

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 – *Absent*
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, February 23, 2010, 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.

4. RECONVENE TO PUBLIC MEETING – 8:00 PM by Board Vice President.

5. ADMINISTRATIVE REPORTS

a. Superintendent/Principal/Board Secretary

- ❖ *Dr. Arilotta talked about program that PSE&G is offering to help us become more energy efficient through grants. Someone from Facilities Solution Group is hoping to come in to do an extensive audit in April. Regarding budget, David Blake and I have been looking at budget projections for next year. We are down to about \$12,000 in our capital reserve fund. Looking forward into the budget, anticipating a 4% increase and 15% cut in our state aid. We would like to extend guidance counselor services from part-time to full-time. We are going to be in a deficit – a cap of about \$130,000 that we are going to have to make up. This will mean some difficulties and some belt-tightening going forward. David Blake is recommending we make a change in the March meeting dates due to the gubernatorial announcement on March 16. I had a meeting with Ray Jacobus, who is looking to make a proposal to us. Looking at possibility of sharing services with the Business Administrator at NVRHS-Demarest. Mr. Jacobus interviewed Mr. Blake, Mrs. Jasionowski and Mrs. Clarke. I will meet with him tomorrow and hopefully will have a proposal for you by the next Board meeting. I would ask to extend Mr. Blake into September so that we may have a smooth transition. Emerson did not feel it was appropriate to share with us, and Norwood and Northvale fell through at the last minute.*
- ❖ *Mrs. Malajian – We had contacted them a year or two ago about this.*
- ❖ *Mrs. Coats-Thomas: Fifteen districts were sharing a Business Administrator under this kind of model. It is a great model for shared services.*
- ❖ *Discussion ensued.*
- ❖ *Dr. Arilotta: I had an extended conversation with Dr. Elias about the proposal to have him and his group at Rutgers do character development to talk to our staff. We are negotiating a fee for services, which will include a benchmark assessment done with our students and staff. This is a program for grades 3-8. We can incorporate a lot of what we are doing. It would encompass 18 visits to our school by a consultant. Will give us an opportunity to be part of the Rutger's network.*
- ❖ *Dr. Arilotta thanked the community for Hands for Haiti – we raised \$500. We collected gifts and donations for a family in need through Mrs. Jasionowski's church, Sacred Heart.*
- ❖ *Dr. Kipel: Did PSE&G generate a report?*
- ❖ *Dr. Arilotta: They will wait for the audit to be done by Facilities Audit Group. They are going to wait until the full audit is done.*

6. MEETING OPEN TO THE PUBLIC - AGENDA ITEMS ONLY

8:26 PM – Open to public. Nothing.

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.

8:26 PM – Closed to public.

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 –

1. *Mrs. Weintraub Moved, and Mrs. Reduce Seconded.*

The Haworth Board of Education approves the Hand/Void Check Register as of 1/31/10; the Budget Report dated 1/31/10; and the Report of the Treasurer and School Secretary's Report as of 12/2009.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

2. *Mrs. Weintraub Moved, and Mrs. Reduce Seconded.*

The Haworth Board of Education approves, pursuant to N.J.A.C. 6A:23-2.11 (c), we certify that as of 2/23/10, 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 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.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

3. *Mrs. Weintraub Moved, and Mrs. Reduce 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 2/23/10, 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: *All*

Against:

Abstentions:

4. *Mrs. Weintraub Moved, and Mrs. Reduce Seconded.*

WHEREAS, district employees and members of the Board of Education listed on **Item #8b1** 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.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

5. *Mrs. Weintraub Moved, and Mrs. Reduce Seconded.*

WHEREAS the district employees and members of the Board of Education listed on the **Item #8b1** 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 **Item #8b1**.

Roll Call Vote:
In Favor: All
Against:
Abstentions:

b. School Operations and Curriculum

1. *Mrs. Weintraub Moved, and Mrs. Reduce Seconded.*

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following teachers' conferences:

- ❖ Jeannette Gallagher, Reema Martel and Karen Doyle to Improving NJ Ask Scores workshop, 3/11/10.

Roll Call Vote:
In Favor: All
Against:
Abstentions:

2. *Mrs. Weintraub* Moved, and *Mrs. Reduce* Seconded.

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following teachers' courses:

- ❖ Jacqueline Fiore – Assessment and Intervention for Struggling Readers, MaryGrove College.
- ❖ Terry Leeshock – The Best of the Best Web Sites, Chapman University.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

3. *Mrs. Weintraub* Moved, and *Mrs. Reduce* Seconded.

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

- ❖ Select Choir to Music in the Park, Dorney Park, PA – 6/4/10.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

4. *Mrs. Weintraub Moved, and Mrs. Reduce Seconded.*

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the school calendar for 2010-2011 school year.

- ❖ *Mr. Sutnick: Spoke about Martin Luther King Day as half day for students and half day for staff development.*
- ❖ *Dr. Arilotta explained what the six Valley towns are doing.*
- ❖ *Mrs. Reduce: Program and Personnel committee discussed this topic at last meeting. Committee is in favor of it.*
- ❖ *Dr. Arilotta: Issue raised was if there was something we could be doing as far as community service.*
- ❖ *Mrs. Reduce: We talked about bringing outside person in so the onus would not be on the teachers themselves.*
- ❖ *Dr. Arilotta: Maybe HHSA could help.*
- ❖ *Mrs. Malajian: We will be staying in sync with the NVRHS-Demarest calendar.*

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

c. Board Operations

1. *Mrs. Weintraub Moved, and Mrs. Coats-Thomas Seconded.*

The Haworth Board of Education approves the minutes from 1/7/10, 1/19/10 and 1/26/10 Board of Education meetings.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

2. *Mrs. Malajian Moved, and Mrs. Weintraub Seconded.*

The Haworth Board of Education approves the first reading of the series 1000 policies.

- ❖ *Dr. Arilotta: Concern about policy on facilities that we are still using. \$50 charge for application, but it does not mention \$30 per hour with a four-hour minimum.*
- ❖ *Mrs. Weintraub: If you write the actual number in the policy, if there is a change, we would be obligated to rewrite the policy every time it changes.*
- ❖ *Dr. Arilotta: On policy #1140, in tier 2, we should strike student backpacks.*
- ❖ *Mr. Sutnick: This is only the first reading. WE will have a opilcy meeting before the next Board of Education meeting at which time we will go through them in significance. Any comments can be forwarded to Dr. Arilotta and then when we have the policy meeting, we will share them at that time.*
- ❖ *Mrs. Coats-Thomas: If anybody wants anything changed on the 1000 or 2000 series, it should be brought to my attention by Friday, with a “cc” to Dr. Arilotta. Then we can discuss it at next week’s meeting.*

Roll Call Vote:

In Favor: All

Against:

Abstentions:

3. *Mrs. Weintraub Moved, and Mrs. Malajian Seconded.*

The Haworth Board of Education approves the first reading of the series 2000 policies.

Roll Call Vote:

In Favor: All

Against:

Abstentions:

9. COMMITTEE REPORTS

Finance & Budget

Finance – George Kipel, Warren Sutnick:

- ❖ *Mr. Sutnick: Having a meeting with the town this Friday.*
- ❖ *Dr. Arilotta: Received budget software from County Office. A lot of what we are waiting on is the March 16th gubernatorial report on what may be coming down the pike as far as state aid. Mr. Blake is asking the Board of Education to reconsider the school budget and election calendar so we can be more in sync with the information so we are prepared to make proper decisions.*
- ❖ *Dr. Arilotta shared the new timeline with the Board of Education.*

- ❖ *Discussion ensued.*
- ❖ *Mrs. Weintraub: We should send a letter to the public explaining what we are up against. We are meeting Friday with the administrative committee.*
- ❖ *Mrs. Malajian: What is town meeting about?*
- ❖ *Dr. Kipel: There is no agenda. They were concerned about cash flow. Wanted a meeting with their Finance Committee and ours.*
- ❖ *Mr. Sutnick: We will meet here at 10 a.m. on Friday and walk over to Borough.*

Facilities – David Hershan, George Kipel:

- ❖ *Mr. Sutnick: Any follow up on the field and debris left out on Valley Court?*
- ❖ *Dr. Arilotta: Hard to know whether it is the people using the field at the end of the day or our children who are leaving the lunch room. We are trying to get another can out there. Mrs. Leeshock said she might have some students police the area as a service project. There are a lot of people on that field playing soccer. There is a lot of debris on field after the weekend. We do need more cylinders out there.*
- ❖ *Dr. Kipel: Facilities Assessment Report – would be consider alternatives such as another ballot question on facilities?*
- ❖ *Discussion ensued on deteriorating infrastructure, inadequate ventilation, roof problems. \$750,000 to do what we have to do – we are going to pay now or pay later. It is a referendum issue. I think community will listen if we show people what the problems are.*
- ❖ *Dr. Kipel: It is a referendum or second question issue.*
- ❖ *Mrs. Coats-Thomas: Will budget committee meet and give us a recommendation as to a second question?*
- ❖ *Dr. Arilotta: I think a second question has to be on the budget vote.*
- ❖ *Discussion ensued.*

School Operations & Curriculum

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

- ❖ *Mrs. Coats-Thomas talked about parent chaperones and the NJSBA policy. But there are some concerns. It would be a Board decision as to whether parent chaperones would be allowed on field trips. When Policy Committee meets, we will look at the chaperone policy and discuss it further.*

Program & Personnel – Marie Malajian, Anna Reduce, Marilyn Coats-Thomas:

- ❖ *Mrs. Reduce: We just met prior to this meeting and spoke about Assistant Principal position and the job description. Dr. Arilotta plans to start advertising as early as next weekend. Looked at projected enrollment and our staffing for next year.*

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: HHSA is meeting tomorrow at 10 a.m. at the Haworth Public*

Library.

Northern Valley Regional H.S. – Marilyn Coats-Thomas, George Kipel:
Legislative – Warren Sutnick:
Town Council – Warren Sutnick, David Hershan:
NV Educational Foundation – George Kipel:
Negotiations – David Hershan, Warren Sutnick, George Kipel:

10. MEETING OPEN TO THE PUBLIC

9:07 PM – Open to public. Nothing.

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

9:08 – Closed to public.

11. OLD BUSINESS

❖ *Mrs. Reduce: Gym time is at a premium now due to the indoor sports. Can we move the meeting to Mrs. McGhee's room so sports can use this room?*

❖ *Dr. Arilotta: We can.*

❖ *Mr. Sutnick: Good idea.*

12. NEW BUSINESS

13. ADJOURNMENT

9:08 PM. Mrs. Weintraub Moved, and Mrs. Reduce Seconded. All in favor.

Donna Weintraub, President
Board of Education

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

ADDENDUM I

Mrs. Weintraub Moved, and Mrs. Reduce Seconded.

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the following course for Connie Alcoser:

- ❖ Assessment and Intervention for Struggling Readers, MaryGrove College.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

ADDENDUM II

Mrs. Weintraub Moved, and Mrs. Malajian Seconded.

The Haworth Board of Education approves the Bills and Claims as of 2/17/10.

Roll Call Vote:

In Favor: *All*

Against:

Abstentions:

ADDENDUM III

Mrs. Weintraub Moved, and Mrs. Malajian Seconded.

The Haworth Board of Education approves Budget Transfers as of 12/31/09 and 1/31/10 and authorizes 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: *All*

Against:

Abstentions: