

HAWTHORNE PUBLIC SCHOOLS
HAWTHORNE, NEW JERSEY

Tuesday, November 17, 2015 – 7:30 P.M.

MEMBERS OF THE BOARD

Alex Clavijo, President
Michele Hyams, Vice President

Michael Doyle
Abigail Goff
Anthony Puluse
Bruce Reicher
Mike Sciarra
Victor Terraglia
Louis B. Turco

Richard A. Spirito, Superintendent of Schools
Trude Engle, Business Administrator/Board Secretary

Next Meeting

Regular Meeting – December 15, 2015 at 7:30 P.M.
Municipal Building - 2nd Floor
Board of Education Meeting Room



MEETING CALLED TO ORDER:

Time: _____

PUBLIC PORTION OF MEETING BEGINS:

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board of the municipal building, communicated to The Hawthorne Press and filed with the Clerk of the Borough of Hawthorne.

MEETING CALLED TO ORDER:

Time: _____

(Ask for Roll Call)

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Michael Doyle			
Abigail Goff			
Michele Hyams			
Anthony Puluse			
Bruce Reicher			
Mike Sciarra			
Victor Terraglia			
Louis B. Turco			
Alex Clavijo			

Also Present: Richard A. Spirito, Superintendent of Schools
Trude Engle, Business Administrator/Board Secretary
and approximately _____ members of the public.

FLAG SALUTE:**MEETING REGULATIONS:**

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, comments are invited regarding subjects on this agenda. The second opportunity occurs just prior to adjournment, when citizens may address general questions and comments to the Board.

Persons wishing to speak must upon being recognized, rise and state their name and address. The Board reserves the right to establish rules for the conduct of its meetings including such matters as the time at which the public will be heard if at all, who may speak, and for how long. All such rules shall be monitored by the presiding officer.

Please turn off cell phones.

Comments and questions shall be addressed to the Board President or the presiding officer, and shall be limited to agenda issues. If personal remarks or discourteous statements are made, the presiding officer may require the speaker to sit down.

MEETING CALENDAR:

Date	Time	Place	Purpose
Tuesday, December 15, 2015	7:30 P.M. 8:30-P.M. - Or at the Conclusion of the Public Session	Board Room	Monthly Meeting – Public Executive Session – Private
Tuesday, January 5, 2016	7:30 P.M.	Board Room	Reorganization Meeting - Public

PUBLIC BE HEARD - AGENDA ITEMS ONLY:**APPROVAL OF MINUTES:**

October 20, 2015 – Regular Meeting – Public and Private

October 29, 2015 – Special Meeting - Public

Board of Education Roll Call Vote

	Mr. Doyle	Mrs. Goff	Mrs. Hyams	Mr. Puluse	Mr. Reicher	Mr. Sciarra	Mr. Terraglia	Mr. Turco	Mr. Clavijo
Motion									
Aye									
Nay									
Abstain									
Absent									

CORRESPONDENCE:**ACCEPTANCE OF DONATIONS:**

- A. Acceptance of equipment for the TV studio at the Hawthorne High School from NBC Universal Media, LLC.
- B. Acceptance of wall mount fans valued at \$460.76 for classrooms from the Lincoln Middle School PTO.

CURRICULUM AND INSTRUCTION:

Abigail Goff, Chairperson

REPORTS:

- A. Student Council Representative's Report – Cielle Tousignant
- B. Superintendent's Report - Richard A. Spirito

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Curriculum and Instruction recommends the following resolutions:

- CI-1. **Approval of HTA Salaries for the 2015-2016 School Year**
Approval of salaries for Hawthorne Teachers' Association staff for the 2015-2016 school year as listed in reports entitled "Tenured Teacher 2015-2016 SY Negotiated Salaries", "Non-Tenured Teacher 2015-2016 SY Negotiated Salaries, and "Paraprofessional 2015-2016 SY Negotiated Salaries" dated November 17, 2015, as submitted by the Superintendent of Schools under separate cover, and in accordance with the contract on file in the Board Office.
- CI-2. **Approval of HTA Extra-Duty Stipends for the 2015-2016 School Year**
Approval of extra-duty stipends for the 2015-2016 school year as listed in reports entitled "Extra-Duty Assignments – School Year 2015-2016" and "Extra-Duty Coaching Assignments – School Year 2015-2016" dated November 17, 2015, as submitted by the Superintendent of Schools under separate cover, and in accordance with the contract on file in the Board Office.

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Term. Date	Reason/ Account
CI-3.	Deborah McCann	Retire	Physical Education	n/a	n/a	RS	1/4/16	1/3/16	Retirement
CI-4.	Anthony Ross	Transfer	Physical Education	n/a	n/a	RS	1/4/16	6/30/16	Transfer from LMS to RS to fill a vacancy created by the retirement of Deborah McCann
CI-5.	Kevin Johnson	Resign	Teacher of Broadcasting	n/a	n/a	HHS	1/8/16 or sooner	1/7/16 or sooner	Resignation
CI-6.	Kathleen Huffman	Adjustment	Teacher of the Handicapped – ARCH	MA/1	Pro-rated on the basis of an annual salary of \$54,430	LMS	Retroactive as of 10/21/15	6/30/16	Correction to Degree and Salary from BA to MA
CI-7.	Kristen Segreto	Adjustment	Teacher of the Handicapped – L/LD	MA/10	Pro-rated on the basis of an annual salary of \$67,230	LMS	11/18/15	6/30/16	Adjustment to starting date
CI-8.	Alisa Ridgell	Resign	Part Time Para	n/a	n/a	WS	11/14/15	11/13/15	Resignation
CI-9.	Melanie Donaldson Christina Mulligan	Hire	Part Time Paraprofessionals – Five Days Per Week Not to Exceed 5.75 Hours Per Day	n/a	5.75 hours per day at \$15.66 per hour No Benefits	District	Upon completion of fingerprint requirements	6/17/16	Part Time Para Appointments
CI-10.	Tanya Cicerale Stephanie Donatello Jonelle Genberg Jenna Giovanniello Megan Lane Toni Naugle Breda Snee Beth Solomon Helene Trachtenberg	Extra Duty	Detention	n/a	\$32.92 per hour	LMS	9/1/15	6/30/16	Extra Duty
CI-11.	Julie Schmidberger	Extra Duty	One-on-One para for OOD student (file # 110115) to participate in extracurricular activities at HHS	n/a	\$32.92 per hour	HHS	11/17/15	6/30/16	One-on-One Para for extracurricular activities

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Term. Date	Reason/ Account
	Allison Bager Stephanie Donatello Caitlyn Gallagher Jenna Gardner Jonelle Genberg Jenna Giovanniello Celeste Kirk Amanda Kohlsaat Jeffrey Kolk Megan Lane Mary Ann Lopez Justin Morello Barbara Mulvey Toni Naugle Garrett Postolakis Janice Ross Breda Snee Lori Stroh Christin Thompson Megan Was Kelly Wenz								
CI-12.		Extra Duty	Dance Chaperones	n/a	\$32.92 per hour	LMS	9/1/15	6/30/16	Extra Duty
CI-13.	Carole Turner	Extra Duty	Dance Chaperone	n/a	\$30.00 per hour	LMS	9/1/15	6/30/16	Extra Duty

*** All appointments are subject to the satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures.**

- CI-14. Approval of the following persons to serve as substitute teachers in the Hawthorne Public School District subject to satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary, with the provision that they remain on call to serve as daily substitute teachers as the need may arise for which they will be compensated \$90.00 per full day, no benefits. Substitutes working a half day schedule shall receive \$45.00, no benefits. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures. The employment of these individuals is subject to the determination of the administration as to when they are needed.

Dutko, Anna		Lasky, Janet		Sorrento, Suzanne
English, James		Shea, Melissa		Villalta, Ivy

- CI-15. Acceptance of the following student to complete her student field experience in education in the Hawthorne Public School District during the 2015-2016 school year. This placement is subject to the satisfactory completion of the criminal history records checks required by law. In the event the criminal history check is not completed this placement is subject to the approval of the County Superintendent for emergent hiring procedures. Per this resolution this student is also approved as a substitute teacher in the Hawthorne Public School District contingent upon obtaining a county substitute certificate.

Student	College	Type	Subject Area	Coop. Teacher	Loc
Harris, Megan	FDU	Observation	Social Studies	Katherine Lyness	HHS

- CI-16. Approval to enter into a contractual agreement for home/bedside instruction with Four Winds Hospital, Katonah, NY for Hawthorne resident student (file #110215) beginning October 21, 2015 at a rate of \$54.00 per hour while a patient at Four Winds Hospital. The student number is on file in the Hawthorne Board of Education office.
- CI-17. Approval to enter into a contractual agreement for home instruction with Professional Education Services, Inc., Glassboro, NJ, for Hawthorne resident student (file #110215) attending High Focus Centers of Paramus, NJ beginning November 2, 2015 for approximately 6 weeks Monday through Friday, for two hours per day at a cost of \$35.15 per hour. The student number is on file in the Hawthorne Board of Education office.
- CI-18. Approval to enter into a contractual agreement for home instruction with Professional Education Services, Inc., Glassboro, NJ, for Hawthorne resident student (file #110315) attending High Focus Centers of Paramus, NJ beginning October 30, 2015 for approximately 6 weeks Monday through Friday, for two hours per day at a cost of \$35.15 per hour. The student number is on file in the Hawthorne Board of Education office.

BE IT RESOLVED, that the Hawthorne Board of Education approve the following student out of district placements based upon NJ Department of Education Maximum:

Item #	School	Action	SY Tuition	Additional Services	ESY Tuition	Student #	of Dates Term	Discussion
CI-19.	Department of Children and Families Regional School	Approve	\$186.24 per diem for 220 days \$40,972.80	n/a	n/a	Student file #110415	7/1/2015 - 6/2016	15-16 SY

- CI-20. Approval of home instruction for Hawthorne resident pupils as follows:
- Student (file #110515) – Instruction starting date: ASAP
Home Instructors – Allison Bager, Andrea Napolitano, Carol Murphy
 - Student (file #110615) – Instruction starting date: 11/9/15
Home Instructor – Cristina Perla
 - Student (file #110715) – Instruction starting date: 11/9/15
Home Instructor – Jody Mulkey

CI-21. **Approval of Field Trips**

Be it resolved, that the Hawthorne Board of Education approve the following in accordance with Policy 2340:

School	Date	Group	Destination	Transportation	Cost Per Student	Total Trans Cost	Outside Funding
LMS	11/24/15	Student Council	Homes in Hawthorne	HPS	\$0.00	\$0.00	
HHS	12/1/15	ARCH/Life Skills	Liberty Science Center	HPS	\$0.00	\$58.00	Promotional Day- No Entrance Fee
LMS	12/3/15	Enrichment – Network Gr 6	Wanaque Public School	HPS	\$0.00	\$111.00	
HHS	12/4/15	Marching Band	Town Hall Tree Lighting	Meeting There	\$0.00	\$0.00	
HHS	12/5/15	Marching Band	Rea Avenue Santa Parade	Meeting There	\$0.00	\$0.00	
LMS	12/8/15	Enrichment – Network Gr. 7	Lakeside Middle School Pompton Lakes	HPS	\$0.00	\$108.00	
HHS	12/10/15 12/22/15	Criminal Justice Classes	Passaic County Jail	HPS	\$0.00	\$68.50 per trip	
RS	12/14/15	3 rd Grade Classes	Sterling Hill Mineral Mine Museum	HPS D&M	\$11.00	\$999.95	Yes PTO
LMS	12/23/15	Student Council	Homes in Hawthorne	HPS	\$0.00	\$0.00	
HHS	1/15/16	Media Arts (Advanced Honors)	Garden State Plaza Apple Store	HPS	\$0.00	\$85.50	
RS	4/8/16	2 nd Grade Classes	The Hermitage	HPS D&M	\$6.00	\$641.90	Yes PTO
RS	6/6/16	5 th Grade Classes	The Intrepid Sea and Air Space Museum	DeCamp Bus Lines	\$10.75	\$1,700.00	Yes PTO

CI-22. First Reading of the following policies and regulations:

Policy 1240	-	Evaluation of Superintendent
Regulation R-1240	-	Evaluation of Superintendent
Policy 3221	-	Evaluation of Teachers
Regulation R-3221	-	Evaluation of Teachers
Policy 3222	-	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Regulation R-3222	-	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Policy 3223	-	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
Regulation R-3223	-	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
Policy 3224	-	Evaluation of Principals, Vice Principals, and Assistant Principals
Regulation R-3224	-	Evaluation of Principals, Vice Principals, and Assistant Principals
Policy 3431.1	-	Family Leave (Teaching Staff Members)
Policy 4431.1	-	Family Leave (Support Staff Members)
Policy 5516	-	Use of Electronic Communication and Recording Devices (ECRD)

CI-23. Second Reading of the following policy:

Policy 8335	-	Family Educational Rights and Privacy Act
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Board of Education Roll Call Vote

	<u>Mr. Doyle</u>	<u>Mrs. Goff</u>	<u>Mrs. Hyams</u>	<u>Mr. Puluse</u>	<u>Mr. Reicher</u>	<u>Mr. Sciarra</u>	<u>Mr. Terraglia</u>	<u>Mr. Turco</u>	<u>Mr. Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

FINANCE AND ADMINISTRATION:

Victor Terraglia, Chairperson

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Finance and Administration recommends the following resolutions:

F-24. Approval of travel to events for Board members and employees subject to conformance with the travel policy. A list of these events has been submitted under separate cover and shall be made an integral part of this resolution.

F-25. Approval and acceptance of 2015-2016 Non-Public Funding Aid as follows:

<u>Non-Public Funding</u>	<u>St. Anthony</u>	<u>Hawthorne Christian Academy</u>
Nursing	\$17,550.00	\$39,330.00
Textbooks	\$11,135.00	\$23,183.00
Technology Initiative	\$ 5,070.00	\$10,556.00
Security	\$ 4,875.00	\$10,925.00

F-26. Acceptance of the Secretary's and Treasurer's Report for October 2015.

F-27. Approval to make the necessary transfers for the period October 1, 2015 through October 31, 2015 for the budget year 2015-2016 in compliance with N.J.A.C. 6A:232.11. A list of these transfers is submitted under separate cover and shall be made an integral part of this resolution.

F-28. **Appropriation of Funds**

Approval to appropriate into the general fund \$138,471.00 of extraordinary aid. These funds will expand the 2015-2016 budget by \$138,471.00. The adjustments will be used to fund extra services for out of district students.

F-29. Award of contract to Open Systems Integrators, Inc. through the Middlesex Regional Educational Services Commission (MRESC) contract #14/15-20 for security enhancements throughout the district in the amount of \$96,082.00.

CLAIMS:**Victor Terraglia**

In accordance with N.J.A.C. 6A:23-2:11(b), (c) 3, and (c) 4;

CL-38. Approval of November 2015 Bill List.

It is recommended that the Board approve the bill list for the month of November 2015.

Board of Education Roll Call Vote

	<u>Mr. Doyle</u>	<u>Mrs. Goff</u>	<u>Mrs. Hyams</u>	<u>Mr. Puluse</u>	<u>Mr. Reicher</u>	<u>Mr. Sciarra</u>	<u>Mr. Terraglia</u>	<u>Mr. Turco</u>	<u>Mr. Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

BUILDINGS AND GROUNDS:**Michael Doyle, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Buildings and Grounds recommends the following resolutions:

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Term. Date	Reason/ Account
BG-39.	Carmela Giannella	Retire	Night Custodian	n/a	n/a	RS	11/1/15	10/31/15	Retirement
BG-40.	Maria Salerno	Extra Duty	One-on-One Bus Aide for student (file #110815) 2 days per week maximum 3 hours per day on those days when student is in attendance	n/a	\$15.66/hour	n/a	10/29/15	Last day for student	One-on-One Bus Aide

**** All appointments are subject to the satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures.***

BG-41. Approval of agreement between parents of resident student (file #110915) and the Hawthorne Board of Education for the transportation of the student to the Washington Elementary School for the 2015-2016 school year, at an annual cost of \$1,051.06 per policy 8600.

BG-42. Approval of applications for use of school property, subject to non-interference with school activities and the execution of the appropriate releases, including receipt of a Certificate of Insurance.

ADDENDUM**ACCEPTANCE OF DONATIONS:**

- C. Acceptance of \$500.00 donation from Mrs. Maricela Perez and Mr. Andres Martinez of For Sure Trucking LLC, for the purchase of Ranger Rick educational magazines and educators guides, WE BOTH READ audio books and WE BOTH READ Spanish/English bilingual books processed through the Washington Elementary School internal fund account.

CURRICULUM AND INSTRUCTION:**Abigail Goff, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Curriculum and Instruction recommends the following resolutions:

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Term. Date	Reason/ Account
CI-43.	Katelyn Goitz	Hire	Part Time Paraprofessionals – Five Days Per Week Not to Exceed 5.75 Hours Per Day	n/a	5.75 hours per day at \$15.66 per hour No Benefits	District	12/14/15	6/17/16	Part Time Para Appointments

- CI-44. Approval of home instruction for Hawthorne resident pupils as follows:

- d. Student (file #111015) – Instruction starting date: 11/18/15
Home Instructor – Jennifer Roncinske

- CI-45. **Approval of Field Trips**

Be it resolved, that the Hawthorne Board of Education approve the following in accordance with Policy 2340:

School	Date	Group	Destination	Transportation	Cost Per Student	Total Trans Cost	Outside Funding
HHS	12/2/15	English II CP Classes	William Paterson	HPS	\$0.00	\$162.50	

BUILDINGS AND GROUNDS:**Michael Doyle, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Buildings and Grounds recommends the following resolutions:

- BG-46. Approval of applications for use of school property, subject to non-interference with school activities and the execution of the appropriate releases, including receipt of a Certificate of Insurance.

ROOSEVELT SCHOOL:

Facilities	Date and Times	Applicant
Gym & Cafeteria	Friday, November 20, 2015 6:00 p.m. to 10:00 p.m.	<u>Hawthorne Board of Recreation</u> Soccer Pizza Party and Trophy Ceremony
Gymnasium	Tuesdays – Fridays 12/1/15 – 12/22/15* 6:00 p.m. to 9:00 p.m. Saturdays 12/5, 12/12, 12/19/15 10:00 a.m. to 2:00 p.m.	<u>Boys & Girls Club of Hawthorne</u> Youth Basketball League *Not Available: 12/1, 12/2, 12/9 or 12/10/15