

HAWORTH BOARD OF EDUCATION
Agenda

1. CALL TO ORDER – 7:00 PM

In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: On January 20, 2012, advance written notice was emailed to **The Suburbanite, Twin Boro News, The Record, Press Journal**, filed with the Borough Clerk, posted on the school website and forwarded to the Presidents of the Home and School Association and Teachers Association.

Please all rise to recite the Pledge of Allegiance.

2. ROLL CALL

Dr. George Kipel
Mrs. Karen Leddy
Mrs. Anna Reduce
Mrs. Stacey Rosenfeld
Mrs. Donna Weintraub
Mrs. Jacqueline Guenego, Vice President
Mr. Warren Sutnick, President

Dr. Paul Arilotta

3. SUNSHINE RESOLUTION

WHEREAS the following subject is not appropriate to be discussed in a public meeting and is within the exemptions which may be discussed and acted upon and,

WHEREAS only the following subject shall be discussed in private recess by the Board and the minutes made available to the public as soon as the reason for exemption no longer exists, it is therefore,

BE IT RESOLVED at the Public Meeting of the Borough of Haworth Board of Education on this day Tuesday, February 7, 2012, pursuant to Sections 7 & 8 of the Open Public Meetings Act, the following subject shall be discussed in a session of the Board closed to the public:

Personnel.

Please be advised that the Board may be going into executive session for approximately 60 minutes. Action will / will not be taken in public after the executive session.

4. RECONVENE TO PUBLIC SESSION – 8:00 PM

5. ADMINISTRATIVE REPORTS

a. Superintendent/Principal

6. MEETING OPEN TO THE PUBLIC (AGENDA ITEMS ONLY)

The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes.

We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.

7. COMMUNICATIONS

- a. Correspondence from Department of Treasury **(attached)**.

8. AGENDA ITEMS (The Board of Education Meeting Agenda is divided by categories/committees. The Board President and Secretary will conduct a single roll call consent vote for each category. Any Board Member may request a separate vote for any/all items within the category or for any specific item on the agenda.)

a. FINANCE / BUDGET

FB-1. January 2012 Bills and Claims to be post-approved **(attached)**.

FB-2. Treasurer's Report for December 2011 **(attached)**.

FB-3. ___ Moved, and ___ Seconded.

WHEREAS, the Board of Education of the Borough of Haworth (hereinafter referred to as the "Board") advertised for bids for the Mechanical Upgrades at The Haworth School (hereinafter referred to as the "Project"); and

WHEREAS, on January 6, 2012, the Board received eight (8) bids for the Project; and

WHEREAS, the lowest responsible bid for this Project was submitted DeSesa Engineering Company, Inc. (hereinafter referred to as, "DeSesa"), with a base bid in the amount of \$264,840, together with Alternate No. 1, Control System upgrade in the 1957 Building in the amount of add \$12,000, and Alternate No. 2, Provide Siemens Apogee Control System, with no change in the bid price, Alternate No. 3, Provide Nesbitt Unit Ventilators in the amount of deduct \$15,000 and Alternate No. 4, Provide Nesbitt Classroom Shelving the amount of add \$42,100 for a total contract price of \$303,940; and

WHEREAS, the bid submitted by DeSesa is responsive in all material respects and it is the Board's desire to award the contract for the Project to DeSesa;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby awards the contract for the Mechanical Upgrades at The Haworth School to DeSesa Engineering Company, Inc., in a total contract amount of \$303,940, representing a base bid in the amount of \$264,840, together with Alternate No. 1, Control System upgrade in the 1957 Building in the amount of add \$12,000, and Alternate No. 2, Provide Siemens Apogee Control System, with no change in the bid price, Alternate No. 3, Provide Nesbitt Unit Ventilators in the amount of deduct \$15,000 and Alternate No. 4, Provide Nesbitt Classroom Shelving the amount of add \$42,100.

2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Roll Call Vote:
All In Favor:
Against:
Abstentions:

b. FACILITIES / BUILDINGS & GROUNDS

FBG-1.

c. COURSE APPROVALS (ALL ATTACHED)

- CA-1. Nicole Carnicelli and Anna McGhee – “Earth: Inside and Out,” at American Museum of Natural History, 3/19/12-4/29/12, each requesting reimbursement of \$720.00.
- CA-2. Rebecca Hall: 1) Assessment to Enhance Teaching & Learning, MaryGrove College, 5/1/12-8/30/12, reimbursement requested; 2) The Effective Reading Teacher, MaryGrove College, 3/16/12-6/30/12, reimbursement requested.
- CA-3. Kerry-Ann Hoy: The Effective Reading Teacher, MaryGrove College, 3/16/12-6/30/12, reimbursement requested.
- CA-4. Erin Carr: The Effective Reading Teacher, MaryGrove College, 12/1/11-6/30/12, reimbursement requested.
- CA-5. Lesley Carboneri: Returning Creativity to the Classroom, MaryGrove College, 2/1/12-6/30/12, reimbursement requested.
- CA-6. Melissa Jackson: Returning Creativity to the Classroom, MaryGrove College, 2/1/12-6/30/12, reimbursement requested.

d. SCHOOL OPERATIONS / CURRICULUM

SOC-1. Closing school on Election Day 2012 (11/6/12) (**correspondence attached**).

e. CLASS TRIPS

- CT-1. Class trips
 - Library trip, Grades 5 and 6, to Harrington Park School, 6/8/12, for Battle of the Books competition – no cost to students (**attached**).

f. PERSONNEL

P-1. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Polly Zurlini as substitute leave replacement teacher for Anna McGhee from 2/14/12 to 4/16/12 at substitute pay of \$90 per day for the first 20 days (from 2/14/12 to 3/19/12), and then from the 21st day forward (from 3/20/12 to 4/16/12), pay begins at a rate of BA step 1 on the Haworth salary guide.

- P-2. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Connie Alcoser's FMLA/FLA/Maternity Leave: FMLA Leave paid using 40 sick days, which will establish the date of 5/25/12 as termination of allotted sick leave. FMLA/FLA/Maternity Leave Effective 3/23/12 – 6/30/12 with benefits in accordance with Family Leave guidelines. Anticipated return date 9/1/12 (**attached**).
- P-3. State-mandated requirements as of 6/28/11 – employee must work minimum of 32 hours per week in order to be benefit eligible. Discussion regarding those already receiving benefits to be grandfathered in or will this pertain to any new employee hired after 7/1/12.
- P-4. Angela Yabar as lunch aide beginning 2/15/12 (rate to be finalized by 2/7/12 meeting) for the remainder of the 2011-2012 school year.
- P-5. ___ Moved, and ___ Seconded.

Upon the recommendation of the Superintendent, the Haworth Board of Education approves Janine Lebowitz as classroom aide for the remainder of the 2011-2012 school year at the substitute teacher rate for the month of December 2011, and from 1/3/12 to 6/30/12, at a contracted rate of \$16,500 with no benefits for 7.5 hours' work per day (**corrected motion from 12/2011 minutes**).

Roll Call Vote:

All In Favor:

Against:

Abstentions:

g. PERSONNEL TRAVEL EXPENSES (ALL ATTACHED)

- PTE-1. Nancy Wise: Emergency Preparedness for School, Paramus, NJ, 2/8/12; requesting reimbursement of \$25.00 (no substitute nurse needed).
- PTE-2. Nancy Wise: NJSSNA Annual Weekend Conference, New Brunswick, NJ, 3/23/12 to 3/24/12, requesting reimbursement of \$239.21(no substitute nurse needed).
- PTE-3. Deborah Rothstein: Dyslexia & Related Language Disabilities Conference, NYC, 3/12/12 to 3/13/12, requesting reimbursement of \$320.00.
- PTE-4. Katherine Conway: Dyslexia & Related Language Disabilities Conference, NYC, 3/12/12 to 3/13/12, requesting reimbursement of \$280.00.
- PTE-5. Catherine DiGiacinto: Word Study Conference, Newark, NJ, 3/28/12, requesting reimbursement of \$195.00.
- PTE-6. Deborah B. Jancek: NJAFPA Spring Training, Atlantic City, NJ, 5/23/12-5/24/12, requesting reimbursement of \$383.56.

h. BOARD OPERATIONS / POLICIES

- BOP-1. Minutes from the 1/1/12 and 1/17/12 Board of Education meetings (**attached**).
- BOP-2. Discussion concerning moving the School Board general election date from April to November and eliminating the public budget vote when the budget does not exceed the tax levy cap.
- BOP-3. Discussion as per state audit: Going out to bid for custodial services for the 2012-2013 school year.

BOP-4. Election Budget Checklist (Budget Calendar) 2012 (**attached**).

BOP-5. ___ Moved, and ___ Seconded.

The Haworth Board of Education approves the recommendations based on the audit for the fiscal year ending 6/30/11, all of which will be implemented during the 2011-2012 school year (**Corrective Action Plan attached**).

Roll Call Vote:
All In Favor:
Against:
Abstentions:

9. COMMITTEE REPORTS:

Finance & Budget:

Finance – Mrs. Anna Reduce, Chairperson; Mrs. Jacqueline Guenego, Mrs. Karen Leddy
Facilities – Dr. George Kipel, Mrs. Stacey Rosenfeld, Mrs. Donna Weintraub

School Operations & Curriculum:

Policy – Dr. George Kipel, Chairperson; Mrs. Karen Leddy, Mrs. Stacey Rosenfeld
Program & Personnel – Mrs. Anna Reduce, Chairperson; Ms. Jackie Guenego, Mrs. Donna Weintraub

Board Operations:

BCSBA/NJSBA – Mrs. Anna Reduce
Joint Boards – Mr. Warren Sutnick, Ms. Jackie Guenego
Public Relations – Dr. George Kipel, Chairperson; Ms. Jackie Guenego, Mrs. Stacey Rosenfeld
Haworth Home & School Assn. – Mrs. Donna Weintraub, Ms. Karen Leddy, Mrs. Stacey Rosenfeld
Northern Valley Regional H.S. – Mrs. Karen Leddy
Legislative – Ms. Jackie Guenego, Chairperson
Senior Citizens – Mrs. Anna Reduce
Town Council – Mrs. Karen Leddy, Dr. George Kipel
NV Educational Foundation – Dr. George Kipel
Negotiations – Mr. Warren Sutnick, Dr. George Kipel, Mrs. Donna Weintraub

10. MEETING OPEN TO THE PUBLIC

Please be advised that each member of the public will be limited to speak for three minutes during the Open Session.

11. OLD BUSINESS

12. NEW BUSINESS

13. ADJOURNMENT

Warren Sutnick, President
Board of Education

Paul Arilotta
Superintendent/Principal/Board Secretary