

Ringwood Public Schools Board of Education

Business Meeting

Tuesday, May 26, 2009

7:30PM

Martin J. Ryerson Middle School Media Center

AGENDA

I. CALL TO ORDER

- A. Flag Salute
- B. Sunshine Statement
- C. Roll Call

II. PUBLIC PARTICIPATION I

III. EXECUTIVE SESSION

IV. SUPERINTENDENT'S REPORT

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.

| | |
|----------------------------|----------------|
| Work/Business Meeting | April 13, 2009 |
| Executive Session I and II | April 13, 2009 |
| Reorganization Meeting | April 27, 2009 |
| Executive Session | April 27, 2009 |

Moved by: _____ Seconded by: _____

ACTION: _____

B. Consent Agenda Motions

The following items are deemed to be non-controversial and/or confirmation of negotiated contractual obligations or other state-mandated deadline actions, and/or were discussed in depth at the prior meeting. 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**: C1, C2, C3, C4, D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, E1, E2, E3, E4, E5, F1, F2, F3, F4, F5, F6, F7, G1.

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 2008-2009 school year, pending receipt of approved anticipated budgeted monies, accept said report in accordance with N.J.A.C. 6:20-2.12(c).

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

| | | |
|--------------------|----------------|-------------------------------|
| District Bills | for May 2009 | in the amount of \$382,861.51 |
| Supplemental Bills | for March 2009 | in the amount of \$195,449.08 |
| General Ledger | for March 2009 | in the amount of \$116,701.72 |
| Cafeteria Bills | for April 2009 | in the amount of \$ 29,868.25 |

3. Approve the **Board Secretary's Report** for March 2009.
4. Approve the **Treasurer's Report** for March 2009.

D. Personnel

1. Approve the transfer of **Melanie Grabarits** for the 2009-2010 school year only, from the position of first grade teacher at Erskine School to fourth grade teacher at Hewitt School. Also, *approve* Melanie Grabarits' family *leave of absence* for the 2009-2010 school year.
2. Approve, upon the recommendation of the Superintendent, the appointment of **Jennifer Pape** as a long-term substitute for Melanie Grabarits for the 2009-2010 school year. Ms. Pape will be compensated at a salary rate of BA Step 1 plus benefits. Salary and step will be adjusted pending negotiations.
3. Approve, upon the recommendation of the Superintendent, the appointment of **Francine McKay** as a first grade teacher at Peter Cooper School at MA Step 7 plus benefits for the 2009-2010 school year. Salary and step will be adjusted pending negotiations. Ms. McKay will be replacing Joanna Nolan who resigned after taking a family leave.
4. Approve **Therese McClachrie** to move from full-time status (5 days/week) to part-time status (2 1/2 days/week) as a media specialist in the elementary schools effective the beginning of the 2009-2010 school year. Ms. McClachrie's salary will be prorated and she will not receive medical benefits. This reduction is due to budgetary limitations.
5. Approve, upon the recommendation of the Superintendent, to rehire **Jennifer Susin** for the 2009-2010 school year at the same salary Ms. Susin had for the 2008-2009 school year. Ms. Susin will be on Step 2 BA+15 of the salary guide. Salary will be adjusted pending negotiations.
6. Approve, upon the recommendation of the Superintendent, the appointment of **Danielle Jeffery** as a long-term substitute teacher for Kenneth DePree, 5th Grade Teacher at E. G. Hewitt School, effective April 29, 2009 through the conclusion of the 2008-2009 school year. Ms. Jeffery will be compensated at a rate of pay of \$231.38/day, no benefits.

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7. Approve, upon the recommendation of the Superintendent, the appointment of **Jennifer Nebel** as a full-time Language Arts teacher at M. J. Ryerson Middle School at MA Step 1 plus benefits for the 2009-2010 school year. Salary will be adjusted pending negotiations. Ms. Nebel will be replacing Laura Potente who is retiring effective July 1, 2009.
8. Approve, to transfer **Carrie Odgers** from position as 3rd Grade Teacher at Robert Erskine School to the position as 7th Grade Social Studies Teacher at M. J. Ryerson Middle School effective with the 2009-2010 school year. Ms. Odgers will be replacing Robert Juskiwicz.
9. Approve the appointment of **Steve Evans** as *IPM Coordinator* for the Ringwood School District for the 2009-2010 School Year, pursuant to the Ringwood Board of Education Integrated Pest Management Policy.
10. Approve, with regret, the acceptance of the resignation of **Jennifer Rozenblat**, from her current position as Teacher of the Handicapped for the Cooper School R.E.A.L.M. program, effective June 30, 2009.
11. Approve, with regret, the acceptance of the resignation of **Maria Elena Misito**, from her current position as a part-time Child Study Team member, effective April 30, 2009.
12. Approve, with regret, the acceptance of the resignation of **Melissa Lozada**, from her current position as a Paraprofessional, effective April 3, 2009.
13. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Mari Ann Sudell**, to the permanent position of a Special Education Bus Paraprofessional for 5 days a week, 1 hr./day, 5 hrs./week, and as a Classroom Paraprofessional (p.m. Kindergarten) at Robert Erskine School for 5 days/week, 3 hrs./day, 15 hrs./week, for a total of 20 hrs./week at Step 1 \$10.50/hr., no medical benefits, effective June 10, 2009, for the remainder of the 2008-2009 school year.
14. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Lori Hart**, to the permanent position of an ABA Therapist for the R.E.A.L.M. Program at Peter Cooper School 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, effective June 15, 2008, for the remainder of the 2008-2009 school year.
15. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Regina Zerrenner**, to the permanent position of a Playground/Cafeteria Paraprofessional at M. J. Ryerson School, at Step 1 \$10.50/hr., for 2.5 hrs./day, 5 days/week, for a total of 12.5 hrs./week, no medical benefits, effective June 22, 2009, for the remainder of the 2008-2009 school year.

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16. Approve the appointment of the following to work in the **2009 R.E.A.L.M. Extended School Year Programs**, which are federally mandated per IEP. The programs are in session for 30 days effective from July 6 to August 14, 2009. (ESY summer tuition charged to sending districts.) Salaries will be adjusted pending negotiations. Hours worked will be documented by time sheets.

| <u>Teachers</u> | <u>Per Diem Rate</u> |
|-----------------------------------|----------------------|
| (5 hours/day) | |
| Denise Emolo – E R.E.A.L.M. | \$246.88 |
| Kimberly Isakson – K-3 R.E.A.L.M. | \$237.38 |
| Greta Westra – Teen R.E.A.L.M. | \$314.88 |
| TBD - I. R.E.A.L.M. | TBD |

| <u>Speech Therapist</u> | <u>Days Worked</u> | <u>Per Diem Rate</u> |
|-------------------------|--------------------|----------------------|
| Patricia Rudolph | up to 30 days | \$413.38 |

ABA Therapists (worked on a rotating schedule)
 5 hours/day at current hourly salary – Paid by Home District

- | | |
|---------------------|---------------------|
| Desaree Baker | Jolanta Kwiatkowska |
| Alyssa Bono | Diane LeGault |
| Virginia Cibenko | Alice Letsche |
| Karen Costanza | Croceann Moreira |
| Lisette de la Torre | Dianne Morino |
| Pamela DeVore | Jane Sblendorio |
| Joan Diamond | Elizabeth Steussing |
| Kathleen Felten | Wende Tempe |
| Lori Hart | Cheryl Terracino |
| Sharon Jacobson | Cathy Weller |
| | Alisa Wilson |

Substitute ABA Therapists Rate of Pay: \$21.00/hour

- | | |
|------------------|-----------------|
| Laura Balduzzi | Denise Salvesen |
| Nina Cook | Kim Walsh |
| Jennifer Sadosky | Shanon Walsh |

NURSE
 TBD

Substitute Nurse (4 hours/day) Rate of Pay: \$100/day

Kathleen Brandes

Home Program Coordinator Rate of Pay: \$45.00/hour

Denise Emolo

Home Programmers – Rate of Pay \$25.00/hour

- | | |
|-----------------|------------------|
| Kathleen Felten | Croceann Moreira |
| Sharon Jacobson | Cheryl Terracino |
| Diane LeGault | |

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17. Approve, upon the recommendation of the Superintendent, the appointment of the following as **Substitute Personnel** for the 2008-2009 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 Teacher

Erin Lauterhahn
Karen Leidl
Mary Michaels
Joli Specia

State Certified Substitute Teacher

Kristin Fedele

18. Approve the contract of **Warren Mitchell**, as School Board Secretary/Business Administrator at an annual salary of \$87,500 plus benefits, for the 2009-2010 school year. Acting Executive County Superintendent of Schools, Mr. Robert Gilmartin, has reviewed Mr. Mitchell's contract in accordance with N.J.A.C. 6A:23A-3.1., and determined that the provisions of the contract are in compliance with the regulations. Mr. Gilmartin approved the contract for the period of July 1, 2009 through June 30, 2010.

E. Curriculum/Instruction

1. Approve the **contract** from State of New Jersey, Department of Education, Division of Student Services, Office of Special Education Programs, **for reimbursement of expenses incurred as part of** Ringwood School District's **Special Education Self-Assessment** for a total amount of \$4,898.00 as follows:
- Sampietro Educational Consultants, LLC for the development of the policies and procedures for implementing the improvement plans from the Special Education Self-Assessment Monitoring Document which included: Reviewing the Self-Assessment Document as submitted to the State; Meeting with district personnel as necessary to obtain relevant information, Writing policies and procedures as identified in the Self-Assessment Document for an amount of \$4,000.00
 - CST Coordinator two (2) days of overtime during August 2008 @ the per diem amount of \$449.00 per day for an amount of \$898.00
2. Approve special education **student #2728** to receive PROMPT Speech Therapy and Sign Language Instruction provided by Miracles in Communication effective March 25, 2009 through June 24, 2009 in an amount not to exceed \$13,806.00 for the 2008-2009 school year.
3. Approve special education **student #2813** to receive Audio logical Services provided by Bergen County Special Services School District for a maximum of ten (10) hours, in an amount not to exceed \$1,500.00 for the remainder of the 2008-2009 school year.

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4. Approve the **Tuition Audit Undercharge** to the Children's Institute in the amount of \$1,447.00 for special education student #290 as per the New Jersey Department of Education Audit for the 2006-2007 school year.
5. Approve the **Tuition Audit Undercharge** to Bergen County Special Services (BCSS) in the amount of \$2,827.00 for special education student #2510 as per the New Jersey Department of Education Audit for the 2006-2007 school year.

F. District Operations

1. Approve the submission of the **Application for Dual Use of Educational Space** for Peter Cooper School for the 2009-2010 school year to the N.J. Department of Education Passaic County Superintendent's Office, as attached.

2. **APPROVAL OF LEGAL DEPOSITORIES –
BANK FOR DEPOSITS/WITHDRAWALS/ SAFE DEPOSIT BOX**

BE IT RESOLVED that the Board of Education authorize the Business Administrator to invest school district funds within statutory limitations.

BE IT FURTHER RESOLVED that the Board of Education approve the district's participation in the Bergen County Banking Consortium (BCBANC) from July 1, 2009 through June 30, 2010 and authorize the School Business Administrator to serve as a trustee.

BE IT FURTHER RESOLVED that the Board of Education designate TD Bank as the bank for deposits and withdrawals for the accounts designated on the attached document, and approve the use of a safe deposit box at TD Bank, from July 1, 2009 through June 30, 2010.

BE IT FURTHER RESOLVED that the Board of Education approve the designated signatures on the accounts outlined in the attached document.

3. Approve the **Award of Contract for the 2009 – 2010 School Year District Operations and Maintenance Repairs/Supplies/Services** listed below, to the lowest responsible quoters, as attached.

- Q10-01 Boiler Inspection/Cleaning
- Q10-02 Fire/Burglar Alarm System
- Q10-03 Café Equipment
- Q10-04 Clock and Intercom Services
- Q10-05 Uniforms
- Q10-06 Electrical Repair
- Q10-07 Elevator Repair/Inspection
- Q10-08 Fire Extinguisher
- Q10-09 Glass Repair
- Q10-10 Gym Inspection/Repair
- Q10-11 HVAC
- Q10-12 IPM
- Q10-13 Locksmith
- Q10-14 Plumbing Services
- Q10-15 Septic
- Q10-16 Water Treatment
- Q10-17 Custodial Supplies
- Q10-18 AHERA – Asbestos Hazard Emergency Response Act

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4. Approve the Ringwood Board of Education participation in the **Passaic County Sheriff's Labor Assistance Program (S.L.A.P.)** for the 2009-2010 School Year, for completion of the following school work projects:

- Painting of classrooms, doors, and building exteriors
- Painting of curbing and line striping of parking lots
- Power washing of exterior soffits, entrances and walkways
- Refinish classroom doors
- Weeding beds, turning over mulch, trimming hedges and trees
- Exterior window washing
- Moving of furniture

5. Approve the request submitted by the **Borough of Ringwood** Recreation Department, dated April 30, 2009, **to install fencing** on the Hewitt School Soccer Field as per their attached drawing.
6. Recommend the Board approve/accept the Ringwood Borough Council resolution passed at their May 12, 2009 Special Meeting reducing the district's 2009-2010 tax by \$25,000, from \$15,307,478 to \$15,282,478. The \$25,000 reduction will come from Account #11-000-291-270, Health Benefits. (copy of resolution is attached)
7. Approve, upon the recommendation of the Superintendent, the following resolution to adopt the **Final Amended 2009-2010 District Budget** as follows:

BE IT RESOLVED, by the Ringwood Board of Education, County of Passaic, that the 2009-2010 District Budget be approved:

| | |
|-----------------------|---------------------|
| GENERAL FUND | \$20,158,439 |
| SPECIAL REVENUE FUNDS | 681,390 |
| REGULAR DEBT SERVICE | 140,728 |
| TOTAL BUDGET | \$20,980,557 |

BE IT FURTHER RESOLVED, that the following GENERAL FUND TAX LEVY be approved to support the **2009-2010 District Budget**:

| | |
|--------------|---------------------|
| GENERAL FUND | \$15,282,478 |
|--------------|---------------------|

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

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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 \$ |
|--------------------|---------------|--|---------|------------|-----------|---------------|
| C. Cator | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | -0- | Sub pay+ |
| J. Citranglo | 5-20-09 | Board Member Training, Atlantic City, NJ | 37.00 | -0- | 111.60 | 148.60 |
| J. Citranglo | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | 12.40 | 12.40+ |
| C. Devries | 5-1-09 | Hypertropic Cardiomyopathy, Hackensack, NJ | -0- | -0- | -0- | Sub pay |
| M. Dixon | 6-12-09 | Pension Rules, Pers. & TPAF, Neptune, NJ | 99.00 | -0- | 97.51 | 196.51 |
| G. Halcomb | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | -0- | Sub pay + |
| D. LePore | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | -0- | Sub pay + |
| D. Lypowy | 6-10-09 | Transportation Meeting, Paterson, NJ | -0- | -0- | 22.55 | 22.55 |
| Dr. Patrick Martin | 5-27-09 | Best Practices Workshop | -0- | -0- | 24.18 | 24.18 |
| Dr. Patrick Martin | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | 12.40 | 12.40+ |
| J. Parsils | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | -0- | Sub pay + |
| J. Parsils | 6-8-09 | NJEA Classroom Close-up Filming, EGH School | -0- | -0- | -0- | Sub pay |
| R. Schaefer | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | 12.40 | 12.40+ |
| R. Schiavello | 5-16-09 | Delegate Assembly, Plainsboro, NJ | -0- | -0- | 43.00 | 43.00 |
| R. Schiavello | 5-20-09 | Board Member Training, Atlantic City, NJ | 37.00 | -0- | 111.60 | 148.60 |
| M. Sutcliffe | 5-27-09 | Best Practices Workshop | -0- | -0- | 55.00 | 55.00 |
| N. Tamargo | 5-29-09 | Governor's Teacher Recognition Program Reception, Paterson, NJ | tbd | -0- | -0- | Sub pay+ |
| C. Tassitano | 5-20-09 | Board Member Training Atlantic City, NJ | 37.00 | -0- | 111.60 | 148.60 |

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

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H. Policy

IX. SPECIAL REPORTS

X. OLD BUSINESS

A. Ringwood Borough Recreation Proposal to install fencing at the Hewitt School field.

XI. NEW BUSINESS

XII. PUBLIC PARTICIPATION II

XIII. ADJOURNMENT