

**NUTLEY BOARD OF EDUCATION
CONFERENCE/SPECIAL MEETING
JULY 6, 2006**

The Nutley Board of Education held a Conference/Special Meeting on Thursday, July 6, 2006 at the Nutley High School Teachers' Cafeteria, 300 Franklin Avenue, Nutley, NJ 07110.

President Olivo opened the meeting at 6:30 PM.

**CALL TO
ORDER**

MEETING NOTICE

**MEETING
NOTICE**

President Olivo 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 Conference/Special Meeting was provided on June 28, 2006. 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**

Assistant Superintendent Francioso led the assembly in the flag salute.

ROLL CALL

**ROLL
CALL**

Present: Mrs. Maria Alamo
Mr. Gerard Del Tufo
Mr. Vincent Moscaritola
Dr. Gerard M. Parisi
Mr. Kenneth J. Reilly
Ms. Patricia Williams
Mr. Sal Olivo
Mr. James Viola

Absent: Dr. Philip T. Casale (Arrived 6:50 PM)

Also Present: Mr. Joseph Zarra, Superintendent of Schools
Mrs. Mariana Francioso, Assistant Superintendent of Schools
Mr. Robert A. Green, Jr., Business Administrator/Board Secretary

**ADJOURN
EXECUTIVE
SESSION**

MOTION TO ADJOURN TO EXECUTIVE SESSION

At 6:32 PM Trustee Viola moved and Trustee Alamo seconded the following resolution:

WHEREAS, the Board of Education will be discussing matters exempt from public discussion pursuant to N.J.S.A. 10:4-12,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education adjourn to closed executive session at this time to discuss personnel and legal matters, and

BE IT FURTHER RESOLVED that the results of the discussions will be made public by inclusion on the agenda of a subsequent meeting of the Board of Education or when the reasons for discussing such matters in closed session no longer exist.

The motion was unanimously approved by voice vote.

RECONVENE MEETING

RECONVENE

At 7:45 PM Trustee Reilly moved, Trustee Viola seconded, and the Board unanimously approved by voice vote a motion to reconvene the open public meeting.

HEARING OF CITIZENS (Resolutions # 1 –3 Only)

**HEARING
OF
CITIZENS**

Resident Debbie Russo asked how many resolutions would be voted on at this meeting.

President Olivo responded to her question.

RESOLUTIONS

1. **BOARD POLICY- First Reading**

**BOARD
POLICY
1ST READING**

Trustee Del Tufo moved, and Trustee Moscaritola seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board approves the following new Board Policies at this first reading which is on file in the Business Administrator's office:

| | | |
|----------------|---|------------|
| Policy #5300 | Use of Defibrillator | Schedule A |
| Policy #5530 | Substance Abuse | Schedule B |
| Policy #5530.1 | Student Random Alcohol and Drug Testing | Schedule C |

**APPOINT
SUMMER
EMPLOYMENT**

2. APPOINTMENTS – Summer Employment

Trustee Del Tufo moved, and Trustee Moscaritola seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves the following personnel be permitted to work during the summer of 2006 as follows:

Michael Kearney -five (5) days
per diem rate

Michael Fetherman -five (5) days
per diem rate

John Schwarz -five (5) days
per diem rate

**APPOINTMENT – Basic Skills Summer
Enrichment Program**

BE IT RESOLVED that the Board of Education approves the appointment of the personnel listed below for the 2006 Basic Skills Summer Enrichment Program as part of the 2005/2006 Basic Skills Improvement Plan:

Simone Pereira Aide \$250

**APPOINT
SUPERINTENDENT OF
SCHOOLS**

3. APPOINTMENT – Superintendent of Schools

Trustee Casale moved, and Trustee Del Tufo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education appoints Mr. Joseph Zarra as Superintendent of Schools at the salary of \$149,244.00 as per the Superintendent's Employment Contract between the Board of Education of the Township of Nutley, dated June 26, 2006.

HEARING OF CITIZENS (Resolution #4 Only)

**HEARING
OF
CITIZENS**

President Olivo asked if anyone would like to come forward to discuss the following resolution regarding the contract with Pomptonian Food Service.

Linda Scarpa, Food Service Director for the Nutley Board of Education, expressed her concerns regarding the Resolution – Approval of Food Service Management Company.

Resident Debbie Russo expressed her concerns with Pomptonian Food Service and stated that she felt it was premature to vote on a contract with Pomptonian Food Service when they reneged on their promises of last year.

President Olivo stated that in the absence of a Business Administrator last year he felt it was not managed properly and now with a Business Administrator in place it will be managed properly.

**RESOLUTION TABLED -
APPROVE
FOOD SERVICE
MANAGEMENT CO. A**

**4. APPROVAL OF FOOD SERVICE MANANGMENT
COMPANY**

Trustee Del Tufo moved, and Trustee Viola seconded, the following resolution.

Trustee Casale felt that this resolution should be tabled until the next scheduled meeting so things could be worked out with the contract.

Trustee Casale moved, and Trustee Alamo seconded to table the following resolution until the July 24, 2006 Regular Meeting.

Upon being put to a roll call vote the decision to table the resolution was approved.

BE IT RESOLVED that the Nutley Board of Education (herein referred to as the Local Education Agency) approve The Pomptonian, Inc. (herein referred to as the Food Service Management Company) as its Food Service Management Company for the 2006/2007 school year.

BE IT FURTHER RESOLVED that the Food Service Management Company shall receive, in addition to the costs of operation, a fee of \$.0524 per reimbursable meal and 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 School Food Authority guarantees the payment of such costs and fee to the Food Service Management Company.

BE IT FURTHER RESOLVED that total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

BE IT FURTHER RESOLVED that the per meal management fee of \$.0524 will be multiplied by total meals.

BE IT FURTHER RESOLVED that the Food Service Management Company guarantees the Local Education Agency a minimum profit of two hundred ninety nine thousand four hundred thirty three dollars (\$299,433.00) for school year 2006/2007. This guarantee is contingent upon the guarantee requirements as stated below.

- Minimum of 170 serving days
- Adoption of Student Lunch Price List and Faculty Lunch Price List
- Reimbursement rates for 2006-07 are not less than 2005-06
- Value of commodities for 2006-07 is not less than 2005-06
- Enrollment remains constant
- Board is responsible for kitchen equipment maintenance and repair, small wares purchases, and cleaning of floors in dining room and kitchen area
- No change in school policy that significantly affects operating expenses
- No change in Federal or State regulation that impacts cafeteria operating revenue or expense
- The Offer versus Serve policy is maintained
- No competitive sales during cafeteria operating hours
- Based on the Labor Schedule submitted with the proposal
- The Food Service Director will cooperate in implementing service initiatives as well as cost containment efforts
- The guaranteed profit will be reduced as the current Board of Education Food Service staff retires. The adjustment will be equal to the cost of replacing the retiring employee including wages, taxes, benefits and other employment related expenses

The Food Service Director must achieve the following specific objectives:

- Maintaining a food cost of 42% or lower
- Maintaining a paper cost of 4% or lower
- Maintaining a participation level in the reimbursable meal program equal to or greater than the previous year (District-wide paid meals 622, reduced 74 and free 101)
- Maintaining a cash sales level 3.5% greater than the previous year (high school \$521, middle school \$1,196 and elementary schools \$1,328 [all figures are daily])

-Achieving service objective including but not limited to improving quality, enhancing presentation and creating a friendly work and dining environment

-Food Service Director will perform the duties of the position as detailed in the attached job description (Appendix A)

-Pomptonian will notify the district administration in writing of any of the criteria not being met

-District will address these concerns in a progressive manner with their Food Service Director

Superintendent Zarra asked to set up a meeting with Mrs. Scarpa and Mr. Green to discuss this contract.

Trustee Casale requested that the Board communicate with Pomptonian to see if there can be revisions to the contract.

Trustee Moscaritola spoke about a future contract with Coca Cola Company.

Trustee Reilly said that \$75,000 maximum would be spent on the drug testing.

Superintendent Zarra complimented Mr. Catrambone on his trip to New Orleans and also stated he would like to have the participants on the trip recognized at the next meeting.

ADJOURNMENT

ADJOURN

There being no further business, the meeting was adjourned at 8:18 PM on a motion by Trustee Reilly, seconded by Trustee Del Tufo, and unanimously approved by voice vote.

Respectfully submitted,

Robert A. Green, Jr.
Board Secretary