

**BOGOTA BOARD OF EDUCATION
BOGOTA, NEW JERSEY**

AGENDA

REGULAR MEETING
March 20, 2018
Bogota High School Cafeteria
7:00 P.M.

CALL TO ORDER

FLAG SALUTE

OPEN PUBLIC MEETING ANNOUNCEMENT

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Bogota Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Bogota Borough Hall, communicated by letter to The Record, filed with the Clerk of the Borough of Bogota and posted on the Bogota Board of Education website.

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Ms. DeVore	_____	_____
Mrs. Lewis	_____	_____
Mr. McHale	_____	_____
Mrs. Miller	_____	_____
Mr. Moore	_____	_____
Mr. Severino	_____	_____
Mrs. VanBuren	_____	_____
Ms. Montgomery	_____	_____
Mrs. Kohles	_____	_____

ALSO PRESENT

	<u>Present</u>	<u>Absent</u>
Dr. Varcadipane, Interim Superintendent	_____	_____
Nathanya Simon, Esq.	_____	_____
Mr. Evcil, SBA/BS	_____	_____
Elizabeth Ruiz, Assistant BS	_____	_____

HEARING OF CITIZENS ON AGENDA ITEMS ONLY

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Superintendent’s Report

ACTION ITEM

MINUTES

Approval of the following minutes as submitted by the School Business Administrator/Board Secretary:

**February 6, 2018 Work Session/Action Meeting Open
February 6, 2018 Work Session/Action Meeting Closed
February 13, 2018 Regular Meeting Open**

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

POLICY

First Reading of Policy #1220 Employment of Chief School Administrator

3-20-18-01 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #1220 Employment of Chief School Administrator (revised).

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Consent Agenda Resolutions

**Education 3-20-18-02, 3-20-18-03, 3-20-18-04, 3-20-18-05, 3-20-18-06, 3-20-18-07,
3-20-18-08**

Personnel 3-20-18-13, 3-20-18-14, 3-20-18-15, 3-20-18-16

EDUCATION

Approval of Student Teacher

3-20-18-02 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approve of Jessica Pobutkiewicz a Fairleigh Dickinson University Student to complete her Student Teaching at Bixby School under the supervision of Nicole Schiavello for the 2018/2019 school year.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Field Trips

3-20-18-03 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the following field trips.

Date	Staff Members	Grade	Location	Cost of Trip
5/4/18	Barry McCann Andrea Lynch	Grade 7-12 Band and Choir Competition Trip	Dorney Park, PA	To be paid by students & parent fundraising
4/24/18	Brad DiRupo Shannon Raftery Monica Garcia	Driver Education Students Annual Educational Symposium	Palisadium Cliffside Park, NJ	None
5/31/18	Samantha Smith Lorrie Nichols	Grade 4	Liberty Science Center	To paid by students & PTO
4/13/18	Denise Giaimo Tara Amanna Nick Capitanello	Grade 11	Bergen Community College	None

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Professional Conferences

3-20-18-04 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the following professional conferences (pending fund availability).

Name	Description	Location	Date	Amount
Melissa Herman	Positive Psychology Principles for Enhancing Child Development	Hackensack, NJ	3/19/18	None
Seth Mandel	ESL Teachers Conference	New Brunswick, NJ	6/1/18	\$274
Kristen King	Meeting the Needs of our Diverse Learners	Paramus, NJ	3/23/18	None

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Assembly

3-20-18-05 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approve of the History Alive Assembly to take place at Steen School. This assembly is sponsored by the PTO.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Use of Bogota Bus

3-20-18-06 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the request from the Bogota American Legion to use the Bogota School Bus on Monday May 28, 2018, as per the attached letter.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Home Instruction

3-20-18-07 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves home instruction for student #27516 to be provided by Diane Baranello at the BEA contracted rate of \$40 per hour.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Home Instruction

3-20-18-08 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves home instruction for student #25255 at the BEA contracted rate of \$40 per hour to be provided by the following teachers.

Dianne Kelemen
Pura Martinez
Ryan Yaiser
Kristy Duchensky
Carol Murphy

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Donation

3-20-18-09 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the donation of \$50 and as well as books to the Steen School Library.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Home Instruction

3-20-18-10 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board rescinds the placement of Student #27546 at Ridgefield Park School's Behavioral Disabilities program effective March 9, 2018.

BE IT FURTHER RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves home instruction for student #27546 to be provided by Diane Baranello and Dianne Kelemen at the BEA contracted rate of \$40 per hour, not to exceed 10 hours per week, until a new placement is determined.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Bilingual Evaluations

3-20-18-11 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves Hillmar LLC to conduct 3 bilingual evaluations at the contracted rate of \$500 per evaluation.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Position and Posting

3-20-18-12 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the stipend position of High School Activities Accountant at a salary of \$2,000.

BE IT FURTHER RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the posting of the position of High School Activities Accountant.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

PERSONNEL

All personnel appointments are contingent upon receipt of an affirmative criminal history record check and the holding of proper certification.

Approval of Salary Adjustment

3-20-18-13 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the salary adjustment for Horizontal/Lateral Movements retroactive to February 1st, as per the negotiated Agreement for the 2017/2020 school year for the following staff members.

Name	Current Salary	Adjustment
Joanne Hrabovsky	MA Step 8 \$67,023	MA +30 Step 8 \$73,023

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Custodial/Maintenance Worker

3-20-18-14 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the appointment of **Ulysses Torres** as a Full Time Custodial/Maintenance Worker at a salary of \$46,500 prorated for the 2017/2018 school year commencing on April 1, 2018.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Substitute Teacher

3-20-18-15 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the revision to the appointment of the following Substitute Teachers for the 2017/2018 school year (resolution #2-13-18-13).

Andrew Ongchin \$110 per diem

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Bus Aides

3-20-18-16 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves/ratifies the appointment of **Lewis Marx** as a bus aide at his regular aide rate of \$19 per hour for the 2017/2018 school year.

BE IT FURTHER RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves **Brenda Arroyo & Maria Baranello** as substitute bus aides at their regular aide rate of \$15 per hour for the 2017/2018 school year.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Sidebar Agreement

3-20-18-17 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Bogota Board of Education and the Bogota Education Association agree to include this article as a sidebar agreement to the Agreement made between the Bogota Education Association and the Bogota Board of Education for the contract years 2017-2018, 2018-2019, 2019-2020.

Title Article

The Board agrees to afford any employee who has completed one full successful year in the Bogota School District at their anniversary date of employment the same coverage received by tenured teachers. The coverage is detailed in ARTICLE IX, A. Medical, B. Dental, C. Optical, and D. Prescription Plan.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Maternity Leave

3-20-18-18 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the maternity leave of **Alexis Gadd, Librarian at the Elementary Schools**, as follows:

**May 21, 2018 through September 14, 2018 using 32 sick days*
September 17, 2018 through November 23, 2018 FMLA and NJFLA
running concurrently. Returning to work November 26, 2018
*above dates subject to change pending used sick days prior to the start
of maternity leave and actual date of leave.**

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

FINANCE

Approval of Bill List

3-20-18-19 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves the payment of bills in the amount of \$1,359,095.56 dated March 20, 2018 and approves/ratifies the payment of bills in the amount of \$76,372.67 dated March 1, 2018 as per the attached, which will become part of this resolution.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Budgetary Line Item Expenditure

3-20-18-20 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, pursuant to N.J.A.C. 6A:23-2.11(C1), that, as of, February 28, 2018 no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23-2.11(C3), no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(B), and that sufficient funds are available to meet the district's fiscal obligations for the remainder of the fiscal year.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Payroll Transfer

3-20-18-21 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves/ratifies the payroll and fund transfer for the month of February in the amount of \$1,088,847.70 dated February 28, 2018 as attached, which shall be made a part of this resolution.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Report of the Secretary

3-20-18-22 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools the Board approves the Report of the Secretary for the month of February 2018 as attached, which shall be made a part of this resolution.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Report of the Treasurer

3-20-18-23 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools the Board approves the Report of the Treasurer for the month of February 2018 as attached, which shall be made a part of this resolution.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Budget Transfers

3-20-18-24 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves/ratifies budget transfers for the month of February 2018; as attached, which shall be made a part of this resolution.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of South Bergen Jointure

3-20-18-25 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board does hereby approve an agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Services Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period 2018/2019 school year. The services to be provided include, but are not limited to, the Coordinated Transportation of nonpublic, out of district special education, vocational and summer programs.

BE IT FURTHER RESOLVED, that the Bogota Board of Education agrees to abide by the Transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this resolution

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Aide in Lieu

3-20-18-26 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves Aide in Lieu, for transportation, for the following students attending Unity Charter School in Morris Township in the amount of \$1000 per student for a total of \$2,000 for the 2017/2018 school year.

Student #26350
Student #10301

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Change orders

3-20-18-27 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approve change order for Boiler Upgrade Project for all schools as decrease in the amount of \$20,500 as follows:

Credit for recommended changes to the insulation layout specified	-\$13,000
Credit unused contract allowance	<u>- \$7,500</u>
Net Total:	-\$20,500

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Award Contract for Internet and IT Infrastructure

3-20-18-28 WHEREAS, the Board of Education solicited Request for Proposal for E-rate Category One and Category Two services, at Bogota Jr./Sr. High, Lillian M. Steen Elementary and E. Roy Bixby Elementary Schools, and

WHEREAS, the RFPs were reviewed in the office of the School Business Administrator

Now, therefore, be it RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Bogota Board of Education awards contracts for the following service providers for 2018-2019 school year, pursuant to RFP process as the lowest responsible bidder and approve to apply E-rate grant.

Category 1:

Vendor	Description of Services	Contract Amount	E-Rate Grant
Verizon	1 Gb Fios Internet circuits, 24 months	\$279/year per building \$3,348/year per building	80% E-Rate eligible (depends on actual Oct. 15 enrollment)
	Total	\$10,044 per year all buildings	\$8,035.20

Category 2:

Vendor	Description of Services	Contract Amount	E-Rate Grant
Techno Time Business Solutions, Inc.	IT infrastructure, Category 2 eligible items – Data Network, Wireless, Cabling, Firewall, UPS	Bixby \$38,973.15 Steen \$43,054.95 Jr./Sr. HS \$99,618.63	\$31,178.52 \$34,443.96 \$64,948.50
	Total for all buildings	\$181,646.73	\$130,570.98

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Award Contract

3-20-18-29 **WHEREAS**, the Board of Education solicited quotations for Lillian M. Steen Elementary School sidewalks repair and concrete base installation for sheds and benches on the fields, and

WHEREAS, the quotations were reviewed in the office of the School Business Administrator with the following lowest quotes from Max Adamo Construction, Inc.:

Sidewalk repair in front of Steen building	\$8,550
Concrete slab for 11 storage sheds	\$10,110
Concrete slab for 7 benches	\$3,710

Now, therefore, be it RESOLVED, that, upon the recommendation of Superintendent of Schools, the Bogota Board of Education approve to award the contract for sidewalk repair and concrete base installation from Max Adamo Construction, Inc. in the amount of \$22,370.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Proposed Budget

3-20-18-30 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, and the School Business Administrator, the Board approves the Preliminary School District Budget for the 2018-2019 School Year for submission to the Bergen County Superintendent of Schools for approval as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 22,985,835	\$ 15,025,266
Special Revenue	\$743,851	N/A
Debt Service	\$611,200	\$565,982
Total Budget	\$ 24,340,886	\$ 15,591,248

Further Resolved, that Bogota Board of Education requests the approval a capital reserve withdrawal in the amount of \$182,000. The District intends to utilize these funds for the upgrade IT infrastructure for all schools,

Further Resolved, that Bogota Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$76,000. The District intends to utilize funds for maintenance of school buildings and equipment,

BE IT FURTHER RESOLVED, that, upon the recommendation of the Superintendent of Schools and the School Business Administrator, the Board approves the tax levy for the General Fund \$ 15,025,266 for the 2018-2019 school year.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Approval of Travel and Related Expense Reimbursement

3-20-18-31 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools and the School Business Administrator, the Board approves travel and related expense reimbursement:

WHEREAS, the Bogota 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 N.J.A.C. 6A:23b-1.29(b)

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive prior 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 as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

WHEREAS, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$2,500.00 per staff/Board member where prior Board approval shall not be required unless this annual threshold for a staff/Board member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and 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 are excluded from the requirements of N.J.A.C. 6A: 23B-1.1 et seq,;

NOW THEREFORE, BE IT RESOLVED that the Board establishes a travel expenditure maximum for 2018-2019 not to exceed \$30,000, excluding federal sources. Be it further resolved that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded. Be it further resolved, included in this amount is a maximum of \$2,500 per employee or officer.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

BUILDINGS AND GROUNDS

Approval of Bogota Police Duty

3-20-18-32 BE IT RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board approves/ratifies the use of the a Bogota Police Officer to guard the door at the High School on February 26, 2018 through March 1, 2018 at a rate of \$875 per day.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

HEARING OF PUBLIC

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

During this portion of the meeting, the residents are invited to address the Board with any questions, comments or concerns there may be with respect to the operation of their school.

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

EXECUTIVE SESSION

WHEREAS, C.231, P.L. 1975, also known as the Sunshine Law, authorizes 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 Bogota Board of Education, that:

1. It does hereby determine that it is necessary to meet in Executive Session on March 20, 2018, at_____p.m. to discuss matters involving negotiations, litigation, personnel.
2. That the matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

ACTION MAY BE TAKEN UPON RETURN FROM EXECUTIVE SESSION

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK

ADJOURNMENT

Moved: Seconded: JD, EL, PMH, MM, JM, CS, KVB, AM, LK