

# *Ringwood Public Schools Board of Education*

## **Work Session**

Monday, October 19, 2009

7:30PM

Martin J. Ryerson Middle School Media Center

## **AGENDA**

### **I. CALL TO ORDER**

- A. Flag Salute
- B. Open Public Meetings Act
- C. Roll Call

*Special Presentation* regarding the Autism N. J. Conference attended by the Ringwood School District R.E.A.L.M. staff.

### **II. PUBLIC PARTICIPATION I**

### **III. EXECUTIVE SESSION**

### **IV. SUPERINTENDENT'S REPORT**

- A. Spring 2009 Standardized Test Results
- B. Superintendent is organizing a District Parent Committee to review the district's "School Emergency Management Plan" and "Emergency Procedures Red Binder" and make recommendations.
- C. Saturday Recreation League basketball and its connection with shared services with the Ringwood Borough.
- D. Each school will have a safety and security training session prior to the emergency exercise (during week of November 10th). Police Chief Lombardo is being invited to each of these sessions.

### **V. BOARD PRESIDENT'S REPORT**

- A. President's message includes "Future of Facilities" (discussion with Building & Grounds Supervisor Steven Evans in attendance).

### **VI. SBA/BOARD SECRETARY'S REPORT**

### **VII. CORRESPONDENCE**

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**VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS**

**A. Minutes**

1. Review the **minutes** of the listed meetings, as attached.

|                   |                    |
|-------------------|--------------------|
| Work Session      | September 21, 2009 |
| Business Meeting  | September 29, 2009 |
| Executive Session | September 29, 2009 |

**B. Consent Agenda Motions**

The following items which will be acted upon at the Board's next regular business meeting are deemed to be non-controversial and/or confirmation of negotiated contractual obligations or other state-mandated deadline actions. The Superintendent will highlight key information. Items of concern may be pulled from this portion of the agenda and voted upon separately, or may be considered in the Discussion/Action section if any Board member so wishes.

1. Motion to approve the following **consent agenda items**: F1, F8, G2, G3, H1.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

ACTION: \_\_\_\_\_

**C. Finance**

1. Approve the **Certification Resolution** as follows:

The School Business Administrator and the Board of Education having certified that, to best of their knowledge, no major budget account nor other funds have been over expended and that sufficient funds will be available to meet all financial obligations for the 2009-2010 school year, pending receipt of approved anticipated budgeted monies, accept said report in accordance with N.J.A.C. 6:20-2.12(c).

2. Authorize the payment of the **District Bills** in the amounts listed, as attached.

|                    |                  |                               |
|--------------------|------------------|-------------------------------|
| District Bills     | for October 2009 | in the amount of \$178,024.80 |
| Supplemental Bills | for July 2009    | in the amount of \$425,350.64 |
| General Ledger     | for July 2009    | in the amount of \$ 36,417.81 |

3. Approve **Transfer Schedule** dated October 9, 2009, as attached.

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### D. Personnel

1. Approve, upon the recommendation of the Superintendent, the appointment of the following as **Substitute Personnel** for the 2009-2010 school year, pending completion of all State and Board employment requirements and approval of application to the County Superintendent for emergent hiring pursuant to N.J.S.A. 18A: 6-7.2 et seq.

#### County Certified Substitute Teachers

Katherine Telschow

#### State Certified Substitute Teachers

Mary Fernandez

Peter Ruccione

#### Substitute Paraprofessionals

Denise Marcotulio

Jeannine Sheerin

2. Approve the following as **Volunteers** in the schools listed, for the 2009-2010 school year.

#### Peter Cooper School

Kim LiDestri

Michele Phalon

#### Robert Erskine School

Lia Knowles

Lynn Rayot

Jeannine Sheerin

#### E. G. Hewitt School

Barbara Donohue

Pam Field

Sarah Freeman

Dana Joyce

Sue Kogan

Gisella Mallure

Dixiana Rodriguez

Patti Zartman

3. Approve the revised amount for **movement on the guide**, as per the REA contract, as follows. This was incorrectly stated on the September 29, 2009 Agenda.

#### Susan Valentine

From: 2008-2009 School Year MA+30 Step 14 \$86,675.00 + \$2,850.00 longevity

To: 2009-2010 School Year MA+45 Step 14 \$93,225.00 + \$3,025.00 longevity

4. Approve the appointment of **Janet Cahayla-Wynne** as a district **Home Instructor** at the rate of \$35.00/hr. for the 2009-2010 school year.
5. Approve the appointment of **Luan Sabani** as a Mentor for first year teacher Jennifer Sadosky, I. R.E.A.L.M. Teacher at E. G. Hewitt School, for the 2009-2010 school year. There is no cost to the district.
6. Approve, upon the recommendation of the Superintendent, the appointment of **Coleen Demarest**, as an ABA Therapist for the R.E.A.L.M. Programs at Peter Cooper School, effective October 27, 2009, at the rate of \$21.00/hr, for 5.98 hrs./day, 5 days/week, for a total of 29.9 hrs/week, no medical benefits, for a probationary period of 90 days (January 24, 2010), for the 2009-2010 school year.

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7. Approve an unpaid New Jersey Family Leave of absence for **Jenna Lorie**, 3<sup>rd</sup> Grade Teacher at Robert Erskine School, effective March 31, 2010 through June 30, 2010. Ms. Lorie will be utilizing her current and accrued sick days prior to the New Jersey Family Leave of absence begins.
8. Approve an unpaid New Jersey Family Leave of absence for **Kimberly Gurrieri**, 4<sup>th</sup> Grade Teacher at E. G. Hewitt School effective March 29, 2010. Ms. Gurrieri will be utilizing her current and accrued sick days prior to the New Jersey Family leave of absence begins.
9. Approve a six day unpaid leave of absence (October 8, 9, 13, 14, 15, & 16, 2009) for **Valerie Longo**, Playground/Cafeteria and Classroom Paraprofessional at Robert Erskine School, due to personal business reasons.

**E. Curriculum/Instruction**

1. Approve **Douglass Outreach to provide Consultation to School-Based Applied Behavior Analysis Program** to the R.E.A.L.M. Programs effective September 1, 2009 through June 30, 2009 as listed.

| <u>Program</u>  | <u>Hours/Month</u> | <u>Hourly Rate</u> | <u>Cost/Month</u> | <u>Yearly Cost</u> |
|-----------------|--------------------|--------------------|-------------------|--------------------|
| E. R.E.A.L.M. I | 8                  | \$140.00           | \$1,120.00        | \$11,200           |
| R.E.A.L.M. K-3  | 16                 | \$140.00           | \$2,240.00        | \$22,400           |
| I. R.E.A.L.M.   | 16                 | \$140.00           | \$2,240.00        | \$22,400           |
| Teen R.E.A.L.M. | 16                 | \$140.00           | \$2,240.00        | <u>\$22,400</u>    |
|                 |                    | TOTAL              |                   | \$78,400           |

Additional services will be billed at \$140.00/hour. Mileage will be billed at a rate of \$.31/mile as per Rutgers University Policy, for the 2009-2010 school year.

The above resolution, which was approved on July 27, 2009, has been revised to include the following wording.

Per our Director of Autism Programs, our in-district autism programs utilize Applied Behavior Analysis as its primary educational methodology, which is based on the scientific principles of human behavior. Because of this highly specialized approach, we require consultation services from Rutgers Douglass Developmental Disabilities Center, Outreach Services.

2. Approve special education **student #2501** to attend Skylands School for the Exceptional at the prorated tuition amount of \$53,386.68, effective September 23, 2009, for the 2009-2010 school year.
3. Approve special education **student #2501** to receive the services of a one-on-one aide at Skylands School for the Exceptional at the prorated amount of \$27,219.50, effective September 23, 2009, for the 2009-2010 school year.

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4. Approve special education **student #2069** to receive tutoring provided by Wendy Rothlauf, per the IEP, three (3) times per week for forty-minute (40) sessions, at the rate of \$35.00 per session for the 2009-2010 school year. Hours worked will be documented by time sheets.
5. Approve special education **student #2519** to receive tutoring in the Wilson Program provided by Pamela Baldisserotto, per the IEP, two (2) times a week for sixty-minute (60) sessions at the amount of \$35.00 per session for the 2009-2010 school year. Hours worked will be documented by time sheets.
6. Approve special education **student #2034** to receive tutoring provided by Wendy Rothlauf, per the IEP, five (5) times per week, for sixty-minute (60) sessions at the rate of \$35.00 per session for the 2009-2010 school year. Hours worked will be documented by time sheets.
7. Approve special education **student #2228** to receive tutoring provided by Pamela Parrill, per the IEP, two (2) times per week, for sixty-minute (60) sessions at the rate of \$35.00 per session, for the 2009-2010 school year. Hours worked will be documented by time sheets.
8. Approve special education **student #2728** to receive PROMPT Speech Therapy and Sign Language Instruction provided by Miracles in Communication effective September 1, 2009 through June 25, 2010, as per the IEP, for five (5) sessions per week, thirty (30) minutes per session, at the rate of \$96.00 per session, for an amount not to exceed \$17,952.00 for the 2009-2010 school year.
9. Approve the **disposal of outdated testing materials** that are no longer being used by the Child Study Team.
10. Approve the *revised* resolution approving **Nancy Minunni** to provide speech therapy for the R.E.A.L.M. program for up to 6 1/2 hours per week, for forty (40) weeks, at a rate of \$85.00 per hour, for an amount not to exceed \$22,100, for the 2009-2010 school year. Ms. Minunni was previously approved in July 2009 to provide speech for the Teen R.E.A.L.M. program only. Ms. Minunni will be utilized to provide speech in all R.E.A.L.M. programs.

### F. District Operations

1. Approve the **Ringwood Board of Education to purchase from Computrs Inc. forty (40) Notebook (Laptop) Computers** at \$525.00 each for a total amount of \$21,000.00 for the 2009-2010 school year. The Ringwood Board of Education received three quotations for the Notebook Computers for which a State contract was issued pursuant to N.J.S. 18A:18A-10, and the lowest responsible quotation is 12% less than the price the Board would be charged for identical computers under the State contract. Additionally, the Ringwood Board of Education will receive from Computrs Inc. forty (40) Desktop Optical Mouse at no charge. The computers will be purchased with ARRA funding.

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2. Approve the **revised transportation contract** for special education student #2102 provided by Lakeland Regional High School Board of Education (Route CALA) to the Calais School, Whippany, New Jersey, in the amount of \$8,426.33 plus a one time surcharge of \$253.00 for a total cost of \$8,679.33 for the 2009 – 2010 school year.
3. Approve the **Emergency Bus Stops** for the 2009 – 2010 School Year for delayed opening/early dismissal due to inclement weather as attached.
4. Approve the *revised* **Bus Route Cost Analysis/ Transportation Jointure Agreement** for the Windsor School, Pompton Lakes, Route S-40 for the 2009 –2010 school year, due to the addition of another Wanaque student to the route, effective October 12, 2009 as follows:

|  |                           |                           |
|--|---------------------------|---------------------------|
| 3 Ringwood Students                        | for 26 miles for 26 days  | for a cost of \$4,264.12  |
| 2 Wanaque Students                         | for 10 miles for 26 days  | for a cost of \$2,842.75  |
| TOTAL Cost for 26 days                     |                           | \$7,106.87                |
| 3 Ringwood Students                        | for 26 miles for 154 days | for a cost of \$23,484.76 |
| 3 Wanaque Students                         | for 13 miles for 154 days | for a cost of \$19,214.81 |
| TOTAL Cost for 154 days                    |                           | \$42,699.57               |
| Total Cost for the 2009 -2 010 School Year |                           |                           |
| Ringwood                                   |                           | \$27,748.88               |
| Wanaque                                    |                           | \$22,057.56               |
| Total Route Cost                           |                           | \$49,806.44               |

5. Approve the contract for **Passaic County Educational Services Commission to provide transportation services for Ringwood Special Education Pupil #2721**, Route #3034 to Chapel Hill Academy, Lincoln Park, New Jersey effective September 2, 2009 through June 30, 2010 in the amount of \$12,189.92 plus a one time surcharge of \$497.60, for a total route cost of \$12,677.52.
6. Approved the contract for **Passaic County Educational Services Commission to provide transportation services for Ringwood Special Education Pupil #2301**, Route #2077 to Windsor Academy, Woodland Park (formerly West Paterson), New Jersey effective September 2, 2009 through June 30, 2010 in the amount of \$23,774.04 plus a one time surcharge of \$950.96, for a total route cost of \$24,725.00.
7. Approve, as per the **Shared Services Inter-Local Agreement between Lakeland Regional Board of Education and the Ringwood Board of Education**, whenever Lakeland Regional High School cannot transport its students for any school related activities (trips), the Ringwood Board of Education will provide transportation at a cost of \$60.00 per hour for weekday activities, and \$65.00 per hour for weekend activities. Activities are varying, documented and calculated by trip forms and time sheets, then submitted to Lakeland Regional High School for payment on a monthly basis.

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8. Approve the acknowledgement of **receipt of all bids for the purchase of one school bus** submitted at the public bid opening conducted on Thursday, October 8, 2009 at 1:00 in the district's Administration Building conference room as follows:

Bid #10-01

H. A. DeHart & Son **\$58,945**  
Thorofare, NJ 08086

Wolfington Body Company, Inc. **\$55,369**  
Mount Holly, New Jersey

American Bus and Coach, LLC **\$52,852**  
Trenton, NJ 08619

9. *And Be It Resolved* that the Ringwood Board of Education approves the **award of Bid #10-01** for one school bus to American Bus and Coach, the lowest qualified responsible bidder, for the 2009 – 2010 school year as follows:

(1) 2010 Type "A" School Bus, 14 Passenger/2 Position Wheelchair Enabled, Gasoline Vehicle at \$52,852. Initial payment of \$9,738.86 to American Bus and Coach, Trenton, NJ with five (5) year subsequent lease/purchase payments to TD Bank, in the annual amount of \$9,738.86 includes APR 4.20%.

10. Approve the **Bus Route Cost Analysis for transportation of student # 2504** to and from the Early Childhood Learning Center (E.C.L.C.), Ho-Ho-Kus; and for student #'s 2810 and 2632 from the Intermediate Realm Program (I-Realm) at Hewitt, pm only, Route SS-65 E.S.Y. for 20 days for the 2009-2010 school year as follows:  
3 Ringwood Students for 76 miles for a cost of \$7,034.42 with Aide
11. Approve the **Bus Route Cost Analysis for transportation of student # 2815** to and from the Children's Therapy Center, Fairlawn, Route SS-60 E.S.Y. for 20 days for the 2009-2010 school year as follows:  
1 Ringwood Student for 85 miles for a cost of \$7,509.24 with Aide
12. Approve the **Bus Route Cost Analysis for transportation of student # 2607** to and from the CPNJ Horizon School, Livingston, Route SS-50 E.S.Y. for 30 days for the 2009-2010 school year as follows:  
1 Ringwood Student for 132 miles for a cost of \$10,445.98 with Aide
13. Approve the **Bus Route Cost Analysis for transportation of K-8 grade students** to and from Peter Cooper School, Route SS-25B E.S.Y. for 20 days for the 2009-2010 school year as follows:  
22 Ringwood Students for 61 miles for a cost of \$5,480.49

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14. Approve the **Bus Route Cost Analysis for transportation of K-8 grade students** including special needs to and from Peter Cooper School, Route SS-25A E.S.Y. for 20 days for the 2009-2010 school year as follows:  
24 Ringwood Students for 48 miles for a cost of \$7,001.26 with Aide
15. Approve the **Bus Route Cost Analysis for transportation of P.I.E. students (2 sessions), and E. R.E.A.L.M. and K-3 R.E.A.L.M.** students to and from Peter Cooper School, Route SS-15A E.S.Y. for 20 days (July 6-July 31, 2009) for the 2009-2010 school year as follows:  
24 Ringwood Students for 118 miles for a cost of \$9,344.51 with Aide
16. Approve the **Bus Route Cost Analysis for transportation of E. R.E. A.L.M. and K-3 R.E.A.L.M. students** to and from Peter Cooper School, Route SS-15A E.S.Y. for 10 days (August 3-August 14, 2009) for the 2009-2010 school year as follows:  
8 Ringwood Students for 50 miles for a cost of \$3,299.79 with Aide
17. Approve the **Bus Route Cost Analysis for transportation of P.I.E. and E. R.E.A.L.M. and K-3 R.E.A.L.M.** students to and from Peter Cooper School, Intermediate Realm Program (I Realm) students to E.G. Hewitt School, am only, Route SS-15A E.S.Y. for 30 days (July 6-August 14, 2009) for the 2009-2010 school year as follows:  
14 Ringwood Students for 54 miles for a cost of \$11,659.22 with Aide

### **G. General**

#### **1. APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES**

**RESOLVED**, that the Ringwood Board of Education approves the following employees to attend the conferences/workshops which are being held on the dates and in the locations indicated below; and

**WHEREAS**, the attendance at stated functions was previously approved by the Superintendent of Schools, Dr. Patrick W. Martin, as work related and within the scope of the work responsibilities of the attendees and the school district's professional developmental plan; and

**WHEREAS**, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

**WHEREAS**, the travel and related expenses particular to attendance at these functions will be in compliance with state travel payment guidelines established by the Department of Treasury and the federal Office of Management and Budget;

**THEREFORE BE IT RESOLVED**, that upon the recommendation of the Ringwood Township Board of Education approves these attendances; and

**THEREFORE, BE IT FURTHER RESOLVED**, that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines:

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| EMPLOYEE NAME | WORKSHOP DATE      | WORKSHOP NAME & LOCATION                                      | REG. Cost | LODGING Cost | TRAVEL Cost          | EST. TOTAL      |
|---------------|--------------------|---|-----------|--------------|----------------------|-----------------|
| G. Carafello  | 10-28-09           | APA Training, MJR School, Ringwood                            | -0-       | -0-          | -0-                  | Sub pay         |
| A. Citro      | 12-8-09            | Aspergers Disorder & Autism, Suffern, NY                      | 149.00    | -0-          | 19.75                | 168.25          |
| L. Cordeiro   | 12-4-09            | Building Blocks of Language, Wayne, NJ                        | 135.00    | -0-          | 11.00                | 146.00          |
| K. Davis      | 10-28-09           | APA Training, MJR School, Ringwood                            | -0-       | -0-          | -0-                  | Sub pay         |
| S. Evans      | 10-23-09           | Direct Install for Gov't Facilities & Solar 4 All, Totowa, NJ | -0-       | -0-          | 12.71                | 12.71           |
| R. Fiore      | 11-4-09            | Teaching Green Conference, Paramus, NJ                        | -0-       | -0-          | -0-                  | Sub pay         |
| K. Isakson    | 10-28-09           | APA Training, MJR School, Ringwood, NJ                        | -0-       | -0-          | -0-                  | -0-             |
| W. Leonard    | 10-27-09           | The Role of Social Studies....., Piscataway, NJ               | 50.00     | -0-          | 53.90                | 103.90          |
| Dr. Martin    | 10-16-09           | PCASA Ex. Meeting, Wayne, NJ                                  | -0-       | -0-          | 10.54                | 10.54           |
| W. Mitchell   | 10-23-09           | Direct Install for Gov't Facilities & Solar 4 All, Totowa, NJ | -0-       | -0-          | 12.71                | 12.71           |
| W. Mitchell   | 11-17-09           | A Closer Look at Accountability Regs., Mt. Olive, NJ          | 100.00    | -0-          | 28.24                | 128.24          |
| T. Mutz       | 9-25-09            | Novice Induction Seminar, Edison, NJ                          | 100.00    | -0-          | 35.20                | 135.20+ sub pay |
| J. Parsils    | TBD                | Native Am. Art & Culture, Newark, NJ                          | 50.00     | -0-          | 38.50 + 6.00 parking | 94.50 + sub pay |
| J. Sadosky    | 10-28-09           | APA Training, MJR School, Ringwood, NJ                        | -0-       | -0-          | -0-                  | Sub pay         |
| M. Sutcliffe  | 11-12-09 & 3-22-10 | Kindergarten Supervisor Workshops, Wayne, NJ                  | -0-       | -0-          | 9.30                 | 9.30            |
| M. Sutcliffe  | TBD                | NJPSA-State Technology Comm., Monroe Twsp, NJ                 | -0-       | -0-          | 100.44               | 100.44          |

\* Depending on availability, "sub pay" can be \$80 to \$231 for the school day.

2. Approve the **Ringwood Board of Education's use of the New Jersey Department of Education Violence, Vandalism, and Substance Abuse (VV-SA) Incident Report Form** as listed on the NJDOE Homeroom.
3. Approve the **Ringwood Board of Education's procedure** for addressing a school employee that knowingly falsifies the annual report on Violence, Vandalism, and Substance Abuse.

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### H. Policy

1. Approve the *first reading* of the **policies** listed.

#### **ADOPT**

| <i>Number</i>   | <i>Title</i>   |
|-----------------|--|
| 3516R           | Safety Regulations   |
| 3542            | Food Service   |
| 4119.26/4219.26 | Staff Use of Internet Social Networks and Other Forms of Electronic Communications |

#### **RENUMBER**

| <i>Number</i> | <i>Title</i>                     |
|---------------|----------------------------------|
| 3324          | Contracts - new number is 3324.1 |

#### **RENUMBER and RENAME**

|      |   |
|------|---|
| 3542 | Food Service - new name: Local Wellness/Nutrition<br>new number is 3542.1 |
|------|---|

#### **REVISE**

| <i>Number</i> | <i>Title</i>                        |
|---------------|-------------------------------------|
| 3326          | Payment for Goods and Services      |
| 3327          | Relations with Vendors              |
| 3510          | Operation and Maintenance of Plant  |
| 6142          | Subject Fields                      |
| 9321          | Time/Place Notification of Meetings |

### IX. SPECIAL REPORTS

### X. OLD BUSINESS

### XI. NEW BUSINESS

- A. How is the Board progressing toward District goals?
- B. Policy Discussion – Lynne Klosowski
- C. Possible student awareness program regarding "sexting" – Cynthia Tassitano

### XII. PUBLIC PARTICIPATION II

### XIII. ADJOURNMENT