

RUTHERFORD BOARD OF EDUCATION

MINUTES OF THE WORK SESSION/REGULAR MEETING September 10 , 2012

A Work Session/Regular Meeting of the Board of Education was held on Monday evening, September 10, 2012, in the High School Cafeteria. Meeting was called to order by Vice President Griggs at 7:30 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mr. Arce, Mr. Griggs, Mrs. Jones, Mrs. Lanni, Mr. Novosielski, and, Mr. Tully. Dr. Jones and Mr. Brown were also present.

Mr. Casadonte and Mr. McLean were absent.

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

1. Resolution by Mr. Novosielski, and seconded by Mrs. Jones.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the July 9, 2012 worksession/regular meeting and the minutes of July 9, 2012 executive session meeting be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – abstained	Mrs. Jones - aye	Mr. Novosielski – abstained
Mr. Arce - aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs- aye	Mr. McLean – absent	Mr. Casadonte - absent

SPECIAL PRESENTATION: RUTHERFORD EDUCATION FOUNDATION AWARD WINNERS 2012

1. **Delicious Rainbows – Bonnie DeBouter, Lincoln School**
2. **Brown Bag Book Lunch – Jenna Velechko, Lincoln School**
3. **We Both Read – Lorraine DeCaprio, Lincoln School**
4. **Sing a Song of Learning! – Jennifer Oddo, Lincoln School**
5. **Literacy CAFE – Darlene Monochello, Lincoln School**
6. **Smart Document Viewer – Erin Devor, Pierrepont School**
7. **Empowerment Group – Kimberly Huzzy-Simansky, Pierrepont School**
8. **Dessert with Dickens – Michael Stracco, Rutherford High School**
9. **Walking Club (WOW – Walk on Wednesdays) – Julie Frattorola and Kim Huzzy-Simansky, Pierrepont School**
10. **Playwrights and Performance at the Writer’s Cafe – Deborah Courtney, Union School**
11. **History Alive! – Justin Van Dyk, Pierrepont School**
12. **Math Rocks! – Lisa Sandmeyer, Pierrepont School**
13. **Using iPods to Enhance Reading Instruction in Grade 6 – Joan Gismond, Union School**
14. **Time for Time – Wendy Rossiter, Betty Ersalesi, Rachel Goldberg, Jamie Tzeiler, Washington School**
15. **After School Tutoring Club – Joan Carrion, Pierrepont School**
16. **Reading in the 21st Century – Tony Bucco, Pierrepont School**
17. **Life Skills Lab – Denise Molinaro, Helene Wetzel, Barbara Constantinople, RHS**
18. **Cruisin’ through Centers – Marissa Meade, Washington**
19. **Lego/Tetrix Robotics Club – Alex Robayo, RHS**
20. **Classroom Document Camera – Lawry Stein, Margit Smith, Pierrepont School**
21. **The Admissions Game – Lauren Buckley, RHS**
22. **World Language Festival – Lynn Decker, Pierrepont School**
23. **Newark Museum Traveling Plantetarium – RyanAnn Caputo, Pierrepont School**
24. **Astronomy Day at Union School – Joan Marci, Katheryne Dudiak, Kristy DelMastro, and Michael Blanchard, Union School**
25. **Book Club – Dawn Gallo-Pasquale, RHS**
26. **Living Lab – Helene Wetzel, RHS**
27. **Heroes and Cool Kids – Frank Stout, RHS**
28. **Using Photography to Inspire Writing – Margaret MacFayden, Pierrepont School**
29. **Buzzing About Reading – Patricia VanEs, Lincoln/Washington School**
30. **Enhancement for the Arts – Tony Bucco, Tracey Scrimenti, Connie DeFazio, Pierrepont School**

HISTORICAL SOCIETY PRESENTATION – FIRST SCHOOL IN RUTHERFORD

Board recessed at 7:47 P.M. Returned at 7:55 P.M.

REPORT OF THE STUDENT REPRESENTATIVE:

Dr. Jones introduced, Ms. Katie Sullivan, the new student representative.

REPORT OF THE SUPERINTENDENT:

Dr. Jones gave a report on the opening of school. She spoke about the new Lincoln School Annex and the Kindergarten program. She also gave an update on the projected enrollment for 2012 – 2013.

MEETING OPEN TO THE PUBLIC: (Agenda Items Only) 8:00 P.M. No one spoke. Meeting was then closed to the public at 8:01 P.M.

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Jones 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.

Vote approved by Voice Vote.

Chairperson Ahmed reported on the July 31st meeting of the Personnel Committee and items to be acted upon.

Motion by Mrs. Ahmed , seconded by Mrs. Jones, to approve Personnel Items #1 thru 39:

JENNIFER TARANTINO

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Jennifer Tarantino, library assistant at Pierrepont School effective July 17, 2012.

JACQUELINE HOHNECKER

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Jacqueline Hohnecker, teacher assistant at Washington School effective July 25, 2012.

NORMA PEREZ

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Norma Perez, Spanish teacher at Pierrepont School effective July 25, 2012.

- JACQUELINE WINNICKI 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Jacqueline Winnicki, Guidance Counselor at Rutherford High School effective August 1, 2012.
- KRISTEN HEIMBACH 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Kristen Heimbach, Latin teacher at Rutherford High School effective August 9, 2012.
- NICOLE PINELLI 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Nicole Pinelli, math teacher at Union School effective August 20, 2012.
- MARISSA HALAT 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Marissa Halat, library assistant at Union School effective August 20, 2012.
- CAROLYN AZZOLINI 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Ms. Carolyn Azzolini, basic skills instructor at Lincoln School effective August 22, 2012.
- MARIE HURLBURT 9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the resignation of Mrs. Marie Hurlburt, lunch monitor at Pierrepont School effective August 27, 2012.
- KAITLIN SAMRA 10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Kaitlin Samra as a grade 4 elementary teacher at Pierrepont School effective September 1, 2012 through June 30, 2013 at the annual salary of \$46,246 (step 1, level 1). This is a replacement position.
- GREGORY GUDERIAN 11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Dr. Gregory Guderian as a Latin teacher at Rutherford High School effective September 1, 2012 through June 30, 2013 at the annual salary of \$86,060 (step 14, level 6). This is a replacement position.
- KEN LACY 12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Dr. Ken Lacy as a leave replacement social studies teacher at Rutherford High School effective September 1, 2012 through January 29, 2013 at the annual salary of \$60,846 (step 1, level 6). This is a replacement position.
- GRISEL PACHECO 13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Grisel Pacheco as a Spanish teacher at

Pierrepont/Union Schools effective September 1, 2012 through June 30, 2013 at the annual salary of \$48,946 (step 4, level 1). This is a replacement position.

JOY DEVITA

14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Joy DeVita as a part-time kindergarten teacher at Washington School effective September 1, 2012 through June 30, 2013 at the annual salary of \$27,186 (step 1, level 2). This is a new position.

DERECK PICINICH

15. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Dereck Picinich as a full time teacher assistant at Washington School for 6.25 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$18.68 (step 1). This is a new position.

CHELSEA PASSARO

16. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Chelsea Passaro as a full time teacher assistant at Washington School for 6.25 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$18.68 (step 1). This is a replacement position.

NURHAN LISA BOTAS

17. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mrs. Nurhan Lisa Botas as a full time teacher assistant at Lincoln School for 6.25 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$19.21 (step 2). This is replacement position.

JACQUELINE BERTA

18. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Jacqueline Berta as a full time teacher assistant at Lincoln School for 6.75 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$18.68 (step 1). This is a new position.

MARIA ALDRIDGE

19. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Maria Aldridge as a part time library assistant at Pierrepont School for 4 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$17.88 (step 1). This is a replacement position.

CRISTINA NICOLAU

20. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Cristina Nicolau as a guidance counselor at Rutherford High effective September 1, 2012 through June 30,

2013 at the annual salary of \$56,346 (step 6, level 3) plus \$1409 for summer work. This is a replacement position.

JAMIE FOY

21. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mrs. Jamie Foy as a Grade 4 elementary teacher at Pierrepont School effective September 1, 2012 through June 30, 2013 at the annual salary of \$54,146 (step 4, level 3). This is a replacement position.

SARAFINA MAMMONE

22. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Sarafina Mammone as a part time Basic Skills Instructor at Lincoln School effective September 1, 2012 through June 30, 2013 at the annual salary of \$25,898 (step 1, level 1). This is a replacement position.

MARIE LAWLOR

23. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Marie Lawlor as a part time Library Assistant at Union School for 4 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$17.88 (step 1). This is a replacement position.

ALBERT BROWN, III

24. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Albert Brown, III as a full time Teacher Assistant at Lincoln for 6.25 hours per day effective September 1, 2012 through June 30, 2013 at the hourly rate of \$18.68 (step 1). This is a new position.

LUNCH MONITORS

25. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following lunch monitors as indicated below effective September 1, 2012 through June 30, 2013 at the hourly rate of \$8.65 (step 1) except where noted for two hours per day:

Kris Ann Wronko - Pierrepont
Maria Pineiro - Pierrepont
Elizabeth Rizzi – Lincoln (\$9.20 – step 3)

SUSTITUTE TEACHERS

26. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teachers for the 2012-2013 school year effective September 11, 2012 (unless otherwise noted) at the per diem rate of \$80.00 and in accordance with law:

William Denk (effective 9/1/12)
Maria Aldridge
Christine Anderson

Shea Bender
Albert Brown, III
Rose Caruso
Stephany Castellanos
Nicholas Cinardo
Natasha DiGenio
Joseph Espinosa
Ellen Farrell
Victoria Kruegel
Vincent Mamone
Jacki Mann
Donna O'Connor
Jacqueline Sabale
Nancy Schwarz
Suad Torres

SUBSTITUTE TEACHER
ASSISTANTS

27. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teacher assistants for the 2012-2013 school year at the hourly rate of \$10.00 effective September 11, 2012:

Shea Bender
Nicholas Cinardo
Joseph Espinosa
Victoria Kruegel
Vincent Mamone
Jacki Mann
Jacqueline Sabale
Frank Viola

SALARY LEVEL CHANGES

28. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following salary level change(s) effective September 1, 2012 due to advanced degrees or additional credits:

Amanda Adubato
From: \$46,246 (step 1, level 1) To: \$51,446 (step 1, level 3)

Nicole Bowden
From: \$51,146 (step 6, level 1) To: \$53,446 (step 6, level 2)

Megan Caughey
From: \$65,957 (step 11, level 3) To: \$68,957 (step 11, level 4)

Megan Collins

From: \$50,046 (step 5, level 1) To: \$52,346 (step 5, level 2)

Lynn Decker

From: \$65,957 (step 11, level 3) To: \$68,957 (step 11, level 4)

Megan DeLalla

From: \$56,146 (step 3, level 4) To: \$60,346 (step 3, level 5)

Erin Devor

From: \$65,957 (step 11, level 3) To: \$68,957 (step 11, level 4)

Jovan Evtimovski

From: \$66,572 (step 10, level 4) To: \$70,772 (step 10, level 5)

Colleen Fencik

From: \$79,160 (step 14, level 4) To: \$83,860 (step 14, level 5)

Joanne Garabedian

From: \$87,522 (step 16, level 4) To: \$93,733 (step 16, level 5)

Jennifer Hoch

From: \$55,246 (step 5, level 3) To: \$58,246 (step 5, level 4)

Bernadette Kennedy

From: \$71,832 (step 12, level 4) To: \$76,232 (step 12, level 5)

Margaret MacFadyen

From: \$78,167 (step 15, level 2) To: \$84,319 (step 16, level 3)

Kristeen Oppido

From: \$55,246 (step 5, level 3) To: \$58,246 (step 5, level 4)

Jeffrey Rehain

From \$87,522 (step 16, level 4) To: \$93,733 (step 16, level 5)

TRAVEL APPROVALS

29. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following travel reimbursements for the 2012-2013 school year:

<u>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>
Frank Morano	Administrator	FEA/NJPSA Conf.	10/18-19/12	\$245	None	None	None	None
Barbara O'Donnel	Supervisor	Tech Forum	10/19/12	\$289	None	None	None	None
David Frazier	Supervisor	DAANJ Conference	3/18-21/13	\$400	None	None	None	None
Tom Potor	Teacher	NJAHPERD	9/28-30/12	\$175	None	None	None	None
Maria Considine	Teacher	AAP/NJ School Health	10/17/12	\$195	None	None	None	None

Shannon Dries	Supervisor	Legal One	On-line	\$215	None	None	None	None
Alison Heinzl	Supervisor	Legal One	On-line	\$215	None	None	None	None
Lori Dernelli	Supervisor	Legal One	On-line	\$215	None	None	None	None
David Frazier	Supervisor	Legal One	On-line	\$215	None	None	None	None
Denis Mullins	Supervisor	Legal One	On-line	\$215	None	None	None	None
Barbara O'Donnell	Supervisor	Legal One	On-line	\$215	None	None	None	None
Charles Ryan	Supervisor	Legal One	On-line	\$215	None	None	None	None
Damon Placenti	Administrator	Legal One	On-line	\$215	None	None	None	None
Rosemary Jones	Superintendent	Educational Forum	8/29-31/12	None	448.10	127.50	93.00	None
Patricia VanEs	Teacher	NJASL	11/30-12/1/12	\$85	None	None	None	None

ELEM. CURRICULUM COUNCIL

30. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as members of the Elementary Curriculum Council for the 2012-2013 school year:

Jay Faigenbaum
Ryan Ann Guglielmotti

DENISE LORENC

31. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Denise Lorenc as a third shift custodian at Washington and Lincoln Schools effective September 1, 2012 through June 30, 2013 at the annual salary of \$35,396 (step 4) . This is a replacement position.

BE IT FURTHER RESOLVED THAT the following custodian, effective 9/1/12, will receive the 8% differential whenever working the third shift:

Washington/Lincoln	Denise Lorenc	\$2,832
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JOSEPH MCTAGUE

32. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Joseph McTague as a Maintenance Class B Utility Man for the district at the annual salary of \$53,539 (step 11) effective September 1, 2012 through June 30, 2013.

ELEM. CO-CURRICULAR

33. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve/rescind the following elementary co-curricular assignments for the 2012-2013 school year:

Rescind:

Norma Perez	Odyssey of the Mind
Katherine Bertrand	Intramural Director

Approve:

Amanda Almaliah	Odyssey of the Mind
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ELEM. CO-CURRICULAR

34. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to create the following co-curricular student body activity for the 2012-2013 school year:

Rachel's Club - \$1604

ELEM. CO-CURRICULAR

35. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following co-curricular assignment for the 2012-2013 school year:

Jamie Truncellito	Rachel's Club	\$534.67
Megan Collins	Rachel's Club	\$534.66
Lourdes Osorio	Rachel's Club	\$534.67

H.S. CO-CURRICULAR

36. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind the following high school co-curricular assignments for the 2012-2013 school year:

Rescind:

Kristin Heimbach	Latin Club advisor
Kristin Heimbach	World Language Honor Society co-advisor
Kristin Heimbach	Class of 2014 co-advisor
Jacqueline Winnicki	Ski Club co-advisor

JOB DESCRIPTION

37. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revised job description for Mail Clerk/Courier/Custodian:

Position: Mail Clerk / Courier/Custodian Part Time 24.5 hours (Locator:2-270)
Responsible to: Coordinator of Custodial/Maintenance Services or his/her designee
Qualifications:

1. Possess a high school diploma.
2. Possess a valid New Jersey drivers license.
3. Demonstrate an aptitude or competence for the assigned responsibilities.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
5. Black Seal License required

Terms of Employments: Twelve month work year. Part Time 24.5 hours a week Position is non-tenure and subject to annual reappointment.

Goal: To contribute to the smooth flow of information, communications, and packages.

Duties and Responsibilities:

1. Picks up and delivers payroll, mail and cafeteria monies.

2. Runs errands for the Central Office and Business Office.
3. Responds to requests by building principals for messenger services through the Maintenance Department.
4. Picks up and delivers all audio-visual materials, in accordance with the schedules established.
5. Purchases odds and ends for repair and maintenance, as requested.
6. Recycle cardboard, cans, aluminum and other materials.
7. Transports bus drivers to and from repair stations.
8. Provides substitute custodial service as needed.
9. Performs custodial duties as assigned during the course of the normal workday cover lunch in Union and Pierrepont.

10. Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services.
11. Receives and delivers interoffice written communications.
12. Performs such other tasks, consistent with the position, as may be assigned.
13. Responsible for routine maintenance, inspection, etc. of van.
14. Assigned grounds crew duties in summer and winter.
15. Performs such duties as may be assigned.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.

Adopted: December 10, 2001
Revised: September 10, 2012

JOB DESCRIPTION

38. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revised job description for Secretary/Transportation Coordinator to the Director of Buildings and Grounds

Position: Secretary / Transportation Coordinator to the Director of Buildings and Grounds (Locator: 2-330.6)
Location: Buildings & Grounds Department
Responsible to: Director of Buildings and Grounds
Qualifications:

1. High School diploma or equivalent training
2. Minimum of two years' related work experience or graduate of accredited secretarial school
3. Good typing, word processing, and computer skills
4. Knowledge of office equipment, efficient office procedures, and business software
5. Good telephone skills, ability to communicate effectively, strong

interpersonal skills

6. Required criminal history check and proof of U.S. Citizenship or resident alien status
7. Knowledge of area based upon specific assignment

Terms of Employment: Twelve Months

Goal: To assure the smooth and efficient operation of maintenance, custodial and transportation services

Duties and Responsibilities:

1. Prepares and files correspondence, agendas, reports, evaluations, purchase orders, and communications. Takes and transcribes notes; reproduces materials as needed.
2. Receives screens and routes incoming calls and correspondence; sorts and distributes mail and notices.
3. Greets, assists, and logs in/out visitors to the office.
4. Handles phone calls, schedules appointments, and maintains the calendar
5. Assists with Staff and student needs.
6. Maintains confidentiality as required and appropriate.
7. Performs usual office routines and other tasks related to the efficient operation of the office.
8. Maintains office and general area bulletin boards and posts notices.
9. Orders supplies and maintains inventories.
10. Assists in maintaining a comfortable, welcoming and professional office atmosphere
11. Assumes such other related duties and responsibilities as may be directed by Director.

Specific –Buildings & Grounds Office:

1. Prepares and processes purchase orders, follows up on order receipt and vendor payment, and maintains budgetary accounting system
2. Prepares and distributes work schedules
3. Coordinates transportation services in the district
 - a. Develops specifications for bidding of bus routes and works with contractors
 - b. Works with Special Services on routes and resolves problems associated with students
 - c. Maintains health and license record of drivers
 - d. Develops driver assignments, routes and schedules
 - e. Coordinates extracurricular and sports runs and assigns drivers
 - f. Provides for driver and aide substitutes
 - g. Maintains vehicle inspection reports for maintenance, repair and up-keep costs
 - h. Prepares and maintains reports related to transportation
 - i. Assist in the interviews of bus drivers and bus aide

Adopted: October 8, 2001

Revised: September 10, 2012

RHONDA SABATINI

39. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Rhonda Sabatini as a 12 month secretary in the Maintenance Department effective September 1, 2012 through June 30, 2013 at the annual salary of \$37,196 (step 6). This is a new position.

Roll Call Vote on Personnel Items # 1 thru #39:

Mrs. Ahmed – aye	Mrs. Jones - aye	Mr. Novosielski – aye
Mr. Arce - aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs- aye	Mr. McLean – absent	Mr. Casadonte - absent

CURRICULUM AND INSTRUCTION

Motion by Mrs. Lanni, seconded by Mrs. Jones, to approve Curriculum and Instruction Items #1 thru #4:

DISTRICT AND BOARD GOALS

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following District and Board Goals for the 2012-2013 school year:

District Goals

- Goal #1 Increase student achievement in language arts and math for general education students and classified students on standardized assessments.
- Goal #2 To develop a uniform system for the Response to Intervention (RTI) process across the district resulting in an integrated system of educational services to meet student needs.
- Goal #3 Assess the status of facilities throughout the district and make prioritized recommendations to meet the instructional needs of students and to insure the safety of students and staff.
- Goal #4 Begin to implement a new teacher evaluation program as required by the State of New Jersey.

Board Goals

- Goal #1 Identify and retain a new Business Administrator. Ensure a timely transition to a new Business Administrator.
- Goal #2 Prepare a district budget that maintains the quality of the educational programs in a fiscally responsible manner and gains support from the community.

Goal #3 Continue to enhance communication between the district and the community through a variety of media.

SUPERINTENDENT'S MERIT GOALS

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following Superintendent's Merit Goals for the 2012-2013 school year:

Quantitative Goals:

Goal #1 To implement a new elementary Language Arts Program to improve the reading scores of grade one students by an average of 10 levels as measured on the DRA 2's.

Goal #2 Increase by 10% the number of students enrolling in Advanced Placement courses at the High School.

Goal #3 Initiate a Jumpstart program to increase readiness and literacy skill for incoming kindergarten and grade one students as evidenced by a 10% increase in the KPrep pre and post assessment score.

Qualitative Goals:

Goal #1 To hold regularly scheduled Superintendent's Roundtables discussions with parents and community members in an informal setting to become more familiar with their concerns and ideas regarding the instructional program.

Goal #2 With the District architect and Board of Education, conduct a thorough review of all facilities and capacity needs and analyze funding options to meet the challenges of renovation and increased enrollment.

NCLB APPLICATION

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the submission of the NCLB application for Fiscal Year 2013 and to accept the grant award of these funds upon the subsequent approval of the FY 2013 NCLB application.

Title I Part A Basic, Concentration, Targeted & EFIG	\$21,417
Title II Part A	\$43,897
Title III	\$10,184

HOME INSTRUCTION

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for the following student(s) (name(s) on file in the office of the superintendent):

Student #35361

Roll Call Vote on Curriculum & Instruction Items # 1 thru #4:

Mrs. Ahmed – aye	Mrs. Jones - aye	Mr. Novosielski – aye
Mr. Arce - aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs- aye	Mr. McLean – absent	Mr. Casadonte - absent

FINANCE:

Motion by Mr. Tully, seconded by Mrs. Lanni to approve Finance Items #1 thru #7:

APPROVAL OF BILLS

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

Accounts Payable	2,169,794.36
Offline Check	977,734.46
Payroll Expense	891,546.58
General Activities	<u>14,750.08</u>
Grand Total	4,053,825.48

SECY/TREAS.REPORTS

JUNE 2012

JULY 2012

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 months ending June 2012 and July 2012, and certifies that the reports indicate that no major account or fund is over expended 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.

FOOD SERVICES AGREEMENT
ELEMENTARY SCHOOLS

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an agreement between the Rutherford Board of Education and Carlstadt-East Rutherford Regional High School District for food services for the 2012-13 school year at a cost of \$2.40 per meal.

STUDENT LUNCH PRICES
2012 – 2013

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to establish a price of \$2.85 for student lunches and \$.35 for milk for the 2012 – 2013 school year.

TRANSPORTATION
CONTRACTS

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to transport 4 students for the East Rutherford School District to 3 campuses run by the South Bergen Jointure Commission. The total amount received by Rutherford will be \$10,425.50. One student will be transported to the Maywood Campus, one student to the Wood-Ridge Campus, and two students to the Lodi Campus.

CORRIE SIEGENTHALER

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept with gratitude from Corrie Siegenthaler the donation of the bulldog puppy design which she created as the logo of the Rutherford Public Schools Jumpstart program.

TRANSFER OF FUNDS

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following budget transfers for the 2011-2012 school year:

From:			
11-000-213-100	Salaries-Nurses		1,213
11-000-291-270	Health Benefits		447,999
11-120-100-101	Salaries-Grades 1-5		5,000
11-130-100-101	Salaries-Grades 6-8	Outside Services-Special Ed.	5,000
11-190-100-106	Salaries – Clerical Assistants		3,787
11-190-100-610	Classroom Supplies		8,500
To:			
12-000-260-730	Equipment-Maintenance		8,500
12-000-400-390	Purchased Services-Construction		25,000
12-000-400-450	Construction Services		437,999

Rationale: To record transfers to fund 2 replacement boilers at R.H.S with related permits and engineering fees, and to purchase a used 16 foot box van to be used by the R.H.S. band and the maintenance department.

From:				
11-000-100-563	Tuition – Academies			77,889
11-000-100-565	Tuition – County	Special	Services	School
22,465				
11-000-100-569	Tuition – Prior Year Adjustments			4,597
To:				
11-000-100-564	Tuition – Vocational Special Education			13,790
11-000-100-566	Tuition – Private Schools In State			13,272
11-000-100-567	Tuition – Private Schools Out of State			77,889

Rationale: To record tuition adjustments necessary for the 2011-2012 school year from January through June 2012.

From:		
11- 000-219-104	Salaries – CST	6,831
11- 190-100-106	Salaries – Clerical Assistants	5,000

To:		
11-000-217-320	Contracted Services-Nursing	6,831
11-150-100-320	Contracted Services-Home Instruction	5,000

Rationale: To record transfer to fund contracted nursing services for a special education student and contracted home instruction services for a bedside student

From:		
11-000-221-100	Salaries – Test Preparation Stipend	5,500
11-000-221-110	Salaries-Curriculum Development	6,143
11-000-230-530	Telephone Expense	7,466

To:		
11-000-221-320	Purchased Professional Services-Instruction	19,109

Rationale: To record transfers to fund the money needed to purchase Teachscape, a software program to install a new teacher evaluation system required in 2012-2013.

From:		
11-000-270-600	Salaries – Transportation Field Trips and Sports	16,488
11-000-270-514	Transportation-Contracted Services	17,500

To:		
11-000-270-420	Outside Repairs – Transportation	33,988

Rationale: To transfer funds for repairs to bus fleet just prior to annual inspections and to repair one bus with a blown engine

From:		
11-000-213-610	Nursing Supplies	122
11-000-221-580	Travel Expense-Instruction	550
11-000-222-610	Library Supplies	616
11-000-240-610	Admin. Expense-Supplies	4,517
11-000-240-890	Admin. Expense – Misc.	4,127
11-000-252-340	Contracted Services-Technology	690
11-000-262-890	Natural Gas	180,000
11-000-270-514	Transportation-Contracted Services	35,800
11-110-100-101	Salaries-Kindergarten	2,524
11-120-100-101	Salaries-Grades 1-5	2,848
11-130-100-101	Salaries-Grades 6-8	10,584
11-140-100-101	Salaries-Grades 9-12	31,595
11-150-100-101	Salaries-Home Instruction	16,648
11-190-100-106	Salaries-Clerical Assistants	23,583
11-190-100-500	Purchased Services – Instruction	9,429

To:		
11-190-100-340	Purchased Professional Services	9,200
11-190-100-610	Classroom Supplies	106,857
11-190-100-640	Textbooks	207,576

Rationale: To transfer funds to purchase additional laptop teacher computers, classroom white boards, student desks, 8 new Smartboards at various schools, additional cubbyholes at Lincoln School, and a new K-6 Language Arts program.

From:
 11-403-100-320 Outside Purchased Services – Home Instruction 8,693

To:
 11-402-100-500 Outside Purchased Services – Athletics 6,500
 11-402-100-610 Supplies- Athletics 2,193

Rationale: To record transfer for additional athletic supplies and fees for sports officials

From:
 11-000-230-331 Legal Expenses 13,800
 11-000-230-530 Telephone Expense 40,104

To:
 11-000-230-334 Architect Fees 25,617
 11-000-230-339 Other Prof. Services 28,287

Rationale: To fund services needed to have district wide fixed asset inventory taken as recommended by district auditor, to fund increases needed in architectural fees needed for various projects, to fund services to have a district demographic study performed to determine future enrollment, to fund a new design for the district website, and fund fees for membership in the Ed Data bidding consortium.

From:
 11-000-252-580 Travel Expense – Technology 2,000
 11-000-261-100 Salaries – Maintenance 36,402
 11-000-262-100 Salaries – Custodians 58,816

To:
 11-000-261-420 Outside Repairs 97,218

Rationale: To record transfer to finance outside maintenance projects at all schools including replacement of a classroom floor at Washington School, a new card swipe system at Union School, an asbestos abatement at Union School , playground improvements, fence repairs, and blacktop repairs at Sylvan School, window repairs and replacements at RHS, repainting of the portable building at RHS, and repairs and cleaning out of a catch basin at Lincoln School.

From:
 11-000-261-610 Supplies – Maintenance 12,850
 11-000-263-420 Contracted Services – Landscaping 1,082
 11-000-270-514 Transportation – Contracted Services 10,668

To:
 11-000-262-490 Water Expense 13,932
 11-000-262-622 Electric Expense 10,668

Rationale: To record increases in water and electric expenses for school year 2011 – 2012

From:
 11-000-261-420 Maintenance – Outside Repairs 3,929
 11-000-262-520 Insurance Expense – Property & Casualty 2,187

To:
 11-000-262-610 Custodial Supplies 6,116

Rationale: To record transfer for increase to custodial supplies due to increased pricing due to buying of more Green products.

From:

11-000-219-104	Salaries – CST	2,318
11-000-222-610	Supplies – Media Center	220
11-000-223-110	Salaries – Curriculum Development	2,800
11-000-230-331	Legal Expense	1,028
11-000-230-590	Purchased Services-Board Office	300
11-000-230-610	Supplies-Board Office	3,250
11-000-230-610	Board Office-BOE Dues	1,011
11-000-240-590	Other Purchased Services – Administrative	1,721
11-000-240-610	Supplies – Administrative	3,455
11-000-252-580	Travel Expense – Technology	100
11-000-261-610	Supplies – Maintenance	6,245
11-000-262-100	Salaries – Custodians	14,952
11-000-291-260	Insurance Exp—Workman’s Comp	9,750
11-000-291-270	Health Benefits	8,000
11-190-100-610	Classroom Supplies	220

To:

11-000-213-610	Nursing Supplies	843
11-000-219-610	Supplies – CST	898
11-000-221-320	Purchased Services-Prof. Development	2,800
11-000-221-580	Travel Expense-Prof. Development	400
11-000-230-580	Travel Expense – Board Office	1,028
11-000-230-890	Travel Expense – Administrative	1,011
11-000-240-580	Salaries – Secretaries	1,721
11-000-240-890	Misc. Expense – Administrative	9,695
11-000-252-340	Purchased Services – Technology	12,100
11-000-252-890	Misc. Expense – Technology	100
11-000-261-890	Misc. Expense – Maintenance	165
11-000-262-420	Contracted Services – Custodial	14,952
11-000-263-420	Contracted Services – Landscaping	6,080
11-000-291-249	Pension Expense – Other	3,000
11-190-100-500	Other Purchased Services – Instruction	577

Rationale: To record miscellaneous transfers for the period January 1, 2012 thru June 30, 2012

From:

11-000-216-100	Salaries – Speech	2,161
11-000-219-104	Salaries – CST	1,305
11-000-222-100	Salaries -- Library	471
11-000-240-610	Supplies -- Administrative	1,500
11-000-240-890	Misc. Expense – Administrative	962
11-000-251-100	Salaries – Business Office	1,047
11-130-100-101	Salaries – Grades 6 - 8	16,799
11-150-100-101	Salaries – Home Instruction	6,827
11-204-100-101	Salaries – Special Education	1,960
11-204-100-320	Special Education – Contracted Services	27,443
11-213-100-640	Textbooks – Resource Room	122
11-230-100-101	Salaries – Basic Skills	8,758
11-403-100-320	Home Instructions – Other Contracted Costs	1,307

To:

11-000-222-105	Salaries – Library Aides	1,776
11-000-240-105	Salaries -- Secretaries	2,462
11-000-252-110	Salaries -- Technology	1,047
11-110-100-101	Salaries – Kindergarten	10,470

11-140-100-101	Salaries – Grades 9 – 12	13,156
11-204-100-106	Salaries – Teacher Assistants	32,877
11-213-100-101	Salaries – Resource Room	7,445
11-240-100-101	Salaries -- ESL	122
11-401-100-101	Salaries – Co-Curricular	1,307

Rationale: To record transfers necessary to adequately fund Payroll accounts from January thru June 2012.

Roll Call Vote on Finance Items # 1 thru #7:

Mrs. Ahmed – aye	Mrs. Jones - aye	Mr. Novosielski – aye
Mr. Arce - aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs- aye, Abstained on Ck #6919 & #7744	Mr. McLean – absent	Mr. Casadonte - absent

POLICY:

BUILDINGS AND GROUNDS:

Chairperson Tully reported on the August 20th meeting of the Buildings and Grounds Committee and items to be acted upon.

Mrs. Jones reported on the inspection of all 6 school buildings. All were in pristine condition. The fire extinguishers were to be done in the next two weeks. Rutherford High School boiler project is progressing nicely.

Motion by Mr. Tully, seconded by Mrs. Jones to approve Building & Grounds Item #1:

LINCOLN SCHOOL ANNEX 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to designate the property known as Sylvan School at 109 Sylvan Street as the Lincoln School Annex site for the 2012 – 2013 school year.

Roll Call Vote on Building & Grounds Item # 1:

Mrs. Ahmed – aye	Mrs. Jones - aye	Mr. Novosielski – aye
Mr. Arce - aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs- aye	Mr. McLean – absent	Mr. Casadonte - absent

OLD BUSINESS:

LEGISLATIVE UPDATE:

MEETING OPEN TO THE PUBLIC: (Any Topic) Opened at 8:55P.M. No one spoke.

Meeting was then closed at 8:56 P.M.

CONSTRUCTION PROJECT

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the business administrator to direct Kellen Chapin, district architect, to file an application with the New Jersey Department of Education for the construction of two new classrooms at Lincoln School. The cost of the permits, related fees, schematics, drawings, and any other related soft costs are not to exceed \$5,000.00.

Roll Call Vote on Building & Grounds Item # 1:

Mrs. Ahmed – aye	Mrs. Jones - aye	Mr. Novosielski – aye
Mr. Arce - aye	Mrs. Lanni – aye	Mr. Tully – aye
Mr. Griggs- no	Mr. McLean – absent	Mr. Casadonte - absent

EXECUTIVE SESSION:

None held.

ADJOURNMENT:

Motion by Mr. Novosielski, seconded by Mr. Tully that the meeting be adjourned at 8:56 P.M.

Vote Approved by Voice Vote.

Respectfully submitted,

Robert R. Brown
School Business Administrator/Board Secretary