

# HOPEWELL VALLEY REGIONAL BOARD OF EDUCATION

## Minutes

March 28, 2011

Pennington, N.J.

The Regular Meeting of the Hopewell Valley Regional Board of Education was held in the Cafeteria of Central High School, 259 Pennington-Titusville Road, Pennington, New Jersey, 08534 on Monday, March 28, 2011 at 7:30 p.m. The meeting was called to order by the President, Mr. James J. Wulf. The Secretary recorded the roll and announced that a quorum was present.

Members Present: Ms. Laura Desai  
Mr. Roy G. Dollard  
Mr. Stephen Keen  
Mr. Gordon Lewis  
Ms. Judy Lindenberger, Vice President  
Mr. Daniel O'Connor  
Ms. Leigh Ann Peterson  
Ms. Lisa Wolff  
Mr. James J. Wulf, President

Members Absent: None

Others present: Dr. Thomas A. Smith, Superintendent  
Mr. Robert Colavita, Board Secretary/Business Administrator  
Mr. Richard Lang, Assistant Superintendent  
And 7 members of the public

Mr. Wulf read the Open Public Meetings statement as follows:

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 meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Hopewell Valley Regional Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof communicated to the *Hopewell Valley News*, *Pennington Post*, *The Times* and *Trentonian* on April 27, 2010, February 15, 2011, and March 10, 2011. This meeting notice was also sent to Comcast Cable and Verizon Fios.

Mr. Wulf led the Board and the public in the flag salute.

The meeting was videotaped.

## **APPROVAL OF MINUTES**

Motion by Ms. Lindenberger, seconded by Ms. Desai, that the Board approve the following minutes:

- A. Special, Agenda and Closed Meetings on February 7, 2011
- B. Special Meeting on February 24, 2011
- C. Regular and Closed Meetings on February 28, 2011 (amended with correction to date)

The vote: Unanimously carried by voice vote.

## **REPORT OF THE SUPERINTENDENT & BOARD PRESIDENT**

### **Superintendent's Update**

Dr. Smith introduced the review of Facilities and Transportation Departments, the last of the reviews of district services planned as part of the budget discussion.

### **Review of Facilities and Transportation Departments**

Mr. Colavita presented a PowerPoint on services provided by the Facilities and Transportation Departments (copy attached).

Dr. Smith and Mr. Colavita acknowledged Mr. Torkelson, Director of Facilities, and Mrs. Kaczor, Supervisor of Transportation, for effectively and efficiently managing their departments.

## **PUBLIC HEARING ON THE 2011-2012 BUDGET**

Dr. Smith presented a PowerPoint on the 2011-2012 budget (copy attached).

### **SPECIAL OPPORTUNITY FOR PUBLIC COMMENT ON THE 2011-2012 BUDGET**

8:08 p.m.

Ms. Schafer, Pennington Borough, inquired about salaries and athletic programs.

The public comment portion of the meeting ended at 8:37 p.m.

### **Board Questions/Comments**

Mr. O'Connor asked about what would happen if the budget was defeated.

- Dr. Smith explained the process whereby the municipal officials would have the responsibility of passing the budget as is or requesting additional cuts.

### **PUBLIC COMMENT**

8:41 p.m.

No comments.

## **DISCUSSION/ACTION ITEMS**

### **CONSENT AGENDA**

Motion by Ms. Desai, seconded by Mr. Keen, to approve the following Consent Agenda items:

### **FINANCE/FACILITIES**

RESOLVED, that the Board approve the attached list of bills dated March 28, 2011 totaling \$1,869,738.30

RESOLVED, that the Financial Reports of the Board Secretary and the Treasurer of School Monies for January, 2011 be approved as presented. Pursuant to N.J.A.C. 6A:23-2.12 (c ) 4, the Board of Education certifies that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the fiscal year.

RESOLVED, that the Board approve the attached MetLife Comply Now Service Agreement with the Metropolitan Life Insurance Company

RESOLVED, that the Board approve the following Facilities Use Agreements for 2011-2012:

- a. Hopewell Valley After School Program Lease Agreement(attached)
- b. Hopewell Valley YMCA Annual Agreement (attached)

### **EDUCATIONAL PROGRAM**

RESOLVED, that the Board approve contracts for the following student placements:

| <b>School</b>                 | <b>Cost</b> |
|-------------------------------|-------------|
| Foundations Lifeworks Academy | \$224./diem |

RESOLVED, that the Board approve submission of the 2011-2012 Professional Development Plan to the Mercer County Professional Development Board.

RESOLVED, that the Board approve the following extracurricular activity at Central High School:

#### **Be the Change Club**

*Purpose:* to create a safe environment for students to celebrate differences among each other

RESOLVED, that the Board approve the attached list of district field trips

### **ROUTINE INFORMATION ITEMS**

RESOLVED, that the Board approve the following routine information items for February, 2011:

Fire Drills:

|                               |   |                   |
|-------------------------------|---|-------------------|
| Bear Tavern Elementary School | - | February 7, 2011  |
| Hopewell Elementary School    | - | February 7, 2011  |
| Stony Brook Elementary School | - | February 17, 2011 |
| Toll Gate Grammar School      | - | February 28, 2011 |
| Timberlane Middle School      | - | February 18, 2011 |
| Central High School           | - | February 18, 2011 |

School Security Drills:

|                               |   |                   |
|-------------------------------|---|-------------------|
| Bear Tavern Elementary School | - | February 25, 2011 |
| Hopewell Elementary School    | - | February 28, 2011 |
| Stony Brook Elementary School | - | February 25, 2011 |
| Toll Gate Grammar School      | - | February 25, 2011 |
| Timberlane Middle School      | - | February 24, 2011 |
| Central High School           | - | February 23, 2011 |

Taxes Requisitioned and Received (attached)

Enrollment Report (attached)

Report on School Suspensions (attached)

The vote: Unanimously carried by voice vote.

**FINANCE/FACILITIES**

Motion by Mr. O’Connor, seconded by Ms. Desai:

RESOLVED, that the Board adopt the following resolution to approve the 2011-2012 annual school budget:

**WHEREAS**, the School Funding Reform Act of 2008 requires the submission of an itemized budget to the Executive County Superintendent of Schools;

**WHEREAS**, the documents were submitted to the Executive County Superintendent for review and were approved on March 11, 2011;

**WHEREAS**, the Administration recommends that the Board approve the following 2011-2012 annual school budget and accept the New Jersey Department of Education notification of 2011-2012 State aid;

**WHEREAS**, supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations;

**NOW THEREFORE BE IT RESOLVED**, that the Board approve a FY 2011-2012 school district budget for submission to the voters as follows and authorizes the Administration to prepare the ballot question per the New Jersey Department of Education guidelines:

|                      | <u>Budget</u>       | <u>Local Tax Levy</u> |
|----------------------|---------------------|-----------------------|
| General Fund         | \$66,447,435        | \$63,295,965          |
| Special Revenue Fund | \$ 977,108          | 0                     |
| Debt Service Fund    | <u>\$ 4,789,667</u> | <u>\$ 4,788,911</u>   |
| Total Base Budget    | \$72,214,210        | \$68,084,876          |

The school district has prepared programs and services in addition to the Core Curriculum Content Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available in the Administrative Office.

RESOLVED, that the Board approve the attached 2010-2011 general fund budget transfers

RESOLVED, that the Board approve the attached 2010-2011 general fund budget adjustments

The vote:

|                  |     |              |     |
|------------------|-----|--------------|-----|
| Ms. Desai        | Yes | Mr. O’Connor | Yes |
| Mr. Dollard      | Yes | Ms. Peterson | Yes |
| Mr. Keen         | Yes | Ms. Wolff    | Yes |
| Mr. Lewis        | Yes | Mr. Wulf     | Yes |
| Ms. Lindenberger | Yes |              |     |

Motion carried.

## PERSONNEL

Motion by Mr. Keen, seconded by Ms. Desai, RESOLVED that per the Superintendent's recommendation, the following actions be approved:

### APPOINTMENTS AND RESIGNATIONS

Acceptance of the retirement of **Robert Johnson**, head mechanic, effective September 1, 2011. Mr. Johnson has been with the district since 1985.

Acceptance of the retirement of **Susan Ewart**, Pupil Services secretary, effective September 1, 2011. Ms. Ewart has been with the district since 1988.

Acceptance of the retirement of **Linda Bradshaw**, itinerant art teacher, effective July 1, 2011. Ms. Bradshaw has been with the district since 1989.

Acceptance of the retirement of **Cheryl Clark**, guidance counselor at Central High School, effective July 1, 2011. Ms. Clark has been with the district since 1993.

Acceptance of the retirement of **Janice Cooke**, teacher at Timberlane Middle School, effective July 1, 2011. Ms. Cooke has been with the district since 2001.

Acceptance of the resignation of **William Emery**, campus safety officer at Toll Gate Grammar School, effective July 1, 2011.

Acceptance of the resignation of **Catherine Som**, teacher of French at Central High School, effective July 1, 2011.

Appointment of **Joann Guellnitz** as a long-term substitute teacher at Timberlane Middle School, at the per diem rate of 1/200 of the base-teachers' salary (BA/Step 1), effective May 2, 2011.

Adjustment to the 2010-2011 salary of **Sarah Paluzzi**, teacher at Timberlane Middle School, to reflect the attainment of masters: \$57,620 (MA/Step 4), effective April 1, 2011.

Adjustment to the effective date of a personal leave of absence for **Kiki Enderle**, athletic director/6-12 wellness supervisor, for the 2010-2011 school year, to June 3, 2011.

Granting of a family medical leave of absence to **Martha Friedman**, occupational therapist at Bear Tavern Elementary School, for the 2010-2011 school year, effective March 8, 2011.

Granting of a family medical leave of absence to **Carol Rolewicz**, teacher at Central High School, for the 2010-2011 school year, effective March 23, 2011.

~~Granting of a personal leave of absence to **Sarah Sherwin**, teacher at Central High School, for the 2011-2012 school year.-(pulled from agenda)~~

Approval of the following substitute teacher(s) for the 2010-2011 school year:

Ilona Chasar

Heather Ferino

Alexandria Lamartine

Sherry Marlatt

Amber Miller

Claudia Scaran

Approval of the following homebound instructor(s) for the 2010-2011 school year:  
Alexandria Lamartine

Approval of the following substitute paraprofessional(s) for the 2010-2011 school year:  
Ilona Chasar  
Heather Ferino

Approval of the following substitute van attendant(s) for the 2010-2011 school year:  
Sherice Soganic

Approval of the following student from The College of New Jersey to complete a counseling internship at Central High School, for the 2010-2011 school year spring semester:  
Sinead Mallon

Approval of the following student from Princeton University to complete field observation requirements at Timberlane Middle School, for the 2010-2011 school year spring semester:  
Haley Thompson

Approval of the following sophomore students to complete their field placement requirement, for the 2010-2011 school year spring semester:

| <b><u>Name</u></b> | <b><u>Institution</u></b> | <b><u>Location</u></b> |
|--------------------|---------------------------|------------------------|
| Liz Brooks         | Rider University          | Stony Brook Elementary |
| Shannon Reed       | Rider University          | Stony Brook Elementary |
| Allison Miller     | Rider University          | Stony Brook Elementary |
| Jasmine Rosado     | Rider University          | Stony Brook Elementary |
| Amy Williams       | Rider University          | Stony Brook Elementary |
| Maria Ingargiola   | Rider University          | Stony Brook Elementary |
| Hannah Abuhmoud    | Rider University          | Stony Brook Elementary |
| Jamie Grannakis    | Rider University          | Stony Brook Elementary |
| Demi Mello         | Rider University          | Stony Brook Elementary |
| Dana Linker        | Rider University          | Stony Brook Elementary |
| Holly Barr         | Rider University          | Stony Brook Elementary |
| Laura Pantin       | Rider University          | Stony Brook Elementary |
| Licia Keevill      | Rider University          | Stony Brook Elementary |
| John Frye          | Rider University          | Stony Brook Elementary |
| Brandon Litner     | Rider University          | Stony Brook Elementary |
| Lanie Alden        | Rider University          | Stony Brook Elementary |

Approval of the following student teacher(s) for the 2010-2011 school year spring semester:

| <b><u>Name</u></b> | <b><u>Institution</u></b> | <b><u>Location</u></b>   |
|--------------------|---------------------------|--------------------------|
| Jessica Buckles    | Rider University          | Central High School      |
| Amber Currie       | Rider University          | Timberlane Middle School |

### **EXTRACURRICULAR APPOINTMENTS**

Approval of the following extracurricular appointments and summer curriculum projects for the 2010-

2011 school year:

| <u>Name</u>     | <u>Loc</u> | <u>Appointment</u>               | <u>Stipend</u> | <u>Level</u> |
|-----------------|------------|----------------------------------|----------------|--------------|
| Lindsay Chalela | CHS        | Assistant Track                  | \$3,520        | III/Step 1   |
| Teresa Misiak   | CHS        | Student Council Advisor*         | \$1,586        | IV/Step 3    |
| Grace Rarich    | TMS        | TMS After-School Enrich (8 sess) | \$ 344         | VIII         |

\*Effective February 1, 2011.

Rescind the 2010-2011 extracurricular appointment of **Heather Sabo**, Student Council Advisor at Central High School, Level IV, Step 1, effective January 31, 2011.

The vote:

|                  |     |              |     |
|------------------|-----|--------------|-----|
| Ms. Desai        | Yes | Mr. O'Connor | Yes |
| Mr. Dollard      | Yes | Ms. Peterson | Yes |
| Mr. Keen         | Yes | Ms. Wolff    | Yes |
| Mr. Lewis        | Yes | Mr. Wulf     | Yes |
| Ms. Lindenberger | Yes |              |     |

Motion carried.

### **EDUCATIONAL PROGRAM**

RESOLVED, that the Board approve the attached travel and related expenses

The vote: Unanimously carried by voice vote.

### **COMMUNICATIONS**

Motion by Ms. Peterson, seconded by Ms. Desai, RESOLVED, that the Board of Education approve the following adjustments to the 2010-2011 calendar:

- Schools will be open on Monday, April 25.
- Last day for students and staff will be Thursday, June 23.
- June 22 and 23 will be Pre-K-12 early dismissal.
- Last day for AM Kindergarten will be Wednesday, June 22.
- Last day for PM Kindergarten will be Thursday, June 23.

The vote: Unanimously carried by voice vote.

### **POLICY/GOVERNANCE**

Motion by Mr. Wulf, seconded by Mr. Keen:

RESOLVED, that the Board approve the following attached Board policies/regulations for first reading:

- a. *New* Board Policy No. 1140, ***Affirmative Action Program***
- b. *Replacement* Board Policy No. 1523, ***Comprehensive Equity Plan***
- c. *Revised* Board Policy No. 1530, ***Equal Employment Opportunities***
- d. *Revised* Board Regulation No. 1530, ***Equal Employment Opportunities***
- e. *Replacement* Board Policy No. 1550, ***Affirmative Action Program for Employment***

- and Contract Practices*
- f. ***Revised*** Board Regulation No. 1550, ***Affirmative Action Program for Employment and Contract Practices***

The vote: Unanimously carried by voice vote.

### **CALENDAR**

Motion by Mr. O'Connor, seconded by Ms. Peterson, that the Board approve the April 2011 and May 2011 calendars with the following changes:

|                |           |                               |
|----------------|-----------|-------------------------------|
| April 12, 2011 | 3:30 p.m. | Personnel Committee           |
| April 14, 2011 | 6:30 p.m. | Negotiations Committee        |
| April 26, 2011 | 5:00 p.m. | Educational Program Committee |

### **PUBLIC COMMENT**

9:03 p.m.

No comments.

Motion by Ms. Wolff, seconded by Ms. Peterson, that the meeting be adjourned.

The vote: Unanimously carried by voice vote.

Time: 9:03 p.m.

Robert Colavita  
Board Secretary