

RIVERDALE BOARD OF EDUCATION  
RIVERDALE, NEW JERSEY

**December 14, 2021**  
6:30 p.m.

**MINUTES FOR PUBLIC BUSINESS MEETING**

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

Board President Jessica Muzzio-Rentas called the Public Business Meeting of the Board of Education of the Borough of Riverdale to order on December 14, 2021. The meeting opened at 6:37 p.m. with a flag salute.

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

Mrs. Muzzio-Rentas, 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 (January 17, 2021) and The Record (January 15, 2021) 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. Morelli

Present: Jessica Muzzio-Rentas, Marybeth Thomas, Kelly Norris, Keith Hamilton, Kathleen Miceli, and Ann Marie Nadiroglu

Absent: Russell Hatzel

Late:

Also Present: Mr. Jayson Gutierrez Acting Superintendent, and Carl Morelli Assistant BA/BS,

**IV. Recognition of visitors: (14)**

**V. Recognition of Service to the School Community**

- Mrs. Rentas read the resolution thanking Ms. Norris for her 12 years of service on the Riverdale BOE

**VI. Presentations: None**

**VII. Oral Communication on Agenda Items only:**

At this portion of the meeting, time has been allotted for public comment by members of the public. Each speaker may be allotted up to two (2) minutes and may only have one (1) opportunity to speak on the same topic until all others who wish to speak on that topic have been heard. When recognized by the President, please state your name, address, and group, if any, that you represent 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 Vice 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.

**VIII. Approval of Minutes**

- A. It is recommended by the Acting Superintendent that the Board of Education approve the following **Minutes**:

I would like to make a motion to approve:

Executive Meeting HIB Hearing	November 16, 2021
Executive Meeting HIB Hearing	November 16, 2021
Public Business Meeting	November 16, 2021
Executive Meeting	November 16, 2021

Motion By:	Mrs. Muzzzio-Rentas	Second by:	Mrs. Thomas
Discussion:			
Roll Call Vote:			
Russell Hatzel-	Ann Marie Nadiroglu-Yes	Kathleen Miceli-Abstain	Keith Hamilton-Yes Abstain from 5:00pm and 6:00pm HIB Hearings
Kelly Norris-Yes Abstain from 5:00pm and 6:00pm HIB Hearings	Marybeth Thomas-Yes	Jessica Muzzzio-Rentas-Yes	

**IX. Committees**

**A. FINANCE**

1. Committee Report - Marybeth Thomas: Committee had a meeting and discussed the Insurance Broker RFP, boys & girls sports, Business Administrator and Board Secretary positions, title grants, retention bonus payments and Title IV funds to be used for a field trip to Liberty Science Center for every grade level.
  
2. Items to be approved:  
 It is recommended by the Superintendent that the Board of Education approve the following items. I would like to make a motion to approve **Finance** items, a-e

Motion By:	Mrs. Thomas	Second by:	Mrs. Norris
Discussion: Mrs. Thomas- discussed the use of Title IV funds for the field trip and for staff retention payments. Mr. Gutierrez- stated that if approved the retention payments would be available tomorrow Dec. 15th.			
Roll Call Vote			
Russell Hatzell-	Ann Marie Nadiroglu - Yes	Kathleen Miceli-Yes	Keith Hamilton -Yes
Kelly Norris-Yes	Marybeth Thomas - Yes	Jessica Muzzio- Rentas- Yes	

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

Payroll for the period ending November 30, 2021	\$177,861.70
Payroll for the period ending December 15, 2021	\$179,661.08
Bills list dated November 22, 2021 Warrants # 19136 through 19138	\$17,859.48
Bills list dated November 30, 2021 Warrant # 150 through 153	\$6,956.60
Bills List dated December 2, 2021 Warrants # 154 through #158	\$62.45
Bills List dated December 14, 2021 Warrants # 19139 to 19205 and #220-222, #124 &125	\$412,027.19
Health/Prescription plan premiums (SEHBP) for December	\$83,525.85

- b. Approval of the attached line item transfers for October 2021.

- c. Approve the Board Secretary's and Treasurer's Reports for the month ending October 31, 2021. 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. Approve Title II-A funds to be used for one-time staff retention bonuses.
- e. 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:

1. 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.
2. 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.
3. 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.

4. 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 renewable 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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, book binding, messenger service or other costs advanced on behalf of the Board of Education.

**B. PERSONNEL**

1. Committee Report: Kathleen Miceli-Committee had a meeting and discussed the same items that were discussed in the Finance committee meeting.
  
2. Items to be approved:  
 It is recommended by the Superintendent that the Board of Education approve the following items. I would like to make a motion to approve **Personnel** items, a-g

Motion By:	Mrs. Miceli	Second by:	Mrs. Thomas
Discussion: Mr. Gutierrez introduced Sandy Vicale as the new Business Administrator/Board Secretary. Lisa Ferrara requested permission to ask Agenda item questions since she arrived late. Mrs. Rentas denied her request.			
Roll Call Vote:			
Russell Hatzel-	Ann Marie Nadiroglu -Yes	Kathleen Miceli -Yes	Keith Hamilton -Yes
Kelly Norris- Yes	Marybeth Thomas -Yes	Jessica Muzzio-Rentas-Yes	

- a. BE IT RESOLVED that the Riverdale Board of Education (hereinafter referred to as the "Board") appoints Sandy Vicale as the Business Administrator/Board Secretary for the Riverdale School District for the period beginning on or about February 14, 2022, and ending June 30, 2022.

BE IT FURTHER RESOLVED that this Employment Agreement was submitted and has been 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 the Board approves the Employment Agreement with Sandy Vicale for the position of Business Administrator/Board Secretary for the foregoing period of appointment.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the Employment Agreement by and between the Board and Sandy Vicale.

- b. Approve the following revised Job Description: Field/Game Assistant.
- c. Approval of forty (40) hours of classroom observation by the following student from Susquehanna University from January 3, 2022, through January 10, 2022, pending receipt of a favorable criminal history review.

Student	Teacher
Allison Garofalo	Andrea Swanson

- d. Approve the payment to Marianne McCarthy at the contractual rate of \$50 an hour (prorated), for one period each school day from on or about December 15, 2021, to on or about June 30, 2022, for an amount NTE \$4,656.50.
- e. Approve the addition of the following to the 2021-2022 substitute list.

Name	Job Description
Michael Manresa	Substitute

- f. Approve the appointment of the following personnel, for extra-curricular activities for the 2021-2022 school year at the listed stipends:

Name	Position	Stipend
Emily Hoeflinger	Game Assistant	\$500
Eric Klein	Game Assistant	\$500

- g. Approve the hourly rate of \$40 per hour for Carl Morelli Assistant BA/BS not to exceed 40 hours per week from 1/01/22 - 1/31/22.

**C. POLICY**

- 1. Committee Report - Russell Hatzel: None
- 2. Items to be approved:  
It is recommended by the Acting Superintendent/Business Administrator that the Board of Education approve the following items.  
I would like to make a motion to approve **Policy** items, a-

Motion By:	Mrs. Norris	Second by:	Mrs. Thomas
Discussion:			
Roll Call Vote:			
Russell Hatzel-	Ann Marie Nadiroglu-Yes	Kathleen Miceli-Yes	Keith Hamilton- Yes- 2425 and 5751; No- 1648.11 and 1648.13
Kelly Norris-Yes	Marybeth Thomas-Yes	Jessica Muzzio-Rentas-Yes	

- a. Approve the second reading of the following new and revised Policies and Regulations:

Policy Number	Regulation Number	Policy/Regulation Name
1648.11		The Road forward COVID-19 Health and Safety and Appendices
1648.13		School Employee Vaccination Requirements (New)
2425		Emergency Virtual or Remote Instruction Program (New)
5751	5751	Sexual Harassment of Students

**D. TECHNOLOGY/FACILITIES/TRANSPORTATION**

1. Committee Report - Keith Hamilton Committee had a meeting and discussed the Science lab, equipment needed to record BOE meetings and looking into new website vendors.

**E. CURRICULUM/INSTRUCTION/SPECIAL SERVICE/COMMUNITY RELATIONS**

1. Committee Report - Ann Marie Nadiroglu: No committee meeting
2. Items to be approved:  
It is recommended by the Superintendent that the Board of Education approve the following items  
I would like to make a motion to approve **CISS/CR** items, a-b

Motion By:	Mrs. Nadiroglu	Second by:	Mrs. Thomas
Discussion: Mr. Gutierrez -			
Roll Call Vote:			
Russell Hatzel-	Ann Marie Nadiroglu-Yes Abstain -a	Kathleen Miceli-Yes	Keith Hamilton-
Kelly Norris-	Marybeth Thomas-	Jessica Muzzio-Rentas-	

- a. Approve the following volunteers, who have completed the required volunteer training, for school events, for the 2021-2022 school year:

Parent/Guardian Name
Annmarie Nadiroglu
Kathy O'Reilly
Vanessa Turan

- b. Approve the Spring State Assessment testing dates as follows.

Date	
May 9, 2022, thru May 18, 2022	ELA, Math, Science, and make-ups

**F. POMPTON LAKES LIAISON- Ann Marie Nadiroglu** Pompton Lakes had a meeting last week and the minutes are available online. They also discussed COVID-19 cases and the teacher of the year.

**Non Action Items:None**

**A. Letters and Communications -**

**B. Superintendent’s Report - Jayson Gutierrez**

- o Discussed the days leading up to December 6<sup>th</sup> (Monday), the letter to the community detailing the measures on December 7<sup>th</sup>, and the follow-up email informing the community of the quantitative impact the spike in positive COVID cases had on the district.
- o The 1<sup>st</sup> Marking Period Honor Roll moved to the 2nd BOE meeting in January at 6:30 p.m. in the gym.
- o After-school tutoring program will start in January. Notices were sent to families. Notification as to the actual start date will be sent before the break.
- o Start Strong Assessment results will be shared with families within 30 days. A public presentation will be given on the data.
- o December 22nd, Officer Mike Reilly and Principal Kobliska will be visiting classrooms to speak with students about school safety. They will provide age-appropriate talking points and answer student questions. They will also discuss what we as a school do to prepare for emergencies and what the Riverdale Police Department does to also prepare for such events. A special “thank you” to Mrs. Jill Morano for her efforts in helping to coordinate this.
- o Mrs. Susanna Denude, mother of our Facility Manager, Daniel Denude, passed away on Sunday, December 12th. A Celebration of Life will be held for her tomorrow from 5-8 p.m. at Gaita Memorial Home in Little Falls. On Thursday (12/16) at St. John the Baptist Russian Orthodox Church in Little Falls.

- Personally thanked Ms. Norris for her guidance and support as a Business Administrator/Board Secretary, Acting Superintendent, and now as a Superintendent. She will be sorely missed.
- Wished everyone the happiest of holidays with their families and friends.

### C. Enrollment as of December 14, 2021

PreK-8	286
PLHS - Tuition	128
Option III	0
Academy/Vo-Tech	16
Out of District (Prek-8th grade)	4
Out of District (9th grade +)	6
Charter	5
Home Instruction	0
School Choice	3

### D. BA/BS REPORT - Mr. Gutierrez

### E. ORAL COMMUNICATION

Time has been allotted for public comment by members of the public. Questions, at this time, do not have to be confined to agenda items. Each speaker may be allotted up to two (2) minutes and may only have one (1) opportunity to speak on the same topic until all others who wish to speak on that topic have been heard. When recognized by the President, please state your name, address, and group, if any, that you represent.

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- Mick Reilly 14 Greenwich Street thanked Mr. Gutierrez for mentioning Mrs. Denude and how active she was in this community.
- Manuela Majersak 20 Halsey Avenue stated her son has not had any Spanish lessons and asked when they will start.
- Mr. Gutierrez responded that they will be offered in middle school. She also stated that Pompton lakes offer German lessons and would we be offering that. Mr. Gutierrez responded that there are no plans at this time for German lessons.
- Dwight Nystrom 105 Jamlin Street Pompton Lakes representing the Pompton Lakes Soccer Association stated they were notified on December 7th that all extracurricular activities were suspended and wanted to know what the plan is for bringing them back on schedule after the break and asked the BOE members to

- continue the schedule. Mr. Gutierrez responded that he will review this with the BOE members and he will be notified.
- Mr. Nystrom then asked if he could be notified before the break.
    - Mr. Gutierrez responded that the hope is to get back on schedule after the break but we must keep everyone healthy.
  - Lisa Ferrara 115 Newbury Place asked if soccer is a school function.
  - Mr. Gutierrez responded that anyone in the school building must be safe and the outbreak from soccer was reported by our nurse.
  - Lisa Ferrara also asked if the soccer league is liable.
  - Mr. Nystrom responded that the league is not insured and works with the health department and parents regarding Covid 19 cases.
  - Lisa Ferrara then asked if we are renting the league space.
    - Mr. Gutierrez responded that we can't do something that is not safe and that parents will contact us about what happens and we will do as much as possible after the break.
  - Mrs. Ferrara also stated that Pompton Lakes has not canceled anything.
    - Mrs. Rentas responded that our case loads and contact tracing is high right now.
  - Lisa Ferrara asked if we can upload the policies being changed to our website, does the BOE have any input into the policy changes, are they subject to a review by the Superintendent, does the administration pick and choose which policies to update, and do they follow the rules from the CDC.
    - Mrs. Rentas responded that they will take her questions under consideration.
  - Mrs. Ferrara also asked regarding policy #1648 and the testing two times per week if kids will be added to this.
    - Mrs. Rentas responded that it is not part of the policy now.
  - Mrs. Ferrara asked regarding policy #5751 and how it would be reported.
    - Mrs. Rentas responded that it would be reported to the school and the police would be notified, if necessary.
  - Mrs. Ferrara asked when the school would go virtual.
    - Mrs. Rentas responded that the decision would be made by the Superintendent and the health department.
  - Mr. Hamilton responded that the decision would be done on the administrative level with guidance from the County.
  - Mrs. Ferrara asked for a discussion on the policies.
  - Mrs. Rentas thanked her for her comments.

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

- Mr. Hamilton asked if the Board of Health contacts us regarding cases.
  - Mr. Gutierrez responded that parents call and expect action.

- Mrs. Nadiroglu asked everyone to please pray for the mother of one of our students.
  - Mr. Gutierrez responded that a collection was being done and will be presented on Friday.
- Mrs. Miceli stated Pompton Lakes would be adding French 1 back for students and the numbers for German were down.
- Mr. Hamilton thanked Ms. Norris for her help as a BOE member
- Mrs. Rentas thanked Ms. Norris for helping her this past year and for always being there.
- Ms. Norris thanked everyone and stated that we have a great Board and parents

**X. Future Meeting and Important Dates were reported by Mrs. Muzzio-Rentas**

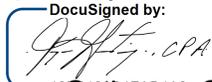
January 5 2022	Public Business Meeting	7:00 p.m.
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**XI. Adjournment**

Motion by Mrs. Muzzio-Rentas, seconded by Mrs. Norris at 7:30 pm to adjourn from the public business meeting.

Carried by unanimous voice vote.

Respectfully submitted,

DocuSigned by:  


Jayson Gutierrez, CPA

**Superintendent  
/Interim Business Administrator/Board Secretary**