

**WOODLAND PARK BOARD OF EDUCATION**

853 Mc Bride Avenue  
Woodland Park, N.J. 07424

**THOMAS DIFLURI, RSBA**  
Business Administrator/Board Secretary

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**BOARD OF EDUCATION  
WOODLAND PARK  
NEW JERSEY  
NOTICE OF  
REGULAR MEETING**

**In accordance with the  
Open Public Meetings Act  
P.L. 1975, c. 231, this is to  
Advise that the Woodland Park  
Board of Education will hold a  
Regular Meeting December 19, 2011  
The meeting will be held in the  
Mayor and Council Chambers  
Municipal Building  
Brophy Lane  
Woodland Park, NJ  
at 6:30 PM**

**Formal action may be taken**

**THOMAS DIFLURI  
BUSINESS ADMINISTRATOR/BOARD SECRETARY  
WOODLAND PARK BOARD OF EDUCATION**

# **THE WOODLAND PARK BOARD OF EDUCATION**



## **REGULAR MEETING MINUTES**

**DECEMBER 19, 2011**

**MONDAY, 6:30 P.M. MAYOR AND COUNCIL CHAMBERS  
MUNICIPAL BUILDING  
BROPHY LANE  
WOODLAND PARK, NJ 07424**

- Agenda:**
- 1. Opening of Meeting**
  - 2. Pledge of Allegiance**
  - 3. Roll Call**
  - 4. Executive Session**
  - 5. Resume Regular Session (7:30pm)**
  - 6. Approval of Minutes**
  - 7. Register Reports**
  - 8. Public Hearing**
  - 9. Secretary's Reports**
  - 10. Treasurer's Reports**
  - 11. Bill List**
  - 12. Transfers**
  - 13. Committee Reports**
  - 14. Superintendent's Report**
  - 15. Communications**
  - 16. Old Business**
  - 17. New Business**
  - 18. Board Attorney's Report**
  - 19. Public Hearing**
  - 20. Adjournment**

**WOODLAND PARK BOARD OF EDUCATION**  
**REGULAR MEETING MINUTES**  
**DECEMBER 19, 2011**

**CALL TO ORDER**

**ANNOUNCEMENT THAT THE NOTICE REQUIREMENTS OF THE OPEN PUBLIC MEETINGS ACT HAVE BEEN SATISFIED** - The Board President states that this meeting of the Woodland Park Board of Education is being held in accordance with the Open Public Meetings Act. Notice of this meeting was provided to the North Jersey Herald & News and has been posted on the door of the Woodland Park Board of Education Administration Building.

**FLAG SALUTE**

**ROLL CALL**

Members Present – *Francie Keating, Mark Salemi, Ron Pascrell, Joanne Mitchell, Tom Bolen, Tanya DaSilva*

Members Absent – Robert Kassai, Dina Bargiel (arrived at 6:40), Tara Hayek (arrived at 6:40)

Also Present - *John DiGiovachino, Tom DiFluri, Michele Addice, Jeff Merlino*

**EXECUTIVE SESSION**

**MOTION TO GO INTO CLOSED SESSION**

The Open Public Meeting Act, authorizes a public body to meet in Executive or Private Session under limited circumstances and WHEREAS said law requires the Board to adopt a resolution at a public meeting before it can meet in such Executive or Private Session. NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF WOODLAND PARK THAT:

- 1) *It does hereby determine that it is necessary to meet in Executive Session to discuss a personnel and/or litigation matter or contract matter.*
- 2) *The matter(s) discussed will be made public when confidentiality is no longer required.*
- 3) *Meeting will be resumed at conclusion of Executive Session.*
- 4) The board does/does not expect to take action after Executive Session.

Motion to go into Executive Session at 6:35 p.m. by DASILVA, seconded by KEATING .

Voice Vote – 6 YES

Motion to return to Regular Session at 7:40 p.m. by BOLEN, seconded by PASCRELL .

Voice Vote – 8 YES

### **APPROVAL OF MINUTES**

Motion by, BARGIEL seconded by, HAYEK to approve the minutes of the November 7, 2011 workshop meeting and the November 21, 2011 regular meeting.

Roll call vote - 8 YES

### **APPROVAL REGISTER REPORT**

Motion by SALEMI seconded by PASCRELL to approve the November 2011 Register Report

Roll call vote – 8 YES

### **PUBLIC HEARING**

Please remember that this is a public meeting and is being televised. Anything you say will be public record and will be broadcast. As a result, pursuant to law, the Board Members cannot respond to you publicly concerning certain matters, such as those regarding an individual student. If there is a matter that you wish to remain private, we welcome you to discuss it with the Superintendent or a Board Member after the meeting or later at a mutually convenient time.

NO ONE WISHED TO BE HEARD

### **REPORT OF THE SECRETARY**

Motion by DASILVA, Seconded by PASCRELL to approve the attached report of the Secretary for the month of October 2011 “Pursuant to N.J.A.C.6: 20-2.12©, we certify that as of October 31, 2011 the Board Secretary’s monthly financial reports (appropriations section) did not reflect any over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year”

Roll Call Vote – 8 YES

### **TREASURER’S REPORT**

Motion by SALEMI, Seconded by HAYEK, to approve the attached Treasurer’s Report for the month of October 2011.

Roll Call Vote - 8 YES

### **APPROVAL OF BILL LIST**

Motion by DASILVA , Seconded by HAYEK .to approve the attached list of bills in the amount of \$ 731,884.44 ,which were reviewed and approved by Finance Chairperson, Francie Keating.

<u>Bill List No.</u>	<u>Amount</u>
#74	\$326,152.89
#C75	\$236,095.26
#F76	\$ 31,489.53
#L1	\$ 61,396.62
#L2	\$ 76,750.14
 Total Bill Lists	 \$731,884.44
 Roll Call Vote	 - 8 YES

### **TRANSFERS**

Motion by KEATING , Seconded by PASCARELL to approve the attached list of transfers for the month of OCTOBER 2011.

<u>Account #</u>	<u>Acct. Description</u>	<u>Old Amount</u>	<u>Adjustment</u>	<u>New Balance</u>
11-000-216-320-00	Salaries Speech/Rel Serv	\$ 11,017.00	\$ 32,333.96	\$ 43,350.96
11-000-270-518-00	Trans Escs & CTSAS	\$ 92,042.23	(\$32,333.96)	\$ 59,708.27
11-000-291-241-00	Other Retirement Contrib.	\$ 208.72	\$ 124.45	\$ 333.17

Roll Call Vote – 8 YES

### **COMMITTEE REPORTS**

Mrs. Keating reported the Finance Committee met on 12/12. Mayor Elect Keith Kazmark and Ed Farmer, of Millennium Strategies, grant writing consultants, met with the committee to discuss using shared services with the Borough for Millennium's services. She said the committee highly recommends moving forward with this. She also noted that looking at the preliminary budget for 2012-13, \$500,000 may have to be cut, but right now there are a few uncertainties that could factor into this figure.

Mr. Salemi reported the Negotiations Committee met with the WPEA on 12/8. After much discussion, negotiation ground rules were agreed upon. Both groups exchanged proposals and will meet again on January 25, 2012.

Mr. Pascrell reported that the cafeteria should be in full swing by the end of January. Construction has started at BG and we are working on getting the gym floors and science labs restored as soon as possible.

Mrs. Bargiel reported that the Education Committee met on 12/12 to further discuss and analyze more data on the test scores and discussed plans for improvement such as more sessions with Readers-Writers program. They are looking to see if the peer tutoring program has helped and if so maybe outsource a tutoring company to help on NJASK prep. They also think more parent involvement is needed.

**SUPERINTENDENT'S REPORT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION MINUTES**  
**DECEMBER 19, 2011**

**SUPERINTENDENT WILL DISCUSS**

The Interim Superintendent congratulated the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> grades on an excellent winter concert. He reminded everyone that Memorial's winter concert was being held on 12/20 and that 12/23 was a one session day and school will reopen on January 2, 2012

**CONSENT AGENDA ITEMS**

The following items have been deemed to be non-controversial in a matter of routine business and will be voted on by one motion.

*ACTION 212-136 WAS REMOVED FROM CONSENT AND PLACED ON THE REGULAR AGENDA*

Motion by BOLEN Seconded by PASCARELL to accept the recommendation of the Superintendent to approve the following consent agenda number 212-137 through 212-138.

Roll Call Vote – 8 YES

**212-137- APPROVAL OF SUBSTITUTE LIST**

The Interim Superintendent recommends approval of the attached lists of new substitutes for December of the 2011-2012 school year.

**212-138 - APPROVAL OF HOME INSTRUCTION**

The Interim Superintendent requests that the Board of Education approve Home Instruction for a Memorial School student (21331) for five hours per week, at a rate of \$33/hr., not to exceed 60 hours.

**REGULAR AGENDA ITEMS**

The following items will be voted on by separate motion for each item.

**212-136 - STAFF WORKSHOPS**

To approve the attendance of the listed district employees at the listed training and informational programs, and the costs of attendance including all registration fees and statutorily authorized travel expenditures.

<u>Program Name</u>	<u>Date</u>	<u>Employee Name/s</u>	<u>No. Attending</u>	<u>Approx. Event Cost</u>	<u>Total Cost</u>
LEADING & LEARNING IN A PROFESSIONAL LEARNING COMMUNITY AT WORK	1/18/12	CARLOS GRAMATA LISA BARRETO BILL KRAKOWER	3	\$145.00	\$435.00
BUILDING A 1 <sup>ST</sup> CLASS KINDERGARTEN	1/9/12	E. PERROTTA L. ALTOMARE CLAUDIA TONTI	3	\$125.00	\$375.00
44 <sup>th</sup> ANNUAL CONFERENCE ON READING & WRITING	3/16/12	TO BE ASSIGNED	3	\$150.00+ 29.23mile	\$479.23

Motion by BOLEN , Seconded by BARGIEL

Roll Call Vote- 8 YES

**212-139 - TRANSFER OF THREE PART TIME LUNCH AIDES**

The Interim Superintendent recommends the transfer of the following three part time lunch aides from Memorial School to Beatrice Gilmore School, effective January 2, 2012:

Joan Malinowski, Nurhan Inal and Celeste Cannataro

Motion by KEATING, Seconded by PASCRELL

Roll Call Vote- 8 YES

**212-140 - SECOND READING AND ADOPTION OF NEW POLICY**

The Interim Superintendent recommends second reading and adoption of the following new Board Policy:

<u>Policy Number</u>	<u>Policy Name</u>	<u>Mandated/Recommended</u>
5881	Charge Lunch Policy	Recommended

(To be implemented upon completion of cafeteria and installation of computerized Point of Sale system)

Motion by KEATING, Seconded by DASILVA

Roll Call Vote- 8 YES

**212-141 - LONG TERM SUBSTITUTE – CO -- WITHDRAWN**

The Interim Superintendent, on the advice of Charles Olbon Principal, Linda Dewey, recommends the hiring of Ivan Guerra, as a long term Special Ed substitute teacher (to replace E.P. out on workers comp) retroactive to December 5, 2011, at a rate of \$125 per diem, no benefits.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_

Roll Call Vote-

**212-142- COMPUTER LAPTOPS WITH CART**

The Business Administrator, in consultation with the Finance committee, recommends the purchase of 30 Hewlett Packard wireless laptop computers with cart, under NJ State Contract #WSCAII-A70262, at an approximate cost of \$30,000.

Motion by SALEMI, Seconded by KEATING

Roll Call Vote- 8 YES

**212-143 - DESKTOP COMPUTERS- MEMORIAL SCHOOL**

The Business Administrator recommends the purchase of 16 Hewlett Packard desk top computers, under NJ State Contract #WSCAII-A70262, at an approximate cost of \$12,300, to be reimbursed by flood insurance.

Motion by PASCRELL, Seconded by DASILVA

Roll Call Vote- 8 YES

#### **212-144 - ENVIRONMENTAL CONTROLS-AWARD OF CONTRACT**

**The Business Administrator and Supervisor of Buildings and Grounds recommend award of contract to Environmental Control Corp., to provide boiler control system at Charles Olbon and Memorial Schools to integrate with new unit ventilator control system.**

**Charles Olbon     \$14,400**

**Memorial           \$13,650**

**(Funded by construction referendum)**

**Motion by BOLEN , Seconded by PASCRELL**

**Roll Call Vote- 8 YES**

#### **212-145 - REPLACEMENT OF GYM FLOOR – MEMORIAL**

**Whereas, The Board of Education of Woodland Park in the County of Passaic, New Jersey (the “Board”), desires to proceed with a school facilities project consisting generally of:**

**Gym Floor Replacement at Memorial Middle School**

**Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE WOODLAND PARK IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, as follows:**

Section 1. In accordance with the requirements of Section 6A:26–3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Passaic County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Passaic County Superintendent of Schools and the New Jersey Department of Education for approval. The Board further authorizes the submission of the Schematic Plans to the Municipal planning board for its review.

Section 3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72.

Section 5. This resolution shall take effect immediately.

**Motion by DASILVA , Seconded by BOLEN**

**Roll Call Vote- 8 YES**

#### **212-146 -RECONSTRUCTION OF SCIENCE LABS MEMORIAL**

**Whereas, The Board of Education of Woodland Park in the County of Passaic, New Jersey (the “Board”), desires to proceed with a school facilities project consisting generally of:**

**Renovation of Science Labs at Memorial Middle School**

**Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE WOODLAND PARK IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, as follows:**

Section 1. In accordance with the requirements of Section 6A:26–3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Passaic County Superintendent of Schools and the New Jersey Department of Education for approval.

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Section 5. This resolution shall take effect immediately.

**Motion by DASILVA, Seconded by BOLEN**

**Roll Call Vote- 8 YES**

**212-147 - REPLACEMENT OF CIRCULATOR PUMPS – AWARD OF CONTRACT**

The Business Administrator recommends award of flood emergency contract to Metric Plumbing for the replacement of five circulator pumps that were damaged from flooding at Memorial School, at an approximate cost of \$18,000. (To be reimbursed by flood insurance)

**Motion by KEATING, Seconded by DASILVA**

**Roll Call Vote- 8 YES**

**212-148 -SUBMISSION OF SY 2011-12 NJQSAC**

The Interim Superintendent requests that the Board of Education approve the submission of the SY 2011-12 NJQSAC Statement of Assurance (SOA) and District Performance Review (DPR) to the NJDOE and verifies that the documented responses are accurate.

**Motion by PASCRELL, Seconded by HAYEK**

**Roll Call Vote – 8 YES**

**212-149 - PART TIME AIDES – CHARLES OLBON**

The Interim Superintendent, on the advice of CO Principal, Linda Dewey, recommends the emergent hiring of:  
Cynthia Landy-part time one on one aide in gen-ed classroom, at a rate of \$13.64/hr  
Christine Mee-part time one on one aide in Autistic classroom at a rate of \$14.77/hr  
Each not to exceed 27.5 hours per week with no benefits.

**Motion by HAYEK, Seconded by DASILVA**

**Roll Call Vote – 5 YES, 3 NO- BARGIEL, BOLEN, PASCRELL**

**212-150- CHAPTER 78-SECTION 125 FLEXIBLE SPENDING ACCOUNTS & PREMIUM ONLY PLANS**

Pursuant to the requirements of NJPL 2011 Chapter 78, the Woodland Park Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program and update its Premium Only Plan (POP) effective March 1, 2012 as follows:

1. Pursuant to the proposal presented December 19, 2011, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate Ameriflex as the Board's FSA administrator. This recommendation includes Ameriflex updating the district's POP at no cost.
2. The Board of Education appoints Brown & Brown Benefits Advisors, Inc. as its FSA and POP broker-of-record.
3. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

**Motion by DASILVA, Seconded by PASCRELL**

**Roll Call Vote – 8 YES**

## **COMMUNICATIONS**

## **OLD BUSINESS**

Mrs. Keating commended everyone involved with the winter concert at BG.

## **NEW BUSINESS**

None

## **BOARD ATTORNEY'S REPORT**

None

## **PUBLIC HEARING**

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NO ONE WISHED TO BE HEARD

## **ADJOURNMENT**

Motion to adjourn at 8:15 p.m. by PASCRELL, Seconded by BOLEN

Voice Vote – 8 YES

## **WOODLAND PARK BOARD OF EDUCATION**

### **EXECUTIVE SESSION MINUTES**

DECEMBER 19, 2011

#### **ITEMS DISCUSSED:**

1. Mr. Merlino reviewed settlement agreement
2. Board reviewed personnel with regard to substitute autism teacher
3. Board reviewed agenda