

GUTTENBERG BOARD OF EDUCATION
Regular Meeting Minutes
November 15, 2023

Minutes of a regular meeting of the Board of Education of the Town of Guttenberg, in the County of Hudson, N.J., held on Wednesday, November 15, 2023 at 5:00 P.M. local time for the Anna L. Klein School, 301 69th Street, Guttenberg Board of Education.

MEETING OPENING

1.01 Call to Order

President Rogers called the meeting to order at 5:05 pm.

1.02 Pledge of Allegiance

President Rogers led everyone virtually in the salute to the American Flag and recited the pledge of allegiance.

1.03 OPEN PUBLIC MEETING NOTICE

Mrs. Karen Huebsch announced that this meeting is being called in conformance with the "Open Public Meeting Act," notices were mailed to newspapers, Town Clerk, and all members' two days prior to this meeting.

1.04 Members Present Roll Call

Mrs. Karen Huebsch conducted the roll call.

Upon roll call the following members were present, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and President Rogers. Student Representative Pozo was present.

Board Attorney John Schettino was present.

1.05 APPROVAL OF PREVIOUS MEETING MINUTES OF OCTOBER 11, 2023

President Rogers asked for a motion to approve the meeting minutes of the October 11, 2023 meeting. Motioned by Trustee Sosnowski and seconded by Montanez. Ayes, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and President Rogers. Nays, none.

2. EXECUTIVE SESSION (IF NECESSARY)

2.01 Approval For the Board to Enter into Executive Session

2.02 Approval for the Board to Reconvene the Meeting

3. ANNOUNCEMENTS

3.01 Business Administrator's Report, Secretary's Report, and Budget and Operations Report

Secretary Mantineo stated that her report is in agreement and on file for the month of October 2023.

BE IT RESOLVED, it is necessary to approve the October 2023 Secretary's Report is on file and certified.

President Rogers asked Student Representative Pozo if she had anything to comment.

Student Representative Pozo stated she had nothing to report or comment.

3.02 Superintendent's Report

Dr. Rosenberg presented her report for the month. Dr. Rosenberg discussed the HIB report and a class action suit that goes back to school districts from 1954.

A discussion took place concerning a question last month about the life vac device. Mr. Schettino stated as per Secretary Mantineo's request the risk manager stated the position is a case by case basis and the device isn't defective only misuse by an employee if not utilized properly.

3.03 HIB Reports

3.03 Approval of HIB Actions and Decisions that the Board of Education Affirms the Superintendent's Decision Regarding the Previous and Current Month's HIB Report

BE IT RESOLVED, that it is necessary to approve the Superintendent's recommendation of the current and prior month's HIB reports and findings, in accordance with In 18A:37-14 and 6A:16-1.3.
3.04 Approval of the HIB Self assessment for Determining Grades under the Anti-Bullying Bill of Rights

BE IT RESOLVED, that the Board approves the HIB Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights.

3.05 Student Representative Announcements

3.06 Other Board of Education Announcements (If Applicable)

4. COMMITTEE REPORTS

President Rogers asked if any committee wished to report.

4.01 BUDGET/OPERATIONS REPORT

-No Report

4.02 COMMUNITY, POLICE DEPARTMENT AND TOWN COUNCIL COMMITTEE REPORT

Trustee Montanez presented her report for the month. She stated the town would be sponsoring a coat drive as well as a toy drive. The Christmas tree lighting will be held on Thursday, November 30th.

4.03 CURRICULUM, TECHNOLOGY AND EDUCATION COMMITTEE REPORT

-No Report

4.04 NORTH BERGEN LIAISON REPORT

-No Report

4.05 PTO LIAISON REPORT

-No Report

4.06 NEGOTIATION/PERSONNEL COMMITTEE REPORT

-No Report

4.07 SUPERINTENDENT REPORT COMMITTEE

-No Report

President Rogers requested a motion to approve the requisitions to purchase.

Motioned by Trustee Copeland and seconded by Sosnowski. Ayes, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and President Rogers. Nays, none.

4.08 Workshops/Inservice Workshops/Supplies

5. HEARING OF THE CITIZENS

President Rogers announced that any citizen wishing to address the board with a comment or question will be allotted a three-minute timeframe per citizen.

5.01 APPROVAL OF OPENING OF THE HEARING OF THE CITIZENS TO THE PUBLIC

A motion was made to open the hearing of the citizens to the public by Trustee Montanez and seconded by Trustee Fundora. Roll call, Ayes, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and President Rogers. Nays, none.

No citizens addressed the board.

5.02 APPROVAL TO CLOSE THE HEARING OF THE CITIZENS TO THE PUBLIC

A motion was made to close the hearing of the citizens by Trustee Montanez and seconded by Trustee Fundora. Roll call, Ayes, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and President Rogers. Nays, none.

6. FINANCE AND OPERATIONS

6.01 APPROVAL OF THE CLAIMS LIST

6.01 Approval of the Claims List for November 2023

BE IT RESOLVED, that the Board hereby approves of the Claims List for November 2023.

6.02. CONTRACTS

6.02 Approval of the Contracts or Contracted Services for the 2023-2024 School Year

BE IT RESOLVED, that is is necessary to enter into contract agreements with the following vendors for the 2023-2024 school year:

Atlantic Tomorrows Office/Municipal Capital Finance Copier 48 month lease -\$1,100 per month, Powerschool SIS -11/17/2023-6/30/2024-\$1,488.52, Edmunds GovTech-2023-2024 Finance Software Maintenance -\$3,872.32, Dr. Shirley Sostre-Oquendo, M.D.J.D-Psychiatric Evaluations- \$1,000 per evaluation;

BE IT FURTHER RESOLVED, that the Board approves of entering into contract agreements with the above mentioned vendors for the 2023-2024 school year.

6.03 FUNDRAISING

6.03 Approval of the Kindergarten, Student Council and Yearbook Fundraisers for the 2023-2024 School Year as listed below:

Kindergarten Cookie Fundraiser to be held in November/December to benefit Kindergarten Activities
Yearbook Friendship Bracelet Sale Fundraiser

BE IT RESOLVED, that the Board approves of the Yearbook Friendship Bracelet Sale Fundraiser in November/December with monies collected to benefit the Yearbook Club and the Kindergarten Cookie Fundraiser to benefit the Kindergarten class.

6.04 DONATIONS

6.04 Acceptance of Donations for the 2023-2024 School Year

BE IT RESOLVED, that the Board accepts a donation of lunch boxes and book bags presented by a family friend of Ms. Gianna Peraza for the 2023-2024 school year.

6.05 TUITION CONTRACTS

6.05 Approval of the Special Education Tuition Contract for the 2023-2024 School Year

BE IT RESOLVED, that the Board approves of entering into a Special Education contract agreement with The Felician School for Exceptional Children in the amount of \$62,842.20 commencing September 6, 2023 through June 30, 2024.

6.06 TAX LEVY

6.06 Approval to Request the Tax Levy from the Town of Guttenberg for the Months of October and November 2023 in the amount of \$1,924,709.66

BE IT RESOLVED, that the Board hereby requests the Tax levy from the Town of Guttenberg for the months of October and November 2023 in the amount of \$1,924,709.66.

6.07 Approval of the Three-Year Preschool Program Operational Plan, Early Childhood Program Aid and Early Launch to Learning Initiative Districts

BE IT RESOLVED, that the Board approves of the Submission of the Three-Year Preschool Program Operational Plan, Early Childhood Program Aid and Early Launch to Learning Initiative Districts.

7.01 CURRICULUM ADOPTIONS, REVISIONS, PROGRAMS AND EVENTS

7.01 Approval of Curriculum Adoptions, Revisions, Programs and Events-None

7.02 Approval of any Professional Development

BE IT RESOLVED, that the Board approves a Professional Development workshop with Elite Beauty Lounge, LLC for the SEL Program in the amount of \$750.00 being reimbursed through account #20-491-200-300-00.

7.03 Approval of Field Trip Approvals

BE IT RESOLVED, that the Board approves a field trip request submitted by Mr. Richard Geissler for the Civic Student Conference for 7th & 8th Grade students to visit Weehawken High School at no cost to the district.

8. POLICY AND LEGISLATION

8.01 Updates and Revisions- None

8.02 Approval of State and Federal Legislation: Mandatory Reporting of State Assessments-None

9. BUILDING AND GROUNDS

9.01 Approval of Building Maintenance Services

BE IT RESOLVED, that it is necessary to approve the Emergency and Non Emergency Maintenance Services List as listed below:

F&G Mechanical- Boiler Repair- \$850, EZ Temp- Room 326- AC Unit not working properly-\$670.55, EZ Temp- Room 124 & 125- AC Unit not working properly- \$480.00

Breakdown Products- Annual renewal- \$763.00, Telworx Communications- Panic Alarm- \$145.00, Telworx Communications- Various network switches- \$1,094.46

BE IT FURTHER RESOLVED, that the Board approves the Emergency and Non Emergency Maintenance Services List.

9.02 Approval of the 2023-2024 Comprehensive Maintenance Plan, the M-1 and the Building Checklist

BE IT RESOLVED, annually it is necessary to approve the Comprehensive Maintenance Plan, the M1 Form and the Building Checklist as attached hereto.

BE IT FURTHER RESOLVED, that the Board approves the 2023-2024 Comprehensive Maintenance Plan, the M-I Form and the Building Checklist.

9.03 Approval of the Final Accurate Construction Inc Payment Application #7

BE IT RESOLVED, that it is necessary to approve the final Payment Application #7 reviewed and submitted by L&C Design Architect Consultants for Accurate Construction Inc for the Pre-K Classroom project in the amount of \$18,421.65 as attached hereto;

BE IT FURTHER RESOLVED, that the Board approves the final Payment Application #7 in the amount of \$18,421.65 for Accurate Construction Inc.

9.04 Approval of Retaining the Services of RSC Architects for the HVAC Project

BE IT RESOLVED, that it is necessary to approve of retaining the services of RSC Architects for the HVAC project for the 2023-2024 fiscal year.

BE IT FURTHER RESOLVED, that the Board approves of retaining the services of RSC Architects for the HVAC project for the 2023-2024 fiscal year.

10. PERSONNEL/HUMAN RESOURCES

10.01 Staff Appointments

BE IT RESOLVED, that the Superintendent is recommending the hiring of the following individuals for the 2023-2024 school year:

Daily Substitutes-\$125per diem, Ms. Thalia Silvers, Ms. Linda Cohen, Ms. Rahab Saleh, Ms. Miguelina Urena, Ms. Jessenia Escobar-Saucedo, Permanent Substitute-\$150 per diem, Ms. Giselle Martinez, Lunch Aide-\$14.13 per hour, Ms. Heidy Machado, Part-Time Nurse-\$60.00 per hour, Mr. Jason Puch,(pending fingerprint/background check approval);

BE IT FURTHER RESOLVED, that the Board approves of the above-mentioned staff hirings for the 2023-2024 school year.

10.02 Extra Pay Positions

BE IT RESOLVED, that the Superintendent is recommending the following Extra Positions for the 2023-2024 School Year:

Breakfast Monitor Substitute-Ms. Elvira Diaz-\$20.00 per diem, Limitless Learners Substitutes-Ms. Tamara Antomarchi-Yearwood, Ms. Tracy Walis, Ms. Jovita Sanchez, Ms. Mervat Tehfe- \$55.00 per hour charge to 20-233-100-101;

BE IT FURTHER RESOLVED, that the Board approves of the above-mentioned Extra Pay Positions for the 2023-2024 school year.

10.05 Approval of Leave of Absence

BE IT RESOLVED, the Superintendent is recommending the approval of Teacher Maternity Leave requests for the following individuals for the 2023-2024 school year:

Ms. Ashley LaRocca- April 8, 2024 through October 29, 2024

Ms. Courtney Mataras- March 11, 2024 through June 30, 2024

BE IT FURTHER RESOLVED, that the Board approves the Teacher Maternity Leave requests for Ms. Ashley LaRocca and Ms. Courtney Mataras for the 2023-2024 school year.

10.06 Approval of Tuition Approval and Reimbursement

BE IT RESOLVED, the Superintendent is recommending the following Teacher Course Enrollments/Reimbursements for the 2023-2024 School Year:

Ms. Michelle Clarke, Teacher Graduate Reimbursement, Ms. Hema Techwani, Ms. Carmen DeLaCruz and Ms. Ada Ascenio, Teacher Course Enrollments, Advance Structure of American English.

BE IT FURTHER RESOLVED, that the Board approves the Teacher Course Enrollments/Reimbursements for the 2023-2024 school year.

10.07 Approval of Workshops-None

10.08 Approval of Resignations/Terminations/Retirements

BE IT RESOLVED, the Superintendent is accepting the resignation of Ms. Ana Torres commencing December 15, 2023;

BE IT FURTHER RESOLVED, that the Board approves the formal resignation for Ms. Ana Torres for the 2023-2024 school year.

11. APPROVAL OF RESOLUTIONS

11.01 Approval of Resolutions on Consent Agenda (Items #3 through #10)

President Rogers requested a motion to approve.

Motioned by Trustee Sosnowski and seconded by Trustee Montanez. Ayes, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and President Rogers. Nays, none.

BE IT RESOLVED, that the Board approves the Consent Agenda Resolution Items #3 through #10..

12. CONFLICTED MATTERS

12.01 Approval of a Supervisor ESL Course Enrollment for the 2023-2024 School Year (J. Perez)

Vice President Sosnowski requested a motion to approve.

Motioned by Trustee Montanez and seconded by Fundora. Ayes, Trustee Copeland, Fundora, Garcia-Popiel, Montanez, Rodriguez and Vice President Sosnowski. Recusal vote, President Rogers. Nays, none.

BE IT RESOLVED, that the Board approves the Supervisor ESL Course Enrollment for the 2023-2024 School Year (J. Perez)

13. NEW BUSINESS

Dr. Rosenberg stated a resolution needed to be included under new business for a revised maternity leave request.

13.01 Approval of a Revised Teacher Leave of Absence (J. Medina)

BE IT RESOLVED, the Superintendent is recommending a revised maternity leave letter submitted by Mrs. Julianne Medina effective November 15, 2023 through November 30, 2024;

BE IT RESOLVED, that the Board approves of a revised maternity leave letter submitted by Mrs. Julianne Medina effective November 15, 2023 through November 30, 2023.

14. EXECUTIVE SESSION

14.01 Approval for the Board to Enter into Execute Session

A discussion took place with the Board concerning a school incident.

14.02 Approval for the Board to Reconvene with no further further action to be taken other than to adjourn.

15. ADJOURNMENT

15.01

Motion to Adjourn by Trustee Fundora and seconded by Trustee Copeland.

Motion unanimously approved by voice roll call vote.

Respectfully submitted,

Jolene Mantineo
Board Secretary