

# *Ringwood Public Schools Board of Education*

## **Work Session Meeting**

April 11, 2011

7:30 PM

Martin J. Ryerson Middle School Media Center

## **AGENDA**

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

- A. Flag Salute
- B. Open Public Meetings Act
- 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.

March 21, 2011	Work Session
March 21, 2011	Executive Session
March 28, 2011	Budget Hearing/Business
March 28, 2011	Executive Session

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

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

**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**: D3, G2.

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 2010-2011 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**.

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3. Approve the Ringwood School District **Payroll** in the amounts listed.

for March 15, 2011 in the amount of \$ 619,575.26  
for March 30, 2011 in the amount of \$ 607,871.23

### D. Personnel

1. Approve, upon the recommendation of the Superintendent, the appointment of the following as **Substitute Personnel** for the 2010-2011 school year, pending completion of all State and Board employment requirements and approval of application to the County Superintendent pursuant to N.J.S.A. 18A: 6-7.2 et seq.

#### STATE SUBSTITUTE TEACHERS

Heather Verheeck  
Garret Westerhoff

2. Approve, with regret, the acceptance of the resignation, for the purpose of retirement, of **Susan Calcagno** from her current position as an Enrichment Teacher for the Ringwood School District, effective the end of the 2010-2011 school year.
3. Approve, upon the recommendation of the Superintendent, the appointment of **Dawn Curran**, as a Shared Access Paraprofessional at Robert Erskine School, at Step 1, \$10.94/hour for 29.9 hours per week, no medical benefits, effective April 11, 2011, for a probationary period through and including June 24, 2011, for the 2010-2011 school year. Ms. Curran will be replacing Ms. Unger, who resigned.

### E. Curriculum/Instruction

1. Approve tuition for special education **student #3022** at the Windsor Learning Center at the prorated amount of \$15,252.84, effective March 28, 2011, for the 2010-2011 School Year (10-Month).

### F. District Operations

1. Approve the Ringwood School District participation and membership in the 2011-2012 school year **New Jersey Cooperative Bid program** of Educational Data Services, Inc. at an administrative fee not to exceed \$5,450.
2. Approve the award of supplies under the **Educational Data Services Cooperative Bid** for General Supplies, Office and Computer Supplies, and Copy Duplicator Supplies in the amount of \$37,185 and for Fine Art, Physical Education, Health, Audio Visual, and Library, in the amount of \$21,741 for the 2011-2012 school year.

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3. Approve the use of the **Application for Public Access to Records Form**, for the 2011-2012 school year, as attached.
4. Approve the **Statutory Fee Schedule for Public Records** N.J.S.A. 47:1A-5.b(Amended 11/9/10), for the 2011-2012 school year. Copies of records shall be made available upon the payment of fee as established. The custodian of such records shall make copies of such records upon the payment of fees, which shall be based upon the total number of pages or parts thereof to be purchased without regard to the number of records being copied.

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be:

- Every public agency must charge \$0.05 per page for letter sized pages and smaller;
- Every public agency must charge \$0.07 per page for legal sized pages and larger;
- Any public agency whose actual costs to produce paper copies exceed the \$0.05 and \$0.07 rates may charge the actual cost of duplication;
- Every public agency must provide electronic records FREE OF CHARGE (i.e. records sent via e-mail and fax); and
- Every public agency must charge the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD).

The Board of Education may charge more than the per page limit if the actual cost, calculated as the cost of materials and supplies, exceeds the rates above. Additionally, a special service fee may be added for irregular size copies or requests that require an extraordinary amount of time or effort to accommodate the request. In such cases, the actual direct cost of providing the copies will be charged.

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

5. Authorize the **Ringwood Transportation Department to transport the Ringwood Senior Citizens** to the Brownstone House on Monday, October 24, 2011. All costs will be paid by the Borough of Ringwood.

### **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 as work related and within the scope of the work responsibilities of the attendees and the school district's professional developmental plan; and

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*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 \$
Beattie, H.	5-23&24-11	NJASA Conf., Long Branch, NJ	349.00	202.92	47.43	599.35
LaGreca, L.	5-9-11	Strategies to Differentiate Inst., East Hanover, NJ	199.00	-0-	13.77	212.77+ sub pay
Martino, C.	5-2-11	ESL Curriculum Dev. Process, Hamilton, NJ	-0-	-0-	81.60	81.60
Simoni, D.	5-9-11	Strategies to Differentiate Inst., East Hanover, NJ	199.00	-0-	13.77	212.77+ sub pay

**\* Depending on availability, "sub pay" can be \$80 to \$246 for the school day.**

2. Approve the Ringwood Public Schools’ **Board of Education Meeting Schedule** which will be in effect from May 9, 2011 through April 23, 2012, as attached.

**H. Policy**

**IX. SPECIAL REPORTS**

- A. Budget Committee
- B. Curriculum Committee
- C. Facilities Committee
- D. Public Communications Committee
- E. Tri-District Shared Services
- F. Liaisons

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

- A. How is the Board progressing toward District goals?

**XII. PUBLIC PARTICIPATION II**

**XIII. ADJOURNMENT**

