

**THE MINUTES OF THE WORK SESSION MEETING OF THE
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY
HELD AT MARTIN J. RYERSON ON SEPTEMBER 19, 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	Katy McKeever	- present (arrived 7:33 P.M.)
Gina Donatien	- present	Sam Nastory	- present
Melissa Griegel	- present	Richard Schaefer	- present
Lynne Klosowski	- present	President Tassitano	- present
Mary Kunert	- present		

Also present:

Warren C. Mitchell, SBA/BS

Hugh E. Beattie, Superintendent

President Tassitano introduced Mr. Lou Schimenti of NJSBA, who presented the Board with a Special Presentation in regards to a Customized Policy Writing Service. He distributed a handout to the Board and outlined their services in detail. He indicated that they provide three different levels of customized policy writing services and that there would be a customization and an online policy set up fee. He also stated that there is no annual maintenance fee. All updates, inquiries, sample policies and regulations are part of your dues based services. There are no additional charges or fees. A question and answer period then ensued.

President Tassitano introduced Mr. Sutcliffe, Peter Cooper School Principal and Mr. Hugh Beattie, Superintendent of Schools, who would be presenting a Special Presentation in regards to Harassment, Intimidation, and Bullying. Mr. Sutcliffe reviewed our policies and the procedures and steps that the district needs to follow in regard to this policy. He noted that since the Spring, he has attended several workshops on this topic, along with Superintendent Beattie, and child study team members. Following State guidelines, the HIB Team has put together procedures and forms that need to be followed if an incident were to occur. Superintendent Beattie reiterated Mr. Sutcliffe's comments and stated that it was better to be proactive than reactive, and develop a positive image in the building, trying to promote the concept of respect. Extensive training programs are being established. Each case has to be looked at individually. Extensive Board discussion ensued.

II. PUBLIC PARTICIPATION I

PUB.PART I

No comments.

III. EXECUTIVE SESSION

Executive Session was postponed to the end of the meeting.

IV. SUPERINTENDENT'S REPORT

SUPT.RPT.

Superintendent Beattie stated we are starting off the year very well. Staff training has begun on the upcoming Star Assessment. The schedule for testing for the Star Assessment begins next week. Our Tech Department has been out and around all the buildings taking care of issues. We did turnkey training last Friday with our representative in Wisconsin and we are turnkeying the steps to get our children on board.

Superintendent Beattie commented that he has been speaking to our teachers about the new common core state standards and the impact they have and will have on instruction and learning in the district as we move forward. The response has been positive. People understand where it is coming from. They understand that we're being required, we're not being told what or how to teach, we're being given a goal that we have to reach each year, a very, very broad general goal of skills that children need to have. It will be up to the individual teachers to find a way to get there. We will be discussing the change, the assessment in New Jersey that will be coming down the pike over the next 2 to 3 years where they will be phasing out the NJASK and replacing it with a better test (PARC) that judges each child's assessment against themselves. They will have an individual goal that they will have to attain and reach throughout the year. If they reach that goal, then they are said to be successful. The assessment will be given a number of times throughout the course of the year and will be given on-line. Board discussion ensued.

V. BOARD PRESIDENT'S REPORT

BD.PRES.RPT

President Tassitano mentioned that our scheduled meeting for October 24th is at the same time as the NJSBA Workshop. We will have to change the October 24th meeting. She asked if everyone would like to combine the October 17th meeting and make it a Work/Business Meeting and begin at 7:00 PM. She also commented that anyone who was going to the Workshop in October needed to get their travel reports to Barbara Pagana as soon as possible.

VI. SBA/BOARD SECRETARY'S REPORT

BD.SECY.RPT

Board Secretary Mitchell commented that the sale of the bonds took place last Tuesday. The winning bid was submitted by Raymond James at an interest rate of 3.496184%. He had emailed the Board noting that the Bond Counsel mentioned that this interest rate was far better than what she was using when she was doing the presentation. The residents should reap some benefits from this with \$1,066,000 less interest being paid over the 20 year life of the bonds.

He also mentioned that our auditors arrived in the district on September 6. They been auditing the books for the 2010-11 school year. They will probably be in the district the next two weeks doing the year-end audit.

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BOARD SECRETARY’S REPORT continued

In regards to ESIP, the applications were submitted for the Erskine, Cooper, and Ryerson Schools. As he previously informed you, in order for a school to qualify, each school would have to have a demand of 100 kilowatts. Ryerson and Erskine meet this demand. Cooper was slightly under. Additional information may have to be provided for Cooper.

The closing date for the RFP for the Construction Manager was this past Friday. We received about 17 to 18 inquiries. We received 12 RFP’s. The next step is for the facilities committee to come up with a date to review these RFP’s. He will try and do a summary for the committee members before they meet and review these RFP’s. You will probably need at least two meetings, one to review and another one for an interview process. Mr. Rubino, our architect, suggested we should appoint a Construction Manager in October. We should have a goal to have a recommendation for the Board at our October 17th meeting.

VII. CORRESPONDENCE

CORRES.

A. Letter from Kradle 2 Kindergarten

President Tassitano reaffirmed that all Board members received a letter from Kradles 2 Kindergarten. This item had been tabled at the last meeting and would be discussed further under discussion of Old Business.

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

MINUTES

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

Special Meeting	July 19, 2011
Executive Session	July 19, 2011
Work /Business Meeting	July 25, 2011 (Revised)
Work/Business Meeting	August 15, 2011
Executive Session	August 15, 2011
Special Meeting	September 6, 2011
Executive Session	September 6, 2011

B. Consent Agenda Motions

CONSENT
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 Citranglo**, seconded by **Trustee Klosowski** to approve the following **consent agenda items: G1, G2.**

Motion was approved by the following roll call vote:

Janet Citranglo	- yes	Katy McKeever	- yes
Gina Donatien	- not present at time of vote	Sam Nastory	- yes
Melissa Griegel	- yes	Richard Schaefer	- yes
Lynne Klosowski	- yes	President Tassitano	- yes
Mary Kunert	- yes		

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 2011-2012 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 August 15, 2011	in the amount of \$ 233,079.14
for August 30, 2011	in the amount of \$ 176,107.23

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D. Personnel

PERSONNEL

1. Approve, upon the recommendation of the Superintendent, the appointment of the following as **Substitute Personnel** for the 2011-2012 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
TEACHERS

County Substitute Teachers

Michael Di Gioia
Kevin O’Hara
Lisa Sangastiano
Jeannine Sheerin

State Substitute Teachers

Luke Bakula
Linda Dahse
Iris LeDuc-Currie
Patricia McCracken
Lyndsay Smokowski

Substitute Paraprofessionals

Cathleen Boorse
Christy Mastolia
Jessica Rapp

Substitute Secretaries

Cathleen Boorse
Jessica Rapp

Substitute ABA Therapists

Christy Mastolia
Kelly Ann Poitier

2. Approve, upon the recommendation of the Superintendent, the transfer of **Hayley Romano** from a part-time Enrichment Teacher at Peter Cooper and Robert Erskine Schools to a full-time 4th Grade Teacher at E.G. Hewitt School at BA Step 2, \$51,325 plus medical benefits effective September 1, 2011 for the 2011-2012 school year. Ms. Gurrieri was transferred to the part-time Enrichment Teacher position. Ms. Romano is filling the vacant 4th Grade position.

ROMANO
HEWITT

3. Approve the reappointment of **Carrie Odgers** as Webmaster for a stipend amount of \$3,500.00 effective July 1, 2011 to June 30, 2012.

ODGERS
WEBMASTER

4. Approve **Leon Smith** to provide adaptive physical education, per the IEP, for Teen R.E.A.L.M. student #2901TR, student #2810TR, student #3028TR, student #3027TR, at M. J. Ryerson School for two 40 minute group sessions per week, at a rate of \$35.00 per session, for the 2011-2012 school year. Mr. Smith will provide this service during at the Ryerson School during his prep time. Hours will be documented by timesheets.

SMITH
AD P/E

5. Approve the appointment of the **Mentors** listed for the first year teachers in his/her respective school, for the 2011-2012 school year. This is at no cost to the district.

MENTORS

Mentors

Geralyn Recchio
Donna Simoni
Christine Schouten
Leon Smith
Charles Wayne Carroll
Alexander Wright

First Year Teachers

Gina Hurley
Stacy Bierwas
Kelly Ann Frawley
Robert Wenzel
Bryan Hong
Maryann Kudlacik-Kawiecki

1st Grade
P/T, L/T K Sub.
1st Grade
Physical Education
L/T Sub 7th/8th Gr. Math
Enrichment Teacher

Cooper
Cooper
Erskine
Hewitt
Ryerson
District

Sheet # 6 – Work Session Meeting, September 19, 2011

Personnel continued

6. Approve the reappointment of the **Mentors** listed for second year teachers who had part-time status during the 2010-2011 school year. Due to this status, mentoring will be completed in the 2011-2012 school year. This is at no cost to the district. MENTORS

<i>Mentors</i>	<i>Second Year Teachers</i>		
Linda Swedin	Marija Bubalo	P/T Kindergarten	Erskine
Kristine Gilson	Morgan Carroll	5th Grade	Hewitt
Marsha Turner	Bridget Zachgo	P/T Art	Hewitt

7. Approve, with regret, the acceptance of the resignation of **Sharon Cole**, as a Bus Driver, effective August 20, 2011. COLE
RESIGN
8. Approve, with regret, the acceptance of the resignation of **Victoria Ludwig**, as a Bus Driver, effective July 1, 2011. LUDWIG
RESIGN
9. Rescind the approved appointment of **Maureen Burdick**, as a Bus Driver Trainee for the 2011-2012 school year. Ms. Burdick's decided not to continue with training due to personal circumstances. BURDICK
TRAINEE
10. Approve, upon the recommendation of the Superintendent, the appointment of **David Cook** as a Bus Driver Trainee, at the rate of the Federal minimum wage of \$7.25/hr., up to a maximum of sixteen (16) hours total, as per Article XXI of the Ringwood Bus Drivers Association Agreement, effective September 20, 2011. COOK
TRAINEE
11. Approve the **Bus Driver and Bus Paraprofessional Assignments** for the 2011-2012 school year, as attached. BUS DRIVER
PARA ASSIGN

E. Curriculum/Instruction

1. Approve special education student **#114906** to receive Level 4 Services from the Commission for the Blind & Visually Impaired, as per the IEP, at the amount of \$13,000.00, for the 2011-2012 school year. #114906
LEV 4 SERV.
2. Approve **Tuition Audit Undercharge** to ECLC of New Jersey #2504 in the amount of \$1,067.00 as per the New Jersey Department of Education Audit for the 2009-2010 school year. ECLC
UNDERCHG.

Sheet # 7 – Work Session Meeting, September 19, 2011

F. District Operations

1. Approve the **Bus Routes** for the 2011–2012 School Year, as attached. BUS RTES
2011-2012
2. Approve the **contract with the Passaic County Educational Services Commission** to provide transportation services including a bus paraprofessional for pupil #3004 to Lake Drive School for the Hearing Impaired, Mountain Lakes, NJ, through Jordan Transportation (**Route #5021**), effective September 6, 2011 through June 30, 2012, in the amount of \$43,200.00 plus a one time surcharge of \$1,728.00, for the 2011-2012 school year. PCESC
#3004
LK DRIVE
3. Approve the **contract with the Passaic County Educational Services Commission** to provide morning only transportation services including a bus paraprofessional for pupil #114906 to Robert Erskine School through Jordan Transportation (**Route #5065**), effective September 6, 2011 through June 30, 2012 in the amount of \$7,968.00 plus a one time surcharge of \$318.72, for the 2011-2012 school year. PCESC
#114906
RT 5065
4. Approve the disposal of **obsolete equipment** (inoperable and unrepairable) from the Martin J. Ryerson School as listed: OBSOLETE
EQUIP.

2 Caloric Brand Gas Stoves
1 General Electric Brand Electric Stove
5. Approve the revised **Code of Student Conduct** for the 2011-2012 school year, as attached. CODE OF
CONDUCT
6. Approve, upon the recommendation of the Superintendent, the use of **Incident Report Forms for Harassment, Intimidation and Bullying**, for the 2011-2012 school year. HIB FORMS

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;

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General continued

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 \$	MEALS	EST. TOTAL \$
Beattie, H.	9-21-11	Support High Quality K Programs, Paramus, NJ	-0-	-0-	13.64		13.64
Beattie, H.	10-25&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	109.00	96.10		288.43
Citranglo, J.	10-24&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	218.00	96.10		397.43
Cording, J.	10-20&21-11	NCTM Regional Conference & Exposition, Atlantic City, NJ	180.00	-0-	169.83		349.83+sub pay
Griegel, M.	10-24&26-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	218.00	96.10		397.43
Heck, M.	9-20-11	Child Nutrition Verification Workshop, Hackensack, NJ	-0-	-0-	28.33		28.33
Kudlacik, M.	9-21-11	PC G&T Consortium, Little Falls, NJ	-0-	-0-	39.60		39.60
Kunert, M.	10-24&25-11	NJSBA Workshop & Exhibition, Atlantic City, NJ	83.33	109.00	96.10		288.43
Nicholls, M.	10-14-11	Section 504 in NJ, Parsippany, NJ	199.00	-0-	14.70		213.70
Rudolph, P.	10-13&14-11	29 th Autism Conference, Atlantic City, NJ	450.00	-0-	214.27	51.00	715.27
Sutcliffe, M.	11-30-11	iPad Workshop for school leaders, Monroe Twsp., NJ	-0-	-0-	33.79		33.79
Walsh, C.	10-24-11	Death & Grieving, Parsippany, NJ	99.99	-0-	7.75		107.74

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

Sheet # 9 – Work Session Meeting, September 19, 2011

General continued

2. Approve the **submission** of the **2011-2012 (FY2012) No Child Left Behind (NCLB) Grant Application** to the N.J. Department of Education and also approve the **acceptance** of the grant funds listed upon the subsequent approval of the 2011-2012 application by the N.J. Department of Education.

NCLB

Title IA	\$53,299
Title IIA	\$28,193
Title III	<u>\$ 3,282</u>
Total	\$84,774

3. Approve **Update To Uniform State Memorandum of Agreement** between Education and Law Enforcement Officials, completed in conformance with 6A:16-6.2(b)15 for the 2011-2012 school year.

UNIFORM
STATE
MEMO
AGREEMT

4. Approve the **Ringwood Board of Education's use of the New Jersey Department of Education Violence, Vandalism, and Substance Abuse (VV-SA) Incident Report Form** as listed on the NJDOE Homeroom, for the 2011-2012 school year.

VIOLENCE
VANDALISM
REPORT

5. Approve the Ringwood Board of Education's **procedure listed for addressing a school employee that knowingly falsifies the annual report on Violence, Vandalism, and Substance Abuse**, for the 2011-2012 school year.

PROCEDURE
FALSIFIES
REPT

- A. At the first offense, the offender will be reprimanded and a letter placed in his/her personnel file.
B. At the second offense, the offender may be denied an increment in his/her following year's salary.
C. The third offense could result in dismissal.

H. Policy

Trustee Klosowski commented that she thought that the public should be able to speak at the beginning of the meeting instead of sitting through most of the meeting before they are able to speak. She was asking the Board for their consideration in this matter, and possibly change their policy in this matter.

POLICY

President Tassitano commented that this is the Board's Work Session and we have an obligation to do our Work Session. Board discussion ensued.

Sheet # 10 – Work Session Meeting, September 19, 2011

IX. SPECIAL REPORTS

**SPECIAL
REPORTS**

- A. Budget Committee – No report at this time.
- B. Curriculum Committee – No report at this time.
- C. Facilities Committee – Trustee Schaefer commented that the committee is currently reviewing the Construction Manager issue.
- D. Public Communications Committee – Trustee McKeever discussed sending out a mailer to the public.
- E. Tri-District Shared Services – President Tassitano commented that there would be a meeting on October 6th at 7 PM at Wanaque School.
- F. Liaisons – Trustee Schaefer commented on his meeting with Dean Atkinson and Mr. Beattie concerning Technology.
Trustee Griegel commented on the subject of Grants. Board discussion ensued.

X. OLD BUSINESS

**OLD
BUSINESS**

- A. Strauss Esmay – Policy Manual

President Tassitano requested that the Board review what information they have received from Strauss Esmay and that we would discuss this next week.

Busing was discussed. Verne Taukus, representing Kradles 2 Kindergarten, spoke on the topic of busing to her center. She spoke on behalf of her center and what they provide to the students. She invited anyone to come and see her center, the technology they have, and the parking lot, to see that we are certainly equipped for busing. Ms. Taukus then addressed questions from the Board and asked for their help concerning busing. Extensive Board discussion ensued.

A Ringwood resident expressed her concerns in regards to a letter she received that stated there possibly would be a \$50 charge for daycare busing. Superintendent Beattie addressed her concerns and explained how courtesy busing works.

A Ringwood resident expressed her concerns in regards to courtesy busing and thanked Mr. Beattie, Mr. Mitchell and Ms. Lypowy for meeting with her and providing her with information concerning courtesy busing.

A Ringwood resident expressed his concerns in regards to courtesy busing and wanted to know why certain people would be singled out to pay for courtesy busing. He suggested that the courtesy busing payment plan should be spread out across the board.

A Ringwood resident expressed his concerns in regards to courtesy busing and the safety and money issue.

A Ringwood resident expressed his concerns in regards to courtesy busing and the safety and money issue.

A Ringwood resident expressed her concerns in regards to courtesy busing and reiterated the comments made previously by the public.

Sheet # 11 – Work Session Meeting, September 19, 2011

OLD BUSINESS continued

A Ringwood resident expressed her concerns in regards to courtesy busing and the money involved. She felt that \$50 was just too much to spend.

Board discussion ensued.

Trustee McKeever requested a summary of the breakage in dollars, along with who was hired, and who replaced who since the budget was passed.

XI. NEW BUSINESS

None

NEW
BUSINESS

XII. PUBLIC PARTICIPATION II

A Ringwood resident asked when there may be an answer to the courtesy busing issue. Board discussion ensued.

PUB.PART.II

XIII. Motion was made by Trustee Citranglo, seconded by Trustee Klosowski to adjourn to Executive Session at 10:40 P.M.

ADJOURN.

Motion was unanimously approved by voice vote.

Reconvened in Public Session at 11:19 PM.

Motion was made by Trustee Citranglo, seconded by Trustee Klosowski to adjourn from Public Session at 11:20 P.M.

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL
Board Secretary