

# *Ringwood Public Schools Board of Education*

## **Work Session Meeting**

November 21, 2011 7:00 PM

Martin J. Ryerson Middle School Media Center

### **AGENDA**

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

- A. Flag Salute
- B. Open Public Meetings Act
- C. Vacant Board Seat Interviews
- D. Executive Session
- E. Board Secretary will administer Oath of Office to the newly chosen board member to complete the vacant seat term of the office to April 30, 2011

#### **II. SUPERINTENDENT'S REPORT**

- A. Suspensions

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

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

#### **V. CORRESPONDENCE**

- A. Letter from Donna Marie Furrey, EdD, Ringwood Christian School Administrator

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

**A. Minutes**

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

Work/Business Session      October 17, 2011  
Executive Session            October 17, 2011

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**: D4, D5, D6, D7, D8, D9, D19, D20, D20, 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 2011-2012 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 October 14, 2011 in the amount of \$629,376.96  
for October 28, 2011 in the amount of \$615,509.80
- 4. Approve the **Board Secretary’s Final Report for June, 2011**, and the submission to the Passaic County Office of the N.J. Department of Education, as attached.
- 5. Approve the **Board Secretary’s Report** for July and August, 2011.
- 6. Approve the **Treasurer’s Final Report for June, 2011**, and the submission to the Passaic County Office of the N. J. Department of Education, as attached.
- 7. Approve the **Treasurer’s Report** for July and August, 2011.

**D. Personnel**

- 1. Approve, upon the recommendation of the Superintendent, the appointment of the following as **Substitute Personnel** for the 2011-2012 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 Teachers**

Michael DiChiara  
Audrey Lidskey  
Paul Rolfe  
Catherine Thorne  
Jaelyn Turi

**State Substitute Teachers**

Michele Adams  
Robert Anfang

**Substitute Paraprofessionals**

Audrey Lidskey

**SUBSTITUTE NURSE**

Florence Buonomo

**SUBSTITUTE SECRETARY**

Debbie Garrison  
Audrey Lidskey

**SUBSTITUTE CUSTODIANS**

James Morreale

- 2. Approve the *reappointment* of the following **Substitutes** for the 2011-2012 school year.

**CUSTODIANS**

Richard Buurman  
Juan Cazorola  
George Halbohm  
Carolyn Flynn  
Tina Stephens  
Stephen Steussing  
Mark VanDerLaan

**COUNTY SUB TEACHERS**

David Bright

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3. Approve **movement on the guide** for the 2011-2012 school year as listed. Payment will be delayed until March 1, 2012 retroactive to September 1, 2011, per Article XVII, J of the REA agreement with the Ringwood Board of Education.

### **Pamela Baldisserotto**

FROM: Step 14 MA \$89,075 + Longevity \$1,875 = \$90,950  
TO: Step 14 MA+30 \$93,135 + Longevity \$1,985 = \$95,120

4. Approve the **job description** for *District Piano Accompanist*, as attached. This will be a stipend position of eighty-five (\$85.00) per hour, not to exceed \$2,000 per school year. This position is to accompany scheduled student rehearsals and performances in conjunction with the musical/dramatic performances. The previous accompanist *donated* her time for many years and has now retired from the district.
5. Approve the **job description** for *Coordinator of Parent Training/Extended School Day (ESD)*, as attached. This service is required to be in compliance with students' IEP and required by federal IDEA.
6. Approve the **job description** for *Parent Training/Extended School Day (ESD) Provider*, as attached. This service is required to be in compliance with students' IEP and required by federal IDEA.
7. Approve the ABA Therapists listed as **Parent Training/Extended School Day Providers** at the rate of \$25.00 per hour for the 2011-2012 school year. Hours will be documented by time sheets.

Virginia Cibenko	Croceann Moreira
Kathleen Felten	Cheryl Terracino
Diane LeGault	Alysa Wilson

8. Approve **Teen R.E.A.L.M. ABA Therapists** to attend after school, evening activities (such as dances) with Student #2925TR, at their hourly rate of pay, for the 2011-2012 school year. Hours work will be documented by time sheets. Ringwood will be reimbursed by Pompton Lakes for this cost.
9. Approve *increase in days worked per week* for **Erin White-Fomin**, part-time Occupational Therapist for the R.E.A.L.M. Programs, from 3 days/week to 3 ½ days/week (FTE .7) at BA Step 13 \$76,400 prorated (\$53,480), no medical benefits, effective November 7, 2011, for the 2011-2012 school year. Hours are being increased due to remain in compliance of students' IEP.
10. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Richard Ballard**, to the permanent position as a Bus Paraprofessional, at Step 1, \$11.17/hour, 2 ¼ hours/day, 5 days/week, no medical benefits, effective December 4, 2011, for the 2011-2012 school year.

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11. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Diane Brunda**, to the permanent position as a Personal Paraprofessional, requiring ABA experience, at E. G. Hewitt School at an hourly rate of \$21.00/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective December 4, 2011, for the 2011-2012 school year.
12. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Karen Feola**, to the permanent position as an ABA Therapist for the R.E.A.L.M. program, at Peter Cooper School at an hourly rate of \$21.00/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective December 9, 2011, for the 2011-2012 school year.
13. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Heather Romanowski**, to the permanent position as a Bus Paraprofessional, at Step 1, \$11.17/hour, 2 hours/day, 5 days/week, no medical benefits, effective December 4, 2011, for the 2011-2012 school year.
14. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Chelsea Schubart**, to the permanent position as an ABA Therapist for the R.E.A.L.M. program, at Peter Cooper School at an hourly rate of \$21.00/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective November 29, 2011, for the 2011-2012 school year.
15. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **LeAnne Young**, to the permanent position as a Playground/Cafeteria Paraprofessional at M. J. Ryerson School at Step 1, \$11.17/hour for 2.5 hours/day, 12.5 hours/week, no medical benefits, effective December 5, 2011, for the 2011-2012 school year.
16. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Jessica Zwerin**, to the permanent position as a Personal Paraprofessional, requiring experience with the visually impaired and Braille fluency, at Robert Erskine School at an hourly rate of \$25.27/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective December 5, 2011, for the 2011-2012 school year.
17. Approve, the *reimbursement of unused sick leave*, for **Sharon Cole**, Bus Driver, in the total amount of \$500 for 12.5 unused sick days @ \$40.00/day per the Ringwood Bus Drivers Association Agreement, Article X, Section 1.b. Ms. Cole resigned from her position effective August 20, 2011.
18. Approve, upon the recommendation of the Superintendent, the appointment of **David Cook** as a Bus Driver effective November 9, 2011 at Step 1, \$18.72 per hour, minimum of 4  $\frac{3}{4}$  hours/day, 5 days/week, no medical benefits, for a sixty (60) day probationary period (February 15, 2012), for the 2011-2012 school year, pending completion of all State and Board employment requirements and approvals. Mr. Cook is replacing Roberta Milligan who retired.

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19. Approve, upon the recommendation of the Superintendent, the appointment of **Michele Adams** as a Shared Access Paraprofessional at M. J. Ryerson School at Step 3, \$11.38/hour, for 5.98 hours/day, 29.9 hours per week, no medical benefits, effective November 14, 2011 for a ninety (90) day probationary period (February 10, 2012), for the 2011-2012 school year, pending completion of all State and Board employment requirements and approvals. Ms. Adams is replacing Marilyn Hall, who resigned.
20. Approve, with regret, the acceptance of the resignation of **Rickey Hnath**, Bus Paraprofessional effective the end of the workday of November 18, 2011.

**E. Curriculum/Instruction**

1. Approve, upon the recommendation of the Superintendent, the appointment of the listed **parents as volunteers** in the schools listed, for the 2011-2012 school year.

**Robert Erskine School**  
 Heather Caldwell  
 Tamo-Jo Faller  
 Kathryn Grant  
 Erika Haedo

**E. G. Hewitt School**  
 Bernadette Callahan

2. Approve the *increase in hours worked* for **Patti Bahoosh-Binko**, part-time Certified Occupational Therapy Assistant (COTA), for a maximum of twelve (12) hours per week (from ten hours/week previously approved) when school is in session, for the 2011-2012 school year. This increase is due to remain in compliance of students’ IEP. (RFP’s were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)

**F. District Operations**

1. 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	LOCATION	ROUTE #	SUPERVISOR OF DRILL
10/17/2011	8:45 a.m.	St. Catherines of Bologna	Upper Parking Lot	P-2, P-3, P-4, P-5, P-6	Sr. Theresa Firenze, Principal
10/20/2011	2:00 p.m.	Martin J. Ryerson Middle School	Driveway in Front of School – Normal Bus Lineup	R1, R2, R3, R4, R5, R6, R7, R8, R9	Mr. Paul Scutti, Principal
10/21/2011	6:50 a.m./ 7:10 a.m.	Lakeland Regional High School	Back Driveway Behind Both Buildings	502, 503, 505, 506, 509, 510, LC1, LC2, LC3	Mr. Michael Leary, BA/BS
10/24/2011	8:44 a.m.	Skylands School	Side Parking Lot at Martin J. Ryerson M.S.	S10J	Ms. Rosemarie Lakawicz, Coordinator
10/25/2011	7:45 a.m.	St. Francis of Assisi	Father Hayes Side of Exit Driveway	SF1/SM1	Ms. Madeline Dietz
10/25/2011	8:00 a.m.	Ringwood	Parking Lot of	RC1	Dr. Donna Furrey,

		Christian School	Church/School		Principal
10/25/2011	8:00 a.m.	St. Mary's School	Street in Front of St. Mary's	SM1	Mrs. Carol LaSalle, Principal
10/25/2011	8:35 a.m.	Wanaque Elementary School	Side Parking Lot Where Ringwood Busses Line Up for Drop Off and Pick Up	W70/STF	Mr. Paul Stark, Teacher-in-Charge
10/25/2011	8:45 a.m./12:15 p.m.	Peter Cooper Elementary School	Driveway in Front of School	C1, C2, C3, C4, C5, C6, S10J-S10B-S10P (PIE/REALMS); PC11	Mr. Michael Sutcliffe, Principal
11/8/2011	8:45 a.m./9:15 a.m./ 12:15 p.m.	Robert Erskine Elementary School	Upper Parking Lot	E1, E2, E3, E4, E5, E6, PE11, PE12	Ms. Nancy Dondero, Principal

2. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for Lakeland Regional Board of Education for the 2011 - 2012 school year as listed.

Route #	Students	Miles	Total
502	111	29	\$ 27,923.43
503	59	18	\$ 23,102.51
505	76	16	\$ 23,111.80
506	62	9	\$ 22,539.04
509	68	11	\$ 22,696.30
510	70	13	\$ 22,879.60
PC-2	65	55	\$ 38,527.73
TOTAL ROUTE COSTS			\$180,780.41

3. 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, for the 2011 – 2012 school year. 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.
4. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for the Inter-Local Agreement with the Borough of Ringwood to provide courtesy busing for the local high school students due to safety reasons for the 2011–2012 school year.

Route #	Students	Miles	Total
LC-1	73	10	\$22,976.10
LC-2	62	8	\$22,821.30
LC-3	57	6	\$22,752.00
TOTAL ROUTE COSTS			\$68,549.40

5. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for St. Francis, and Wanaque Elementary, **Route #SF1** for the 2011-2012 school year as follows:

5 Ringwood Students	for 9 miles	for a cost of	\$ 4,964.93
10 Wanaque Parochial	for 4 miles	for a cost of	\$ 7,765.66
24 Wanaque Public	for 12 miles	for a cost of	\$12,730.59
TOTAL COST TO WANAQUE			\$20,496.25
TOTAL ROUTE COST			\$25,461.19

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6. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for St. Mary's, **Route #SM1** for the 2011-2012 school year as follows:

5 Ringwood Students	for 22.0 miles	for a cost of	\$10,560.96
34 Wanaque Parochial	for 18.0 miles	for a cost of	\$24,642.23
TOTAL COST TO WANAQUE			\$24,642.23
TOTAL ROUTE COST			\$35,203.18

7. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for Wanaque Elementary School, **Route #W70** for the 2011-2012 school year as follows:

24 Wanaque Public	for 20 miles	for a cost of	\$19,033.39
TOTAL COST TO WANAQUE			\$19,033.39

8. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for St. Catherine's of Bologna, **Route #P6** for the 2011-2012 school year as follows:

32 Ringwood Students	for 20.0 miles	for a cost of	\$19,859.73
9 Wanaque Parochial	for 10.0 miles	for a cost of	\$ 5,601.46
TOTAL COST TO WANAQUE			\$ 5,601.46
TOTAL ROUTE COST			\$25,461.19

9. Approve the **Bus Route Cost Analysis/ Transportation Jointure Agreement** for the Windsor Learning Center, Pompton Lakes, **Route S-40J** for the 2011–2012 school year as follows:

3 Ringwood Students	for 20 miles	for a cost of	\$37,512.46
2 Wanaque Students	for 12 miles	for a cost of	\$16,853.42
Bus Aide for 1 Wanaque Student		for a cost of	\$ 5,984.58
TOTAL COST TO WANAQUE			\$22,838.00
TOTAL ROUTE COST			\$60,350.46

10. Approve the **Bus Route Cost Analysis/ Transportation Jointure Agreement** for the Windsor Learning Center, Pompton Lakes, **Route SS45J** for the 2011–2012 EXTENDED SCHOOL YEAR a total of 30 days as follows:

2 Ringwood Students	for 20 miles	for a cost of	\$3,897.03
2 Wanaque Students	for 12 miles	for a cost of	\$3,897.03
Bus Aide for 1 Wanaque Student		for a cost of	\$1,483.57
TOTAL COST TO WANAQUE			\$5,380.60
TOTAL ROUTE COST			\$9,277.64

11. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** with the Sussex County Regional Cooperative for the Skylands School, Ringwood, **Route SS15J** for the 2011–2012 EXTENDED SCHOOL YEAR as follows:

1 Montague Student	for 6 miles	for a cost of	\$1,496.02
1 Ringwood Student	for 6 miles	for a cost of	\$1,496.02
TOTAL ROUTE COST with Aide			\$2,992.04

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12. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** with the Sussex County Regional Cooperative for the Skylands School, Ringwood, **Route S10J** for the 2011–2012 school year as follows:

1 Montague Student	for 6 miles	for a cost of	\$ 4,282.76
13 Ringwood Students	for 32 miles	for a cost of	\$49,251.75
TOTAL ROUTE COST with Aide			\$53,534.51

13. Approve the **Emergency Bus Stops and Routes** for the 2011–2012 School Year for delayed opening/early dismissal due to inclement weather, as attached.
14. Approve to **participate in** the Lakeland Regional High School, Wanaque, NJ **Work Study Program** “Structured Learning Experience” (SLE) whereas interns are placed in the Ringwood schools as volunteers, for the 2011-2012 school year.

**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

**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 \$	MEALS \$	EST. TOTAL \$
Bariso, J.	12/9/11	Ed. Tech. Conf., Wayne, NJ	65.00	-0-	9.44	-0-	65.44+ sub pay
Beattie, H.	1/26&27/12	NJASA Techspo, Atlantic City	369.00	122.86	100.83	-0-	592.69
Mitchell, W.	11/29/11	FSA Reg. & Implementation, Robbinsville, NJ	-0-	-0-	46.25	-0-	46.25
Mitchell, W.	12/19/11	Sp. Ed. & What BA Should Know, Rockaway, NJ	75.00	-0-	23.81	-0-	98.81
Mitchell, W.	1/24/12	493B Regs.–IRS, Rockaway	75.00	-0-	23.81	-0-	98.81
Scutti, P.	10/27/11	PC Math Curriculum Consortium, Paterson	-0-	-0-	11.16	-0-	11.16
Smith, L.	10/27/11	Adapted Health & PE Conf., Lawrenceville, NJ	50.00	-0-	60.50	-0-	111.05+ sub pay

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

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2. Approve the **Nursing Services Plan** for the 2011-2012 school year and its submission to the New Jersey State Department of Education Passaic County Office, as attached.

### H. Policy

1. Approve the *revised policies* listed.

<i>Number</i>	<i>Title</i>
3541.1	Transportation Routes and Services
3541.2	Nonschool use of District Vehicles
4211	Recruitment, Selection and Hiring
6142.4	Physical Education and Health

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

<i>Number</i>	<i>Title</i>
5141.8	Sports Related Concussion and Head Injury

### VII. SPECIAL REPORTS

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

### VIII. OLD BUSINESS

- A. Board Re-Certification

### IX. NEW BUSINESS

### X. PUBLIC PARTICIPATION I

### XI. ADJOURNMENT