

**REGULAR SESSION
ALLENDALE BOARD OF EDUCATION
Wednesday, June 21, 2023**

CALL TO ORDER

7:00 p.m.

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETINGS ACT

The public has been duly informed of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by posting at least 48 hours' prior notice on the District website, bulletin boards in Brookside School and Hillside School and by like 48 hours' prior notice to the Borough Clerk, the designated newspapers, and interested parties requesting such notification.

ROLL CALL

MEETING OPEN TO THE PUBLIC - AGENDA ITEMS ONLY

BOARD PRESIDENT'S COMMENTS

SUPERINTENDENT'S REPORT

1. Superintendent HIB Report
2. LEA Safe Return Plan

COMMITTEE REPORTS

Buildings & Grounds
Policy
Finance
Education
Technology
Negotiations

MINUTES:

1. BE IT RESOLVED, to approve the minutes of the following meeting:
May 24, 2023 Regular Session
May 24, 2023 Executive Session

PERSONNEL

1. BE IT RESOLVED to authorize the Superintendent, Michael J. Barcadepone, Ed. D., to hire personnel beginning June 30, 2023 and continuing through the months of July and August 2023, prior to approval at the Board of Education’s regularly scheduled meetings.

2. BE IT RESOLVED, upon recommendation of the Superintendent, to approve five (5) summer hours and payment at their hourly rate to Tara Mansouri, RN for review of new student medical histories and Grade 6 immunization lists and Karen DePol, RN for review of new student medical paperwork.

3. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following staff members for employment in the 2023 Allendale Summer Academy ELA and Math Programs. They will be paid at the \$40/hour Curriculum Rate:

Aleksandra Todorovich {Substitute}

4. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following substitute for the 2022-2023 school year:

Colleen Brennan {Special Education Classroom Aide}

5. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the contract with Christopher Nicpon, MD, District Physician, in the amount of \$5,000 for the 2023-2024 school year effective July 1, 2023 through June 30, 2024.

6. BE IT RESOLVED, upon recommendation of the Superintendent, to accept with regret the letter of intent to retire received from Denise Greenan, Special Education Aide, effective June 30, 2023. Ms. Greenan will have worked 13 years in the District at the end of the 2022-2023 school year.

7. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointments for the 2023-2024 stipend positions; payment will be in accordance with the rates as shown, pending contract negotiations, as per Personnel Attachment I.

8. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following position reassignments, effective for the 20 23-2024 school year:

| TEACHER | FROM | 2023-2024 SCHOOL YEAR |
|-----------------|--|--|
| Wendy Nadel | 5 th Grade Teacher | ASP Teacher |
| Kim O'Brien | 7 th Grade ELA | 8 th Grade ELA |
| Sharon Bailey | Media | 8 th Grade ELA/Media |
| Terry Merchant | Elementary Special Ed | Middle School Special Ed |
| Mauricio Souza | Elementary Spanish & Visual Arts (Full-Time) | Visual Arts {Part Time} |
| Brianne Valenti | Integrated Preschool (Full-Time) | Integrated Preschool {AM} PreTop ABA {PM} |

9. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointment of Miss Victoria Winters to the maternity leave of absence position of 7th Grade Teacher for Employee #4561, from September 1, 2023 through June 30, 2024, at a contractual prorated salary of \$61,785, Column A, Step 1, on the Teachers' Salary Guide {pending contract negotiations}.
10. BE IT RESOLVED, upon recommendation of the Superintendent to approve the June 1, 2023 request from Employee #4496, for a maternity leave of absence effective on or about November 26, 2023; It is her intent to utilize a total of 36 sick days. Employee #4496 anticipates returning to the District on March 27, 2024. This leave shall be in accordance with the NJ Family Leave Act and the Federal Family and Medical Leave Act.
11. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointment of Katerina Maltzan as a Full-Time Special Education Aide in the Allendale School District for the 2023-2024 school year at a salary of \$29,618, Step 6 on the Salary Guide for Full-Time Special Education Aides.
12. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointment of Mrs. Allison Crowley to the position of QUAD Secretary for the 2023-2024 school year, at a salary of \$5,155 effective September 1, 2023, as per the Shared Service Agreement - QUAD Office of Curriculum, Instruction and Assessment.
13. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointment of Mrs. Gina Dekens to the position of QUAD Secretary for the 2023-2024 school year, at a salary of \$5,155 effective September 1, 2023, as per the Shared Service Agreement - QUAD Office of Curriculum, Instruction and Assessment.
14. BE IT RESOLVED, upon recommendation of the Superintendent, to approve Summer Curriculum Work. Total hours – 517; Total Cost - \$20,680.00 as per Personnel Attachment II.
15. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointment of Carolyn Kolodney as a Full-Time Special Education Aide in the Allendale School District for the 2023-2024 school year at a salary of \$24,223, Step 2 on the Salary Guide for Full-Time Special Education Aides.
16. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the appointment of Mrs. Rachel Dillon to the maternity leave of absence position of 7th Grade Teacher for Employee #4388, from October 9, 2023 through March 1, 2024, at a contractual prorated salary of \$61,785, Column A, Step 1, on the Teachers' Salary Guide {pending contract negotiations}. In addition, three (3) days of transition before Employee #4388 commences leave on October 9, 2023; and two (2) days of transition upon the return of Employee #4388, at the daily substitute rate of \$125 per day.

17. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a stipend payment of \$125/night (\$250 for two overnights); and \$75/returning day, to the following staff members (*Will not receive stipend/incidental payment) who accompanied the 8th grade students participating in the Salem/Boston on May 31, 2023 thru June 2, 2023; this payment is in accordance with Article XVIII, Work Day, A. 3 of the Agreement between the AEA and BOE:

| BROOKSIDE SCHOOL | DISTRICT |
|------------------|--------------------|
| Sharon Bailey | Kelsey Snedeker |
| Laura Boggio | Bruce Winkelstein* |
| Emma Brooke | |
| Jane Canicci | |
| Angela D'Alia | |
| Allison Law | |
| Ann LoCascio | |
| Tara Mansouri | |
| Collette Mather | |
| Stephen Ritter | |
| Jessica Touw | |
| Luke Zottoli | |

18. BE IT RESOLVED upon recommendation of the Superintendent, to approve the Employee Benefits and Employment Guidelines for the 2023-2024 school year for the following positions:

Secretary to the Superintendent
 Secretary to the Business Administrator/Facilities Coordinator
 Bookkeeper/Payroll
 P/T Bookkeeper (.5)
 Supervisor of Buildings and Grounds
 Assistant Supervisor of Buildings and Grounds

EDUCATION

1. BE IT RESOLVED, to approve the adoption of the mandated and permitted pupil records according to 6A:32-7.3 for the 2023-2024 school year, as follows:

Personal Data
 Attendance
 Evaluations
 Health
 Handicapped Pupil Rules and Regulations
 Any other records required by the State

2. BE IT RESOLVED, to approve the Organizational Chart for the Allendale District as per Education Attachment I.

3. BE IT RESOLVED, to approve the following list of succession for the 2023-2024 school year for Administrator in Charge in the absence of the Superintendent of Schools:

Ms. Maria Engeleit
Ms. Tanya Lopez-Gonzalez
Mr. Bruce Winkelstein
Ms. Anastasia Maroulis

4. BE IT RESOLVED, to approve the following list of succession for the 2023-2024 school year for Administrator in Charge in the absence of the Hillside School Principal:

Mr. Bruce Winkelstein
Ms. Tanya Lopez-Gonzalez

5. BE IT RESOLVED, to approve the following list of succession for the 2023-2024 school year for Administrator in Charge in the absence of the Brookside School Principal:

Ms. Anastasia Maroulis
Ms. Tanya Lopez-Gonzalez

6. BE IT RESOLVED, to approve the 2023-2024 Calendar of Executive and Regular Session Meetings for the Allendale Board of Education, as per Education Attachment II.

7. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the District Calendar, for the 2023-2024 academic year, as per Education Attachment III.

8. BE IT RESOLVED, upon recommendation of the Superintendent, to accept with gratitude the generous funding, in the amount of \$228,000, from the Allendale Foundation for Educational Excellence (AFEE) for the 2023-2024 school year.

9. BE IT RESOVLED, upon recommendation of the Superintendent, to acknowledge and thank the Cooper family for the generous donation of \$3000 for the Hillside Ecology Center.

10. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the HIB decision for the following case:

| | |
|-------------------------------|-----------|
| HIB Case #:248892_HS_05192023 | May 2023 |
| HIB Case #:249706_BS_06052023 | June 2023 |

11. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the District Professional Development Plan – Statement of Assurance (PDP) for the QUAD K-8 Districts for the 2023-2024 school year, as per Education Attachment IV.

12. BE IT RESOLVED to approve the Applications for Dual Use of Educational Space for the 2023-2024 school year submittal to the NJ Department of Education, Bergen County office

13. BE IT RESOLVED, upon recommendation of the Superintendent, to payment to School Based Therapy Services and to approve Occupational Therapy services for the following 504 students:

| STUDENT # | SCHOOL | GRADE | FREQUENCY OF SERVICES | TOTAL COST |
|-----------|-----------|-------|----------------------------------|---------------|
| X001202 | Hillside | 3 | 5 x 15 minute consultations/year | \$122.50/year |
| X001312 | Hillside | 2 | 1 x 30/minutes | \$49.00/week |
| X000515 | Hillside | 2 | 2 x 30/minutes | \$98.00/week |
| X001020 | Hillside | 2 | 8 x 15 minute consultations/year | \$196.00/year |
| X000820 | Brookside | 4 | 3 x 15 minute consultations/year | \$73.50/year |

14. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the submission of the Safe Return Plan within the ARP ESSER Application, as per Education Attachment V.

SPECIAL EDUCATION

- BE IT RESOLVED, to approve additional payment to Tammy Guarriello, Special Education Aide, for an extra three {3.0} hours worked on 5/31/23 and 6/2/23 for Volleyball Clinic to supervise assigned Student #001907, at the rate of \$23.58/hour {Total: \$70.74}, as per the approved Supplemental Payment Request.
- BE IT RESOLVED, upon recommendation of the Superintendent, to approve a contract with School Based Therapy Services, Inc., for Speech Therapy services, consultations, progress reports, and evaluations beginning July 1, 2023 - June 30, 2024 for the 2023-2024 school year at the rate of \$49.00 per 30 minute individual, group, consultation session and \$300.00 per evaluation and written report, as per Special Education Attachment I.
- BE IT RESOLVED, upon recommendation of the Superintendent, to approve an updated contract with School Based Therapy Services, Inc., for Occupational Therapy services, consultations, and evaluations beginning July 1, 2023 - June 30, 2024 for the 2023-2024 school year at the rate of \$49.00 per 30 minute individual, group, consultation session and \$300.00 per evaluation and written report, as per Special Education Attachment II.

| STUDENT # | SCHOOL | GRADE | FREQUENCY OF SERVICES | TOTAL COST |
|-----------|----------|-------|-----------------------|--------------|
| #000401 | Hillside | K | 2 x 30 minutes/week | \$98.00/week |

| | | | | |
|---------|-----------|-----|-----------------------------------|---------------|
| #000605 | Hillside | 1 | 2 x 30 minutes/week | \$98.00/week |
| #001024 | Brookside | 4 | 20 x 15 minute consultations/year | \$490.00/year |
| #001907 | Brookside | 7 | 5 x 15 minute consultations/year | \$122.50/year |
| #001807 | Hillside | PK4 | 2 x 30 minutes/week | \$98.00/week |
| #001008 | Hillside | K | 5 x 15 minute consultations/year | \$122.50/year |
| #000911 | Hillside | 1 | 2 x 30 minutes/week | \$98.00/week |
| #002309 | Brookside | 4 | 5 x 15 minute consultations/year | \$122.50/year |
| #000201 | Hillside | 3 | 2 x 30 minutes/week | \$98.00/week |
| #001912 | Hillside | K | 2 x 30 minutes/week | \$98.00/week |
| #001612 | Hillside | 2 | 2 x 30 minutes/week | \$98.00/week |
| #000501 | Hillside | 2 | 2 x 30 minutes/week | \$98.00/week |
| #000413 | Hillside | 2 | 3 x 15 minute consultations/year | \$73.50/year |
| #001414 | Brookside | 5 | 4 x 15 minute consultations/year | \$98.00/year |
| #001616 | Hillside | 1 | 5 x 15 minute consultations/year | \$122.50/year |
| #000308 | Brookside | 6 | 8 x 15 minute consultations/year | \$196.00/year |
| #001002 | Hillside | PK4 | 1 x 30 minutes/week | \$49.00/week |
| #000519 | OOD | 3 | 2 x 30 minutes/week | \$98.00/week |
| #000720 | Hillside | 1 | 2 x 30 minutes/week | \$98.00/week |
| #002322 | Hillside | K | 2 x 30 minutes/week | \$98.00/week |
| #000325 | Hillside | 1 | 1 x 30 minutes/week | \$49.00/week |

4. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a contract with Celebrate The Children for School Year 2023-2024 for Student #001413, as recommended by the Child Study Team, as per Special Education Attachment III.
5. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the curriculum with Rethink Autism Inc. for 12-month access to its cloud-based learning management platform and related services, RethinkEd Skills/Behavior Platform Access (2 classrooms) Unlimited Virtual Coaching Support, for a cost of \$2,780.00.
6. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a revised contract with The Developmental Center for Children & Families (DCCF) doing business as the Limitless Summer Program, beginning on July 5, 2023 and ending on August 4, 2023, as per Special Education Attachment IV.

7. BE IT RESOLVED, upon recommendation of the Superintendent, to approve payment to School Based Therapy Services, Inc., for an Occupational Therapy evaluation and written report for Student #002013, as recommended by the Child Study Team.
8. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a contract with Chapel Hill Academy for ESY and School Year 2023-2024 for Student #000412, as recommended by the Child Study Team, as per Special Education Attachment V.
9. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a contract with Chapel Hill Academy for ESY and School Year 2023-2024 for Student #001306, as recommended by the Child Study Team, as per Special Education Attachment VI.
10. BE IT RESOLVED, upon recommendation of the Superintendent, to approve the assignment of the following paraprofessionals for the 2023-2024 school year, as recommended by the Child Study Team:

| Paraprofessional | Student Number | School |
|--------------------------|----------------------|-----------|
| 1.Cynthia Sander | IPS | Hillside |
| 2. Tammy Guariello | #001212 | Hillside |
| 3. Marcee Taylor | #001002 | Hillside |
| 4. Joan Pilkington | #001912 | Hillside |
| 5. Katerina Maltzan | #000501 | Hillside |
| 6. Linda Rutz | #000201 | Hillside |
| 7. Heidi Vehmas | #000720 | Hillside |
| 8. Ronianne Jansen | #000325 | Hillside |
| 9. Carolyn Kolodney | #000911 | Hillside |
| 10. Pam Flynn(1:1) | #001021 | Hillside |
| 12.Marianne Illian (1:1) | #000312 | Hillside |
| 13.Lisa Ingrassia (1:1) | #001024 | Brookside |
| 14.Laura Fox (2:1) | #001013 & #001705 | Brookside |
| 15.Susan Messina | #000203 & #001907 | Brookside |
| 16.Patricia Zoeller | #000504 & #000308 | Brookside |
| 17.Diane Librot | #001313 & RR support | Brookside |

11. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Lauren Bergrin, Learning Disabilities Teacher-Consultant for case management, attending meetings, educational testing and report writing to be conducted for the following students that are in the Child Study Team evaluation process at the rate of \$51.73(subject to the negotiated contract).

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------------|--|-------|
| #000714 | 1 hour- Meeting | 1:00 |
| #002202 | 2 Hours- IEP paperwork and meeting | 2:00 |
| #002002 | 6 hours- Ed testing 1 hour-IEP paperwork 1 hour-Meeting | 8:00 |
| #000504 | 6 hours-Ed testing 1 Hour- meeting | 8:00 |
| #002013 | 6 hours- Ed. Testing 1 hour-IEP paperwork 1 hour-Meeting | 8:00 |
| #000105 | 6 hours Testing 1 hour case management 1 hour meeting | 8:00 |
| Varied Students | 2 hours-Team meetings | 2:00 |

12. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Carlea Dries, School Psychologist for case management, attending meetings, educational testing and report writing to be conducted for the following students that are in the Child Study Team evaluation process at the rate of \$71.02 (subject to the negotiated contract).

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------|--|-------|
| #000714 | 1 hour- Meeting 1 hour- Case management | 2:00 |
| #002002 | 6 hours- testing 1 hour-Meeting | 7:00 |
| #000504 | 1 hour-case management 1 hour- meeting | 2:00 |
| #002013 | 6 hours- Testing 1 hour-Meeting | 7:00 |

| | | |
|-----------------|---|------|
| #000201 | 6 hours-Testing 1 hour- case management 1 hour- meeting | 8:00 |
| #001118 | 6 hours- case management | 6:00 |
| #000105 | 6 hours testing 1 hour meeting | 7:00 |
| Varied Students | 2 hours- Team meetings | 2:00 |

13. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Cathy Biebrich, Speech and Language Therapist for case management, attending meetings, educational testing and report writing to be conducted for the following students that are in the Child Study Team evaluation process at the rate of \$75.26 (subject to the negotiated contract).

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------------|---|-------|
| #000714 | 4 hours-testing 1 hour- Meeting | 5:00 |
| #002202 | 4 hours- testing 1 hour-Meeting | 5:00 |
| #000201 | 6 hours-testing 1 hour meeting | 7:00 |
| #000414 | 3 hours-testing 1 hour case management 1 hour meeting | 5:00 |
| Varied Students | 1 hour- Team meetings | 1:00 |

14. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Sandy Peterson, Speech and Language Therapist for case management, attending meetings, educational testing and report writing to be conducted for the following students that are in the Child Study Team evaluation process at the rate of \$72.05 (subject to the negotiated contract).

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------------|-----------------------------------|-------|
| #000504 | 6 hours-testing 1 hour meeting | 7:00 |
| #000105 | 6 hours testing 1 hour meeting | 7:00 |
| Varied Students | 1 hour- Team meetings | 1:00 |

15. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Jennifer Jacobsen, General Education Teacher, to participate in IEP meetings at the rate of \$40.00/hr as recommended by the Child Study Team.

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------|----------------------------------|-------|
| #000714 | 1 hour | 1:00 |
| #002202 | 1 hour | 1:00 |
| #002002 | 1 hour | 1:00 |
| #000201 | 1 hour | 1:00 |
| #002013 | 1 hour | 1:00 |
| #000105 | 1 hour | 1:00 |

16. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Luke Zottoli, Special Education Teacher, to participate in IEP meetings at the rate of \$40.00/hr as recommended by the Child Study Team.

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------|----------------------------------|-------|
| #002202 | 1 hour | 1:00 |
| #002002 | 1 hour | 1:00 |
| #002013 | 1 hour | 1:00 |
| #000105 | 1 hour | 1:00 |

17. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Luke Zottoli, General Education Teacher, to participate in IEP meetings at the rate of \$40.00/hr as recommended by the Child Study Team.

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------|----------------------------------|-------|
| #000504 | 1 hour | 1:00 |

18. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Brienne Valenti, Special Education Teacher, to participate in IEP meetings at the rate of \$40/hr as recommended by the Child Study Team.

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------|----------------------------------|-------|
| #000714 | 1 hour | 1:00 |

19. BE IT RESOLVED, upon the recommendation of the Superintendent, to approve payment to Crystal Santiago, Special Education Teacher, to participate in IEP meetings at the rate of \$40.00/hr as recommended by the Child Study Team.

| STUDENT # | AMOUNT OF HOURS REASON FOR HOURS | TOTAL |
|-----------|----------------------------------|-------|
| #000201 | 1 hour | 1:00 |

20. BE IT RESOLVED, upon recommendation of the Superintendent, to approve a Joint Purchasing Agreement to utilize Region V Council for Special Education Services for the 2023-2024 school year.

BUSINESS OFFICE/FINANCE

1. BE IT RESOLVED, to approve the Bills List dated June 21, 2023, in the amount of \$253,571.94 as per Business Attachment I.
2. BE IT RESOLVED, to approve the Food Services Bill List dated June 21, 2023 in the amount of \$39,369.18, as per Business Attachment IA.
3. BE IT RESOLVED, to approve the Reports of the Treasurer for the month of May 2023, as per Business Attachment II.
4. BE IT RESOLVED to approve the Reports of the Secretary to the Board of Education for the month of May 2023, as per Business Attachment III.
5. BE IT RESOLVED, to approve the budgetary transfers for the month of May 2023, as per Business Attachment IV.
6. BE IT RESOLVED as per N.J.A.C. 6A:23A-16.10(c)4, A district board of education, after review of the school business administrator/board secretary's and treasurer's monthly financial reports and upon consultation with the appropriate school district school officials hereby certifies that no fund has been over expended and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.
7. BE IT RESOLVED, to authorize the Business Administrator/Board Secretary to participate in the New Jersey State Contract Process and

BE IT FURTHER RESOLVED, to authorize the Business Administrator/Board Secretary to utilize State Contracts for purchased when feasible as per Business Attachment V.

8. BE IT RESOLVED, that Pursuant to PL 2015, Chapter 47 the Allendale Board of Education intends to renew, award, or permit to expire the following contracts previously

awarded by the Board of Education during the 2023-2024 school year, as per Business Attachment V. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

9. BE IT RESOLVED, to ratify approval of all previously approved Bylaws, Policies and Regulations of the Allendale Board of Education for the 2023-2024 school year; and

BE IT FURTHER RESOLVED, to ratify approval of adherence to Parliamentary Procedures at all Board of Education Meetings.

10. BE IT RESOLVED, to authorize the Business Administrator to seek approval from the State of New Jersey DOE in the cases of general fund transfers from instructional to non-instructional accounts, any transfer to capital outlay from current expense except for equipment, transfers from undesignated fund balance, and all transfers that on a cumulative basis exceed 10% of the advertised appropriation; and

11. BE IT RESOLVED, to approve the District Business Office Procedures Manual and Purchasing Manual.

12. WHEREAS, there shall be an official newspaper designated for the official publication of correspondences and notices required by law to be published by the Allendale Board of Education; and

WHEREAS, there is no paper published in the Borough which meets the requirements of N.J.S.A. 35:1-2.2; and

WHEREAS, a newspaper should be designated to publish correspondences and notices of the Board;

NOW THERE BE IT RESOLVED, that The Record shall be the official newspaper to publish said meeting notices and correspondence through June 30, 2024 and

BE IT FURTHER RESOLVED, that the following newspapers may be used where additional publication is required: Ridgewood News.

13. BE IT RESOLVED, that the Allendale Board of Education authorize the Business Administrator to invest school district funds within statutory limitations and process bank wire transfers; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education designate Capital One as the bank for deposits and withdrawals for the Warrant Account, Payroll Account, Payroll Agency Account, Unemployment Account, Student Council Account, Student Activities Accounts, Award Fund Accounts and Lunch Account, and approve the use of a safe deposit box at Capital One, from July 1, 2023 through June 30, 2024; and

BE IT FURTHER RESOLVED, that the Allendale Board of Education approves the designated signatures on the above accounts, and the use of facsimile signatures where required and as needed, and as recommended by the Superintendent.

BE IT RESOLVED, to approve the following checking accounts and signature requirements for the Allendale Board of Education:

| <u>Name</u> | <u>Signator</u> |
|------------------------------|---|
| ALLN BOE UNEMP TRUST | Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3) |
| ALLN BOE OPER ACCT | Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3) |
| ALLN BOE PAYROLL AGENCY | Treasurer/Board Secretary |
| ALLN BOE LUNCH ACCT | Pres. or Vice Pres./Bd. Sec. or Supt./Treas.(any 3) |
| ALLN BOE PAYROLL ACCT | Treasurer/Board Secretary |
| STUDENT COUNCIL | Board Secretary, Advisor |
| HILLSIDE STUDENT ACTIVITIES | Board Sec.or Supt./Hillside or Brookside Principal(any 2) |
| BROOKSIDE STUDENT ACTIVITIES | Board Sec.or Supt./Hillside or Brookside Principal(any 2) |

14. BE IT RESOLVED to authorize the Business Administrator/Board Secretary to make investment decisions, in accordance with N.J.S.A. 18A:20-37 through 39, with the following depositories:

New Jersey Cash Management Fund
 New Jersey Asset & Rebate Management Program

15. BE IT RESOLVED, to appoint the Business Administrator/Board Secretary as the Custodian of Government Records for the 2023-2024 school year, as required by N.J.S.A. 47:1A-1, et. seq., the New Jersey Open Public Records Law. Fees for such public documents requested are as follows: Letter size pages - \$0.05 per page; Legal size pages - \$0.07 per page; and other materials (CD, DVD, etc.) – actual cost of material
16. BE IT RESOLVED, to approve the establishment of a Petty Cash Fund in the amount of \$300 for the 2023-2024 school year.
17. BE IT RESOLVED, to approve the establishment of a LLD Class Petty Cash Fund in the amount of \$400 to support the community-based curriculum programmatic elements, for the 2023-2024 school year.
18. BE IT RESOLVED, to authorize Heather Fisher, Confidential Secretary to the Business Administrator, to record minutes of the Board meetings in the absence of the Board Secretary.
19. BE IT RESOLVED, to authorize the Business Administrator/Board Secretary to solicit bids when required.
20. BE IT RESOLVED, to appoint Ms. Maria Engeleit, Business Administrator/Board Secretary, as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Allendale Board of Education; and

WHEREAS, Ms. Maria Engeleit, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

NOW, THEREFORE BE IT RESOLVED that the Allendale Board of Education pursuant to N.J.S.A. 18A:18A-3 (a), N.J.S.A. 52:34-7 and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Maria Engeleit the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

21. BE IT RESOLVED, that the Board of Education authorizes the Board Secretary/Business Administrator, on behalf of the Board of Education, to participate in the following cooperative purchasing agreements for the 2023-2024 school year:

Educational Data Services, Inc. Cooperative Pricing System (Ed-Data),
Educational Services Commission of New Jersey (ESC)
Western States Contracting Alliance/National Association of State Procurement Officials (WSCA/NASPO)
Hunterdon County Educational Services Commission (HCEC),
Pennsylvania Education Purchasing Program for Microcomputers (PEPPM):
Technology and Purchasing Program
Bergen County Cooperative Contract Purchasing System
Sourcewell (formerly National Joint Powers Alliance NJPA)
Morris County Cooperative Pricing Council
NJEdge and Edgemarket
ACES -NJSBA
TIPS

22. BE IT RESOLVED, to adopt the Uniform Minimum Chart of Accounts distributed by the State and utilized by the District to prepare its 2023-2024 school year budget.
23. BE IT RESOLVED, upon the recommendation of the Board, and per N.J.S.A. 18A:19-1(d) et seq., that the Business Administrator/Board Secretary is designated to audit any account or demand to be paid, and subsequent thereto is authorized to approve, on behalf of the Board, any account or demand prior to presentation to the Board; and

BE IT FURTHER RESOLVED, that all of the foregoing approvals made pursuant to this resolution shall be presented to the Board for their ratification at the next regular meeting.

24. BE IT RESOLVED, upon recommendation of the Superintendent, to approve acceptance of the following, out-of-district student (child of NHRHS staff member), and the reciprocal tuition agreement for the 2023-2024 school year, in accordance with the District's tuition policy, as follows: Grade 6. (Student ID 341296)
25. BE IT RESOLVED, upon recommendation of the Superintendent, to approve acceptance of the following out-of-district students, and the tuition agreements for the 2023-2024 school year, in accordance with the District's tuition policy, as follows: Grades 2 (341123) and 4 (32895).

- 26. BE IT RESOLVED, upon recommendation of the Superintendent, to approve acceptance of the following, out-of-district student (341179) for the 2023-2024 school year, in accordance with the District’s tuition policy, as follows: Grade 8
- 27. BE IT RESOLVED, to approve the donation and/or disposal of library books, with zero current net book value, from Brookside School, as per Business Attachment VI.
- 28. BE IT RESOLVED, to acknowledge that the Business Administrator/Board Secretary requested proposals for Food Service Management beginning with for the 2023-2024 school year, with subsequent renewal potential for the following four years; and has reviewed proposals received (on file in the Board of Education Office) from the one responsive vendor, Pomptonian Food Service; and

BE IT FURTHER RESOLVED, to award Pomptonian Food Services a contract to provide Food Service Management services to Brookside and Hillside Schools for the 2023-2024 school year, with the option of 4 (four), one (1) year renewals (as per Business Attachment VII); and

BE IT RESOLVED, that the Food Service Management Company shall receive, in addition to the costs of operation, an administrative/management fee of \$.0853 per meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The Local Education Agency (LEA) guarantees the payment of such costs and fee to the Food Service Management Company (FSMC).

- 29. BE IT RESOLVED, upon recommendation of the Superintendent, to approve unavoidable travel and costs as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee’s current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1 et. seq. for the following seminars/workshops:

| Name | Conference | Location | Dates | Total |
|--|---|-------------------|---------------------|--|
| M. Barcadepone M. Engeleit T. Fleigel P. Gomez T. Lopez-Gonzalez | NJSBA WORKSHOP 2023 | Atlantic City, NJ | 10/23/23-10/26/23 | \$2100 group registration \$129 a night/pp Hotel \$25.08 resort fee pp per night |
| A. Law A. Spagnuolo M. Maguire | NJ Science Teacher Convention 2023 | Princeton, NJ | 10/17/23 – 10/18/23 | \$310 {p/person} \$930 Total |
| T. Lopez Gonzalez P. Koutrakos | Bergen County Curriculum Consortium {BCCC} | N/A | 2023-2024 | \$300 Membership Dues |

*Does not include mileage and sustenance as they are contractual

- 30. BE IT RESOLVED, to appoint the following professional positions for the 2023-2024 school year:

| Service | Vendor | Rates |
|---|---|---|
| Architect of Record | Settembrino Architects 25 Bridge Avenue Suite 201 Red Bank, NJ 07701 | Principal \$150; Project manager \$145; Senior Project Architect \$145; Project Architect \$135; Architectural Designer \$125; construction Administration \$125; Technical Consultant \$110; Accounting \$95; and Administrative \$90. |
| Auditor | Jump, Perry and Company, LLP, 12 Lexington Ave. Toms River, NJ 08753 | \$350/hour for Partner; \$185/hour for Manager; \$125 for Supervisor; \$125 for Senior Accountant and \$95 for Staff Accountant, \$31,000 annual audit. |
| Engineers | Christopher P. Statile, P.E., P.A. Professional Engineers & Planners 3 Fir Court Oakland, NJ 07436 | N/A |
| Attorney | Fogarty & Hara 22-00 NJ-208 South Fair Lawn, NJ | \$175/hour for Partner and \$155/hour for Associate. |
| Attorney | Weiner Law Group LLP 629 Parsippany Road P.O. Box 0438 Parsippany, NJ 07054 | \$170/hour for Partner and \$150/hour for Associate. |
| Continuing Disclosure Agent | Phoenix Advisors 4 West Park Street Bordentown, NJ 08505 | \$1,100 |
| Employee Benefits | Treadstone Risk Mgmt, LLC 60 Speedwell Ave, Unit B Morristown, NJ 07960 | N/A |
| E-Rate Management | E-rate Consulting, Inc. 130 Valley Rd B Montclair, NJ 07042 | N/A |
| Insurance Broker | Polaris Galaxy 777 Terrace Avenue Hasbrouck Heights, NJ 07604 | N/A |
| Insurance Broker | Berkley Life and Health BMI Benefits, LLC PO Box 511 Matawan, NJ 07747 | N/A |
| Policy Services Consultant | Strauss Esmay Associates, LLP 1886 Hinds Rd # 1 Toms River, NJ 08753 | \$4,885 |
| Regulatory Compliance & Asbestos Management Company | Karl Environmental Group 20 Lauck Rd Mohnton, PA 19540 | Two Six-month Surveillance Reports (June and December) total cost of \$1200, and employee training, if necessary, for an additional \$450. Preparation of the 2023/2024 Right-to-Know Survey Update for \$1,895 |
| Risk Management Consultant Ins. Broker | Burton Agency, Inc. 44 Bergen St Westwood, NJ 07675 | N/A |
| Payroll Tax Consultant | Esmer PS 14 Main Street Madison, NJ 07940 | \$6,000; additional hourly billing rates: Senior Staff \$150, Support Staff \$100 |
| Nursing Service | Bayada Home Health Care INC 299 Market Street Saddle Brook NJ 07663 | |

31. BE IT RESOLVED to approve travel and related expense reimbursement for staffing in compliance with N.J.A.C. 6A: 23A-7.3, 7.4 & 7.5, as per District policy for staff, for attendance at workshops and programs, not to exceed \$1,500, for the 2023-2024 school year; and

IT IS FURTHER RESOLVED, that the Allendale Board of Education hereby establishes the school district travel maximum for the 2023-2024 school year, not to exceed \$14,650 and that the Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

32. BE IT RESOLVED, to approve travel, and related expense reimbursement, as per District policy for staff, and as per contract stipulations for administrators, for attendance at out-of-district and IEP meetings, not to exceed \$1,500, for the 2023-2024 school year, for the following:

| | |
|--------------|------------------|
| Alison Inga | Lauren Bergrin |
| Carlea Dries | Jennifer Goodell |

33. BE IT RESOLVED to authorize the Business Administrator/Board Secretary to make budgetary transfers between board meetings in accordance with N.J.S.A. 18A:22-8.1

34. WHEREAS, the Allendale Board of Education has established an IRS Section 125 Plan for the benefit of allowing employees to contribute allowable deductions on a pre-tax basis;

NOW BE IT RESOLVED, that the Allendale Board of Education acknowledges the continuation of the District IRS Section 125 Plan for Employee Deductions.

AND BE IT FURTHER RESOLVED, to approve Omni Financial Group, Inc. as the District's Third Party Administrator and Common Remitter Consultant, for services in conjunction with the Tax Shelter Annuity Companies and affiliated Brokers as follows:

MetLife AXA Equitable Valic AIG Lincoln Ameriprise Security Benefit

35. BE IT RESOLVED, to approve the 2023-2024 Tax Levy Payment Schedule, as per Business Attachment VIII.

36. WHEREAS, Omnia Partners, 5001 Aspen Grove Dr., Franklin, Tx has awarded a contract to Hannon Floors, 1119 Springfield Rd. Union, NJ; and

WHEREAS, the District requested a quote for the purchase of Shaw LVT flooring, and Shaw carpet; and

WHEREAS, the Allendale Board of Education is a member of Omnia Partners and is authorized to make purchases from contracts awarded by Omnia pursuant to N.J.A.C. 5:34-7.1 et. Seq.;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent, the Allendale Board of Education hereby authorizes the purchase Shaw brand luxury vinyl tile and Shaw brand hexagon tile carpet for the Brookside Cafeteria in the amount of \$63,110.48, in excess of the bid limit.

37. WHEREAS, The Education Services Commission of NJ (ESCNJ), 1600 Shelton Rd, Piscataway, NJ has awarded a contract to KI (through Soyka Smith Design Studios) 1330 Bellevue St., Green Bay, WI 54302, contract number ESCNJ 22/23-08; and

WHEREAS, the District requested a quote for the purchase of rectangular and circular cafeteria tables, and

WHEREAS, the Allendale Board of Education is a member of the ESNJ and is authorized to make purchases from contracts awarded by the ESCNJ pursuant to N.J.A.C. 5:34-7.1 et. Seq.;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent, the Allendale Board of Education hereby authorizes the purchase tables for the Brookside Cafeteria in the amount of \$26,161.99

38. WHEREAS, The Education Services Commission of NJ (ESCNJ), 1600 Shelton Rd, Piscataway, NJ has awarded a contract to Furniture Lab (through Soyka Smith Design Studios) 103 West Weaver St., Carrboro, NC., 27510 contract number ESCNJ 22/23-08; and

WHEREAS, the District requested a quote for the purchase of booth style seating for cafeteria tables, and

WHEREAS, the Allendale Board of Education is a member of the ESNJ and is authorized to make purchases from contracts awarded by the ESCNJ pursuant to N.J.A.C. 5:34-7.1 et. Seq.;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent, the Allendale Board of Education hereby authorizes the purchase of the booth seating tables for the Brookside Cafeteria in the amount of \$119,666.51 in excess of the bid limit.

39. WHEREAS, The Bergen County Cooperative Contract Purchasing Program, 1 Bergen County Plaza, Hackensack, NJ 07601; has awarded a contract to R.D. Sales Door and Hardware, LLC; contract number BC-BID-21-52; and

WHEREAS, the District requested a quote for the purchase and installation of interior door locks at both Brookside and Hillside schools; and

WHEREAS, the Allendale Board of Education is a member of the Bergen County Cooperative Contract Purchasing System and is authorized to make purchases from

contracts awarded by the Bergen County Cooperative Contract Purchasing Program pursuant to N.J.A.C. 5:34-7.1 et. Seq.;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent, the Allendale Board of Education hereby authorizes the purchase of interior door locks at Brookside and Hillside schools in the amount of \$161,345.67, in excess of the bid limit.

40. BE IT RESOLVED, to approve Discovery Benefits (WEX), to provide Flexible Spending Account (FSA) Services for Allendale District for the remainder of the 2023 calendar year.
41. BE IT RESOLVED, to approve the renewal of Delta Dental, through the Dental Alliance, as the District's dental health insurance provider in the Delta Premier/Advantage program, for a one (1) year agreement beginning July 1, 2023 through June 30, 2024, at a zero (0) percent increase.
42. BE IT RESOLVED, to approve the Student Accident Insurance Renewal Proposal submitted by Polaris Galaxy Group, for the 2023-2024 school year.
43. BE IT RESOLVED, to approve the Shared Services Agreement with the County of Bergen for Emergency related and Non-Emergency related County-owned equipment for use by the District on an as needed/requested basis.
44. BE IT RESOLVED, upon recommendation of the Superintendent, to approve unavoidable travel and costs as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1 et. seq. for the following seminars/workshops:

| Name | Conference Title | Place | Date of Trip | Total Estimated Expenses |
|----------------|---|----------------------------------|---------------------|---------------------------------|
| M. Barcadepone | NJ Superintendent's Study Council | Seton Hall Univ. South Orange NJ | | \$700 membership |
| M. Barcadepone | Bergen County Assoc. of School Administrators | Paramus NJ | | \$500 membership |
| M. Barcadepone | NJSA Curriculum & Instruction Meetings | NJASA Headquarters Trenton NJ | | -0- |
| M. Engeleit | Bergen County Assoc. of School Business Administrators BCASBO | TBD | | |
| M. Engeleit | NESBIG | TBD | | -0- |
| M. Engeleit | Bergen County Assoc. of School Security Professionals | TBD | | \$75.00 |

45. WHEREAS, New Jersey School Boards Association has awarded contract #E-8801-NJSBA-ACES-CPS for the purchase of K-12 Classroom Products and Services, with SHI a vendor under this contract, and

WHEREAS, the District requested a quote for the purchase of new Chromebooks and associated service agreements from SHI, and

WHEREAS, the Allendale Board of Education is a member of the NJSBA and is authorized to make purchases from contracts awarded by the NJSBA pursuant to N.J.A.C. 5:34-7.1 et. Seq.;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent, the Allendale Board of Education hereby authorizes the purchase new Lenovo 500E Chromebooks and associated service agreements, via the NJSBA contract, #E-8801-NJSBA-ACES-CPS in the amount of \$76,471.55 for, in excess of the bid limit.

46. BE IT RESOLVED, to approve the submission of the ESEA grant, due July 10, 2023 and accept the funds in the following Titles and amounts:

| | |
|---------------------|----------|
| Title I | \$21,898 |
| Title IIA | \$10,915 |
| Title III Immigrant | \$ 2,360 |

AND BE IT FURTHER RESOLVED, to refuse the funds from Title III in the amount of \$3,127.

AND BE IT FURTHER RESOLVED, to approve the submission of amendments to the 2023 grant and accept any carry-over funds as a result of submitting the final expenditure reports.

47. BE IT RESOLVED, to approve the following resolution for the transfer of current year surplus to reserve accounts:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 (see NJAC: 6A:23A-14.3 and NJAC: 6A:23A-14.4) permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Allendale Board of Education wishes to deposit anticipated current year surplus into reserve accounts at year-end in accordance with the following priorities: Maintenance Reserve and Capital Reserve;

WHEREAS, the Allendale Board of Education has determined that the following amount of monies are available for such purpose of transfer, subject to verification upon completion of the 2023 audit, and a 2% surplus cap: a minimum of \$581,403, as per the 2023-2024 Recap of Balances; and a maximum not to exceed \$2,300,000, with a total maximum balance in the Maintenance Reserve account of \$836,836; and the remainder to Capital Reserve.

NOW, THEREFORE, BE IT RESOLVED by the Allendale Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

48. BE IT RESOLVED, to approve the following resolution for the transfer of current year surplus to reserve accounts:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 (see NJAC: 6A:23A-14.3 and NJAC: 6A:23A-14.4) permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Allendale Board of Education wishes to deposit anticipated current year surplus into reserve accounts at year-end in accordance with the following priorities: Maintenance Reserve and Capital Reserve;

WHEREAS, the Allendale Board of Education has determined that the following amount of monies are available for such purpose of transfer, subject to verification upon completion of the 2023 audit, and a 2% surplus cap: a minimum of \$581,403, as per the 2023-2024 Recap of Balances; and a maximum not to exceed \$2,300,000, with a total maximum balance in the Maintenance Reserve account of \$836,836; and the remainder to Capital Reserve.

NOW, THEREFORE, BE IT RESOLVED by the Allendale Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

BUILDINGS & GROUNDS

1. BE IT RESOLVED, to appoint Borst Landscaping and Design to provide Landscaping Services for Brookside and Hillside Schools for the base amounts of \$9,500, and \$7,840, respectively, for the 2023-2024 school year, for the total base amount of \$17,340.
2. WHEREAS the Allendale Public Schools has occasion to rent the School district facilities to organizations not affiliated with the District; and

WHEREAS the District seeks to earn revenue for use of its facilities, and to cover the costs of providing custodial services to maintain these facilities during this outside usage;

NOW THEREFORE BE IT RESOLVED, upon recommendation of the Business Administrator and the Supervisor of Buildings & Grounds, to approve the Facilities Use application and fees for the rental of District facilities, and custodial and maintenance charges for the 2023-2024 school year, as per Buildings & Grounds Attachment I.

3. BE IT RESOLVED, to reapprove the lease agreement with the Wyckoff Family YMCA for Hillside and Brookside Schools to provide Before- and After-School Care for Allendale District for the 2023-2024 school years, for an annual amount of \$10,000.

MEETING OPEN TO THE PUBLIC

Board President will inform the public of Bylaw 0167 procedures.

OLD BUSINESS

NEW BUSINESS

MISCELLANEOUS

CORRESPONDENCE

EXECUTIVE SESSION

The Board will entertain a motion to adjourn the open meeting and go into Executive Session to discuss personnel matters and negotiations. No action will be taken. The topics to be discussed are within the exemptions, which are permitted to be discussed and acted upon in private session, pursuant to P.L. 1975, Chapter 231. The Board will disclose the information as soon thereafter as possible once the reasons for nondisclosure no longer exist.

ADJOURNMENT