

**RUTHERFORD BOARD OF EDUCATION**  
**WORKSESSION – DECEMBER 7, 2009**

The Worksession Meeting was called to order at 7:33 P.M. in the High School Cafeteria by President Casadonte with the Pledge of Allegiance to the Flag. On roll call the following members were present: Mrs. Ahmed, Dr. Fiume, Mr. Griggs, Mr. Jasko, Mrs. Jones, Mr. Novosielski, Ms. Scuro and Mr. Casadonte. Mr. McLean was absent for the entire meeting. Ms. O'Keefe, Mr. Brown and Ms. Singh 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 and on FiOS Channel 38. 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 Mrs. Jones.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting of November 9, 2009 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – absent
Mr. Casadonte – aye	Mr. Jasko – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Jones – aye	Ms. Scuro – aye

**SPECIAL PRESENTATION:**

➤ **Report on District-wide Energy Audit – Concord Engineering**

**REPORT OF THE PRESIDENT**

Mr. Casadonte noted upcoming events in the district calendar.

**REPORT OF THE STUDENT REPRESENTATIVE TO THE BOARD**

Ms. Singh reported on the Model UN program that High School students would be participating in for the first time.

**MEETING OPEN TO THE PUBLIC (Action Items Only)** 8:48 P.M. No comments made.

**NEW BUSINESS (Action to be Taken)**

**PERSONNEL:**

**EMERGENT HIRES**

1A. Resolution by Mrs. Ahmed, seconded by Dr. Fiume.

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:

Christine Hartigan - part-time library assistant

Laura O'Connor - part-time library assistant

Roll Call Vote:

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – absent
Mr. Casadonte – aye	Mr. Jasko – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Jones – aye	Ms. Scuro – aye

**FINANCE:**

**APPROVAL OF BILLS**

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

Accounts Payable	\$220,025.37
Offline Checks	458,717.80
Payroll	2,474,245.81
General Activities	<u>2,095.22</u>
Total	<b><u>\$3,155,084.20</u></b>

**Roll Call Vote:**

Mrs. Ahmed – aye, abstain check #040474	Mr. Griggs – aye, abstain check #040487	Mr. McLean – absent
Mr. Casadonte – aye	Mr. Jasko – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Jones – aye	Ms. Scuro – aye, abstain check #040470

**NEW BUSINESS: (Action will not be taken)**

**PERSONNEL:**

**Chairperson Ahmed reported on the items to be acted upon at the Regular Meeting of December 14, 2009.**

**PERSONNEL:**

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

**ESTHER DEBORAH LEE**

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Ms. Esther Deborah Lee to provide twenty-two half hour speech sessions at the rate of \$45.00 per session.

**TEST PREP COURSE**

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following teachers to provide test readiness courses in math and language arts for the 2009-2010 school year to prepare students for the HSPA and NJASK8:

High School:

HSPA - <u>Math</u>	Richard Blanchard	- 2 sections	\$1,200
	Jessica Macaluso	- 1 section	\$ 600
<u>Language Arts</u>	Dawn Pasquale	- 2 sections	\$1,200

Pierrepoint

NJASK8 - <u>Math</u>	David Padilla	- 3 sections	\$1,800
<u>Language Arts</u>	Laura Vahey	- 3 sections	\$1,800

Union

NJASK8 - <u>Math</u>	Nicole Zayatz	- 2 sections	\$1,200
<u>Language Arts</u>	Megan Jones	- 2 sections	\$1,200

**COACHING ASSIGNMENTS**

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following coaches for the 2009-2010 school year:

Ms. Kristin Heimbach - Boys Indoor Track Assistant	- Stipend: \$4,265 (step 1)
Ms. Jennifer Hoch - Girls Softball Assistant	- Stipend: \$4,584 (step 1)

**SUBSTITUTE TEACHERS**

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following as substitute teacher(s) effective 12/15/09 at the per diem rate of \$80.00 and in accordance with law:

- Ashli Kolheffer
- Kaitlin Lucyk
- Gregory Vogel
- Kelly Connallon
- John Grappone

SUB TEACHER ASSISTANTS 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as substitute teacher assistants for the 2009-2010 school year at the hourly rate of \$9.00:

Gregory Vogel  
Kaitlin Lucyk  
Ashli Kolheffer  
Gia O'Keefe

HOME INSTRUCTORS 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as home instructors for the 2009-2010 school year at the hourly rate of \$35.00:

Rita O'Neill-Wilson  
Haleh Podolanczuk  
Ashli Kolheffer

SUB BUS DRIVERS 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as substitute bus drivers for the 2009-2010 school year at the hourly rate of \$18.00:

Debra Zoller  
Slater P. Wilson

SUBSTITUTE CUSTODIANS 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as substitute custodians for the 2009-2010 school year at the hourly rate of \$11.00:

Slater P. Wilson

JOB DESCRIPTION 9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to job description #2-240.5 Clerical Assistant Maintenance/Transportation:

BOARD OF EDUCATION  
RUTHERFORD

ADMINISTRATION  
Locator: 2-240.5

Position: Clerical Assistant Location: Maintenance/Transportation

Responsible to: Director of Buildings and Grounds

- Qualifications:
1. High School diploma
  2. Minimum one year work-related experience
  3. Demonstrate proficiency in oral and written communication
  4. Clerical aptitude, good typing skills, computer literate, and some knowledge of information technology
  5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

Terms of Employment: Twelve Months  
Position is non-tenure and subject to annual reappointment

Goal: To provide clerical support services inherent to the effective operation of the school or program

Duties and Responsibilities:

1. Opens and distributes mail
2. Answers telephones and handles requests from district office personnel
3. Files a variety of materials including correspondence, catalogs, reports, etc.
4. Assists in the preparation of reports, purchase orders, requisitions, schedules
5. Performs other office duties as assigned by supervisor

Job Specific: Maintenance/Transportation

1. Maintains updated database of all work orders and requisitions.
2. Performs functions related to the operations of the maintenance and transportation operations.
3. Assists in maintaining required records related to school plant operations.
4. Performs functions related to contracts and work performed by private contractors and vendors.
5. Coordinates transportation services
  - a. Assigns students to routes and resolves problems associated with students
  - b. Maintains health and license record of drivers
  - c. Develops driver assignments, routes and schedules
  - d. Coordinates extracurricular and sports runs and assigns drivers
  - e. Provides for driver and aide substitutes
  - f. Maintains vehicle inspection reports for maintenance, repair and up-keep costs
  - g. Prepares and maintains reports related to transportation

Adopted: November 14, 2005  
Revised: December 14, 2009

YMCA SWIMMING AIDE 10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an agreement with the YMCA to provide a swimming aide for two special education students during the elementary school swimming program two half-hour sessions for 10 days at a cost of \$567.00.

DENISE MOLINARO 11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Denise Molinaro as a per diem substitute special education/social studies teacher effective 12/15/09 through 12/23/09 at the per diem rate of \$226.

DENISE MOLINARO 12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Denise Molinaro as a special education/social studies teacher at the high school effective 1/1/10 through 6/30/10 at the annual salary of \$45,113 (step 1, level 1 pro-rated). This is a replacement position.

CHRISTINE HARTIGAN 13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Christine Hartigan as a part-time library assistant at Union School effective 1/4/10 for up to 19.5 hours per week at the hourly rate of \$17.20 (step 2). This is a replacement position.

LAURA O'CONNOR 14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Laura O'Connor as a part-time library assistant at Union School effective 1/4/10 for up to 19.5 hours per week at the hourly rate of \$17.20 (step 2). This is a replacement position.

BCSS EDUC ENTERPRISES 15. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Bergen County Special Services Educational Enterprises to provide teacher of the deaf services 5 hours per week through 6/10 at the rate of \$2,900 per month.

REIMBURSEMENT FOR TRAVEL 16. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following travel reimbursement for the 2009-2010 school year:

<u>Staff Name</u>	<u>Position</u>	<u>Name of Activity</u>	<u>Dates</u>	<u>Fee</u>	<u>Trans.</u>	<u>Meals</u>	<u>Lodgings</u>	<u>Other</u>
Assunta Smith	Spanish Tchr	Northeast Conf	25-26Mar	\$175	\$130	none	none	none
Patricia VanEs	Media Specialist	Best Books	28-Apr	\$179	\$20	none	none	none
Kim Huzzy	SAC	Suicide Wkshp	18-Dec	\$185	\$25	none	none	none
Ken Polakowski	Principal	ASCD Conference	Mar 5-9	\$210	\$500	\$250	\$700	none
Daryn Sirota	GT Teacher	Great Books Wkshp	Jan 12-13	\$250	\$50	none	none	none
Lori Dernelle	Supervisor	Rutgers Rding Conf	16-Apr	\$195	\$60	none	none	none

**CURRICULUM AND INSTRUCTION:**

**Chairperson Novosielski reported on the meeting of the Curriculum Committee and items to be acted upon at the Regular Meeting of December 14, 2009.**

OUT-OF-DISTRICT PLACEMENT 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the out-of-district placement of Student #2009023 (name on file in the office of special services) at the Carl Padavano Education Center/Gateway effective 11/16/09 at the annual tuition of \$48,000 plus transportation.

HOME INSTRUCTION 2. 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 "E" - effective 11/18/09  
 Student "F" - effective 11/30/09

CURRICULUM GUIDES 3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new/revised curriculum guides:

- Gifted and Talented
  - Blind Justice/Great Books Foundation
  - Conflict Resolution: Teamwork
  - Gifted and Talented Studio Art
- Fine, Practical & Performing Arts
  - Rock Ensemble
  - Concert Choir
  - Photography 1
  - Photography 2
  - Basic Drawing & Design 1
  - Basic Drawing & Design 2
  - Engineering Drawing 1
  - Engineering Drawing 2
  - Architectural Drafting
  - Woodworking Technology

- Language Arts
  - Curriculum Map - Grade 4 Language Arts
  - Curriculum Map - Honors English 300
- Business Education
  - Investing and the Stock Market
- Computer Technology
  - Computer Cycle - Grade 6
  - Computer Cycle - Grade 7
  - Computer Cycle - Grade 8

**RHS CURRICULUM  
GUIDEBOOK**

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the Rutherford High School Curriculum Guidebook for the school year 2010-2011.

**FINANCE:**

**Chairperson Fiume reported on the items to be acted upon at the Regular Meeting of December 14, 2009.**

**SECY/TREAS. REPORT  
OCTOBER 2009**

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ending October 31, 2009, 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.

**BUDGET 2010/2011**

The Superintendent reported that the proposed budget would include no increases except in salaries and benefits. The Board will discuss the entire proposed budget at the January 11, 2010 meeting.

**POLICY:**

**BUILDINGS AND GROUNDS:**

The Buildings and Grounds Committee will review energy audit program recommendations at its next meeting.

**OLD BUSINESS: (No action to be Taken)**

**➤ Legislative Update:**

Mrs. Jones gave an update on recent legislation passed in Trenton, and on the November 21, 2009 NJSBA Delegate Assembly meeting which she and Ms. Scuro attended.

**MEETING OPEN TO THE PUBLIC:** 9:22 P.M. No comments made.

**EXECUTIVE SESSION:**

Motion by Mr. Novosielski, seconded by Dr. Fiume that an Executive Session be held at 9:23 P.M. for the purpose of discussing a student matter. Action may or may not be taken. The Board expects to return within 30 minutes.

Approved.

The Board returned at 10:22 P.M.

**ADJOURNMENT:**

Motion by Mr. Novosielski, seconded by Mr. Jasko that the meeting be adjourned at 10:23 P.M.

Approved.