Ringwood Public Schools Board of Education

Business Meeting

Monday, September 26, 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 Rhonda Pagila-Tanzola, Extended School Year Program Coordinator, regarding the 2011 program.

II. PUBLIC PARTICIPATION I

III. EXECUTIVE SESSION

IV. SUPERINTENDENT'S REPORT

V. BOARD PRESIDENT'S REPORT

VI. SBA/BOARD SECRETARY'S REPORT

VII. CORRESPONDENCE

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

1. Approve the **minutes** of the listed meetings.

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 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, C5, C6, D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14, D15, D16, E1, E2, E3, F1, F2, F3, F4, F5, F6, F7, F8, G3, G4, G5, G6, G7, G8.

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** in the amounts listed, as attached.

District Bills	for Aug 16-31, 2011	in the amount of $362,690.39
	for Sept 1-26, 2011	in the amount of $945,817.85
Cafeteria Bills	for July and August 2011	in the amount of $ 7,452.07

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

4. Approve the account line item **Final Transfers** for the month of **June 2011**, as attached.

5. Approve the following **transfer** as of June 30, 2011 listed below. This transfer was needed to purchase new purchase orders for the new accounting system. This transfer exceeded the 10% transfer limit as established by S-1701. Transfer list will be forwarded to the Executive County Superintendent for Approval.

Transfer From	**Transfer To**	**Amount**
11-000-230-334-31-0000	11-000-251-610-22-0000	$1,398.50

6. Approve the following **transfer** as of May 31, 2011 listed below. This transfer exceeded the 10% transfer limit as established by S-1701. This transfer was needed to meet contractual obligations for the 2010-2011 school year.

Transfer From	**Transfer To**	**Amount**
11-130-100-101-31-0400	11-000-251-105-22-0000	$3,340.56

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	*State Substitute Teachers*
Jane Bennorth	Luke Bakula
Michael Di Gioia	Linda Dahse
Linda Jerman	Iris LeDuc-Currie
Kevin O'Hara	Patricia McCracken
Lisa Sangastiano	Lyndsay Smokowski
Jeannine Sheerin	Kelly Yost

Substitute Paraprofessionals
Cathleen Boorse
Louis Kranz
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.

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.

Mentors	*First Year Teachers*		
Geralyn Recchio	Gina Hurley	1st Grade	Cooper
Donna Simoni	Stacy Bierwas	P/T, L/T K Sub.	Cooper
Christine Schouten	Kelly Ann Frawley	1st Grade	Erskine
Leon Smith	Robert Wenzel	Physical Education	Hewitt
Charles Wayne Carroll	Bryan Hong	L/T Sub 7th/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.

Mentors	*Second Year Teachers*		
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 27, 2011.

11. Approve the **Bus Driver and Bus Paraprofessional Assignments** for the 2011-2012 school year.

12. Approve the appointment of **Jamie Nicholls** and **Leon Smith** as Teachers in charge of the Co-ed Volleyball and Frisbee After School Intramural Program at M. J. Ryerson School for one six week session to meet on Tuesdays and Thursdays, at a stipend amount of $600.00 each, effective September 27, 2011 through November 8, 2011, for the 2011-2012 school year. The stipend is funded by A.W.A.R.E. Grant.

13. Approve the revised job description for **Special Education Classroom, Personal and Shared Access Paraprofessionals**, as attached.

14. 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.

    Krystina Mongelli

From:	Step 4 BA+15	$53,225.00
To:	Step 4 MA	$56,200.00

15. Approve **movement on the guide** for the 2011-2012 school year as listed. Payment will be retroactive to September 1, 2011.

    Erin Parmigiano

From:	Step 2 BA	$51,325.00
To:	Step 2 MA	$55,000.00

16. Approve the increase in time worked for **Christina Martino**, P/T ESL Teacher at Peter Cooper School, from .5 FTE at Step 3 BA+15 $52,525 prorated ($26,252.50 no medical benefits) to .6 FTE at Step 3 BA+15 $52,525 prorated ($31,515.00 no medical benefits) retroactive to September 1, 2011, for the 2011-2012 school year.

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.

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

3. Approve, upon the recommendation of the Superintendent, the appointment of Michele Stanzione, as a **parent volunteer** in the E.G. Hewitt School, for the 2011-2012 school year.

F. District Operations

1. Approve the **Bus Routes** for the 2011–2012 School Year.

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.

7. Approve the acceptance of the **tuition student** listed from the sending district listed for the 2011-2012 school year,

Student #	*Sending District*	
115003MD	Wanaque	
10 month school year tuition:		$30,886.00
10 month cost for aide:		13,648.03
TOTAL		$ 44,534.03

Speech services will be provided by the Ringwood School District. Occupational Therapy and Physical Therapy services costs are the responsibility of the Wanaque School District.

8. Approve the **Procedure for Long Term Substitute Remuneration**, as attached.

G. General

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.

5. **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 $
Bayly-Turner, M.	10/3 &4, 2011	Art Educators of NJ, New Brunswick, NJ	160.00	-0-	62.71	-0-	222.71+ sub pay
Beattie, H.	1 x ea. Month minimum	Passaic County professional Development Board Comm. Meetings, Paterson, NJ	-0-	-0-	141.36 min. for the year	-0-	141.36
Kudlacik, M.	10/21/11	Ensuring Equity & Excellence for Diverse Students, Monroe Twsp., NJ	150.00	-0-	125.40	-0-	275.40
Kudlacik, M.	10/29/11	Regional Enrichment Activities, Bayville, NJ	10.00	-0-	200.20	-0-	210.20
Mongelli,K.	10/20/11	Visual Impairments Workshop, West Windsor, NJ	-0-	-0-	71.40	-0-	71.40+ sub pay
Rothlauf, W.	9/30-10/1-10/2/11	Lake Conference for K-8 PE, Harwick, NJ	175.00	-0-	56.06	-0-	231.06
Scutti, P.	9-27-11	PC Curriculum Consortium, Paterson, NJ	-0-	-0-	11.16	-0-	11.16
Smith, L.	9/30-10/1-10/2/11	NJAHPERD Lake Conference, Hardwick,NJ	130.00	-0-	66.00	-0-	196.00

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

6. Approve, per the No Child Left Behind (NCLB) guidelines, the **adoption of** the **Parent/Guardian Involvement Policy** number 5124.1, for the 2011-2012 school year.

7. Approve the **submission** of the **2011-2012 (FY2012) IDEA 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.

Basic	$334,872
Pre School	$ 14,469

8. Approve the **refusal of 2011-2012 NCLB Title III Funds**. The Ringwood Board of Education resolves **not** to apply for the 2011-2012 **Title III funds** in the amount of $3,282.

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
B. NJSBA - Policy Manual

XI. NEW BUSINESS

XII. PUBLIC PARTICIPATION II

XIII. ADJOURNMENT