

# *Ringwood Public Schools Board of Education*

## **Work Session Meeting**

Monday, September 19, 2011 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 Presentation* by Mr. Lou Schimenti of NJSBA in regards to Customized Policy Writing Service.

*Special presentation* by Mr. Sutcliffe, Peter Cooper School Principal and Mr. Hugh Beattie, Superintendent of Schools, in regards to Harassment, Intimidation, and Bullying.

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

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

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

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

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

#### **VII. CORRESPONDENCE**

- A. Letter from Kradle 2 Kindergarten

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

**A. Minutes**

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

Special Meeting	July 19, 2011
Executive Session	July 19, 2011
Work /Business Meeting	July 25, 2011 (Revised)
Work/Business Meeting	August 15, 2011
Executive Session	August 15, 2011
Special Meeting	September 6, 2011
Executive Session	September 6, 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**: 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 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).

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2. Authorize the payment of the **District Bills**.
3. Approve the Ringwood School District **Payroll** in the amounts listed.

for August 15, 2011 in the amount of \$ 233,079.14  
for August 30, 2011 in the amount of \$ 176,107.23

### 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 Di Gioia  
Kevin O'Hara  
Lisa Sangastiano  
Jeannine Sheerin

#### *State Substitute Teachers*

Luke Bakula  
Linda Dahse  
Iris LeDuc-Currie  
Patricia McCracken  
Lyndsay Smokowski

#### *Substitute Paraprofessionals*

Cathleen Boorse  
Christy Mastolia  
Jessica Rapp

#### *Substitute Secretaries*

Cathleen Boorse  
Jessica Rapp

#### *Substitute ABA Therapists*

Christy Mastolia  
Kelly Ann Poitier

2. Approve, upon the recommendation of the Superintendent, the transfer of **Hayley Romano** from a part-time Enrichment Teacher at Peter Cooper and Robert Erskine Schools to a full-time 4th Grade Teacher at E.G. Hewitt School at BA Step 2, \$51,325 plus medical benefits effective September 1, 2011 for the 2011-2012 school year. Ms. Gurrieri was transferred to the part-time Enrichment Teacher position. Ms. Romano is filling the vacant 4th Grade position.
3. Approve the reappointment of **Carrie Odgers** as Webmaster for a stipend amount of \$3,500.00 effective July 1, 2011 to June 30, 2012.
4. Approve **Leon Smith** to provide adaptive physical education, per the IEP, for Teen R.E.A.L.M. student #2901TR, student #2810TR, student #3028TR, student #3027TR, at M. J. Ryerson School for two 40 minute group sessions per week, at a rate of \$35.00 per session, for the 2011-2012 school year. Mr. Smith will provide this service during at the Ryerson School during his prep time. Hours will be documented by timesheets.

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5. Approve the appointment of the **Mentors** listed for the first year teachers in his/her respective school, for the 2011-2012 school year. This is at no cost to the district.

<i>Mentors</i>		<i>First Year Teachers</i>	
Geralyn Recchio		Gina Hurley	1 <sup>st</sup> Grade Cooper
Donna Simoni		Stacy Bierwas	P/T, L/T K Sub. Cooper
Christine Schouten		Kelly Ann Frawley	1 <sup>st</sup> Grade Erskine
Leon Smith		Robert Wenzel	Physical Education Hewitt
Charles Wayne Carroll		Bryan Hong	L/T Sub 7 <sup>th</sup> /8th Gr. Math Ryerson
Alexander Wright	Maryann Kudlacik-Kawiecki	Enrichment Teacher	District

6. Approve the reappointment of the **Mentors** listed for second year teachers who had part-time status during the 2010-2011 school year. Due to this status, mentoring will be completed in the 2011-2012 school year. This is at no cost to the district.

<i>Mentors</i>		<i>Second Year Teachers</i>	
Linda Swedin		Marija Bubalo	P/T Kindergarten Erskine
Kristine Gilson		Morgan Carroll	5th Grade Hewitt
Marsha Turner		Bridget Zachgo	P/T Art Hewitt

7. Approve, with regret, the acceptance of the resignation of **Sharon Cole**, as a Bus Driver, effective August 20, 2011.
8. Approve, with regret, the acceptance of the resignation of **Victoria Ludwig**, as a Bus Driver, effective July 1, 2011.
9. Rescind the approved appointment of **Maureen Burdick**, as a Bus Driver Trainee for the 2011-2012 school year. Ms. Burdick's decided not to continue with training due to personal circumstances.
10. Approve, upon the recommendation of the Superintendent, the appointment of **David Cook** as a Bus Driver Trainee, at the rate of the Federal minimum wage of \$7.25/hr., up to a maximum of sixteen (16) hours total, as per Article XXI of the Ringwood Bus Drivers Association Agreement, effective September 20, 2011.
11. Approve the **Bus Driver and Bus Paraprofessional Assignments** for the 2011-2012 school year, as attached.

**E. Curriculum/Instruction**

1. Approve special education student #**114906** to receive Level 4 Services from the Commission for the Blind & Visually Impaired, as per the IEP, at the amount of \$13,000.00, for the 2011-2012 school year.

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2. Approve **Tuition Audit Undercharge** to ECLC of New Jersey #2504 in the amount of \$1,067.00 as per the New Jersey Department of Education Audit for the 2009-2010 school year.

### F. District Operations

1. Approve the **Bus Routes** for the 2011–2012 School Year, as attached.
2. Approve the **contract with the Passaic County Educational Services Commission** to provide transportation services including a bus paraprofessional for pupil #3004 to Lake Drive School for the Hearing Impaired, Mountain Lakes, NJ, through Jordan Transportation (**Route #5021**), effective September 6, 2011 through June 30, 2012, in the amount of \$43,200.00 plus a one time surcharge of \$1,728.00, for the 2011-2012 school year.
3. Approve the **contract with the Passaic County Educational Services Commission** to provide morning only transportation services including a bus paraprofessional for pupil #114906 to Robert Erskine School through Jordan Transportation (**Route #5065**), effective September 6, 2011 through June 30, 2012 in the amount of \$7,968.00 plus a one time surcharge of \$318.72, for the 2011-2012 school year.
4. Approve the disposal of **obsolete equipment** (inoperable and unrepairable) from the Martin J. Ryerson School as listed:
  - 2 Caloric Brand Gas Stoves
  - 1 General Electric Brand Electric Stove
5. Approve the revised **Code of Student Conduct** for the 2011-2012 school year, as attached.
6. Approve, upon the recommendation of the Superintendent, the use of **Incident Report Forms for Harassment, Intimidation and Bullying**, 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

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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. \$	LODGING \$	TRAVEL \$	MEALS	EST. TOTAL \$
Beattie, H.	9-21-11	Support High Quality K Programs, Paramus, NJ	-0-	-0-	13.64		13.64
Beattie, H.	10-25&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	109.00	96.10		288.43
Citrangolo, J.	10-25&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	218.00	96.10		397.20
Cording, J.	10-20&21-11	NCTM Regional Conference & Exposition, Atlantic City, NJ	180.00	-0-	169.83		349.83+ sub pay
Griegel, M.	10-25&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	109.00	96.10		288.43
Heck, M.	9-20-11	Child Nutrition Verification Workshop, Hackensack, NJ	-0-	-0-	28.33		28.33
Kudlacik, M.	9-21-11	PC G&T Consortium, Little Falls, NJ	-0-	-0-	39.60		39.60
Kunert, M.	10-25&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	109.00	96.10		288.43
Nicholls, M.	10-14-11	Section 504 in NJ, Parsippany, NJ	199.00	-0-	14.70		213.70
Rudolph, P.	10-13&14-11	29 <sup>th</sup> Autism Conference, Atlantic City, NJ	450.00	-0-	214.27	51.00	715.27
Sutcliffe, M.	11-30-11	iPad Workshop for school leaders, Monroe Twp., NJ	-0-	-0-	33.79		33.79
Walsh, C.	10-24-11	Death & Grieving, Parsippany, NJ	99.99	-0-	7.75		107.74

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

2. Approve the **submission** of the **2011-2012 (FY2012) No Child Left Behind (NCLB) Grant Application** to the N.J. Department of Education and also approve the **acceptance** of the grant funds listed upon the subsequent approval of the 2011-2012 application by the N.J. Department of Education.

Title IA	\$53,299
Title IIA	\$28,193
Title III	<u>\$ 3,282</u>
Total	\$84,774

3. Approve **Update To Uniform State Memorandum of Agreement** between Education and Law Enforcement Officials, completed in conformance with 6A:16-6.2(b)15 for the 2011-2012 school year.

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3. Approve the **Ringwood Board of Education's use of the** New Jersey Department of **Education Violence, Vandalism, and Substance Abuse (VV-SA) Incident Report Form** as listed on the NJDOE Homeroom, for the 2011-2012 school year.
4. Approve the Ringwood Board of Education's **procedure listed for addressing** a school **employee that knowingly falsifies the annual report on Violence, Vandalism, and Substance Abuse**, for the 2011-2012 school year.
  - A. At the first offense, the offender will be reprimanded and a letter placed in his/her personnel file.
  - B. At the second offense, the offender may be denied an increment in his/her following year's salary.
  - C. The third offense could result in dismissal.

### **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**

- A. Strauss Esmy – Policy Manual

### **XI. NEW BUSINESS**

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

### **XIII. ADJOURNMENT**