

**THE MINUTES OF THE WORK SESSION MEETING OF THE  
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY  
HELD AT MARTIN J. RYERSON ON APRIL 11, 2011**

**I.** The meeting was called to order by President Tassitano at 7:30 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	- present	Sam Nastory	- present
Gina Donatien	- absent	Richard Schaefer	- present
Melissa Griegel	- present	Ronald Schiavello	- present
Lynne Klosowski	- present	President Tassitano	- present
Katy McKeever	- absent		

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

**II. PUBLIC PARTICIPATION I**

PUB.PART.I

No Comment

**III. EXECUTIVE SESSION**

**Executive Session was postponed to the end of the meeting.**

**IV. SUPERINTENDENT'S REPORT**

SUPT.REPT.

Superintendent Beattie wanted to thank the staff and substitutes for being present and keeping us afloat on Friday, April 8, 2011. Everything worked out fine.

He commented that the NJASK Test arrived and would be delivered to the schools Tuesday morning.

Superintendent Beattie mentioned that 25 of our 7<sup>th</sup> and 8<sup>th</sup> grade students participated in a Model Congress at Montclair State University. All 25 students received awards for Bill writing. Several other awards were presented to individual students for debating and Congressional Passage. He wanted to thank Mrs. Calcagno for all her efforts in overseeing the activity.

Superintendent Beattie commented that he would be meeting with a representative from Riverside Publishers to discuss COgat testing that would be given to all students in 2<sup>nd</sup> grade at the end of the 2<sup>nd</sup> grade. The data collected would be very beneficial to us in tracking student's performance.

**Sheet # 2 – Work Session, April 11, 2011**

**SUPERINTENDENT’S REPORT** continued

He commented that our Professional Development Plan has been submitted to the County for approval. He thanked the District Committee, representatives from each building that worked on the plan and particularly Jessica Crum, who chaired the committee. He also thanked the Music and Art Department for the All District Music and Art Festival that took place on March 29<sup>th</sup>. Everything was spectacular including the Art work that was on display in the hallways.

Superintendent Beattie commented that we were looking to establish an LLD class for our young students here in district and bring three of our students back in town for the 2011-12 school year. This program would also help other young students that we have in our kindergarten, first, and second grades. Mr. Cooney has looked into this and feels it is a viable option for us.

**V. BOARD PRESIDENT'S REPORT**

BD.PRES.RPT

President Tassitano wanted to publicly thank all the administrators, the teachers, the transportation department, and the custodians for coming in on April 8<sup>th</sup>.

She mentioned that DARE Graduation would be held this Thursday at the M.J. Ryerson School at 7 P.M.

She reminded everyone that Thursday, April 21, is the Tricky Tray. She also commented that the REA Retirement Dinner and End of Year Celebration is on June 2, 2011 at Portobello’s in Oakland.

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

BD.SECY.RPT

No report

**VII. CORRESPONDENCE**

None

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

**A. Minutes**

MINUTES

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

March 21, 2011 Work Session

March 21, 2011 Executive Session

March 28, 2011 Budget Hearing/Business (Revised Special Report-IX B.)

March 28, 2011 Executive Session

**Sheet # 3 – Work Session, April 11, 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.

1. Motion was made by **Trustee Klosowski**, seconded by **Trustee Schaefer** to approve the following **consent agenda items**: D3, G2.

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

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

for March 15, 2011	in the amount of \$ 619,575.26
for March 30, 2011	in the amount of \$ 607,871.23

**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

STATE SUBSTITUTE TEACHERS  
Heather Verheck  
Garret Westerhoff

2. Approve, with regret, the acceptance of the resignation, for the purpose of retirement, of **Susan Calcagno** from her current position as an Enrichment Teacher for the Ringwood School District, effective the end of the 2010-2011 school year. CALCAGNO  
RESIGN.

**Sheet # 4 – Work Session, April 11, 2011**

**Personnel continued**

- |    |   |                |
|----|---|----------------|
| 3. | Approve, upon the recommendation of the Superintendent, the appointment of <b>Dawn Curran</b> , as a Shared Access Paraprofessional at Robert Erskine School, at Step 1, \$10.94/hour for 29.9 hours per week, no medical benefits, effective April 11, 2011, for a probationary period through and including June 24, 2011, for the 2010-2011 school year. Ms. Curran will be replacing Ms. Unger, who resigned. | CURRAN<br>PARA |
|----|---|----------------|

**E. Curriculum/Instruction**

- |    |  |                  |
|----|--|------------------|
| 1. | Approve tuition for special education <b>student #3022</b> at the Windsor Learning Center at the prorated amount of \$15,252.84, effective March 28, 2011, for the 2010-2011 School Year (10-Month). | #3022<br>WINDSOR |
|----|--|------------------|

**F. District Operations**

- |    |  |                          |
|----|--|--------------------------|
| 1. | Approve the Ringwood School District participation and membership in the 2011-2012 school year <b>New Jersey Cooperative Bid program</b> of Educational Data Services, Inc. at an administrative fee not to exceed \$5,450.  | ED DATA<br>COOP          |
| 2. | Approve the award of supplies under the <b>Educational Data Services Cooperative Bid</b> for General Supplies, Office and Computer Supplies, and Copy Duplicator Supplies in the amount of \$37,185 and for Fine Art, Physical Education, Health, Audio Visual, and Library, in the amount of \$21,741 for the 2011-2012 school year.  | ED DATA<br>AWARD         |
| 3. | Approve the use of the <b>Application for Public Access to Records Form</b> , for the 2011-2012 school year, as attached.  | PUBLIC<br>RECORDS        |
| 4. | Approve the <b>Statutory Fee Schedule for Public Records</b> N.J.S.A. 47:1A-5.b (Amended 11/9/10), for the 2011-2012 school year. Copies of records shall be made available upon the payment of fee as established. The custodian of such records shall make copies of such records upon the payment of fees, which shall be based upon the total number of pages or parts thereof to be purchased without regard to the number of records being copied. | PUBLIC<br>RECORDS<br>FEE |

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be:

- Every public agency must charge \$0.05 per page for letter sized pages and smaller;
- Every public agency must charge \$0.07 per page for legal sized pages and larger;
- Any public agency whose actual costs to produce paper copies exceed the \$0.05 and \$0.07 rates may charge the actual cost of duplication;
- Every public agency must provide electronic records FREE OF CHARGE (i.e. records sent via e-mail and fax); and
- Every public agency must charge the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD).

**District Operations** continued

The Board of Education may charge more than the per page limit if the actual cost, calculated as the cost of materials and supplies, exceeds the rates above. Additionally, a special service fee may be added for irregular size copies or requests that require an extraordinary amount of time or effort to accommodate the request. In such cases, the actual direct cost of providing the copies will be charged.

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

5. Authorize the **Ringwood Transportation** Department to transport the **Ringwood Senior Citizens** to the Brownstone House on Monday, October 24, 2011. All costs will be paid by the Borough of Ringwood.

SENIOR  
CITIZENS  
TRANSPORT

**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

**Board of Education April 11, 2011 Work Session Agenda**

**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

**Sheet # 6 – Work Session, April 11, 2011**

**General** continued

***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 \$	EST. TOTAL \$
Beattie, H.	5-23&24-11	NJASA Conf., Long Branch, NJ	349.00	202.92	47.43	599.35
LaGreca, L.	5-9-11	Strategies to Differentiate Inst., East Hanover, NJ	199.00	-0-	13.77	212.77+sub pay
Martino, C.	5-2-11	ESL Curriculum Dev. Process, Hamilton, NJ	-0-	-0-	81.60	81.60
Simoni, D.	5-9-11	Strategies to Differentiate Inst., East Hanover, NJ	199.00	-0-	13.77	212.77+sub pay

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

2. Approve the Ringwood Public Schools' **Board of Education Meeting Schedule** which will be in effect from May 9, 2011 through April 23, 2012, as attached.

MEETING SCHEDULE

**H. Policy**

No Report

**IX. SPECIAL REPORTS**

SPECIAL REPORTS

- A. Budget Committee – Trustee Citranglo commented that a senior citizen actually thanked her for keeping the budget under CAP. Trustee Schaefer was not at the last budget meeting and inquired if there was any discussion on the Referendum should it fail the first time, either to come up with the old Referendum or to redo this Referendum. President Tassitano commented that this was not discussed at that time. She knows it was a concern of Trustee Schaefer's about rerunning it in September. However, the budget committee did not discuss it at that meeting. Costs for another election in September would have to be put in the budget. We would have to wait until April 27<sup>th</sup> and see whether the Referendum passes, and if the budget passes. At that time, depending on the results of the vote, the Board would have to review their decision as to what the next step would be.
- B. Curriculum Committee – The committee will have a meeting this Thursday at Hewitt.

**Sheet # 7 – Work Session, April 11, 2011**

**SPECIAL REPORTS** continued

- C. Facilities Committee – There would be an Open House at Hewitt on Saturday, April 16<sup>th</sup>, between 2 – 4 P.M. Trustee Schaefer commented he was trying to get volunteers to pass out flyers at the local Stop & Shop the next two weekends.

There would be a presentation at Hewitt at 7:30 P.M. tomorrow night. Everyone who registered for Kindergarten was invited. The Flyers were also handed out to five different pre-schools in the area. Board discussion ensued.

- D. Public Communications Committee – A Board newsletter would be going out to the public.
- E. Tri-District Shared Services – Superintendent Beattie will reach out to Lakeland and Wanaque to schedule a meeting.
- F. Liaisons – Trustee Griegel updated the Board on the Garden Program.

**X. OLD BUSINESS**

No report

OLD  
BUSINESS

**XI. NEW BUSINESS**

After attending a Chamber of Commerce meeting, a Board member suggested that possibly after the Election, members of our board and members of the council meet together for regular meetings to see how we could work together for the good of the community.

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

NEW  
BUSINESS

**XII. PUBLIC PARTICIPATION II**

Mrs. Dondero suggested inviting the new first and second grade parents to tomorrow night's meeting, along with anyone who was new to the district. Board discussion ensued.

PUB.PART.II

**Sheet # 8 – Work Session, April 11, 2011**

**XIII.** Motion was made by **Trustee Citranglo**, seconded by **Trustee Klosowski** to adjourn to Executive Session at 8:10 P.M.

Motion was unanimously approved by voice vote

Reconvened in Public Session at 9:16 P.M.

Motion was made by **Trustee Citranglo**, seconded by **Trustee Schaefer** to adjourn from Public Session at 9:17 P.M.

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL  
Board Secretary

WCM/jm