

RIVERDALE BOARD OF EDUCATION  
RIVERDALE, NEW JERSEY

**December 7, 2011**  
7:30 p.m.

**MINUTES FOR WORKSHOP/ACTION MEETING**

Board President, **Mr. Shawn Dougherty**, called the Workshop/Action Meeting of the Board of Education of the Borough of Riverdale to order on **December 7, 2011**. The meeting was opened at 7:33 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 were two (2) members of the public in attendance for the meeting.

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

**Mr. Dougherty invited Mr. Dieter Lerch, *Lerch Vinci & Higgins, LLP* to review the District's 2010-2011 Audit. Mr. Lerch commented on the district's Comprehensive Annual Financial Report (CAFR), the Auditor's Management Report (AMR) and Synopsis of Audit Report. He detailed the assets and liabilities of the Governmental Funds Balance Sheet as of June 30, 2011. In addition he commented on each finding and recommendation described in the Audit Synopsis Report. Mr. Lerch continued his review of the surplus balances and commented that the district is financially strong and could address capital projects in the subsequent year if they desire. He thanked the Board of Education and Dr. Wyks for their support and long time commitment to Lerch, Vinci & Higgins.**

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

**Discussion: None**

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

**Mr. Revis introduced A which will be voted on during the public meeting held on December 14, 2011.**

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

Workshop/Action Meeting	November 2, 2011 (Revised)
Private Executive Meeting	November 2, 2011
Public Business Meeting	November 16, 2011
Private Executive Meeting	November 16, 2011

**FINANCE**

**Mr. Revis introduced B – F which will be voted on during the public meeting held on December 14, 2011.**

- B. Payroll for the second half of the month of **November, 2011** in the amount \$\_\_\_\_\_ and the first half month of **December, 2011** in the amount \$\_\_\_\_\_.
- C. Approve bills list dated **December 14, 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:  

**December:**     \$\_\_\_\_\_
- E. Approval of hand check register, dated December 14, 2011 warrants #\_\_\_\_\_ in the amount of \$\_\_\_\_\_.
- F. The Board Secretary’s and Treasurer’s Reports for the month ended **November 30, 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 **November 30, 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

- Ms. Norris commented that a meeting will be scheduled

Personnel

- Mr. Sheridan commented about a possible meeting for next week, if needed

Education

- Dr. Wyks stated that a meeting is needed to discuss a proposed extra curricular pilot program

Policy

- Mr. Polizzi reported on the meeting held prior to this Board meeting, to discuss policies on agenda

Transportation     No Report

Negotiations        No Report

Finance

- Mr. Revis commented on the audit presentation this evening by Dieter Lerch

Pompton Lakes

- Mr. Dougherty reported on the state championship for the PLHS football team

QSAC

- Dr. Wyks reported on the details of the “monitoring” meeting held on Friday in the Kinnelon School District.

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

**FINANCE**

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

**Discussion: None**

**F1.** 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 Auditors Management Report; and

**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.

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

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve F2.**

**Discussion: None**

**F2.** Approve the attached **Corrective Action Plan** in response to the recommendation listed in the 2010-2011 CAFR (Audit).

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

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve F3.**

**Discussion: None**

**F3.** Accept an increase of \$401 increase in **Education Jobs Funding**, bringing the total district allocation to \$13,188.

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

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve F4.**

**Discussion: None**

**F4.** Approve the transfer of funds from the Capital Reserve account to the General Fund capital projects fund in the amount of \$21,143 to cover local share of costs for the School Development Authority (SDA) approve capital projects as listed:

SDA #	Project	Amount
SDA # 4440-050-09-1004	Renovation 2 <sup>nd</sup> Floor Toilets	\$7,637
SDA# 3330-050-09-1007	Ceiling & Lighting Replacement	\$415.
SDA #4440-050-09-1011	Nurse's Office for ADA	\$13,091.

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

**Motion by Mr. Revis, seconded by Mr. Sheridan to approve F5.**

**Discussion: None**

**F5.** Pursuant to the requirements of New Jersey P.L. 2011, Chapter 78, the Riverdale Board of Education hereby resolves to expand the district's existing Section 125 PLAN DOCUMENT and implement a **Flexible Spending Account (FSA)** program effective January 1, 2012, as follows:

1. As recommended by Brown & Brown Benefits Advisors, Inc. the Riverdale Board of Education designates Horizon Blue Cross Blue Shield of New Jersey as the districts Flexible Spending Account (FSA) administrator.
2. All appropriate Riverdale staff are authorized to take such action and affect such documentation as necessary to implement these changes.

**Yes: 5      No: 0      Abstain: 0**

**POLICY**

**Motion by Mr. Polizzi, seconded by Ms. Norris to approve L1.**

**Discussion: None**

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

- **5519** Dating Violence (Policy and Regulation)

**Yes: 5      No: 0      Abstain: 0**

**Mr. Polizzi introduced L2 which will be voted on during the public meeting held on December 14, 2011.**

**L2.** Approve the following Policies at First and Final Reading:

- **0142** Board Member Qualifications, Prohibited Acts, and Code of Ethics
- **6424** Emergency Contracts
- **8505** School Nutrition
- **9700** Special Interest Groups

**Motion by Mr. Polizzi, seconded by Mr. Revis to approve L3.**

**Discussion: None**

**L3.** Approval to **Abolish** the following Policies:

- **5512.01** Harassment Intimidation and Bullying
- **5512.02** Cyber Bullying

**Yes: 5      No: 0      Abstain: 0**

**Mr. Polizzi introduced L4 which will be voted on during the public meeting held on December 14, 2011.**

**L4. New Jersey Quality Single Accountability Continuum**

**WHEREAS**, the Riverdale Board of Education in the County of Morris is undergoing evaluation under NJ QSAC for the 2011-2012 school year, and

**WHEREAS**, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR responses and the Statement of Assurances with respect to this process, and

**WHEREAS**, the Riverdale Board of Education in the County of Morris has reviewed the districts DPR responses and Statement of Assurances and hereby approves these documents.

**NOW THEREFORE BE IT RESOLVED** that the Riverdale Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR and Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f).

**PERSONNEL**

**Mr. Sheridan introduced P1 which may be voted on during the public meeting held on December 14, 2011, if a suitable candidate is secured.**

**P1.** 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.

**Motion by Mr. Sheridan, seconded by Mr. Revis to approve P2.**

**Discussion: None**

**P2.** Approve addition of the following to the 2011-2012 Substitute List:

Name
Reem Azzam
Jennifer Bartolozzi

**Yes: 5      No: 0      Abstain: 0**

**Motion by Mr. Sheridan, seconded by Mr. Revis to approve P3.**

**Discussion: None**

**P3.** Approve the extension of contract with **Jennifer Bartolozzi** from ending on December 23, 2011 to ending on February 24, 2012, as a non tenured, short term, part time paraprofessional employed under the Educational Jobs Act.

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

**Motion by Mr. Sheridan, seconded by Mr. Revis to approve P4.**

**Discussion: None**

**P4.** Approve revision of P4 from agenda of October 19, 2011 to reflect proper designation of funding for consultant **Arline Frankel's** position as **Title I**, replacing Educational Jobs Act incorrectly listed.

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

**Motion by Mr. Sheridan, seconded by Mr. Revis to approve P5.**

**Discussion: None**

**P5.** Approve addition of the following to the 2011-2012 Substitute Custodial List, pending receipt of a favorable criminal history review:

Name	Hourly Amount	Black Seal
<b>Shaun Baughman</b>	<b>\$9.00 (no black seal)</b>	<b>No</b>

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

**EDUCATION**

**Ms. Norris introduced E1 which will be voted on during the public meeting held on December 14, 2011.**

**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
*PLUS MILEAGE AND TOLLS IF APPLICABLE					

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

**Discussion: None**

- E2.** 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
Georgina Mencher
Laura Errera
Lori Clinton

**Yes: 5      No: 0      Abstain: 0**

**TABLED**

- E3.** Approve disenrollment of Student # 15927 (See attached resolution)

**TRANSPORTATION**

**Ms. Norris introduced T1 which will be voted on during the public meeting held on December 14, 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	\$ _____ (11/1/11 – 6/18/12 Paterson location)

**Motion by Ms. Norris, seconded by Mr. Polizzi to approve T2**

**Discussion: None**

- T2.** Approve the following transportation services agreement with the **Educational Services Commission of Morris County** for the 2011-2012 school year as listed:

TYPE	SCHOOL	AMOUNT
Private	New Beginnings (Home Only)	\$ 5,284.80
Private	Chapel Hill (2 students)	\$29,158.20
Private	Lakeview Learning	\$ 236.52
Vocational	Morris County Vo Tech & Academies	\$37,308.60

**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 December 2, 2011

PreK-8:	<b>340</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 submission of the following reports to the State of New Jersey Department of Education:

- Comprehensive Maintenance Plan M1
- Audit Summary Report
- Comprehensive Annual Financial Report
- Corrective Action Plan
- ARRA Expenditure Reports

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

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

<b>December 14, 2011</b>	<b>Public Business Meeting</b>	<b>6:30 p.m.</b>
<b>January 11, 2012</b>	<b>Workshop/Action Meeting</b>	<b>7:30 p.m.</b>
<b>January 25, 2012</b>	<b>Public Business Meeting</b>	<b>7:30 p.m.</b>
<b>February 8, 2012</b>	<b>Workshop/Action Meeting</b>	<b>7:30 p.m.</b>
<b>February 22, 2012</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 an incident of HIB.
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 Workshop/Action Meeting at 8:25 p.m. into executive session.**

**The Board reconvened at 8:40p.m. to Public Session.**

**Motion by Mr. Dougherty seconded by Mr. Revis to approve adjournment from the Workshop/Action Meeting at 8:40 p.m.**

Respectfully Submitted,

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