

**NUTLEY BOARD OF EDUCATION  
REGULAR MEETING  
March 22, 2004**

The Nutley Board of Education held a Regular Meeting on Monday, March 22, 2004 at the Radcliffe Multi-Purpose Room, 379 Bloomfield Avenue, Nutley, NJ 07110.

President Alamo opened the meeting at 8:10 PM.

**CALL TO  
ORDER**

**MEETING NOTICE**

**MEETING  
NOTICE**

President Alamo stated that in compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting had been provided as specified in the Act. Proper notice of this Regular Meeting was provided in the annual notice dated April 28, 2003 and legally advertised in the Nutley Sun on May 8, 2003. Said notice was posted at the entrance of the Board of Education offices, mailed to The Nutley Sun, The Star Ledger, The North Jersey Herald & News and The Nutley Journal and mailed to the Nutley Township Clerk.

This is an official meeting.

**FLAG SALUTE**

**FLAG  
SALUTE**

Trustee Casale led the assembly in the flag salute.

**ROLL CALL**

**ROLL  
CALL**

Present: Mr. John Cafone  
Dr. Philip T. Casale  
Mr. Gerard Del Tufo  
Mr. Alan Genitempo  
Mr. Sal Olivo  
Dr. Gerard M. Parisi  
Mr. Alfred R. Restaino, Jr.  
Mr. James Viola  
Mrs. Maria Alamo

Also Present: Dr. Kathleen C. Serafino, Superintendent of Schools  
Mr. James Mallen, Business Administrator/Board Secretary  
Dr. James Vivinetto, Assistant Superintendent  
Miss Meghan Ashley, Student Representative

**APPROVAL OF MINUTES**

**APPROVE  
MINUTES**

BE IT RESOLVED that the Board of Education approves the following minutes:

March 8, 2004 - Conference/Special Meeting  
March 8, 2004 - Closed Executive Session  
February 23, 2004 - Regular Meeting  
February 23, 2004 - Conference Meeting  
February 23, 2004 - Closed Executive Session

Trustee Casale moved, Trustee Genitempo seconded, and the Board unanimously approved by voice vote a motion to approve the minutes as listed.

**CORRESPONDENCE**

**CORRESPONDENCE**

Board Secretary Mallen read, and the trustees acknowledged, the following items of correspondence:

A thank-you note from Franklin School Faculty to the Members of the Board thanking them for providing a safer place to park.

A letter from resident James Adams regarding the proposed referendum.

A thank-you note from the family of Joanne Witczak for the Board's expression of sympathy on her passing.

A thank-you note from Jo-Ann Aromando for the Board's expression of sympathy on the passing of her mother.

**SUPERINTENDENT'S REPORT**

**SUPT'S REPORT    A**

Dr. Serafino introduced the following:

Radcliffe Student Council gave a presentation honoring Dr. Seuss under the direction of Ms. Gambaro and Mrs. Napoli.

Mr. Cundari and the Madrigal singers gave a brief concert for everyone in attendance to hear.

Mr. Jim Kelly spoke briefly about the new high school broadcasting/video equipment and the future plans for the television station.

Dr. Serafino then presented the Superintendent's Report dated March 22, 2004, Schedule A, which is appended to the minutes of this meeting, and briefly summarized its contents.

**BOARD SECRETARY'S REPORT**

**BOARD  
SECRETARY'S  
REPORT**

Board Secretary Mallen presented the Board Secretary's Report dated March 22, 2004 as listed on the agenda.

He briefly explained the Board's participation in the joint insurance fund. He noted how the Nutley school district achieves higher premium discounts and achieves greater financial savings by belonging to this pool.

**HEARING OF CITIZENS (Resolutions Only)**

**HEARING OF  
CITIZENS**

At this time, President Alamo opened this meeting to members of the attending public for comments and/or concerns regarding the resolutions to be voted upon in tonight's agenda.

Resident Chrys Carlo praised Coach Kelly for his dedication to the athletes as head coach of the football team.

Trustee Olivo read a prepared statement commending Jim Kelly for his successful efforts as head coach of the varsity football team.

Hearing no further comments President Alamo closed this portion of the meeting.

**SUPERINTENDENT'S RESOLUTIONS**

**SUPT'S  
RESOLUTIONS**

Trustee Genitempo moved, and Trustee Restaino seconded, a motion that the Board approves the Superintendent's Resolutions numbers 1 through 16 as listed below.

The Superintendent's Resolutions 1 through 16 were unanimously approved by roll call vote with the following exceptions:

1. Trustee Olivo abstained on Resolution 11 - Extra Compensation.

**RESIGN  
ATHLETICS**

1. **RESIGNATION - Athletics**

BE IT RESOLVED that the Board of Education approves the resignation of the following coaches:

Patrick Gabriele - Assistant Boys Soccer Coach  
James Kelly - Head Football Coach

**RESIGN  
CUSTODIAN**

2. **RESIGNATION - Custodian**

BE IT RESOLVED that the Board of Education approves the resignation of Mr. Russell Stevens, custodian, effective April 1, 2004.

**RESIGN  
CUSTODIAN**

3. **RESIGNATION - Custodian**

BE IT RESOLVED that the Board of Education approves the resignation of Mr. Gerard Casale, custodian, effective April 15, 2004.

**TEACHER  
LEAVE**

**4. LEAVE OF ABSENCE - Teachers**

BE IT RESOLVED that the Board of Education approves an extension of a childrearing leave of absence for Mrs. Mary Jo Chagnon-Harkins for the 2004-05 school year with the provision that she notify the Superintendent of Schools of further teaching intentions no later than April 1, 2005.

**TEACHER  
LEAVE**

**5. LEAVE OF ABSENCE - Teachers**

BE IT RESOLVED that the Board of Education approves an extension of a childrearing leave of absence for Mrs. Eleni Koukoularis for the 2004-05 school year with the provision that she notify the Superintendent of Schools of further teaching intentions no later than April 1, 2005.

**TEACHER  
LEAVE**

**6. LEAVE OF ABSENCE - Teachers**

BE IT RESOLVED that the Board of Education approves a childrearing leave of absence for Mrs. Jacqueline McAloon from March 30, 2004 through April 30, 2004.

**REAPPOINT  
C.I.E.  
COORDINATOR**

**7. REAPPOINTMENT - C.I.E. Coordinator**

BE IT RESOLVED that the Board of Education approves the appointment of Mr. William Farkas as C.I.E. Coordinator at the salary of \$5,000 (includes 140 hours summer work) for the 2003-04 school year.

**APPOINT  
TEACHER  
SUBS B**

**8. APPOINTMENTS – Teacher Substitutes**

BE IT RESOLVED that the Board of Education approves the appointments of the teacher substitutes listed on the attached Schedule B dated March 22, 2004 for the 2003-04 school year.

**APPOINT  
BOE  
EXTENDED  
DAY**

**9. APPOINTMENTS – BOE Extended Day Program**

BE IT RESOLVED that the Board of Education approves the appointment of the School Age Extended Day Program employees listed below for the 2003-04 school year at the salaries indicated:

<u>Substitute Child Care Instructor (p/t)</u>	<u>Hourly Rate</u>
Stephanie Zaros	\$21.00
<u>Substitute Child Care Aide (p/t)</u>	<u>Hourly Rate</u>
Carolyn Drago	\$10.50

**APPOINT  
SUBS**

**10. APPOINTMENTS – Substitutes**

BE IT RESOLVED that the Board of Education approves the following substitutes for the 2003-04 school year:

Secretarial/School Aide

Lisa Marie DeFabbi

School Aide

Roberta Duxberry  
Antoinetta Marcotrigiano  
Lilly Washington

Cafeteria

Dolly Ross

**EXTRA  
COMP**

**11. EXTRA COMPENSATION**

BE IT RESOLVED that the Board of Education approves the following personnel be paid extra compensation in the amounts indicated for services rendered:

**SOCIAL STUDIES WORLD CULTURE  
CURRICULUM – February 10, 2004**

Jeffrey Jacobs	\$ 60.62
Robert O'Dell	88.20
Judy Raszyk	60.62
Christopher Rosati	60.62
Donna Saitta	60.62
Jennifer Weiss	60.62
Denis Williams	60.62

**WORLD LANGUAGE CURRICULUM K-12  
February 25, 2004**

Patricia Camarda	\$ 51.96
Addolorato Cicchino	51.96
Elizabeth D'Angio	51.96
Maria Papaleo	51.96
Monica Rhein	51.96
Peggy Rucinski	51.96
Ciro Violante	75.60

**HEALTH DYNAMICS CLASSES –  
Month of February, 2004**

Rose Cioffi	\$250.00
-------------	----------

**PAYMENT FOR ZERO PERIOD BASIC SKILLS  
CLASSES – February 2 - 13, 2004**

---

Leann Martin	\$320.00
David Sorensen	360.00

**PAYMENT FOR “SADDLE UP FOR THE COMPUTER  
EXPRESS”- Workshop for Secretaries March 2 and  
3, 2004**

---

Ann Mary Mullane	\$180.16
------------------	----------

**PAYMENT FOR FAMILY MATH WORKSHOP – During  
Weeks of January 5 through February 2, 2004**

---

Jeannette Andreula	\$540.48
Dolores Contreras	540.48
Jainine Gambaro	540.48
Laura Giangeruso	540.48
Tracy McCormick	540.48
Marcy McKenzie	540.48
Ellen Napoli	540.48
Lorraine Rubinstein	540.48
Rebecca Olivo	540.48
Kevin Smyth	540.48

**CENTRAL DETENTION COVERAGE –  
February, 2004**

---

High School

Robin DeLorenzo	\$ 18.77
AnneMarie Kowalski	244.01
Joseph Piro	18.77
Lisa Vallo	18.77

Franklin School

Joseph Cappello	93.85
Tracy Egan	131.39
Louis Manganiello	56.31
Luann Zullo	75.08

**SATURDAY MORNING SUSPENSIONS –  
February, 2004**

---

High School

AnneMarie Kowalski	\$ 78.45
Lisa Valo	156.90

Franklin School

Joseph Cappello	78.45
Becky Pandolfi	78.45

**SPECIAL  
CLASS  
PLACEMENT**

**12. SPECIAL CLASS PLACEMENT – Educationally Disabled Students**

<u>School</u>	<u>No. of Students</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Tuition</u>
Northwest Essex Community Healthcare Network, Inc. Belleville, NJ	*1	SLD	3/1/04	\$16,956.36

**\*Note:** This student is a transfer from another district

A.C.E. Academy East Orange, NJ	*1	ED	3/8/04	\$ 9,986.90
-----------------------------------	----	----	--------	-------------

**\*Note:** Change of placement due to exclusion

Bloomfield Middle School "VEST Program" Bloomfield, NJ	*1	MD	3/8/04	\$ 5,705.38
--	----	----	--------	-------------

**\*Note:** This student transferred from another district.

**13. MEMORIAL**

**Mrs. Joanne Witczak**

**MEMORIAL**

WHEREAS, it is with a sense of deep sorrow and regret that the Nutley Board of Education records the death of Mrs. Joanne Witczak on March 1, 2004,

WHEREAS, Mrs. Witczak was employed as a part-time aide and instructional aide for a period of five years, and

WHEREAS, Mrs. Witczak won the admiration, respect and friendship of her co-workers and those she came in contact with.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education of the Township of Nutley extends deepest sympathy to the members of her family, and

BE IT FURTHER RESOLVED, That this resolution be made a part of the minutes of this meeting and a copy sent to the members of her family.

**14. CHANGE OF ASSIGNMENT - MAINTENANCE TO CUSTODIAN**

**CHANGE  
OF  
ASSIGNMENT**

BE IT RESOLVED that the Board of Education approves a change of assignment for Anthony Lotito to the position custodian, effective April 1, 2004, at the annual salary of \$38,765 (Group 2, Step 11), plus \$500 black seal, prorated, which is in accordance with the 2003-04 Custodial Salary Guide.

**APPOINT  
PROB B&G  
EMPLOYEE**

**15. APPOINTMENT - Probationary Employee -  
Maintenance**

BE IT RESOLVED that the Board of Education approves the appointment of Albert Marchione as a maintenance employee Group 7, Step 5 on a 90-day probationary basis effective April 1, 2004 thru June 30, 2004 at the annual salary of \$33,883, prorated, which is in accordance with the 2003-04 Buildings & Grounds Employees Salary Guide.

**APPOINT  
SUBS**

**16. APPOINTMENTS – Substitutes**

BE IT RESOLVED that the Board of Education approves the following substitutes for the 2003-04 school year:

Custodial Subs

- \*Joseph Castellano
- \*Ronald Cundiff
- \*Frank Fochesato
- \*Frank Marando, Jr.

\*BE IT FURTHER RESOLVED that the Board approves the application for emergent hiring as per the state criminal review procedure.

Trustee Parisi moved, and Trustee Restaino seconded, a motion that the Board approves the following Superintendent's Resolution No. 17:

**REVISED  
POLICY  
MANUAL  
1<sup>ST</sup> READING**

**17. REVISED BOARD POLICY MANUAL - FIRST READING**

**BE IT RESOLVED** that the Board of Education approves the first reading of the revised Board Policy Manual.

The Superintendent's Resolution 17 was unanimously approved by roll call vote.

***BOARD SECRETARY'S RESOLUTIONS***

**BOARD  
SECRETARY'S  
RESOLUTIONS**

Trustee Restaino moved, and Trustee Parisi seconded, a motion that the Board approves the Board Secretary's Resolutions numbers 1 through 13 as listed below.

The Board Secretary's Resolutions 1 through 13 were unanimously approved by roll call vote with the following exceptions:

1. Trustee Genitempo abstained on Resolution 7 - Suburban Essex Joint Insurance Fund - Liability Insurance.



- |   |  |
|---|--|
| <p>1. <b><u>SECRETARY &amp; TREASURER'S REPORT</u></b></p> <p>BE IT RESOLVED that the Board of Education approves the acknowledgement and acceptance of the reports of the Board Secretary (Appendix A) and Treasurer of School Monies (Appendix B) for the period ending February 29, 2004.</p>  | <p><b>SECY. &amp; TREAS.<br/>REPORTS</b></p> <p><b>A<br/>B</b></p>   |
| <p>2. <b><u>CERTIFICATION OF MAJOR ACCOUNT FUND STATUS</u></b></p> <p>BE IT RESOLVED that the Nutley Board of Education certifies that as of February 29, 2004, after review of the Secretary's monthly financial report (Appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Major accounts are General Fund and Debt Service.)</p> | <p><b>CERTIFICATION<br/>MAJOR ACCOUNT<br/>FUND STATUS</b></p>        |
| <p>3. <b><u>BILLS AND MANDATORY PAYMENTS</u></b></p> <p>BE IT RESOLVED that the Board of Education approves the payment of bills and mandatory payments dated March 22, 2004, in the total amount of \$5,074,911.49 (Appendix C).</p>   | <p><b>BILLS &amp;<br/>MANDATORY<br/>PAYMENTS</b></p> <p><b>C</b></p> |
| <p>4. <b><u>REQUESTS FOR USE OF SCHOOL BUILDINGS AND GROUNDS</u></b></p> <p>BE IT RESOLVED that the Board of Education approves the requests for the use of school buildings and grounds (Appendix D), that conform to the rules and regulations set by the Board of Education.</p>   | <p><b>USE OF<br/>BUILDINGS<br/>AND GROUNDS</b></p> <p><b>D</b></p>   |
| <p>5. <b><u>TRANSFER SCHEDULE</u></b></p> <p>BE IT RESOLVED that the Board of Education approves, in compliance with NJAC 6A:23-2.11(c)3ii, and NJSA 18A:22-8-1, the transfers in the 2003-04 budget per Transfer Schedule #7 dated March 22, 2004 in the amount of \$8,210.00 as appended (Appendix E).</p>  | <p><b>TRANSFER<br/>SCHEDULE</b></p> <p><b>E</b></p>                  |
| <p>6. <b><u>DESIGNATION OF ACCOUNT SIGNATORIES</u></b></p> <p>BE IT RESOLVED that the official signatories for the Franklin School checking account at Valley National Bank be designated as follows:</p>   | <p><b>DESIGNATE<br/>ACCOUNT<br/>SIGNATORIES</b></p>                  |

John Calicchio      Principal

or

Sherrie Tolve      Vice Principal

and

Catherine Isabella    Secretary

**SEJIF  
LIABILITY  
INSURANCE**

**7. SUBURBAN ESSEX JOINT INSURANCE FUND -  
LIABILITY INSURANCE**

**WHEREAS**, the Township of Nutley (“Township”) and the Nutley Board of Education (the “BOE”) are both members of the Suburban Essex Joint Insurance Fund (the “SEJIF”) and

**WHEREAS**, the Township and the BOE recognize that because of the use of each others property there is a need to establish a policy for the responsibility of insurance coverage; and

**WHEREAS**, it is the intention of the Township to be solely responsible for general liability insurance whenever the Township is utilizing or occupying BOE property; and

**WHEREAS**, it is the intention of the BOE to be solely responsible for general liability insurance whenever it is utilizing or occupying Township property;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township of Nutley (Nutley Board of Education) as follows:

1. Whenever the Township is utilizing or occupying BOE property or whenever the Township is conducting a program involving the BOE pursuant to a written or oral agreement, the Township of Nutley shall provide general liability insurance for itself and the BOE, and the BOE shall be considered an additional insured of the Township and the Township shall bear primary coverage for the BOE.
2. Whenever the BOE is utilizing or occupying Township property or is conducting a program involving the Township pursuant to a written or oral agreement, the BOE shall provide general liability insurance for itself and the Township, and the Township shall be considered an additional insured of the BOE and the BOE shall bear primary coverage for the Township.
3. This Resolution shall remain in full force and effect so long as the Township and the BOE are members of the SEJIF, or until either the Township or the BOE by Resolution rescinds this Resolution and provides the other with notices of the rescission.

**APPROVE  
CHANGE  
ORDER**

**8. APPROVAL OF CHANGE ORDER FOR HIGH SCHOOL  
SCIENCE LAB REHABILITATION & IMPROVEMENTS**

BE IT RESOLVED that the Board of Education approves the recommendation from our Construction Manager, Alan Ianuzzi, for Change Order #1 and Change Order #2 for our high school science lab rehabilitation and improvements project. The contract with Niram, Inc. will reflect an increase in the amounts as follows:

	<u>Date</u>	<u>Amount</u>
Change Order #1	2/10/04	\$2,217.20
Change Order #2	2/10/04	\$2,023.35

**ESTABLISH  
DATE OF  
REORG MTG**

**9. ESTABLISH DATE FOR ORGANIZATION MEETING OF  
THE BOARD OF EDUCATION**

BE IT RESOLVED that the Board of Education approves the reorganization meeting of the Board of Education to be held on Monday, May 3, 2004 at 7:30 PM in the Radcliffe School Multi-Purpose Room.

**TRANS  
AGREEMENT**

**10. TRANSPORTATION SERVICES AGREEMENT**

BE IT RESOLVED that the Board of Education approves that the Secretary be authorized to enter into transportation agreements with the Hopatcong Borough Board of Education (Sussex County Regional Cooperative) for transportation of Special Education students for the 2004-05 school year. The agreement will provide coordinated transportation services between the Hopatcong Borough Board of Education and any joining districts.

BE IT FURTHER RESOLVED that any agreements be presented for ratification at the next succeeding meeting of the Board of Education.

**APPROVE  
PARTIAL PAY  
NIRAM, INC.**

**11. APPROVAL OF PARTIAL PAYMENT TO NIRAM, INC.**

BE IT RESOLVED that the Board of Education approves partial payment in the amount of \$183,260.00 to Niram, Inc. for the Nutley High School Science Lab Refurbishment as per the recommendation of the Board's architect and construction manager.

**12. APPROVAL OF AGREEMENT BETWEEN THE NUTLEY BOARD OF EDUCATION AND AMERICAN RED CROSS**

**AGREEMENT  
BETWEEN BOE  
& RED CROSS**

BE IT RESOLVED that the Board of Education approves a Statement of Agreement between the Nutley Board of Education and the American Red Cross concerning the use of facilities as Mass Care Shelters.

**13. AUTHORIZATION TO ADVERTISE FOR BIDS, SOLICIT QUOTATIONS OR PURCHASE BY STATE CONTRACT**

**AUTHORIZATION  
TO ADVERTISE**

BE IT RESOLVED that the Board of Education approves the authorization of the Business Administrator/Board Secretary to advertise for bids, solicit quotations, purchase by State Contract or recommend for contract renewal the following items/services:

Air Conditioners	Ice Cream Products
Alarm System Service/Installation	Industrial Arts Supplies & Equipment
Athletic Supplies and Equipment	Internet Service Provider
Audio Visual Supplies and Equip.	Janitorial Supplies
Auditorium Seating	Locker Refinishing
Boiler Repair	Milk and Dairy Products
Boiler Water Treatment	Musical Instruments & Supplies
Bread and Rolls	Office Furniture & Equipment
Building Materials	Office Paper
Calculators	Paint
Carpeting	Periodical Subscriptions
Chalkboards/Bulletin Boards	Photocopiers
Commercial Printing	Pupil Transportation Vehicles
Computers and Accessories	Replacement Doors & Hardware
Computer Hardware Maintenance	Roofing Work
Computer Networking	School Furniture
Custodial Uniforms	School Health Supplies
Electrical Supplies	School Supplies
Electrical Work	Science Supplies & Equipment
Floor Repair & Floor Tile Installation	Sidewalk and Paving Work
Grounds Supplies & Equipment	Solid Waste Disposal
Gym & Classroom Floor Restoration	Stage Drapery
Hand & Power Tools	Ventilating Equipment
Heating Plant Modifications	

**COMMITTEE REPORTS**

**COMMITTEE  
REPORTS**

Trustee Restaino - Budget Committee  
Trustee Cafone - Construction Committee

**HEARING OF CITIZENS**

**HEARING OF  
CITIZENS**

At this time, President Alamo opened this meeting to members of the attending public for comments and/or concerns on any school-related matters.

Resident Harold Witting spoke about the lack of control taxpayers have on decisions affecting our taxes.

Resident Anita Tedesco spoke about the parking lot in back of Franklin School.

Resident Kerry Tyerman expressed her concerns regarding the days the extended day program is closed during the school year.

Resident Len Juliano commented on the health benefits provided to the BOE employees and also asked if there was a way that parents of special education students could get their child's homework put on the school district's website.

Superintendent Serafino, President Alamo, Trustee Parisi and Trustee Genitempo responded to the concerns of the residents. Hearing no further comments, President Alamo closed this portion of the meeting.

**OLD BUSINESS**

**OLD BUSINESS**

None

**NEW BUSINESS**

**NEW BUSINESS**

None

**ADJOURNMENT**

**ADJOURN**

There being no further business, the meeting was adjourned at 9:25 PM on a motion by Trustee Genitempo, seconded by Trustee Restaino, and unanimously approved by voice vote.

Respectfully submitted,

**JAMES MALLEEN**  
Board Secretary