

**BOARD OF EDUCATION  
RIVERDALE, NEW JERSEY**

**November 2, 2011**

**MINUTES FOR WORKSHOP/ACTION MEETING**

Board President, **Mr. Stephen Revis**, called the Workshop/Action Meeting of the Board of Education of the Borough of Riverdale to order on **November 2, 2011**. The meeting was opened at 7:35 p.m. with a flag salute. Mr. Revis then took the roll call.

**ROLL CALL:**

Present: Kelly Norris, Richard Osterhoudt, Stephen Polizzi, Charles Sheridan, Colleen Revis and Stephen Revis

Absent: Shawn Dougherty

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

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

**Discussion: None**

**Presentation by Dr. Wyks and Mr. Cortright on the following topics:**

- Progress results relating to the 2010-2011 School Level Goals and Objectives
- Testing Results (2010-2011)
- Approved 2011-2012 School Level Goals

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

**Mr. Revis noted the Board will be voting on A during the public meeting held on November 16, 2011.**

**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

**FINANCE**

**Mr. Revis introduced B – F which will be voted on during the public meeting held on November 16, 2011:**

- B.** Payroll for the second half of the month of **October, 2011** in the amount \$\_\_\_\_\_ and the first half month of **November, 2011** in the amount \$\_\_\_\_\_.
- C.** Approve bills list dated **November 16, 2011** warrants # through #\_\_\_\_\_ in the amount of \$\_\_\_\_\_.
- 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:**     \$\_\_\_\_\_
- E.** Approval of hand check register, dated November 16, 2011 warrants #1130 in the amount of \$\_\_\_\_\_.
- F.** The Board Secretary’s and Treasurer’s Reports for the month ended **October 31, 2011** as per the attached, in the amount of \$\_\_\_\_\_ 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.

**COMMITTEE REPORTS**

**Buildings and Grounds**

- A meeting to be schedule prior to the next regular session

**Personnel**            No Report  
**Education**            No Report  
**Policy**                No Report  
**Transportation**      No Report  
**Negotiations**        No Report  
**Finance**                No Report

**QSAC**

- Mrs. Tambuscio commented on the work and documentation for the DPR’s and the need for an additional meeting

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

**FINANCE**

**Mr. Revis introduced F1 which will be voted on during the public meeting held on November 16, 2011.**

**F1.** Approve the appropriation of \$98,740 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:

**Mr. Revis introduced F2 which will be voted on during the public meeting held on November 16, 2011, pending receipt of the audit report.**

**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 (09-010), as determined by the auditing firm of Lerch, Vinci & Higgins, LLP.

**Mr. Revis introduced F3 which will be voted on during the public meeting held on November 16, 2011.**

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

**POLICY**

**Mr. Polizzi introduced L1 which will be voted on during the public meeting held on November 16, 2011.**

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

- o **5519** Dating Violence

**PERSONNEL**

**Motion by Mr. Sheridan, seconded by Ms. Norris to approve P1.**

**Discussion: None**

**P1.** Approve an increase in hours for the following individuals effective October 24, 2011 through June 21, 2012 as follows:

<b>NAME</b>	<b>FROM</b>	<b>TO:</b>	<b>RATE</b>
<b>Renee Mitrano*</b>	24 Hours	29 Hours	\$12.60/Hour
<b>Fran Turek*</b>	20 Hours, 25 Minutes	24 Hours 25 Minutes	\$12.80/Hour
<b>*FOR TIME ACTUALLY WORKED</b>			

**Yes: 6      No: 0      Abstain: 0**

**Mr. Sheridan introduced P2 which will be voted on during the public meeting held on November 16, 2011.**

**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.

**Mr. Sheridan introduced P3 which will be voted on during the public meeting held on November 16, 2011.**

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

**Mr. Sheridan introduced P4 which will be voted on during the public meeting held on November 16, 2011.**

**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**

**Motion by Mrs. Tambuscio, seconded by Ms. Norris to approve E1**

**Discussion: None**

**E1.** 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
12/2/11	Michele Miller	Holocaust Educator Conference	Lincroft, NJ	45.	N/A
1/27/12	Teresa Manning	Topics/Strategies to Improve Performance on the NJASK	Piscataway	195.	N/A

**\*PLUS MILEAGE AND TOLLS IF APPLICABLE**

**Yes: 6      No: 0      Abstain: 0**

**Ms. Norris introduced E2 through E4, which will be voted on during the public meeting held on November 16, 2011.**

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

- 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	

**BUILDING AND GROUNDS**

**Mr. Osterhoudt introduced B1, which will be voted on during the public meeting held on November 16, 2011.**

- 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 2009 – 2012** 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.

**TRANSPORTATION**

**Ms. Norris introduced T1, which will be voted on during the public meeting held on November 16, 2011.**

**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)
Private	Benway / Ho-Ho-Kus	\$ _____ (11/1/11 – 6/25/12 Wayne location) (11/1/11 – 6/18/12 Paterson location)

**III. NON-ACTION ITEMS:**

- A. Letters and Communications **None**
- B. Superintendent’s Report (See attached) **Dr. Betty Ann Wyks**

Enrollment as of October 28, 2011

PreK-8:	<b>341</b>	
HS:	<b>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 submission of the following:
    - District Report of Transported Resident students
    - Application for School State Aid

**Mr. Grembowiec** also commented on the QSAC on-site facilities visitation scheduled for Thursday, November 3, 2011

- D. Information and Questions from Board Members
- E. Oral Communication

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

<b>November 16, 2011</b>	<b>Public Business Meeting</b>	<b>7:30 p.m.</b>
<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. Revis, seconded by Mr. Sheridan to approve adjournment from the Workshop/Action Meeting at 8:33 p.m. into executive session.**

**The Board reconvened at 9:05 p.m. to Public Session.**

**Motion by Mr. Revis seconded by Mr. Sheridan to approve adjournment from the Workshop/Action Meeting at 9:05 p.m.**

Respectfully Submitted,

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