

**BOARD OF EDUCATION  
RIVERDALE, NEW JERSEY**

**November 16, 2011**

**MINUTES FOR PUBLIC BUSINESS MEETING**

Board President, **Mr. Shawn Dougherty**, called the Public Business Meeting of the Board of Education of the Borough of Riverdale to order on **November 16, 2011**. The meeting was opened at 7:35 p.m. with a flag salute. Mr. Dougherty then took the roll call.

**ROLL CALL:**

Present: Kelly Norris, Stephen Polizzi, Charles Sheridan, Stephen Revis and Shawn Dougherty

Absent: Richard Osterhoudt and Colleen Tambuscio

Also Present: Dr. Betty Ann Wyks, Superintendent and Mr. Gary Grembowiec, Board Secretary/School Business Administrator

Recognition of visitors: There was one (1) member of the public in attendance for the meeting.

**Mr. Dougherty, Board President, made the required announcement regarding notification of this meeting to the public.**

**ORAL COMMUNICATION ON AGENDA ITEMS – THIRTY MINUTES**

**Discussion: None**

**I. ACTION ITEMS – APPROVAL OF THE FOLLOWING ROUTINE MATTERS:**

**Motion by Mr. Revis, seconded by Ms. Norris to approve A.**

**Discussion: None**

**A. Approval of meeting minutes as follows:**

Workshop/Action Meeting	October 5, 2011
Private Executive Meeting	October 5, 2011
Public Business Meeting	October 19, 2011
Private Executive Meeting	October 19, 2011

**Yes: 5      No: 0      Abstain: 0**

**FINANCE**

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve B**

**Discussion: None**

**B. Payroll for the second half of the month of **October, 2011** in the amount \$129,302.41 and the first half month of **November, 2011** in the amount \$127,615.78.**

**Yes: 5      No: 0      Abstain: 0**

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve C**

**Discussion: None**

- C. Approve bills list dated **November 16, 2011** warrants #10947 through #11020 in the amount of \$158,214.58.

**Yes: 5 No: 0 Abstain: 0**

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve D**

**Discussion: None**

- D. Approval of wire transfer to the **State of New Jersey, Division of Pensions and Benefits**, for health and prescription plan premiums for the month of:

**November: \$45,280.53**

**Yes: 5 No: 0 Abstain: 0**

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve E**

**Discussion: None**

- E. Approval of hand check register, dated November 16, 2011 warrant #1130 in the amount of \$80.00.

**Yes: 5 No: 0 Abstain: 0**

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve F**

**Discussion: None**

- F. The Board Secretary's and Treasurer's Reports for the month ended **October 31, 2011** as per the attached, in the amount of \$2,121,872.33 pursuant to N.J.A.C. 6:20-2.12, the Riverdale Board of Education acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of knowledge, as of **October 31, 2011** no major account or fund has been overexpended in violation of N.J.A.C. 6:20-2.12, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Yes: 5 No: 0 Abstain: 0**

**COMMITTEE REPORTS**

<b>Buildings and Grounds</b>	No Report
<b>Personnel</b>	No Report
<b>Education</b>	No Report
<b>Policy</b>	No Report
<b>Transportation</b>	No Report
<b>Negotiations</b>	No Report
<b>Finance</b>	<b>Mr. Revis</b> commented on the meeting scheduled for tonight
<b>QSAC</b>	<b>Dr. Wyks</b> commented on the deadline being met for QSAC

**II. APPROVAL OF THE FOLLOWING NEW BUSINESS ITEMS:**

**FINANCE**

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve F1**

**Discussion: None**

**F1.** Approve the appropriation of \$98,290 from the 2010-11 Extraordinary Aid, currently classified as Unreserved General Funds as of June 30, 2011 to be transferred to the 2011-2012 budget as follows:

11-000-100-566-00-000-00	Tuition Special Ed Private	\$70,000
11-190-100-610-44-000-00	Supplies-Computer Lit.	\$15,000
11-190-100-890-00-000-00	Misc Expense Instruction	\$6,000
11-000-261-610-00-000-00	Supplies Maintenance	\$5,000
11-000-262-610-00-000-00	Supplies-Custodial	\$2,290

**Yes: 5      No: 0      Abstain: 0**

**POSTPONED TO DECEMBER 7, 2011 MEETING**

**F2.** Approval and acceptance of the 2010-2011 Comprehensive Annual Financial Report (Audit) prepared by Lerch, Vinci & Higgins, LLP, as presented, including the recommendations set forth in the report as follows:

**BE IT FURTHER RESOLVED** that the Board acknowledge the completion of all prior year audit findings (09-10), as determined by the auditing firm of Lerch, Vinci & Higgins, LLP.

**POSTPONED TO DECEMBER 7, 2011 MEETING**

**F3.** Approve the attached **Corrective Action Plan** in response to the recommendation(s) listed in the 2010-2011 CAFR (Audit). **(If needed)**

**POLICY**

**TABLED – Expect to be on December 7, 2011 Agenda**

**L1.** Approval of the following Policy and Regulation at First Reading

- **5519** Dating Violence

**PERSONNEL**

**P1.** Approved 11/2/11

**Motion by Mr. Sheridan, seconded by Ms. Norris to approve P2.**

**Discussion: None**

**P2.** Approval of up to 1.5 hours pay at the contractual rate for **Michele Szwed** for the preparation and presentation of music students for the Tree Lighting Ceremony on December 12, 2011.

**Yes: 5 No: 0 Abstain: 0**

**Motion by Mr. Sheridan, seconded by Ms. Norris to approve P3.**

**Discussion: None**

**P3.** Approval of up to 1.5 hours pay at the contractual rate for **Kristen Caufield** for Winter Concert supervision on December 19, 2011.

**Yes: 5 No: 0 Abstain: 0**

**PULLED**

**P4.** Approve the appointment of \_\_\_\_\_, as a full-time non tenured, non-certified custodial/maintenance worker, at an annual salary of \$\_\_\_\_\_ (pro rated), with benefits, effective \_\_\_\_\_ through June 30, 2012, on an emergent basis, pending receipt of a favorable criminal history review and attainment of black seal license.

**EDUCATION**

**E1. Approved 11/2/11**

**Motion by Ms. Norris, seconded by Mr. Revis to approve E2**

**Discussion: None**

**E2.** Approve **Progressive Therapy** to provide 20 hours of behavioral consultation at the rate of \$110. per hour, as authorized by the Superintendent.

**Yes: No: Abstain:**

**Motion by Ms. Norris, seconded by Mr. Revis to approve E3**

**Discussion: None**

**E3.** Approval of the following individuals as library volunteers under the supervision of Ms. Stefanie Gosse Batory, school librarian, for the 2011-2012 school year, effective immediately:

NAMES	
Susie Campbell	Kerri Mansoor
Anne Gould	Sue Nicoll
Marie Oswald	Brenda Vaccaro

**Yes: 4 No: 0 Abstain: 1 (Mr. Polizzi)**

**Motion by Ms. Norris, seconded by Mr. Revis to approve E4**

**Discussion: None**

- E4.** Approval of the following individuals as art volunteers under the supervision of Mrs. Wendy Bowes, art teacher, for the 2011-2012 school year, effective immediately:

NAMES	
Sylvia Parlee	Sue Nicoll
Madhuri Gadiraju	Anne Gould
Maria Oswald	Susie Campbell

**Yes: 5 No: 0 Abstain: 0**

**Motion by Ms. Norris, seconded by Mr. Revis to approve E5**

**Discussion: None**

- E5.** Approve reimbursement and expenses, previously approved by the Superintendent for the following staff training, workshops, conventions, conferences and/or seminars as they are directly related to and within the scope of participant’s duties and are critical to the instructional needs of the district and/or further the efficient operation of the district. The travel and expenses are within state travel guidelines established by the Department of Treasury and are justified.

Date	Participant	Workshop	Location	Workshop Fee*	Housing
11/29/11	Stacy Di Lorenzo	Working with Disorganized & Distracted Students	Jersey City	\$224.	N/A
12/14/11	Stacy Di Lorenzo	IEP’s – Required Components & Considerations	Morris Plains	\$11.	N/A
12/15/11	Karen Rapone	Ed Partnership/Morris County	Parsippany	N/A	N/A
12/1/11	Dr. Betty Ann Wyks Mr. Keith Cortright	MACN – Statewide Adoption of Common Course Codes with NJ SMART	Parsippany	\$25. each.	N/A
1/4/12	Vicki Reinhard	Working Effectively w/Difficult Defiant and Noncompliant Students	Parsippany	\$225.	N/A
*PLUS MILEAGE AND TOLLS IF APPLICABLE					

**Yes: 5 No: 0 Abstain: 0**

**Motion by Ms. Norris, seconded by Mr. Revis to approve E6**

**Discussion: None**

- E6.** Approval of the district’s **English Language Services Three Year Plan** for the school years 2011 – 2014.

**Yes: 5 No: 0 Abstain: 0**

**BUILDING AND GROUNDS**

**Motion by Mr. Polizzi, seconded by Mr. Sheridan to approve B1**

**Discussion: None**

**B1. WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the school facility of Riverdale Public School are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep the school facility open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the Riverdale Board of Education hereby authorizes the school business administrator to submit the attached **Three Year Comprehensive Maintenance Plan 2011 – 2013** and Form M-1 Annual Maintenance Budget Amount Worksheet, per N.J.A.C. 6A:26A, for Riverdale Public School in compliance with Department of Education requirements.

**Yes: 5      No: 0      Abstain: 0**

**TRANSPORTATION**

**Motion by Ms. Norris, seconded by Mr. Polizzi to approve T1**

**Discussion: None**

**T1.** Approve the following transportation services agreement for Student # 290011 for the 2011-2012 school year with **Passaic County Educational Services Commission** as follows:

TYPE	SCHOOL	AMOUNT
Private	Benway / Ho-Ho-Kus	\$2,256 + \$180.48 (9/27/11 – 10/31/11)

**Yes: 5      No: 0      Abstain: 0**

**III. NON-ACTION ITEMS:**

A. Letters and Communications (None)

**Mr. Shawn Dougherty**

B. Superintendent’s Report (See attached)

**Dr. Betty Ann Wyks**

Enrollment as of November 14, 2011

PreK-8:	<b>339</b>	
HS:	<b>Tuition - 100</b>	(2 Shared Time Vo-Tech)
Option III:	<b>-0-</b>	
Academy:	<b>2</b>	
Vo-Tech:	<b>18</b>	
Out of District:	<b>10</b>	

C. Business Administrator's Report

**Mr. Grembowiec** reported on the following items:

- Distribution of Extraordinary Aid into the current expense budget
- Updated, completion and submission of the Comprehensive Maintenance Plan and M1 Reports
- New monthly financial reporting for QSAC
- Application for School State Aid (ASSA) reconciliation

D. Information and Questions from Board Members

E. Oral Communication

**IV. FUTURE MEETINGS AND IMPORTANT DATES:**

<b>December 7, 2011</b>	<b>Workshop/Action Meeting</b>	<b>7:30 p.m.</b>
<b>December 14, 2011</b>	<b>Public Business Meeting</b>	<b>7:30 p.m.</b>

**V. EXECUTIVE SESSION:**

**WHEREAS**, Chapter 231, P.L. 1975, also known as the Open Public Meetings Act, authorized a public body to meet in executive or private session under certain limited circumstances, and

**WHEREAS**, said law requires the board to adopt a resolution at a public meeting before it can meet in such an executive or private session,

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF RIVERDALE THAT:**

1. It does hereby determine that it is necessary to meet in Executive Session prior to adjournment of this meeting to discuss legal and personnel.
2. The matter discussed will be made public when confidentiality is no longer required.

## **VI. ADJOURNMENT**

**Motion by Mr. Dougherty, seconded by Mr. Revis to approve adjournment from the Public Business Meeting at 7:55 p.m. into executive session.**

**The Board reconvened at 8:15 p.m. to Public Session.**

**Motion by Mr. Dougherty seconded by Mr. Revis to approve adjournment from the Public Business Meeting at 8:15 p.m.**

Respectfully Submitted,

Gary J. Grembowiec  
***Business Administrator/Board Secretary***