

**THE MINUTES OF THE BUSINESS MEETING OF THE  
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY  
HELD AT MARTIN J. RYERSON ON APRIL 25, 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 Citranglo	- present	Sam Nastory	- present
Gina Donatien	- present (arrived 8:55 PM)	Richard Schaefer	- present
Melissa Griegel	- present	Ronald Schiavello	- present
Lynne Klosowski	- present	President Tassitano	- present
Katy McKeever	- present		

Also present:

Warren C. Mitchell, SBA/BS

Hugh E. Beattie, Superintendent

President Tassitano announced that at this time there would be a **special presentation** to honor those students who participated in the Model Congress which was headed by Mrs. Calcagno. She then turned the meeting over to Superintendent Beattie and Mrs. Calcagno who presented the awards. Mrs. Calcagno explained the program to the public and then mentioned that 25 students participated in the Model Congress this year. The twenty-five students won a total of 37 awards. They did a fabulous job and we are very proud of them. Superintendent Beattie congratulated all the children for their performance in the Model Congress and commended Mrs. Calcagno for her leadership. He commented how important it is to understand the process of our government and how bills are put together and voted on. He reminded everyone that the School Election is on Wednesday and how important it is to cast their vote. Trustee Citranglo also thanked Mrs. Calcagno for all the time she put into this program and the many years of service she has given this district.

**II. PUBLIC PARTICIPATION I**

PUB.PART.I

No comments.

Motion was made by **Trustee Citranglo**, seconded by **Trustee Klosowski** to adjourn to Executive Session at 7:43 P.M.

Motion was unanimously approved by voice vote.

**III. EXECUTIVE SESSION**

**Reconvened in Public Session at 8:43 P.M.**

**Sheet 2 – Business Meeting, April 25, 2011**

**IV. SUPERINTENDENT'S REPORT**

SUPT.RPT.

Superintendent Beattie commented on the book recycling program that occurred in the School District this past week. Children brought in books that they were too old for and turned them in for age appropriate books. It was a great recycling lesson.

He was happy to report that the Tricky Tray went well. Everyone enjoyed themselves.

NJAsk was coming up next week. He discussed the test dates for next year.

Superintendent Beattie announced that there would be a Budget Presentation at the Ringwood Library on April 26, 2011 and that the School Election would be on Wednesday.

**V. BOARD PRESIDENT'S REPORT**

BD.PRES.RPT

President Tassitano commented that the REF Tricky was a huge success. She would like to thank the REF and everyone who contributed to the Tricky Tray to make it as successful as it was.

She announced that the School Boards Convention has been moved back to Atlantic City this year. The dates are October 24 and October 25, 2011. She reminded the Board that they would have to do their goal setting by the end of June for the upcoming year. She had spoken to Paul Breda to schedule the Board's Code of Ethics meeting for the coming year, possibly on June 20<sup>th</sup>, at 7 P.M. She thanked Mr. Schiavello for serving on the Board and that it had been a pleasure working with him. He was invited back to our meeting on May 9<sup>th</sup> for a special presentation.

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

BD.SECY RPT

Board Secretary Mitchell reviewed information he had distributed to the Board members concerning The Passaic County Improvement Authority Renewable Energy Program. The Passaic County Improvement Authority is working to put together a bond proposal to go out for all the municipalities and school districts that have sites that would be feasible to be part of a solar energy project. There would be no cost to the taxpayers. The Passaic County Improvement Authority will be responsible for the bonds. It is a great opportunity. It is a PPA. This would be no cost to the taxpayers and we would be reducing our expenses. Our ultimate goal is to look at ways this district can, with no cost to the taxpayers, to reduce our expenses by any means necessary. He did submit an application for the Ryerson School, which is probably one of the best sites for this type of project since it has a new roof with a life of at least 15 years. They also do solar panels for parking lots along with roofs. If we are fortunate enough to be contacted as one of sites, he would definitely recommend going forward with this program. We have to look to the future to increase our revenue stream in the district since we are now required to follow the 2% CAP, and we also have to decrease our operating expenses.

**VII. CORRESPONDENCE**

CORRES.

None

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

MINUTES

1. Motion was made by **Trustee Citranglo**, seconded by **Trustee Griegel** to approve the following minutes:

March 21, 2011 Work Session  
March 21, 2011 Executive Session

Motion was approved by the following roll call vote:

Janet Citranglo	- yes	Sam Nastory	- yes
Gina Donatien	- yes	Richard Schaefer	- yes
Melissa Griegel	- yes	Ronald Schiavello	- yes
Lynne Klosowski	- abstain	President Tassitano	- yes
Katy McKeever	- yes		

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

March 28, 2011 Budget Hearing/Business  
March 28, 2011 Executive Session

Motion was approved by the following roll call vote:

Janet Citranglo	- abstain	Sam Nastory	- yes
Gina Donatien	- yes	Richard Schaefer	- yes
Melissa Griegel	- yes	Ronald Schiavello	- yes
Lynne Klosowski	- yes	President Tassitano	- yes
Katy McKeever	- yes		

**Sheet 4 – Business Meeting, April 25, 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.

Ms. Odgers questioned the Board concerning the salary on items D3 and D4. Board discussion ensued.

Motion was made by **Trustee McKeever**, seconded by **Trustee Griegel** to approve the following items, with the exception of items **D3, D4, and D6**, which would be tabled at this time.

1. Motion to approve the following **consent agenda items**: C1, C2, C3, C4, C5, C6, D1, D2, **D3, D4**, D5, **D6**, D7, E1, F1, F2, F3, F4, F5, G1.

Motion was unanimously approved by roll call vote.

Motion was made by **Trustee Citrango**, seconded by **Trustee Donatien** to adjourn to Executive Session at 9:22 P.M. to discuss personnel matters regarding items D3 and D4.

Motion was unanimously approved by voice vote.

**Reconvened in Public Session at 10:06 P.M.**

Motion was made by **Trustee Klosowski**, seconded by **Trustee Donatien** to approve items **D3 and D4**.

Motion was approved by the following roll call vote:

Janet Citrango	- no	Sam Nastory	- yes
Gina Donatien	- yes	Richard Schaefer	- no
Melissa Griegel	- yes	Ronald Schiavello	- yes
Lynne Klosowski	- yes	President Tassitano	- yes
Katy McKeever	- no		

Motion was made by **Trustee Klosowski**, seconded by **Trustee Donatien** to approve item **D6**:

Motion was unanimously approved by voice vote.

Sheet 5 – Business Meeting, April 25, 2011

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** in the amounts listed, as attached.

DISTRICT  
BILLS

District Bills	for April 2011	in the amount of \$967,377.23
Cafeteria Bills	for April 2011	in the amount of \$ 27,977.18

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

4. Approve the **Board Secretary's** report for March 2011, as attached.

BD.SECY RPT  
3/2011

5. Approve the **Treasurer's** report for March 2011, as attached.

TREAS.RPT  
3/2011

6. Approve **Transfers** for the month of March 2011, as attached.

TRANSFER  
3/2011

D. Personnel

1. Approve, upon the recommendation of the Superintendent, the appointment of the following **SUBSTITUTE as Substitute Personnel** for the 2010-2011 school year, pending completion of all State and PERSONNEL Board employment requirements and approval of application to the County Superintendent pursuant to N.J.S.A. 18A: 6-7.2 et seq.

STATE SUBSTITUTE TEACHERS

Jenna Baldo  
Heather Verheek  
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  
RETIREMENT

3. Approve, upon the recommendation of the Superintendent, the appointment of **Ashley Close** as a Substitute First Grade Teacher at Robert Erskine School at the State Certified Substitute Teacher rate of \$90.00/day, effective April 25, 2011 through the end of the 2010-2011 school year. Ms. Close will be replacing Christine Schouten who is on a NJ Family Leave of Absence.

CLOSE  
SUB.TCHR.

**Sheet 6 – Business Meeting, April 25, 2011**

**Personnel continued**

4. Approve, upon the recommendation of the Superintendent, the appointment of **Jenna Baldo** as a Substitute Third Grade Teacher at Robert Erskine School, at the State Certified Substitute Teacher rate of \$90.00/day effective April 25, 2011 through the end of the 2010-2011 school year. Ms. Baldo will be replacing Dana Volpe who is on a NJ Family Leave of Absence. BALDO  
SUB.TCHR.
5. Approve, an unpaid leave of absence for **Joan Bredin**, Learning/Language Disabilities Class Teacher at E. G. Hewitt School, effective April 15, 2011, for an undetermined length of time. BREDIN  
LOA
6. Approve the **newly created position, and job description, for an Extended School Year Program Coordinator**, as attached. ESY  
COOR.
7. Approve the *revised job description* for Special Education Classroom, Personal and Shared Access **Paraprofessionals**, as attached. PARA  
JOB  
DESCRIP.

**E. Curriculum/Instruction**

1. Approve tuition for special education **student #3022** 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  
WINDSOR

**F. District Operations**

1. Approve the Ringwood School District participation and membership in the 2011-2012 school year **New Jersey Cooperative Bid program** of Educational Data Services, Inc. at an administrative fee not to exceed \$5,450. ED DATA  
SERVICES
2. Approve the award of supplies under the **Educational Data Services Cooperative Bid** 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  
AWARD
3. Approve the use of the **Application for Public Access to Records Form**, for the 2011-2012 school year. PUBLIC  
RECORDS

**District Operations** continued

4. Approve the **Statutory Fee Schedule for Public Records** 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 RECORDS FEES

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).

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

TRAVEL

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

**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 \$	EST. TOTAL \$
Beattie, H.	5-23&24-11	NJASA Conf., Long Branch, NJ	349.00	202.92	47.43	599.35
Beattie, H.	6-1-11	HIB Prevention, Paramus, NJ	-0-	-0-	9.92	9.92
Emolo, D.	5-24&25-11	Direct Instruction Reading, Ewing, NJ	-0-	-0-	148.92	148.92
LaGreca, L.	5-9-11	Differentiate Instruction, 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
Nicholls, M.	5-23-11	NJ SMART, Wayne, NJ	-0-	-0-	10.10	10.10

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

**Sheet 9 – Business Meeting, April 25, 2011**

**H. Policy**

**POLICY**

Trustee Klosowski updated the Board on the policies. It was suggested that a Policy book be kept in the Library for reference.

**IX. SPECIAL REPORTS**

**SPECIAL REPORTS**

- A. Budget Committee – There would be a budget presentation in the library on Tuesday night.
- B. Curriculum Committee – The Curriculum committee will be meeting on Thursday.
- C. Facilities Committee – The committee is waiting to see what the result of the vote will be on Wednesday.
- D. Public Communications Committee – Update on Communications with the public.
- E. Tri-District Shared Services – A meeting will be scheduled in the future.
- F. Liaisons – Once the Election is over, Trustee Schaefer will meet with Superintendent Beattie and see where we stand with technology and where we would like to see technology in the future.

The Senior Computer Class would be starting on April 28<sup>th</sup>. Seventeen students are enrolled.

Laura Flandera will be doing a short presentation on May 9<sup>th</sup> concerning the garden.

**X. OLD BUSINESS**

**OLD BUSINESS**

The history book about Ringwood is still in progress.

Trustee Schiavello suggested that a Grant Committee be set up in the future. President Tassitano commented that this would be discussed during the reorganization meeting.

**XI. NEW BUSINESS**

**NEW BUSINESS**

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

President Tassitano commented on the 6 + 1 Program and informed the Board of the feedback she received from the administrators in the schools. Curriculum was commented on and the possibility of appointing a curriculum coordinator. Extensive Board discussion ensued, not only on curriculum, but also on the type of committees to be formed at the reorganization meeting, role structure, a Grant Committee or Coordinator and Borough Council liaison.

**XII. PUBLIC PARTICIPATION II**

PUB.PART.II

Ms. Odgers noted that 50 of our faculty members, Saturday, today, and a few tomorrow will be canvassing 314 houses of NJEA members in support of the budget. The overall response so far has been positive.

She also commented that she was deeply disappointed in the message they chose to send in voting to approve items D3 and D4, as to their rate of pay to the end of the school year. There is no justification in undervaluing their performance and the job position.

Mrs. Fritsky thanked the Referendum Committee for all they have done and the rest of the Board for being behind them. She wished everyone the best for Wednesday.

**XIII.** Motion was made by **Trustee Citrango**, seconded by **Trustee Schaefer** to adjourn from Public Session at 11:02 P.M.

Motion was unanimously approved by voice vote

Respectfully submitted,

WARREN C. MITCHELL  
Board Secretary

WCM/jm