

RUTHERFORD BOARD OF EDUCATION
WORKSESSION – DECEMBER 6, 2004

The Worksession Meeting was called to order at 7:31 P.M. in the High School Library by President Cevasco with the Pledge of Allegiance to the Flag. On roll call the following members were present: Mrs. Ahmed, Mr. Casadonte, Mr. Jasko, Mrs. Monahan, Mr. Novosielski, Mrs. Williams and Mrs. Cevasco. Mr. Ferguson and Mr. McLean were absent for the entire meeting. Mrs. Conlon, Mr. Brown and Mr. Schneider were also present for the meeting.

N.J. OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board outside the Borough Clerk's Office, mailed to the News Leader, Herald, South Bergenite, and the Record newspapers, and filed with the Borough Clerk.

TAPING AND BROADCASTING OF MEETINGS

As approved by the Rutherford Board of Education, we are taping and broadcasting our worksessions and regular meetings. These meetings will be broadcast without editing during a two-hour time segment on Tuesday evenings at 8:00 PM on the Comcast public access channel. At the conclusion of the two-hour segment, the broadcast will end regardless of what part of the meeting is currently being viewed due to the Comcast time constraint. Any member of the public who wishes to view the two-hour tape should make a written request to the Board Secretary who will have a copy of the tape made available within two weeks of the request. There will be a nominal fee charged for this tape reproduction. We welcome comments from residents viewing the broadcast.

MINUTES APPROVAL

1A. Resolution by Mr. Novosielski, seconded by Mr. Casadonte.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting of November 8, 2004 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Mr. Ferguson – absent	Mrs. Monahan – aye
Mr. Casadonte – aye	Mr. Jasko – abstain	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mr. McLean – absent	Mrs. Williams – abstain

SPECIAL PRESENTATION:

- **Acknowledgement of Rutherford Education Foundation Grant Recipients:**
 - **Laura Vahey - Letters Across the Atlantic**
 - **Harriet Saxon & Patricia Cormack - World Language Festival**
 - **Lori Dernelle - Freshman Transition**
 - **Louise Hetzel - Caring Habit of the Month Adventure**
 - **Anne Hetzel - Listening Station/Library**
 - **Michele Sabia, Amy Murphy, & Kathleen Bresin – Alphabet Manipulatives for Students**

REPORT OF THE PRESIDENT

REPORT OF THE STUDENT REPRESENTATIVE TO THE BOARD

MEETING OPEN TO THE PUBLIC (Action Items Only) 7:57 P.M. No comments made.

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Williams to approve Personnel Items #1A through #6A.

EMERGENT HIRES

1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following applicant(s) under the emergent hiring law as per the State Department of Education:

- Haleh Hamzeh - Substitute Teacher
- Maria Ozelyte - “ “
- Savy Gusciora - “ “
- Leah Lehansky - “ “
- Charles Kelly - Teacher
- Marie Viducich - Clerical Assistant

JEANNINE MARMO

2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Mrs. Jeannine Marmo, effective 2/22/05 through twenty (20) days following the birth of her baby, to be followed by a child rearing leave of absence under the Family Leave Act without pay, through 6/30/05

GAYLE STRAUSS

3A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Mrs. Gayle Strauss, effective 2/15/05 through twenty (20) days following the birth of her baby, to be followed by a child rearing leave of absence under the Family Leave Act without pay, through 6/30/05

DARLENE MONOCHELLO

4A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave without pay for Mrs. Darlene Monochello, effective 3/1/05 to be followed by an unpaid child rearing leave of absence under the Family Leave Act through 6/30/05.

MARGARET BYRNES

5A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an unpaid medical leave with benefits for Mrs. Margaret Byrnes, grade 4 teacher at Pierrepont School, effective 11/16/04 through 1/15/05.

SUVARNAH SHAH

6A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to extend the unpaid medical leave of Mrs. Suvarnah Shah through 2/1/05.

Roll Call Vote Personnel Items #1A-#6A:

Mrs. Ahmed – aye	Mr. Ferguson – absent	Mrs. Monahan – aye
Mr. Casadonte – aye	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mr. McLean – absent	Mrs. Williams – aye

Motion by Mrs. Ahmed, seconded by Mr. Casadonte to approve Items #7A and #8A.

FRANK MORANO

7A. Motion to accept the resignation of Mr. Frank Morano, high school special education teacher, effective 1/14/05 or sooner if a suitable replacement can be found.

SUZANAH LEE

8A. Motion to accept the resignation of Mrs. Suzanah Lee, elementary Spanish teacher, effective 6/30/05.

Approved.

FINANCE:

APPROVAL OF BILLS:

1A. Resolution by Mr. Novosielski, seconded by Mrs. Monahan.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	12/6/04	\$608,231.19
	12/6/04	467,849.28
	11/18/04	921.25
	11/12/04	238,294.89
		\$1,315,296.61
Offline Checks	#013004 & 013005	
	Bank of NY Principal & Interest	\$275,400.01
Payroll	10/29/04	886,651.71
	11/15/04	1,022,434.34
	11/22/04	25,971.32
		\$1,935,057.37
General Activities	November	\$21,497.95
Total		<u>\$3,547,251.94</u>

Roll Call Vote Finance Item #1A:

Mrs. Ahmed – aye	Mr. Ferguson – absent	Mrs. Monahan – aye
Mr. Casadonte – aye, abstain check #025098	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mr. McLean – absent	Mrs. Williams – aye

NEW BUSINESS: (Action will not be taken)

PERSONNEL:

Chairperson Ahmed reported on the meeting of the Personnel Committee and items to be acted upon at the December 13, 2004 regular meeting.

PERSONNEL: Motion to move the following resignations, retirements, salary adjustments, reassignments, appointments, etc., pending approval from the State Department of Education, subject to the New Jersey Criminal Background Check and other legal requirements.

MICHELE PARENTE 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Michele Parente as a long-term teacher replacement at Union School effective 11/15/04 through 1/14/05 at the per diem rate of \$188.00.

STEPHANIE HANSON 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to increase the hours of one-on-one teacher assistant Stephanie Hanson to 3 _ hours per day effective 11/15/04.

H.S. CO-CURRICULAR 3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Mr. Lawrence Feintuck as the Senior Play Music Director for the 2004-2005 school year at the annual stipend of \$1,665.

H.S. CO-CURRICULAR 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to make the following high school co-curricular changes for the 2004-2005 school year:

Rescind: Lori Dernelle as Co-Advisor - pay pro-rated stipend - \$205.00
 Yearbook - Business \$ 69.00
 Yearbook - Art & Literary \$136.00

Approve: Judith DePasquale as Co-Advisor - pay pro-rated stipend - \$2,448.00
 Yearbook - Business \$1,336.00
 Yearbook - Art & Literary \$1,112.00

Approve: Camille Mazur as Co-Advisor - pay pro-rated stipend - \$2,448.00
 Yearbook - Business \$ 448.00
 Yearbook - Art & Literary \$2,000.00

COACHING ASSIGNMENTS (2003-2004) 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following coaching assignments and stipends for the school year **2003-2004** as per the agreement between the Rutherford Board of Education and the Rutherford Education Association:

<u>Assignment</u>	<u>Coach</u>	<u>Step</u>	<u>Stipend</u>
Head Football	John DePalma	2	\$7,008
Assistant Football	Frank Stout	2	\$4,474
Assistant Football	John Herninko	2	\$4,474
Assistant Football	Robert Urbanovich	2	\$4,474
Assistant Football	Roger Kotlarz	2	\$4,474
Assistant Football	Frank Morano	2	\$4,474
Head Boys Basketball	Brian Gaccione	2	\$5,648
Boys Basketball Asst	Ed Mathieson	2	\$3,904
Boys Basketball Asst	Frank Morano	2	\$3,904
Head Girls Basketball	Nicholas DeBari	2	\$5,648
Girls Basketball Asst	E. Lenard Baylor	1	\$3,848
Girls Basketball Asst	Marisa Yoda	2	\$3,904

Head Baseball	Michael Lauterhahn	2	\$5,087
Baseball Asst	Robert Urbanovich	2	\$3,606
Baseball Asst	Brian Gaccione	2	\$3,606
Head Girls Softball	Ismael Falcon	1	\$4,979
Girls Softball Asst	Helen Antzoulides	1	\$3,519
Girls Softball Asst	Kathryn Bertrand	2	\$3,606
Head Boys Soccer	Edward Bosland	3	\$5,195
Boys Soccer Asst	Peter Ayala	2	\$3,606
Boys Soccer Asst	Paul Scutti	1	\$3,519
Head Girls Soccer	Marisa Yoda	2	\$5,087
Girls Soccer Asst	Sara Behnke	1	\$3,519
Head Boys Indoor Track	Robert Hemmel	3	\$4,945
Boys Indoor Track Asst	John Herninko	1	\$3,405
Head Girls Indoor Track	Edward Bosland	1	\$4,593
Head Boys Spring Track	John Herninko	1	\$4,979
Boys Spring Track Asst	John DePalma	1	\$3,519
Boys Spring Track Asst	Kenneth Berk	3	\$3,791
Head Girls Spring Track	Choi Kam Lam	1	\$4,979
Girls Spring Track Asst	Carlos Vieira	2	\$3,606
Cross County Boys	Robert Hemmel	3	\$4,945
Cross Country Girls	Kathryn Bertrand	2	\$4,636
Head Wrestling	Jeffrey Rehain	3	\$5,967
Wrestling Asst	Michael Blanchard	2	\$3,904
Wrestling Asst	Frank Stout	2	\$3,904
Head Volleyball	Sherrienne Adamo	2	\$4,680
Volleyball Asst	Thomas Potor	3	\$3,569
Volleyball Asst	Brian Gaccione	2	\$3,451
Head Swimming	Kenneth Berk	3	\$5,195
Swimming Asst	Kathryn Bertrand	2	\$3,606
Head Boys Tennis	E. Lenard Baylor	1	\$4,593
Boys Tennis Asst	Michael Mayerczak	1	\$3,405
Head Girls Tennis	David Padilla	2	\$4,636
Girls Tennis Asst	E. Lenard Baylor	2	\$3,451
Head Bowling	David Padilla	3	\$3,461
Fall Cheerleader Coach	LuAnn Voza-Shoebridge	3	\$3,461
Fall Cheerleader Asst	Amy Justice	2	\$2,970
Winter Cheerleader Coach	LuAnn Voza-Shoebridge	3	\$3,461
Winter Cheerleader Asst	Amy Justice	2	\$2,970

COACHING ASSIGNMENTS
(2004-2005)

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following coaching assignments and stipends for the school year **2004-2005** as per the agreement between the Rutherford Board of Education and the Rutherford Education Association:

<u>Assignment</u>	<u>Coach</u>	<u>Step</u>	<u>Stipend</u>
Head Football	John DePalma	3	\$7,567
Assistant Football	Frank Stout	3	\$4,980
Assistant Football	John Herninko	3	\$4,980
Assistant Football	Robert Urbanovich	3	\$4,980
Assistant Football	Roger Kotlarz	3	\$4,980
Assistant Football	Frank Morano	3	\$4,980
Head Boys Basketball	Brian Gaccione	3	\$6,325
Boys Basketball Asst	Michael Lauterhahn	1	\$4,079
Boys Basketball Asst	Robert Urbanovich	2	\$4,138
Head Girls Basketball	Nicholas DeBari	3	\$6,325
Girls Basketball Asst	E. Lenard Baylor	2	\$4,138
Girls Basketball Asst	Marisa Yoda	3	\$4,350
Head Baseball	Michael Lauterhahn	3	\$5,507
Baseball Asst	Robert Urbanovich	3	\$4,018
Baseball Asst	Brian Gaccione	3	\$4,018
Head Girls Softball	Helen Antzoulides	1	\$5,278
Girls Softball Asst	OPEN		
Girls Softball Asst	Katherine Bertrand	3	\$4,018
Head Boys Soccer	John Randazzo	1	\$5,278
Boys Soccer Asst	Peter Ayala	3	\$4,018
Boys Soccer Asst	Richard Blanchard	1	\$3,730
Head Girls Soccer	Marisa Yoda	3	\$5,507
Girls Soccer Asst	Sara Behnke	2	\$3,822
Head Boys Indoor Track	Robert Hemmel	3	\$5,242
Boys Indoor Track Asst	Sharon Stewart	1	\$3,609
Head Girls Indoor Track	John Herninko	1	\$4,869
Head Boys Spring Track	John Herninko	2	\$5,392
Boys Spring Track Asst	John DePalma	2	\$3,822
Boys Spring Track Asst	Kenneth Berk	3	\$4,018
Head Girls Spring Track	Sharon Stewart	1	\$5,278
Girls Spring Track Asst	Carlos Vieira	3	\$4,018
Cross County Boys	Robert Hemmel	3	\$5,242
Cross Country Girls	Katherine Bertrand	3	\$5,242
Head Wrestling	Jeffrey Rehai	3	\$6,325
Wrestling Asst	Michael Blanchard	3	\$4,350
Wrestling Asst	Frank Stout	3	\$4,350
Head Volleyball	Helen Antzoulides	1	\$4,869
Volleyball Asst	Thomas Potor	3	\$3,783
Volleyball Asst	Sharon Stewart	1	\$3,609
Head Swimming	Kenneth Berk	3	\$5,507
Swimming Asst	Katherine Bertrand	3	\$4,018
Head Boys Tennis	E. Lenard Baylor	2	\$4,914
Boys Tennis Asst	Michael Mayerczak	2	\$3,658

Head Girls Tennis	David Padilla	3	\$5,192
Girls Tennis Asst	E. Lenard Baylor	3	\$3,783
Head Bowling	David Padilla	3	\$3,669
Fall Cheerleader Coach	LuAnn Voza-Shoebridge	3	\$3,669
Fall Cheerleader Asst	Amy Justice	3	\$3,200
Winter Cheerleader Coach	LuAnn Voza-Shoebridge	3	\$3,669
Winter Cheerleader Asst	Amy Justice	3	\$3,200

RICHARD BLANCHARD

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Richard Blanchard as a weight room advisor for the 2004-2005 school year at the hourly rate of \$15.00.

SUBSTITUTE TEACHERS

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following as substitute teacher(s) effective 12/14/04 at the per diem rate of \$70.00 and in accordance with law:

- Haleh Hamzeh
- Dawn Spiro
- Sophia Eptamenitis
- Mindy Keller
- Laura DePaulo
- Lorena Zienkiewicz
- Thomas Marotti
- Alison Palmieri
- Jacqueline Ortez
- Maria Ozelyte
- Savy Gusciora
- Leah Lehansky
- Bridget O'Brien
- Jennifer Wronko

SUB TEACHER ASSISTANTS

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as substitute teacher assistants effective 12/14/04 at the hourly rate of \$8.50:

- Alison Palmieri
- Maria Oelyte
- Jacqueline Ortez
- Savy Gusciora

MARIE VIDUCICH

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Mrs. Marie Viducich as a 12-month Clerical Assistant in the Office of the Superintendent effective 1/3/05 for up to 19.5 hours per week at the hourly rate of \$13.87 (step 3). This is a replacement position.

JOB DESCRIPTIONS

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job descriptions for Personal Assistant and Teacher Assistant:

**BOARD OF EDUCATION
RUTHERFORD**

**LOCATOR: 2-360.1
PAGE 1**

Position: Personal Assistant – Special Education

Responsible to: Certified classroom teacher, principal and special education director

- Qualifications:
1. High School Diploma minimum; college-credits preferred
 2. Other specialized training as needed
 3. Ability to communicate effectively with students, parents and school staff
 4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Terms of Employments: Ten months – Position is non tenure and subject to annual reappointment. Summer work may be required.

Goal: To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

Duties and Responsibilities:

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off of outerwear, moving from room to room and using the lavatory.
2. Assist student under the supervision of the special education teacher to reinforce material initially introduced by the teacher
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.
4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists pupils with various projects, crafts, and curriculum tasks.
6. Helps with the supervision of children on field trips planned by the teacher.
7. Assists in playground supervision.
8. Engages children in conversation to encourage language development.
9. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
10. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

Adopted: December 10, 2001
Revised: December 13, 2004

**BOARD OF EDUCATION
RUTHERFORD**

**LOCATOR: 2-360.2
PAGE 1**

Position: Teacher Assistant

Responsible to: Principal/Classroom Teacher

Qualifications:

1. AA Degree or 60 college credits required; college-degree preferred
2. Minimum experience as determined by the Superintendent
3. Knowledge of child growth and development and appropriate classroom practices
4. Good oral and written communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Terms of Employments: Ten months – Position is non tenure and subject to annual reappointment.

Goal: To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

Duties and Responsibilities:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned.
14. Performs other related duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

Adopted: December 10, 2001

Revised: December 13, 2004

SUBSTITUTE PAY

12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an increase in the rate of pay for per diem substitutes to \$80.00 per day effective 1/1/05.

ABOLISH SUPERVISOR
POSITION

13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to abolish the position of Supervisor of Computer Technology and Studies effective 2/1/05.

CREATE SUPERVISOR
POSITION

14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to create the 12-month position of Supervisor of Computer Technology Studies and Business Education effective 2/1/05.

ABOLISH SECRETARIAL
POSITION

15. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to abolish the position of secretary at Sylvan School effective 7/1/05.

ABOLISH PRINCIPAL POSITION

16. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to abolish the position of Principal of the WASAL schools effective 4/1/05 or later depending upon district reorganization timeline.

CREATE PRINCIPAL POSITION

17. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to create the positions of Principal - Washington School and Principal - Lincoln School effective 4/1/05 or later depending upon district reorganization timeline.

ORIT SAUNDERS

18. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a car allowance of \$10.00 per month - \$100 per year for Orit Saunders for the 2004-2005 school year.

LYNN DECKER

19. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mrs. Lynn Decker as an elementary Spanish teacher at Pierrepont and Union schools effective 1/18/05 through 6/30/05 at the annual salary of \$41,094 (step 3, level 2 pro-rated). This is a permanent replacement position.

CHARLES KELLY

20. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Charles Kelly as an elementary teacher at Pierrepont School effective 12/1/04 through 6/30/05 at the annual salary of \$41,138 (step 5-6, level 1). This is a leave replacement position.

JAMIE TRUNCELLITO

21. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Jamie Truncellito as a special education leave replacement teacher at Pierrepont School effective 1/3/05 through 6/30/05 at the annual salary of \$37,546 (step 1, level 1 pro-rated). This is a leave replacement.

MARGARET NASTASI

22. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Margaret Nastasi as a home instructor effective 12/1/04 at the hourly rate of \$25.00.

LOUIS CUOMO

23. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Louis Cuomo to provide Home Support Services to parents/students up to twenty (20) hours per month at the hourly rate of \$25.00.

DR. MARK P. FABER

24. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Dr. Mark Paul Faber to provide students with psychiatric evaluations with a report at the rate of \$400.00 per evaluation with report.

LISA SIBERON-RAMOS

25. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mrs. Lisa Siberon-Ramos as a teacher assistant at Union School for 19.5 hours per week at the hourly rate of \$13.08 (step 1) effective 12/6/04. This is a new position.

CURRICULUM AND INSTRUCTION:

Chairperson Monahan reported on items to be acted upon at the December 13, 2004 regular meeting.

HOME INSTRUCTION

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for the following students (names on file in the office of the superintendent):

Student "D" - effective 11/09/04

Student "E" - effective 11/18/04

OUT-OF-DISTRICT PLACEMENT

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following out-of-district placements for students (names on file in the office of special services):

Student #2003190 - Faust School - Tuition: \$13,455 (pro-rated) - Trans: No

Student #2004014 - SBJC Maywood - Tuition: \$14,595 (pro-rated) - Trans: Yes

Student #2000465 - SBJC Maywood - Tuition: \$14,595 (pro-rated) - Trans: No

Rescind:

Student #2000113 - SBJC Lodi - returned to district effective 11/19/04

Student #2000137 - Lakeview School - moved out of district

Student #2000136 - Mountain Lakes - moved out of district

S.A.C.C. AGREEMENT

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an agreement with the Meadowlands YMCA to provide School Age Child Care services in the Rutherford Public Schools for the 2005-2006 school year.

SCHOOL CALENDAR
(2005-2006)

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following school calendar for the 2005-2006 school year:

**RUTHERFORD PUBLIC SCHOOLS
SCHOOL CALENDAR
2005-2006**

Monday, September 5	Schools Closed, Labor Day
Tuesday, September 6	Orientation of Teachers (K-8)
Wednesday, September 7	Schools Open (K-8)
Thursday, September 8	Orientation of Teachers (9-12)
Friday, September 9	Teacher In-Service (9-12)
Monday, September 12	School Opens (9-12)
Thursday & Friday, Nov. 10, 11	Schools Closed, NJEA Convention
Thursday, November 17* One Session Day	K-5 Conferences
Friday, November 18 **	Schools Closed, (K-5) Conferences**
Wednesday, Nov. 23 One Session Day &	
Thursday & Friday, Nov. 24, 25	Schools Closed, Thanksgiving
Friday, December 23 One-Session Day	
December 26 – December 30	Schools Closed, Holiday Recess
Monday, January 2	Schools Reopen
Monday, January 16	Schools Closed, Dr. King's Birthday
February 17 & 20	Schools Closed, Winter Recess
Friday, April 14	Schools Closed, Good Friday
April 24 - 28	Schools Closed, Spring Recess
Monday, May 29	Schools Closed, Memorial Day
Tuesday, June 20	Union & Pierrepont Graduations
June 16, 19, 20	One-Session Day for Students (K-8)
Tuesday, June 20	Last Day of School for Students (K-8)
Wednesday, June 21	High School Graduation
Wednesday, June 21	Teacher Workshop In-Service Day (K-8)
Friday, June 23	Last Day of School for Students (9-12)

NUMBER OF DAYS SCHOOLS ARE IN SESSION

September	18	February	18
	15 (9-12 Only)	March	23
October	21	April	14
November	18	May	22
	(17) K-5 Only	June	14
December	17		(17) 9-12 Only
January	21		

Total: 95
 (94) K-5 Only
 (92) 9-12 Only

Total: 91
 (94) 9-12 Only
 Total Days: 186
 (185) K-5

* To allow for evening conferences, Thursday, November 17, 2005 will be a one-session day for K-5 students and teachers.

** K-5 Conferences will be held on Friday, November 18, 2005 **SCHOOLS WILL BE CLOSED FOR GRADES K-5 ONLY.**

The above calendar is subject to change if deemed necessary by the Board of Education. The Board of Education wishes to apprise all employees, students and parents that any recess period may be utilized for days lost due to inclement weather. Accordingly, the Board advises employees not to make travel plans that are non-refundable during any of these times since school may be in session.

SCHOOL CALENDAR
(2006-2007)

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following school calendar for the 2006-2007 school year:

**RUTHERFORD PUBLIC SCHOOLS
 SCHOOL CALENDAR
 2006-2007**

Monday, September 4	Schools Closed, Labor Day
Tuesday, September 5	Orientation of Teachers
Wednesday, September 6	Schools Open
Thursday & Friday, Nov. 9, 10	Schools Closed, NJEA Convention
Thursday, November 16* One Session Day	K-5 Conferences
Friday, November 17 **	Schools Closed, (K-5) Conferences**
Wednesday, Nov. 22 One Session Day &	
Thursday & Friday, Nov. 23, 24	Schools Closed, Thanksgiving
Friday, December 22 One-Session Day	
December 25 – January 1	Schools Closed, Holiday Recess
Tuesday, January 2	Schools Reopen
Monday, January 15	Schools Closed, Dr. King's Birthday
February 16 & 19	Schools Closed, Winter Recess
Friday, April 6	Schools Closed, Good Friday
April 23 - 27	Schools Closed, Spring Recess
Monday, May 28	Schools Closed, Memorial Day
Monday, June 18	High School Graduation
Wednesday, June 20	Union & Pierrepont Graduations
June 18, 19, 20	One-Session Day for Students
Wednesday, June 20	Last Day of School for Students K-12 Report Cards Issued
Thursday, June 21	Teacher Workshop In-Service Day

NUMBER OF DAYS SCHOOLS ARE IN SESSION

September	18	February	18
October	22	March	22
November	18	April	15
	(17) K-5 Only		
December	16	May	22
January	21	June	14
Total:	95	Total:	91
	(94) K-5 Only		
		Total Days:	186
			(185) K-5

* To allow for evening conferences, Thursday, November 16, 2006 will be a one-session day for K-5 students and teachers.

** K-5 Conferences will be held on Friday, November 17, 2006 **SCHOOLS WILL BE CLOSED FOR GRADES K-5 ONLY.**

The above calendar is subject to change if deemed necessary by the Board of Education. The Board of Education wishes to apprise all employees, students and parents that any recess period may be utilized for days lost due to inclement weather. Accordingly, the Board advises employees not to make travel plans that are non-refundable during any of these times since school may be in session.

FINANCE:

Chairperson Novosielski reported on the items to be acted upon at the December 13, 2004 regular meeting.

ACKNOWLEDGEMENT OF BIDS 1. Motion that the Board of Education acknowledge receipt of the below listed bids for
MUSICAL INSTRUMENTS musical instruments.

AWARD OF BID 2. WHEREAS, the Rutherford Board of Education received bid proposals for musical
MUSICAL INSTRUMENTS instruments on December 6, 2004 at 10:00 AM in the office of the Educational Data Services, and WHEREAS said proposals have been tabulated and the lowest responsible bidder determined;
NOW THEREFORE BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that award be made as follows:

ACKNOWLEDGEMENT OF BIDS 3. Motion that the Board of Education acknowledge receipt of the below listed bids for
LIGHTING & ENERGY CONSERV. Lighting and Energy Conservation Project.

AWARD OF BID 4. WHEREAS, the Rutherford Board of Education received bid proposals for Rutherford
LIGHTING & ENERGY CONSERV Public Schools Lighting and Energy Conservation Project on December 9, 2004 at 2:00 P.M. in the office of the School Business Administrator, and WHEREAS said proposals have been tabulated and the lowest responsible bidder determined;
NOW THEREFORE BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that award be made as follows:

SECRETARY/TREASURER'S 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it has
REPORT JULY, AUGUST received and accepts the financial reports of the Secretary and Treasurer of School
SEPTEMBER AND OCTOBER Monies for the month ending July, 2004, August, 2004, September, 2004 and October, 2004, and certifies that the reports indicate that no major account or fund is overexpended in violation of NJAC 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

Summary pages attached in official minute book. Detailed summary in the office of the Board Secretary.

POLICY:

Chairperson Casadonte reported on items to be acted upon at the December 13, 2004 regular meeting.

PERSONAL LEAVE POLICY
(4251.7 AND 4151.7)

1. Resolution by M _____, seconded by M _____.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4251.7 and 4151.7 Personal Leave on first reading:

BOARD OF EDUCATION
RUTHERFORD

INSTRUCTIONAL AND SUPPORT PERSONAL
4251.7 & 4151.7

PERSONAL LEAVE

Employees not otherwise covered by negotiated agreement may be absent for the number of days enumerated below per school year without loss of pay, under circumstances approved by the Superintendent:

a. Bereavement

- 1. Up to three (3) days for death in the immediate family ("immediate family" is defined as husband, wife, children, and parents, grandparents, brothers, and sisters of either the husband or wife).

b. Business

- 2. Up to three (3) days for personal business. The Superintendent reserves the right to check on Monday and Friday absences except for the one (1) personal day when no reason has to be listed.

Circumstances which may be approved are listed on the Application for Personal Day and include:

- Legal business which cannot be conducted outside of school hours
- Funeral (other than immediate family)
- Graduation in the immediate family
- Critical illness of someone in the immediate family or immediate household
- Observance of a religious holiday
- Home emergency
- Personal Day (1) (no reason necessary)
- Other (explanation necessary)

The application for personal day shall be submitted in advance to the Superintendent for approval. If, due to an emergency, advance notice is not possible, the Superintendent shall be notified immediately by telephone, and the application shall be filed as promptly as possible.

Personnel applying for personal days on a Monday or Friday must give a reason for such request to the Superintendent of Schools.

Applications for personal days that are not considered an emergency shall be submitted at least five (5) days in advance.

Personal day without reason cannot be used to extend a holiday or vacation.

Failure to follow the above guidelines will result in an automatic disapproval of said request.

3. Family Illness Bank

- a. The one personal day without reason may be carried over into a family illness bank.
- b. Family Illness Bank is not eligible for payment at retirement.

N.J.S.A. 18A:30-7

Adopted: December 10, 1984
Revised: September 12, 1988
Revised: January 13, 1992
Renumbered: 00/00/00 (4436)

VACATION POLICY

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4252 Vacation Policy on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**INSTRUCTIONAL AND SUPPORT PERSONAL
4252**

VACATION POLICY

~~Employees not otherwise covered by negotiated agreement may be absent for the number of days enumerated below per school year without loss of pay, under circumstances approved by the Superintendent:~~

~~A. All Employees~~

- ~~1. Vacation time is to be scheduled at a time approved by the Superintendent or her/her designee.~~
- ~~2. Vacation time must be taken in the fiscal year following the fiscal year that the vacation time was earned. No employee shall be allowed to carry over any vacation time, unless permission has been granted by the Board of Education.~~
- ~~3. Vacation time shall not be carried over to a subsequent year unless permission is granted by the Superintendent.~~
- ~~4. No vacation time shall accrue during the first two months of employment.~~
- ~~3. 5. Anyone retiring may have the opportunity to either receive the accrued vacation in cash or to take the time during the thirty (30) days prior to the retirement date.~~

~~B. 12 Month Contract~~

- ~~1. One day vacation earned for each month worked to June 30, not to exceed ten (10) days. (No vacation shall accrue during the first two months of employment.)~~
- ~~2. After first year, employee is entitled to ten (10) days earned vacation per year.~~
- ~~3. From fifth through fourteenth year, employee is entitled to fifteen (15) days earned vacation.~~
- ~~4. From fifteenth year on, employee is entitled to twenty (20) days earned vacation~~

~~C. 11 Month Contract~~

- ~~1. One day vacation earned for each month worked to June 30, not to exceed nine (9) days. (No vacation shall accrue during the first two months of employment.)~~
- ~~2. After first year, employee is entitled to nine (9) days earned vacation per year.~~
- ~~3. From fifth through fourteenth year, employee is entitled to fourteen (14) days earned vacation.~~
- ~~4. From fifteenth year on, employee is entitled to eighteen (18) days earned vacation.~~

~~D. 10 Month Contract~~

- ~~1. One day vacation earned for each month worked to June 30, not to exceed eight (8) days. (No vacation shall accrue during the first two months of employment.)~~
- ~~2. After the first year, employee is entitled to eight (8) days earned vacation per year.~~
- ~~3. From fifth through fourteenth year, employee is entitled to thirteen (13) days earned vacation.~~
- ~~4. At the beginning of the fifteenth year of service, employee is entitled to seventeen (17) days vacation.~~

Twelve Month Contract

Year	Vacation Earned	Vacation Taken
Year 1	10*	0
Years 2,3,4	10	10
Year 5	15	10
Years 6,7,8,9,10,11	15	15
Year 12	16	15
Year 13	16	16
Year 14	17	16
Year 15	20	17
Year 16+	20	20

Eleven Month Contract

Year	Vacation Earned	Vacation Taken
Year 1	9*	0
Years 2,3,4	9	9
Year 5	14	9
Years 6,7,8,9,10,11	14	14
Year 12	15	14
Year 13	15	15
Year 14	16	15
Year 15	19	16
Year 16+	19	19

Ten Month Contract

Year	Vacation Earned	Vacation Taken
Year 1	8*	0
Years 2,3,4	8	8
Year 5	13	8
Years 6,7,8,9,10,11	13	13
Year 12	14	13
Year 13	14	14
Year 14	15	14
Year 15	15	15
Year 16+	18	18

* May be pro-rated based upon hire date

N.J.S.A. 18A:30-7

Adopted: April 14, 1975
 Revised: January 13, 1992
 Renumbered: 00/00/00 (4433)

BUILDINGS AND GROUNDS:

Chairperson Monahan reported on items to be acted upon at the December 13, 2004 regular meeting.

CHANGE ORDERS
HIGH SCHOOL

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following change orders for the construction project at Rutherford High School.

Change Order #01C Brooks Mechanical Consultants, Inc. \$2,696.00
 Reason: To remove and relocate pipes, valves, and fittings in the ceiling of the cafeteria.

Change Order #01A Chanree Construction Co., Inc. \$6,668.00

Change Order #02A	Chanree Construction Co., Inc.	\$6,920.00
Reason:	Remove quarry tile to subfloor in cafeteria.	
Change Order #03A	Chanree Construction Co., Inc.	\$818.00
Reason:	Remove light wells below grade.	
Change Order #04A	Chanree Construction Co., Inc.	\$11,102.00
Reason:	Pour slab infill at existing cafeteria.	
Change Order #05A	Chanree Construction Co., Inc.	\$433.00
Reason:	Revisions to hollow metal frames and finish hardware.	
Change Order #06A	Chanree Construction Co., Inc.	\$13,590.00
Reason:	Additional painting of existing walls.	
Change Order #07A	Chanree Construction Co., Inc.	\$9,369.00
Reason:	Painting of ceilings and walls in auditorium.	
Change Order #08A	Chanree Construction Co., Inc.	\$3,529.00
Reason:	To furnish and install plastic laminate casework in the weight room.	
Change Order #09A	Chanree Construction Co., Inc.	\$3,664.00
Reason:	To pay for the work involved in installation of block piers per CCD.	
Change Order #11A	Chanree Construction Co., Inc.	\$2,192.00
Reason:	To pay for the work involved in removal of flooring to the subfloor.	
Change Order #12A	Chanree Construction CO., Inc.	\$6,230.00
Reason:	To pay for the work involved in demolition of walls and other items.	
Change Order #13A	Chanree Construction Co., Inc.	\$2,242.00
Reason:	To pay for the work involved in installing a firestop in the guidance office, as required by local fire inspector.	
Change Order #14A	Chanree Construction Co., Inc.	\$1,856.00
Reason:	To pay for the work involved in repairing a storm drain at the driveway.	
Change Order #15A	Chanree Construction Co., Inc.	\$1,701.00
Reason:	To pay for the work involved to remove a concrete wall.	
Change Order #16A	Chanree Construction Co., Inc.	\$1,586.00
Reason:	To pay for the work involved in installing an ACT and grid in rooms H131 and H134.	
Change Order #17A	Chanree Construction Co., Inc.	\$5,364.00
Reason:	To pay for the work involved in installing soffits at ductwork in auditorium.	
Change Order #06E	Tru-Val Electric .	\$528.00
Reason:	To pay for the work involved in troubleshooting the fire alarm system and changing three smoke heads and testing the system, as required by local fire inspector.	
Change Order #07E	Tru-Val Electric	\$797.00
Reason:	To pay for the work involved in installation of two new wall sconce fixtures in new teacher training room and relocation of the thermostat.	
Change Order #08E	Tru-Val Electric	\$1,557.60
Reason:	To pay for the work involved in installation of five duplex receptacles in trainer's room and outlets in wire mold.	
Change Order #09E	Tru-Val Electric	\$1,481.70
Reason:	To pay for the work involved in installing five new fluorescent lights in teacher training room and a light switch in new block wall.	

