

**GLEN RIDGE PUBLIC SCHOOLS
GLEN RIDGE BOARD OF EDUCATION
June 19, 2017**

**CALL TO ORDER – 7:00 pm Glen Ridge High School Media Center
PLEDGE OF ALLEGIANCE
MOMENT OF SILENCE**

ROLL CALL

Mr. Campbell
Mr. de Leeuw
Ms. Hilberth
Mr. Keppel
Ms. Lang
Mr. Romano
Ms. St. Auburn
Dr. Yaros-Ramos
Ms. Ginsburg

STATEMENT OF PUBLIC MEETING NOTICE

This is a regular meeting of the Glen Ridge Board of Education. Adequate notice of this change of meeting location and time has been provided in that this Board notified the Glen Ridge Paper and the Star Ledger on January 11, 2017. Said notice was published in the Star Ledger on January 19, 2017 and the Glen Ridge Paper on January 19, 2017. The date, time, and location of this meeting were also emailed to all recipients of the annual schedule of the Board's meetings.

Dirk Phillips, Superintendent
Peter Caprio, Business Administrator/Board Secretary

7:00 pm Executive Session

WHEREAS, a matter to be considered by the Board of Education deals with personnel, negotiations and/or possible litigation, and

WHEREAS, public disclosure of this matter may be prejudicial to the public good,

NOW, THEREFORE, BE IT RESOLVED, that this matter be considered in a meeting closed to the public; and

BE IT FURTHER RESOLVED, that the minutes of this meeting be sealed until the matter is resolved.

Adjourn to closed session

8:00 pm PUBLIC SESSION

PRESIDENT'S REPORT

SUPERINTENDENT'S REPORT

-Retirements – Caroline Johnson and Mayra Bachrach

PUBLIC COMMENTS (Agenda Items)

During the course of the board meeting, the Board of Education offers members of the public an opportunity to address issues regarding the operation of the Glen Ridge public schools. The Board reminds those individuals who take this opportunity to identify themselves by name and residency and to limit their comments to items listed on the agenda and/or items directly related to the operation of the School District. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

COMMITTEE REPORTS (First meeting of the month only)

Curriculum Committee
Personnel and Policy Committee
Negotiations Committee
Finance and Facilities Committee
Communications Committee
Alternative Funding Committee

LIAISON REPORTS (First meeting of the month only)

Home & School Associations
Glen Ridge Association for Special Education (GRASE)
Glen Ridge Educational Foundation (GREF)
Glen Ridge Athletic Association (GRAA)
Glen Ridge Arts Patrons Association (GRAPA)
Gas Lamp Players

Ms. Elisabeth Ginsburg has a standing abstention from any discussion and/or vote regarding the appointment of or payment to the law firm of Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC.

MINUTES

M-1 Board of Education Minutes

Approve the Glen Ridge Board of Education minutes of the following meetings:
April 24, 2017- Executive Session and Regular Meeting
May 8, 2017- Executive Session and Regular Meeting

ADMINISTRATION

A-1 Approve Treasurer of School Monies

Approve the appointment of John Calavano as Treasurer of School Monies at a rate of \$5,460 for the 2017-2018 school year. This position is required as set forth in NJSA 18A:17-31.

A-2 Appointment of Auditor

WHEREAS, the Glen Ridge Board of Education requires the professional services of an Auditor, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

WHEREAS, the Public School Contract Law NJSA 18A:18A-5 authorizes the awarding of contracts for professional services by resolution of the Board of Education without publicly advertised competitive bids;

ACCORDINGLY, the Glen Ridge Board of Education authorizes the award of the following professional services appointment and contract:

That the firm of Nisivoccia LLP, Mt. Arlington, NJ, be appointed Board of Education Auditor for the period July 1, 2017 to June 30, 2018 to conduct the 2016-2017 audit of the Glen Ridge Public School District for an estimated fee of \$39,280 and the 2016-2017 audit and tax filings for the Glen Ridge Home and School Associations and Executive Council for an estimated fee of \$21,750.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by persons experienced in the practice of a process requiring specialized knowledge and resources.

A-3 Appointment of General Board Counsel

WHEREAS, the Glen Ridge Board of Education requires the professional services of Board Counsel, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

WHEREAS, the Public School Contract Law NJSA 18A:18A-5 authorizes the awarding of contracts for professional services by resolution of the Board of Education without publicly advertised competitive bids;

ACCORDINGLY, the Glen Ridge Board of Education authorizes the award of the following professional services appointment and contract:

That, Anthony Sciarrillo, Esq., of Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC, Westfield, NJ, be appointed Board Counsel for the period July 1, 2017 to June 30, 2018 at the rate of \$165 per hour not to exceed \$65,000.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by persons experienced in the practice of a process requiring specialized knowledge and resources.

A-4 Appointment of Architect

WHEREAS, the Glen Ridge Board of Education requires the professional services of an Architect, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

WHEREAS, the Public School Contract Law NJSA 18A:18A-5 authorizes the awarding of contracts for professional services by resolution of the Board of Education without publicly advertised competitive bids;

ACCORDINGLY, the Glen Ridge Board of Education authorizes the award of the following professional services appointment and contract:

That the firm of Design Resources Group, Piscataway, NJ, be appointed Board of Education Architect for the period July 1, 2017 to June 30, 2018.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by persons experienced in the practice of a process requiring specialized knowledge and resources.

A-5 Appointment of Insurance Brokers of Record

Approve the appointment of the following insurance brokers of record for the 2017-2018 school year:

1. Brown & Brown Benefit Advisors for medical, dental, prescription and vision insurance.
2. W.H. Roddy, Inc. for property and casualty and other organizational insurance.

A-6 Participation in the Morris Essex Insurance Group (MEIG)

Approve the participation in the Morris Essex Insurance Group (MEIG) for Worker's Compensation Insurance for the 2017-2018 school year. MEIG is a shared services cooperative purchasing arrangement whereby member school districts acquire lower rates for insurance through joint purchasing.

A-7 Renewal of School Alliance Insurance Fund (SAIF)

Approve the renewal with the School Alliance Insurance Fund (SAIF) to provide property-casualty, school leaders professional liability, excess liability, and student accident insurance coverage for the 2017-2018 school year for the Glen Ridge Board of Education and liability insurance coverage only for the following organizations:

Linden Avenue Home & School Association
Ridgewood Avenue Home & School Association
Forest Avenue Home & School Association
High School Home & School Association
Glen Ridge Home & School Executive Council

A-8 District Medical Physicians

Approve Mountainside Family Practice Group (MFPG) as the physicians for school, team, post offer and Department of Transportation physicals for the 2017-2018 school year.

A-9 Official Newspapers

Approve designation of official newspapers for the 2017-2018 school year as follows:

The Glen Ridge Paper, Union, New Jersey

The Star Ledger, Newark, New Jersey

A-10 Banking Institutions

Approve the following banking institutions as depositories of school funds: PNC Bank, Wells Fargo Bank, New Jersey Cash Management Fund (NJCMF), and Bank of America, and authorizes the Board Secretary to invest idle funds of the Board of Education in said depository and to transfer funds in and out of the following accounts for investment purposes for the 2017-2018 school year. Approve depositories and signatories as follows:

Account	Signatory
Wells Fargo Bank #2000011650557 General Checking	Board President Business Administrator/Board Secretary Treasurer of School Monies
Wells Fargo Bank #2000011650560 Payroll	Treasurer of School Monies
Wells Fargo Bank #2000011650573 Payroll Agency	Business Administrator/Board Secretary
Wells Fargo Bank #2000011650586 Unemployment Trust	Business Administrator/Board Secretary Payroll Bookkeeper
PNC Bank #8101500561 High School G.O.	Principal, Assistant Principal and Secretary
PNC Bank #8101491407 Ridgewood Avenue G.O.	Principal, Assistant Principal and Secretary
PNC Bank #8102396786 Linden Avenue G.O.	Business Administrator/Board Secretary, Principal and Secretary
PNC Bank #8102396794 Forest Avenue G.O.	Business Administrator/Board Secretary, Principal and Secretary
PNC Bank #8101502639 High School Athletics	Principal, Assistant Principal, Director of Student Activities and Secretary
NJ Cash Management Fund #17100047317	Business Administrator/Board Secretary
Bank of America #50909 Capital Projects Account	Business Administrator/Board Secretary

A-11 Custodian of Records

Appoint Peter Caprio, School Business Administrator/Board Secretary, as Custodian of Records for the Glen Ridge School District for the 2017-2018 school year.

A-12 District Integrated Pest Management Coordinators (IPMC)

Appoint Peter Caprio, School Business Administrator/Board Secretary, and John DuBuque, Supervisor of Facilities, as the district's Integrated Pest Management Coordinators (IPMC) for the 2017-2018 school year.

A-13 Toxic Hazard Preparedness (THP) Officer

Appoint John DuBuque to serve as Toxic Hazard Preparedness (THP) Officer for the 2017-2018 school year.

A-14 AHERA (Asbestos Hazard Emergency Response Act) Program Manager

Appoint John DuBuque as the district's designated person and program manager to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CER-763 for the 2017-2018 school year.

A-15 Chemical Hygiene Officer

Appoint John DuBuque to serve as Chemical Hygiene Officer for all district schools for the 2017-2018 school year.

A-16 Affirmative Action Officer

Appoint John DeWitt as the Affirmative Action Officer for the Glen Ridge School District for the 2017-2018 school year.

A-17 Section 504 Coordinator

Appoint John DeWitt as the Section 504 Coordinator for the Glen Ridge School District for the 2017-2018 school year.

A-18 Americans with Disabilities Act Coordinator

Appoint John DeWitt as the Americans with Disabilities Act Coordinator for the Glen Ridge School District for the 2017-2018 school year.

A-19 District Anti-Bullying Coordinator

Appoint John DeWitt as the District Anti-Bullying Coordinator for the Glen Ridge School District for the 2017-2018 school year.

A-20 Readopt Glen Ridge Board of Education Bylaws, Policies and Regulations

Readopt the Glen Ridge Board of Education Bylaws, Policies and Regulations consistent with the NJ Quality Single Accountability Continuum (NJQSAC) guidelines for the 2017-2018 school year with all changes and revisions that have been properly adopted at public meetings.

A-21 Public Agency Compliance Officer (P.A.C.O.)

Appoint Peter Caprio, School Business Administrator/Board Secretary, as the Public Agency Compliance Officer (P.A.C.O.) for the 2017-2018 school year.

A-22 Petty Cash Funds

Approve the following petty cash funds for the 2017-2018 school year:

<u>Location</u>	<u>Amount</u>	<u>Individual Responsible</u>
Glen Ridge High School	\$200	HS Principal
Ridgewood Avenue School	\$200	Ridgewood Principal
Linden Avenue School	\$200	Linden Principal
Forest Avenue School	\$200	Forest Principal
Student Services Department	\$200	Director of Student Services
Superintendent's Office	\$200	Superintendent
Business Office and Maintenance	\$300	Business Administrator
Technology Department	\$200	Director of Technology
Childcare Program	\$200	Ridgewood Avenue Asst. Principal

BE IT FURTHER RESOLVED, that the individual responsible, or his/her designee, shall report to the Board on the amounts disbursed and request reimbursement on a monthly basis, and

BE IT FURTHER RESOLVED that all unused petty cash funds will be returned to the custodian general account at the end of the school year.

A-23 Summer Resolutions for Superintendent's Authorization

BE IT RESOLVED, that the Superintendent of Schools, with the written approval of the President and Vice President of the Board of Education, is authorized to approve the 2017-2018 non-administrative staff appointments, projects, and take other necessary personnel, routine financial, and curricular actions until approved at the next regularly scheduled meeting of the Board of Education.

A-24 Summer Resolutions for Payment of Bills

BE IT RESOLVED, that the President or Vice President of the Board of Education, together with the Board Secretary, is authorized to draw warrants to pay bills for the 2016-2017 and the 2017-2018 school years that may become due and payable during the summer vacation, the same to be submitted for ratification by the Board at its regularly scheduled meeting.

A-25 Summer Resolutions for Transfers

BE IT RESOLVED, that the School Business Administrator/Board Secretary is authorized to execute all necessary transfers in the 2016-2017 budget for year-end close-out with review and approval of the Finance Committee, the same to be submitted for ratification by the Board at its next regularly scheduled meeting.

A-26 Superintendent Merit Goals

BE IT RESOLVED, that the Glen Ridge Board of Education approves payment of the Superintendent’s Merit Goals for the 2016-2017 school year:

<u>Merit Goal</u>	<u>Amount</u>
1	\$5,244.75
2	\$5,244.75
3	\$5,244.75
4	\$3,937.50
Total	\$19,671.75

PERSONNEL

P-1 Appointments

Upon the recommendation of the Superintendent, approve Nicole Tomo, as a Part-Time Instructional Aide at Linden Avenue School on Aide Step 1 (\$19.09 per hour) not to exceed 25 hours per week, effective June 12, 2017 through June 30, 2018.

P-2 Childcare Program Staff

Upon the recommendation of the Superintendent, approve the following for the 2017-2018 school year:

Escobar, Virginia	Aide	\$11.71
Mc Mahon, Nancy	Bookkeeper	\$33.25
Wilson, Damian	Aide	\$14.71

P-3 Substitutes

Upon the recommendation of the Superintendent, approve the appointment of Victoria Schuckman as a substitute teacher for the 2017-2018 school year

P-4 Coaches/Athletics, Co-Curricular/Club Advisors

Upon the recommendation of the Superintendent, approve the appointment of Coaches/athletics and co-curricular/club advisors, and program leaders for the 2017-2018 school year as per the attached. (Exhibit P-4)

P-5 Volunteers

Approve the following staff as a volunteers for the 2017-2018 school year:

- Lindsey Deptula – Volunteer Assistant Girls Soccer Coach
- Rich Kennedy – Volunteer Boys Basketball Coach
- Anthony Miscia - Volunteer Softball Coach
- Brian Lovit - Volunteer Assistant Boys Soccer
- Robert Finlay – Volunteer Softball Coach
- Kelly Villa - Volunteer Softball Coach
- William Indek - Volunteer Assistant Track Coach
- Paul DuWors - Volunteer Boys Basketball

P-6 Summer Workers

- a. Approve the following Summer Workers starting June 22, 2017 through August 31, 2017, not to exceed 32.50 hours per week

Name	Position	Location	Hourly Rate
Jon Gruhin	Custodial	District	\$9.25
Cooper Vecchiarelli*	Custodial	District	\$9.25
Ryan Liddy	Custodial	GRHS	\$9.75
Tyler Liddy	Custodial	GRHS	\$9.25
Kyle Mason	Custodial	GRHS	\$9.25
Liam McCann	Custodial	GRHS	\$9.75
Rudy Castor	Custodial	RAS	\$8.75
Dan Gruhin	Custodial	RAS	\$9.75
Billy Kelty	Custodial	RAS	\$9.25
Jaymi Pena	Custodial	RAS	\$8.44
Matt Boero	Custodial	Forest	\$9.75
Kip Cox	Custodial	Forest	\$8.59
Charlie DeLuca	Custodial	Forest	\$8.44
Chris Ward	Custodial	Linden	\$9.25
Jimmy Boero	Custodial Sub		\$9.25
Steven Boero	Library	GRHS	\$9.75
Myles Platt	Library	GRHS	\$8.44
Abigail Johnson	Secretarial	GRHS	\$9.75
Savannah Weber Zazzu**	Secretarial	GRHS	\$9.75
Samantha Sikkerbol	Secretarial	RAS	\$8.44
Leanna Cora	Secretarial	Forest	\$8.44
Max Abernathy	Secretarial Sub		\$8.44
Caroline Liddy	Secretarial Sub		\$8.59
Alyssa Smolen	Secretarial Sub		\$8.59
Julia Booth	Technology		\$11.00
Jaime Donovan	Technology		\$9.75
Kevin Richardson	Technology		\$8.75
Christopher Waldt	Technology		\$8.75

*June 12, 2017-August 31, 2017, not to exceed 32.50 hours per week

**June 16, 2017-August 31, 2017, not to exceed 32.50 hours per week

- b. Approve the following Staff Summer Workers starting July 5, 2017 through August 25, 2017, not to exceed 32.50 hours per week

Name	Position	Location	Hourly Rate
Heather Kobylinski*	Office Assistant	GRHS	\$16.25
Joe Mazzarella	Office Assistant	St. Svc.	\$15.25
Tim Aumack	Technology		\$15.25
Jennifer Burns	Technology		\$15.25
Matt Cannici	Technology		\$16.25
Eric Dimeck	Technology		\$16.25
Jenelle Hamer	Technology		\$15.75
Patrick Hanson	Technology		\$15.25
Michelle Klein	Technology		\$15.25

Jill Landgraber	Technology	\$16.25
Lauren Liberman	Technology	\$15.75
Caitlin Reilly	Technology	\$15.75

*June 21, 2017-August 31, 2017, not to exceed 32.50 hours per week

P-7 Resignations/Retirements

Upon the recommendation of the Superintendent, accept the following:

- a. Accept, with regret, the retirement of Caroline Johnson, Science Teacher at Glen Ridge High School, effective June 30, 2017.
- b. Accept, with regret, the retirement of Mayra Bachrach, Computer Science Teacher at Glen Ridge High School, effective June 30, 2017.
- c. Accept, with regret, the resignation of Alicia Thomas, Childcare Worker, effective June 30, 2017.
- d. Accept, with regret, the resignation of Danielle Purciello, Science Teacher at Glen Ridge High School, effective July 18, 2017.

P-8 District Printing Services

Approve Vincent Timpanaro, Industrial Arts Teacher at Glen Ridge High School, to provide all district printing services for a stipend amount of \$15,007 for the 2017-2018 school year.

P-9 Leave of Absence

Upon the recommendation of the Superintendent approve the maternity leave of absence for Katie Stapp, Physical Education Teacher at Linden Avenue School, effective November 17, 2017. Ms. Stapp will utilize her unused sick days as per the Master Agreement, her anticipated return is September 2018.

CURRICULUM

C-1 New Jersey Interscholastic Boys Lacrosse League

Approve membership in the New Jersey Interscholastic Boys Lacrosse League for the 2017-2018 school year in the amount of \$225.

C-2 Field Trips

Upon the recommendation of the Superintendent, approve the field trip for the Model UN Students (Grades 9-12) to attend Berkeley Model UN Conference being held at the Hotel on the UC Berkeley Campus in Berkeley, CA and tour of San Francisco, CA from February 28-March 4, 2018 as per the attached. (Exhibit C-2).

C-3 New Jersey Interscholastic Girls Lacrosse League

Approve membership in the New Jersey Interscholastic Girls Lacrosse League for the 2017-2018 school year in the amount of \$75.

BUSINESS

B-1 Financial Reports

Approve the following financial reports as recommended by the Finance Committee:

- a. Student activity account bills list as follows:

<u>School</u>	<u>May 2017</u>
Glen Ridge High School	\$26,005.12
Glen Ridge High School Athletics	\$21,791.13
Ridgewood Avenue School	\$20,634.45
Forest Avenue School	\$2,899.00
Linden Avenue School	\$1,943.85

- b. Approve the Bills list through **May 2017** in the amount of **\$3,991,793.99**.

B-2 Out-of-District Placements

- a. Approve the out-of-district placement of the following students for the 2017-2018 school year with transportation to be provided by the district unless noted:

<u>Student</u>	<u>Placement</u>	<u>Tuition</u>
18502	Shephard Preparatory High School	\$52,544.79
18044	Chapel Hill Academy (Terranova Group)	\$27,082.80
18044	Lincoln Tech	\$8,452.00

- b. Approve the out-of-district placement for the following student to attend the **2017 ESY Program**:

<u>Student</u>	<u>ESY Placement</u>	<u>Tuition</u>
18502	Shephard Preparatory High School	\$8,613.90

B-3 Educational Services

Upon the recommendation of the Superintendent, approve educational services to be provided by the Summit Speech School to student #23163 in the amount of \$11,160.00 for the 2017-2018 school year.

B-4 Settlement Agreement

Upon the recommendation of the Superintendent, approve the amended Settlement Agreement for student #18052 for the remainder of the 2016-2017 school year and for the 2017-2018 school year.

B-5 Student Activity Fee

Approve the student activity fee of \$300 per student with a family cap of \$550 for those students who participate in any co-curricular high school activity for the 2017-2018 school year.

B-6 Substitute Rates of Pay

Approve the rates of pay to substitutes for the 2017-2018 school year as follows:

Substitute Teacher/Aide	\$95 per diem
Substitute Nurse	\$200 per diem
Substitute Custodian	\$12 per hour
Substitute Childcare Site Coordinator	\$18.50 per hour
Substitute Childcare Aide	\$11.71 per hour

B-7 T&M Associates Professional Services Contract

Approve a professional services contract with the T&M Associates to provide Regulatory Compliance Services and Asbestos Management Services for the 2017-2018 school year at the following rates:

Right-to-Know Services - \$7,200

Create or Update Hazard Communication Plan - No Charge

Initial Hazard Communication Education & Training* - \$600/ per session

Biennial Hazard Communication Education & Training* - \$600/ per session

Bloodborne Pathogen Standards Education & Training* - \$600/ per session

(*Maximum 40 people per training session)

B-8 Donations

Upon the recommendation of the Superintendent, accept, with thanks, the generous donation of the following:

- Merlin 5 Axis Machine, from Tiffany and Company/Dana Naberezny donated to Glen Ridge High School to enhance the CAD and Engineering Program at Glen Ridge High School. (Exhibit B-8.a).
- Baldwin Baby Grand Piano (valued at \$3,000) from Mr. Farenci and Family for the Glen Ridge High School Music Program. (Exhibit B-8.b).
- iMac Computer (valued at \$1,249) from the GRAPA and Louis Mercurio, Co-President to Glen Ridge High School for the enhancement of the Arts Program. (Exhibit B-8.c).

B-9 Tuition Rates for the 2017-2018 School Year

Approve the tuition rates for the 2017-2018 school year as listed below:

<u>Pre-K – Out of District</u>	
½ Day	\$8,525 (until 12:30)
Full Day	\$12,179
<u>Kindergarten</u>	\$12,179
<u>Grades 1 through 5</u>	\$13,612
<u>Grades 6 through 8</u>	\$13,804
<u>Grades 9 through 12</u>	\$16,380
<u>HS Activity Fee</u>	\$300
<u>Family Cap</u>	\$550
<u>High School Resource Center</u>	\$16,380 plus cost of aide if applicable

PUBLIC COMMENT

ADJOURNMENT