

RIVERDALE BOARD OF EDUCATION
RIVERDALE, NEW JERSEY

June 3, 2015

7:30 p.m.

MINUTES FOR WORKSHOP/ACTION MEETING

Board President, **Mr. Charles Sheridan**, called the Workshop/Action Meeting of the Board of Education of the Borough of Riverdale to order on **June 3, 2015**. The meeting was opened at 7:30 p.m. with a flag salute.

Mrs. Molinet then took the roll call.

ROLL CALL:

Present: June Carelli, Shawn Dougherty, Michael Khefets, Andrew Oliveri, Jessica Rentas, Kelly Norris and Charles Sheridan

Absent: None

Also Present: Mrs. Vicki Pede, Superintendent Mrs. Estrella Molinet, Business Administrator/Board Secretary and Mr. Daniel Cullen, Principal.

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

Recognition of visitors: There were four (4) members of the public in attendance for the meeting.

Ms. Charlene Peterson, New Jersey School Boards Representative, conducted a Goal Setting Workshop to develop Board Goals and District Goals for the 2015-2016 school year.

ORAL COMMUNICATION ON AGENDA ITEMS – THIRTY MINUTES

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

I. ROUTINE ITEMS

Mr. Sheridan introduced A which will be voted on during the public meeting held on June 17, 2015.

A. Approval of meeting minutes as follows:

| | |
|----------------------------------|---------------------|
| Workshop/Action Meeting | May 6, 2015 |
| Private Executive Meeting | May 6, 2015 |
| Reorganization Meeting | May 20, 2015 |
| Private Executive Meeting | May 20, 2015 |

FINANCE

Mr. Sheridan introduced B and C which will be voted on during the public meeting held on June 17, 2015.

- B. It is recommended by the Superintendent of Schools that the Board of Education approve the payroll for the second half of the month of **May, 2015** in the amount of \$_____ and the first half month of **June, 2015** in the amount of \$_____
- C. It is recommended by the Superintendent of Schools that the Board of Education approve the bills list dated **June 17, 2015** warrants #_____ through #_____ in the amount of \$_____.

Motion by Mr. Kheyfets, seconded by Ms. Norris to approve D.

Discussion: None

- D. It is recommended by the Superintendent of Schools that the Board of Education approve hand check registers as follows:

| Check # | Date | Amount |
|---------|--------------|----------|
| 1190 | June 2, 2015 | \$139.32 |
| | | |

Yes: 7 No: 0 Abstain: 0

Mr. Sheridan introduced E-G which will be voted on during the public meeting held on June 17, 2015.

- E. It is recommended by the Superintendent of Schools that the Board of Education approve the wire transfer to the **State of New Jersey, Division of Pensions and Benefits**, for health and prescription plan premiums for the month of:

June: \$_____

- F. It is recommended by the Superintendent of Schools that the Board of Education approve the Board Secretary's and Treasurer's Reports for the month ended **April 30, 2015**, as per the attached, 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 on the monthly financial report, certifies that, to the best of knowledge, as of **April 30, 2015** no major account has been over expended 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.

| | |
|------------------------------------|--|
| General Fund – Fund 10 | |
| Special Revenue – Fund 20 | |
| Capital Projects – Fund 30 | |
| Debt Service - Fund 40 | |
| Subtotal | |
| Capital Reserve Acct – 10 -116 | |
| Maintenance Reserve Acct -10 - 117 | |
| Total Governmental Funds | |

- G. It is recommended by the Superintendent of Schools that the Board of Education approve the attached line item transfers for April:

| Appropriation Transfers | | | |
|--------------------------|--------------------------|-----------|--------------|
| April 30, 2015 | | | |
| Account # | Description | Amount | Reason |
| FROM | | | |
| 11-000-217-106-00-000-00 | Salary-One-to-One Aides | 18,792.58 | Reallocation |
| | | 18,792.58 | |
| TO | | | |
| 11-000-213-100-03-000-00 | Sal-Nurse Sub | 124.28 | Reallocation |
| 11-000-219-610-00-000-00 | Supplies-CST | 26.02 | Reallocation |
| 11-000-223-320-00-000-00 | Purc/Prof Staff Training | 205.94 | Reallocation |
| 11-000-230-590-10-000-00 | Liab/Bonds/Student Instr | 200.00 | Reallocation |
| 11-000-262-100-04-000-00 | Sal Custodial Subs | 536.77 | Reallocation |
| 11-000-270-160-00-000-00 | Sal- Trans Stipends | 240.00 | Reallocation |
| 11-000-291-270-01-000-00 | Dental | 1,215.98 | Reallocation |
| 11-105-100-106-00-000-00 | Pre-K Teacher's Aide | 1,230.05 | Reallocation |
| 11-110-100-106-00-000-00 | Kindergarten Aide | 2,583.59 | Reallocation |
| 11-120-100-101-01-000-00 | Sal -Gr 1-5 Subs | 2,391.23 | Reallocation |
| 11-120-100-107-00-000-00 | Gr 1-5 Non Instr Aide | 1,645.18 | Reallocation |
| 11-130-100-101-01-000-00 | Sal-Gr 6-8 Subs | 1,674.29 | Reallocation |
| 11-130-100-106-00-000-00 | Gr 6-8 Teacher's Aide | 2,382.93 | Reallocation |
| 11-150-100-101-00-000-00 | Sal-Home Instr | 1,805.00 | Reallocation |
| 11-190-100-610-12-000-00 | Supplies-Mathematics | 94.17 | Reallocation |
| 11-190-100-610-44-000-00 | Supplies-Computer Lit | 283.99 | Reallocation |
| 11-204-100-104-00-000-00 | Salaries LLD Aides | 458.16 | Reallocation |
| 11-401-100-800-00-000-00 | Other-Co-Curricular | 1,695.00 | Reallocation |
| | | 18,792.58 | |

COMMITTEE REPORTS

| Committees | Chairperson | Reports |
|------------------------|------------------|--|
| Finance | Charlie Sheridan | No Report |
| Policy | Jessica Rentas | Mrs. Rentas would like to schedule a meeting |
| Education | Andrew Oliveri | No Report |
| Personnel/Negotiations | Shawn Dougherty | Several meetings have occurred to discuss staff contracts. |
| Buildings and Grounds | Michael Khefets | No Report |
| Transportation | June Carelli | Mrs. Carelli notified the Board of the late bus occurrence last Friday to pick up students at dismissal. |
| Negotiations- P.L. | Shawn Dougherty | No Report |
| Pompton Lakes | Shawn Dougherty | Mr. Dougherty announced that PLHS's graduation is on 6/22/15 – the night before ours. |

APPROVAL OF THE FOLLOWING NEW BUSINESS ITEMS:

FINANCE

Mr. Sheridan introduced F1 which will be voted on during the Public Business Meeting held on June 17, 2015.

- F1.** It is recommended by the Superintendent of Schools that the Board of Education approve the submission and acceptance of IDEA grant funds for the 2015 – 2016 school year as follows:

| Grant Fund | Amount |
|------------|----------|
| IDEA Basic | \$73,649 |
| Preschool | \$ 3,088 |

POLICY

Mrs. Rentas introduced L1 which will be voted on during the Public Business Meeting held on June 17, 2015.

- L1.** It is recommended by the Superintendent of Schools that the Board of Education accept the **HIB Report** from the Superintendent for the month of **May, 2015**.

EDUCATION

Motion by Mr. Oliveri, seconded by Ms. Norris to approve E1.

Discussion: None

- E1.** It is recommended by the Superintendent of Schools that the Board of Education 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 |
|---------------------------------------|-------------|---|-----------------|---------------|---------|
| 6/29/15 | Vicki Pedo | Legal One – Law, Ethics, and Governance for All Leaders | Monroe Township | \$150. | N/A |
| *PLUS MILEAGE AND TOLLS IF APPLICABLE | | | | | |

Yes: 7 No: 0 Abstain: 0

Motion by Mr. Oliveri, seconded by Ms. Norris to approve E2.

Discussion: None

- E2.** It is recommended by the Superintendent of Schools that the Board of Education approve a physical therapy evaluation by **Passaic County Educational Services Commission** for Student #13025256 at a cost of \$375.

Yes: 7 No: 0 Abstain: 0

Motion by Mr. Oliveri, seconded by Ms. Norris to approve E3.

Discussion: None

- E3.** It is recommended by the Superintendent of Schools that the Board of Education rescind Resolution **E3** approved on **May 20, 2015** and approve a Central Auditory Processing evaluation for Student #3040359 by **St. Barnabas Medical Center** at a cost of \$700.

Yes: 7 No: 0 Abstain: 0

PERSONNEL

Motion by Mr. Dougherty, seconded by Ms. Norris to approve P1

Discussion: None

- P1.** It is recommended by the Superintendent of Schools that the Board of Education approve the resignation, *with regret*, of **Margaret Wolf**, school aide, effective June 30, 2015.

Yes: 7 No: 0 Abstain: 0

Motion by Mr. Dougherty, seconded by Ms. Norris to approve P2

Discussion: None

- P2.** It is recommended by the Superintendent of Schools that the Board of Education approve the following volunteers, who have or will complete the required volunteer training, for school events for the remainder of the 2014-2015 school year:

| NAMES | NAMES |
|------------------|-----------------|
| Fabrizio Negrini | Bonnie Watts |
| Andrew Oliveri | Christine Coppa |
| Misha Shoblock | |

Yes: 6 No: 0 Abstain: 1 – (Mr. Oliveri)

Mr. Dougherty introduced P3 - P21 which will be voted on during the Public Business Meeting held on June 17, 2015.

- P3.** It is recommended by the Superintendent of Schools that the Board of Education approve the carry over of up to ten (10) vacation days from 2014-2015 for the **Superintendent of Schools**, in accordance with her employment contract.
- P4.** It is recommended by the Superintendent of Schools that the Board of Education approve the carry over of up to five (5) vacation days from 2014-2015 for the **Business Administrator/Board Secretary**, in accordance with her employment contract.
- P5.** It is recommended by the Superintendent of Schools that the Board of Education approve the carry over of up to five (5) vacation days from 2014-2015 for the **Principal**, in accordance with his employment contract.

- P6.** It is recommended by the Superintendent of Schools that the Board of Education approve the following home instructors for the 2015-2016 school year at the rate of \$35. per hour, as needed:

| Name | Discipline |
|----------------------|-------------------|
| Colleen Deyo | Elementary |
| Carmela Baram | Elementary |

- P7.** It is recommended by the Superintendent of Schools that the Board of Education approve the award of contracts to the following non-certified, non-tenured, part-time aides, without benefits, from September 8, 2015 through June 23, 2016:

| NAME | Rate of Pay Per Hour | Not to Exceed Hours Per Week |
|---------------------------|-----------------------------|-------------------------------------|
| Carmela Baram | | TBA |
| Ellen Chesney | | TBA |
| Diane Dunn | | TBA |
| Christine Fitamant | | TBA |
| Kim Gaefke | | TBA |
| Stephen Margiotta | | TBA |
| Diane O'Brien | | TBA |
| Susan Pomes | | TBA |
| Cari Ann Synol | | TBA |
| Fran Turek | | TBA |
| Jeanine Whitmore | | TBA |

- P8.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following non-certified tenured personnel from July 1, 2015 through June 30, 2016:

| Name | Job Description | Salary |
|-------------------|--------------------------|---------------|
| Toma Dedio | Adm. Assistant to SBA/BS | \$ |

- P9.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following non-certified tenured personnel from July 1, 2015 through June 30, 2016:

| Name | Job Description | Salary |
|---------------------|-----------------------------|---------------|
| Doreen Palek | Adm. Assistant to the Supt. | \$ |

- P10.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following non-certified non-tenured personnel from July 1, 2015 through June 30, 2016:

| Name | Job Description | Salary |
|-------------------------|------------------------|---------------|
| Kathy Santangelo | School Secretary | \$ |

- P11.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following part-time school secretary, without benefits, from September 1, 2015 through June 30, 2016:

| Name | Job Description | Hours Per Week | Pay Per Hour |
|-----------------------|----------------------------|--------------------|--------------|
| Kathy Sullivan | Part-Time CST Secretary | Not to exceed 19.5 | \$ |

- P12.** It is recommended by the Superintendent of Schools that the Board of Education approve the award of a 12-month contract and stipends to the following non-certified, non-tenured, twelve month maintenance/custodial personnel from July 1, 2015 through June 30, 2016 as follows:

| Name | Job Description | Salary/Stipend |
|----------------------|--|----------------|
| Daniel DeNude | Maintenance/Custodian (Black Seal) | \$ |
| | Head Custodian | \$ |
| | School Van Driver/Level II | \$ |
| | ESY School Van Driver/Level II (for the period July 6 th – July 31 st) | \$ |

- P13.** It is recommended by the Superintendent of Schools that the Board of Education approve the award of a 12-month contract and stipends to the following non-certified, non-tenured, twelve month custodial personnel from July 1, 2015 through June 30, 2016 as follows:

| Name | Job Description | Salary/Stipend |
|---------------------|---------------------------|----------------|
| Juan Cazorla | Custodian (Black Seal) | \$ |
| | School Van Driver/Level I | \$ |

- P14.** It is recommended by the Superintendent of Schools that the Board of Education approve the award of a 12-month contract to the following non-certified, non-tenured, twelve month custodial personnel from July 1, 2015 through June 30, 2016 as follows:

| Name | Job Description | Salary |
|----------------------|------------------------|--------|
| Brian Baccaro | Custodian (Black Seal) | |

- P15.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following as non-tenured, non-certified part-time custodians and substitute custodians from July 1, 2015 through June 30, 2016 as follows:

| Name | Rate of Pay Per Hour | Hours Per Week |
|------------------------|----------------------|------------------|
| Tiffany Herbert | | Not to exceed 18 |
| Peter Jennings | | Not to exceed 18 |

- P16.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following substitute custodians for the 2015-2016 school year as follows:

| Name | Black Seal | Hourly Rate |
|-------------------|------------|-------------|
| Shaun Baughman | Yes | |
| Louis Bruno | No | |
| Todd Brunner | Yes | |
| Jordan Levich | Yes | |
| Samuel Dedio | No | |
| Keith Jennings | No | |
| Zachary Madjansky | Yes | |

- P17.** It is recommended by the Superintendent of Schools that the Board of Education approve the following Extended School Year Substitutes, not to exceed three (3) hours/day for the period July 6, 2015 through July 31, 2015:

| Name | Rate of Pay | Position |
|---------------|------------------|-------------------------|
| John Prezioso | \$40/ESY Session | Substitute Teacher/Aide |
| Sam Dedio | \$40/ESY Session | Substitute Teacher/Aide |
| Lori Hecht | \$40/ESY Session | Substitute Teacher/Aide |

- P18.** It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of the following individual as a consultant to the District to provide speech/language specialist, at the rate of \$47. per hour, ***pending sufficient enrollment.***

| Staff Member | Program | Program Dates | Total Hours |
|--|------------|-------------------------------------|-------------------------|
| Cathy Alvarado (speech/language specialist in the Pompton Lakes School District) | ESY | July 6, 2015 – July 31, 2015 | Not to exceed 15 |

- P19.** It is recommended by the Superintendent of Schools that the Board of Education appointment of the following personnel, as coaches and advisors, for extra-curricular activities for the 2015-2016 school year at the listed stipends:

| NAME | POSITION | STIPEND* |
|------------------|---|-----------------------------------|
| Jennifer Corbett | Co -Student Council Advisor | \$909.50 (Step 3 - \$1,819 X .5) |
| Kristen Caufield | Co-Student Council Advisor | \$852.50 (Step 2 \$1,705 X .5) |
| Steve Pricone | Boys Basketball | \$2,842 (\$1,705 + 1,137) yr. 10+ |
| Steve Pricone | Boys Baseball | \$2,842 (\$1,705 + 1,137) yr. 10+ |
| Tom Schneider | Girls Softball | \$2,842 (\$1,705 + 1,137) yr. 10+ |
| Tom Schneider | Girls Basketball | \$2,842 (\$1,705 + 1,137) yr. 10+ |
| Tom Schneider | Athletic Coordinator | \$1,705 |
| | Spring Play | |
| | Spring Play | |
| Samantha Baietti | 8 th Grade Class Coordinator | \$1,592 (Step 2) |
| Michele Miller | NJHS | |
| Randy Hanas | Band Director | \$1,705 (Step 3) |
| Randy Hanas | Chorus Director | \$1,705 (Step 3) |
| Kristen Caufield | Co-Yearbook Advisor | \$796. (Step 1 - \$1,592 X .5) |
| Jennifer Corbett | Co-Yearbook Advisor | \$796. (Step 1 - \$1,592 X .5) |
| Diane Tomkins | Website Administrator | \$1,910 (Step 3 - Year 7) |
| Kathy Paldino | Riverdale Performance Troupe (Drama) | \$1,705 (Step 3) |

- P20.** It is recommended by the Superintendent of Schools that the Board of Education approval of up to five (5) days (hours/days subject to approval by the Superintendent) of summer work, in accordance with the negotiated agreement, for the following members of the Child Study Team:

| NAME | SERVICES |
|-----------------|---------------------|
| Stacy DiLorenzo | School Psychologist |
| Helene Magno | LDT |
| TBA | Social Worker |

- P21.** It is recommended by the Superintendent of Schools that the Board of Education approval of additional summer hours, as approved by the Superintendent, for **Kathy Sullivan**, part-time CST Secretary, at the rate of \$19.45 per hour for the period July 1, 2015 through August 31, 2015.
- P22.** **RESOLVED** that **Sarah LaSpina** ("LaSpina") be granted paid sick leave from September 8, 2015 through October 8, 2015, in connection with the anticipated birth of her child on or around September 18, 2015. During this period, **LaSpina** will use 22 accumulated sick days.

RESOLVED that **LaSpina** be granted a personal disability leave of absence under the Family Medical Leave Act ("FMLA") from October 9, 2015 through approximately October 16, 2015. This statutory leave, the dates of which are subject to change based on the actual delivery date of **LaSpina's** child, shall be without pay but with a continuation of medical benefits.

RESOLVED that **LaSpina** be granted a statutory child-rearing leave of absence under the FMLA and the New Jersey Family Leave Act, from approximately October 19, 2015 through approximately January 8, 2016. This statutory leave, the dates of which are subject to change based on the actual delivery date of **LaSpina's** child, shall be without pay but with a continuation of medical benefits.

RESOLVED that **LaSpina's** anticipated return to work date shall be January 11, 2016.

ROLL CALL VOTE

AYES: 7 – **Mr. Sheridan, Ms. Norris, Mrs. Carelli, Mr. Dougherty, Mr. Kheyfets, Mr. Oliveri and Mrs. Rentas**

NAYS: 0

ABSTENTIONS: 0

III. NON-ACTION ITEMS:

A. Letters and Communications

Mr. Charles Sheridan

- **Mr. Sheridan** read a note from **Mrs. Rapone**, thanking **Mrs. Pede** and the Board for her retirement resolution and reception.

B. Superintendent's Report (See attached)

Mrs. Vicki Pede

Enrollment as of May 29, 2015

| | |
|------------------|----------------------|
| PreK-8: | 333 |
| HS: | Tuition - 112 |
| Option III: | -0- |
| Academy: | 4 |
| Vo-Tech: | 8 |
| Out of District: | 14 |
| Charter | 0 |
| Home Instruction | 1 |
| School Choice | 2 |

C. Business Administrator's Report

Mrs. Estrella Molinet

Mrs. Molinet reported on the following:

- Chief Smith of the Riverdale Police Department sent a letter requesting access to the school building. The Board will create a policy regarding access.
- The Flexible Spending Account Open Enrollment is going on now through June 5th for the 15-16 school year.
- DCRP eligible members have been stopping by my office, we will be starting to work with Prudential next week while we await the response of our attorney.
- A sign company for the outdoor sign has been contacted. As it turns out, the same company was contacted last year by the Principal and the PTA. They sent us their design for us to look at. One is a digital sign, the other is a lighted letter sign. We can get an idea as to the price.
- The dishwasher in the kitchen is ready to be replaced, as it has been struggling for some time. We actually have a quote from May 2014 regarding replacement.
- Dan DeNude has been contacting fencing companies for the softball backstop.

D. Information and Questions from Board Members

E. Oral Communication

IV. FUTURE MEETINGS AND IMPORTANT DATES:

| | | |
|------------------------|--------------------------------|------------------|
| June 17, 2015 | Public Business Meeting | 7:30 p.m. |
| July 15, 2015 | Public Business Meeting | 7:30 p.m. |
| August 12, 2015 | Public Business Meeting | 7:30 p.m. |

IV. 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, personnel issues and negotiations.
2. The matter discussed will be made public when confidentiality is no longer required.

VI. ADJOURNMENT

Motion by Mr. Sheridan, seconded by Ms. Norris to approve adjournment from the Public Business Meeting at 9:00 p.m. into executive session.

The Board reconvened at 10:40 p.m. to Public Session.

Motion by Mr. Sheridan, seconded by Ms. Norris to approve adjournment from the Public Business Meeting at 10:40 p.m.

Respectfully Submitted,



Estrella M. Molinet

Business Administrator/Board Secretary

