

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
WORK SESSION MINUTES
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 (absent)
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 - 7:36

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 - 7:37

VIII. SUPERINTENDENT'S/BOARD PRESIDENT'S REPORTS

- Enrollment for October 2014
- HIB/Incident Report to date – Mr. Wolford
- Dyslexia Presentation (to be presented at October 21, 2014 BOE meeting)
- Kids With Character Award Presentation for September

Montesano - thank you to the HHSA for providing the entire staff with Haworth logo shirts for school spirit days.

Each year the Bergen County Choir hosts The Music School Chorus Festival. 250 students in Bergen County try-out for this special honor held on November 16 at Bergenfield High School. This year a student from Haworth received this amazing honor. Congratulations to 8th grader Madelyn Song.

Kids with Character Award Presentation – one boy and one girl each month. Each month with its own criteria. For September the following children have been chosen:

- Kindergarten – Madison Stott and Caiden Miskovitz
- 1st – Elisheva Widzer and Derrick Fortgang
- 2nd – Kaitlyn Montello and Nathan Rozenblit
- 3rd – Taylor Miller and Michael Scalera
- 4th – Carlos Bayuelo and Ava Geller
- 5th – Max Dubin and Aliyah Sayid
- 6th – Ryan Sanchez and Katelyn Scuro
- 7th – Kyra Pialtos and Dane Kuehnrich
- 8th – Yasmine Sayid and William Davis

Montesano - This is a huge honor because I feel someone's character really defines who they are as a person. So on behalf of myself, the Board of Education, the teachers and staff.....a big congratulations to all of our September Kids With Character award winners.

IX. MINUTES

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

X. PROGRAM AND PERSONNEL

- a. 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)
- b. 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.
- c. 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.

- d. 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.
- e. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Shannon Lyons as a substitute teacher for the 2014-2015 school year.
- f. 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.
- g. 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.
- h. 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.
- i. 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.

Ashkenase: what exactly is the Memorandum of Agreement with the police department?

Montesano: It is just an agreement that we have with the Haworth police department that we will work together with them. Last week I met with Chief Campbell and he and I spoke about the security plan for the school.

Sutnick: We will not take action on gg. tonight. We will approve cc., dd., ee., ff., & hh. only tonight.

***A. Reduce Moved, M. Doran Seconded (Items X. cc., dd., ee., ff. & hh. only)**
The Board will table item gg. until the next meeting.
Roll Call: 6/0

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.

Ashkenase: the Finance Committee had a brief discussion at our committee meeting that the town pays us in a timely manner and that is something we need to clear up with them.

Reduce: The auditor will be coming to meet with the Finance Committee and then will come again to meet with the entire Board.

***J. Ashkenase Moved, W. Sutnick Seconded (Item XI. g. only)**
Roll Call: 6/0

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:

1. The Superintendent’s office and secretarial office shall be relocated to the lower level of the School.
2. 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.

Ashkenase: the Facility Committee met and we discussed the report from a couple of years ago and we outlined the things from that report that still need to be accomplished. Such as some drainage issues, the boiler, some electric and plumbing work, the driveway and the front steps. We are going to prioritize those things that still need to be done and how we will be able to fund them. We do not want to ever get into a position where we are very behind in maintaining the building.

Brennan: also our turf field was maintained recently.

***N. Brennan Moved, J. Ashkenase Seconded (Items XII. a & b only)**

Roll Call: 6/0

XIII. POLICY

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

5120 - Assessment of Individual Needs

3542.1 - Wellness and Nutrition

Brennan: The Wellness & Nutrition policy has only minor changes. The Assessment of Individual Needs policy we are still discussing because it includes dyslexia.

Ashkenase: so the purpose of this is to outline our policy and how we are going to assess students for their individual needs. We highlight dyslexia and some things we are going to do specifically to focus on dyslexia, which is great. One of the things that caught my eye was that when students enter the district in their first year and their third year and then every year after that, we are going to assess them; but with dyslexia we are going to assess them within the first 90 calendar days of those years. If we are going to do that for dyslexia, then are we going to have that same sort of policy for students with ELL or any other kind of learning disability?

Montesano: the added dyslexia portion of the policy for Assessment of Individual Needs is the law so the wording cannot really change. What we can do is talk about the different types of screening we use and that we will have more discretion on. There is testing criteria already in place with the Child Study Team for most learning disabilities and ELL.

Ashkenase: I'm just saying that we are calling out that we are going to assess for dyslexia within the first 90 days, are we going to assess for other disabilities within 90 days as well?

Brennan: that may be impractical.

Sutnick: everything that we do is driven by policy. We can, in practice go beyond what the policy requires. If the law says what we have to do, then that is what we have to do.

Discussion ensued.....

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

Brennan: the Public Relations Committee met and we discussed the Meet the Superintendent night.

Montesano: we had about 30 parents show up and I thought it went great. Also, I will be implementing a "Brown Bag Lunch" with the parents; I plan to make specific topics of discussion so people can attend when there is a topic that interests them.

Sutnick: Maybe consider having someone volunteer to be a "Community Communicator" or "Lead Communicator" to help take information from the Superintendent to the public. This person will be the districts' voice out in the community. Maybe he or she can help get the facts out on social networks which are such a huge source of information for people right now. This person can help keep information on the school correct, so the community is not mis-informed.

Sutnick: the Negotiations Committee will meet on October 21st at 3:00 for an initial meeting with the HTA.

XV. Open to the Public on any item – 8:11 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.

Bonni Ehrhardt: N.J.S.A. 18A:40-5:3 is the special education code.

Brennan: is it just on dyslexia?

Ehrhardt: No it is the code, the blue book. The problem with the new law on the Assessment of Individual Needs, is that the code has not been amended yet to include all the additions to the law.

XVI. OLD BUSINESS

XVII. NEW BUSINESS

XVIII. CLOSED SESSION 8:15 p.m.

A. Reduce Moved, N. Brennan Seconded

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 30 minutes to discuss personnel and litigation. No action will be taken in public after the executive session.

XIV. MOTION TO RECONVENE INTO PUBLIC SESSION at 8:45 p.m.

A. Reduce Moved, N. Brennan Seconded

XX. MOTION TO ADJOURN.

A. Reduce Moved, M. Doran Seconded
Roll Call: 6/0

ADJOURNMENT 8:47 p.m.

Warren Sutnick, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary