

**THE MINUTES OF THE REORGANIZATION/WORK SESSION MEETING OF THE
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY
HELD AT MARTIN J. RYERSON ON MAY 2, 2011**

I. The meeting was called to order by Board Secretary Mitchell at 7:01 P.M.

- A. Board Secretary Mitchell led everyone in the flag salute.
- B. Board Secretary Mitchell read the Sunshine Law Statement as required under the Open Public Meetings Act.
- C. Board Secretary Mitchell announced that the Ringwood School District had conducted its annual school election on Wednesday, April 27, 2011 as prescribed by law. He stated that the unofficial results of the election are as follows:

Budget Question:	Yes: 1151	No: 710
Referendum:	Yes: 952	No: 588

Candidates: Vote for 3 (3 Year Term)

Mary Kunert	1110
Janet Citranglo	1010
Cynthia Tassitano	1073

Board Secretary Mitchell congratulated the candidates.

D. Board Secretary Mitchell then administered the Oath of Office to the newly elected Board member.

OATH

Mary Kunert	3 year term
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Motion was made by **Trustee Schaefer**, seconded by **Trustee McKeever** to recess the meeting for 15 minutes at 7:09 P.M.

Motion was unanimously approved by voice vote.

The Public Meeting resumed at 7:48 P.M. Board Secretary Mitchell then administered the Oath of Office to the following newly re-elected Board members.

Janet Citranglo	3 year term
Cynthia Tassitano	3 year term

Board Secretary Mitchell congratulated the Board members on their appointment.

Sheet # 2 – Reorganization/Work Session Meeting, May 2, 2011

E. Roll Call

Janet Citranglo - present

Gina Donatien - present (left meeting at 10:12 P.M.)

Melissa Griegel - present

Lynne Klosowski- present

Mary Kunert - present

Katy McKeever - present

Sam Nastory- present

Richard Schaefer- present

Cynthia Tassitano- present

Also present:

Hugh E. Beattie, Superintendent

Warren C. Mitchell, SBA/BS

II. NOMINATIONS for BOARD PRESIDENT: ELECTION

PRESIDENT
NOMINATION

Board Secretary Mitchell opened the floor for nominations for the position of **Board President**. Trustee Citranglo moved the nomination of **Trustee Tassitano** for **Board President**. Trustee Donatien seconded the nomination.

Hearing no further nominations, Board Secretary Mitchell closed the nominations.

Trustee Tassitano was unanimously appointed Board President.

Board Secretary Mitchell turned the meeting over to President Tassitano.

III. NOMINATIONS for BOARD VICE-PRESIDENT: ELECTION

VICE PRES.
NOMINATION

President Tassitano opened the floor for nominations for the position of **Board Vice-President**.

Trustee Citranglo nominated Trustee McKeever for **Board Vice-President**. **Trustee Nastory** seconded the nomination.

Hearing no further nominations President Tassitano closed the nomination.

Trustee McKeever was unanimously appointed Board Vice-President.

Sheet # 3 – Reorganization/Work Session Meeting, May 2, 2011

IV. DISCUSSION ITEMS/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. 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 Donatien**, seconded by **Trustee Citrango** to approve the following items: CONSENT MOTIONS
1. Motion to approve the following **consent agenda items**: B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11, B12, B13, B14, B15, B16, B17, B18, B19, B20, B21, B22, B23, B24, B25, B26, B27, B28, B29, B30, B31, B32, B33, B34, B35, B36, B37, B38.

 - Motion was unanimously approved by roll call vote.

 2. *Re-adopt* all present **Policies and By-laws** of the Ringwood Board of Education for the 2011-2012 school year. POLICIES

 3. *Re-adopt* all ongoing **curricula and textbooks** for the 2011-2012 school year, as attached. CURRICULA

 4. *Re-adopt* the Ringwood School District **Code of Student Conduct** (CSC) for the 2011-2012 school year. STUDENT CONDUCT

 5. *Re-adopt* the **Intervention and Referral Services (I & R S) Guidelines and Procedures** for the 2011-2012 school year. I & R S

 6. *Re-adopt* the **Crisis Intervention procedures and forms** for the 2011-2012 school year. CRISIS INTERVENTION

 7. *Re-adopt* the **Comprehensive Substance Abuse Prevention Program** for the 2011-2012 school year.

 8. *Re-appoint* Hugh E. Beattie, Superintendent, to serve as the representative who will participate in the **Ringwood Chamber of Commerce** meetings and activities for the 2011-2012 school year. BEATTIE COMMERCE

 9. *Re-appoint* Hugh E. Beattie, Superintendent, as the **Board representative to serve on the Passaic County Educational Services Commission Board** for the 2011-2012 school year. BEATTIE PCESC BD.

 10. *Re-appoint* *Hugh E. Beattie*, Superintendent of the Ringwood Public Schools to serve as the **DYFUS Liaison** for the Ringwood School District for the 2011-2012 school year. BEATTIE DYFUS LIAISON

 11. *Re-appoint* *Warren Mitchell* as **School Business Administrator/Board Secretary** for the Ringwood Public School District, for the 2011-2012 school year, at a salary to be determined. MITCHELL SBA

 12. *Re-appoint* *Warren Mitchell* to serve as the **Qualified Purchasing Agent** for the 2011-2012 school year. MITCHELL QPA

 13. *Re-appoint* *Warren Mitchell* as the **Custodian of Records** for the 2011-2012 school year. MITCHELL CUST.RECORDS

Sheet # 4 – Reorganization/Work Session Meeting, May 2, 2011

CONSENT MOTIONS continued

- | | | |
|-----|--|------------------------------|
| 14. | <i>Re-appoint Warren Mitchell</i> as the Open Public Records Act (OPRA) Officer for the 2011-2012 school year. | MITCHELL
OPRC |
| 15. | <i>Re-appoint Warren Mitchell</i> as Designated Public Agency Compliance Officer , for the 2011-2012 school year. | MITCHELL
COMPLIANCE |
| 16. | <i>Re-appoint Warren Mitchell</i> as District Health and Safety Officer , for the 2011-2012 school year. | MITCHELL
DIST.HLTH |
| 17. | <i>Re-appoint Warren Mitchell</i> as District Investment Officer , for the 2011-2012 school year. | MITCHELL
DIST.INVEST. |
| 18. | <i>Re-appoint Gail Bado</i> as Treasurer of School Monies , at an annual salary of \$4,720.00, for the 2011-2012 school year. | BADO
TREASURER |
| 19. | <i>Re-appoint Dr. Anthony M. Ventimiglia</i> as School Physician , for an annual fee of \$5,800.00 for the 2011-2012 school year. | VENTIMIGLIA
SCHOOL PHY. |
| 20. | <i>Re-appoint Michael Sutcliffe</i> as District Affirmative Action Officer , for the 2011-2012 school year, along with <i>Ellen Mayer and Elizabeth Redner</i> as the Affirmative Action Team . Responsibilities of this team will be to conduct a needs assessment through the use of a checklist, which the results will be used to formulate the Comprehensive Equity Plan. | SUTCLIFFE
AFFIRM. |
| 21. | <i>Re-appoint Michael J. Sutcliffe</i> as district Anti-Bullying Coordinator for the 2011-2012 school year. | SUTCLIFFE
ANTI-BULLY |
| 22. | <i>Re-appoint Meredith Nicholls</i> as District 504 Compliance Officer , for the 2011-2012 school year. | NICHOLLS
COMP.OFF. |
| 23. | <i>Re-appoint Paul Scutti</i> , Ryerson School Principal, as the Board alternate representative to serve on the Passaic County Educational Services Commission Board , for the 2011-2012 school year. | SCUTTI
ALTERNATE
PCESC |
| 24. | <i>Re-appoint the following</i> as designated individuals for the disposition of Petty Cash Funds for the 2011-2012 school year: | PETTY CASH
FUNDS |

Central Office	Superintendent/SBA	\$500.00
M. J. Ryerson School	Building Principal/Vice Principal	\$500.00
Peter Cooper School	Building Principal	\$300.00
Robert Erskine School	Building Principal	\$300.00
E. G. Hewitt School	Building Principal	\$300.00
Special Services	Supervisor of Special Services	\$300.00

Sheet # 5 – Reorganization/Work Session Meeting, May 2, 2011

CONSENT MOTIONS continued

- | | | |
|-----|--|---------------------------------|
| 25. | <p><i>Re-appoint the Superintendent, School Business Administrator/Board Secretary, Administrative Assistant to the Superintendent, Executive Secretary to the SBA/BS, Board President, Board Negotiations Chairperson and the Special Services Director to have the authority to request legal services or advice from Board approved attorneys in any matter pertaining to the Ringwood Public School System for the 2011-2012 school year. This is in compliance with the July 2008 Accountability Regulations to ensure the prudent use of legal services by employees.</i></p> | LEGAL
SVCS.
AUTHORIZATION |
| 26. | <p><i>Re-appoint Steve Evans, Supervisor of Buildings and Grounds as the Integrated Pest Management Coordinator for the 2011-2012 school year.</i></p> | EVANS
IPM |
| 27. | <p><i>Re-appoint Steve Evans, Supervisor of Buildings and Grounds, as the Right to Know Officer for the 2011-2012 school year.</i></p> | EVANS
RIGHT TO
KNOW |
| 28. | <p><i>Designate The Record and The Suburban Trends as the official newspapers and The Star Ledger as the official alternate newspaper for the purpose of advertising, notification of meetings, public bidding, etc., for the 2011-2012 school year.</i></p> | OFFICAL
NEWSPAPER |
| 29. | <p><i>Designate Wells Fargo Bank, Bank of America, Lakeland State Bank, Valley National Bank, and New Jersey Cash Management Fund as Investment Depositories. Authorize the SBA to make additions and deletions as may be appropriate for district finances, for the 2011-2012 school year.</i></p> | BANKS |
| 30. | <p><i>Designate Polaris Galaxy Insurance, LLC as Insurance Agent of Record for all non-medical insurances, for the 2011-2012 school year, pursuant to N.J.S.A. 19:44A-20.26.</i></p> | POLARIS
INS.OF RECORD |
| 31. | <p><i>Designate UHY Advisors as the insurance broker with respect to the group health insurance program, effective July 1, 2011 – June 30, 2012, pursuant to N.J.S.A. A.19:44A-20.26.</i></p> | UHY ADVISORS
INSUR.BROKER |
| 32. | <p><i>Designate the law firm of Adams, Stern, Gutierrez & Lattiboudere, LLC as Labor Negotiation Counsel, General Counsel, and Special Education Counsel, for the 2011-2012 school year, for an hourly rate of \$150.00 for all attorneys and \$90.00/hour for paralegal services. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)</i></p> | ADAMS
ATTORNEY |
| 33. | <p><i>Designate the firm of Ferraioli, Wielkotz, Cerullo & Cuva, as District Auditors, at an annual fee of \$21,150 for the 2011-2012 school year, pursuant to N.J.S.A. 19:44A-20.26.26. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)</i></p> | CUVA
AUDITOR |
| 34. | <p><i>Designate DiCara/Rubino Architects to provide architect/engineering services including but not limited to the review of current facilities and recommendation for potential facilities' needs for the 2011-2012 school year, pursuant to N.J.S.A. 19:44A-20.26. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)</i></p> | DICARA
ARCHITECT |

Sheet # 6 – Reorganization/Work Session Meeting, May 2, 2011

CONSENT MOTIONS continued

35. Designate *Computer Solutions, Inc.* as the **Financial Accounting and Personnel Software** provider in an amount not to exceed \$24,797.16 for the 2011-2012 school year, pursuant to N.J.S.A. 19:44A-20-26. COMPUTER SOLUTIONS FIN.ACCTG.
36. Appoint **Trustee Schaefer** and **Trustee Donatien** as **PCSBA Delegate and Alternate**, respectively, for the 2011-2012 school year. PCSBA SCHAEFER DONATIEN
37. Appoint **Trustee Kunert** and **Trustee Klosowski** as **NJSBA Legislative Delegate/Network Representative and Alternate**, respectively, for the 2011-2012 school year. NJSBA KUNERT KLOSOWSKI
38. Appoint **Board Committees/Liaisons** for the 2011-2012 school year as follows: COMMITTEE & LIAISONS
- | | | |
|---------------------------------------|------------------|--|
| Negotiations Committee: | Chairperson: | Trustee Nastory
Trustee Citranglo
Trustee Tassitano |
| Policy Committee: | Chairperson: | Trustee Klosowski
Trustee Kunert |
| Facilities Committee: | Chairperson: | Trustee Schaefer
Trustee Griegel
Trustee McKeever |
| Public Communications | Chairperson: | Trustee McKeever
Trustee Griegel
Trustee Klosowski |
| Tri-District Shared Services: | Superintendent: | <u>Mr. Hugh E. Beattie</u> |
| | Board President: | President Tassitano
Trustee Donatien
Trustee Citranglo |
| Budget Committee: | Chairperson: | Trustee Citranglo
Trustee Schaefer
President Tassitano |
| Affirmative Action Committee Liaison: | | Trustee Kunert |
| Curriculum Committee Liaison: | | Trustee McKeever |
| Liaison to the Custodial Unit: | | Trustee Nastory |
| Liaison to the REA: | | Trustee Donatien |
| Grant Writing Advocate: | | Trustee Griegel |
| Technology Liaison: | | Trustee Schaefer |

WORK SESSION AGENDA

I. PUBLIC PARTICIPATION I

PUB.PART.I

Ms. Pagana addressed the Board in regard to the committee appointments.

A resident of Ringwood questioned the Board concerning the Referendum that had recently passed.

II. EXECUTIVE SESSION

Executive Session was postponed to the end of the meeting.

A. Personnel Matters

III. SUPERINTENDENT'S REPORT

SUPT.RPT.

Superintendent Beattie commended Sue Salamone and Rudy Sellitti for being recipients of prestigious awards at the AWARE dinner last Thursday night.

Superintendent Beattie thanked everyone, which included the children, the REA, staff, secretaries, local business owners, librarians, libraries, our good friend, Margaret Gianfrancesco, parents and the children who put together our movie, for their participation in helping pass the budget and the referendum. Everyone's efforts were appreciated.

He commented that our State testing would be starting this week and continuing into next week. I'm sure our children will make us proud. Everyone's attitude is very positive.

IV. BOARD PRESIDENT'S REPORT

BD.PRES.RPT.

President Tassitano wanted to reiterate Superintendent Beattie's remarks by thanking everyone for helping to pass the budget and the referendum. Everyone did a fantastic job.

She commented that it was again time to set a date for the Board Goal Setting. It would probably be either July 11th or July 18th at 7 PM.. She would check with Paul Breda, from New Jersey School Boards Association, to see when he is available.

Sheet # 8 – Reorganization/Work Session Meeting, May 2, 2011

V. SBA/BOARD SECRETARY'S REPORT

BD.SECY.RPT

Board Secretary Mitchell stated that since our meetings in May are so close together, we won't have any checks to be approved. The bills will be paid but the Board won't approve them until the June meeting.

He also wanted to let everyone know that the bill for the background check for Board members is presently on Governor Christie's desk awaiting his signature. Board discussion ensued.

VI. CORRESPONDENCE

CORRES.

A. Letter received from Board Attorney

Board discussion ensued.

VII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

MINUTES

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

April 11, 2011 Work Session
April 11, 2011 Executive Session
April 20, 2011 Special Meeting
April 25, 2011 Business Meeting
April 25, 2011 Executive Session I
April 25, 2011 Executive Session II

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 to approve the following **consent agenda items**.

Sheet # 9 – Reorganization/Work Session Meeting, May 2, 2011

C. Finance

1. Approve the **Certification Resolution** as follows:

FINANCE

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

for April 15, 2010	in the amount of \$625,111.64
for April 29, 2010	in the amount of \$606,248.86

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 Certified Substitute Teachers

Linda Ferraro

2. Approve the appointment of the following to work in the **2011 R.E.A.L.M. Extended School Year Programs**, which are federally mandated per IEP. The programs are in session for 30 days effective July 1 to August 12, 2011. (ESY summer tuition charged to sending districts.) Hours worked will be documented by time sheets.

REALM
ESY
STAFF

<u>Teachers</u> (5 days/week, 5 hours/day)			<u>Per Hour</u>
Denise Emolo	–	E R.E.A.L.M. I (at Cooper)	\$40.52
Kimberly Bollettino	–	K-3 R.E.A.L.M.(at Cooper)	\$38.59
Jennifer Janis	–	I. R.E.A.L.M.(at EGH)	\$39.64
Greta Carafello	–	Teen R.E.A.L.M.(at MJR)	\$60.13

<u>Speech Therapist</u>	<u>Days Worked</u>	<u>Per Hour</u>
Patricia Rudolph	15	\$63.63

<u>Occupational Therapist</u>	<u>Days Worked</u>	<u>Per Hour</u>
Erin White	15	\$54.57

Sheet # 10 – Reorganization/Work Session Meeting, May 2, 2011

Personnel continued

ABA Therapists (5 days/week, 5 hours/day- 8:00am – 1:00pm)

NAME	RATE OF PAY	NAME	RATE OF PAY
Kristie Ashe-Dwyer	\$21.84	Theresa Kovach	\$21.00
Desaree Barker	\$22.69	Jolanta Kwiatkowska	\$22.69
Alyssa Bono	\$21.84	Diane LeGault	\$24.70
Virginia Cibenko	\$27.86	Croceann Moreira	\$25.77
Karen Costanza	\$28.98	Dianne Morino	\$25.77
Lisette de la Torre	\$22.69	Jane Sblendorio	\$24.70
Coleen Demarest	\$21.84	Wende Tempe	\$22.69
Joan Diamond	\$28.98	Cheryl Terracino	\$24.70
Kathleen Felton	\$25.77	Lori Tierney	\$21.84
Margaret-Lynne Hushon	\$24.70	Cathy Weller	\$25.77
Sharon Jacobson	\$24.70	Alisa Wilson	\$24.70

Substitute ABA Therapists Rate of Pay: \$21.00/hour

Kaitlin Cibenko	Alice Letsche	Dana Ann Swarts-Brown
Amy Cook	Beverly Mather	
Karen Feola	Denise Salvesen	
Kevin Fontanazza	Chelsea Schubart	

Nurse - Per Diem Rate: \$100.00 (5 days/week, 4 ½ hours/day)

Ann Marie Forfia

Substitute Nurse – Per Diem Rate: \$100.00 (4½ hours/day - 8:30am – 1:00pm)

Cynthia DeVries

Home Programmers – Rate of Pay: \$25.00/hour

Kathleen Felten	Croceann Moreira
Sharon Jacobson	Cheryl Terracino
Diane LeGault	

Sheet # 11 – Reorganization/Work Session Meeting, May 2, 2011

E. Curriculum/Instruction

1. Approve the appointment of **Gregory Zaleski** as a Home Program Coordinator at the rate of \$45.00/hour, not to exceed 8 hours/month, for the 2011 ESY REALM Program. ZALESKI HOME PROG. COORD.
2. Approve the appointment of the listed **Related Services Providers** to provide the services listed, per students' IEP, for the 2011 ESY REALM program, effective July 1, 2011 – August 12, 2011. RELATED SERVICES REALM

<u>Provider</u>	<u>Service Work Schedule</u>	<u>Amount Paid</u>
Amy Burgess O.T.	(not to exceed) 75 hours	\$75.00/hr. - not to exceed \$5,625.00
Judith Bauer P.T.	(not to exceed) 24 hours	\$72.00/hr. - not to exceed \$1,728.00
John Foley Music Therapy	24 sessions (4/wk.)	\$75.00/session - not to exceed \$1,800.00

F. District Operations

No items at this time.

G. General

Trustee Citrango thanked the public for their support.

H. Policy

No report at this time.

IX. SPECIAL REPORTS

SPECIAL REPORTS

Trustee Schaefer commented on the Power of Purchase Agreement provided through the County that was brought to the Board's attention last week by Board Secretary Mitchell. Trustee Schaefer reviewed different options that may be available to us. Extensive Board discussion ensued.

President Tassitano will contact Jerry Rubino to see if he can do a presentation on Solar Panels at our Business Meeting of June 27th.

X. OLD BUSINESS

None

Sheet # 12 – Reorganization/Work Session Meeting, May 2, 2011

XI. NEW BUSINESS

NEW
BUSINESS

A. How is the Board progressing toward District goals?

Trustee McKeever presented an example of a Standard Based Elementary Report Card. Board discussion ensued.

The Board members again thanked everyone for coming out to vote and passing the budget and referendum.

XII. PUBLIC PARTICIPATION II

PUB.PART.II

Ms. Odgers commented on the passing of the budget and referendum. She then read a letter from the Erskine Teachers asking the Board to reconsider the decision made to compensate the teachers hired to replace those on maternity leave. They asked the Board to compensate these teachers with an amount commensurate with their responsibilities.

Ms. Odgers also congratulated Ms. Kunert, Ms. Citranglo and Ms. Tassitano on their election to the Board.

XIII. Motion was made by **Trustee Citranglo**, seconded by **Trustee Donatien** to adjourn to Executive Session at 9:37 PM.

ADJOURN.

Motion was unanimously approved by voice vote.

Reconvened in Public Session at 10:48 P.M.

Motion was made by **Trustee Citranglo**, seconded by **Trustee Schaefer** to adjourn from Public Session at 10:49 P.M.

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL
Board Secretary

WCM/jm