

**HAWORTH BOARD OF EDUCATION
Agenda**

1. CALL TO ORDER - 7:30 PM

In compliance with the Open Public Meetings Act this is to announce that adequate notice of this meeting was provided in the following manner: On April 30, 2009, advance written notice was faxed to **The Suburbanite, Twin Boro News, The Record, Press Journal**, filed with the Borough Clerk, posted on the school bulletin board and forwarded to the Presidents of the Home & School Association and Teachers Association.

Please all rise to recite the Pledge of Allegiance.

2. ROLL CALL

Mrs. Marilyn Coats-Thomas
Dr. David Hershan
Dr. George Kipel
Mrs. Marie Malajian
Mrs. Anna Reduce
Mr. Sutnick, Vice President
Mrs. Weintraub, President

Dr. Paul Arilotta

3. SUNSHINE RESOLUTION

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,

Resolved, at the Public Meeting of the Borough of Haworth Board of Education on this day Tuesday, October 20, 2009, 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:

Personnel/Negotiations/Litigation.

Please be advised that the Board may be going into executive session for approximately ___ minutes. Action may/may not be taken in public after the executive session.

7:05 PM - Mr. Sutnick Motioned to go into Executive Session, Mrs. Weintraub Seconded. All in favor.

8:00 PM - Mrs. Coats-Thomas Motioned to go into Public Session, Mr. Sutnick Seconded. All in favor.

4. RECONVENE TO PUBLIC MEETING – 8:00 PM.

*Presentation on NJ Ask Scores by Dr. McDonald.
Parents questioned scores, and discussion ensued.*

5. ADMINISTRATIVE REPORTS

- a. Superintendent/Principal/Board Secretary
Dr. Arilotta reported on Professional Development Day on October 12, 2009. Everyone was here except for one faculty member. We had discussions on standardized testing, effective instruction. I have compiled that information and will turn it back over to the teachers so that we may review. Discussed social awareness, 504 process in which students can get extra help and support. We also talked about our process of taking a look at their own professional development goals. Each teacher meets with Dr. McDonald or me will and discuss what he/she thinks would be an important goal for this year. Administration will give suggestions on what they think the teacher should be working on this year, professional development opportunities for that teacher, etc. Dr. Arilotta talked about non-tenured staff and evaluations.
- 1. Enrollment 5a1.**
 - 2. Suspensions/Detentions 5a2.**
 - 3. Fire Drills 5a3.**

6. MEETING OPEN TO THE PUBLIC - AGENDA ITEMS ONLY – 9:26 PM.

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.

- ❖ *Mrs. Stern asked about tenured teachers.*
- ❖ *Dr. Arilotta answered. Teachers work three years and a day if all evaluations and observations were positive. Process of continued growth does not end at that point. The Administration makes certain that those people continue to grow in staff development. Tenure is given on the belief that this person has the potential to be excellent. Quoted the book entitled, Tipping Point, by Malcolm Gladwell, who said, “You need ten years in a period of service to really become excellent at it!” We do not stop rigorous evaluation and observation.*
- ❖ *Mrs. Kasantsidis: Some schools evaluate bi-weekly. Parents should not be left in the dark until the spring and then told of problems.*
- ❖ *Dr. Arilotta: We are committed to keeping you informed when we think there is going to be a problem.*
- ❖ *Mrs. Kasantsidis: We have seen dips in scores and behavioral issues. We are not patient anymore. We want progress tomorrow. We want assurances that we are on target today. I want to know how my child is doing and how I can support her.*
- ❖ *Dr. Arilotta: We are committed to no surprises. We have conferences set up for November. On behavioral issues, I have been having meetings with parents for the past month.*
- ❖ *Mrs. Grygotis: Is there a mechanism in place to help teachers rather than waiting for the test scores?*
- ❖ *Dr. Arilotta: My approach is to help everyone improve. That takes time. People need to have an opportunity to be told what their strengths are. We will put something in place to*

allow them to be able to do that.

- ❖ *Discussion ensued.*
- ❖ *Mrs. O'Donnell: To prevent the debacle of last spring and the tenure issue, is there anything parents can do now? Can we communicate our concerns?*
- ❖ *Mrs. Weintraub: We would like to avoid a letter-writing campaign. Letters from you are certainly considered by the Board of Education. The determination of tenure being offered is determined by a teacher's evaluations and observations. The Board of Education is asked to take the recommendation of the Superintendent. If you would like to let the Board of Education know how you feel about a teacher, you should let the Board of Education know. Anytime there is a concern or you would like to praise, you should do that.*
- ❖ *Mrs. O'Donnell: Important for parents to know that.*
- ❖ *Dr. Arilotta: Personnel issues are left in the hands of the Administration with recommendations to the Board of Education because I can be more objective than you as a parent. I can make decisions objectively and unemotionally. When things are aired in public, they do not help the children, and it does not help the system or the teacher who does not recover from that.*
- ❖ *Mrs. Zelman: Parents should be specifically guided about how to do that. In Tenafly's newsletter, the Board of Education requests input in writing from the community. This gives the community an outlet. This would alleviate any potential problems that could arise.*

Closed to public at 9:45 PM.

7. COMMUNICATIONS

8. AGENDA ITEMS – The Board of Education Meeting Agenda is divided by categories/committees. The Board President and Secretary will conduct a single roll-call, consent vote for each category. Any Board Member may request a separate vote for any/all items within the category or for any specific item on the agenda.

a. Finance/Budget/Facilities –

Items 8a1 through 8a7: Mrs. Reduce Moved, and Dr. Kipel Seconded. All in favor.

1. _____ Moved, and _____ Seconded.

The Hand/Void Check Register as of 9/30/09; the September Budget Report dated 9/30/09; Bills and Claims as of 10/16/09; and the Report of the Treasurer/Board Secretary's Report as of July 2009 **8a1**.

Mrs. Reduce questioned 8a1 Hand/Void Check Register and amounts that regular education teachers receive for instructional supplies. Teachers with greater number of students are receiving less for specialized programs. Looking at what is budgeted for G&T, which is far more than what classroom teachers receive.

Roll Call Vote:

In Favor:

Against:

Abstentions:

2. _____ Moved, and _____ Seconded.

- ❖ *Mrs. Reduce questioned how much we spend on “pet supplies” each year. Who is DMD?*
- ❖ *Dr. Arilotta: DMD is the company to which we pay \$180 per month for the facility lighting system on outside of building.*
- ❖ *Mrs. Reduce: Flu shots? Who were they for?*
- ❖ *Dr. Arilotta: Faculty members.*
- ❖ *Mrs. Reduce questioned why we give flu shots to staff members.*
- ❖ *Dr. Kipel: We have done it every year.*
- ❖ *Mrs. Reduce: Looking to save money for instructional supplies.*
- ❖ *Mr. Sutnick: How much did we spend on shots?*
- ❖ *Mrs. Reduce: \$1,375.*
- ❖ *Discussion ensued.*

The Haworth Board of Education approves Budget Transfers as of 7/31/09 and to authorize the Superintendent/Principal/Board Secretary and Interim Business Administrator to make additional transfers as necessary to be ratified at the next Board meeting in order to comply with State requirements and in accordance with Board policy. No major account or fund has been over-expended in violation of the current expense, capital outlay or debt service funds as designated in N.J.A.C. 6:20-2A.2 and sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Roll Call Vote:
In Favor:
Against:
Abstentions:

3. _____ Moved, and _____ Seconded.

The Haworth Board of Education approves, pursuant to N.J.A.C. 6A:23-2.11 (c), we certify that as of July 31, 2009, after 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 overexpended 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.

Roll Call Vote:
In Favor:
Against:
Abstentions:

4. _____ Moved, and _____ Seconded.

The Haworth Board of Education approves the Receipt of Certification from Board Secretary: Pursuant to N.J.A.C., 6A:23-2.11 (c), I, Paul Arilotta, certify that as of July 31, 2009, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

Roll Call Vote:

In Favor:

Against:

Abstentions:

5. _____ Moved, and _____ Seconded.

WHEREAS, district employees and members of the Board of Education listed on **Attachment 8a5** are attending conferences, conventions, staff training, seminars, or workshops; and

WHEREAS, the attendance at stated functions were previously approved by the chief school administrator and school business administrator as work related and within the scope of the work responsibilities of the attendees; and

WHEREAS, the attendance at the functions were approved as promoting delivery of instruction or furthering efficient operation of the district; and fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions are within state travel guidelines established by the Department of treasury in NJOMB circular letter;

BE IT RESOLVED, that the Board of Education finds the travel and related expense particular to attendance at these previously approved functions;

BE IT RESOLVED, that the expenses are justified and therefore reimbursable **8a5**.

Roll Call Vote:

In Favor:

Against:

Abstentions:

6. ____ Moved, and ____ Seconded.

WHEREAS the district employees and members of the Board of Education listed on the **Attachment No. 8a5** have submitted requests for reimbursement for work-related travel that is directly related to and within the scope of each employee's current work responsibilities; and

WHEREAS, the Board of Education has previously authorized such work-related travel, and the district's school business administrator or designee has reviewed the documentation submitted by each employee and found same to be in compliance with the Board's policy provisions and approval requirements; and

WHEREAS, the attachment specifies for each item of reimbursement the specific promotion of delivery of instruction or furtherance of the efficient operation of the school district, and the amount of each listed reimbursement does not exceed State travel reimbursement guidelines;

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Board policy, and N.J.A.C. 6A:23B-1.1 et. seq., that the Board of Education hereby approves work-related travel reimbursement to its employees as set forth on **Attachment No. 8a5**.

Roll Call Vote:

In Favor:

Against:

Abstentions:

7. ____ Moved, and ____ Seconded.

The Haworth Board of Education approves Agreement between Asbury Park Board of Education and the Haworth Board of Education for the period of 7/1/09 to 6/30/10 in the amount of \$11,510 **8a7**.

Roll Call Vote:

In Favor:

Against:

Abstentions:

b. School Operations and Curriculum

Items 8b1 through 8b5: Mrs. Malajian Moved, and Mrs. Reduce Seconded. All in favor.

- ❖ *Mrs. Coats-Thomas: Attended Hall of Science, which was one of the best field trips I've been on. Very appropriate to the age and well worth it.*

1. _____ Moved, and _____ Seconded.

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following trips **8b1**:

- ❖ Grade 4 trip to New York Hall of Science, 5/27/10
- ❖ Select Choir trip to Secaucus High School, 5/7/10.
- ❖ Select Choir trip to Williamsburg, VA, 4/15/10 – 4/18/10.
- ❖ Grade 3 trip to American Museum of Natural History & Planetarium, 12/8/09.
- ❖ GATE Students to Aviation Hall of Fame, 10/28/09.

Roll Call Vote:

In Favor:

Against:

Abstentions:

2. _____ Moved, and _____ Seconded.

- ❖ *Mrs. Reduce: Substitute teachers: We talked about consolidating them in the Valley towns.*
- ❖ *Mrs. Weintraub: If substitutes have been approved by other Valley towns, do we not have to approve them?*

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following substitute teachers for the 2009-10 school year:

- ❖ Elizabeth Torres
- ❖ Suzanne Lockhart
- ❖ Gerson Puig
- ❖ Neal Bennington
- ❖ Colleen Appelblatt
- ❖ Sandra Kopec

Roll Call Vote:

In Favor:

Against:

Abstentions:

3. _____ Moved, and _____ Seconded.

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the course for the following teacher **8b3**:

- ❖ Jeannette Gallagher: Returning Creativity to the Classroom, MaryGrove College.

Roll Call Vote:

In Favor:

Against:

Abstentions:

4. _____ Moved, and _____ Seconded.

With deepest regrets, the Haworth Board of Education accepts the resignation of *Loto Chung as part-time Spanish Teacher for the 2009-10 school year effective 60 days from October 8, 2009, or until an appropriate replacement teacher is found 8b4.*

Roll Call Vote:

In Favor:

Against:

Abstentions:

5. _____ Moved, and _____ Seconded.

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following stipends:

- ❖ Social Hall Supervisor
- ❖ Study Hall Supervisor

Roll Call Vote:

In Favor:

Against:

Abstentions:

c. **Board Operations**

Mrs. Reduce Moved, and Mrs. Malajian Seconded. All in favor.

1. _____ Moved, and _____ Seconded.

The Haworth Board of Education approves the minutes of the 9/15/09 and 9/22/09 Board of Education meetings **8c1**.

Roll Call Vote:

In Favor:

Against:

Abstentions:

2. _____ Moved, and _____ Seconded.

- ❖ *Mr. Sutnick questioned auditors.*
- ❖ *Dr. Arilotta: We must approve the auditors in order to get our audit and be in compliance with state monitoring regulations.*

WHEREAS, the firm of Samuel Klein & Co. has the expertise and experience to provide professional auditing services to the Board of Education (hereinafter referred to as the “Board”); and

WHEREAS, the Board is desirous of appointing the firm of Samuel Klein & Co. to provide professional auditing services to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the firm of Samuel Klein & Co. as Board Auditor until the next organization meeting and to perform the 2008-09 audit for a fee of \$10,645. The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

Roll Call Vote:

In Favor:

Against:

Abstentions:

7. **COMMITTEE REPORTS**

Finance & Budget

Finance – George Kipel, Warren Sutnick:

Facilities – David Hershan, George Kipel:

- ❖ *Dr. Kipel: Need to look at some provisions for accommodating some sports programs for the use of the facility on weekends now that we do not have any overtime for the custodians. Other districts charge. NVRHS even charges for fundraising events.*
- ❖ *Dr. Arilotta: I will talk to the other Superintendents about what they do.*
- ❖ *Discussion ensued.*

- ❖ *Mrs. Weintraub: We should move on this quickly.*
- ❖ *Mrs. Reduce: What can we do to move it so it's in place for indoor soccer?*
- ❖ *Dr. Kipel: Let's see if there is anything in the budget. Cost \$30 per hour.*
- ❖ *Mr. Sutnick: There must be a discussion with basketball and soccer immediately. We should enforce policy. Kathy Jasionowski should be instructed on what to say to people concerning payment.*
- ❖ *Dr. Arilotta: Spoke with Dr. Kahn who said he'd do what he had to do.*

School Operations & Curriculum

Policy – Marilyn Coats-Thomas, George Kipel, Warren Sutnick:

- ❖ *Mrs. Coats-Thomas: We now have templates from NJ School Boards. Several policies will be taken care of in the next several weeks. We will concentrate on our mandated and monitoring policies. We are in good shape.*
- ❖ *Dr. Arilotta: Thank you to Mrs. Erner for getting this started.*
- ❖ **Program & Personnel – Marie Malajian, Anna Reduce, Marilyn Coats-Thomas:**
Mrs. Reduce: Met last week. A lot of what was discussed was presented tonight. We spoke about test scores. We asked Administration for the breakdown on those scores. Talked about breakdown of performance and what services we could provide to assist those students in need of help. We asked to find out what course offerings are available from the curriculum center to address particular issues, and what strategies NVRHS teachers use for HPSA.
- ❖ *Dr. Kipel: If a student is not passing in high school, they lose an elective.*
- ❖ *Mrs. Reduce: We want to learn from those teachers so we have a better sense of what remediation we can provide here and tailor it down to the grade level. We have a meeting scheduled for Nov. 10.*

Board Operations

BCSBA/NJSBA – Anna Reduce:

Joint Boards – Warren Sutnick, Donna Weintraub:

Public Relations – Marilyn Coats-Thomas, Warren Sutnick, George Kipel:

Haworth Home & School Assn. – Donna Weintraub, Anna Reduce:

- ❖ *Mrs. Reduce: HSA had a huge turnout last Wednesday night. Still looking for volunteers. Getting ready for fashion show this spring. Talked about establishing a central person to oversee fundraising within the school so there would not be so much overlap. Talked about the use of Connect Ed. Talked about establishing an actual bank account for each class that could earn interest so that any monies left over in Kindergarten could start to accrue some interest so that by grade 8, they would not have to raise as much money.*

Northern Valley Regional H.S. – Marilyn Coats-Thomas, George Kipel:

Legislative – Warren Sutnick:

Senior Citizens – Anna Reduce:

- ❖ *Mrs. Reduce: Dr. Arilotta and I will meet with the seniors on November 17 and invite them to take part in the Senior Volunteer Committee that is coming.*

Town Council – Warren Sutnick, David Hershan:

NV Educational Foundation – George Kipel:

Negotiations – David Hershan, Warren Sutnick, George Kipel:

8. MEETING OPEN TO THE PUBLIC – 10:21 PM.

Please be advised that each member of the public will be limited to speak for three minutes during the Open Session.

- ❖ *Mrs. Rosenberg: When is the Spanish teacher's resignation effective?*
- ❖ *Dr. Arilotta: Sixty days or until we find an appropriate replacement. We have advertised*

and have already received some resumes.

- ❖ *Mrs. Lilli: When decision was made to outsource custodial services, was the Board not aware that the community uses this facility?*
- ❖ *Dr. Hershan: It was an oversight.*
- ❖ *Mrs. Lilli: All we have done is transfer \$100,000 back to the community. Now we have to pay to use facilities.*
- ❖ *Mrs. Reduce: Not \$100,000.*
- ❖ *Discussion on budget ensued.*
- ❖ *Mr. Sutnick: Outsourcing was a big way for us to make budget.*
- ❖ *Mrs. Groh: Does a custodian have to open the building? Can someone else do it?*
- ❖ *Dr. Kipel: You need someone who has a Black Seal License in the building at all times.*
- ❖ *Mr. Sutnick: By law, they have to be in the building.*
- ❖ *Mrs. Groh: Regarding elections coming up, there was an upper grade teachers who spoke negatively about Democrats. That kind of thing is not allowed in the classroom. Can you remind teachers of their obligations and limitations? This teacher went on a tirade! Please reinforce that this is not appropriate in the classroom.*
- ❖ *Dr. Arilotta: Yes, that sort of thing should be done in a non-partisan way. We should not give the students any sense that we are supporting one party or another. I will remind the teachers of this.*
- ❖ *Mrs. Grygotis questioned contract between the Haworth Board of Education and the Asbury Park Board of Education.*
- ❖ *Mr. Sutnick answered that it is for our payroll.*
- ❖ *Mrs. Rosenberg questioned MaryGrove College. Is this on line? We are not seeing Rutgers or Montclair as much.*
- ❖ *Dr. Arilotta: I can personally attest to the rigor of MaryGrove College. It has been my experience in talking to my colleagues that it is much more difficult to do a course over the Internet, and MaryGrove College does a good job. I believe it is an Internet-based course that is worth the time.*

Closed to public 10:29 PM.

9. OLD BUSINESS

10. NEW BUSINESS

- ❖ *Dr. Arilotta: Concerned about our children learning social competency and conflict resolution. Looking at safe programs that we can choose from. Will try out some of these processes with the current 7th graders. Will work with Dr. Small, Mrs. Sasson and Mrs. DeRosa. It will be part of our social studies program. Spoke to Dr. Kipel and Dr. Hershan about EI Engineering Firm to update the library. Dave Rinderknecht and I were looking over facility portion of QSAC and elements that are required in order to pass the monitoring process. We would like someone to come in and give an objective opinion of our facility. Our Long Range Facility Plan sunsets in 2010. Joe Donnelly offered to do a facility assessment and upgrade our Long Range Facility Plan for \$1,900. I would like to cut a purchase order to have this process done.*
- ❖ *Mrs. Weintraub: Thank you.*

11. ADJOURNMENT

10:33 PM.

Mrs. Coats-Thomas Moved, and Dr. Kipel Seconded. All in favor.

Donna Weintraub, President
Board of Education

Paul Arilotta, Ed. D.
Superintendent/Principal/Board Secretary