

**THE MINUTES OF THE WORK SESSION MEETING OF THE
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY
HELD AT MARTIN J. RYERSON ON FEBRUARY 23, 2011**

I. The meeting was called to order by President Tassitano at 6:32 P.M.

- A. President Tassitano led everyone in the flag salute.
- B. Board Secretary Mitchell read the Sunshine Law Statement as required under the Open Public Meetings Act.
- C. *Roll Call*

Janet Citrango	- absent	Sam Nastory	- present
Gina Donatien	- absent	Richard Schaefer	- present
Melissa Griegel	- absent	Ronald Schiavello	- present
Lynne Klosowski	- present	President Tassitano	- present
Katy McKeever	- present (arrived 6:40 P.M.)		

Also present:
Warren C. Mitchell, SBA/BS
Hugh E. Beattie, Superintendent

President Tassitano commented that Paul Breda, from New Jersey School Boards Association, had been delayed. The Board's self-evaluation would be postponed until Mr. Breda arrived.

II. PUBLIC PARTICIPATION I

PUB.PART.I

No comments

Motion was made by **Trustee Schaefer**, seconded by **Trustee Klosowski** to adjourn to Executive Session at **6:35 P.M.**

Motion was unanimously approved by voice vote.

III. EXECUTIVE SESSION

Motion was made by **Trustee Schiavello**, seconded by **Trustee Klosowski** to adjourn from **Executive Session** and return to Public Session at **6:37 P.M.** when Mr. Breda arrived at the meeting to review the Board's Self-Evaluation.

Motion was unanimously approved by voice vote.

Sheet # 2 – Work Session, February 23, 2011

Reconvened in Public Session at 6:37 P.M.

Mr. Paul Breda, New Jersey School Boards Association Representative, reviewed the Board's Self-Evaluation Plan for 2011. The purpose of this plan is to improve the Board's process in terms of teamwork, policy making and governance. The self-evaluation is a tool to help develop this plan of improvement. He reviewed each of the areas commented on in the evaluation and suggested that a transition workshop might be helpful in guiding the board members in their roles as board members while also addressing the subject of committees and working with a new superintendent. He also talked about improving student achievement as a priority and a workshop that would be forthcoming on this topic this week. President Tassitano and Trustee Schaefer were already registered for the workshop regarding student achievement. Mr. Breda commented that this Board had already overcome a lot of challenges together, selecting an interim superintendent and then a superintendent. The Board had worked very well together on this. At this point, he stressed that a transition workshop would be very beneficial to the board to review board member roles and the transition of working with a new superintendent. Mr. Breda also reviewed the form used for the Superintendent evaluation which the Board members would be completing shortly. The transition workshop was then discussed and Mr. Breda concluded his report.

Motion was made by **Trustee Schaefer**, seconded by **Trustee Klosowski** to adjourn to Executive Session at **7:08 P.M.**

Motion was unanimously approved by voice vote.

Reconvened in Public Session at 8:22 P.M.

IV. SUPERINTENDENT'S REPORT

SUPT.RPT

Superintendent Beattie commented on the following items:

Robert Erskine's Tail Waggin' Tutors program - This program aims to boost the confidence in younger readers. It was a very positive experience for the first group of children to experience this program. Tucker is a "therapy dog" who sits with the students while they read to him.

Anti-Bullying Legislation – It has led us to create School Climate Teams. There will be anti-bullying leaders throughout the district who will fall under the supervision of Mr. Sutcliffe, who is our Affirmative Action Officer. We will be meeting with the specified leaders on Friday to discuss our procedures that we will be putting in place in line with what the State has implemented in regards to Harassment, Intimidation, and Bullying.

Enrichment Team – This team is made up of teachers, members of the board, and parents in the district. We will be looking at the current enrichment program throughout the district and gathering information from other districts, along with best practices to revisit with a goal of revitalizing our enrichment program. This group has met twice already with a homework assignment for our next meeting which will be in March.

Sheet # 3 – Work Session, February 23, 2011

SUPERINTENDENT'S REPORT

The Ryerson School Physical Education Department had the *Jump Rope for Heart* where its students were involved with raising awareness and raising funds by jumping rope. Our students did a wonderful job.

100 Days of School Celebration throughout the district – There were great plays presented and wonderful activities that took place at Peter Cooper and Robert Erskine School.

Staff Development Day took place last Friday. We shared this Staff Development Day with Lakeland. We worked on the Houghton-Mifflin Program (Language Arts Reading Program) preparing for its launch in September. Mr. Scutti did a wonderful job working with our teachers on various workshops and programs that we are required by law to run every year. Mr. Beattie ran a workshop for the Child Study Team having them use the program in NJ Smart to analyze test scores and look at trends.

He had a meeting with the PTO presidents last week to discuss various issues. He has planned visitations at their monthly meetings to discuss the forthcoming budget once it has been finalized.

He has been working with Mr. Van Teyens in the Audio Visual Club at Ryerson to promote a video highlighting all that is positive in and around our schools. Permission slips for our students who will be interviewed about what they love about our schools will be going home. The students are writing, directing and filming it. All we are doing is having the permission slips signed.

Mr. Beattie commended all the bus drivers and the transportation coordinator for an outstanding job in surviving the demands of this winter. They have done a wonderful job of keeping our children safe, keeping our schools open in most cases, and transporting our children to and from school safely.

We are also investigating the Renaissance Learning Internet-based Assessment Program for all students from K through 8, where students' progress would be charted on an ongoing basis through testing on the internet for Language Arts and Math. This program would chart their progress in these subjects throughout the course of the year. It would provide the necessary data to help provide individual learning plans for our students, help to differentiate instruction in all classrooms and for all students. It would benefit our special needs students, our regular population, and ESL students. It would also give us a very good projection of where our students would score on the NJASK. We are looking at possible ways for funding this program as we recently had a meeting with the company representatives. They have given us pricing and we will continue to meet with them to possibly get better pricing and try to bring this to the district.

Board discussion ensued regarding Anti-Bullying Legislation.

V. BOARD PRESIDENT'S REPORT

BD.PRES.RPT

President Tassitano updated the Board on the Grant Writing. Mary Ellen Graph, a professional grant writer, has agreed to meet with the Board to start us off with Grant Writing. Trustee Schiavello, Schaefer, and McKeever, along with President Tassitano will meet with Ms. Graph.

President Tassitano commented that she and Superintendent Beattie have located a Website that has available Grants. They had accessed the Website and found that there are a lot of different grants out there. There are deadlines. However, the gentleman they contacted told them that the deadlines could be extended if we were interested. Superintendent Beattie reiterated this information.

President Tassitano informed the Board that Mr. Beattie had distributed to the Board a list of his goals that he wishes to accomplish by the end of this school year, June 30th. She told the Board that based on the goals that he is submitting to us tonight, Board members should review these goals, ask questions, and access NJSBA's website to download the Superintendent's evaluation, complete it, and return it to her. Then when the Board meets in March, they could discuss it, and then in April, they would meet with Mr. Beattie before the elections, to review the results with him.

President Tassitano and the Board then discussed the school calendar for 2011-2012.

VI. SBA/BOARD SECRETARY'S REPORT

BD.SECY.RPT

Board Secretary Mitchell mentioned that we had received our State Aid numbers. It was good news. Our State Aid went up by \$201,584. This was in the area of transportation. This Aid will help the district to maintain the programs that we currently have.

He had spoke with Kathryn Davenport, Executive County Business Administrator, concerning the Change of Use Application for the Custodial/Maintenance room at Hewitt. She is reaching out to Trenton to help her to approve these applications. We will have to wait until she hears from Trenton.

VII. CORRESPONDENCE

CORRES.

None

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

MINUTES

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

Sheet # 5 – Work Session, February 23, 2011

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.

Motion was made by **Trustee Klosowski**, seconded by **Trustee Schaefer** to approve the following **consent agenda items**: C4, C5, F2, G1, G2, H1.

Motion was unanimously approved by roll call vote by members present.

C. Finance

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**.

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

for January 14, 2011 in the amount of \$ 616,353.39
for January 28, 2011 in the amount of \$ 615,287.98

4. Approve the **Board Secretary's Final Report** for December 2010, and the submission to the Passaic County Office of the N.J. Department of Education, as attached. BD.SECY.RPT
DEC. 2010

5. Approve the **Treasurer's Final Report** for December 2010, and the submission to the Passaic County Office of the N.J. Department of Education, as attached. TREAS.RPT
DEC. 2010

6. Approve **Transfer Schedule** dated February 10, 2011 for the month of January, 2011, as attached. TRANSFER
JAN. 2011

7. Approve, upon the recommendation of the Business Administrator, the Board approve the following transfer of funds on the **2009-2011 IDEA ARRA Grant (Basic)** totaling \$276.37. ARRA
TRANSFER
IDEA

Transfer from line # 100-600 \$211.55
Transfer from line # 200-300 \$ 64.82

To: line # 400-731 (to cover purchase of instructional equipment and supplies)

Sheet # 6 – Work Session, February 23, 2011

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. SUBSTITUTE PERSONNEL

COUNTY SUBSTITUTE TEACHERS
Lyndsay Smokowski

STATE SUBSTITUTE TEACHERS
Brittany Bogdon
Ashley Close
Keri Kershaw
Lindsay Miller

2. Approve, with regret, the acceptance of the resignation, for the purpose of retirement, of **Marilyn Dondero** from her current position as a Physical Education Teacher at M. J. Ryerson School, effective the end of the 2010-2011 school year. DONDERO
MARILYN
RESIGNATION
3. Approve, with regret, the acceptance of the resignation, for the purpose of retirement, of **Ann George** from her current position as a First Grade Teacher at Robert Erskine School, effective the end of the 2010-2011 school year. GEORGE
RESIGNATION
4. Approve, with regret, the acceptance of the resignation, for the purpose of retirement, of **Gail Halcomb** from her current position as a Fifth Grade Teacher at E. G. Hewitt School, effective the end of the 2010-2011 school year. HALCOMB
RESIGNATION
5. Approve, with regret, the acceptance of the resignation, for the purpose of retirement, of **Janette Schweiker** from her current position as a Third Grade Teacher at Robert Erskine School, effective the end of the 2010-2011 school year SCHWEIKER
RESIGNATION
6. Approved, with regret, the acceptance of the resignation, for the purpose of retirement, of **Roberta Milligan** from her current position as a Bus Driver effective the end of the 2010-2011 school year. MILLIGAN
RESIGNATION
7. Approve, an unpaid leave of absence for **Jenna Lorie**, part-time A.M. Kindergarten Teacher at Robert Erskine School, effective on, or about, May 27, 2011. Ms. Lorie will be utilizing her current personal/sick days prior to her unpaid leave. (To the end of the 2010-2011 School Year) LORIE
LOA
8. Approve, upon the recommendation of the Superintendent, the acknowledgement of the receipt of tenure for **Dana Volpe**, as a Third Grade Teacher at Robert Erskine School effective February 28, 2011. TENURE
VOLPE
9. Approve, an unpaid N. J. Family Leave of Absence for **Dana Volpe**, Third Grade Teacher at Robert Erskine School, effective on, or about, April 25, 2011. Ms. Volpe will be utilizing her personal days and current/accumulated sick days prior to her unpaid leave. (To the end of the 2010-2011 School Year) VOLPE
LOA

Sheet # 7 – Work Session, February 23, 2011

Personnel continued

10. Approve, an unpaid N. J. Family Leave of Absence for **Christine Schouten**, First Grade Teacher at Robert Erskine School, effective on, or about, April 25, 2011. Ms. Schouten will be utilizing her personal days and current/accumulated sick days prior to her unpaid leave. (To the end of the 2010-2011 School Year) SCHOUTEN
LOA
11. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Brittany Bogdon**, to the permanent position as a Shared Access Paraprofessional at E. G. Hewitt School, at Step 1, \$10.94/hour for 29.9 hours per week, no medical benefits, effective March 4, 2011, for the 2010-2011 school year. BOGDON
PARA
12. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Jean Caughey**, to the permanent position as a Personal Paraprofessional at Robert Erskine School, at Step 2, \$11.04/hour for 29.9 hours per week, no medical benefits, effective February 7, 2011, for the 2010-2011 school year. CAUGHEY
PARA

E. Curriculum/Instruction

1. Approve special education **student # 2903** to receive three (3) 60-minute sessions/week of physical therapy, per the IEP, provided by S&S Therapeutics, Inc., at the rate of \$110.80/session, from December 3, 2010 through June 30, 2011 in an amount not to exceed \$10,062.00. #2903
PT
S & S
2. Approve special education **student # 2903** to receive three (3) 60-minute sessions/week of occupational therapy, per the IEP, provided by S&S Therapeutics, Inc., at the rate of \$110.80/session/ from January 1, 2011 through June 30, 2011 in an amount not to exceed \$8,720.40. #2903
OT
S & S
3. Approve special education **student(s) # 2608, # 2929, # 3104** to receive a Home Observation with a Behavioral Assessment performed by North Jersey Outreach/ KDDS TOO, Inc., for six (6) hours beginning the week of February 4, 2011 and ending during the week of March 31, 2011 at the rate of \$200.00 per 60-minute session for an amount not to exceed \$1,200.00. #2608
#2929
#3104
KDDS TOO
4. Approve the **Tuition Audit Undercharge** to The Calais School for **student # 2102** in the amount of \$7,234.00 as per the New Jersey Department of Education Audit for the 2009-2010 school year. TUITION
UNDERCHG
#2102
CALAIS

Sheet # 8 – Work Session, February 23, 2011

F. District Operations

1. Approve the **contract** with the Lakeland Regional High School Board of Education **to provide transportation services for Ringwood Special Education pupil #3006** to the Sage Day School in Mahwah, N.J. Route SGBARN, effective January 3, 2011 through June 30, 2011 (for 104 school days), in the amount of \$9,839.61 plus a surcharge of \$295.19, for a combined total cost of \$10,134.80. #3006 SAGE

2. Approve the following resolution to request a **waiver of compliance** with respect to the district's participation in the **Special Education Medicaid Initiative (SEMI) Program:** SEMI WAIVER

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2011-2012 and;

WHEREAS, the Ringwood Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2011-2012 budget year.

NOW THEREFORE Be It Resolved, that the Ringwood Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Passaic an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2011-2012 school year.

3. Approve the **Ringwood Transportation Department** to provide a mini bus and driver **to shuttle citizens** for the 22nd Annual St. Patrick's Parade on Saturday, March 26, 2011, from the Ringwood Park and Ride to St. Catherine's Parish Center in Ringwood between the hours of 12:30pm – 5:30pm, Day for an approximate amount of \$135.00, which will cover driver pay and fuel and will be paid for by the Parade Committee. ST.PATRICK PARADE SHUTTLE

4. Approve the Ringwood St. Patrick's Day **Parade Committee to use the Robert Erskine School Parking Lot** on Saturday, March 26, 2011 from 8:00am to 6:00pm. R/E PARKING LOT PARADE

5. Approval of **Advertisement for Bid** for the **2011-2012** school year as deemed necessary by the School Business Administrator/BS, in accordance with Title 18A and the N.J. Public Contracts Law. (For annual bids of custodial, maintenance, computer supplies, equipment, etc.) ADVERTISE BIDS 11-12

Sheet # 9 – Work Session, February 23, 2011

District Operations continued

6. Approve the submission of the **Application for Extraordinary Aid** in accordance with the Comprehensive Educational Improvement and Financing Act, for special education costs for classified students exceeding \$40,000 each for students educated in a separate public school program, and for special education costs for classified students exceeding \$55,000 each for students educated in a separate private school program, as listed below. The district shall receive extraordinary special education State aid equal to 75% of the amount of that qualifying excess. EXTRA AID

<u>Student #</u>	<u>School</u>	<u>Amount</u>
2816	New Beginnings	\$27,013.00
2314	Camphill Special School PA	\$28,480.00
2528	New Beginnings	\$27,013.00
2309	PCESC-Skylands School	\$40,479.00
2501	PCESC-Skylands School	\$30,424.00
2607	CPNJ – Horizon School	\$32,020.00
2815	The Children’s Therapy Center	\$10,582.00
2517	Windsor Learning Center	\$ 439.00

G. General

1. **APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES** TRAVEL

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:

Sheet # 10 – Work Session, February 23, 2011

General continued

EMPLOYEE NAME	WORKSHOP DATE	WORKSHOP NAME & LOCATION	REG. \$	LODGING \$	TRAVEL \$	EST. TOTAL \$
Beattie, H.	3-11-11	NJAGC, Somerset, NJ	199.00	-0-	38.44	237.44
Beattie, H.	3-16-11	New Superintendent's Academy, Trenton, NJ	195.00	-0-	54.25	249.25
Beattie, H.	5-3-11	New Superintendent's Academy, Trenton, NJ	195.00	-0-	54.25	249.25
Dondero, N.	4-1-11	Bullying, Mahwah, NJ	-0-	-0-	7.04	7.04
Green, T.	3-1-11	Anxiety Disorders, Saddle Brook, NJ	169.00	-0-	4.06	173.06
Malfatto, L.	2-24&25-11	NJMEA, East Brunswick, NJ	180.00	-0-	31.58	211.58+ sub pay
McKay, F.	2-10-11	Science Consortium, Hawthorne, NJ	-0-	-0-	12.50	12.50 + sub pay
Mitchell, W.	3-1-11	Joint County Budget & Advocacy Meeting, Millburn, NJ	-0-	-0-	21.30	21.30
Nichols, C.	2-25-11	NJMEA, East Brunswick, NJ	130.00	-0-	48.45	178.45+ sub pay
Nicholls, M.	3-21-11	NJASK, Parsippany, NJ	-0-	-0-	15.50	15.50
Scutti, P.	3-25-11	Personalized Student Learning Plans, Monroe Township, NJ	-0-	-0-	44.95	44.95
Specia, E.	3-24-11	The Immune System, Saddlebrook, NJ	79.00	-0-	20.40	99.40+ sub pay
Susin, J.	2-25-11	NJMEA, East Brunswick, NJ	130.00	-0-	27.54	157.54+ sub pay
Sutcliffe, M.	3-21-11	NJASK, Parsippany, NJ	-0-	-0-	-0-	-0-
Tassitano, C.	2-26-11	Driving Student Achievement, Plainsboro, NJ	150.00	-0-	41.54	191.54
Tassitano, C.	4-2-11	NJSBA Board Camp, Westampton, NJ	150.00	-0-	77.50	227.50
VanTeynes, D.	2-25-11	NJMEA, East Brunswick, NJ	130.00	-0-	137.20	267.20

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

2. Approve the adoption of the **Crisis Intervention** procedures and forms for the 2010-2011 school year, as attached.

CRISIS
INTER

Sheet # 11 – Work Session, February 23, 2011

H. Policy

POLICY

1. Approve the *revised policy* as listed.

Number	Title
9325	Meeting Procedures

This policy is being revised to reflect the actual way the Board conducts its meeting. This is not a major change.

IX. SPECIAL REPORTS

SPECIAL REPORTS

- A. Budget Committee – The Budget committee met last week. Another meeting is scheduled for this Friday, at 6:30 PM at the Ryerson Faculty Room.
- B. Curriculum Committee – No report
- C. Facilities Committee – Trustee Schaefer updated the Board on last Thursday’s meeting.
- D. Public Communications Committee – Trustee McKeever updated the Board on the referendum notification before election and facebook updates.
- E. Tri-District Shared Services – No Report
- F. Liaisons – No Report

X. OLD BUSINESS

OLD BUSINESS

None

XI. NEW BUSINESS

NEW BUSINESS

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

President Tassitano commented that the Board is moving ahead on their goals. With Mr. Beattie’s goals in motion, they can definitely proceed. Board discussion ensued.

XII. PUBLIC PARTICIPATION II

PUB.PART.II

Ms. Cuneo questioned the Board on this year’s April 8th date on this year’s school calendar. She was informed that no decision had been made as yet

Mr. Scutti also questioned the Board on the April 8th date and asked for clarification.

President Tassitano stated that as of now the April 8th date still stands that school will be in session.

Sheet # 12 – Work Session, February 23, 2011

XIII. Motion was made by **Trustee Nastory**, seconded by **Trustee McKeever** to adjourn from Public Session ADJOURN at 9:34 P.M.

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL
Board Secretary

WCM/jm