (hereinafter referred to as the "Board") hereby approves any travel and related expenses for regular school district business as defined in Policy 6741, for the 2020-2021 school year, incurred by any Riverdale School District employee for travel within the State of New Jersey, as well as allowable reimbursement for same, where such travel and related expenses have been previously approved in writing by the Superintendent of Schools, and where the Superintendent of Schools has determined such travel and related expenses to be: (1) educationally necessary and fiscally prudent; (2) directly related to and within the scope of the employee's current responsibilities; (3) promoting the delivery of instruction or the efficient operation of the Riverdale School District, in accordance with the Accountability Regulations (annual maximum amount not to exceed \$500 per employee) OR

WHEREAS, the Riverdale School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of

Schools and a majority of the full voting membership of the Board;
and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel, not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$19,013 for all staff and board members.

C. COMMUNITY RELATIONS

1. Committee Report- Jill Morano: 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 CR item, a

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

a. Accept with gratitude the donations of lavender plants from Darinda Norris and Kelly Norris to be planted in front of the Riverdale School sign.

D. NEGOTIATIONS

1. Committee Report - Kelly Norris: None

E. POMPTON LAKES LIAISON

1. Committee Report - Kelly Norris: None

Non Action Items:

A. Letters and Communications - Kelly Norris:

- None

B. Interim Superintendent's Report - Anthony Riscica

C. Enrollment as of June 3, 2020

PreK-8	329
PLHS - Tuition	127
Option III	0
Academy/Vo-Tech	13
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

- None

E. ORAL COMMUNICATION

- None

F. Information and Questions from Board Members

- Mrs. Muzzio-Rentas – Regarding the July 15th plan, have you, Paul, and Jayson started to plan?
- Mr. Riscica – Yes. Also, training for staff taking place to help prepare for multiple scenarios.
- Ms. Miller – I love the signs in front of the school.
- Mr. Riscica – It was a great idea and a success

VIII. Future Meeting and Important Dates were reported by Ms. Norris, Board President.

June 17, 2020	Public Business Meeting	7:00 p.m.
July 15, 2020	Public Business Meeting	7:00 p.m.
August 19, 2020	Public Business Meeting	7:00 p.m.
September 16, 2020	Public Business Meeting	7:00 p.m.

XIV. Adjournment

Motion by Ms. Miller seconded by Mrs. Muzzio-Rentas at 7:40 pm to adjourn from the public business meeting.

Carried by unanimous voice vote.

Respectfully submitted,



Jayson Gutierrez

Business Administrator/Board Secretary

