

**HAWORTH BOARD OF EDUCATION
HAWORTH, NEW JERSEY 07641
WORK SESSION MINUTES
September 2, 2014**

I. CALL TO ORDER – 7:36 P.M.

II. FLAG SALUTE

III. SUNSHINE LAW STATEMENT

All requirements of the Open Public Business Meetings Law have been met for this work session 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 (absent)
- 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 September 2014**

Opening Day briefing.....it was one of the best I've ever been a part of. I gave a 45 minute presentation. I wanted to come in and give them what I felt they needed.....feel that I am a part of the team with them. I made it very positive. The staff was very excited about the start of the school year. Talked about focusing not only on academics, but on wellness also. I not am looking for the students here to just go to the high school and succeed, but to be the best. After I spoke, Mrs. Wunder spoke about all of the logistics that needed to get done. Mr. Wolford then spoke about what he needed from the staff. After it was all over, I received very positive feedback from the staff. Our counsel Steve Fogarty spoke after lunch and did all the HIB training for us. He did a great presentation.

Sutnick: We as a Board have decided to go to 2 meetings per month to include a work session meeting that will give us time to discuss each item. We will only vote on time sensitive matters during a work session meeting. When we advertise we will always note "action may be taken". Obviously, we still cannot speak in public about anything regarding personnel, litigations or negotiations.

IX. MINUTES

Review of meeting minutes from August 19, 2014.

X. PROGRAM AND PERSONNEL

- a. Upon the recommendation of the Superintendent, the Haworth Board of Education rescinds the health insurance Cobra re-imburement cost of \$1,836.92 for Ms. Jennifer Montesano, previously approved on August 5, 2014.
- b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves health insurance Cobra re-imburement for Ms. Jennifer Montesano, at a total cost of \$774.80.
- c. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the registration and lodging costs for the Superintendent, Business Administrator and six Board of Education members, for the New Jersey School Boards Association Conference, from October 28, 2014 through October 30, 2014, totaling \$2,883.00.
- d. Upon the recommendation of the Superintendent, the Haworth Board of Education approves Lisa Maketansky as Lunch Detention Proctor, as needed with a 3 session per week maximum (Monday, Wednesday, Thursday), at \$30 per session.

Sutnick: General question regarding the lunch detention, there has in the past been discussion if it can possibly be a study hall detention so it is productive time as well.

Reduce: Also, are there other options for the kids to do at lunch? Clubs, enrichment or activities that are monitored for kids instead of going to recess? This was done in the past and we would like it to continue. There should be a minimum amount of kids to run a club to warrant the stipend though.

Doran: Maybe attendance could be taken?

Gilbert: Are there notices that go out to parents regarding what is offered?

Brennan: More communication to the parents would be good.

Reduce: Even outdoor games could be offered as options.

XI. FINANCE

- *a. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Region III, TIP Program tuition for the 2014-15 school year of \$45,051.00.
- b. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the subscription fee proposal for the Automated Substitute Placement and Absence Management System for the 2014 – 2015 school year, at an annual cost of \$2,812.50 (attached).
- c. Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Bills and Claims dated August 27, 2014 (attached).
- *d. **Upon the recommendation of the Superintendent, the Haworth Board of Education approves the 2014-2015 tuition of \$54,900 for Bergen County Special Services.**

Reduce: Audit is done and Mrs. DeRiso was very pleased with them. They will come and meet with the Finance Committee to go over budget. They will then come and meet with the entire Board.

Sutnick: Also, please advertise and invite the public to come to the BOE meeting when the auditors are scheduled to come.

Reduce: Could you tell us more about Aesop?

Montesano: It is a national web based program. It helps keep track of all staff.....teachers, custodians and administration. It helps to tier the substitutes to have more quality subs in our school. It will also help to see absence patterns with the staff. Keeps everyone accountable. We feel it is a fairly reasonable cost. There is only a fee for whoever is in the system, plus a one-time set up fee.

DiIorgi: Does the staff have to get prior approval for absences?

Montesano: Yes. The administration is emailed for their approval prior.

Sutnick: With the Affordable Care Act on the horizon, this system will keep track of the subs hours for us.

Gilbert: Would we still need an administrator to oversee it?

Montesano: Yes. For the first year we think that is best.

Brennan: What if the server goes down? What would be the back up for this system?

Montesano: We would use our current system right now as the back up system, for example if a teacher logs in and cannot get on, they must call the administrator directly.

Gilbert: What is the turn around time to set this up?

Montesano: Five weeks to set-up and train the staff. It is a \$1,500 one-time set up fee.

Reduce Moved*, DiIorgi Seconded* (Items XI. a. & d. only)

*Roll Call: 6/0

XII. FACILITY

*a. 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.

DiIorgi: New 5-step water filtration system in the offices and nurses office and we will be researching putting it in to the water fountains as well and having the water tested. They will be checking the heights of the library tables to accommodate the older students. We had updates on the new sheds. Will be looking into an the electronic notice sign, maybe share the cost with the town and put both town and school news on it. Maybe move it closer to downtown.

Reduce: I do not think the electronic sign is that effective. Are we investing money into something that is redundant and unnecessary? We should be communicating with the public by emails, texts, twitter, etc.

Gilbert: I like the idea of an electronic board to give the residents information.

Sutnick: I've seen on Cresskill's electronic sign the "Student of the Month", I like that.

Montesano: It would be nice if I was able to update the board via the web and be able to do it from anywhere. Can post snow days, etc.

DiIorgi: The playgrounds have been updated and we are in compliance for our insurance company. We are getting prices on canopies for the small playground to provide shade. Lastly, our new room assignments which I will let our Superintendent explain.

Montesano: I am proposing a four phase move. I would like to limit the amount of students learning on the lower level if at all possible. I feel the lower level should be mostly administration offices. So we will first move one classroom to the Primary Conference Room. Then my secretary and I will move to the lower level. I would like to consolidate the Child Study Team staff. I will move the Learning Consultant to the CST office and have the Child Study Team Administrator and her secretary move to the main office area. The Guidance Counselor will move to the Learning Consultants old office. Eventually next year, the Art Room will move to the Primary Conference Room and the Art Room will become a conference room.

Montesano: There will be a bulletin board in the main hallway on the right side dedicated to "Kid's with Character", one boy and one girl each month. We will then invite those kids to a BOE meeting to receive a certificate of achievement. Also, we will do more student recognition for Honor Roll students. Each marking period we will give out gold, silver and bronze awards and post names on a bulletin board.

DiIorgi Moved*, Gilbert Seconded* (Item XII. a. only)

*Roll Call: 6/0

XIII. POLICY

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

5120 - Assessment of Individual Needs

3542.1 - Wellness and Nutrition

Montesano: Everyone in the State has to be trained in dyslexia now. We are having in-house dyslexia training here tomorrow.

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 – 8:30 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.

Stacey Wunsch: Under Finance a. & d., what are they?

Sutnick: They are bills for Special Education children that need to be paid.

Stacey Wunsch: Can I ask how many students are sent out of district?

Sutnick: That is confidential.

Stacey Wunsch: Why can't we track teacher attendance on Real Time?

Montesano: Real Time does not have that capability. It also cannot make calls to secure substitutes.

Wunsch: I am on the fence with the electronic sign. It is nice for those people that do not have internet access. Will the water filtration system have a dispenser system for the students to use?

Montesano: We would have the company come in and present the system to us and discuss our options.

XVI. OLD BUSINESS

- a. Excerpt from Ridgewood Board of Education Meeting Minutes – Elimination of Superintendent Salary Cap.

Sutnick: Table until next meeting, we still need to discuss it.

XVII. NEW BUSINESS

XVIII. CLOSED SESSION 8:35 P.M.

Reduce Moved, Brennan Seconded
Roll Call: 6/0

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 Tuesday, September 2, 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 15 minutes to discuss general personnel issues. No action will be taken in public after the executive session.

XIV. MOTION TO ADJOURN.

ADJOURNMENT 9:10 p.m.

Warren Sutnick, President
Haworth Board of Education

Jennifer Montesano
Superintendent/Board Secretary