

# *Ringwood Public Schools Board of Education*

## **Work Session Meeting**

Monday, November 16, 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 Report:* Enrichment Program Review & Recommendations presented by Susan Calcagno, Enrichment Program Coordinator.

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

#### **III. EXECUTIVE SESSION**

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

- A. Evaluation of the school district's Professional Development Plan and its implementation.
- B. Review of district wide emergency exercise that took place on November 10, 2009.
- C. QSAC Update

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

#### **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.

October 19, 2009      Work Session  
October 19, 2009      Executive Session  
October 26, 2009      Business Meeting

#### 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**: F4, G4.

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**.
3. Approve **Transfers** for the month of October 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

Leila Poeschl

#### Substitute ABA Therapist

Pamela DeVore

2. Approve, with regret, the acceptance of the resignation of **Pamela DeVore**, from her current position as an ABA Therapist at Peter Cooper School, effective October 30, 2009 for the 2009-2010 school year.
3. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **Margaret Lynne Hushon**, to the permanent position of a Teen R.E.A.L.M. ABA Therapist, for 5.98 hrs./day, 5 days/week for a total of 29.9 hrs./week, at M. J. Ryerson School effective November 29, 2009 for the 2009-2010 school year.
4. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **Rickey Hnath**, to the permanent position of a Bus Paraprofessional, at Step 1 \$10.72/hr. for 4 ½ hrs./day, 5 days/week, for a total of 22 ½ hrs./week, effective December 6, 2009 for the 2009-2010 school year.
5. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **Joan McDonagh** to the permanent position of a Playground/Cafeteria Paraprofessional at M. J. Ryerson School at Step 1 \$10.72/hr. for 2 ½ hrs./day, 5 days/week, for a total of 12 ½ hrs./week, effective December 1, 2009 for the 2009-2010 school year.
6. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **Diane Morici** to the permanent position of a Bus Paraprofessional at Step 1 \$10.72/hr. for 3 ½ hrs./day, 5 days/week, for a total of 17 ½ hrs./week, effective December 1, 2009, for the 2009-2010 school year.
7. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **Lisa Romanowski** to the permanent position of Bus Paraprofessional at Step 1 \$10.72/hr. for 3 ½ hrs./day, 5 days/week, for a total of 17 ½ hrs./week effective December 2, 2009, for the 2009-2010 school year.
8. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **LeAnne Young** to the permanent position of a Playground/Cafeteria Paraprofessional and also as a Classroom Paraprofessional at M. J. Ryerson School at Step 1 \$10.72/hr. for 3.17 hrs./day, 5 days/week for a total of 16.42 hrs./week effective December 1, 2009, for the 2009-2010 school year.

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9. Approve, upon the recommendation of the Superintendent, from a ninety day (90) probationary appointment, the appointment of **Myra Brown** to the permanent position of a Bus Driver at Step 1 \$18.72/hr. for 4 3/4 hrs./day, 5 days/week, effective December 4, 2009, for the 2009-2010 school year.
10. Approve the *revised* hours for **Diane Morici** from 3 1/2 hrs./day to 3 3/4 hrs./day due to the addition of another school with two students to take home effective November 1, 2009, for the 2009-2010 school year.
11. Approve the *revised* hours for **Lisa Romanowski** from 3 1/2 hrs./day to 3 3/4 hrs./day due to traffic conditions adding time to the route effective November 1, 2009, for the 2009-2010 school year.
12. Approve the *revised* hours for **Linda Bono** from 4 3/4 hrs./day to 5 hrs./day due to the length of the route, actual driving time, effective November 1, 2009, for the 2009-2010 school year.
13. Approve the *revised* hours for **Deneen Milligan** from 3 1/2 hrs./day to 4 hrs./day due to the length of the route, actual driving time, effective November 1, 2009, for the 2009-2010 school year.

### E. Curriculum/Instruction

1. Approve the **curriculum** for the Preschool Intervention ("PIE") Program for the 2009-2010 school year.
2. Approve the **Intervention and Referral Services (I & R S) Guidelines and Procedures** for the 2009-2010 school year.

### F. District Operations

1. Approve *J. Michael Sutcliffe* to participate as a member of the **NJQSAC** (New Jersey Quality Single Accountability Continuum) **District Committee** as Curriculum & Instruction Representative for the 2009-2010 school year.
2. Approve the acceptance of the School District of the Borough of Ringwood **Auditors' Management Report on Administrative Findings and Comprehensive Annual Financial Report** for Fiscal Year ending June 30, 2009.
3. Approve the **proposal** submitted by Optimum Lightpath (Cablevision Lightpath, Inc.) to **install a private fiber network and voice bundle/internet access** proposal for the Ringwood Public Schools for an amount of \$75,000.00.

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4. Approve the execution of the **School Bus Emergency Evacuation Drills** conducted at each of the following schools in accordance with the New Jersey Administrative Code (NJAC 6A:27-11.2).

Date of Drill	Time	School Name	Location	Route #'s	Supervisor of Drill
10/23/2009	8:45 a.m.	Peter Cooper	Main driveway	C1,C2,C3,C4, C5, C6, C11, S10A, S10B, S10M	J. Michael Sutcliffe, Principal
10/22/2009	9:00 a.m.	Robert Erskine	Upper Parking Lot & Lower Driveway for Kdgn.	E1,E2,E3,E4,E5 E6,E7,E11,E12	Nancy Dondero, Principal
10/21/2009	9:00 a.m.	E. G. Hewitt	Back Parking Lot	H1,H2,H3,H4, H5,H6,H7,H8	Tim Johnson, Principal
10/14/2009	7:00 a.m.	Lakeland Reg. High School	Driveway behind HS	Lakeland 512, 513,SPED1, SPED2,502 503,505,506, 509,510,LC1, LC2,LC3	Michael Leary,BA Richard Kelly, Ass't. Principal
10/16/2009	2:00 p.m.	M.J. Ryerson	Driveway in front of School	R1,R2,R3,R4, R5,R6,R7,R8, R9,R10,R11, R12	Paul Scutti, Principal
10/30/2009	8:00 a.m.	Ringwood Christian	Big bldg. Parking Lot	RC1	Donna Furrey
11/5/2009	8:30 a.m.	St.Catherine's of Bologna	Top Church Parking Lot	P1,P2,P3,P4, P5,WSTC	Sister Theresa Firenze, Principal
10/14/2009	7:50 a.m.	St.Francis of Assisi	Father Hayes Dr.	SF1	Nina Glacken,
10/14/2009	8:00 a.m.	St. Mary's	Pompton Ave.	SM1	Joanne Ottens
10/14/2009	8:45 a.m.	Wanaque Elementary	Road Exiting Wanaque's Parking Lot	W70	Donna Delaney

4. **Whereas**, the Ringwood Board of Education in the County of Passaic is undergoing evaluation under New Jersey Q.S.A.C. for the 2009-2010 school year, and

**Whereas**, N.J.A.C. 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR responses and the Statement of Assurance with respect to this process, and

**Whereas**, the Ringwood Board of Education in the County of Passaic has reviewed the district's DPR responses and Statement of Assurance and hereby approves these documents.

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*Now Therefore Be It Resolved*, that the Ringwood Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR and Statement of Assurance to the Commissioner of Education in compliance with the provisions of N.J.A.C. 56A:30-3.2(f).

### 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:

EMPLOYEE NAME	WORKSHOP DATE	WORKSHOP NAME & LOCATION	REG. \$	LODGING \$	TRAVEL \$	EST. TOTAL \$
Carafello, G.	11-12-09 & 2/14/10	APA Data Collection, M. J. Ryerson School	-0-	-0-	-0-	-0-
Ciscon, C.	11-19 & 20/09	Building-based team training of I & RS, Tinton Falls, NJ	-0-	-0-	173.80	173.80+ sub pay
Davis, K.	11-12-09 & 2/4/10	APA Data Collection, M. J. Ryerson School	-0-	-0-	-0-	Sub pay
Isakson, K.	11-12-09 & 2/4/10	APA Data Collection, M. J. Ryerson School	-0-	-0-	-0-	-0-
Liggett, A.	11-19 & 20,09	I & RS Training, Tinton Fall, NJ	-0-	-0-	-0-	Sub pay
Mitchell, W.	12-15-09	State Aid & Budget Preparation, Mt. Olive, NJ	100.00	-0-	28.24	128.24
Paglia-Tanzola, R.	11-19 & 20/09	Building-based team training of I & RS, Tinton Falls, NJ	-0-	-0-	172.70	172.70
Querrazzi, P.	12-4-09	Observing Preschool, Lake Hiawatha, NJ	-0-	-0-	22.00	22.00 + sub pay
Sadosky, J.	11-12-09 & 2/14/10	APA Data Collection, M. J. Ryerson School	-0-	-0-	-0-	-0-
Sutcliffe, M.	12-9-09	I & RS Program, Westfield, NJ	-0-	-0-	12.40	12.40
Schiavello, R.	11-21-09	NJSBA Delegate Assembly, Plainsboro, NJ	-0-	-0-	43.71	43.71
Tassitano, C.	11-9-09	PCSBA General Membership Meeting on Harassment, Intimidation and Bullying Policy Update, Clifton, NJ	-0-	-0-	13.54	13.64
Tassitano, C.	11-12-09	Graduation Requirements, Montville, NJ	-0-	-0-	-0-	-0-

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

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2. Approve the re-adoption of the **Comprehensive Substance Abuse Prevention Program** for the 2009-2010 school year.
3. Approve the Superintendent, School Business Administrator/Board Secretary, Administrative Assistant to the Superintendent, Executive Secretary to the SBA/BS, Board President, Board Negotiations Chairperson and the Special Services Director to have the **authority to request legal services or advice from Board approved attorneys** in any matter pertaining to the Ringwood Public School System. This is in compliance with the July 2008 Accountability Regulations to ensure the prudent use of legal services by employees.
4. Approve the submission of the district's **2009-2010 Comprehensive Maintenance Plan** to the New Jersey Department of Education, Passaic County Office, which includes The Annual Maintenance Budget Amount Worksheet (Form M-1), Detail Actual Expenditure by Year y Building Worksheet and The Comprehensive Maintenance Plan Report for each school.

### H. Policy

1. Approve the *second reading and adoption* of the **revised policy** listed.

#### Adopt

<i>Number</i>	<i>Title</i>
3516R	Safety Regulations

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

#### Adopt

<i>Number</i>	<i>Title</i>
4150	Family and Medical Leaves
4150E	Family and Medical Leave Act
9322R	Board Member Email Regulations

#### Revise

<i>Number</i>	<i>Title</i>
1330.1R	Facilities Scheduling Procedure
4117.52	Dismissal/Suspension
6164.1	Intervention and Referral Services
4111	Recruitment, Selection and Hiring

#### Renumber

<i>Number</i>	<i>Title</i>
3541	Transportation – Old Number 3541.11

#### Delete

<i>Number</i>	<i>Title</i>
4112.45	Family Leaves

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### **IX. SPECIAL REPORTS**

### **X. OLD BUSINESS**

### **XI. NEW BUSINESS**

A. How is the Board progressing toward District goals?

### **XII. PUBLIC PARTICIPATION II**

### **XIII. ADJOURNMENT**