

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
WORK SESSION AGENDA
October 8, 2014**

I. CALL TO ORDER – 7:30 P.M.

II. FLAG SALUTE

III. SUNSHINE LAW STATEMENT

All requirements of the Open Public Business Meetings Law have been met for this meeting of the Board of Education of the Borough of Haworth. On August 22, 2014 advance written notice was emailed to **The Suburbanite and The Record**, filed with the Borough Clerk, posted on the school website and forwarded to the Presidents of the Home and School Association and Teachers Association, and all persons requesting such notice.

IV. MISSION STATEMENT

The Haworth Public School District, a safe and nurturing small school environment, in partnership with our community, is dedicated to providing every student with educational excellence through a comprehensive, innovative and rigorous curriculum that fosters productive and responsible life-long learners in a global society. Adopted—May 28, 2013.

V. ROLL CALL:

- Mr. Jeff Ashkenase
- Mrs. Nicole Brennan
- Mrs. Michele DiIorgi
- Mrs. Mary Anne Doran
- Mr. Matthew Gilbert
- Mrs. Anna Reduce, Vice President
- Mr. Warren Sutnick, President

Ms. Jennifer Montesano, Superintendent/Board Secretary

VI. OPEN TO THE PUBLIC ON AGENDA ITEMS ONLY

The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.

VII. CLOSE THE PUBLIC PORTION

VIII. SUPERINTENDENT'S/BOARD PRESIDENT'S REPORTS

- Enrollment for October 2014
- HIB/Incident Report to date – Mr. Wolford
- Dyslexia Presentation (at Oct. 21 regular business meeting)

IX. MINUTES

- Approval of meeting minutes from September 2, 2014 and September 16, 2014.

X. PROGRAM AND PERSONNEL

- Upon the recommendation of the Superintendent, the Haworth Board of Education approves the submission of the New Jersey Quality Accountability Continuum (QSAC) Statement of Assurance for the 2014-2015 school year (Attachment)
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Great Adventure field trip for the 6th – 8th grade choir on May 22, 2015, entrance plus bus fee to be determined, Josefina Winik trip coordinator.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves the 7th grade class field trip to Frost Valley YMCA in Claryville, NY on June 10, 11 and 12, 2015, cost not to exceed a total cost of \$250.00 per student, Nicole Carnicelli trip coordinator.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Middle School Science field trip to the New Jersey Institute of Technology in Newark, NJ on January 15, 2015, funded by student activity account, Nicole Carnicelli trip coordinator.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves Shannon Lyons as a substitute teacher for the 2014-2015 school year.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves movement on the guide from MA+45 to MA+60 for Rebecca Hall for the 2014-2015 school year.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves tuition re-imbusement for Rebecca Hall for 6 credits at Walden University, at the total cost of \$1,020.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves movement on the guide from BA to BA+15 for Richard Pasciuto for the 2014-2015 school year.
- Upon the recommendation of the Superintendent, the Haworth Board of Education approves movement on the guide from BA to BA+15 for Kimberly Michalski for the 2014-2015 school year.

- j. Upon the recommendation of the Superintendent, the Haworth Board of Education approves movement on the guide from BA to BA+15 for Erin Ehlers for the 2014-2015 school year.
- k. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Kristi Giambona as Administrative Assistant and Karen Erner as a substitute Administrative Assistant for Board of Education meetings, at a rate of \$75 per meeting.
- m. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following Rutgers University graduate level courses for Richard Pasciuto (no reimbursement is requested):
 - Social Work Practice 1 (3 credits)
 - Diversity and Oppression (3 credits)
- n. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Kristi Giambona, Eileen Gallagher and Kathy Jasionowski to attend the NJASBO Administrative Assistants' Program, on May 14, 2015 in Rockaway, NJ, at a total cost of \$150.00, plus travel expenses.
- o. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Matthew Giannetti as a substitute teacher for the 2014-2015 school year.
- p. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Mari Kalachian as a substitute teacher for the 2014-2015 school year.
- q. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the 2014-2015 Memorandum of Agreement between the Haworth Public School and the Haworth Police Department (Attachment)
- r. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Maternity Leave of Absence Resolution for Cynthia Talty, as per attachment.
- s. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the revised Maternity Leave of Absence Resolution for Grace Kim, as per attachment.
- t. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the revised Maternity Leave of Absence Resolution for Nancy Polifroni, as per attachment.
- u. Upon the recommendation of the Superintendent, the Haworth Board of Education approves full time custodian, Viviana Arcos, to receive Black Seal Certification training at the cost of \$550.
- v. Upon the recommendation of the Superintendent, the Haworth Board of Education

- approves John Orozco to attend the NJ Educational Facility Management Certification program sponsored by the NJ Buildings & Grounds Association through Rutgers University not to exceed \$2,500.
- w. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the resignation of custodian Carlos Bazan effective September 23, 2014.
- x. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the appointment of Brainy Nunez part time custodian to a full time position at the annual rate of \$27,500, benefit eligible.
- y. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following teachers as Substitute Lunchroom Aides for the 2014-2015 school year, at \$30 per session.
- Lisa Ferrara
 - Robert McQuade
 - Pam Alderton
 - Nicole Carnicelli
 - Patricia Intriago
 - Carol Szurgot
- z. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jennifer Montesano and Christina Sasson to attend an IEP/504 informative workshop at Bergen Community College on November 24, 2014, no fee for workshop, only cost will be for travel expenses.
- aa. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jennifer Montesano to attend the Techspo Conference on January 29-30, 2015, per contractual agreement.
- bb. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Karen Oddo for attendance at the “Microsoft Word Plus 2011 for MAC” workshop on November 10, 2014, at a total cost of \$75.00, plus travel expenses.
- *cc.** Upon the recommendation of the Superintendent, the Haworth Board of Education approves the 4th grade GATE field trip to the Aviation Hall of Fame and Museum of NJ on November 14, 2014, at a cost of \$20 per student, Christina Eichler trip coordinator.
- *dd.** Upon the recommendation of the Superintendent, the Haworth Board of Education approves Robert McQuade for attendance at the 2014 New Jersey Science Convention on October 15, 2014, at a total cost of \$170.00, plus travel expenses.
- *ee.** Upon the recommendation of the Superintendent, the Haworth Board of Education approves Terry Leeshock for attendance at the “Helping All Students Succeed on PARCC” workshop on October 27, 2014, at a total cost of \$229.00, plus travel expenses.

- *ff.** Upon the recommendation of the Superintendent, the Haworth Board of Education approves Bonni Ehrhardt for attendance at the International Dyslexia Association Fall Conference on October 24, 2014, at a total cost of \$223.00, plus travel expenses.

- *gg.** Upon the recommendation of the Superintendent, the Haworth Board of Education approves Marie Dembowski to attend the NJIDA Fall Conference on October 24 & 25, at a cost of \$313.00, plus travel expenses.

- *hh.** Upon the recommendation of the Superintendent, the Haworth Board of Education approves Terry Leeshock as an After School Program substitute for the 2014-2015 school year, at a rate of \$25 per hour.

* _____ Moved, _____ Seconded (Items X. cc., dd., ee., ff., gg. & hh. only)
Roll Call:

XI. FINANCE

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the tuition payment of \$63,336.59 to the 2014 - 2015 Valley Regional Program.

- b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the bills for the period of September 1, 2014 to September 30, 2014 which had previously been approved by the various committees be approved and payment made through the Valley National Bank from funds in the appropriate accounts as follows:

Payroll	\$ 467,086.77
Fund (10, 20, 40, 50)	\$ 355,053.00
Fund (30)	\$ 252,936.80

- c. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Report of Board Secretary, Report of the Treasurer, and the Report of Monthly Transfers for the month of July, 2014. (Attachment)

- d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Report of Board Secretary, Report of the Treasurer, and the Report of Monthly Transfers for the month of August, 2014. (Attachment)

- e. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the fixed asset services of American Appraisal for \$3,000.

- f. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Bills and Claims for September 2014. (Attachment)

- *g. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the payment of a one-time set up fee not to exceed \$2,000.00 to Frontline for the Automated Substitute Placement and Absent Management System.

* _____ Moved, _____ Seconded (Item XI. g. only)

Roll Call:

XII. FACILITY

- *a. Upon the recommendation of the Superintendent, the Haworth Board of Education rescinds the following resolution previously approved at the September 2, 2014 Board of Education meeting:

WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) desires to locate all administrative offices on the lower level of the Haworth Public School (hereinafter referred to as the “School”); and

WHEREAS, the Board believes it is in the best interest of the school district to maximize efficiency by reassigning the primary conference room located on the main level of the school to a “dual usage” classroom for a resource room and for English Language Learners (hereinafter referred to as “ELL”).

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Superintendent’s office and secretarial office shall be relocated to the lower level of the School.
2. The primary conference room is hereby reassigned to a “dual usage” classroom consisting of a resource room classroom and a classroom for ELL, subject to the approval of the Executive County Superintendent (hereinafter referred to as “ECS”). The group size of the resource room shall not exceed the maximum capacity specified in N.J.A.C. 6A:14-4.6.

BE IT FURTHER RESOLVED that the School Business Administrator is hereby directed to request approval of the ECS for the dual usage classroom. The Long Range Facility Plan shall be amended accordingly.

- *b. WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) desires to locate all administrative offices on the lower level of the Haworth Public School (hereinafter referred to as the “School”); and

WHEREAS, the Board believes it is in the best interest of the school district to maximize efficiency by reassigning the classroom located on the main level of the school to a “dual usage” classroom for a resource room and for English Language Learners (hereinafter referred to as “ELL”).

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

3. The Superintendent’s office and secretarial office shall be relocated to the lower level of the School.

4. The main level classroom is hereby reassigned to a “dual usage” classroom consisting of a resource room classroom and a classroom for ELL, subject to the approval of the Executive County Superintendent (hereinafter referred to as “ECS”). The group size of the resource room shall not exceed the maximum capacity specified in N.J.A.C. 6A:14-4.6.

BE IT FURTHER RESOLVED that the School Business Administrator is hereby directed to request approval of the ECS for the dual usage classroom. The Long Range Facility Plan shall be amended accordingly.

- c. Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Haworth School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Haworth School District hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Haworth School District in compliance with Department of Education requirements.

* _____ Moved _____ Seconded (Items XII. a & b only)

Roll Call:

XIII. POLICY

- a. Upon the recommendation of the Interim Superintendent, the Haworth Board of Education approves the second reading of the following policies:
 - 5120 - Assessment of Individual Needs
 - 3542.1 - Wellness and Nutrition

XIV. COMMITTEE REPORTS

Finance
Facilities
Policy
Program/Personnel
BCSBA/NJSB
Joint Boards
Public Relations
Haworth Home & School Association
Northern Valley Regional HS/
NV Educational Foundation

Legislative Chairperson
Senior Citizens Liaison
Town Council Liaison
Negotiations

XV. Open to the Public on any item – _____ P.M.

The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.

XVI. OLD BUSINESS

XVII. NEW BUSINESS

XVIII. CLOSED SESSION _____ P.M.

_____ Moved _____ Seconded

Roll Call:

WHEREAS the following subject is not appropriate to be discussed in a public meeting and is within the exemptions which may be discussed and acted upon and,

WHEREAS only the following subject shall be discussed in private recess by the Board and the minutes made available to the public as soon as the reason for exemption no longer exists, it is therefore,

BE IT RESOLVED at the Public Meeting of the Borough of Haworth Board of Education on this day Wednesday, October 8, 2014, pursuant to Sections 7 & 8 of the Open Public Meetings Act, the following subject shall be discussed in a session of the Board closed to the public:

Please be advised that the Board will be going into executive session for approximately _____ hour to discuss personnel. Action may be taken in public after the executive session.

XIV. MOTION TO RECONVENE INTO PUBLIC SESSION at _____ P.M.

_____ Moved _____ Seconded

Roll Call:

XX. MOTION TO ADJOURN.

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_____ Moved _____ Seconded
Roll Call:

ADJOURNMENT _____ p.m.

Warren Sutnick, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary