

Committee of the Whole Meeting Minutes  
Passaic Board of Education  
Passaic, New Jersey 07055

Monday, November 24, 2014

6:05 p.m.

Passaic High School Shirelles Auditorium

AGENDA:

**A. Calling the Meeting to Order**

President Byron Bustos, Board President, called the meeting to order at 6:02 p.m. He said that the meeting is being held in accordance with the "Open Public Meetings Act". The meeting notice was mailed to The Herald News, El Diario, The Record and the presidents of the five employee groups.

**B. Invocation and Pledge of Allegiance**

**C. Roll Call**

Members Present: Vice President Richard Diaz, Ms. Maryann Capursi, Mr. Craig Miller, Mr. Peter Rosario and President Byron Bustos

Members Absent: Mr. Horacio "Ray" Carrera, Ms. Kenia Flores, Mr. Salim Patel and Mr. Ronald Van Rensalier

Also Present: Mr. Pablo Muñoz, Superintendent, Ms. Rachel Goldberg, Asst. Superintendent of Curriculum & Instruction, Ms. Aida Garcia, Chief of Operations, Ms. Erlinda R. Arellano, School Business Administrator and Ms. Michelle Calas, Asst. School Business Administrator

- D. Minutes of Meetings:** Committee of the Whole – October 27, 2014  
Regular Public Meeting – October 27, 2014  
Closed Session Minutes – October 27, 2014

**E. Communication and Presentation of Bills and Accounts by Secretary**

A motion was made to accept the Minutes and Board Communications and Presentation of Bills and Accounts

Moved: Mr. Peter Rosario Seconded: Mr. Craig Miller Vote: Voice Vote

**F. Remarks from the President of the Board**

President Bustos noted he will reserve his remarks for the Regular Public Meeting.

**G. Reports from the Superintendent of Schools**

Mr. Munoz reserved his remarks for the Regular Public Meeting

**H. Public Comment**

Mr. Jaroslaw Jackiw, 266 Lafayette Ave, asked the following questions:

- 1) What is the state of school security at all district schools in SY 2014/2015?
- 2) Has the new Coordinator of Security reevaluated BOE security protocols at all district schools?
- 3) Will the school board put forth a motion to tie Teachers/Administrators and Staff salaries to student performance?
- 4) Will the school board put forth a motion to enter into a Shared Services Agreement with the city to use the newly cleaned up areas behind the dormant soccer field of Dundee Island Park, as the future home of the PHS School Band practice areas in SY 2015?
- 5) When will the board provide answers to the questions posed by Mr. Jackiw at the board meeting of September 29, 2014?

President Bustos replied.

**Recess into Closed Session**

The Board recessed into Closed Session at 6:11 p.m.

Moved: Ms. Maryann Capursi      Seconded: Mr. Craig Miller      Vote: Voice Vote

**Reconvened into Public Session**

The Board reconvened into Public Session at 7:01 p.m.

**Attendance Roll Call:**

Vice President Richard Diaz	Mr. Peter Rosario
Ms. Maryann Capursi	President Byron Bustos
Mr. Craig Miller	

Absent: Mr. Horacio "Ray" Carrera, Ms. Kenia Flores, Mr. Salim Patel and Mr. Ronald Van Rensalier

**I) CURRICULUM AND EDUCATION SECTION**

The Superintendent of Schools recommends approval of the following recommendations.

**1. Approval to Meet in Closed Session**

Recommends that the Passaic Board of Education meets in closed session at 6:00 pm on November 24, 2014 at the Passaic High School Shirelles Auditorium, 170 Paulison Avenue, Passaic, NJ, to discuss personnel matters and HIB Report.

**2. Report of the Harassment, Intimidation and Bullying (HIB) Investigative Report for the Month of November 2014**

Recommends that the Passaic Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the month of November 2014, pursuant to N.J.S.A. 18A:37-1 et. seq.

<b>Incident No.</b>	<b>Investigation Results</b>	<b>Actions Taken</b>
1415-6	Non-HIB	Conference
1415-7	Non-HIB	Conference, Counseling, Change of Class, Behavioral Intervention
1415-8	Non-HIB	Conference, Counseling
1415-9	Non-HIB	Conference
1415-10	Non-HIB	Conference
1415-11	HIB	Detention, Conference, Counseling
1415-12	Non-HIB	Counseling, Change of Class
1415-13	HIB	Conference, Suspension, Counseling
1415-14	Non-HIB	Conference
1415-15	HIB	Conference, Counseling
1415-16	HIB	Conference, Counseling
1415-17	HIB	Suspension, Counseling
1415-18	HIB	Conference, Suspension, Counseling
1415-19	Non-HIB	Conference, Change of Class
1415-20	Non-HIB	Conference, Counseling
1415-21	HIB	Conference, Suspension, Counseling
1415-22	Non-HIB	Conference, Counseling
1415-23	HIB	Suspension, Counseling
1415-24	HIB	Detention, Counseling
1415-25	HIB	Detention, Conference
1415-26	Non-HIB	Conference
1415-27	Non-HIB	Conference, Counseling
1415-28	Non-HIB	Behavioral Intervention, Counseling
1415-29	HIB	Conference, Behavioral Intervention, Counseling
1415-30	Non-HIB	Counseling
1415-31	Non-HIB	Behavioral Intervention
1415-32	Non-HIB	Counseling, Behavioral Intervention
1415-33	Non-HIB	Conference, Behavioral Intervention

3. **Attendance at The Early Childhood Academy: A Continuous Improvement Approach for New Jersey School Districts**

Recommends that the Passaic Board of Education grants approval for Dr. Colleen Malleo, Director of Early Childhood, Ms. Liteove Tighe, Principal School No. 15 and Ms. Anissa R. Jones, Asst. Principal School No. 16 to attend the Early Childhood Academy to be held at Rutgers University on January 28, 2015 and May 29, 2015 from 9:00 a.m. – 3:00 p.m.

**Cost Not to Exceed:** \$2,500.00  
**Account:** 20-218-200-329-62-0000

4. **Approval of Passaic High School Staff Member to Attend the Teaching the Common Core Conference**

Recommends that Passaic Board of Education grants approval for Ms. Sandra Gilligan, PHS English Teacher, to attend the Teaching the Common Core Conference to be held on Monday, December 15, 2014 in Newark, NJ.

**Cost Not to Exceed:** \$229.00  
**Account No.** 20-231-200-500-15-0082

5. **Attendance at NJ Fall Train the Trainer Mathematics Workshop**

Recommends that the Passaic Board of Education approves Merdith Kafah, Teacher at School No. 11 and Kristine Creo, Teacher at School No. 9, to attend the NJ Fall Train the Trainer Mathematics Workshop, to be held in Monroe Township, NJ on Friday, December 5, 2014.

**Cost Not to Exceed:** \$400.00 (Registration)  
**Account No.** 11-000-223-580-19-0000

**6. Approval of Pupils for Special Instruction – 2014 – 2015 School Year**

Recommends that the Passaic Board of Education approves the following pupils, identified by number to attend the following schools for as long as may be necessary during the 2014-2015 school year.

<b>DSS#</b>	<b>School</b>	<b>Tuition</b>	<b>Account</b>
20330	DayTop Preparatory School Mendham, NJ	\$37,800.00	11-000-100-566-27-0000
21313	Eastwick College (HoHoKus) Hackensack, NJ	\$9,900.00	11-000-100-566-27-0000
22268	HoHoKus School of Trade	\$9,900.00	11-000-100-566-27-0000
23025	Paterson, NJ	\$9,900.00	11-000-100-566-27-0000
25053	Northwest Essex Community Healthcare Network, Inc. Belleville, NJ 07109	\$53,895.00	11-000-100-566-27-0000

**7. Approval of Additional Field Trip Destinations**

Recommends that Passaic Public Schools approves the district's additional field trip destinations in compliance with the N.J.A.C. 6A:23A-5.8, as filed in the Business Office

<b>Destination</b>	<b>City</b>	<b>State</b>	<b>Purpose</b>	<b>Annual Event</b>	<b>Single Event</b>
The Acorn Theatre	New York	NY	Educational	X	
Trinity Assembly of God Church	Passaic	NJ	PHS Choir Performance	X	
Pyramid Mountain	Boonton	NJ	Hiking Club	X	
Schunemunk Mountain	Blooming Grove	NY	Hiking Club	X	

**8. Adoption of New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance 2014-2015**

Recommends that the Passaic Board of Education adopts the NJQSAC Statement of Assurances as required by the NJDOE. Pursuant to the requirements of N.J.S.A. 18A:7A and N.J.A.C. 6A:30, the Passaic School District affirms the accuracy of the information in the Statement of Assurance (SOA). The District review covers five areas: Instruction and Program, Fiscal Management, Operations, Personnel and Governance.

The Passaic Board of Education must annually, by resolution, affirm the accuracy of the statement of assurance. This document becomes part of the district's NJQSAC monitoring documentation.

9. **Revision of Passaic Board of Education Practices & Procedures as Required by the Individuals with Disabilities Education Act (IDEA 2004), Section 616 (a)(1)(C)(i)**

Recommends that the Passaic Board of Education, in accordance with 34 CFR §300.646(b) (3), accepts the following revised procedures as required by the Individuals with Disabilities Education Act, Section 616 (e).

1. The Department of Guidance has added twenty-three (23) counselors throughout the district, including guidance counselors and school-based social workers. All school-based social workers and guidance counselors received five (5) hours of professional development on Interventions and Referral Services (I&RS). The workshop focused on addressing academic, behavior interventions and developing effective strategies to assist students who are experiencing learning, behavior or health needs. All schools in the district have an I&RS Team assigned.
2. In September of 2014, all child study team members received five (5) hours of professional development on an examination of their own IEP's. The workshop focused on reviewing their current practices from referrals to declassification.
3. Additionally, throughout the 2014-2015 school year, professional development on observable and measurable starting lines to prevent or classify, measuring I&RS cases (what and how CST members are measuring in rejecting and or accepting cases), and changing past practices (resistance vs. new practices) will be given to all child study team members.

- **End of Curriculum and Education Section** -

**J) Business and Finance Section**

The Superintendent of Schools recommends approval of the following recommendations.

**10. Payment of Bills for the Month of November 2014**

Recommends that the Passaic Board of Education approves payment of bills for the month of November 2014, as follows:

SUMMARY OF BILLS  
FOR THE PERIOD OF:  
October 16, 2014-November 14, 2014  
Check and Wire Disbursements Document

REGULAR CHECK NUMBERS                    195108-195573  
ENTERPRISE FOOD SERVICE CHECKS      014721-014737  
VOIDED CHECK NUMBER                    195532

	Amount Disbursed
10 GENERAL CURRENT EXPENSE	\$ 714,060.87
11 GENERAL CURRENT EXPENSE	\$ 6,301,518.14
12 CAPITAL OUTLAY	\$ 216,601.65
13 SPECIAL SCHOOLS	\$ 2,520.00
15 WHOLE SCHOOL REFORM	\$ 701,851.89
20 SPECIAL REVENUE FUNDS	\$ 1,222,606.65
60 ENTERPRISE FUND	\$ 285,935.89
Total Check Disbursements	\$ 9,445,095.09
Total Wire Disbursements	\$ 2,550,212.86

TOTAL FOR CHECK AND WIRE	
DISBURSEMENTS:	\$ 11,995,307.95

Prepared By: Carmen Colon  
Accounts Payable Manager

Certified By: Ms. Erlinda R. Arellano  
Business Administrator

Audited By: Mr. John Farina  
Comptroller

**11. Secretary's Report--Acceptance and Certification – September 2014**

Recommends that the Passaic Board of Education accepts the Board Secretary's financial report for the month of September 2014, based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), that no line item account or program category account has been overexpended, and that no account or fund has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**12. Report of the Treasurer of School Moneys for the Month of September 2014**

Recommends that the Passaic Board of Education acknowledges and accepts the Report of the Treasurer of School Moneys for the month ended September 2014, which report is in agreement with the Secretary's Report.

**13. Requisition for Local Tax Levy Payment from the City of Passaic – 2014-2015**

Recommends that the Passaic Board of Education approves the amount of district taxes for current expense, capital outlay and debt service required to meet obligations of the Board of Education for the period extending to the next Board of Education meeting, with the City of Passaic, (Passaic City Council), being hereby requested to place in the hands of the Custodian of School Moneys on the dates indicated in accordance with the statutes relating thereto.

November 12, 2014

\$1,200,000

Received (Nov. 12, 2014)



**15. Adoption of Policies**

Recommends that the Passaic Board of Education adopts the following policies:

**First Reading**

Policy 6000a/6010a Theory of Action: An Aligned Instructional System

**Second Reading**

Policy 1120 Board of Education Meetings

**16. Approval of 2014 IDEA-B Carry-Over Funds for the FY2015**

Recommends that the Passaic Board of Education approves the federally funded IDEA-B Carry-Over Funds for the FY2015 Basic Grant in the amount of \$1,992,704.

**17. Approval to Award Additional Funds to Progressive Educators, LLC, West Orange, NJ**

Recommends that Passaic Board of Education approves additional funds on the contract with Progressive Educators, LLC, 200 Mt. Pleasant Ave- Suite D9, West Orange, NJ 07052, to provide Public Home Instruction to students referred to the Department of Special Education.

	<b>From</b>	<b>Increase</b>	<b>To</b>
Amount	\$25,000	\$50,000	75,000

**Account No.:** 11-150-100-320-27-0000

18. **Approval for Revisions to the NCLB Title I Improving Basic Programs Operated by Local Education Agencies and School Improvement Programs 2014-2015 Carryover Budget Accounts**

Recommends that the Passaic Board of Education approves the revisions to the NCLB Title I Improving Basic Programs Operated by Local Education Agencies and School Improvement Programs 2014-2015 Carryover Budget Accounts.

**TITLE I**

<b><i>Description</i></b>	<b><i>Account</i></b>	<b><i>Carryover From</i></b>	<b><i>Revised Carryover To</i></b>
Salaries/Stipends	20-231-100-100	\$125,347	\$124,928
Purchased Services	20-231-100-300	\$70,000	\$75,266
Instructional Supplies	20-231-100-600	\$797	\$419
Salaries/Stipends	20-231-200-100	\$191,006	\$173,735
Benefits	20-231-200-200	\$242,873	\$240,283
Prof and Tech Services	20-231-200-300	\$71,810	\$77,671
Supplies and Materials	20-231-200-600	\$43,905	\$53,435
<b>Total</b>		<b>\$745,738</b>	<b>\$745,738</b>

19. **Approval of Tuition Contract**

Recommends that the Passaic Board of Education approves a tuition contract with Ranch Hope, Inc., Strang School, 45 Sawmill Road, Alloway, NJ 08001, to provide educational services during the 2014-2015 school year for one student. The term of the contract will be from September 23, 2014 through June 30, 2015.

**Cost Not to Exceed:** \$39,970.19

**Account:** 11-000-100-566-27-0000

**20. Resolution Authorizing Purchase of Proprietary Services-Renzulli Learning**

Recommends that the Passaic Board of Education authorizes the purchase of the Renzulli Learning project-based learning and career profile on-line program from Compass Learning, Inc., 203 Colorado Street, Austin, Texas 78701

The approval of this contract is contingent upon the following:

- NJ Business Certificate
- Chapter 271 Political Contribution Disclosure Form
- Sole Source Letter

**Cost Not to Exceed:** \$28,784

<b>Amount</b>	<b>Dates</b>
\$14,364	12/1/14-6/30/15
\$14,420	7/1/15 -6/30/16

**Account No.:** 11-190-100-500-19-0087

**21. Resolution Authorizing Purchase of Proprietary Services- Scholastic Education – Read 180 for Etta Gero School No. 9 and William B. Cruise School No. 11**

Recommends that the Passaic Board of Education authorizes the purchase of the Scholastic Education Read 180 from Scholastic Education Inside Sales, 2315 Dean Street, Suite 600, St. Charles, IL 60175 for 120 license bundle for the ACCESS program at Schools No. 9 and 11.

The approval of this contract is contingent upon the following:

- NJ Business Certificate
- Chapter 271 Political Contribution Disclosure Form
- Sole Source Letter

**Cost Not to Exceed:** \$59,995

**Account No.:** 15-190-100-500-09-0000 (\$29,997.50)  
15-190-100-500-11-0000 (\$29,997.50)

**22. Resolution Authorizing Purchase of Proprietary Services- iReady - Diagnostic and Instructional Program**

Recommends that the Passaic Board of Education authorizes the purchase of the iReady Diagnostic and Instructional Program in Math from Curriculum Associates, P.O. Box 2001, N. Billerica, MA 01862.

The approval of this contract is contingent upon the following:

- NJ Business Certificate
- Chapter 271 Political Contribution Disclosure Form

**Cost Not to Exceed:** \$7,250

**Account No.:** 20-250-100-600-27-0100

**23. Resolution Authorizing Capital Project—Bathroom Renovations - School No. 7**

Recommends that the Passaic Board of Education hereby authorizes the following Capital project for the 2014-2015 school year, based upon the recommendation of Mrs. Aida C. Garcia, Chief of Operations:

Bathroom Renovations - Ulysses S. Grant School No. 7

All plans shall be signed and submitted to the NJ DOE Office of School Facilities.

24. **Resolution Extending Contract with Passaic County Community College for a Farm to School Facilitator for Implementation of the USDA Food and Nutrition Service Funded Farm to School Passaic Project**

Recommends that the Passaic Board of Education extends the contract for the Farm to School Facilitator with Passaic County Community College, One College Boulevard, Paterson, NJ 07505-1179 from September 30, 2014 to November 30, 2014.

There will be no additional costs incurred as a result of this extension.

25. **Approval of Use of School Facilities—International Ministry Emanuel – Martin Luther King, Jr. School No. 6**

Recommends that the Passaic Board of Education ratifies the administrative approval granting permission to the International Ministry Emanuel to use the parking lot located at Dr. Martin Luther King, Jr. School No. 6 on Saturday, November 1, 2014 from 4:30 p.m. to 10:00 p.m.

26. **Resolution for Approval and Submission of Variation Requests to the New Jersey Department of Education (NJDOE) for School No. 5 Annex**

Recommends that the Passaic Board of Education approves the submission of the following variation requests to NJDOE for School No. 5 Annex:

1. N.J.A.C. 6A:26-6.1 (d)- Barrier Free Subcode of The Uniform Construction Code
2. N.J.A.C. 6A:26-6.3 (b)7- Height of ceiling in cafeteria
3. N.J.A.C. 6A:26-6.3 (b)9- Health Unit (Nurse's Area)

**27. Resolution for Approval and Submission of Variation Requests to the New Jersey Department of Education (NJDOE) for School No. 15 Annex**

Recommends that the Passaic Board of Education approves the submission of the following variation requests to NJDOE for School No. 15 Annex:

1. N.J.A.C. 6A:26-6.4 (b)3– Classroom Size  
N.J.A.C. 6A:26-6.4 (h)
2. N.J.A.C. 6A: 26-6.4 (b)4– Accessible Toilet facilities
3. N.J.A.C. 6A: 26-6.4 (c)1 – Window requirement
4. N.J.A.C. 6A:26-6.3 (b)9– Health Unit (Nurse’s Area)
5. N.J.A.C. 6A:26-6.4 (h)– Administrative space per Facility Efficiency Standards

**28. Resolution to Submit Required Documents to the New Jersey Department of Education (NJDOE) for the Amendment of the District Long Range Facilities Plan (LRFP)**

Recommends that the Passaic Board of Education approves the submission of documentation as required to the NJDOE for the amendment of schools of the Long Range Facilities Plan (LRFP).

To include the following projects:

- School #15 Annex  
37 Speer Avenue  
Clifton, New Jersey 07013
- School #5 Annex  
212 Market Street  
Passaic, New Jersey 07055

**29. Authorization to Submit the District's 2014-2015 Comprehensive Maintenance Plan**

Recommends that the Passaic Board of Education approve the District's 2014 - 2015 Comprehensive Maintenance Plan as per N.J.A.C. 6A:26-1.1, et.seq.

**30. Revision of Contract Term with Dyntek Services, Inc. of Mount Laurel, NJ —Basic Maintenance/CiscoBase Services for Internet and Network Hardware—Bid No. 03-14 for the 2014-2015**

Recommends the revision of renewal of contract term as follows:

**From:**

Bid No. 03-14  
Renewal – Two (2) Years

<u>School Year</u>	<u>School Year</u>	<u>School Year</u>
<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
\$183,563.43	\$183,563.43	\$183,563.43

The term of contract will be from July 1, 2014 thru June 30, 2016.

**To:**

Bid No. 03-14  
Renewal – One (1) Year

<u>School Year</u>	<u>School Year</u>
<u>2013-2014</u>	<u>2014-2015</u>
\$183,563.43	\$183,563.43

The term of contract will be from July 1, 2014 thru June 30, 2015.

**31. Approval of Purchase of Copier – State Contract**

Recommends the purchase of the following Savin copiers and maintenance service from Ricoh Americas Corp., c/o Atlantic Tomorrows Office (State Contract A51464)

Qty.	Copier	Total Purchase	Maintenance	Location
1	Savin MP C4503 With Fax BD Option	\$10,466.00	\$780.00	15 Annex
1	Savin MP 6002SP	\$12,458.00	\$588.00	15 Annex

Account No. 12-000-230-730-21-0000 (\$20,000.00) (Copiers)

Account No. 12-000-251-730-55-0000 (\$2,924.00)

Account No. 11-000-221-500-21-0000 (Maintenance)

Qty.	Copier	Total Purchase	Maintenance	Location
2	Savin MP 6002SP	\$24,916.00 (\$12,458.00 each)	\$882.00	School No. 3

Account No. 15-120-100-730-03-0000 (Copiers)

Account No. 15-000-240-500-03-0000 (Maintenance)

**32. Termination of Student Transportation Route**

Recommends that the Passaic Board of Education terminates the following Student Transportation Route that was awarded on August 27, 2014:

<u>Vendor</u>	<u>Route #</u>	<u>Destination</u>	<u>Amended Contract Amount</u>
A-1 Elegant Tours	93MONT	Montgomery Academy	\$4,128.00

The route is no longer needed.

All details of the contract terms and conditions are on file in the Business Office.



**33. Approval of Contract with Passaic County Educational Services Commission--Joint Pupil Transportation Routes**

Recommends that the Passaic Board of Education approves the contract with Passaic County Educational Services Commission, 45 Reinhardt Road, Wayne, NJ 07470, to provide joint pupil transportation routes with other school districts. The term of contract is from September 1, 2014 through June 30, 2015.

<u>Route #</u>	<u>Schools</u>	<u>Contractor</u>	<u>Pupils</u>	<u>Route Cost</u>	<u>Surcharge</u>
8054	New Bridges	York Transportation	1	\$323.34	\$12.92
PSS2	Public School No. 2, Paterson (10/1/14 - 10/31/14)	Scholastic Bus	1	4,011.00	320.88
8135	Public School No. 2, Paterson (11/3/14 - 6/30/15)	American Star	1	19,600.00	1,568.00

Mr. Pablo Munõz, Superintendent of Schools, recuses himself from this recommendation.

- **End of Business and Finance Section** -

**K) New and Unfinished Business**

**L) Announcement of Next Meeting and Adjournment**

The next **Regular Public Meeting** of the Board of Education will be held on **Monday, December 22, 2014** at 7:00 p.m. in the Board Room, 101 Passaic Avenue, Passaic, New Jersey, 3<sup>rd</sup> floor.

***The meeting adjourned at 7:01 p.m.***

Recorded By:



Ms. Erlinda R. Arellano

School Business Administrator/Board Secretary