



**Administrative Memorandum  
Board Meeting Minutes**

**Date:** Wednesday, December 15, 2021  
**Time:** 7:30 pm Regular Board Meeting  
**Location:** Cafeteria of the Forrestdale School

**1. Call to Order**

The meeting was called to order by the Board President at **7:34 pm**, in the Cafeteria of the Forrestdale School, Rumson, New Jersey.

**2. Pledge of Allegiance**

**3. Notice of Meeting**

Announcement of this meeting has been sent to the Asbury Park Press and the Two River Times. An Agenda has been posted in the Deane-Porter and Forrestdale Schools, Rumson Borough Hall and the Oceanic Library, and an agenda has been posted on the Rumson School District website.

**4. Roll Call**

Mr. Caldwell	Present	Mrs. Izzo	Present	Mrs. Sahadi	Present
Dr. Connors	Present	Dr. Jones	Present	Mrs. Scoble	Present
Mrs. D’Uva	Absent	Mrs. Markiewicz	Present	Mrs. Swain	Present

Also Present: Dr. John E. Bormann, Superintendent; Mrs. Denise McCarthy, SBA, and the public

**5. Welcome of Visitors**

**6. Correspondence**

**7. Communications**

To permit the fair and orderly expression of comments, on agenda items, we ask that the public:

- Wait to be recognized
- Preface comments with your name and address
- Direct all comments to the presiding officer
- Discuss only concerns that have been previously addressed through proper administrative channels
- Refrain from using any pupil or staff member’s name

The Board is happy to listen to all comments, but this may not be the forum for any and all questions.

**8. Approval of Minutes**

RECOMMENDATION

Approved the following board minutes:

- November 17, 2021 Regular Meeting Minutes

**Motion:** Mrs. Swain    **Seconded:** Dr. Connors

**All in favor:** AYES: 8    **Absent:** Mrs. D’Uva

**9. Report of the Superintendent**

The Superintendent reported on the following items:

- 2022 BOE Committee Assignments & Dates.
- School Suspensions for the period of Nov. 17, 2021 - Dec. 15, 2021

School	Sept. 2021	Oct. 2021	Nov. 2021	Dec. 2021
DP	0	0	0	0
FD	0	0	1	1

- **Enrollment** – As of December 15, 2021

Deane-Porter	Forrestdale	District
366	550	916

- **SSDS Report Presentation**

To present the Student Safety Data System (SSDS) report for Nov. 18, 2021 - December 14, 2021

Incidents	Forrestdale	Deane-Porter	District
# of total SSDS Incidents	0	0	0
# of HIB Investigations	1	0	1
# of HIB Incidents determined	1	0	1

- **Acceptance of Safety and Security Drill Report**

Accepted the Safety and Security Report for November 18, 2021 through December 15, 2021

School	Type of Drill	Occupants Involved	Date and Time
DP	AED Drill	All Staff & Students	11/23/21 @ 9:00 am
FD	AED Drill	All Staff & Students	11/23/21 @ 9:30 am
FD	Afterschool Fire Drill	All Afterschool Staff/Students	11/29/21 @ 3:30 pm
DP	Afterschool Fire Drill	All Afterschool Staff/Students	11/29/21 @ 3:45 pm
DP	Fire Drill	All Staff & Students	12/09/21 @ 1:30 pm
FD	Fire Drill	All Staff & Students	12/10/21 @2:35 pm

**Approved the following consent agenda items (a-b), which are being presented upon the recommendation of the Superintendent:**

**Motion: Mrs. Swain      Seconded: Dr. Connors**

**All in favor: AYES: 8      Absent: Mrs. D’Uva**

- a. 2022 Board of Education Meeting Dates**

Approved the following 2022 Board of Education meeting dates:

- Wednesday, January 5, 2022      Re-Org Meeting      7:30 pm
- Wednesday, January 26, 2022      Regular Meeting      6:30 pm
- Wednesday, February 23, 2022      Regular Meeting      7:30 pm
- Wednesday, March 16, 2022      Regular Meeting      7:30 pm
- Wednesday, April 13, 2022      Regular Meeting      7:30 pm
- Wednesday, May 4, 2022      Budget Open Public Hearing      6:30 pm
- Wednesday, May 25, 2022      Regular Meeting      7:30 pm
- Wednesday, June 22, 2022      Regular Meeting      7:30 pm
- Wednesday, July 27, 2022      Regular Meeting      7:30 pm
- Wednesday, August 24, 2022      Regular Meeting      7:30 pm
- Wednesday, September 28, 2022      Regular Meeting      7:30 pm
- Wednesday, October 26, 2022      Regular Meeting      7:30 pm
- Wednesday, November 30, 2022      Regular Meeting      7:30 pm
- Wednesday, December 14, 2022      Regular Meeting      7:30 pm

- b. SSDS Report Approval**

Accepted the Student Safety Data System (SSDS) report for Oct. 28, 2021 - Nov. 17, 2021

Incidents	Forrestdale	Deane-Porter	District
# of total SSDS Incidents	0	0	0
# of HIB Investigations	0	0	0
# of HIB Incidents determined	0	0	0

10. **Education Committee**

- **Report of Meeting**
- **Approved the following consent agenda items (a-i) which are being presented upon the recommendation of the Superintendent:**

**Motion: Mrs. Swain      Seconded: Dr. Connors**

**All in favor: AYES: 8      Absent: Mrs. D’Uva**

**a. Rumson Before School Academy (R.B.S.A.)**

Approved the Rumson Before School Child Care Academy from 7:30 - 8:30 am at the rate of \$8/day and \$5/day for each additional child.

**b. Rumson School District 2021-2022 Road Forward COVID Plan**

Approved the updated **Rumson School District 2021-2022 Road Forward COVID Plan.**

**c. American Rescue Plan / ESSER III Grant**

Approved the 6-month revision of the **American Rescue Plan/ESSER III Grant- Safe Return to School Plan.**

**d. Grant Acceptance**

Approved accepting the **Mark Schonwetter Holocaust Education Foundation Grant** for the Forrestdale School in the amount of \$300.00.

**e. SLEO Class III Shared Services Agreement**

Approved Shared Services Agreement - **Special Law Enforcement Officers III** between the Rumson Borough Board of Education and the Borough of Rumson, for the 2021-2022 school year.

**f. Curriculum**

Approved the purchase of Grade 5 supplementary ELA material, Hidden Figures: The True Story of Four Black Women and The Space Race Hidden Figures Young Readers’ Edition,

**g. Outside Evaluation**

Approved an outside independent evaluation for student ID # 243078, at the cost of \$425.00, through Monmouth-Ocean Educational Services Commission (as per NJAC 6A:14).

**h. English Language Learner Three-Year Program Plan 2021-2024**

Approved the **English Language Learner Three-Year Program Plan for the 2021-2024** school year.

**i. School Events / Class Trips / Fundraisers**

Approved the following School Events / Fundraisers: (\*retroactive approval)

<b>Class / Group</b>	<b>Event / Location</b>	<b>Date/ Time</b>
Gr. 7 Student	SPCA Holiday Wish List Donation Drive / FD School	12/6*-17/2021
TREPS Maureen Gordon	FD TREPS Marketplace / FD Media Ctr & JET Room	12/13/21*
Gr 7 & 8 STEM Agriculture Class & Dawn Cappetto	Agriculture Class Farmer’s Market / FD Outdoors	12/9/21*, 3/16/22, 6/9/22
Ski Club Tricia Zifchak	Ski Trip / Wyndham Mt, NY	1/15/22 / 5 AM - 7 PM
Ski Club Tricia Zifchak	Ski Trip / Elk Mt, PA	1/29/22 / 5 AM - 7 PM
Ski Club Tricia Zifchak	Ski Trip / Blue Mt, PA	2/19/22 / 5AM - 7 PM
Class of 2022 Tricia Zifchak	Sale of Staff Gear for class of 2022	12/15/21* - 1/15/22
3rd Grade Leadership Club	Lunch Break non-perishable food collection	2/7/22 - 2/11/22

11. **Personnel Committee**

- **Report of meeting**
- **Approved the following consent agenda items (a-g) which are being presented upon the recommendation of the Superintendent:**

**Motion: Mrs. Swain      Seconded: Dr. Connors**

**All in favor: AYES: 8      Absent: Mrs. D’Uva**

**a. Appointments**

**1. Cafeteria/Recess Aide**

To approve appointment of **Stacy Sakariassen**, Cafeteria Aide DP, to begin on/or about January 3, 2022 for the 21-22 school year, 2.5 hrs/day at \$17.34/hr for 182 days/year, through the emergent hire process, pending Criminal History Review, Pre-employment medical, and Child Protective Measures approval.

**b. Leave of Absence**

1. Approved the medical leave of absence for **Brandi Vuksanovich**, Cafeteria/Recess Aide beginning on 12/13/21 to on/or about 1/24/22, using 8 PTO days and 1 sick day to 12/23/21 and then unpaid days beginning on 1/03/22 to a time to be determined, return pending medical release by school physician.
2. To approve the unpaid extended maternity leave request for **Gina Varanelli**, Kdg Teacher beginning on 1/03/22 for 5 weeks, planning to return to work on 2/07/2022.

**c. Leave Replacement Extension**

To approve the leave replacement extension of **Jessica Sorrenti**, for Gina Varanelli, Kdg Teacher, beginning on January 3, 2022 through February 4, 2022, to be paid by ESS at the rate of \$200/day.

**d. Extra-Curricular Assignment Changes**

1. To approve rescinding the Extra-Curricular appointment of **Heather Mutto** as Lead Teacher for Intervention Services from January 1, 2022 through to June 30, 2022
2. To approve the Extra-Curricular appointment of **Kim O’Connor** as Lead Teacher for Intervention Services from January 1, 2022 through to June 30, 2022 at a pay rate of \$1,000.00
3. To approve rescinding the Extra-Curricular appointment of **Lisa Taddeo** as Gr. 8 Camp Bernie alternate overnight staff chaperone Nov. 17, 28, 2021.

**e. Parent Chaperone**

To approve the appointment of **Lisa Taddeo** as Gr. 8 Camp Bernie alternate overnight parent chaperone, Nov. 17, 18, 2021.

**f. Personal / Unpaid Day Request**

Approved the following unpaid day request: (\*retroactive approval)

Staff Member	Date(s) Requested	Unpaid Day / Less Sub pay
Liz Waters	1/19, 20, 21/2022	3 Unpaid days
Karen Newman	2/11/2022	Less Sub Pay of \$120/day
Kate Sullivan	2/11/2022	Less Sub Pay of \$120/day
Kathryn Benny	2/11/2022	Less Sub Pay of \$120/day
Beth Brister	4/25/2022	Less Sub Pay of \$120/day

**g. Additional Compensation**

Approved the following additional compensation (\*retroactive approval)

Name	Date	Event/Location	Hours/Amount Paid
Robin Gordon	Nov 29* - March 1	Girls Locker Room Supervisor for practices and home games	Up to 30 min per day @ \$50.33/hr
Sandy Pignataro	Winter Basketball Season	All home boys & girls basketball games door duty	Up to 2 hr per home game @ \$50.33/hr
Dara Burke - Sub AS NEEDED	Winter Basketball Season	All home boys & girls basketball games door duty	Up to 2 hr per home game @ \$50.33/hr

12. **Finance and Facilities Committee**

- Report of meeting
- Approved the following consent agenda items (a- j) which are being presented upon the recommendation of the Superintendent:

**Motion:** Mrs. Swain      **Seconded:** Dr. Connors

**All in favor:** AYES: 8      **Absent:** Mrs. D’Uva

**a. Bills & Claims**

1. The Board approved the December 2021 bills presented for payment as per the attached Bills & Claims.

<b>Fund 11</b>	<b>\$ 596,383.95</b>
<b>Fund 12</b>	<b>\$ 35,930.97</b>
<b>Fund 20</b>	<b>\$ 57,426.13</b>
<b>Fund 30</b>	<b>\$ 572,852.55</b>
<b>Fund 60</b>	<b>\$ 49,006.32</b>
<b>Total</b>	<b>\$ 1,311,609.92</b>

2. To approve the following gross payroll expenses:

<b>November 30, 2021</b>	<b>\$ 525,270.58</b>
<b>December 15, 2021</b>	<b>\$ 585,902.87</b>

**b. Board Secretary’s Report**

Accepted the Board Secretary’s Report to the Board of Education for the month ending November 30, 2021 including report of amounts appropriated, expended and transferred into or out of any item of appropriation, and to note that the report has been reconciled with adjustments with PANDA, LLC Reconciliation Service.

**c. Transfers**

Approved the Board to ratify transfers made in the past 30 days by the Chief School Administrator within the 2021-2022 budget. See attached.

**d. Board Secretary’s Monthly Certification**

Accepted the Board Secretary’s Monthly Certification Budgetary Line Item Status Report:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that as of December 15, 2021 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**e. Monthly Certification Budgetary Major Account Fund Status Report**

Accepted The Monthly Certification Budgetary Major Account Fund Status Report:

RESOLVED: that pursuant to N.J.A.C. 6A:23-2-11(c)4 the Board certifies that as of December 15, 2021 after review of the Board Secretary’s and monthly financial reports, in the minutes of the Board each month no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b).

**f. School Nursing Plan 21-22**

Approved submission of the **School Nursing Plans** for the 2021-2022 school year for the Deane-Porter School and Forrestdale School to the Monmouth County Office as required in code 6A:16-2.1(b).

**g. Travel and Related Expenses / Professional Development**

Approved the following Professional Development: (\*retroactive approval)

<b>Name</b>	<b>Date</b>	<b>Event / Location</b>	<b>Cost</b>	<b>R/T Mileage</b>
R. Gordon L. Holmes J. Schnappauf C. DeWyngaert J. Bellavance J. Lucci	11/22/2021*	Locker Room Supervision in-house training	NA	NA
R. Gordon L. Holmes J. Schnappauf C. DeWyngaert J. Bellavance J. Lucci	To be completed before 12/06/2021*	Safe Sports 90 min coach training related to: 1. Mandatory Reporting: Understanding Your Responsibilities 2. Sexual Misconduct Awareness Education	\$20/person year-long subscription for 20 coaches secured	NA

		3. Emotional and Physical Misconduct		
<b>EpiPen Delegates on Blue Team:</b> J. Gibbons K. Masina J.Wargo D. Morrone L. Pellissier K. Laviola C. DeWynagert L. Holmes S. Pignataro N. Kegelman M. Kain  <b>Other EpiPen Volunteers:</b> T. Dietz L. Smith	12/20/2021 3:15 PM	EpiPen Training / FD Cafe	NA	NA

**h. Use of Facilities**

Approved the following facility use requests:

Organization	Use Request	Date(s) /Time (s)	Location
Rumson Men's Basketball League Mike Maguire	Basketball Games	<b>Tuesdays</b> 12/07/21 - 6/21/22 7:30 - 9:30 pm <b>Sundays</b> 12/05/21 - 6/19/22 9:00 - 11:30 am	FD Gym
Rumson Recreation Charlie Hoffman	Basketball Games	<b>Mon - Friday</b> 11/17/21 - 3/25/22 6:00 - 9:00 pm	FD Gym
Rumson Recreation Charlie Hoffman	Basketball Games	<b>Saturdays</b> 1/08/22 - 3/12/22 8:00 - 1:00 pm	DP Gym
Rumson Recreation	Basketball Games	<b>Saturdays</b> 1/08/22 - 3/26/22 8:00 - 4:15 pm	FD Gym
Rumson Recreation Charlie Hoffman	Basketball Games	<b>Sundays</b> 12/05/21; 12/12; 12/19 12:00 - 3:00 pm	FD Gym

**i. Change Orders**

Approved the following change order to G&P Parlamas:

Number	Description	Amount
GC-50	Playground improvements	\$ 9,815.00

**j. Donation Acceptance**

Approved accepting the generous donation of a HPT 1600 Plotter valued at \$ 5,000 from Patriot Blueprinting Systems, LLC.

**13. Planning Committee**

- **Report of meeting - No Meeting Held**

14. **Policy Committee**

- **Report of meeting - No Meeting Held**
- **Approved the following consent agenda item (a) which are being presented upon the recommendation of the Superintendent:**

**Motion: Mrs. Swain      Seconded: Mrs. Markiewicz**

**All in favor: AYES: 8      Absent: Mrs. D’Uva**

**a. Second Reading and Adoption**

Approved the second reading and adoption of the following revised Policies & Regulations:

- P & R 5751 - Sexual Harassment of Students
- P & R 7510 - Use of Facilities

15. **New Business**

- **PTO Liaison report**
- **REF Liaison report**

16. **Communications**

To permit the fair and orderly expression of comments we ask that the public:

- Wait to be recognized
- Preface comments with your name and address
- Direct all comments to the presiding officer
- Discuss only concerns that have been previously addressed through proper administrative channels
- Refrain from using any pupil or staff member’s name

The Board is happy to listen to all comments, but this may not be the forum for any and all questions.

17. **Executive Session - Not Needed**

19. **Adjournment**

Motion to adjourn the meeting at 8:04 p.m.

**Motion: Mrs. Swain      Seconded: Dr. Connors**

**All in favor: AYES: 8      Absent: Mrs. D’Uva**

Respectfully submitted by,

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Denise McCarthy, SBA/BS

Dated: December 15, 2021