

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

**AGENDA**

**WORK SESSION/ACTION MEETING**

**May 1, 2018**

***Bogota High School Cafeteria***

**6:00 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**

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

**ALSO PRESENT**

	<b><u>Present</u></b>	<b><u>Absent</u></b>
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

**PUBLIC HEARING ON THE BUDGET**

**Approval of Proposed Budget**

**5-1-18-01**    **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:

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

**BE IT FURTHER RESOLVED**, that Bogota Board of Education requests the approval a capital reserve withdrawal in the amount of \$257,593. The District intends to utilize these funds for the upgrade IT infrastructure for all schools (\$182,000) and debt service assessment (\$35,593), and

**BE IT 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, and

**BE IT FURTHER RESOLVED** in accordance with N.J.S.A. 18A:7F-38, that the 2018-19 school year budget includes the automatic enrollment adjustment in the amount of \$294,459 (\$258,951 pre-budget year adjustment increased by 2%) and the use of the health care cost adjustments in the amount of \$7,870; and

**NOW, THEREFORE, 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**

**5-1-18-02 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.;

**WHEREAS**, the Board had previously established maximum amount for the pre-budget year 2017-2018 as \$25,000; and

**WHEREAS**, the Board of Education has expended \$7,392 of the maximum amount for the pre-budget year to date; and

**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

# Superintendent's Report

## 1. Lucas Donation Weight Room

### WORK SESSION

#### MINUTES

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

**April 10, 2018 Work/Session Action Meeting – Open**  
**April 10, 2018 Work/Session Action Meeting – Closed**  
**April 17, 2018 Regular Meeting – Open**  
**April 17, 2018 Regular Meeting - Closed**

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

### POLICY

#### **Second Reading of Policy #0169.2 Board Member Use of Social Networks (New)**

**5-15-18-01 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #0169.02 Board Member Use of Social Networks (New).

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

#### **Second Reading of Policy #3437 Military Leave (Revised)**

**5-15-18-02 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #3437 Military Leave (Revised).

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

#### **Second Reading of Policy #4437 Military Leave (Revised)**

**5-15-18-03 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #4437 Military Leave (Revised).

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

#### **Second Reading of Regulation #5460.1 High School Transcripts (M) (Revised)**

**5-15-18-04 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Regulation #5460.1 High School Transcripts (M) (Revised).

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

**Second Reading of Policy #5516.01 Student Tracking Devices (New)**

**5-15-18-05 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #5516.01 Student Tracking Devices (New).

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

**Second Reading of Regulation #7101 Educational Adequacy of Capital Projects (Revised)**

**5-15-18-06 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Regulation #7101 Educational Adequacy of Capital Projects (Revised).

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

**Second Reading of Policy & Regulation #7440 School District Security (M) (Revised)**

**5-15-18-07 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy & Regulation #7440 School District Security (M) (Revised).

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

**Second Reading of Policy & Regulation #7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)**

**5-15-18-08 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy & Regulation #7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised).

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

**Second Reading of Policy #8507 Breakfast Offer Versus Serve (OVS) (M) (Revised)**

**5-15-18-09 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #8507 Breakfast Offer Versus Serve (OVS) (M) (Revised).

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

**Second Reading of Policy #8630 Bus Driver/Bus Aide (M) (Revised)**

**5-15-18-10 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Policy #8630 Bus Driver/Bus Aide (M) (Revised).

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

**Second Reading of Regulation #8630 Emergency School Bus Procedures (M) (Revised)**

**5-15-18-11 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the second reading and adoption of Regulation #8630 Emergency School Bus Procedures (M) (Revised).

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



**Rescinds Appointment of School Safety Specialist**

**5-15-18-16 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board rescinds the appointment of Damon Englese as the designated School Safety Specialist, Resolution 2-13-18-03.

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

**Approval of School Safety Specialist**

**5-15-18-17 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Damian Kennedy as the designated School Safety Specialist.

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.**

**Rescinds Appointment**

**5-15-18-18 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board rescinds the appointment of **Diane Kelemen – LLD Teacher** for the special education summer school program, Resolution 4-17-18-27.

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

**FINANCE**

**Approval of Bill List**

**5-15-18-19 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the payment of bills in the amount of dated        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**

**5-15-18-20 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, April 30, 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**

**5-15-18-21 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 April in the amount of \$ dated April 30, 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**

**5-15-18-22 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools the Board approves the Report of the Secretary for the month of April 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**

**5-15-18-23 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools the Board approves the Report of the Treasurer for the month of April 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**

**5-15-18-24 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves/ratifies budget transfers for the month of April 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 NJSIAA**

**5-15-18-25 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the NJSIAA annual dues in the amount of \$2,150 for the 2018/2019 school year.

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

**Approval of CSI**

**5-15-18-26 BE IT RESOLVED**, that, upon the recommendation of the Superintendent of Schools, the Board approves the renewal contract for the proprietary CSI software and support for the 2018/2019 school year as follows:

Human Resource Web Based Portal	\$ 37
Monthly Cloud Access	\$ 300
Budgetary Accounting Module	\$ 215
Site Based Maintenance User License	\$ 63
Human Resources Model with H&E	\$ 199
Position Control and Employee Benefits	\$ 38
Payroll Module	\$ 164
Total Monthly Support Fee	\$1,016
Total Annual Support Fee	<b>\$12,192</b>

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





**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 May 1, 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