



NORWOOD, NEW JERSEY

**MINUTES**  
**BOARD OF EDUCATION**  
November 21, 2013  
**REGULAR PUBLIC MEETING**  
**8:00 PM, APR**

- 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: 8:03PM**

**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	√		

Faculty Members\_24\_\_  
Community Members\_14\_\_

**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:**

- November 2013 Calendar (Attachment A)
- November Enrollment Report (Attachment B)
- Child Study Team Student Count (Attachment C)

**MEETING CALENDAR**

<b>Date</b>	<b>TIME</b>	<b>PLACE</b>	<b>PURPOSE</b>
December 11, 2013	7:30PM	APR	Regular (voting) Session
January 16, 2014	8:00PM	School Library	Work Session

**PRESIDENT'S STATEMENT:** - None

**COMMITTEE REPORTS:**

1. **Finance Committee**-Mr. Sprague, Chair
2. **Building & Grounds**-Mr. Cammarata, Chair
3. **Negotiations/Performance & Evaluation**-Mr. Rubin, Chair
4. **Curriculum/Technology/Policy**-Mr. Ross, Chair; met and will discuss during Executive meeting.
5. **School Business Administrator**-Mrs. Napolitano
6. **Chief School Administrator**-Mr. Gatens- None

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

BE IT RESOLVED, that the Motion to Approve the Minutes of:  
 October 10, 2013 Work Session & Executive Session  
 October 24, 2013 Regular & Executive Session

Moved by: Mr. Vagahsia

Seconded by: Mr. Rubin

Vote:

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):

Motion to approve Administrative items “A1 –A11”

Moved by:

Seconded by:

Vote:

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. Harassment, Intimidation and Bullying**

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

**A2. Title Amendment (Enclosure 1)**

approve the attached Resolution, changing Mr. Ammerman's title to Interim Chief School Administrator-Superintendent/Principal.

**A3. Workshop/Conference**

approve the following conferences:

- Name: Barbara Gastaldo  
Conference: NJSMA Region Band & Chorus Auditions  
Location: Clifton, NJ  
Date: Saturday, February 1, 2014 (snow date Sunday, February 2)  
Cost: \$30 per hour not to exceed 8 hours + \$17.26 for mileage and tolls
  
- Name: Courtney Bullen  
Conference: NJSMA Region Band & Chorus Auditions  
Location: Clifton, NJ  
Date: Saturday, February 1, 2014 (snow date Sunday, February 2)  
Cost: \$30 per hour not to exceed 8 hours + \$18.81 for mileage and tolls
  
- Name: Fran Orefice  
Conference: Transitioning to a Standard Based Report Card  
Location: Glen Rock, NJ  
Date: January 29, 2014  
Cost: \$85.00 registration fee
  
- Name: **Fran Orefice & Gina McCormack**  
Conference: **The Changing Legal Landscape for Tenure & Evaluation**  
Location: **Oradell, NJ**  
Date: **December 9, 2013**  
Cost: **\$150.00 each, registration fee**

**A4. Substitute Teachers**

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

- Emily Kozel
- Kara Armstrong
- Bonnie Bayardi
- Caitlin Adair
- **Juliette Assour**

**A5. Retirement**

accept with regret the retirement of Catherine Mecca effective December 31, 2013. The Board of Education wishes Mrs. Mecca a long and happy retirement.

**A6. Substitute Teacher - Immediate Need**

post approve Anne Farley as a substitute teacher for the 2013-2014 school year beginning Monday, November 11, 2013.

**A7. Student Teacher Placement**

approve the following student teacher placements for:

Name: Laura Zysk  
School: Ramapo College  
Placement: 1<sup>st</sup> Grade, Ms. Henshaw  
Dates: 1/20/14-5/2/14

Name: Christina Benaquista  
School: St. Thomas Aquinas College  
Placement: 1<sup>st</sup> Grade, Ms. Rausa  
Dates: 1/17/14-3/7/14

**A8. Workshop Expense Reimbursement**

approve reimbursement for the following workshop expenses:

Name: Ann Alberti

Conference: LLI, K-2 Intensive Professional Development (previously approved 5/22/13)

Dates: Oct 8-10, 2013

Lodge: \$399.43 x three nights, lodging obtained at workshop recommended site.

Transportation: \$246.00 round trip Amtrak

**A9. Summer Employment**

post approve three days of summer employment for Ann Alberti at her daily rate of \$402.49 to attend LLI, K-2 Introduction and Training conference Aug. 6-8.

**A10. PTO Donation**

accept with gratitude the gift of a Smart Response System for use in middle school math classes, funded by PTO Scholastic dollars and valued at \$2,399.00.

**A11. CST Services/Placements (Enclosure 2)**

approve the CST enclosure for the 2013-2014 school year.

**III. CURRICULUM COMMITTEE**

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

Motion to approve Curriculum items “C1”

Moved by: Mr. Ross

Seconded by: Mr. Rubin

Vote:

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	√			

**C1. Field Trips**

approve the following field trips for the 2013-2014 school year:

- Music Program

Aladdin Broadway Show

Location: New Amsterdam Theatre, NY

Cost to Student: \$102.50

Cost to District: Not to exceed \$500.00

- 6<sup>th</sup> Grade
  - Location: NJ School of Conservation, Stokes State Forest
  - Cost to Student: \$250.00
  - Cost to District: \$2,000.00
  - Vendor: Completed by District staff
  
- 7<sup>th</sup> Grade
  - Location: Philadelphia, Pennsylvania
  - Cost to Student: TBD (dependent upon parent fundraising)
  - Cost to District: \$3,000.00 (estimated, based on Boston trip)
  - Vendor: HP Travel/Curriculum Travel Associates

**IV. 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-F6”

Moved by: Mr. Rubin

Seconded by: Mr. Ross

Vote:

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**

re-approve October disbursements totaling \$175,885.01 having been audited and found correct and warrants issued therefore.

post-approve October 31, 2013 disbursements totaling \$123,090.52 having been audited and found correct and warrants issued therefore.

approve November 21, 2013 disbursements totaling \$509,870.24 having been audited and found correct and warrants issued therefore.

- post-approve the wire transfer of funds in the amount of \$516,143.94 from the General Account to Payroll Accounts to cover payroll expenditures for the month of October 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 October 31, 2013.
- F3. Financial Reports**  
accept the Treasurer's and Secretary's Reports for the month of October, 2013, pursuant to N.J.A.C. 6:20-2.13(e)\*, we certify that as of November 21, 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. Tuition Rates for the 2013 – 2014 School Year**  
approve the tuition rate for the 2013-2014 School Year as follows:  
Kindergarten - \$12,572  
Grades 1-5 - \$11,721  
Grades 6-8 - \$12,706  
Learning and/or Lang. Dis. - \$19,717
- F5. IDEA Funds**  
approve the amended application for the 2013 – 2014 IDEA funds as follows:  
Basic: \$109,795.00  
Pre-School: \$7,960.00
- F6. Building Use 2013-2014**  
approve the following building use:
- use of the APR for the purpose of the Class of 2014 Valley Dance on 3/21/2014 from 4:30PM-10:30PM.(change of date from 3/28/14)
  - **use of the cafeteria for the purpose of PTO sponsored Crossing Guard Breakfast on Tuesday, 12/17/13 from 9-11AM.**

**New Business** – discussed movement of the election date to November.

**Old Business** - None

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**Public Participation**

Moved by: Mr. Snyder

Seconded by:

Time: 8:18PM

- Phyllis Minch asked about candidates and information of timing and procedure for filling the new position that will open for the new Superintendent.
- Member of public asked about the use of the APR for the purpose of a Cub Scout activity.
- Meg Smith asked about the bulletin boards and readiness of the PTO to decorate them so they are not so bare.

**Closed to the Public**

Moved by: Mr. Snyder

Seconded by:

Time: 8:23PM

**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. Rubin

Seconded by: Mr. Snyder

Time: 8:23PM

**Motion to adjourn the meeting from Executive Session**

Moved by: Mr. Rubin

Seconded by: Mr. Cammarata

Time: 9:39PM

Respectfully submitted,

Louise A. Napolitano

Business Administrator/Board Secretary