

**RUTHERFORD BOARD OF EDUCATION**  
**WORKSESSION/PUBLIC HEARING – MARCH 29, 2004**

The Worksession Meeting was called to order at 7:34 P.M. in the High School Cafeteria by President Willis with the Pledge of Allegiance to the Flag. On roll call the following members were present: Mrs. Ahmed, Mr. Brancato, Mrs. Cevasco, Mr. Gibney, Mr. Novosielski, and Mrs. Willis. Mr. Casadonte, Mr. Ferguson and Mrs. Monahan were absent for the entire meeting. Mrs. Conlon and Mr. Brown 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.

**PUBLIC HEARING ON 2004-2005 PROPOSED BUDGET**

**MEETING OPEN TO THE PUBLIC (Budget Items Only)** 8:09 P.M. No comments made

**REPORT OF THE PRESIDENT:**

Pres. Willis announced that the School Board Election will be held on April 20, 2004

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

Mike Green gave a report on various student matters and dates of upcoming events.

**PRESENTATION:** Long Range Technology Plan - George Magdich and Barbara O'Donnell

**MEETING OPEN TO THE PUBLIC (Action Items Only)** 9:15 P.M. No comments made

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

**MINUTES APPROVAL**

1A. Resolution by Mr. Novosielski, seconded by Mrs. Ahmed.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting and Executive Session of March 8, 2004 be approved as amended.

Roll Call Vote:

Mrs. Ahmed – aye	Mrs. Cevasco – aye	Mrs. Monahan – absent
Mr. Brancato – aye	Mr. Ferguson – absent	Mr. Novosielski – aye
Mr. Casadonte – absent	Mr. Gibney – abstain	Mrs. Willis – aye

**PERSONNEL:**

**RUTH GASSNER**

1A. Motion by Mrs. Ahmed, seconded by Mr. Brancato to accept the retirement, with regret, of Ms. Ruth Gassner, kindergarten teacher at Union School, effective 7/1/04.

Approved.

**FINANCE:**

**Motion by Mr. Brancato, seconded by Mrs. Cevasco to approve Finance Items #1 and #2.**

**APPROVAL OF BILLS:**

1A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	3-16-04	850.00
	3-23-04	208,537.47
	3-29-04	<u>283,711.70</u>
		<b>\$493,099.17</b>
Payroll	3-15-03	984,872.56
	3-23-04	<u>4,212.35</u>
		<b>\$989,084.91</b>
General Activities	3-8-04	419.65
	3-9-04	530.91
	3-10-04	71.98
	3-11-04	404.89
	3-11-04	320.54
	3-12-04	195.05
	3-16-04	2,674.00
	3-15-04	3,500.00
	3-17-04	5,818.00
	3-17-04	5,324.00
	3-18-04	300.00
	3-18-04	19.39
	3-19-04	1,094.61
	3-22-04	9,186.89
	3-23-04	<u>2,481.00</u>
		<b>\$32,340.91</b>
Total		<b><u>\$1,514,524.99</u></b>

**APPROVAL OF BUDGET**

2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the final School District Budget be approved for the 2004-05 school year as follows:

Current Expense and Capital Outlay	\$28,795,879
Special Revenue Funds	644,677
Debt Service	1,876,575
<b>Total</b>	<b>\$31,317,131</b>

BE IT FURTHER RESOLVED that for funding the School District Budget for the 2004-2005 school year, the following amounts are the amounts necessary to be raised by local taxation:

Current Expense and Capital Outlay	\$25,712,697
Debt Service	1,876,575
<b>Total</b>	<b>\$27,589,272</b>

**Roll Call Vote Finance Items #1 and #2:**

Mrs. Ahmed – aye	Mrs. Cevasco – aye, abstain ck#022642	Mrs. Monahan – absent
Mr. Brancato – aye	Mr. Ferguson – absent	Mr. Novosielski – aye
Mr. Casadonte – absent	Mr. Gibney – aye	Mrs. Willis – aye

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

**PERSONNEL:**

**Chairperson Ahmed reported on Personnel items to be acted upon at the April 12, 2004 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.

DANIEL LAUTERHAUN 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Daniel Lauterhaun as a volunteer assistant baseball coach for the 2003-2004 school year.

LINDA VERDINO 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to change the salary of Mrs. Linda Verdino effective 4/2/04 due to a longevity change:

From: \$47,285 (including \$ 900 longevity 1)  
To: \$47,485 (including \$1,100 longevity 2)

COLLEEN FENCIK 3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Mrs. Colleen Fencik, effective 6/1/04 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.

COLLEEN BETZ 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Mrs. Colleen Betz, effective 9/1/04 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.

DORIS FELICIANO 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mrs. Doris Feliciano as a 10-month secretary in the Athletic Office of the high school effective 4/1/04 through 6/30/04 at the annual salary of \$25,002 (step 9, 10-month secretary pro-rated) pending further negotiations. This is a replacement for Mrs. Kinlin.

JOB DESCRIPTION 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Web Master:

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RUTHERFORD

LOCATOR: 2-166  
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Position: Web Master

Responsible to: Supervisor of Computer Technology

- Qualifications:
1. Possesses the necessary skills and has other qualifications to teach Advanced Web Page Design
  2. Possesses the skills to motivate students and manage student work
  3. Possesses a working knowledge of basic composition, page layout, art, and presentation packages such as Adobe Illustrator, Adobe PhotoShop, Flash, DreamWeaver, PDF conversion software, and Optical character recognition software.
  4. Possesses the ability to work both as team member and independently.
  5. Strong interpersonal and communication skills
  6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Twelve Months – Stipend Position

Goal: To develop, oversee, and update district web site

Duties and Responsibilities:

1. Oversees and coordinates updates for the district web site.
2. Establishes contact with the entire staff and provides a mechanism for information to flow to the central location.
3. Works cooperatively with the students in the Advanced Web Page Design class to make revisions in the district web site both in terms of design and content.
4. Supervises the students' work and approves all postings.
5. Mediates when needed to resolve issues among class members or between staff members and design specifications.
6. During the time school is not in session updates the web site independently of the Advanced Web Page Design class to make sure information is correct and timely.
7. Maintains an overall vision of web site design and makes sure all parts fit into that vision.
8. Works with the administration and others in suggesting new items to be included in the web site.
9. With students develops the general design for additions and provides the mechanism for that information to be provided to the students and then the students post the end result.
10. Assures that the site is accessible to a wide variety of users including novices, older browsers and low speed connections. Implements advanced technologies that will appeal to power users.
11. Checks bugs and problems, diagnoses, and fixes them.
12. Posts emergency information to the website from the school or remotely both on and off school hours.
13. Makes recommendations to the Supervisor of Computer Technology for updates and improvements for equipment and software.
14. Reformats the information into the appropriate format using various tools such as a scanner, graphic editing software, optical character recognition software, word processing software, web page authoring software, PDF conversion software, animation software, multimedia software, and more.
15. Checks the website for broken links, errors and outdated information and is responsible for maintaining the integrity of the website which school is and is not in session.
16. Perform other duties or tasks as may be assigned by the Principal or supervisor.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of staff.

Adopted:

ABOLISH POSITIONS

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to abolish the following positions for the 2004-2005 school year (unless otherwise noted):

- FTE Clerical Assistant - H.S. (effective 4/1/04)
- Forensics Club Advisor
- German Club Advisor
- Physics/Astronomy Club Advisor

CREATE POSITIONS

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to create the following positions for the 2004-2005 school year (unless otherwise noted):

- 2 P/T Clerical Assistants - H.S. (effective 4/15/04)
- Amnesty International Club - H.S.
- Service Clubs - Pierrepont and Union
- Web Master - District

RUTHERFORD ADMINISTRATORS ASSOCIATION

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint the following non-tenured administrators effective 7/1/04 through 6/30/05, salaries pending further negotiations:

- Robert Brown - School Business Administrator/Board Secretary
- Lynne Crawford - Director of Special Services
- Richard Curci - Principal - Union School
- William Mulcahy - Assistant Principal - Union School
- Kenneth Polakowski - Principal - WASAL Schools

SUBSTITUTE TEACHERS

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

Marie Mavus - effective 4/13/04

COACHING ASSIGNMENT

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Mr. John Randazzo as the Boys' Head Soccer Coach for the 2004-2005 school year at the annual stipend of \$4,610 pending further negotiations.

ADULT SCHOOL PAYROLL

12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the Adult School payroll for Spring 2004:

Fabian Alesandro	Basketball	\$400.00
Terry Cvelich	Computers - 2 classes	500.00
Bernadette DiPasquale	Beg. & Inter. Sewing - 2 classes	600.00
Maria Guzman	Sewing & Garments	300.00
Russel Holck	Woodworking	400.00
Thomas Huelbig	Volleyball	400.00
Giles Houghton	Tennis - 2 classes	500.00
Catherine Hutzel	Piano - 2 classes	500.00
Andrea McCoy	Simply Bottom & Cardio	600.00
Clarice Nelson	Ballroom & Line Dance	700.00
Stefanie Patorniti	ESL - 2 classes, Spanish	1,650.00
Joseph Riggio	Photography - 2 classes	900.00
Joseph Rudloff	Computers - 3 classes	720.00
Daniel Sciacchetano	Golf - 4 classes	1,200.00
Andrea Sollitto	Body Works	350.00
Stephen Strumolo	Basketball	400.00
Evelyn Teichman	Antiques	440.00
	Total	\$10,560.00

**CURRICULUM AND INSTRUCTION:**

**Chairperson Novosielski reported on Curriculum items to be acted upon at the April 12, 2004 meeting.**

CURRICULUM GUIDES

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following curriculum guides:

- AP Computer Science Java (New)
- French 4 Honors (Revised)
- French 2 (Revised)
- AP French Language (Revised)
- Latin 3 Honors (Revised)
- Latin 4 Honors (New)
- Spanish 2 (Revised)
- Spanish 4 Honors (New)
- Spanish AP Language (New)
- History of World War II (New)
- History of Religion (New)
- AP U.S. History (New)
- AP Music Theory (New)
- AP Studio Art (New)
- Honors Accounting I (New)
- Accounting I (Revised)
- Fitness Through Nutrition (Revised)
- Advanced Computer Software Systems (Revised)

TEXTBOOK APPROVAL

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following textbook for use in Grades 10-12 Honors Accounting:

College Accounting - Price, Haddock, Brock - Glencoe McGraw Hill - 2003

OUT-OF-DISTRICT PLACEMENT

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the placement of Student #2003146 (name on file in the office of special services) to attend the Euclid School in Hasbrouck Heights effective 3/15/04 at the annual tuition of \$16,224.00.

HOME INSTRUCTION

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for Students #2000300 and #2000421 (names on file in the office of special services) effective 3/10/04.

ESSEX COUNTY EDUC. SERVICES COMMISSION

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of the Essex County Educational Services Commission for Child Study Team services on an as needed basis according to the following rate scale: Social Assessment - \$280.00; Educational Evaluation - \$280.00; and Psychological Evaluation - \$280.00-\$300.00.

COMPREHENSIVE EQUITY PLAN

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the submission of the Comprehensive Equity Plan for the academic years 2004-2005 through 2006-2007.

COMPREHENSIVE EQUITY PLAN

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the Affirmative Action Officer to implement the Comprehensive Equity Plan and to submit an annual progress report in the Quality Assurance Annual Report.

BCSSSD CONTRACT (non-public services)

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to contract for services to non-public schools 192/193 with the Bergen County Special Services School District for the 2004-2005 school year.

LONG RANGE TECHNOLOGY PLAN

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the District Long Range Technology Plan for the years 2004-2005, 2005-2006, and 2006-2007.

CONSULTATION AND TRAINING

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve ten (10) hours of consultation at \$150.00 per hour and twenty (20) hours of parent training at \$88.00 per hour for Student #2002561 (name on file in the office of special services). The services will be provided by New Beginnings of Fairfield, NJ.

**FINANCE:**

**Chairperson Brancato reported on Finance items to be acted upon at the April 12, 2004 meeting.**

TSA PROVIDER

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the firm of Lincoln Investment Planning Inc. as a provider of tax shelter annuity program through payroll deduction. There is a vacant slot available and Lincoln Investment has met the criteria of having commitments from a minimum of ten (10) people.

SECRETARY'S REPORT AND TREAS. REPORT

2. 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 February 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 Cevasco reported on Policy items to be acted upon at the April 12, 2004 meeting.**

POLICIES  
1<sup>ST</sup> READING

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new or revised policies on first reading:

- |          |                                     |
|----------|-------------------------------------|
| #3240    | Tuition Income                      |
| #5141.3  | Health Examinations                 |
| #5145.4R | Prohibition of Sexual Harassment    |
| #5145.6R | Pupil Grievance Procedure           |
| #6145.1  | Interscholastic Competition         |
| #6146.2  | Promotion and Retention             |
| #7110    | Long-Range Facilities Planning      |
| #7115    | Developing Education Specifications |

SERIES 6000 POLICIES  
2<sup>ND</sup> READING

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following 6000 Series policies on second reading:

- |         |   |
|---------|---|
| 6146    | Graduation/Promotion Policy RHS                                 |
| 6146.1  | Graduation/Promotion Policy RHS                                 |
| 6162.4  | Community Resources   |
| 6162.5  | Research/Student Surveys  |
| 6163.1  | Media Center/Library  |
| 6164.1  | Intervention and Referral Services for General Education Pupils |
| 6164.2  | Guidance Services   |
| 6164.4  | Child Study Team  |
| 6171    | Special Instructional Programs                                  |
| 6171.1  | Remedial Instruction  |
| 6171.2  | Gifted and Talented   |
| 6171.3  | At-Risk and Title I   |
| 6171.4  | Special Education   |
| R6171.4 | Special Education   |
| 6172    | Alternative Educational Programs                                |
| 6173    | Home Instruction  |
| 6200    | Adult/Community Education                                       |
| 6300    | Evaluation of the Instructional Program                         |

**BUILDINGS AND GROUNDS:**

**Chairperson Gibney reported on Buildings and Grounds items to be acted upon at the April 12, 2004 meeting.**

**RECREATION USE OF SCHOOL BUS**

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the use of one 55-passenger school bus for the Recreation Day Camp Program to be held from 6/28/04 through 8/6/04 Monday through Friday 8:00 AM – 4:00 PM. Recreation will provide bus driver.

**PROJECT GRADUATION USE OF SCHOOL BUSES**

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the use of two school buses to provide round-trip transportation for Project Graduation on 6/15/04. All costs will be fully funded by the Project Graduation Committee.

**HASP SUMMER IN THE PARK USE OF SCHOOL BUSES**

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the use of one school bus from Monday through Friday, and one additional school bus on Tuesdays for field trips for HASP Summer in the Park Program to be held from 6/23/04 through 8/20/04. HASP will provide bus driver.

**CHANGE ORDER #1**

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Change Order #1 for the building projects at Lincoln and Washington Schools. This change order would be to install chillers at both Lincoln and Washington Schools in the amount of \$\_\_\_\_\_.

**BID AUTHORIZATION SUMMER PAINTING**

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the School Business Administrator/Board Secretary to advertise for bids on summer painting work to be performed at Union School according to the provisions of New Jersey Statute 18A:18A3-5.

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

**MEETING OPEN TO THE PUBLIC:** 9:41 P.M. No comments made

**EXECUTIVE SESSION:**

Motion by Mr. Novosielski, seconded by Mr. Brancato that an Executive Session be held at 9:42 P.M. for the purpose of discussing a student matter, negotiations, and personnel. Action may or may not be taken. The Board expects to return within 40 minutes.

Approved.

The Board returned at 10:45 P.M.

**ADJOURNMENT:**

Motion by Mrs. Ahmed, seconded by Mr. Brancato that the meeting be adjourned at 10:47 P.M.

Approved.