CLIFFSIDE PARK BOARD OF EDUCATION

CONSENT AGENDA FOR DECEMBER 19, 2018

- 1. Salute Flag
- 2. Roll Call
- 3. Superintendent
- 4. Committee Reports
- 5. Consent Agenda for DECEMBER 19, 2018
- 6. For Review and Discussion

Personnel

Policies and Procedures

Buildings and Grounds

Finance

- 7. Closed Session
- 8. Adjournment

CONSENT AGENDA - DECEMBER 19, 2018

PERSONNEL

Resolution, recommended by the Superintendent of Schools, to approve the following staff professional development and reimbursement, through voucher for the 2018-2019 school year as follows:

NAME	DESCRIPTION	DATE	Estimated
			\$AMOUNT
Stella Bianchi	Conquer Mathematics Workshop	11/19/2018,	\$66.96
		1/11/2019,	
		2/06/2019 &	
		3/05/2019	
Erinn Carson	Oppositional, Aggressive, Attention-	1/25/2019	\$199.00
	Seeking & Uncooperative Children		
	Workshop		
Marqueritha Clarke	Computer Science Principle	1/05/2019	\$65.16
	Workshop		
Cara Clinton	Oppositional, Aggressive, Attention-	1/25/2019	\$199.00
	Seeking & Uncooperative Children		
	Workshop		
Annette Frohlich	STEAM Conference	1/11/2019	\$185.78
Authoug Hussein	Conquer Math	12/17/2019	\$15.50
Jennifer Matone	Conquer Mathematics Workshop	11/19/2018	\$15.38
Rosa Melgar	Northeast Conference on the	2/08/2019 &	\$195.00
	Teaching of Foreign Languages	2/09/2019	
Julie O'Connor	38th Annual ESL Conference	12/07/2018	\$135.00
Christine Shawala	Thespian Festival – PD at Drama	1/19/2019 &	\$119.00
	Club Festival	1/20/2019	
Judith Tulli	iSTEAM Conference	1/11/2019	\$185.78

PERSONNEL, (Continued)

Resolution, recommended by the Superintendent of Schools, to rescind the following staff professional development and reimbursement, through voucher for the 2018-2019 school year as follows:

NAME	DESCRIPTION	DATE	Estimated
			\$AMOUNT
Edvard Kusaksizyan	Pique Proficiency Workshop	12/06/2018	\$205.69
Jenna Russo	Interregional PD Committee	1/18/2019	\$56.20

Resolution, recommended by the Superintendent of Schools, to accept the resignation of Cosar Taalu, as the 2019 Assistant Spring Track Coach effective November 20, 2018 for the 2018-2019 school year.

Resolution, recommended by the Superintendent of Schools, to accept the resignation of Doreen Katunar, Lunch Aide-School #3 effective November 12, 2018.

Resolution, recommended by the Superintendent of Schools, to transfer Alice Lopez, Part-Time Custodian nights from the High School to School #4 Part-Time Custodian nights effective December 3, 2018 for the 2018-2019 school year.

Resolution, recommended by the Superintendent of Schools, to appoint Sean Hughes, as Part-Time Custodial Intern nights at the High School at \$13.46 per hour, 29.5 hours per week effective December 3, 2018 for the 2018-2019 school year. (Account#-11-000262-100-01-00)

Resolution, recommended by the Superintendent of Schools, to approve medical leave for Rosa Benevento, Teacher-School #4 utilizing twenty (20) sick days beginning February 20, 2019 through March 19, 2019 followed by an unpaid NJ Family Leave beginning on March 20, 2019 with an anticipated return back to work date of September 1, 2019.

PERSONNEL, (Continued)

Resolution, recommended by the Superintendent of Schools, to approve medical leave for Johana Coronel, Teacher-School #3 utilizing twenty (20) sick days beginning February 25, 2019 through March 22, 2019, expected due date February 24, 2019. Unpaid NJ Family leave to begin on March 25, 2019 with an anticipated return back to work date of May 14, 2019.

Resolution, recommended by the Superintendent of Schools, to transfer Elizabeth Bautista from Part-Time High School ESL Teacher to Full-Time ESL Teacher effective December 15, 2018 at an annual salary of \$49,840 (pro-rated) with benefits for the 2018-2019 school year.

Resolution, recommended by the Superintendent of Schools, to approve stipend of \$5,000 (pro-rated) for teaching an additional class for Elizabeth Bautista, High School ESL Teacher effective December 15, 2018 as per contract for the 2018-2019 school year.

Resolution, recommended by the Superintendent of Schools, to adjust the Health Insurance Waiver from Non-Cash Waiver to Cash Incentive Waiver for the following staff member for the 2018-2019 school year as follows:

NAME	COVERAGE	TOTAL AMOUNT	PAYABLE DECEMBER 2018	PAYABLE JUNE 2019
LOMBARDO, GIOVANNI	FAMILY	\$5,000.00	\$2,500.00	\$2,500.00

Resolution, recommended by the Superintendent of Schools, to adjust the Health Insurance Waiver Cash Incentive for Donna Murtagh from two payments of \$1,977 to one payment of \$1,977 payable December 15, 2018.

Resolution, recommended by the Superintendent of Schools, to approve unpaid medical leave for Carol Montalbano, Teacher Aide-School #3 beginning December 14, 2018 through February 1, 2019 with an anticipated return back to work date of February 4, 2019.

PERSONNEL, (Continued)

Resolution, recommended by the Superintendent of Schools, to appoint Mustafa Krasnici, as Part-Time Bus Driver at an hourly rate of \$19.00 (pending finalized negotiations) effective December 13, 2018 pending fingerprinting and Criminal History check for the 2018-2019 school year. (Account#-11-000-270-161-01-00)

Resolution, recommended by the Superintendent of Schools, to adjust the annual salary of Alfonso Romeo, Custodian School #4 to an annual salary of \$28,808 (pro-rated) effective November 19, 2018 for the 2018-2019 school year.

Resolution, recommended by the Superintendent of Schools, to appoint Martha Brito, as High School ESL Teacher at BA+15 Step-4 \$54,140 annual salary (pro-rated) pending negotiations, effective January 2, 2019 for the 2018-2019 school year. (Account#-11-240-100-101-02-00-0000-030)

Resolution, recommended by the Superintendent of Schools, to accept the resignation of Cristian Orjuela, Part-Time Custodian-School #3 effective December 21, 2018.

Resolution, recommended by the Superintendent of Schools, to approve medical leave for Amy Orso, Teacher-School #5 utilizing Fifteen (15) sick days before due date beginning March 25, 2019 through April 12, 2019, expected due date of April 15, 2019 and utilizing twenty (20) sick days after due date from April 15, 2019 through May 20, 2019. Unpaid NJ Family leave to begin on May 21, 2018 with an anticipated return back to work date of September 1, 2019.

Resolution, recommended by the Superintendent of Schools, to appoint the following staff members as Lunch Aides at an hourly rate of \$8.85 pending fingerprinting and Criminal History check for the 2018-2019 school year:

Vivian Alvarez – School #3 Effective December 10, 2018 Lilian Noriega – School #5 Effective December 14, 2018

PERSONNEL, (Continued)

Resolution, recommended by the Superintendent of Schools, to transfer Jacquelynn Parent from Substitute Aide/Leave Replacement Aide-School # 4 to Teacher Aide in the Behavior Disabilities Class at School #4 effective December 18, 2019 at an hourly rate of \$14.79 working 28.75 hours per week for the remainder of the 2018-2019 school year. (Account#-11-209-100-106-04-00-0000-060)

Resolution, recommended by the Superintendent of Schools, to appoint Jessica Pych, as Leave Replacement Aide in the Autism Program at School #4 from December 19, 2018 through March 8, 2019 at an hourly rate of \$14.79 working 28.75 hours per week for the 2018-2019 school year. (Account#-11-214-100-106-04-00-0000-060)

Resolution, recommended by the Superintendent of Schools, to accept the resignation of Keisha Gutierrez, Lunch Aide-School #4 effective December 19, 2018.

Resolution, recommended by the Superintendent of Schools, to approve the termination (60 days notice as per contract dated July 16, 2018) of an employee of the Cliffside Park Board of Education, whose name is on file with the Superintendent of Schools' Office.

POLICIES AND PROCEDURES

Resolution, recommended by the Superintendent of Schools, to accept the Nurses' reports and Fire Drill reports for all schools, for the month of November 2018.

Resolution, recommended by the Superintendent of Schools, to permit early dismissals, beginning at 10:30 a.m. for Pre-K AM Program, 12:30 p.m. for Pre-K PM Program, 12:45 p.m. for Special Education Pre-K, and 12:30 p.m. for Kindergarten, Grades 1 through Grades 6 at 12:45 p.m., Middle School at 12:30 p.m. and High School at 12:30 p.m. on Tuesday, January 15, 2019 for Staff-In-Service Day.

Resolution, recommended by the Superintendent of Schools, to approve the following minutes: November 14, 2018 – Work Session Meeting November 20, 2018 – Regular Meeting

CONSENT AGENDA - DECEMBER 19, 2018

POLICIES AND PROCEDURES

Resolution, recommended by the Superintendent of Schools to approve completion of emergency exit drill bus evacuation for school year 2018-2019 as follows:

1	Date of Drill	11-12-2018
2	Time the Drill was Conducted	12:30 PM
3	School Name	The Calais School
4	Location of the Drill	45 Highland Avenue, Whippany, NJ 07981
5	Route Number(s) included in Drill	#5
6	Name of School Principal or	Stephen Sokolewicz, Assistant Principal
	Assigned Person(s) who	
	supervised the Drill	

1	Date of Drill	12-13-2018
2	Time the Drill was Conducted	9:15 AM
3	School Name	School #5
4	Location of the Drill	214 Day Avenue, Cliffside Park, NJ
5	Route Number(s) included in Drill	#16
6	Name of School Principal or	Dana Martinotti, Principal, Glenn Luciano,
	Assigned Person(s) who	Transportation Coordinator & Det/Sgt Mike Miller,
	supervised the Drill	Cliffside Park Police Department

ROLL CALL VOTE:

AYES:

NAYES:

ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on December 19, 2018.

LOUIS ALFANO

Business Administrator/Board Secretary

DATED: December 20, 2018

POLICIES AND PROCEDURES

Resolution, recommended by the Superintendent of Schools, to approve the New Jersey Department of Education Division of Early Childhood Education 2019-2022 PEA Three-Year Preschool Program Plan.

ROLL CALL VOTE:

AYES: NAYES: ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>December 19, 2018</u>.

LOUIS ALFANO

Business Administrator/Board Secretary

DATED: December 20, 2018

CONSENT AGENDA - DECEMBER 19, 2018

BUILDINGS AND GROUNDS

Resolution, recommended by the Superintendent of Schools, to permit the use of the following facilities for the 2018-2019 school year:

SCHOOL	FACILITY	DATES REQUESTED	TIME	PURPOSE	REQUESTED BY
#3 School	Media Center	12/03/2018	6:00 P.M 7:00 P.M.	PTO Meeting	Mike Ryan
#3 School	All Purpose Room	12/04- 12/06/2018	9:00 A.M 7:30 P.M.	Holiday Boutique	Mike Ryan
#3 School	All Purpose Room	12/12/2018	5:00 P.M 8:00 P.M.	Santa's Workshop	Mike Ryan
#4 School	Gym (Mondays, Tuesdays, Thursdays, & Fridays)	11/19/2018- 03/29/2019	6:15 P.M 9:15 P.M.	Basketball Practice	Maritza Scher
#6 School	MS Gym	12/27/2018	8:00 A.M 3:30 P.M.	Athletics	Dave Porfido
#6 School	Small Gym/ 1 st Floor Classrooms	03/03/2019	9:00 A.M 6:00 P.M.	Pageant	Tara Floriana
#6 School	Small Gym	04/13/2019	5:00 P.M 9:00 P.M.	Training for Coaches	Maritza Scher
High School	Cafeteria	12/13/2018	5:15 P.M 7:15 P.M.	Boys Basketball Team Dinner	Steve Jano
High School	Gym	12/26/2018	8:00 A.M 3:30 P.M.	Athletics	Dave Porfido
High School	Gym	03/15/2019	7:00 P.M 9:30 P.M.	Fundraiser	Salvatore Aiello

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High	Driveway/Lobby	04/27/2019	9:00 A.M	Car Wash Boys	Mike Scarzafava
School			1:00 P.M.	Soccer Team	
High	Auditorium	05/17/2019	7:00 P.M	Improv Show	Daniel
School			8:30 P.M.		Sherwood
High	Baseball Field	06/03/2019	4:00 P.M	Fundraiser	Salvatore Aiello
School			7:00 P.M.		
High	Driveway/Lobby	06/15/2019	10:00 A.M	Car Wash Boys	Mike Scarzafava
School			1:00 P.M.	Soccer Team	

FINANCE

Resolution recommended by the Superintendent of Schools to approve Contract between the Cliffside Park Board of Education and Bergen County Special Services School District, Educational Enterprises Division for the provision of Transition Services for **forty-five to fifty-five students** during the 2018-2019 school year at a rate not to exceed \$27,895.00 unless otherwise agreed upon.

Resolution recommended by the Superintendent of Schools to approve the Letter of Agreement dated November 29, 2018 between the Cliffside Park Board of Education and Supreme Consultants, LLC, who will provide temporary Child Study Team staffing services to the Cliffside Park Schools, at the rates in <u>Schedule A</u> attached.

Resolution recommended by the Superintendent of Schools to approve November 30, 2018 payroll in the amount of \$1,411,545.44.

Resolution recommended by the Superintendent of Schools to approve November 30, 2018 Cafeteria payroll in the amount of \$18,177.95.

Resolution, recommended by the Superintendent of Schools to approve the transfer of monies from the Payroll Agency Account to the General Account, Reference Number H800009, in the amount of \$82,124.08 to cover Health Benefits Contributions from Employees to Reimburse Employer for the covered period of November 16, 2018 through November 30, 2018.

FINANCE

Resolution, recommended by the Superintendent of Schools to approve the transfer of monies from the Payroll Agency Account to the General Account, Reference Number ACA900005 in the amount of \$198.14 to cover Affordable Care Act Health Benefits Contributions from Employees to Reimburse Employer for the covered period of November 16, 2018 through November 30, 2018.

Resolution recommended by the Superintendent of Schools to approve the interim checks and internal transfers from the General Account *to the Cafeteria Account, the Payroll Account and the Payroll Agency Account for the* month of November 2018 as follows:

700028	November 30 ^h Salary	\$798,365.09
700029	November 30 ^h Agency	538,302.81
700030	November 30 ^h Agency-FICA	74,877.54
112018NL	CPHS Cafeteria (Account #19-00210)	200,000.00

Resolution recommended by the Superintendent of Schools to approve the Cafeteria bills for November 2018 in the amount of \$18,177.95 as follows:

600010	November 30 ^h Salary	\$12,954.09
600011	November 30 ^h Agency	5,223.86

Resolution recommended by the Superintendent of Schools to approve Athletic Association bills for the month November 2018 in the amount of \$1,907.90 as follows:

FINANCE

Resolution recommended by the Superintendent of Schools to approve December 13, 2018 payroll in the amount of \$1,505,038.17.

Resolution recommended by the Superintendent of Schools to approve December 13, 2018 Cafeteria payroll in the amount of \$18,177.95.

Resolution, recommended by the Superintendent of Schools to approve the transfer of monies from the Payroll Agency Account to the General Account, Reference Number H800010, in the amount of \$82,374.06 to cover Health Benefits Contributions from Employees to Reimburse Employer for the covered period of December 1, 2018 through December 15, 2018.

Resolution recommended by the Superintendent of Schools to approve December 14, 2018 payroll in the amount of \$1,574,744.52.

Resolution recommended by the Superintendent of Schools to approve December 14, 2018 Cafeteria payroll in the amount of \$36,606.48.

Resolution recommended by the Superintendent of Schools to approve December 18, 2018 payroll in the amount of \$62,652.53 which includes the After School/Enrichment Program December 18, 2018 payroll in the amount of \$23,288.76.

Resolution recommended by the Superintendent of Schools to approve December 18, 2018 Cafeteria payroll in the amount of \$79.61.

FINANCE

Resolution, recommended by the Superintendent of Schools to approve the transfer of monies from the Payroll Agency Account to the General Account, Reference Number H800011, in the amount of \$82,482.72 to cover Health Benefits Contributions from Employees to Reimburse Employer for the covered period of December 16, 2018 through December 31, 2018.

Resolution recommended by the Superintendent of Schools to approve the interim checks and internal transfers from the General Account *to the Cafeteria Account, the Payroll Account and the Payroll Agency Account for the* month of December 2018 as follows:

700031	December 13 ^h Salary	\$862,434.22
700032	December 13 ^h Agency	567,120.34
700033	December 13 ^h Agency-FICA	75,483.61
700034	December 14 ^h Salary	922,394.24
700035	December 14 ^h Agency	577,574.60
700036	December 14 ^h Agency-FICA	74,775.68
700037	December 18 ^h Salary	50,097.53
700038	December 18 ^h Agency	12,555.00

Resolution recommended by the Superintendent of Schools to approve the Cafeteria bills for December 2018 in the amount of \$142,162.99 as follows:

6869	Pomptonian Food Service (11-16-18)	\$11,289.40
6870	Pomptonian Food Service (11-23-18)	17,749.80
6871	Parent Door Hardware (invoice#84014-HS Cafeteria)	1,270.00
6872	EcoBionics (invoice#3352652-school #6)	294.95
6873	ML Mettler Corp. Mettler Mechanical (invoice#44354-HS)	385.00

FINANCE

Cafeteria Bills, (continued)

6874	Pomptonian Food Service (11-30-18)	33,606.14
6875	Pomptonian Food Service (12-07-18)	22,703.66
600012	December 13 ^h Salary	12,958.85
600013	December 13 ^h Agency	5,219.10
600014	December 14 th Salary	27,970.61
600015	December 14 ^h Agency	8,635.87
600016	December 18th Salary	66.81
600017	December 18 ^h Agency	12.80

Resolution recommended by the Superintendent of Schools to approve additional check #7428 issued in September 2018 and reconciled in October 2018 in the amount of \$58.00 for the Athletic Association Account.

Resolution recommended by the Superintendent of Schools to approve check #7521 issued in October 2018 in the amount of \$53.50 and cashed in the amount of \$53.00 for the Athletic Association Account.

Resolution recommended by the Superintendent of Schools to approve transferring \$780.00 from the High School Internal Class of 2018 Account to the High School Internal Fundraiser Account, as per the Class of 2018 Advisor, Tracey Mascolo-Blomgren.

Resolution recommended by the Superintendent of Schools to approve the bill list for December 2018 in the amount of \$1,294,805.80 as follows:

FINANCE

Resolution, recommended by the Superintendent of Schools to accept the Treasurer of School Monies financial report for the month of November 2018.

Resolution, recommended by the Superintendent of Schools to accept the Board Secretary's financial report for the month of November 2018.

Pursuant to N.J.A.C. 6:20-2.13(d)*, the Business Administrator certifies that as of November 30 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1.

Resolution to approve the Monthly Transfer Report for the month of November 2018 as follows:

FINANCE

RESOLUTION

Resolution, recommended by the Superintendent of Schools to approve Application #4 by the Cliffside Park Board of Education to Integrity Roofing, Inc. for the Roof Replacement at School #6 site in the amount of \$12,158.29 as recommended by the school district architects, LAN Associates.

ROLL CALL VOTE: AYES: NAYS: ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its meeting on <u>December 19, 2018</u>.

Louis Alfano

Business Administrator/Board Secretary

Dated: _____ December 20, 2018

FINANCE

RESOLUTION

Resolution, recommended by the Superintendent of Schools to approve Final Application by the Cliffside Park Board of Education to Bondex Insurance Company for the Roof Replacement at School #4 site in the amount of \$64,529.42 as recommended by the school district architects, LAN Associates.

ROLL CALL VOTE: AYES: NAYS: ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its meeting on <u>December 19, 2018</u>.

Louis Alfano

Business Administrator/Board Secretary

Dated: _____ December 20, 2018

FINANCE

RESOLUTION

Resolution, recommended by the Superintendent of Schools to approve the awarding of the 2018 Bergen County Utilities Authority (BCUA) Environmental Awareness Challenge Grant for School #5 by the Cliffside Park Board of Education for the maximum dollar amount requested of \$1,000 for the purpose of installing a Bottle Filling Station and Cooler in order to promote reusing bottles and helping the environment by not using all the plastic water bottles.

ROLL CALL VOTE: AYES: NAYS: ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its meeting on <u>December 19, 2018</u>.

Louis Alfano

Business Administrator/Board Secretary

Dated: _____ December 20, 2018

CONSENT AGENDA - DECEMBER 19, 2018

FINANCE

RESOLUTION

Now Therefore Be It Resolved, that the Cliffside Park Board of Education hereby authorizes the school business administrator to submit the attached Corrective Action Plan (Fiscal year end June 2018) for Cliffside Park in compliance with Department of Education requirements.

ROLL CALL VOTE: AYES: NAYS: ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>December 19, 2018</u>.

Dated: December 20, 2018

Louis Alfano

School Business Administrator/Board Secretary

Michael J. Romagnino Superintendent of Schools

CONSENT AGENDA - DECEMBER 19, 2018

FINANCE

RESOLUTION

Resolution, recommended by the Superintendent of Schools to approve the attached Certification of Implementation of Corrective Action Plan for the Fiscal Year ended June 30, 2018.

ROLL CALL VOTE: AYES: NAYS: ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>December 19, 2018</u>.

Dated: December 20, 2018

Louis Alfano

School Business Administrator/Board Secretary

Michael J. Romagnino Superintendent of Schools