

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
WORK SESSION MINUTES
March 10, 2015**

I. CALL TO ORDER – 7:35 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 January 8, 2015 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. Michele DiIorgi
- Mrs. Mary Anne Doran
- Mr. Matthew Gilbert
- Mrs. Anna Reduce
- Mrs. Nicole Brennan, 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.

Cathy Stokesbury: Will we still have a Supervisor of Special Education as part of the re-organization?

J. Montesano: Yes.

VII. CLOSE THE PUBLIC PORTION

VIII. SUPERINTENDENT’S/BOARD PRESIDENT’S REPORTS

- Enrollment for March 2015
- HIB/Incident Report to date – Mr. Wolford

W. Sutnick: We have had some terrible tragedies in our part of the state recently. On behalf of the Haworth Board of Education we send our condolences to the Dumont school system. To have a district so close to us lose a very young student in such a tragic manner is heartbreaking.

J. Montesano: The PARCC is going very well. Mr. Talty is very happy with the way it is going. I was able to get some feedback from students and they said they felt prepared and the technology tools were very easy to use, their comments were all positive. The first day there was a little glitch on the PARCC end with logging on, but that was rectified and everything has been fine since.

IX. MINUTES

- a. Approval of meeting minutes from the February 10, 2015 work session meeting and February 24, 2015 regular business meeting.

X. PROGRAM AND PERSONNEL

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jacquelynn Duquette to attend the Arduino for Educators workshop on May 7, 2015 at the Bergen County Technical School at a cost of \$75, plus travel expenses.
- b. Upon the recommendation of the Superintendent, the Haworth Board of Education amends the field trip date for Battle of the Books to the Harrington Park School to June 10, 2015 from the previously approved date of June 9, 2015.
- c. Upon the recommendation of the Superintendent, the Haworth Board of Education accepts the donation of classroom library books from the Borek family.
- d. Upon the recommendation of the Superintendent, the Haworth Board of Education accepts the donation of classroom library books for Mrs. DiCarlantonio’s classroom from various families of the class.
- e. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Benjamin Davis as a substitute teacher for the 2014-2015 school year, pending criminal history approval. Not benefit eligible.
- f. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jeanette Romero as a substitute teacher for the 2014-2015 school year, pending

criminal history approval. Not benefit eligible.

- g. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Donald Turner, black seal certified, as a substitute custodian at the hourly rate of \$14, pending criminal history approval. Not benefit eligible.
- h. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jennifer Montesano and Kristi Giambona to attend two training/site launch consulting sessions for Schoolwires in State College, PA. Training cost of \$2,400 and travel expenses not to exceed \$700.
- i. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the attendance of Business Administrator, Patricia DeRiso for the 53rd Annual NJASBO Conference in Atlantic City June 3, 4, 5, 2015, not to exceed \$600.
- j. Upon the recommendation of the Superintendent, the Haworth Board of Education rescinds the custodial position of Joseph Alfano approved at the 2/10/15 BOE meeting.
- k. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the full time custodial position of Mara Maldonado at the annual salary of \$28,800, black seal certified, benefit eligible. Employment to begin 3/30/2015.
- l. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the summer school program from July 13, 2015 through July 30, 2015 (4 days per week for 3 weeks total), from 9:00 a.m. to 12:10 p.m., for the 2014-2015 school year, at a stipend of \$2,500 per teacher.
- m. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Jane Cabourg as the 2015 Summer School Coordinator at a stipend of \$500.
- n. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the staff chaperone list for the 7th grade Frost Valley overnight trip on June 10, 11 and 12, 2015, with a stipend of \$100 per night, per chaperone (2 nights each):
 - Nicole Carnicelli (additional Coordinator \$250 stipend)
 - Robert McQuade
 - Rebecca Hall
 - Erika Dunn
 - Richard Pasciuto
 - Ron Cuneo
 - Paul Wolford
 - Jennifer Montesano
 - Terry Leeshock (back up)
 - Cristina Eichler (back up)

- o. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the parent chaperones for the 7th grade Frost Valley overnight trip on June 10, 11 and 12, 2015 (no payment):
- Claudia Sposato
 - Dafna Hod
 - Lillian Hroncich
 - Jeff Pavell
 - Marc Wasser
 - Charles Pialtos
 - Tom Chamberlain
 - Jeff Heitzner (back up)
- *p. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the updated maternity leave resolution for Cynthia Talty. (Attachment)**
- *q. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the updated maternity leave resolution for Kerry-Ann Hoy. (Attachment)**
- *r. Upon the recommendation of the Superintendent, the Haworth Board of Education approves James Dunlop as a substitute teacher for the 2014-2015 school year, not benefit eligible.**
- *s. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Lisa Cumella as a substitute classroom aide for the 2014-2015 school year, not benefit eligible.**
- *t. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Judith Beckmeyer as a substitute teacher for the 2014-2015 school year, not benefit eligible.**
- *u. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Donna Kemp as a substitute teacher for the 2014-2015 school year, not benefit eligible.**
- *v. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Pamela Payton as a substitute classroom aide for the 2014-2015 school year, not benefit eligible.**
- *w. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Pansy Lo as a substitute classroom aide for the 2014-2015 school year, not benefit eligible.**
- *x. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Paula Zurlini for small group Multi-Sensory Instruction, 4 morning sessions**

per week at a stipend of \$40 per session.

- *y. WHEREAS, the Superintendent of Schools has recommended a reorganization of the administrative staff for reasons of efficiency and economy (hereinafter referred to as “Administrative Reorganization”); and

WHEREAS, the Administrative Reorganization includes the abolishment of the position of Principal and Assistant Principal, the creation of the position of Chief School Administrator/District Superintendent which includes in the scope of responsibility the duties and responsibilities of the position of Principal, the creation of the position of Director of Elementary Education Grades K-8, and Supervisor of Curriculum and Instruction; and

WHEREAS, the Board has determined that the proposed Administrative Reorganization is in the best interest of the Haworth School District;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the Superintendent’s recommended Administrative Reorganization effective July 1, 2015.

- *z. WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) has approved the Superintendent’s recommended Administrative Reorganization effective July 1, 2015 for reasons of efficiency and economy; and

WHEREAS, the Administrative Reorganization includes the abolishment of the position of Superintendent and the creation of the position of Chief School Administrator/District Superintendent; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby abolishes the position of Superintendent and creates the position of Chief School Administrator/District Superintendent that includes the duties and responsibilities of the position of Principal of the Haworth School District effective July 1, 2015; and

BE IT FURTHER RESOLVED, that the Board hereby adopts the job description for the position of Chief School Administrator/District Superintendent, which is attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, that the Board hereby directs the Board attorney to draft an Addendum to the Chief School Administrator/District Superintendent’s Employment Agreement to include the newly designated title for said position and to incorporate the job description in the performance responsibilities for said position. The Board further directs that said Addendum to the Employment Agreement be submitted to the Interim Executive County Superintendent for approval and after complying with the notice provisions contained in N.J.S.A. 18A:11-11 be presented to the Board for review and approval.

- *aa. WHEREAS, the Haworth Board of Education (hereinafter referred to as the “Board”) has approved the Superintendent’s recommended Administrative Reorganization effective July 1, 2015 for reasons of efficiency and economy; and

WHEREAS, the Administrative Reorganization includes the abolishment of the position of Principal; and

WHEREAS, the position of Principal is currently held by Deborah Wunder;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby abolishes the position of Principal effective July 1, 2015; and

BE IT FURTHER RESOLVED, that the employment contract between the Board and Deborah Wunder for the position of Principal shall be terminated by providing her notice of non-renewal on or before May 15, 2015, or in accordance with the date specified in her employment agreement; and

BE IT FURTHER RESOLVED, that the Superintendent is hereby requested to notify Deborah Wunder of the action taken by the Board and the reasons therefore.

***bb. WHEREAS**, the Haworth Board of Education (hereinafter referred to as the “Board”) has approved the Superintendent’s recommended Administrative Reorganization effective July 1, 2015 for reasons of efficiency and economy; and

WHEREAS, the Administrative Reorganization includes the abolishment of the position of Assistant Principal; and

WHEREAS, the position of Assistant Principal is currently held by Paul Wolford;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby abolishes the position of Assistant Principal effective July 1, 2015; and

BE IT FURTHER RESOLVED, that the employment contract between the Board and Paul Wolford for the position of Assistant Principal shall be terminated by providing him notice of non-renewal on or before May 15, 2015, or in accordance with the date specified in his employment agreement; and

BE IT FURTHER RESOLVED, that the Superintendent is hereby requested to notify Paul Wolford of the action taken by the Board and the reasons therefore.

***cc. WHEREAS**, the Haworth Board of Education (hereinafter referred to as the “Board”) has approved the Superintendent’s recommended Administrative Reorganization effective July 1, 2015 for reasons of efficiency and economy; and

WHEREAS, the Administrative Reorganization includes the creation of the position of Director of Elementary Education Grades K-8; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby creates the position of Director of Elementary Education Grades K-8 effective July 1, 2015; and

BE IT FURTHER RESOLVED, that the Board hereby adopts the job description for the position of Director of Elementary Education Grades K-8, which is attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, that the Board hereby directs the Superintendent to advertise the position of Director of Elementary Education Grades K-8 in accordance with the requirements of any applicable collective negotiations agreement.

***dd. WHEREAS**, the Haworth Board of Education (hereinafter referred to as the “Board”) has approved the Superintendent’s recommended Administrative Reorganization effective July 1, 2015 for reasons of efficiency and economy; and

WHEREAS, the Administrative Reorganization includes the creation of the position of Supervisor of Curriculum and Instruction; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby creates the position of Supervisor of Curriculum and Instruction; and

BE IT FURTHER RESOLVED, that the Board hereby adopts the job description for the position of Supervisor of Curriculum and Instruction, which is attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, that the Board hereby directs the Superintendent to advertise the position of Supervisor of Curriculum and Instruction in accordance with the requirements of any applicable collective negotiations agreement.

Items X. p. through x.

A. Reduce Moved, M. Gilbert Seconded

Roll Call: 7/0

Items X. y. through dd. (read aloud to the public)

A. Reduce Moved, N. Brennan Seconded

Roll Call: 7/0

M. DiIorgi: I see we finally have enough men to chaperone the overnight Frost Valley trip. Are we looking for more women to chaperone, since there are only three?

P. Wolford: Yes, but I think we will be fine with what we have.

XI. FINANCE

a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the bills for the period of February 1, 2015 to February 28, 2015 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	\$ 471,837.92
Fund (10, 20, 40, 50)	\$ 522,586.87
Fund (30)	\$ 21,876.00

b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Bills and Claims for the month of February, 2015. (Attachment)

***c. BE IT RESOLVED the Haworth Public School approves the total tax levy of 1.98% and hereby approves the preliminary 2015-16 school budget as follows:**

	BUDGET	LOCAL TAX LEVY
General Fund.....	\$8,835,366.....	\$8,219,020
Special Revenue Fund.....	\$ 93,107	
Debt Service Fund.....	\$ 619,755.....	\$ 619,755
TOTAL BASE BUDGET.....	\$9,548,228	

***d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer of \$250,000 from Capital Reserve to Capital Projects.**

- *e. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following Statement of Purpose for the Capital Reserve Withdrawal of \$250,000:**

“The purpose of the Capital Reserve Withdrawal is to supplement the construction of front steps and the security enhancement to main lobby. The cost of this project represents expenditures for construction fees, and elements and professional fees to ensure the health and safety of the facility and the efficiency standards as determined by the Commissioner to achieve the Common Core Standards.”

- *f. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer of \$254,700 from Capital Reserve to Capital Projects for the approved Hawk Hall HVAC Upgrade/Boiler Installation.**
- *g. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the transfer of \$325,000 from Capital Outlay to Capital Projects for the approved Hawk Hall HVAC Upgrade/Boiler Installation.**
- *h. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the services of School Wires, Inc. to design, and service, a new school web site at the initial cost not to exceed \$6,000 with annual maintenance cost not to exceed \$2,000.00. (Attached)**

J. Ashkenase Moved, A. Reduce Seconded (*Items XI. c, d, e, f, g & h only)
Roll Call: 7/0

J. Ashkenase: The front steps are now closed and we are putting aside money to have them repaired. We are working with the state on the preliminary budget process.

M. Gilbert: The Schoolwires upgrade will be a big facelift for the school website. By September we should have the new website up and running.

XII. FACILITY

XIII. POLICY

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the first reading of the following policies:

5141.8 - Sports Related Concussion and Head Injury
6114 - Emergencies and Disaster Preparedness
6173 - Home Instruction
7110 - Long-Range Facilities Planning

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

A. Reduce: I was at the high school board meeting. They started the PARCC this week. They also had an issue logging on. They had about 30 kids decline from taking the test from each regional school. The Superintendent did mention that it will be one of the graduation requirements. Also, the referendum vote is today so we will see how it goes with that tomorrow. There is still time to vote.

XV. Open to the Public on any item – 7:55 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. MOTION TO ADJOURN.

M. Gilbert Moved, M. Doran Seconded
All in favor.

ADJOURNMENT 7:56 p.m.

Warren Sutnick, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary