

**THE MINUTES OF THE BUSINESS MEETING OF THE
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY
HELD AT MARTIN J. RYERSON ON SEPTEMBER 26, 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	- absent
Gina Donatien	- absent	Sam Nastory	- present
Melissa Griegel	- present	Lynne Klosowski	- present
Mary Kunert	- present	Richard Schaefer	- absent
		President Tassitano	- present

Also present:

Warren C. Mitchell, SBA/BS

Hugh E. Beattie, Superintendent

President Tassitano introduced Rhonda Pagila-Tanzola, our Extended School Year Program Coordinator, who presented a special presentation regarding the 2011 program. Mrs. Tanzola presented a video to the Board and explained that the Extended School Year is a 20 day program in July that serves as an instructional bridge between June and September. She explained that the goal of the Extended School Year is to maintain academic skills in order to minimize regression for those classified students that qualify and to give these students the gift of success.

II. PUBLIC PARTICIPATION I

PUB.PART.I

No comment.

Motion was made by **Trustee Citranglo**, seconded by **Trustee Griegel** to adjourn to Executive Session at 7:45 P.M.

III. EXECUTIVE SESSION

Reconvened in Public Session at 8:26 P.M.

IV. SUPERINTENDENT'S REPORT

SUPT.RPT

Superintendent Beattie commented that the last of our Back to School Nights took place last week. There was a pretty fair turnout at all of schools. He commended the faculty and the administration who do a great job promoting our district and all the wonderful things we do in the classroom as well as our goals and expectations for our children for the year.

A test with the Alert Now System was conducted, which went fairly well. The Star testing started today at Peter Cooper School with a dry run with the online assessment on Math with the 3rd grade. After some initial technological hiccups during the first hour, by the third session, everything went very smoothly. He commended Patty and Dean for doing a great job in getting everything up and moving along and taking care of problems as they arise.

Superintendent Beattie reminded everyone that there would be a Basic Skills Meeting tomorrow night at 7 P.M. in the mini auditorium, followed by a district wide HIB meeting which will be run with Mr. Sutcliffe, himself, and Chief Lombardo at 8 P.M.

He also informed everyone that there will be a week of respect statewide that comes up for the first week of October in all our schools. There will be planned activities to focus on respect for self, others, and the school.

V. BOARD PRESIDENT'S REPORT

BD.PRES.RPT

President Tassitano commented on the Courtesy Busing issue and stated that she wanted to make it clear that there were actually two issues that were going on. There is a courtesy busing issue and there is a busing issue with a private daycare center.

Regarding the courtesy busing, at this time, the Board has not made any decisions regarding courtesy busing fees, whether we will be instituting them or not. She wanted to let everyone know that the Board will be discussing it in detail and if there is any decision that is made, regardless, if we decide to charge for courtesy busing or not, nothing will take effect until September of the 2012 school year. There is no way that this Board could possibly do anything to start in the middle of the year to start a charge for a fee for something that we have provided for you. If the Board did decide to go that route, it would take effect in September of 2012. You would be notified ahead of time, and she promised that it would not be two weeks before the start of school, that you would be provided with ample time notification.

President Tassitano informed the Board that the HIB training that they had last week with Mike Sutcliffe is now part of your Governance IV training. She reviewed certain HIB procedures with the Board. She also urged everyone to come out to the HIB meeting tomorrow night.

Sheet # 3 – Business Meeting, September 26, 2011

BOARD PRESIDENT’S REPORT continued

President Tassitano informed the Board that effective September 26, 2011, that Richard Schaefer has resigned from his position as a Ringwood Board of Education member for personal reasons.

She expressed her sincere thanks to Mr. Schaefer for his years of service to this Board and to the community.

VI. SBA/BOARD SECRETARY'S REPORT

BD.SECY.RPT

Board Secretary Mitchell had emailed the Board the air quality report that he had received concerning the Administration building. He discussed the air quality issues that have to be dealt with, which will be addressed.

Mr. Mitchell distributed a report on the breakage since the budget. This money had been used in other needed areas.

The facilities committee, Trustee McKeever and Trustee Griegel met at the Board office to review the RFP’s for Project Manager. We received 12 proposals and after reviewing them, narrowed them down to 4. An interview date of October 4th has been set up. We will be meeting with the four companies on that day. When contacting these companies, we wanted to make sure that the individual that we would be dealing with on a day to day basis would be at the interview. He then gave a brief description to the Board of the companies that we would be interviewing. Hopefully, we will be able to present a good recommendation to the Board. Mr. Mitchell, Mr. Beattie, Ms. Griegel, Ms. McKeever, and Steve Evans will conduct the interviews.

VII. CORRESPONDENCE

CORRES.

None

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

MINUTES

A. Minutes

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

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

Motion was approved by the following roll call vote:

Janet Citranglo	- yes	Katy McKeever	- absent
Gina Donatien	- absent	Sam Nastory	- abstain
Melissa Griegel	- yes	Lynne Klosowski	- yes
Mary Kunert	- yes	Richard Schaefer	- absent
		President Tassitano	- yes

Sheet # 4 – Business Meeting, September 26, 2011

B. Consent Agenda Motions

CONSENT
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.

After discussion, **Item D12** would be voted on separately.

Motion was made by **Trustee Citranglo**, seconded by **Trustee Griegel** to approve the following items:

1. Motion to approve the following **consent agenda items**: C1, C2, C3, C4, C5, C6, D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D13, D14, D15, D16, D17, E1, E2, E3, F1, F2, F3, F4, F5, F6, F7, F8, G3, G4, G5, G6, G7, G8, G9.

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

Motion was made by **Trustee Citranglo**, seconded by **Trustee Kunert** to approve the following item, **D12**:

Motion was approved by the following roll call vote:

Janet Citranglo	- yes	Katy McKeever	- absent
Gina Donatien	- absent	Sam Nastory	- yes
Melissa Griegel	- yes	Lynne Klosowski	- yes
Mary Kunert	- abstain	Richard Schaefer	- absent
		President Tassitano	- yes

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 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** in the amounts listed, as attached.

District Bills	for Aug 16-31, 2011	in the amount of \$362,690.39
	for Sept 1-26, 2011	in the amount of \$945,817.85
Cafeteria Bills	for July and August 2011	in the amount of \$ 7,452.07

DISTRICT
BILLS

Sheet # 5 – Business Meeting, September 26, 2011

Finance continued

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 |

4. Approve the account line item **Final Transfers** for the month of **June 2011**, as attached. TRANSFERS

5. Approve the following **transfer** as of June 30, 2011 listed below. This transfer was needed to purchase new purchase orders for the new accounting system. This transfer exceeded the 10% transfer limit as established by S-1701. Transfer list will be forwarded to the Executive County Superintendent for Approval. S1701

Transfer From	Transfer To	Amount
11-000-230-334-31-0000	11-000-251-610-22-0000	\$1,398.50

6. Approve the following **transfer** as of May 31, 2011 listed below. This transfer exceeded the 10% transfer limit as established by S-1701. This transfer was needed to meet contractual obligations for the 2010-2011 school year.

Transfer From	Transfer To	Amount
11-130-100-101-31-0400	11-000-251-105-22-0000	\$3,340.56

D. 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. SUB.TCHR.

County Substitute Teachers

Jane Bennorth
 Michael Di Gioia
 Linda Jerman
 Kevin O’Hara
 Lisa Sangastiano
 Jeannine Sheerin

State Substitute Teachers

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

Substitute Paraprofessionals

Cathleen Boorse
 Louis Kranz
 Christy Mastrolia
 Jessica Rapp

Substitute Secretaries

Cathleen Boorse
 Jessica Rapp

Substitute ABA Therapists

Christy Mastrolia
 Kelly Ann Poitier

Sheet # 6 – Business Meeting, September 26, 2011

Personnel continued

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
PT ENRICH.

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
ADAPTIVE
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

<i>Mentors</i>	<i>First Year Teachers</i>		
Geralyn Recchio	Gina Hurley	1 st Grade	Cooper
Donna Simoni	Stacy Bierwas	P/T, L/T K Sub.	Cooper
Christine Schouten	Kelly Ann Frawley	1 st Grade	Erskine
Leon Smith	Robert Wenzel	Physical Education	Hewitt
Charles Wayne Carroll	Bryan Hong	L/T Sub 7 th /8th Gr. Math	Ryerson
Alexander Wright	Maryann Kudlacik-Kawiecki	Enrichment Teacher	District

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
RESCIND

Sheet # 7 – Business Meeting, September 26, 2011

Personnel continued

- | | | |
|--------------------------|---|----------------------------------|
| 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 27, 2011. | COOK
TRAINEE |
| 11. | Approve the Bus Driver and Bus Paraprofessional Assignments for the 2011-2012 school year. | BUS PARA
ASSIGNMTS. |
| 12. | Approve the appointment of Jamie Nicholls and Leon Smith as Teachers in charge of the Co-ed Volleyball and Frisbee After School Intramural Program at M. J. Ryerson School for one six week session to meet on Tuesdays and Thursdays, at a stipend amount of \$600.00 each, effective September 27, 2011 through November 8, 2011, for the 2011-2012 school year. The stipend is funded by A.W.A.R.E. Grant. | NICHOLLS
SMITH
INTRAMURAL |
| 13. | Approve the revised job description for Special Education Classroom, Personal and Shared Access Paraprofessionals , as attached. | SP.ED PER
DESCRIPTION |
| 14. | Approve movement on the guide for the 2011-2012 school year as listed. Payment will be delayed until March 1, 2012 retroactive to September 1, 2011, per Article XVII, J of the REA agreement with the Ringwood Board of Education. | GUIDE
MOVEMENT |
| Krystina Mongelli | | |
| | From: Step 4 BA+15 \$53,225.00 | |
| | To: Step 4 MA \$56,200.00 | |
| 15. | Approve movement on the guide for the 2011-2012 school year as listed. Payment will be retroactive to September 1, 2011. | GUIDE
MOVEMENT |
| Erin Parmigiano | | |
| | From: Step 2 BA \$51,325.00 | |
| | To: Step 2 MA \$55,000.00 | |
| 16. | Approve the increase in time worked for Christina Martino , P/T ESL Teacher at Peter Cooper School, from .5 FTE at Step 3 BA+15 \$52,525 prorated (\$26,252.50 no medical benefits) to .6 FTE at Step 3 BA+15 \$52,525 prorated (\$31,515.00 no medical benefits) retroactive to September 1, 2011, for the 2011-2012 school year. | MARTINO
INCREASE
TIME |
| 17. | Accept with regret the resignation of Richard Schaefer, effective September 26, 2011, as a member of the Ringwood Board of Education. | SCHAEFER
RESIGN.
BD.MEMBER |

Sheet # 8 – Business Meeting, September 26, 2011

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 SVC
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. TUITION
UNDERCHG
#2504
3. Approve, upon the recommendation of the Superintendent, the appointment of Michele Stanzone, as a **parent volunteer** in the E.G. Hewitt School, for the 2011-2012 school year. STANZIONE
PARENT VOL.

F. District Operations

1. Approve the **Bus Routes** for the 2011–2012 School Year. 2011-12 BUS
ROUTES
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
RTE 5021
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
RTE 5065
4. Approve the disposal of **obsolete equipment** (inoperable and unrepairable) from the Martin J. Ryerson School as listed: OBSOLETE
EQUIPMENT

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

Sheet # 9 – Business Meeting, September 26, 2011

District Operations continued

7. Approve the acceptance of the **tuition student** listed from the sending district listed for the 2011-2012 school year,

WANAQUE
TUITION
MD PROGRAM

<u>Student #</u>	<u>Sending District</u>
115003MD	Wanaque
10 month school year tuition:	\$30,886.00
10 month cost for aide:	<u>13,648.03</u>
TOTAL	\$44,534.03

Speech services will be provided by the Ringwood School District. Occupational Therapy and Physical Therapy services costs are the responsibility of the Wanaque School District.

8. Approve the **Procedure for Long Term Substitute Remuneration**, as attached.

REMUNERATION
PROCEDURE
LT SUB.

G. General

3. 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.

INCIDENT
REPORT
FORM

4. 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.

FALSIFIES
PROCEDURE

- 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.

5. **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

Sheet # 10 – Business Meeting, September 26, 2011

General continued

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
Board of Education September 26, 2011 Business Meeting Agenda

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 \$
Bayly-Turner, M.	10/3 &4, 2011	Art Educators of NJ, New Brunswick, NJ	160.00	-0-	62.71	-0-	222.71+ sub pay
Beattie, H.	1 x ea. Month minimum	Passaic County professional Development Board Comm. Meetings, Paterson, NJ	-0-	-0-	141.36 min. for the year	-0-	141.36
Kudlacik, M.	10/21/11	Ensuring Equity & Excellence for Diverse Students, Monroe Twsp., NJ	150.00	-0-	125.40	-0-	275.40
Kudlacik, M.	10/29/11	Regional Enrichment Activities, Bayville, NJ	10.00	-0-	200.20	-0-	210.20
Mongelli, K.	10/20/11	Visual Impairments Workshop, West Windsor, NJ	-0-	-0-	71.40	-0-	71.40+ sub pay
Rothlauf, W.	9/30-10/1-10/2/11	Lake Conference for K-8 PE, Harwick, NJ	175.00	-0-	56.06	-0-	231.06
Scutti, P.	9-27-11	PC Curriculum Consortium, Paterson, NJ	-0-	-0-	11.16	-0-	11.16
Smith, L.	9/30-10/1-10/2/11	NJAHPERD Lake Conference, Hardwick, NJ	130.00	-0-	66.00	-0-	196.00

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

6. Approve, per the No Child Left Behind (NCLB) guidelines, the **adoption of the Parent/Guardian Involvement Policy** number 5124.1, for the 2011-2012 school year.

NCLB
 PAR/GUARD
 POLICY

Sheet # 11 – Business Meeting, September 26, 2011

General continued

7. Approve the **submission** of the **2011-2012 (FY2012) IDEA 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. IDEA
GRANT
- Basic \$334,872
Pre School \$ 14,469
8. Approve the **refusal of 2011-2012 NCLB Title III Funds**. The Ringwood Board of Education resolves **not** to apply for the 2011-2012 **Title III funds** in the amount of \$3,282. TITLE III
REFUSAL
9. 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
OF AGREEMENT

H. Policy

After Board discussion, the following resolution was approved.

Motion was made by **Trustee Klosowski**, seconded by **Trustee Griegel** to approve **New Jersey School Boards Association** to act as the **Ringwood School District Policy Manual Manager** at a one time cost of \$6,000 and an on-line cost of \$2,000 for the 2011-12 school year.

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

POLICY
MANUAL
CONSENT
MOTION

IX. SPECIAL REPORTS

SPECIAL
REPORTS

- A. Budget Committee – no report
- B. Curriculum Committee – Mr. Scutti will be representing the district at the Passaic County Curriculum meeting next week along with Superintendent Beattie, who will represent the County.
- C. Facilities Committee – This was covered under the Business Administrator’s Report.
- D. Public Communications Committee – No report
- E. Tri-District Shared Services – The Tri-District is meeting on October 6th at the Wanaque School at 7 PM.
- F. Liaisons – No report

Sheet # 12 – Business Meeting, September 26, 2011

X. OLD BUSINESS

OLD
BUSINESS

- A. Strauss Esmay – Policy Manual
- B. NJSBA - Policy Manual

XI. NEW BUSINESS

President Tassitano commented that the Board would be advertising for the Open Position on the Board.

NEW
BUSINESS

XII. PUBLIC PARTICIPATION II

PUB.PART.II

A Ringwood Resident commented on the busing issue.

A Ringwood Resident addressed the HIB policy with her concerns. Superintendent Beattie commented that he would check with the school attorney and get back to her.

A teacher in the district commented on the guidance counselor position and the number of expectations being placed on this one person. She thought that maybe the district should look at this for the future.

- XIII.** Motion was made by **Trustee Citranglo**, seconded by **Trustee Griegel** to adjourn from Public Session at 9:19 P.M. ADJOURN

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL
Board Secretary

WCM/jm