

**CRANFORD BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, AUGUST 23, 2010, 8:00 P.M.
BOARD ROOM LINCOLN SCHOOL**

Preamble

Adequate notice of this August 23, 2010 Regular Monthly Meeting of the Cranford Board of Education was provided on April 26, 2010 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.

1. Opening Exercises
2. Flag Salute and Roll Call
3. Report from the Superintendent of Schools
4. Report from the Business Administrator
5. Communications
6. Audience Participation*
7. Executive Session (if warranted)
8. Old Business and Committee Reports
9. New Business and Committee Reports
10. Consideration of the Minutes of Previous Meetings

June 12, 2010	Goals and Objectives Meeting	9:40 A.M.
July 26, 2010	Regular Monthly Meeting	8:00 P.M.
July 26, 2010	Executive Session #1	8:34 P.M.
July 26, 2010	Executive Session #2	10:02 P.M.

11. Formal Resolutions
12. Audience Participation*
13. Executive Session (if warranted)
14. Adjournment

*During the course of the board meeting the Cranford Board of Education offers members of the public an opportunity to address issues regarding the operation of the Cranford Public Schools. The Board reminds those individuals who take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the School District. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

8/23/10 - 1:

**AUTHORIZATION TO ACCEPT GRANTS
AND DONATIONS**

BE IT RESOLVED that the Board of Education authorizes the acceptance of the following grants and donations in the amount of **\$6,838.00** to fund the Cranford School District Reading Academy, an intensive after-school reading program designed to help students in the Cranford School District overcome severe reading disabilities:

<u>Name</u>	<u>Amount</u>
United Way of Greater Union County	\$4,500.00
Delta Dental of NJ	\$ 938.00
Cranford Junior Women's Club	\$ 500.00
David and Deborah Walsh	\$ 300.00
John R. Cali of Cali Futures	\$ 250.00
Infineum USA L.P.	\$ 200.00
Applebees	\$ 150.00

8/23/10 - 2:

**AUTHORIZATION TO ACCEPT
CRANFORD FUND FOR EDUCATIONAL
EXCELLENCE GRANTS**

BE IT RESOLVED that the Board of Education authorizes the acceptance of grant funds from the Cranford Fund for Educational Excellence for the 2010-2011 school year in the amount of **\$8,467.00**.

8/23/10 - 3:

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT
(IDEA) GRANT APPLICATION FY 2011**

BE IT RESOLVED that the Board of Education authorizes the submission of the Individuals with Disabilities Education Act of 2004 (IDEA) combined grant application for the fiscal year 2011 in the amount of **\$850,315.00**. This total amount includes an allocation of **\$36,911.00** for the local non-public schools within the district.

Basic Allocation \$821,088.00

Preschool Allocation \$ 29,227.00

8/23/10 - 4:

**IDEA AMERICAN RECOVERY AND
REINVESTMENT ACT (ARRA) FUNDS
GRANT AMENDMENT**

BE IT RESOLVED that the Board of Education authorizes the submission of an amendment to the IDEA American Recovery and Reinvestment Act (ARRA) Funds grant. This amendment requests budgetary line item modifications to the original approved grant application that are necessary based upon changes in the district's planned uses of these funds that have occurred since the application was approved. The grant period is from October 1, 2009 to September 30, 2011.

8/23/10 - 5:

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 July 31, 2010
- B. Report of the Treasurer to the Board of Education, for the month ending July 31, 2010
- C. Bills in the following amount: \$ 6,824,108.27
- D. Payroll:
 - 1. Regular & Supplemental Payroll for 7/15/10 \$ 310,266.51
 - 2. Regular & Supplemental Payroll for 7/30/10 \$ 389,792.31
 - 3. Board Share FICA for July, 2010 \$ 29,267.35
 - 4. State Share FICA for July, 2010 \$ 23,220.08
 - 5. Miscellaneous Reimbursements for July 2010 \$ 376.41

Total Payroll \$ 752,922.66
- E. Approval of the following payrolls for July, 2010
 - Substitute (included in Section E) \$ 16,007.50
 - Home & Supplementary Instruction (included in Section E) \$ 13,213.46
- F. Use of Facilities Report for August and September
- G. Confirmation of the following investments:

	Beginning Balance	Transfer from	Transfer to	Interest	Ending
<u>Balance</u>	<u>as of 6/30/10</u>	<u>Checking</u>	<u>Checking</u>	<u>Earnings</u>	<u>as of</u>
<u>Bank</u>					<u>7/31/10</u>
New Jersey Cash Management Fund	\$ 48,027.78	\$	\$	\$ 10.30	\$
48,038.08					
TD Bank Investment Account	\$ 474,282.38	\$	\$ 450,000.00	\$ 84.54	\$ 24,366.92
Interest Rates - NJCM	.25%				
TD Bank	.20%				

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

8/23/10 - 6:

**APPROVED REVISED BUDGET STATEMENT
2010-2011**

BE IT RESOLVED that the Board of Education approves the revised 2010-2011 Budget Statement, and

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

8/23/10 - 7:

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

WHEREAS, the New Jersey Department of Education regulation N.J.A.C. 6A:23-2.11(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:23-2.11(c)3, I, Robert J. Carfagno, Board Secretary, certify that no budgetary line items accounts are overappropriated nor overexpended for the period ending July 31, 2010.

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 July 31, 2010 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.

8/23/10 - 8:

**SPECIAL EDUCATION
PUPIL TRANSPORTATION**

BE IT RESOLVED that the Board of Education approves a parental contract to provide special education transportation, Route PC4, for the period September 1, 2010 to June 17, 2011 at \$21.00 per diem, not to exceed **\$3,843.00**.

8/23/10 - 9:

NON RESIDENT TUITION AGREEMENT

BE IT RESOLVED that the Board of Education approves an agreement between James McGurk and Christine Cardi for Emily McGurk and the Board of Education for non-resident tuition for the 2010-2011 school year.

8/23/10 - 10:

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.

8/23/10 - 11:

**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 2010-2011 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.

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

8/23/10 - 12:

RESIGNATIONS

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following resignations:

1. **Joyann Ford**, Teacher of Physical Education/Health, effective July 29, 2010. (CHS)
2. **Barbara Bevilacque**, Lunchroom Assistant, effective September 1, 2010. (BPS)
3. **Suzanne Bakie**, Lunchroom Assistant, effective June 30, 2010. (BPS)

8/23/10 - 13:

LEAVE OF ABSENCE

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

Deanne Opatisky, Teacher of Basic Skills, effective September 1, 2010 through June 30, 2010. (HAS)

8/23/10 - 14:

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 appointments. The approval for emergent hiring will apply only to those staff marked with an asterisk.

1. **Thomas Petronzio**, Teacher of Science, effective September 1, 2010 through June 30, 2011. He earned a BA from Elon University. His salary will be based on Scale I, Step 7, **\$52,439.00**.* (OAS)
2. **Mellisa Toddings**, Part Time Teacher of Basic Skills, effective September 1, 2010 through June 30, 2011. She earned a BS from Saint Joseph's University. Her salary will be based on Scale I, Step 5, \$49,745.00* (.5 = **\$24,872.50**). (BAS)
3. **Melissa Patetta**, Teacher of Kindergarten, effective September 1, 2010 through June 30, 2011. She earned a BA from Kean University. Her salary will be based on Scale I, Step 1-3, **\$47,898.00**.* (BAS)

8/23/10 - 14: (continued)

APPOINTMENTS

4. **Kathleen Spinelli**, Lunchroom Assistant, effective September 1, 2010 through June 30, 2011. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (LAS)
5. **Jacqueline Winnicki**, Part Time Guidance Counselor, effective September 1, 2010 through June 30, 2011. She earned an MA from William Paterson University and a BS from Syracuse University. Her salary will be based on Scale IV, Step 1-3, \$54,309.00* (.6 = **32,585.40**). (CHS)
6. **Karra Cancillieri**, Teacher of Mathematics, effective September 1, 2010 through June 30, 2011. She earned a BS from Monmouth University. Her salary will be based on Scale I, Step 1-3, **\$47,898.00**.* (CHS)
7. **Karen Cox**, Part Time Teacher of Music, effective September 1, 2010 through June 30, 2011. She earned a BA from Rutgers University. Her salary will be based on Scale I, Step 1-3, \$47,898.00.* (.56 = **26,822.88**). (BPS)
8. **Lynn Curtiss**, Teacher of Second Grade, effective September 1, 2010 through June 30, 2011. She earned a BA from Caldwell College. Her salary will be based on Scale I, Step 1-3, **\$47,898.00**.* (HAS)
9. **Mark P. Faber, M.D.**, Board Certified Psychiatrist, effective September 1, 2010 through June 30, 2011 for psychiatric consultation to Lincoln School Achievement Program at a rate of **\$400.00** per hour for three hours per week.
10. **Karyn Burak**, Teacher of Fourth Grade, effective September 1, 2010 through June 30, 2011. She earned a BA from William Paterson University. Her salary will be based on Scale 1, Step 1-3, **\$47,898.00**.* (HAS)
11. **Maribeth Hall**, Lunchroom Assistant, effective September 1, 2010 through June 30, 2011. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (LAS)
12. **Maryann Odermatt**, Lunchroom Assistant, effective September 1, 2010 through June 30, 2011. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (LAS)

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

Superintendent of Schools, approves payment, retroactively, to Annamaria Bellino for 44 hours of supervisory work, performed during the 2009-2010 school year while out on child care leave at, her hourly rate.

8/23/10 - 19:

SUPPORTED EMPLOYMENT SERVICES

BE IT RESOLVED that the Board of Education approves supported employment Services and job coaching and development from Delta Employment Services, Raritan, New Jersey for one special education student. Services will commence on July 1, 2010 through January 1, 2011. Expenditures shall not exceed **\$6,300.00** for training, including the cost of transportation, to be paid from ARRA grant funds.

8/23/10 - 20:

REVISED OUT-OF-DISTRICT PLACEMENT OF SPECIAL EDUCATION STUDENT

BE IT RESOLVED that the Board of Education approves the out-of-district placement of the following students in order to provide an appropriate education during the 2010-2011 school year. Cranford is responsible for tuition and transportation. The confidential listing is on file in the Business Administrator/Board Secretary's office.

<u>Number of Students</u>	<u>School</u>	<u>Program</u>
1	Bright Beginnings	MD
1	DLC/New Providence	Autistic
4	DLC/Warren	Autistic
3	Children's Center of Monmouth	Autistic
3	ECLC	MD
2	Douglass Dev. Center	Autistic
2	Newmark School	OHI
2	Crossroads	Autistic
1	Cornerstone	ED
1	Children's Specialized	MD
1	You and Me Preschool	Autistic
1	Matheny School	MD
1	Sage Day	SLD
1	Center for Lifelong Learning	Autistic
1	Community School	ED
1	East Mountain School at Carrier	ED
1	Phillipsburg Public School	General Ed

8/23/10 - 21:

REVISED PEER LEADERSHIP TRAINING WEEKEND

WHEREAS, a club composed of Orange Ave and Hillside Ave students grades 7 and 8 and advisors have planned a two-day trip to the Peer Leadership Training weekend at the Fairview Lake YMCA Camp in Newton NJ, November 19 through November 20, 2010, with a departure time of 7:30 AM on November 19, 2010, and a return time of approximately 4:00 PM on November 20, 2010.

WHEREAS, no less than one school employee/adult chaperone for 10 pupil participants will be required to be included, and

WHEREAS, the pupil cost for the trip is \$94.00 (including transportation, lodging, and meals.)

NOW, THEREFORE, BE IT RESOLVED the Board of Education will sponsor the aforementioned trip only when the following conditions have been met:

1. That the monies needed to fund the trip are self-funded by the students.
2. That the Principal and Superintendent of Schools approve in advance the chaperones
3. That all members of the middle school and parents who wish to participate in the trip will be permitted, subject to the approval of the principal.

8/23/10 - 22:

APPROVAL OF CURRICULA

BE IT RESOLVED that the Board of Education approves the following curricula:

- Managerial Accounting Grades 11-12 (new/semester)
- Microsoft Office 2 Grades 9-12 (new/semester)
- Elements of Dance Grades 9-12 (new/semester)
- Academy of Dance 2 Grades 11-12 (new/year)
- Elements of Acting Grades 9-12 (new/semester)
- Elementary Spanish Grades 1, 2, 3, 4, 5 (revision/year)
- French Grades 6, 7, 8 (revision/year)
- Language Arts-Writing Grade K
- Language Arts-Writing Grade 1
- Language Arts-Writing Grade 2
- Language Arts-Writing Grade 3
- Language Arts-Writing Grade 4
- Language Arts-Writing Grade 5
- CADD Advanced Grades 11, 12 (revised/year)

- Pre-Engineering and Robotics Advanced Grades 11, 12 (new/year)
- Applied Technology Grade 7 (revised/cycle)

8/23/10 - 22: (continued)

APPROVAL OF CURRICULA

- Visual Arts Grade 7 (revised/cycle)
- World History Grade 9 (revised/year)
- Introduction to Video and Film Production Grades 9, 10, 11, 12 (new/semester)
- Video and Film Production 1 Grades 10, 11, 12 (new/year)
- Sports and Entertainment Marketing Grades 10, 11, 12 (new/semester)
- Introduction to Business Grades 9, 10, 11, 12 (revised/semester)
- Foods 1 Grades 9, 10, 11, 12 (revised/semester)
- Foods 2 Grades 9, 10, 11, 12 (revised/semester)

8/23/10 - 23:

JOB DESCRIPTION FOR ADOPTION

BE IT RESOLVED that the Board of Education approves the following job description:

Job Description:2330.0

School-Wide Supervisor

I move that the Board of Education recess to an Executive Session for consideration of issues dealing with:

1. Personnel
2. Litigation
3. Negotiations
4. Matters of Attorney/Client Privilege

Action may be taken on these items when the Board later returns to Public Session. Minutes of the Executive Session will be released to the public after the reasons for non-disclosure no longer exist.

