



NORWOOD, NEW JERSEY

**MINUTES**  
**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**March 20, 2014**  
**7:00 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

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**CALL TO ORDER:** **Time: 7:04pm**

**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	√		7:06pm
Mr. William Snyder, Trustee		√	
Mr. G.C. Vaghasia, Trustee	√		

Faculty Members\_\_15\_\_\_\_  
Community Members\_\_13\_\_\_\_\_

**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:****INFORMATIONAL ATTACHMENTS:**

- March 2014 Calendar (Attachment A)
- March Enrollment Report (Attachment B)
- March Child Study Team Student Count (Attachment C)

**MEETING CALENDAR**

<b>Date</b>	<b>TIME</b>	<b>PLACE</b>	<b>PURPOSE</b>
April 10, 2014	8:00PM	APR	Work Session
April 24, 2014	8:00PM	APR	Regular Meeting

**PRESIDENT'S STATEMENT:****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
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:  
February 27, 2014 Regular-Worksession Meeting and Executive Session

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

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):

Motion to approve Administrative items “A1 - A3, A4, & A5 - A9”

Moved by: Mr. Rubin

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	√			

Motion to approve Administrative items “A4 - Option A”

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Vote: 4 IN FAVOR; 2 NAY

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	√			

Motion to approve Administrative items “A4 - Option B”

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

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	√			

Mr. Ammerman proposed a revision to the 2013-14 calendar and a resolution to add two days to the end of the school year; June 25 and June 26.

Approving the 2014-15 school year calendar; Mr. Ammerman had a discussion with the NEA Co-Presidents. There will be 3 snow days built in to the 2014-15 calendar with the option of taking days away from the April Break, if need be, due to the need of educational purposes for PARCC Testing.

These two calendars were voted on separately.

**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 February 2014. (no incidents to report)

**A2. School Show Stipends**

approve the following stipends for the 2013-2014 production of the Music Man: All stipends for the show are being funded via the school play account.

<b>Name</b>	<b>Service</b>	<b>Payment</b>
Tara Cormican	Choreography	\$2,000
Marie Cooper	Set Painting	\$450
Mauro DeSantis	Set Construction	\$250
Jason Simodejka	Sound Technician	\$850
Jillian DiBlasio	Videography	\$500
Barbara Cianella	Pianist	\$1,000
Rich Silverstein	Percussion	\$425
Reed Silverstein	Percussion	\$0 Donated Gift Card
Christine Clear	Clarinet and Arrangement	\$325 + \$150 = \$475
Abigail Eckert	Bassoon	\$300
Jennifer Shipon	Flute	\$325
Ed Balsam	Saxophone and Arrangement	\$275 + \$250 = \$525
Harry Hipwell	Trumpet 1	\$275
Frederick Ekert	Trumpet 2	\$300
Mike Mulligan	Trombone 1	\$275
Pete Stern	Bass Trombone	\$325
Kristen Gargano	Bass Clarinet	\$275
Charlie Solidum	Tenor Sax	\$275
Julia Liu	Synthesizer	\$0 Donated Gift Card
Bryn Coveney	Horn	\$125
Will Ebbels	Tuba	\$275
		<b>TOTAL: \$9,225</b>

**A3. CST Services/Placements (Enclosure 1)**

approve the child study team services/placements as per Enclosure #1.

**A4. Calendars (Enclosures 3) no Enclosure 2**

approve revisions to the school calendar for the 2013-2014 school year as follows:

**Option A: School in Session 6/25/14 & 6/26/14**

*or*

**Option B: School in Session 4/14/14 & 4/15/14**

approve the school calendar for the 2014-2015 school year as per Enclosure #3.

**A5. Substitute Teachers**

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

- Alyssa Cioffi
- Deborah Kilmurray Burns
- Kristen Maher (**pending NJ certificate**)
- Christina Benaquista**
- Helene Wiseman**

**A6. Policies**

approve the second reading of the updated District’s Bylaw, Policy & Regulation manuals as provided by Strauss Esmay Associates.

**A7. HIB Grades Report (Enclosure 5)**

approve the HIB District Grade for implementation of HIB prevention programs as set forth by the NJ Department of Education as per Enclosure #5.

**A8. Personnel-Retirement**

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

- Susan Stigliano

**A9. Personnel-Resignation**

accept the resignation of Caitlin Adair effective March 31, 2014.

**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 – C3”; excluding C2 Grade 2

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	√			

**C1. Courses for Approval**

approve the following courses:

- a. Name: Kathy Snyder  
 Course: Deep-sea Discoveries in the Atlantic: Advancing Ocean Science Literacy  
 Credits: 1  
 Date: 3/2014-4/2014  
 Institution: Ashland University

Motion to approve Curriculum items “C2 Grade 2”

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		√		

**C2. Field Trips**

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

- Kindergarten  
 Van Saun Park  
 Location: Paramus, NJ  
 Cost to Student: \$18.00  
 Cost to District: \$0.00
  
- Grade 2  
 Stop & Shop & My Gym  
 Location: Orangeburg, NY & Glen Rock, NJ  
 Cost to Student: \$23.00  
 Cost to District: \$0.00

- Grade 3  
NY Botanical Gardens  
Location: Bronx, NY  
Cost to Student: \$17.00  
Cost to District: \$0.00
  
- Grade 4  
Kennedy Field and Pond  
Location: Norwood, NJ  
Cost to Student: \$10.00  
Cost to District: \$0.00
  
- Grade 5  
Liberty Science Center  
Location: Jersey City, NJ  
Cost to Student: \$42.00  
Cost to District: \$0.00
  
- 8<sup>th</sup> Grade  
Location: Washington DC  
Cost to District: \$3675.00 (estimated)  
Vendor: Gerber Tours
  
- C3. Field Trip-Dr. William P. Dorney Poetry Festival**  
approve the following field trip for the 2013-2014 School Year:  
Grades 3-8 (selected students)  
Northern Valley Demarest  
Cost to District: Transportation cost to be shared with other Districts, approx.  
\$100.00 & \$75.00 entry fee



**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- F4 & F6”

Moved by: Mr. Rubin

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	√			

**FINANCE****Board Action:****F1. Disbursements**

post-approve February 28, 2014 disbursements totaling \$127,322.10 having been audited and found correct and warrants issued therefore.

approve March 20, 2014 disbursements totaling \$102,278.91 having been audited and found correct and warrants issued therefore.

post-approve the wire transfer of funds in the amount of \$498,010.29 from the General Account to Payroll Accounts to cover payroll expenditures for the month of February 2014.

**F2. Transfers/Certification of Budgetary Status, (Enclosure 6)**

authorize the Business Administrator/Board Secretary to make appropriation transfers with the Current Expense account of the 2013-2014 budget as of February 28, 2014 as per Enclosure No. 6.

**F3. Financial Reports**

accept the Treasurer’s and Secretary’s Reports for the month of February, 2014, pursuant to N.J.A.C. 6:20-2.13(e)\*, we certify that as of March 27, 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. Educational Data Services, Inc. contract**

approve the contract with Ed Data Services for the 2014-2015 school year at a cost of \$750.00.

**\*F5. Tentative Adoption of 2014-2015 Budget**

approve and submit the 2014-15 preliminary budget to the County Superintendent as follows:

General Fund	\$9,895,852
Special Revenue Fund	\$119,292
Debt Service Fund	\$500,419
Transfer from Capital Reserve	\$142,000

which will require a tax levy of \$9,015.905 for General Fund and \$439,747 for Debt Service.

The transfer from Capital Reserve is allocated for \$60,000 to offset debt service and \$82,000 for Capital Projects.

\*Note: Item F5 was approved at the Work Session Meeting on March 13, 2014.

**VOTE ON PRELIMINARY BUDGET: ALL IN FAVOR**

	YAYS	NAYS
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	√	

**F6. Building Use 2013-2014**

approve the following building use:

- approve use of the APR for PTO – 8<sup>th</sup> Grade Committee Class of 2015 Introductory Meeting on 4/2/14 from 7pm – 8:30pm.
- use of the gym for the purpose of the 60 Minute Skills practices on Mondays and Wednesdays, from March 24<sup>th</sup> through June 25<sup>th</sup> from 5:00pm – 9:00pm and April 14<sup>th</sup> – 18<sup>th</sup>, from 9:00am – 2:00pm.

**New Business** - none

**Old Business** - none

**Public Participation**

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Time: 7:32pm

- There was a discussion of the 4<sup>th</sup> grade field trip
- Mrs. Snyder read a statement declaring that they are not happy with their salaries or lack of contracts
- There was a discussion by a parent of a 4<sup>th</sup> grader who expressed disappointment with field trip
- There was a discussion by another parent about this field trip

**Closed to the Public**

Moved by: Mr. Rubin

Seconded by: Mr. Ross

Time: 7:39pm

**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: 7:39pm

Motion to adjourn the meeting from Executive Session

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Time: 10:27pm

Respectfully submitted,

Louise A. Napolitano  
Business Administrator/Board Secretary