



NORWOOD, NEW JERSEY

**BOARD OF EDUCATION  
REGULAR PUBLIC MEETING MINUTES**

**January 23, 2014  
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. Bert Ammerman, Interim Chief School Administrator  
Mrs. Louise Napolitano, School Business Administrator

**CALL TO ORDER:**

**Time: 8:02**

**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\_\_6\_\_

Community Members\_\_7\_\_

**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:**

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

**MEETING CALENDAR**

<b>Date</b>	<b>TIME</b>	<b>PLACE</b>	<b>PURPOSE</b>
February 13, 2014	8:00PM	APR	Work Session
February 27, 2014	8:00PM	APR	Regular (voting) Session

**PRESIDENT'S STATEMENT:****COMMITTEE REPORTS:**

1. **Finance Committee**-Mr. Sprague, Chair – Mr. Sprague discussed the ROD Grant which would include windows, installing grill on outside entries, including cafeteria and roof work. \$589,838 was approved and is eligible for 40% back from the state after the work is complete. We will not be getting our state aid figures until the last minute.
2. **Building & Grounds**-Mr. Cammarata, Chair
3. **Negotiations/Performance & Evaluation**-Mr. Rubin, Chair
4. **Curriculum/Technology/Policy**-Mr. Ross, Chair  
Schedule a curriculum committee meeting, perhaps next week; budget implications.
5. **School Business Administrator**-Mrs. Napolitano
6. **Chief School Administrator**-Mr. Ammerman

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

BE IT RESOLVED, that the Motion to Approve the Minutes of:  
December 11, 2013 Regular & Executive Session

Moved by: Mr. Ross

Seconded by: Mr. Vaghasia

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 –A16 ”

Moved by: Mr. Rubin

Seconded by: Mr. Snyder

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. There were no HIB violations during the month of December 2013.

Discussion of HIB issues.

**A2. Personnel-Retirement**

approve the resignations for the purpose of retirement, with regret, for the following staff members, effective June 30, 2014.

- Patricia Evans
- Barbara D. Gastaldo

**A3. Personnel-Resignation**

accept the resignation of Gina Marie Rica effective December 20, 2013.

**A4. Personnel-New Hire**

post-approve the following personnel items for the 2013-2014 School Year:

New Hire:

NAME	POSITION	RATE	EFFECTIVE
Kristen Maher	Instructional Aide	\$15.00/hr not to exceed 27 ½ hours/week	1/2/14
<b>Emily Kozel</b>	<b>Instructional Aide</b>	<b>\$15.00/hr</b> <b>not to</b> <b>exceed 27 ½</b> <b>hours/week</b>	<b>2/3/14</b>
<b>Caitlin Adair</b>	<b>Instructional Aide</b>	<b>\$15.00/hr</b> <b>not to</b> <b>exceed 27 ½</b> <b>hours/week</b>	<b>2/3/14</b>

**A5. Instructional Supervisors-Additional Compensation**

RESOLVED, that Mary McCormack, Middle School Supervisor of Instruction, shall receive extra compensation for the 2013-2014 school year in the amount of Twelve Thousand Dollars (\$12,000) payable in accordance with the regular salary schedule retroactive to July 1, 2013, in consideration for her additional responsibilities for the implementation of TEACHNJ and ACHIEVE NJ and to perform any and all District-wide responsibilities necessary to assist the Interim Superintendent of Schools.

RESOLVED, that Frances Orefice, Elementary Supervisor of Instruction, shall receive extra compensation for the 2013-2014 school year in the amount of Twelve Thousand Dollars (\$12,000) payable in accordance with the regular salary schedule retroactive to July 1, 2013, in consideration for her additional responsibilities for the implementation of TEACHNJ and ACHIEVE NJ and to perform any and all District-wide responsibilities necessary to assist the Interim Superintendent of Schools.

**A6. Workshop/Conference**

approve the following conferences:

- Name: Mary McCormack  
Conference: Kim Marshall Teacher PLC Committee  
Location: New Providence, NJ  
Date: January 14, 2014  
Cost: no cost to the Board
  
- Name: Mary McCormack  
Conference: Bergen County Anti-Bullying Coordinators Assoc. Meeting  
Location: Lodi, NJ  
Date: January 23, 2014  
Cost: no cost to the Board
  
- Name: Sheila Esposito  
Conference: Late, Lost & Unprepared, Executive Dysfunction & the Disorganized Child/Adolescent  
Location: Manhattan, NY  
Date: February 26, 2014  
Cost: \$189.00 registration + \$77.44 for mileage, tolls & parking (estimated)

**A7. Tenured Staff**

post-approve as of September 1, 2013, the recommendation of tenure for the following employees:

<u>Name</u>	<u>Position</u>
Jamie Kopf	Special Education
Fran Orefice	Guidance Counselor
Fran Orefice	Instructional Supv.

**A8. EVVRS Report (Enclosure 1)**

approve the EVVRS bi-annual report for the reporting period September 1, 2013 to December 31, 2013. This action meets the bi-annual Harrassment, Intimidation and Bullying reporting requirement.

**A9. ABA Services/Independent Contractor**

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

**A10. Substitute Teacher**

approve the following substitute teacher for the 2013-2014 school year:  
 Elizabeth Giampaglia  
 Kyle Kubicki

**A11. 2013-2014 Calendar**- Superintendent Meeting February 5. Thank you to the teachers.

approve revisions to the school calendar for the 2013-2014 school year. 8<sup>th</sup> Grade graduation is June 23, 2014. One snow day remains. If no more snow, June 24<sup>th</sup> is deleted. Last two days of school, June 23 & 24, are 1/2 days.

**A12. Statement of Assurance re use of Paraprofessional Staff (Enclosure 2)**

approve the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2013-14 School Year

**A13. Annual School Election (Enclosure 3)**

approve attached Resolution establishing the Election of Members of the Norwood Board of Education as the **first Tuesday after the first Monday in November.**

**A14. Lightning Policy (Enclosure 5)**

approve the second reading of policy no. 7438.

**A15. Leave of Absence**

approve a leave of absence without pay for John Kline for the 2014-2015 school year, with benefits terminating 8/1/14.

**A16. Personnel-New Hire (additional)**

approve the following personnel item for the 2013-2014 School Year:

New Hire:

NAME	POSITION	RATE	EFFECTIVE
Ellen Murphy	1/3 teacher- BA Step 1 prorated Language Arts, Resource Ctr.	\$6,959.20	2/3/14

**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”; A-C

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. Courses for Approval**

approve the following courses:

a. Name: Christie DeStefano

Course: Differentiated Instruction and Assessment in Collaborative Contexts for Teacher’s of Students with Disabilities, Grades 1-6

Credits: 3

Date: 1/2014-3/2014

Institution: City College of NY

b. Name: Christie DeStefano

Course: Introduction to Educational Research

Credits: 3

Date: 1/2014-3/2014

Institution: City College of NY

c. Name: Christie DeStefano

Course: Seminar in Educational Research

Credits: 3

Date: 3/2014-5/2014

Institution: City College of NY

Motion to approve Curriculum items “C1”; D

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	√			

- d. Name: Kathy Snyder  
 Course: Science Education for 21<sup>st</sup> Century Learners  
 Credits: 1  
 Date: 1/2014-2/2014  
 Institution: College of Exploration – Ashland University

#### 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-F7”

Moved by: Mr. Vaghasia

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	√			



**F1. Disbursements**

post-approve December 31, 2013 disbursements totaling \$117,780.82 having been audited and found correct and warrants issued therefore.

approve January 23, 2013 disbursements totaling \$161,987.84 having been audited and found correct and warrants issued therefore.

post-approve the wire transfer of funds in the amount of \$497,016.16 from the General Account to Payroll Accounts to cover payroll expenditures for the month of December, 2013.

re-approve the corrected November 30, 2013 disbursements totaling \$123,525.92 due to a correction to DCRP.

**F2. Transfers/Certification of Budgetary Status (Enclosure 4)**

authorize the Business Administrator/Board Secretary to make appropriation transfers with the Current Expense account of the 2013-2014 budget as of December 31, 2013 as per Enclosure No. #6.

**F3. Financial Reports**

accept the Treasurer's and Secretary's Reports for the month of December 2013, pursuant to N.J.A.C. 6:20-2.13(e)\*, we certify that as of January 23, 2014, 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**

approve the following resolution authorizing the Chief School Administrator to submit a SEMI program waiver:

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the District's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2014-2015 school year.

**WHEREAS**, the Norwood Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

**NOW THEREFORE BE IT RESOLVED**, that the Norwood Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2013-2014 school year.

**F5. Outstanding Checks**

approve voiding the following outdated checks from the Current and Payroll Accounts:

4169, 5028, 7834, 8127, 15635, 16094, 16163, 17061

**F6. Building Use 2013-2014**

approve the following building use:

- post approve the use of the APR for the purpose of Parent assembly for Words Their Way, PTO, on 12/9/13 from 7pm – 7:30pm.
- post approve use of the Cafeteria for the purpose of the KPSC meeting on 12/19/13 from 9am – 11am.
- post approve use of the APR for the purpose of PTO Enrichment registration on January 7, 2014.
- approve use of the various classrooms for the purpose of the PTO after school Enrichment program from 1/21/14 through 3/20/14, 2014.
- approve use of the Teacher's Lounge for the purpose of the Lunar Year Appreciation Luncheon on 1/31/14 from 8:30am – 2:30pm.
- approve the use of room#16 for the purpose of Daisy Meetings on various dates from 3pm – 4:45pm.
- approve the use of the APR for the purpose of the PTO School of Rock Fundraiser on 2/7/14 from 4:00pm – 10:00pm.
- **use of the APR for the purpose of the 8<sup>th</sup> Grade Parent Meeting on 1/28/14 from 7:00PM – 8:30PM.**

**New Business** – Mr. Vaghasia discussed the 7&8 grade baseball/softball teams. Harrington Park has approved and Old Tappan has had teams for years. Mr. Ammerman noted that if the Board wants to move forward, will look at costs of \$5,000-\$7,000 for coaches, assistants, 5-10 bus trips, umpires, hats, shirts, equipment. PTO and Norwood Baseball are willing to assist with costs (donations). Need facility to support this; schedule with Kennedy field. Will approve in the spring for the next school year. Mr. Ross would be happy to discuss at the curriculum meeting.

**Old Business -****Public Participation**

Moved by: Mr. Cammerata

Seconded by: Mr. Rubin

Time: 8:05pm

-Mr. Sprague opened the floor in regard to the Administrative Model.

-Ms. Snyder spoke about the Administrative Model that is in place.

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- Mr. Ross asked about a changed model; Administrator/Principal and Administrative Supervisors, K-4 & 5-8 mentoring and dealing with staff and administration or principal.
- The position of instructional supervisors were not in that position prior but position is empowered for additional responsibilities.
- Mrs. Minch discussed the model of superintendent/principal.
- Mr. Sprague said that we need to look at what we can afford.
- Discussion of Superintendent Salary Caps; at Cap we are looking at hiring someone with little to no experience so they are not ready to move on. Candidate is given stability here. Legislation limits us.

**Closed to the Public**

Moved by: Mr. Ross  
Seconded by: Mr. Rubin  
Time: 8:14pm

**Re-Open Public Participation**

Moved by: Mr. Cammerata  
Seconded by: Mr. Rubin  
Time: 8:46pm

**Closed to the Public**

Moved by: Mr. Ross  
Seconded by: Mr. Rubin  
Time: 8:46pm

**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. Ross  
Time: 8:51pm

Motion to adjourn the meeting from Executive Session

Moved by: Mr. Rubin  
Seconded by: Mr. Vaghasia  
Time: 9:00pm

Respectfully submitted,

Louise A. Napolitano  
Business Administrator/Board Secretary