

Ringwood Public Schools Board of Education

Work/Business Meeting

Monday, July 26, 2010

6:30PM

Robert Erskine School All-Purpose Room

AGENDA

I. CALL TO ORDER

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

Special recognition honoring School Garden Programs' Participants.

II. PUBLIC PARTICIPATION I

III. EXECUTIVE SESSION

IV. SUPERINTENDENT'S REPORT

- A. Update regarding progress of the Sunshine Success Summer Program

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 and approve the **minutes** of the listed meetings, as attached.

Work Session	June 21, 2010
Executive Session	June 21, 2010
Business Meeting	June 28, 2010
Executive Session	June 28, 2010
Special Meeting	July 1, 2010
Executive Session	July 1, 2010

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. 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, C5, D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, E1, E2, E3, E4, E5, E6, E7, E8, E9, E10, E11, F1, F2, F3, F4, F5, F6, F7, F8, G1, 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 available 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. 6A:23-2.12(c) 4.

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

District Bills	for June 2010	in the amount of \$ 273,654.02
Supplemental Bills	for April 2010	in the amount of \$ 218,346.16
General Ledger	for April 2010	in the amount of \$ 129,487.72
Cafeteria Bills	for June 2010	in the amount of \$ 9,740.86

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

for June 15, 2010	in the amount of \$ 688,423.07
for June 25, 2010	in the amount of \$ 674,205.16
for June 30, 2010	in the amount of \$ 56,848.73

4. Approve the **Board Secretary's Preliminary Report for June 2010**, and the submission to the Passaic County Office of the N.J. Department of Education, as attached.
5. Approve the **Treasurer's Preliminary Report for June 2010**, and the submission to the Passaic County Office of the N.J. Department of Education, as attached.

D. Personnel

1. Approve the **amendment to Dr. Patrick W. Martin's employment contract**, whereas Dr. Martin voluntarily reduced his previously-agreed upon base salary increase from 4% to 2% for an annual base salary of \$163,893.60 effective July 1, 2010 through the date of his resignation on July 31, 2010.
2. *Re*-appoint Warren Mitchell as **School Business Administrator/Board Secretary** for the Ringwood Public School District at a salary of \$89,250.00, for the 2010-2011 school year.
3. Appoint Dr. Rudolph E. Sellitti, Interim Superintendent, as the **Board representative to serve on the Passaic County Educational Services Commission Board** for the 2010-2011 school year.
4. Appoint Dr. Rudolph E. Sellitti Interim Superintendent, to serve as the **DYFUS Liaison** for the Ringwood School District for the 2010-2011 school year.
5. Approve the appointment of **Kaitlin Cibenko** as a Substitute Paraprofessional for the 2010 K-8 Extended School Year Program and Preschool Program, at \$9.00/hr, effective July 6, through August 2, 2010. Days/hours worked will be documented by time sheets.
6. Approve the appointment of **Anne Marie Forfia** as a Substitute Nurse for the 2010 Extended School Year Programs at \$100/day, 4 ½ hours/day, 8:30 am – 1:00 pm, effective July 6, through August 2, 2010. Days/hours worked will be documented by time sheets.

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7. 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.

County Substitute Teacher

Anne Marie Buhowski
Denise Marcotulio

State Substitute Teacher

Diana Ferrito
Helen Remington
Ingrid Rowland

Substitute Paraprofessional

Kaitlin Cibenko

Substitute ABA Therapist

Chelsea Schubart

8. Approve the appointment of **Caitlin Nazarechuck** as a Paraprofessional to work in the M. J. Ryerson K-8 Extended School Year Program at \$10.24/hr., 4 hrs./day , 8:30 am - 12:30 pm, effective July 6, 2010 through August 2, 2010. Days/hours worked will be documented by time sheets.
9. Approve the appointment of the following to work in the **2010 R.E.A.L.M. Extended School Year Programs**, which are federally mandated per IEP, effective July 6 to August 16, 2010. (ESY summer tuition charged to sending districts.) Hours worked will be documented by time sheets.

ABA Therapist

Alyssa Bono - \$23.75/hr.

Substitute ABA Therapist

Chelsea Schubart - \$21.00/hr.

10. Accept, with regret, the resignation of **Cara Allison**, from the position of 6th Grade Language Arts Teacher at the M. J. Ryerson School, effective immediately. Ms. Allison was on a two year unpaid leave of absence.
11. Accept, with regret, the resignation of **Katelyn Woods**, from the position of Special Education Teacher at the M. J. Ryerson School, effective July 19, 2010.
12. Approve, upon the recommendation of the Superintendent, **Kimberly Gurrieri** to continue her NJ Family Leave of Absence to October 29, 2010, returning November 1, 2010 under the NJ Family Leave Act, as per Article XIV, Section H of the REA Agreement. (Ms. Gurrieri's last day of work, before her leave, was March 12, 2010. She utilized her current and accrued sick days and then began her NJ Family Leave of Absence on May 26, 2010 through the end of the 2009-2010 school year. She will now continue her leave in the 2010-2011 school year.)
13. Approve, upon the recommendation of the Superintendent, the reappointment of **Danielle Jeffery** as a long-term Fourth Grade Substitute Teacher at E.G. Hewitt School at BA Step 1, \$49,325.00 prorated, plus benefits, effective September 1, 2010 through October 29, 2010 for the 2010-2011 school year. Ms. Jeffery will be replacing Kimberly Gurrieri who is continuing her NJ Family Leave of Absence.

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14. Approve, upon the recommendation of the Superintendent, the transfer of **Krystina Mongelli** from a Part-Time Enrichment Teacher to a Full-Time 3rd Grade Teacher at Peter Cooper School at BA Step 3, \$50,325, plus medical benefits, effective September 1, 2010 for the 2010-2011 school year. Ms. Mongelli is replacing Merry Eggerling, who retired.
15. Approve, upon the recommendation of the Superintendent, the transfer of **Lisa Hroncich** from a Part-Time Basic Skills Teacher to Full-Time 3rd Grade Teacher at Peter Cooper School at BA Step 3, \$50,325, plus medical benefits, effective September 1, 2010 for the 2010-2011 school year. Ms. Hroncich is replacing Dorothy Klimek, who retired.
16. Approve, upon the recommendation of the Superintendent, the appointment of **Jennifer Zaccardi** as a Science Teacher in the M. J. Ryerson Middle School at BA Step 1, \$49,325 plus medical benefits, effective September 1, 2010 for the 2010-2011 school year. Ms. Zaccardi will be replacing Kenneth Pecharsky, who retired.
17. Approve, upon the recommendation of the Superintendent, the appointment of **Heather Palecek** as a Part-Time Art Teacher at the Robert Erskine School at BA Step 1, \$49,325 prorated (\$19,730) two days per week (.4), no medical benefits, effective September 1, 2010 for the 2010-2011 school year. Ms. Palecek is replacing part of the art position left vacant upon the retirement of Judith Parsils.
18. Approve, upon the recommendation of the Superintendent, **Jenna Lorie's** revised return date from her unpaid NJ Family Leave of Absence from November 1, 2010 to September 1, 2010.
19. Approve, upon the recommendation of the Superintendent, the transfer of **Jenna Lorie** from a Full-Time 3rd Grade Teacher at Robert Erskine School to a Part-Time AM Kindergarten Teacher at Robert Erskine School at MA Step 7, \$57,300 prorated \$28,650 (.5), no medical benefits, effective September 1, 2010 for the 2010-2011 school year. Ms. Lorie will be replacing Kristine Jousset, who retired. This full-time position is now two part-time positions.
20. Approve the payment of unused sick days to **Concetta Major**, per her employment contract, in the amount of \$3,600. Ms. Major who was the district's Bookkeeper/Accounting Assistant in the Central Office retired the end of the 2009-2010 school year.
21. Approve the salaries for the **District Independent Employees** effective July 1, 2010 for the 2010-2011 school year as follows:

Richard Buurman	Head Mechanic	\$75,550 + \$1,400 Longevity = \$76,950
Steven Evans	Buildings & Grounds Supervisor	\$68,819
Jay Logan	Mechanic	\$51,000
Debra Lypowy	Transportation Supervisor	\$77,819
Jean Nigro	Asst. to Transportation Supervisor	\$47,644
Joan Miller	Executive Secretary to SBS/BA	\$54,834 + \$615 Longevity = \$55,449
Barbara Pagana	Administrative Assistant	\$54,696 + \$465 Longevity = \$55,161
	To the Superintendent	

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22. Approve the payment of **unused sick days** for the teachers listed who retired in the 2009-2010 school year, as requested in writing per Article XVI, Section G1 of the Teachers' Contract. Teachers are paid for up to a maximum of 100 days at \$60/day, for a maximum reimbursement per individual of \$6,000 upon retirement.

	<u>Unused Sick Days</u>	<u>Reimbursement</u>
Phyllis Andrese	4	\$ 240
Merry Eggerling	100	\$6,000
Kristine Jousset	32.5	\$1,950
Dorothy Klimek	100	\$6,000
Mary Kunert	71	\$4,260
Lesley Ann Mushalla	100	\$6,000
Judith Parsils	58	\$3,480
Kenneth Pecharsky	16	\$ 960
Madeline Royce	100	\$6,000
Nicholas Tamargo	100	\$6,000

23. Approve, upon the recommendation of the Superintendent, the appointment of the following **summer custodial help**, at the rate of \$8.25/hr. from 6:30 am to 3:00 pm effective July 20 through August 30, 2010. Hours worked will be documented by time sheets.

Jonathan Ferrell
Randy Ferrell

24. Approve the reappointment of the **District Substitute Personnel** for the 2010-2011 school year, as attached.
25. Approve, upon the recommendation of the Superintendent, the non-renewal of **Judith Amati** as General Secretary in the Central Office, at the conclusion of the 30 day probationary period which ends July 27, 2010.

E. Curriculum/Instruction

1. Approve the appointment of **Gregory Zaleski** as a Home Program Coordinator for the R.E.A.L.M. Program, at a rate of \$45.00/hour, not to exceed 12 hours/month, for an amount not to exceed \$5,400.00, for the 2010-2011 school year.
2. Approve the **Community Base Instruction** for the **R.E.A.L.M.** programs and amounts listed for one time weekly shopping trips while school is in session, for the 2010-2011 school year. The district pays for purchases and provides transportation.

Teen R.E.A.L.M.	\$200.00/year
I. R.E.A.L.M.	\$200.00/year
R.E.A.L.M. K-3	\$200.00/year

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3. Approve the appointment of **Judith Bower** to provide physical therapy services for the R.E.A.L.M. Programs, for up to six and one-half (6½) hours/week, for thirty-eight (38) weeks, at an hourly rate of \$75.00/hour, for a total amount not to exceed \$18,525.00 for the 2010-2011 school year. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)
4. Approve the *revised hours worked* for **Judith Bower to provide physical therapy services**, from twenty-six (26) hours/week to nineteen and one-half (19½) hours/week, for thirty-eight (38) weeks, at an hourly rate of \$75.00/hour, for a total amount not to exceed \$55,575.00, for the 2010-2011 school year. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)
5. Approve the **participation of M. J. Ryerson Middle School Sports' Teams** as a member of the Greater Morris County Junior School Coaches Association, Inc.; said teams (boys' and girls' basketball) have been, and are hereby again, approved by the Ringwood Board of Education for the 2010-2011 school year.
6. Approve **student #2093** to receive additional occupational therapy services on June 26, June 28, June 29, and June 30, 2010, provided by S&S Therapeutics, at \$111.80/session, for an amount not to exceed \$443.20.
7. Approve student **#2093** to receive an additional physical therapy service on June 26, 2010, provided by Pediatric Rehabilitation of North Jersey, PC at \$110.00/session, for an amount not to exceed \$110.00.
8. Approve special education **student # 2903** to receive three (3) 60-minute sessions/week of occupational therapy, per the IEP, provided by S&S Therapeutics, at the rate of \$111.80/session, from September 1, 2010 through December 31, 2010 for an amount not to exceed \$6,037.20.
9. Approve special education **student # 2903** to receive three (3) 60-minute sessions/week of physical therapy, per the IEP, provided by Pediatric Rehabilitation of North Jersey, at the rate of \$110.00/session, from September 1, 2010 through December 31, 2010 for an amount not to exceed \$5,940.00.
10. Approve special education **student # 2903** to receive three (3) 60-minute sessions/week of speech therapy, per the IEP, provided by Nancy Minunni, at the rate of \$90.00/session, from September 1, 2010 through December 31, 2010 for an amount not to exceed \$4,860.00.
11. Approve special education **# student #2517** to attend the Windsor Learning Center for the 2010 Extended School Year Program, as per the IEP, at the amount of \$7,889.40.

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F. District Operations

1. Designate **DiCara/Rubino Architects to provide architect/engineering services** including but not limited to the review of current facilities and recommendation for potential facilities' needs for the 2010-2011 school year, pursuant to N.J.S.A. 19:44A-20.26. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)
2. Approve the **Shared Services Inter-Local Agreement** between the Ringwood Board of Education and the Lakeland Regional Board of Education for the 2010-2011 school year, as attached.
3. Approve the following resolution subject to the provisions of N.J.S.A. 18A:18A-1:

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and;

WHEREAS, local boards of education have been advised by the Local Finance Board through (LFN 2010-13) that the Governor has authorized the following bid and quotation thresholds effective July 1, 2010.

	Bid Threshold	Quotation Threshold
Base Amount	\$26,000	\$3,900
With Qualified Purchasing Agent	\$36,000	\$5,400

WHEREAS, Warren C. Mitchell possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Ringwood Board of Education desires to increase its bid and quotation thresholds as provided in N.J.S.A. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Ringwood Board of Education, in the County of Passaic, in the State of New Jersey hereby increases its bid threshold to \$36,000 for Qualified Purchasing Agent and its quotation threshold to \$5,400 and be it further

RESOLVED, that the governing body hereby appoints Warren C. Mitchell as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

I, Warren C. Mitchell, Secretary of the Ringwood Board of Education, in the County of Passaic, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the governing body of the Ringwood Board of Education, County of Passaic, State of New Jersey at a regular meeting of said governing body held on July 26, 2010.

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4. Approve the Ringwood Board of Education to renew the term of membership in the **School Alliance Insurance Fund** for a period of **three years**, beginning July 1, 2010 and ending July 1, 2013, for the purpose of Excess Liability (AL/GL) and Package-Property, Boiler and Machinery, General and Auto Liability, Environmental Impairment Liability, School Leaders Professional Liability, and Excess Liability (SLPL) as per the attached resolution.
5. Approve the **Indemnity and Trust Agreement** between the Ringwood Board of Education and the School Alliance Insurance Fund, for a three(3) year period, beginning July 1, 2010 and ending July 1, 2013, as per the attached resolution.
6. Approve to re-enter into an agreement with the **S.T.N. Alert Now Rapid Communication Service** for the time period of one year commencing July 29, 2010 through July 28, 2011. S.T.N. Alert Now Rapid Communication Service will be paid \$2.00 for every enrolled student in the Ringwood Public Schools (approximately \$2,630) to provide a service where emergency telephone announcements can be made to all Ringwood Public School District families and staff automatically and rapidly. This is a decrease in fee.
7. Approve the appropriation of up to \$80,000 from the Capital Reserve Account for the **replacement of the roof structure** over the corridor section of the Modular Units at the E. G. Hewitt School. This is based upon the recommendation of the structural engineer, who inspected the roof, and with further discussion between the structural engineer and Jerry Rubino, they have both recommended replacement of the roof structure.
8. Approve the **roof replacement project** at the E. G. Hewitt School as an emergency project, and the Board to authorize the Business Administrator to contact the Executive County Superintendent to have this project declared an emergency.

G. General

1. Approve the submission of the **Verification Fax-Back Form** to the New Jersey State Department of Education verifying the data contained in the 2009-2010 Annual District Report on Violence and Vandalism have been reviewed and are correct.
2. **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

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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 Cost \$	LODGING Cost \$	TRAVEL Cost \$	EST. TOTAL \$
DeVries, C.	10-27-10	Issues on Children's Health, Somerset, NJ	175.00	-0-	54.00	229.00
Nicholls, M.	8-12-10	NCLB Workshop, Wayne, NJ	-0-	-0-	-0-	-0-
Walsh, C.	8-4-10	Childhood Development Disorders, Parsippany, NJ	150.00	-0-	16.57	16.57

*Depending on availability, "sub pay" can be \$ 80.00 to 231.00 for the school day.

H. Policy

IX. SPECIAL REPORTS

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

X. OLD BUSINESS

XI. NEW BUSINESS

XII. PUBLIC PARTICIPATION II

XIII. ADJOURNMENT