

HACKENSACK BOARD OF EDUCATION
191 Second Street, Hackensack, NJ 07601
REGULAR PUBLIC MEETING
Conducted Remotely via ZOOM Meeting
MINUTES

Minutes of the proceedings of the Regular Public Meeting held on April 27, 2020, in the Hackensack Board of Education Padovano Building and remotely via Zoom, at 6:15 pm. *Lance Powell, Board President, presided.*

I. Flag Salute / Moment of Silence / Sunshine Statement / Call to Order / Roll Call

In accordance with the Open Public Meetings, *N.J.S.A. 10:4-6 et seq.*, adequate notification of this meeting has been provided by advertising in the Record and posting notice in the Board of Education Administration Building (Padovano Education Center) and filing notice with the City Clerk. I hereby call to order the Regular Public Meeting, Monday, April 27, 2020, conducted remotely via Zoom, at 6:15 pm.

***Special Note:** As a result of the limitations placed on public assemblies due to the Corona Virus related restrictions, this meeting is being conducted via Zoom. The district website contains information on public participation.*

<i>Board Member</i>	<i>Present</i>	<i>Participating Via Remote Conference</i>	<i>Absent</i>
Ms. Amirhamzeh (Leila)		X*	
Mr. Bendezu (Julio)		X	
Ms. Calle (Johanna)		X	
Ms. Cogelja (Frances)		X	
Ms. Coles (Robin)		X	
Mr. Goodman (Ira)		X	
Ms. Rodriguez (Lara)			X
Mr. Velez (Carlos)		X	
Mr. James-Vickery (Scott), Vice President		X	
Mr. Powell (Lancelot), President		X	

*Arrived @ 6:25 p.m.

Also Participating via Remote

Robert Sanchez, Superintendent
Dora E. Zeno, Interim Business Administrator
Rosemary Marks, Assistant Superintendent
Andrea Parchment – Assistant Superintendent
Christina Soto – Board Attorney

II. Approve Minutes

Be It Resolved, that the Hackensack Board of Education approves the minutes of the Regular Meeting minutes of March 23, 2020, as submitted. Trustee James-Vickery motioned to approve minutes, seconded by Trustee Coles. Trustee Bendezu abstained. Motion carried.

III. Superintendent's Report

A. Enrollment Report

<i>Enrollment as of March 31, 2020</i>	<i>Enrollment</i>	<i>Attendance (%)</i>
High School	1,897	97.29
Middle School	1,563	97.31
Fairmount	568	97.47
Hillers	497	98.02
Jackson	369	97.33
Parker	479	97.79
ECDC	251	95.80
Total	5,624	97.36

B. Residency Report

	<u>March 2020</u>	<u>Year to Date</u>
Number of Residency Cases	8	135
Residency Cases Investigated	20	96
In-Home Visits Unverified	8	42
Parent Provided Updated In-District Proof of Residency	8	34
Students Withdrawn as a Result of Residency Investigation	0	9

C. Harassment, Intimidation, and Bullying Report

Completed Investigations March 13, 2020 – April 14, 2020					
<i>SCHOOL</i>	<i>Bullying Fits HIB Definition</i>	<i>Inconclusive</i>	<i>No Evidence Of Bullying</i>	<i>Does not Fit Bullying Definition</i>	<i>TOTALS</i>
Fairmount	0	0	0	0	0
Parker	0	0	0	0	0
Hillers	0	0	0	0	0
Jackson	0	0	0	0	0
Middle School	1	4	1	1	7
High School	0	0	0	0	0
Totals	1	4	1	1	7

Trustee Amirhamzeh motioned to accept the Superintendent's Report; seconded by Trustee Calle; carried by unanimous roll call vote.

IV. Public Comment

Public participation shall be governed by the following rules *(will be adapted with specific directions to accommodate remote participation)*:

- 1) A participant must sign the “sign-in” sheet and be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
- 2) Each statement made by a participant shall be limited to three (3) minutes’ duration during the public session;
- 3) All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member; and
- 4) All Board and/or Superintendent responses to questions or inquiries shall be held until the end of public participation.

V. Resolutions

- A. Personnel
- B. Policy
- C. Curriculum
- D. Finance/Budget
- E. Buildings/Grounds

A. Personnel

Be It Resolved, that the Hackensack Board of Education, upon the recommendation of the Superintendent, approves the following personnel action **A1**:

- A1** Motion to take action on personnel matters, as listed below; and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts).

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Johanna Espinal 11-140-100-101-050-90	Appoint	Bilingual/History Teacher 10-06-96/awf	MA30/14	\$116,040	High	4/21/20	6/30/20	Returning from family leave
Cynthia Hochstaedt 11-120-100-101-110-90	Appoint	Elementary Teacher 10-03-03/cjq	BA+32/MA /8	\$72,070	Hilliers	5/1/20	6/30/20	Returning from family leave; replacing N. Rinaldi
Employee #3583	Adjusted Family Leave	10-06-96/awf			High	11/21/19	4/20/20	Utilizing sick & personal days 11/21/19-3/9/20 w/pay; 3/10/20-4/20/20 w/o pay; w/ benefits
Employee #4156	Adjusted Family Leave	10-04-04/ccg			Fairmount	1/30/20	4/30/20	1/30/20- 4/30/20, unpaid w/benefits, subject to EBC
Employee #2882	Adjusted Family Leave	10-03-03/cjq						Maternity leave w pay & benefits 2/24/20 – 5/15/20; and w/o pay w benefits 5/16/-6-30-20
C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Alexandria Lopez 20-375-200-100-050-90	Appoint	Mental Health Counselor 80-06-06/clc		TBD/SBYSP Grant Funded	High/Drop in	TBD		Replacing S. Lebovic
Employee #1905	Retirement	F/T Para 15-05-05/avn			Middle	5/1/20		
Employee #4744	Unpaid Leave	School Bus Driver			HS/Athletic Office	4/15/20		Pending State Clearance

Personnel actions A1				
<i>Motion: Trustee Coles</i>		<i>Second: Trustee Powell</i>		
	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Ms. Amirhamzeh (Leila)	X			
Mr. Bendezu (Julio)	X			
Ms. Calle (Johanna)	X			
Ms. Cogelja (Frances)	X			
Ms. Coles (Robin)	X			
Mr. Goodman (Ira)	X			
Ms. Rodriguez (Lara)				X
Mr. Velez (Carlos)	X			
Mr. James-Vickery (Scott), Vice President	X			
Mr. Powell (Lancelot), President	X			

B. Policy - None

C. Curriculum

C1 Travel expenses for staff members – None.

C2 Be it Resolved, that the Hackensack Board of Education, upon the recommendation of the Superintendent, approves the following professional development for Roseanne Cavallo, ELA Supervisor, to participate in the Drew Writing Project 2020 Summer Invitational Institute to be held June 6, 2020 through July 31, 2020. The cost for the institute is \$600.00 to paid for from account 11-000-221-500-XXX-XX.

C3 Field Trips – None.

C4 Be It Resolved, that the Hackensack Board of Education, upon the recommendation of the Superintendent, approves a resolution to apply for and accept the 2020-2021 SBYSP (School Based Youth Services Program) grant in the amount of \$299,940.

C5 Be It Resolved, that the Hackensack Board of Education, upon the recommendation of the Superintendent, approves the request for and acceptance of the modification of the SBYSP (School Based Youth Services Program) 2019-20 grant.

Name	Account Code	Position	Amount
Shayna Lebovic	20-375-200-100-050-90	Licensed Clinician Social Worker	\$29,450
Lisa Kelly	20-375-200-100-050-90	Youth Development Spec.	\$51,119
Audrey Irby	20-375-200-100-050-90	Administrative Assistant	\$44,346
Alexandria Lopez	20-375-200-100-050-90	Outreach Counselor	\$28,715
Doris Dejesus Levy	20-375-200-100-050-90	Director	\$85,000
Total Salaries:			\$238,630

Administrative Fees:	20-375-100-800-050-00		\$1,954
Benefits	20-375-200-200-050-00		\$18,256
Professional Fees	20-375-200-320-050-00		\$2,590
Purchased Serv. Transportation	20-375-200-500-050-00		\$2,500
Purchased Services	20-375-200-500-050-00		\$3,500
Supplies	20-375-200-610-050-00		\$25,860
Travel	20-375-200-580-050-00		\$650
Other Objects	20-375-200-890-050-00		\$6,000
Grand Total			\$299,940

- C6 Be It Resolved,** that the Board of Education of the City of Hackensack, upon the recommendation of the Superintendent, approves and ratify the following positions for the 2019-2020 school year, at \$56.19 per hour, funded by Title I acct #20-231-100-100-001-90:

Name	Position	Total Hours Not to Exceed
Zaneb Elshahat	Hillers Tutorials Substitute Teacher	As Needed
Yiralda Taveras	Hillers Tutorials Substitute Teacher	As Needed

- C7 Be It Resolved,** that the Hackensack Board of Education, upon the recommendation of the Superintendent, approves the following services for the 2019-2020 school year:

Type	School	Tuition	ID #	Classified	Comment
BCSS	Brownstone	\$64,480.00	484455	X	Tuition Prorated
BCSS	Gateway	\$62,100.00	450485	X	Tuition Prorated
BCSS	Brownstone	\$64,480.00	471524	X	Tuition Prorated
BCSS	Brownstone	\$62,100.00	486286	X	Tuition Prorated
Pub	SBJC	\$33,700.00	486556	X	PSD BD Program
NonPub	Windsor Prep	\$23,979.66	483386	X	Placed 2/19/20
NonPub	Windsor Prep	\$27,015.06	430174	X	Placed 2/3/20

- C8 Be It Resolved,** that the Hackensack Board of Education, upon the recommendation of the Superintendent, approves the following new Middle School courses, effective for the 2020-2021 school year:

Tech Literacy 2
 Practical Law (Street Law)

Curriculum resolutions C2 thru C8				
Motion: Trustee Calle		Second: Trustee Goodman		
	Yes	No	Abstain	Absent
Ms. Amirhamzeh (Leila)	X			
Mr. Bendezu (Julio)	X			
Ms. Calle (Johanna)	X			
Ms. Cogelja (Frances)	X			
Ms. Coles (Robin)	X			
Mr. Goodman (Ira)	X			
Ms. Rodriguez (Lara)				X
Mr. Velez (Carlos)	X			
Mr. James-Vickery (Scott) Vice President	X			
Mr. Powell (Lancelot) President	X			

D. Finance and Budget

- D1** **Whereas**, the Hackensack Board of Education, in accordance with N.J.A.C. 23A:16-10, upon the recommendation of the Superintendent and Interim SBA/Board Secretary, accepts and approves the Board Secretary's Report and Cash Reconciliation Report for the month of March 2020;

Be It Resolved, that the Board of Education and Board Secretary certify that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District financial obligations for 2019/2020 school year.

- D2** **Be It Resolved**, that the Hackensack Board of Education, upon the recommendation of the Superintendent and Interim SBA/Board Secretary, approves the payment of bills and claims, March 17, 2020 thru April 23, 2020, in the total amount of \$13,159,026.72 (*Attachment D2*).

Fund 10	General Fund	\$734,917.32
Fund 11	Current General Expense	\$11,493,544.69
Fund 12	Capital Outlay	\$289,304.19
Fund 20	Special Revenue	\$422,735.43
Fund 40	Debt Service	\$
Fund 60	Enterprise Fund	\$218,525.09

- D3** **Be It Resolved**, that the Hackensack Board of Education, upon the recommendation of the Superintendent and Interim SBA/Board Secretary, approves the attached List of Budget Transfers #7492 thru #7499 for the month of March 2020, total amount of \$595,800 (*Attachment D3*).

- D4 Be It Resolved** that the Board of Education of Hackensack, upon the recommendation of the Superintendent, approves the renewal of the Food Service Management Company (FSMC) contract with Maschio's Food Services, Inc., for the 2020-2021 school year.

Whereas, Maschio's will charge the Hackensack Board of Education a Management Fee of **\$11,129.00** per month for ten (10) months for an annual total of **\$111,290.00** during the 2020-2021 academic year; fee represents its overhead expenses necessary to operate the food service including, but not limited to area and zone supervision; general support provided by Maschio's' corporate offices, including without limitation, accounting, purchasing, tax, legal, research, safety, quality assurance, payroll, auditing and other related administrative functions; and

Whereas, Maschio's guarantees the return to the (LEA) Hackensack Board of Education from the Food Service Program for the school year **\$363,000**; and

Whereas, the proposal is based upon the following schedule for paid student lunches:

Elementary Schools	\$2.75
Middle School	\$3.50
High School	\$3.50
Adults	\$5.00

Now, Therefore Be It Resolved, that the Contract for the Management of the School Nutrition Program for the 2020-2021 school year be renewed with Maschio's pursuant to the terms and conditions contained herein.

- D5 Be It Resolved**, that the Hackensack Board of Education, upon the recommendation of the Superintendent approve the Food Service Corrective Action Plan addressing purchasing protocols for the School Nutrition Program Procurement Review.

- D6 Be It Resolved** that the Hackensack Board of Education, upon the recommendation of the Superintendent, does hereby approve an Agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Services Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period 2020-2021 school year. The services to be provided include, but are not limited to, the Coordinated Transportation of nonpublic, out of District special education, vocational and summer programs.

Be It Further Resolved, that the Hackensack Board of Education agrees to abide by the Transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this Resolution.

- D7 Be It Resolved**, that the Hackensack Board of Education, upon the recommendation of the Superintendent, approve the use of **My School Bucks** as an electronic payment portal to facilitate graduation fees payments (*current vendor for student meals*).

- D8 Be It Resolved**, that the Hackensack Board of Education, upon the recommendation of the Superintendent, contract with **Herff Jones, LLC** to create virtual graduation ceremonies, one each for the High School and Middle School, @\$12/student.
- D9 Be It Resolved**, that the Hackensack Board of Education, upon the recommendation of the Superintendent, hereby approves the submission of the Grant application for the 2020 Safety Grant Program through the New Jersey Schools Insurance Group's NJEIF Sub-Fund for preventive safety measures in the amount of \$32,527.75.

Finance and Budget resolutions D1 thru D9				
<i>Motion: Trustee Powell</i>	<i>Second: Trustee Velez</i>			
	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Ms. Amirhamzeh (Leila)	X			
Mr. Bendezu (Julio)	X			
Ms. Calle (Johanna)	X			
Ms. Cogelja (Frances)	X			
Ms. Coles (Robin)	X			
Mr. Goodman (Ira)	X			
Ms. Rodriguez (Lara)				X
Mr. Velez (Carlos)	X			
Mr. James-Vickery (Scott) Vice President	X			
Mr. Powell (Lancelot) President	X			

E. Buildings/Grounds

E1 Use of School Facilities – None.

E2 Approve the following New Jersey Department of Education Capital Project –Fanny M. Hillers Elementary School Roof Replacement – Shingle Section

Be It Resolved, by the Hackensack Public Schools, and upon the recommendation of the Superintendent, to authorize the firm of DMR Architects to provide all phases of professional architectural services to the Hackensack Board of Education for improvements to the Fanny M. Hillers Elementary School Roof Replacement including preparation of all related documents, amendment to the Long Range Facilities Plan and submittal for review to the New Jersey Department of Education for review and Department approval of a "school facilities capital project" at a cost of \$28,000, which includes construction administration, as detailed in their proposal dated April 21, 2020."

E3 Approve the following New Jersey Department of Education Capital Project – High School Fourth Floor Roof Replacement

Be It Resolved, by the Hackensack Public Schools, and upon the recommendation of the Superintendent, to authorize the firm of DMR Architects to provide all phases of professional architectural services to the Hackensack Board of Education for improvements to the High School Fourth Floor Roof Replacement including preparation of all related documents, amendment to the Long Range Facilities Plan and submittal for review to the New Jersey Department of Education for

review and Department approval of a "school facilities capital project" at a cost of \$27,000, which includes construction administration, as detailed in their proposal dated April 21, 2020."

E4 Approve the following New Jersey Department of Education Capital Project – High School Tennis Court Replacement

Be It Resolved, by the Hackensack Public Schools, and upon the recommendation of the Superintendent, to authorize the firm of DMR Architects to provide all phases of professional architectural services to the Hackensack Board of Education for improvements to the High School Tennis Court Replacement including preparation of all related documents, amendment to the Long Range Facilities Plan and submittal for review to the New Jersey Department of Education for review and Department approval of a "school facilities capital project" at a cost of \$76,060, which includes construction administration, as detailed in their proposal dated April 22, 2020."

E5 Approve the following New Jersey Department of Education Capital Project – Middle School Roof Replacement

Be It Resolved, by the Hackensack Public Schools, and upon the recommendation of the Superintendent, to authorize the firm of DMR Architects to provide all phases of professional architectural services to the Hackensack Board of Education for improvements to the Middle School Roof Replacement – Grade 5-6 Section including preparation of all related documents, amendment to the Long Range Facilities Plan and submittal for review to the New Jersey Department of Education for review and Department approval of a "school facilities capital project" at a cost of \$40,000, which includes construction administration, as detailed in their proposal dated April 21, 2020."

E6 Turf Field Soil Engineering

Whereas, prior to the installation of a Field Turf at the Middle School field, there is a need to enter into a professional services agreement to undertake the Remedial Investigation phase and contract with outside services drilling vendors to install vertical and horizontal delineation monitoring wells, survey and conduct soil sampling,

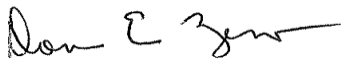
Now Therefore Be It Resolved, and upon the recommendation of the Superintendent, the Board authorizes the district to enter into a professional service agreement with Remington & Vernick Engineers (RVE), a licensed Site Remediation Professional (LSRP), as permitted under NJSA 18A:18A-5(a), to advance the project to the Remedial Investigation phase and provide engineering scope of services, as described in its proposal dated April 24, 2020, at a cost of \$86,760 for this phase of work. RVE to provide appropriate liability insurance coverage.

Buildings and Grounds resolutions E1 thru E6				
<i>Motion: Trustee James-Vickery</i>	<i>Second: Trustee Amirhamzeh</i>			
	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Ms. Amirhamzeh (Leila)	X			
Mr. Bendezu (Julio)	X			
Ms. Calle (Johanna)	X			
Ms. Cogelja (Frances)	X			
Ms. Coles (Robin)	X			
Mr. Goodman (Ira)	X			
Ms. Rodriguez (Lara)				X
Mr. Velez (Carlos)	X			
Mr. James-Vickery (Scott), Vice President	X			
Mr. Powell (Lancelot), President	X			

VI. Board Comments

VII. Adjourned at 7:30 pm

Respectfully submitted,



Dora E. Zeno
 Interim Business Administrator/Board Secretary