

**THE MINUTES OF THE BUSINESS MEETING OF THE
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY
HELD AT MARTIN J. RYERSON ON FEBRUARY 28, 2011**

I. The meeting was called to order by Vice-President McKeever at 7:35 P.M.

- A. Vice-President McKeever 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 Citranglo	- present	Sam Nastory	- present
Gina Donatien	- present	Richard Schaefer	- present
Melissa Griegel	- present (arrived 7:47 PM)	Ronald Schiavello	- present
Lynne Klosowski	- present	President Tassitano	- absent
Katy McKeever	- present		

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

Vice-President McKeever turned the meeting over to Superintendent Beattie who presented the **Ringwood Pride Award** to two distinguished M. J. Ryerson students, Avery Davison and Daniel Mullin. He wanted to celebrate the efforts of two young individuals who did the right thing, and went above and beyond what was expected of them, keeping their friends safe and not worrying about themselves.

II. PUBLIC PARTICIPATION I

PUB.PART.I

No comment.

Motion was made by **Trustee Schaefer**, seconded by **Trustee Citranglo**, to adjourn to Executive Session at 7:40 P.M.

Motion was unanimously approved by voice vote.

III. EXECUTIVE SESSION

Reconvened in Public Session at 8:42 P.M.

Sheet # 2 – Business Meeting, February 28, 2011

IV. SUPERINTENDENT'S REPORT

SUPT.RPT

Superintendent Beattie commented on *Reading Across America Week*. On Wednesday, Thursday and Friday, he would be reading to the children in all grades. He mentioned the student/faculty basketball game that took place at Ryerson. He also met with the HIB committee (Anti-Bullying Committee). They will be moving forward with their plans, taking the State's suggestions for addressing incidents that may occur throughout the district. This program actually becomes effective September 1st, but he believes we will be ready before this date.

V. BOARD PRESIDENT'S REPORT

BD.PRES.RPT

Vice-President McKeever mentioned that President Tassitano wanted to know if the Board would like to march in the St. Patrick's Day parade on March 26th. A straw poll was taken, and it was decided that all those members who wished to march in the parade would do so.

VI. SBA/BOARD SECRETARY'S REPORT

BD.SECY.RPT

Board Secretary Mitchell updated the Board on the Change of Use Application for the Hewitt room. It's been taken to another level now. Kathryn Davenport was working with the DOE facility in Trenton. In our Long Range Facility Plan, this room had been listed as a custodial/maintenance room. In order to change it, we have to revise our Long Range Facility Plan. We will have to submit a proposal to the Department of Education in Trenton. He will be contacting a person in Trenton, and Kathryn Davenport, Executive County Business Administrator, would be working with us to try to facilitate this change.

VII. CORRESPONDENCE

CORRES.

None

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

MINUTES

Motion was made by **Trustee Donatien**, seconded by **Trustee Schaefer** to approve the following minutes:

Work/Business Meeting January 24, 2011

Motion was unanimously approved by voice vote.

Sheet # 3 – Business Meeting, February 28, 2011

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.

Motion was made by **Trustee Klosowski**, seconded by **Trustee Donatien** to approve the following items:

1. Motion to approve the following **consent agenda items**: C1, C2, C3, C6, C7, C8, C9, D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14, E1, E2, E3, E4, E5, F1, F2, F3, F4, F5, F6, F7, G3, G4, G5, G6.

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**, as attached.

District Bills	for February 2011	in the amount of \$679,231.90
Supplemental Bills	for November 2010	in the amount of \$207,793.95
General Ledger	for November 2010	in the amount of \$115,049.46
Cafeteria Bills	for January 2011	in the amount of \$ 32,436.08

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

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

TRANSFERS
JANUARY

Sheet # 4 – Business Meeting, February 28, 2011

Finance continued

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 GRANT TRANSFER
- | | |
|------------------------------|----------|
| 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)
8. Approve the **Board Secretary's Report** for January 2011, as attached. JAN.2011 BD.SECY RPT
9. Approve the **Treasurer's Report** for January 2011, as attached. JAN.2011 TREAS.RPT

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 | STATE SUBSTITUTE TEACHERS |
| Lyndsay Smokowski | 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. MARILYN DONDERO 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

Sheet # 5 – Business Meeting, February 28, 2011

Personnel continued

- | | | |
|-----|--|---|
| 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 through the end of the 2010-2011 school year. Ms. Lorie will be utilizing her current personal/sick days prior to her unpaid leave. | 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. | VOLPE
TENURE |
| 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 through the end of the 2010-2011 school year. Ms. Volpe will be utilizing her personal days and current/accumulated sick days prior to her unpaid leave. | VOLPE
LOA |
| 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 through the end of the 2010-2011 school year. Ms. Schouten will be utilizing her personal days and current/accumulated sick days prior to her unpaid leave. | 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 |
| 13. | Approve, upon the recommendation of the Superintendent, the appointment of J. Michael Sutcliffe as district Anti-Bullying Coordinator, for the remainder of the 2010-2011 school year. | SUTCLIFFE
ANTI-BULLYING
COORDINATOR |
| 14. | Approve movement on the guide for the 2010-2011 school year for the employee listed. Salary adjustment will begin with the March 2011 check retroactive to February 1 st , per Article XVII, I. | GUIDE
MOVEMENT |

Christine Nichols

From:	Step 5	BA+15	\$52,525.00
To:	Step 5	MA	\$55,400.00

NICHOLS

Sheet # 6 – Business Meeting, February 28, 2011

E. Curriculum/Instruction

1. Approve **S & S Therapeutics, Inc.** to provide home based physical therapy and home based occupational therapy services for the Ringwood Board of Education effective February 1, 2011, 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.) S & S
HOME
OT & PT
2. 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
S & S
PT
3. 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
S & S
OT
4. 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
5. 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
CALAIS

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
DAY

Sheet # 7 – Business Meeting, February 28, 2011

District Operations continued

- 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'S DAY 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 BID 2011-12

- 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

Sheet # 8 – Business Meeting, February 28, 2011

District Operations continued

- 7. Approve, upon the recommendation of the Superintendent, the following resolution to adopt the preliminary **2011-2012 District Budget** as follows:

PREL.
BUDGET
2011-12

The school district has proposed programs and services in addition to the core curriculum content standards adopted by the State Board of Education.

BE IT RESOLVED, by the Ringwood Board of Education, County of Passaic, that the 2011-2012 District Budget be approved. This tax levy represents a 1.9499% increase over last year. The 2011-2012 tax levy will enable the district to maintain the educational and support services needed to ensure the students receive a thorough and efficient education.

GENERAL FUND	\$	20,573,846
SPECIAL REVENUE FUNDS	\$	664,925
REGULAR DEBT SERVICE	\$	130,150
TOTAL BUDGET	\$	21,368,921

BE IT FURTHER RESOLVED, that the following GENERAL FUND TAX LEVY be approved to support the 2011-2012 District Budget:

GENERAL FUND	\$	15,934,379
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G. General

- 3. **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 # 9 – Business Meeting, February 28, 2011
General continued

EMPLOYEE NAME	WORKSHOP DATE	WORKSHOP NAME & LOCATION	REG. \$	LODGING \$	TRAVEL \$	EST. TOTAL \$
Schaefer, R.	4-2-11	NJSBA Board Camp, Westampton, NJ	150.00	-0-	63.55	213.55
Sutcliffe, M.	3-24-11	Legal One Advanced, Monroe Township, NJ	75.00	-0-	28.52	103.52
Walsh, C.	4-11-11	NJASSW Conference, Monroe Township, NJ	130.00	-0-	56.71	186.71

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

4. Approve the 2011-2012 school **calendar**, as attached. (Draft Copy)

CALENDAR

5. Approve the **NCLB 2009-2010 Grant submission** to the New Jersey Department of Education of the Final Report/Carry-Over Application as listed below:

NCLB 09-10
 GRANT
 SUBMISSION
 FINAL REPT
 CARRYOVER

Title 1 A

	Public	Non Public
200-300	\$1,021	\$ 108
100-600	<u>115</u>	<u>1,048</u>
	\$1,136	\$1,156

Title II A

100-600	\$ 1	\$ 0
200-300	<u>3,256</u>	<u>\$1,849</u>
	\$3,257	\$1,849

Title IV

100-600	\$ 0	\$ 404
200-300	<u>0</u>	<u>0</u>
	\$ 0	\$ 404

Title II D

100-600	\$286	\$ 71
200-300	<u>125</u>	<u>0</u>
	\$411	\$ 71

Total Carry-Over: \$8,284

Sheet # 10 – Business Meeting, February 28, 2011
General continued

6. Approve the **IDEA 2009-2010 Grant submission** to the New Jersey Department of Education of the Final Report/Carry-Over Application as listed below:

IDEA 09-10
 GRANT
 SUBMISSION
 FINAL REPT
 CARRYOVER

IDEA BASIC

Public		Non-Public
100-500	\$ 3,614	\$ 0
100-600	12,000	0
200-300	1,568	7,033
200-610	<u>2,776</u>	<u>0</u>
	\$19,958	\$7,033

Total: \$26,991

IDEA PRE-SCHOOL

100-500	\$1,207	\$ 0
	<u>1,207</u>	<u>0</u>

Total: \$1,207

H. Policy

POLICY

No report

IX. SPECIAL REPORTS

SPECIAL
 REPORTS

- A. Budget Committee – Trustee Citranglo announced that we would be presenting the official budget at the public hearing on March 28, 2011 at 7 P.M. Tonight we approved the preliminary budget numbers.
- B. Curriculum Committee – No report
- C. Facilities Committee – Trustee Schaefer announced that the next Facilities Referendum Committee meeting would be on March 24, 2011 at 7:30 P.M. Board discussion ensued concerning Facility updates and capital reserve. Trustee Griegel gave an update on the referendum committee activities.
- D. Public Communications Committee – Trustee McKeever presented an updated report to the Board on Communications within the District and facebook.
- E. Tri-District Shared Services – No Report
- F. Liaisons – Trustee Schaefer reported on the workshop he and President Tassitano recently attended.

Sheet # 11 – Business Meeting, February 28, 2011

X. OLD BUSINESS

OLD
BUSINESS

Trustee Donatien requested an update on the ARRA Funds. Board Secretary Mitchell will follow up on this for her. The switches for the Lightpath system were also addressed.

XI. NEW BUSINESS

NEW
BUSINESS

Trustee Citranglo mentioned that this week is the All School Musical. It will be on Thursday and Friday night with a matinee on Saturday. It would be nice if everyone could support them. Tickets could be bought at the door.

A. How is the Board progressing toward District goals?

XII. PUBLIC PARTICIPATION II

PUB.PART.II

No comment

XIII. Motion was made by **Trustee Citranglo**, seconded by **Trustee Nastory** to adjourn from Public Session at 9:36 P.M. ADJOURN.

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL
Board Secretary

WCM/jm