

**CRANFORD BOARD OF EDUCATION
MINUTES
REGULAR MONTHLY MEETING
MONDAY, SEPTEMBER 21, 2009
GYMNASIUM/BOARD ROOM LINCOLN SCHOOL**

A Regular Monthly Meeting of the Cranford Board of Education was held on Monday, September 21, 2009 at 8:00 P.M. in the Gymnasium/Board Room at Lincoln School.

Mr. Carfagno announced that adequate notice of this September 21, 2009 Regular Monthly Meeting of the Cranford Board of Education was provided on April 27, 2009 by a meeting notice posted in the Board Room, Lincoln School, and communicated to the Cranford Chronicle, The Star Ledger, the Office of the Township Clerk, and all Board members.

Present: Jo Ann Boyle, Jill Brown, Michael Caulfield, Barbara Fisher, Catherine Morgese, Mary Sudiak, Mary Venditti, Camille Widdows and Robin Woglom

Also Present: Gayle M. Carrick, Ed.D., Superintendent of Schools
James V. McLaughlin, Ed.D., Asst. Superintendent for Administration
Robert J. Carfagno, Business Administrator/Board Secretary
Anthony P. Sciarrillo, Esq.,
Meghan Bartsch, Student Liaison

Absent: None

There were approximately 150 people in public attendance.

Dr. Carrick introduced Michael Klimko, Principal of Brookside Place School, to give a showcase presentation of the Kindergarten Book Project. Mr. Klimko, Anne Marie Francis, Kindergarten Teacher at Brookside Place School, and students presented the program to the Board.

Dr. Carrick introduced Gary Sorrentino, Dean of Students at Cranford High School, and Robert Seager, Student Assistance Counselor, to give a presentation on the proposed changes to the district's Adapt Program.

Dr. Carrick reported on the Back to School Nights she attended at the various schools, updated the Board on the status of the NJASK letters, the Cranford High School Principal Survey's that were sent out, gave an update on the Cranford High School Principal search process, reported on a fire safety video that was sent to all staff members and commended Matt Quinn for his upcoming fundraiser for families in need.

Mrs. Sudiak acknowledged a communication from the Cranford Dramatic Club Theatre which will be celebrating its 90th birthday and commented that the Board will recognize this achievement with a resolution at our next meeting.

Mrs. Boyle commented on the Academy for the Performing Arts Parent/Student meeting that was held and the upcoming fall and spring musical productions that are scheduled.

Mrs. Venditti acknowledged a communication from Garwood regarding an upcoming Green Environmental Committee shared services meeting scheduled for next week.

At 8:40 P.M., the meeting was open to audience participation. There was none.

Mrs. Sudiak reported that the Jersey Central Art Studio is collecting items for an upcoming art exhibit to be displayed in the Community Center and reported on the library resources that are available to all students.

The Board voted the minutes from previous meetings.

Motion by Mrs. Widdows, seconded by Mr. Caulfield

ACCEPTANCE OF MINUTES

August 24, 2009	Regular Monthly Meeting	8:00 P.M.
August 24, 2009	Executive Session	9:11 P.M.

A roll call vote was taken and passed with 7 Yes votes, 0 No, 2 Abstain (Boyle, Widdows).

Next, the Board voted the following resolutions.

Resolutions 1 through 4 were moved, seconded and voted together.
 Motion by Mr. Caulfield, seconded by Mrs. Widdows

9/21/09 - 1:

BUSINESS ITEMS

Approval of the following financial reports, payrolls, and investments:

- A. Report of the Secretary to the Board of Education, for the month ending August, 2009
- B. Report of the Treasurer to the Board of Education, for the month ending August 2009
- C. Bills in the following amount: \$7,509,985.00
- D. Payroll:
 - 1. Regular & Supplemental Payroll for 8/14/09 \$ 338,573.80
 - 2. Regular & Supplemental Payroll for 8/30/09 \$ 262,197.04
 - 3. Board Share FICA for August, 2009 \$ 27,201.33
 - 4. State Share FICA for August, 2009 \$ 18,049.33

Total Payroll \$ 646,021.50
- E. Approval of the following payrolls for August, 2009
 - Home & Supplementary Instruction (included in Section D) \$ 266.50
- F. Use of Facilities Report for September and October
- G. Confirmation of the following investments:

<u>Bank</u>	<u>Beginning Bal.</u> <u>as of 7/31/09</u>	<u>Transfer from</u> <u>Checking</u>	<u>Transfer to</u> <u>Checking</u>	<u>Interest</u> <u>Earnings</u>	<u>Ending Balance</u> <u>as of 8/31/09</u>
New Jersey Cash Management Fund	\$ 47,883.47	\$	\$	\$ 18.85	\$ 47,902.32
TD Bank Investment Account	\$ 22,533.29	\$ 6,000,000.00	\$	\$ 14.37	\$ 6,022,547.66
Interest Rates – NJCM	.50%				
TD Bank	.30%				

(Mrs. Venditti, Mrs. Woglom and Mrs. Widdows abstain from voting on the payrolls as identified in Sections D & E)

***** Attachments Follow*****

9/21/09 - 2:

**APPROVED REVISED BUDGET STATEMENT
2009-2010**

BE IT RESOLVED that the Board of Education approves the revised 2009-2010 Budget Statement, and

BE IT FURTHER RESOLVED that this budget does not include any unapproved appropriations of moneys.

*****Attachment Follows)

9/21/09 - 3:

**BOARD SECRETARY'S MONTHLY CERTIFICATION
BUDGETARY LINE ITEM STATUS**

WHEREAS, the New Jersey Department of Education regulation N.J.A.C. 6A:23-2.12(c)3 require local school districts to file a monthly certification of budgetary line item status,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education acknowledges that Robert J. Carfagno, Board Secretary, certifies the following statement:

Pursuant to N.J.A.C. 6A:23-2.12(c)3, I, Robert J. Carfagno, Board Secretary, certify that no budgetary line items accounts are overappropriated nor overexpended for the period ending August 31, 2009.

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23-2.12(c)4 the Board of Education certifies that as of May 31, 2009 after review of the board secretary's and treasurer's monthly financial reports and upon consultation with the appropriate school district officials, to the best of our knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.12(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

9/21/09 - 4:

APPROVAL OF TRAVEL EXPENDITURES

WHEREAS, the Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent, and

WHEREAS, the Board of Education has determined that the training and informational programs as per the attached listing are directly related to and within the scope of district employees' and board members' duties, and

WHEREAS, the Board of Education has determined that the training and informational programs as per the attached listing are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan, and

WHEREAS, the Board of Education has determined that participation in these training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district, and

WHEREAS, the Board of Education has determined that the school district travel expenditures to these programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes, and

WHEREAS, the Board of Education finds that a mileage reimbursement rate in accordance with the New Jersey Office of Management and Budget travel circular is the allowable rate, and

WHEREAS, the Board of Education has determined that participation in these training and informational programs are in compliance with the district policy on travel,

THEREFORE BE IT RESOLVED that the Board of Education hereby approves the attendance of the listed number of district employees and school board members at these training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount, and

BE IT FURTHER RESOLVED, that the Board of Education authorizes in advance, as required by statute, attendance at these training programs and informational events as per the attached listing.

*****Attachment Follows*****

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Resolutions 5 through 12 were moved, seconded and voted together.
Motion by Mrs. Brown, seconded by Mrs. Woglom

9/21/09 - 5:

**APPROVAL OF SUBSTITUTES
AND HOME INSTRUCTORS**

***WHEREAS**, the continuing needs of the Cranford School District requires that the district employ certified and non-certified staff on an emergent basis, prior to the completion of the criminal history record check by the Commissioner of Education; and

WHEREAS, N.J.S.A. 18A:6-7.1 et seq. provides for the emergent hiring of employees for a period not to exceed three months, pending completion of a criminal history records check by the Commissioner of Education; and

WHEREAS, all new employed certified and non-certified candidates for employment have provided attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.;

THEREFORE BE IT RESOLVED, the Board of Education approves the aforementioned authorization for emergent hiring pending completion of criminal history check and following roster of candidates for employment.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes and home instructors for the 2009-2010 school year as shown on the attached listing(s) to be used as needed subject to the requirements of Chapter 116 of P.L. 1986 and the Immigration Reform and Control Act of 1986 and authorizes the submission of application for emergent hiring.

*****Attachment Follows*****

**The school district now uses the Choice Point program, which provides instant background verification while fingerprints are being processed through the New Jersey Department of Education.

9/21/09 - 6:

LEAVE OF ABSENCE

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves extended child care leave of absence for the following personnel:

Annamaria Bellino, Supervisor of World Languages, effective December 3, 2009 through June 30, 2010. (CHS)

9/21/09 - 7:

APPOINTMENTS

****WHEREAS**, the continuing needs of the Cranford School District requires that the district employ certified and non-certified staff on an emergent basis, prior to the completion of the criminal history record check by the Commissioner of Education; and

WHEREAS, N.J.S.A. 18A:6-7.1C et seq. provides for the emergent hiring of employees for a period not to exceed three months, pending completion of a criminal history records check by the Commissioner of Education; and

WHEREAS, all new employed certified and non-certified candidates for employment have provided attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1C et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.;

THEREFORE BE IT RESOLVED, the Board of Education approves the aforementioned authorization for emergent hiring pending completion of criminal history check and following roster of candidates for employment, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointment. The approval for emergent hiring will apply only to those staff marked with an asterisk.

1. **Elaine Montero**, Lunchroom Assistant, effective September 10, 2009 through June 30, 2010. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (OAS)
2. **Donna Costa**, Lunchroom Assistant, effective September 22, 2009 through June 30, 2010. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (BPS)

**The school district uses the Choice Point program, which provides instant background verification while fingerprints are being processed through the New Jersey Department of Education.

9/21/09 - 8:

CONTRACT REVISIONS

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following contract revisions for the 2009-2010 school year:

1. **Karen Grossman** **From:** Classroom Assistant/Lunchroom Assistant, effective September 1, 2009 through June 30, 2010. Her salary will be College 4 year, 6 Hours, Step 4, \$23,250.00** (.48 = **\$11,160.00**) and **\$12.60** per hour not to exceed 5 hours per week when school is in full session. (WAS)

To: Classroom Assistant, effective September 22, 2009 through June 30, 2010. Her salary will be based on College 4 year, 6 Hours, Step 4, **\$23,250.00**** (prorated). (WAS)
2. **Elaine Cecchini** **From:** Lunchroom Assistant, effective September 1, 2009 through June 30, 2010. Her salary will be **\$12.60** per hour not to exceed 5 hours per week when school is in full session. (WAS)

To: Classroom Assistant, effective September 22, 2009 through June 30, 2010. Her salary will be High School, 6 Hours, Step 2, \$16,217.00** (.48 = **\$7,784.16**) (prorated). (WAS)
3. **Kathryn Santonastaso** **From:** Lunchroom Assistant, effective September 1, 2009 through June 30, 2010. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (WAS)

To: Classroom Assistant, effective September 22, 2009 through June 30, 2010. Her salary will be based on High School, 6 Hours, Step 1, **16,061.00**** (prorated). (HAS)

9/21/09 - 8: (continued)

CONTRACT REVISIONS

4. **Lynn Weston**

From: Lunchroom Supervisor, effective September 10, 2009 through June 30, 2010. Her salary will be **\$17.70** per hour not to exceed 10 hours per week when school is in full session. (BPS)

To: Classroom Assistant/Lunchroom Supervisor, effective September 22, 2009 through June 30, 2010. Her salary will be based on College 4 years, 6 Hours, Step 3, \$23,097.00** (.32 = **\$7,391.04**) and **\$17.70** per hour not to exceed 10 hours per week when school is in full session (prorated). (BPS)

**Salary to be adjusted upon completion of a successor agreement between the Board of Education and the Cranford Education Association, effective July 1, 2009.

9/21/09 - 9:

REVISED FALL COACHING APPOINTMENT

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following personnel for the 2009-2010 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Mario Della Fortuna **	Volunteer Football Coach	-

**New to coaching position

9/21/09 - 10:

**ADDITIONAL ASSIGNMENT
CO-CURRICULAR COORDINATORS**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves an additional assignment for the following personnel for the 2009-2010 school year:

<u>Employee</u>	<u>Position</u>	<u>Rate</u>
Barbara Carroll	Co-Curricular Coordinator	\$1,125.00 (.5)
Jennifer Hilborn	Co-Curricular Coordinator	\$1,125.00 (.5)

9/21/09 - 11:

SIXTH PERIOD SALARY ADJUSTMENTS

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following sixth period salary adjustments, according to the enclosed listing, for the 2009-2010 school year.

*****Attachment Follows*****

9/21/09 - 12:

ADDITIONAL ASSIGNMENTS

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves additional assignments for personnel, according to the enclosed listing, for the 2009-2010 school year.

*****Attachment Follows*****

A roll call vote was taken and passed with 9 Yes votes, 0 No for resolutions 5 through 11 and 7 Yes votes, 0 No, 2 Abstain (Fisher, Widdows) for resolution 12.

Motion by Mrs. Woglom, seconded by Mrs. Sudiak

9/21/09 - 13:

**LEARN AND SERVE AMERICA GRANT
ADDITIONAL ASSIGNMENT**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following personnel as coordinators for the Learn and Serve America Grant program, effective September 1, 2009 through June 30, 2010 at a rate of **\$799.00** (to be paid from Learn and Serve America Grant Funds) for the 2009-2010 school year:

<u>Name</u>	<u>School</u>
Donna Kull	WAS
TBD	BPS

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Boyle, seconded by Mr. Caulfield
9/21/09 - 14:

**FIELD TRIP
DESTINATION APPROVAL**

WHEREAS, the Board of Education is required pursuant to N.J.A.C. 6A:23A-5.8 to pre-approve all field trip destinations and to ensure that such trip is educationally necessary,

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education authorize

*****Attachment Follows*****

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Fisher, seconded by Mrs. Sudiak
9/21/09 - 15:

POLICIES FOR ADOPTION

BE IT RESOLVED that the Board of Education accepts the following policies for adoption:

- Policy 4117.52 Interruption In Or Termination Of Employment
- Policy 4138 Nonschool Employment
- Policy 4138.2 Private Tutoring
- Policy 4145.1 Personnel - Tax Sheltered Annuities
- Policy 4151 Attendance Patterns
- Policy 4210 Tenure For Persons Holding Secretarial Or Clerical Positions
- Policy 4210.1 Confidential Secretaries
- Policy 4216 Evaluation Of Support Staff
- Policy 6153 Field Trips

*****Attachments Follow*****

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Morgese, seconded by Mrs. Sudiak
9/21/09 - 16:

STUDENT CLERICAL ASSISTANTS

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the employment of the following student clerical assistants at a rate of \$9.70 per hour beginning for the period of September 1, 2009 through June 30, 2010:

<u>Name</u>	<u>Level</u>	<u>Hours Weekly</u>
Melanie Mejias	College	19
Giovanna Riggi	College	19

A roll call vote was taken and passed with 9 Yes votes, 0 No.

At 8:47 P.M., the meeting was open to audience participation. There was none.

At 8:48 P.M., upon motion by Mrs. Sudiak, seconded by Mr. Caulfield, the Board recessed to Executive Session for consideration of issues dealing with Negotiations and Matters of Attorney/Client Privilege. Action may be taken later when the Board returns to Public Session. Minutes of the Executive Session will be released to the Public after the reason for non-disclosure no longer exist.

Executive Session
9:09 P.M. – 9:45 P.M.

At 9:46 P.M., the Board returned to Public Session and voted the following resolution.

Mrs. Widdows reported on the Buildings and Grounds Committee meeting that was held last week. Mr. Carfagno updated the Board on the status of the district's capital project state grant applications that were submitted earlier this year and commented that the state has approved all of our projects and is willing to contribute 40% towards all of the costs. This item was discussed at length and it was decided to add a resolution to tonight's agenda to authorize initial steps in connection with a December 8, 2009 Bond Referendum. This will be further discussed at an October Board meeting.

Motion by Mr. Caulfield, seconded by Mrs. Sudiak
9/21/09 - 17:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF CRANFORD IN THE COUNTY OF UNION, NEW JERSEY AUTHORIZING CERTAIN INITIAL STEPS IN CONNECTION WITH A DECEMBER 8, 2009 BOND REFERENDUM

WHEREAS, the Board of Education of the Township of Cranford in the County of Union, New Jersey (the "Board") has submitted certain projects to the New Jersey Department of Education ("NJDOE") in connection with facilities upgrades and infrastructure improvements (the "Projects"); and

WHEREAS, the NJDOE has awarded 40% grant funding to all of the Projects; and

WHEREAS, in order to access such 40% grant funding for all the of Projects, the Board would be required to receive approval from the voters to undertake the Projects via a bond referendum; and

WHEREAS, the next available bond referendum date is December 8, 2009; and

WHEREAS, the Board seeks to take certain initial steps to preserve the opportunity to present the Projects to the voters via a bond referendum at a Special School District Election to be held on December 8, 2009; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF CRANFORD IN THE COUNTY OF UNION, NEW JERSEY, as follows:

Section 1. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary, and Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Projects to the voters via a bond referendum at a Special School District Election to be held on December 8, 2009 including the providing notice to the appropriate election officials.

Section 2. This resolution shall take effect immediately.

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Board members discussed the township's decision to allow for a proposed skate park to be located on a piece of property located across from Hillside Avenue School, the lack of communication by them over this proposal and all of the safety concerns they have with that location.

At 10:34 P.M., upon motion by Mrs. Widdows, seconded by Mrs. Brown, the Board unanimously agreed to adjourn.

Robert J. Carfagno
Business Administrator/
Board Secretary

