



NORWOOD, NEW JERSEY

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**NORWOOD BOARD OF EDUCATION**

**NORWOOD, NEW JERSEY 07648**

**Minutes of Regular Meeting**

**September 26, 2013**

**MEMBERS OF THE BOARD**

- Mr. Michael Sprague, President
- Mr. Joel Rubin, Vice President
- Mr. Edward Cammarata, Trustee
- Ms. Sally Diaz, Trustee
- Mr. Mathew Ross, Trustee
- Mr. William Snyder, Trustee
- Mr. G.C. Vaghasia, Trustee

Mr. Brian P. Gatens, Chief School Administrator  
Mrs. Louise Napolitano, School Business Administrator

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**CALL TO ORDER:**

**Time: 8:01PM**

**FLAG SALUTE:** Mr. Gatens led the flag salute

**ROLL CALL:**

	PRESENT	ABSENT	ARRIVAL/DEPARTURE TIME
Mr. Michael Sprague, President	√		
Mr. Joel Rubin, Vice President	√		
Mr. Edward Cammarata, Trustee	√		
Ms. Sally Diaz, Trustee	√		
Mr. Mathew Ross, Trustee	√		
Mr. William Snyder, Trustee	√		
Mr. G.C. Vaghasia, Trustee	√		

Also present were Mr. Brian Gatens, Chief School Administrator, Mrs. Louise Napolitano, School Business Administrator, thirty faculty members and nineteen community members.

**OPEN PUBLIC PORTION MEETING ACT STATEMENT**

Pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin Board, and it has been delivered to the Record newspaper circulated in the district at least 48 hours prior to the time for this meeting. The Board will meet in executive session immediately following to discuss personnel and contractual matters.

**DISCUSSION OF CORRESPONDENCE:** none

**INFORMATIONAL ATTACHMENTS:**

- September 2013 Calendar, (Attachment A)
- August Enrollment Report (Attachment B)
- [September](#) Child Study Team Count (Attachment C)

**MEETING CALENDAR**

<b>Date</b>	<b>TIME</b>	<b>PLACE</b>	<b>PURPOSE</b>
October 10, 2013	8:00PM	School Library	Work Session
October 24, 2013	8:00PM	School Library	Regular (voting) Session

**PRESIDENT'S STATEMENT:** none

**COMMITTEE REPORTS:**

1. **Finance Committee**-Mr. Sprague, Chair – No Report
2. **Building & Grounds**-Mr. Cammarata, Chair – No Report
3. **Negotiations/Performance & Evaluation**-Mr. Rubin, Chair – No Report
4. **Curriculum/Technology/Policy**-Mr. Ross, Chair – No Report
5. **School Business Administrator**-Mrs. Napolitano – No Report
6. **Chief School Administrator**-Mr. Gatens – No Report

**OTHER:****ACTION ITEMS:****I. APPROVAL OF MINUTES**

BE IT RESOLVED, that the Motion to Approve the Minutes of:  
August 22, 2013 Regular & Executive Session Minutes

Moved by: Mr. Ross

Seconded by: Mr. Rubin

Vote: All in Favor

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee	√			
Mr. William Snyder, Trustee	√			
Mr. G.C. Vaghasia, Trustee	√			

**II. ADMINISTRATIVE COMMITTEE**

BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, the Administrative Committee recommends the following resolution(s): October 10, 2013, 7:30PM, curriculum; No meetings.

Motion to approve Administrative items "A1-A12"

Moved by: Mr. Ross

Seconded by: Mr. Rubin

Vote: All in Favor

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee	√			
Mr. William Snyder, Trustee	√			
Mr. G.C. Vaghasia, Trustee	√			

**A1. Personnel-Employment**

approve the following personnel items:

Resignation:

NAME	POSITION	REASON	EFFECTIVE
Melissa Bonifacio	Instructional Aide	Resignation	6/30/13

**A2. Substitute Teachers**

approve the following substitute teachers for the 2013-2014 school year:

- Jessica Barbo
- Sara Pulgrano
- Jacqueline Gronck

**A3. Calendar Approval (Enclosure 1)**

re-approve the school calendar for the 2013-2014 School Year.

**A4. Memorandum of Agreement (Enclosure 2)**

approve the Uniform Memorandum of Agreement between Education and Law Enforcement officials.

**A5. ABA Services/Independent Contractor**

approve the independent contractor, Kathleen Kenny, to provide ABA services for student #266904, at the rate of \$40.00/hr.

**A6. Words Their Way Training**

approve staff trainer, Jessica Anspach, to provide various sessions of Balanced Literacy/Words Their Way Professional Development to District Staff Members for the 2013-2014 school year at a cost not to exceed \$4,000.00.

**A7. Workshop/Conference**

approve the following conferences:

- Name: Anna Froeder
- Conference: The Bloodborne Pathogen Standard
- Location: Hackensack, NJ
- Date: September 20, 2013
- Cost: \$25.00 + \$7.00 mileage

- Name: Barbara Gastaldo  
Conference: MEBCI, Bergen County MS Band Auditions  
Location: Allendale, NJ  
Date: October 10, 2013  
Cost: \$30 per hour not to exceed 8 hours + \$7.44 mileage.
- Name: Courtney Bullen  
Conference: MEBCI, Bergen County MS Chorus Auditions  
Location: Westwood, NJ  
Date: October 8, 2013  
Cost: \$30 per hour not to exceed 8 hours + \$6.82 mileage.

**A8. ESL Summer Evaluation**

post-approve 2 hours for a summer ESL evaluation by Mauro DeSantis at his hourly rate of \$31.84.

**A9. Personnel-Instructional Aide**

post-approve the following personnel item for the 2013-2014 school year:

NAME	POSITION	RATE	EFFECTIVE
Jacqueline Gronek	Instructional Aide	\$15.00/hr	9/13/13

**A10. CST Services/Placements (Enclosure 7 )**

approve the child study team placement as per Enclosure #7.

**A11. Harassment, Intimidation and Bullying**

approve, as per the Chief School Administrator's report, all actions taken as they relate to HIB Policy #5131.8

**A12. Stipend Positions**

rescind the following stipend positions for the 2013-2014 School Year:

Debate Club	John Kline	\$1,200 per year
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**III. FINANCE COMMITTEE**

BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, the Administrative Committee recommends the following resolution(s):

Motion to approve FINANCE items “F1-F10”

Moved by: Mr. Vaghasia

Seconded by: Mr. Ross

Vote: All in Favor

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee	√			
Mr. William Snyder, Trustee	√			
Mr. G.C. Vaghasia, Trustee	√			

**F1. Disbursements**

post-approve August 31, 2013 disbursements totaling \$310,404.11 having been audited and found correct and warrants issued therefore.

approve September 26, 2013 disbursements totaling \$475,445.10 having been audited and found correct and warrants issued therefore.

post-approve the wire transfer of funds in the amount of \$116,559.85 from the General Account to Payroll Accounts to cover payroll expenditures for the month of August 2013.

**F2. Transfers/Certification of Budgetary Status (Enclosure 3)**

authorize the Business Administrator/Board Secretary to make appropriation transfers with the Current Expense account of the 2013-2014 budget as of August 31, 2013 as per Enclosure No. 3.

**F3. Financial Reports**

accept the Treasurer’s and Secretary’s Reports for the month of August, 2013, pursuant to N.J.A.C. 6:20-2.13(e)\*, we certify that as of September 26, 2013, after a review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13(b)\* and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

**F4. SEMI Waiver 2013-2014**

approve the application for a waiver regarding the Special Education Medicaid Initiative (SEMI) as per N.J.A.C. 6A:23A-5.3(b), based on the 2013-2014 revenue projection statement which demonstrates that participation in SEMI would not prove a cost benefit.

**F5. NJSBA Code of Ethics (Enclosure 4)**

approve the New Jersey Board Member Code of Ethics which declares principles proven over the years as the best guide for service on a local Board of Education as per Enclosure No. 4.

**F6. Professional Services (Enclosure 5)**

approve Resolution 1 approving the appointment of professionals for the 2013-2014 school year.

**F7. Consultant (Enclosure 6)**

approve G.R. Murray to provide consulting services for the 2013-2014 school year for medical, prescription, and flexible spending accounts at a cost of \$7,000.

**F8. Discard**

approve discarding the old laminating machine with is not functioning and has been replaced. (Inventory tag #0441)

approve discarding the old floor scrubber which is old no longer needed.

**F9. Building Use 2013-2014**

approve the following building use:

- use of a table in the front hallway for the purpose of PTO Tennis registration on 9/18/13 from 7pm – 8pm.
- use of a table in the front hallway for the purpose of PTO Enrichment sign up on 9/17/13 from 6:30pm – 8:30pm.
- use of the gym for the purpose of a Norwood Basketball shooting clinic on 9/18/13 & 9/20/13 from 5:30pm - 9:15pm.
- use of the Library for the purpose of Girls Leadership Institute on Thursdays, 11/14/13, 11/21/13, 12/5/13, & 12/12/13 from 6:30pm – 8pm.
- use of 3 tables and the back fields for the purpose of the PTO Walk-A-Thon on 10/11/13(rain date 10/18/13) from 8:30am – 12pm.
- use of the APR for the purpose of the PTO Lenape Lifeway assembly, 4<sup>th</sup> grade, on 12/2/13 from 8:30am – 10:30am.
- use of K-2 grade classrooms for the purpose of PTO Story Telling Residency on 12/9/13-12/13/13, all day.
- use of Room 4 for the purpose of Daisy meetings on various Fridays from 3pm – 4pm starting on 10/4/13 through 5/16/14.

- use of the APR for the purpose of PTO Living Voices Assembly, grades 4-8, on 1/13/14 from 9am-12pm.
- use of the cafeteria for the purpose of KPSC meetings on 9/19/13, 10/17/13, 11/14/13, 1/16/14, 4/10/14, 6/12/14 from 9:30am 11:15am.
- use of the gym for the purpose of basketball practice by 60 Minute Skills on Mondays and Wednesdays, 9/23, 9/25, 10/2,7,9,21,23,28,30,11/4,6,11,13 from 4:45-9:30PM at a fee of \$250.00 per day.
- use of the APR for the purpose of Webelos Den Meetings on 9/30/13, 10/28/13, 11/11/13, 12/9/13, 1/13/14, 2/10/14, 3/10/14, 4/7/14, & 5/12/14 from 3:15 – 4:35.
- use of various rooms for the purpose of the PTO Enrichment program on 10/1/13, 10/2/13, 10/3/13, 10/8/13, 10/9/13, 10/10/13, 10/15/13, 10/16/13, 10/17/13, 10/22/13, 10/23/13, 10/24/13, 11/12/13, 11/13/13, 11/14/13, 11/19/13, 11/20/13, 11/21/13, 12/3/13, 12/4/13, 12/5/13, 12/10/13, 12/11/13, 12/12/13 after school.
- use of a classroom for the purpose of Girl Scouts Meetings on 11/14/13, 12/6/13, & 4/25/14 from 5pm – 8:30pm.
- use of a classroom for the purpose of Brownie Meeting on 4/4/14 from 3pm – 4pm.
- use of the gym for the purpose of Norwood Recreation Basketball on various dates between 10/1/13 through 3/31/14.

#### F10. Donation

accept with gratitude the donation of \$32,688.37 from the Norwood PTO for the purpose of fulfilling Norwood teacher's wish list items.

**New Business:** Mr. Rubin attended the Northern Valley Mayors' Meeting in Northvale and there was a discussion about the Random Drug Testing issue.

**Old Business: None**

#### **Public Participation**

Moved by: Mr. Ross

Seconded by: Mr. Vaghasia

Time: 8:16PM

-There were questions from the public regarding the negotiations with the teachers.

-A parent stated her concerns over not understanding all of the issues involved with the teachers' contracts and if the information can be explained.

-Mr. Ross stated that we cannot enter into negotiations in a public forum; status is that negotiations are at an impasse and we are meeting with a mediator.

-The public was directed to the advertised budget on the website along with a press release and links to news articles regarding negotiations.

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-Phyllis Minch stated that she understood and appreciated the budget and that there were retirements and unexpected savings even though staff was replaced. She asked the board if their plan will include a search for a superintendent.

-A parent stated her concern about the teachers wearing yellow shirts and that students were getting upset and concerned about the teachers.

-Mr. Sprague said that he thought the Board and Teachers will be able to work out a contract at the end of the day. He stated that we have made progress and will continue to make progress.

-Mrs. Snyder asked about the Board accepting a letter requesting a liaison committee. The Board will look into this, however, no personnel or contractual issues can be discussed.

-Mrs. T. Sullivan stated that last year's budget was 1.9% and asked if next year the Board will budget to CAP.

-Mr. Vaghasia stated that all the matters that the staff and public bring up to the Board are important and they are heard even if the matters cannot be discussed in public (i.e. 4<sup>th</sup> grade teacher last year).

-Mrs. McGee stated that the teachers will show up and do what's right for the students.

-In response to a personal negative comment directed to the Board, Mr. Ross responded that this is his third term and he loves the school and community and that as a Board, we can listen to the public even if we cannot comment on the dialogue or the content of the information that is distributed. We are meeting with the mediator and negotiations is a two way street.

### **Closed to the Public**

Moved by: Mr. Ross

Seconded by: Mr. Snyder

Time: 9:13PM

### **Adjournment to Executive Session**

**RESOLVED that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to Legal/Contractual/Personnel Issues. Said matters will be made public upon their disposition.**

Moved by: Mr. Ross

Seconded by: Mr. Rubin

Time: 9:23PM

### **Motion to adjourn the meeting**

Moved by: Mr. Ross

Seconded by: Mr. Vaghasia

Time: 10:37PM

Respectfully submitted,

Louise A. Napolitano

Business Administrator/Board Secretary