



HAWTHORNE PUBLIC SCHOOLS
HAWTHORNE, NEW JERSEY




Tuesday, November 15, 2016 – 7:30 P.M.

MEMBERS OF THE BOARD


Alex Clavijo, President
Mike Sciarra, Vice President

Michael Doyle
Abigail Goff
Anthony Puluse
Bruce Reicher
Tania Sanford
Victor Terraglia
Louis B. Turco

Richard A. Spirito, Superintendent of Schools
Trude Engle, Business Administrator/Board Secretary



Next Meeting
December 20, 2016 at 7:30 P.M.
Municipal Building - 2nd Floor
Board of Education Meeting Room



MEETING CALLED TO ORDER:

Time: _____

PUBLIC PORTION OF MEETING BEGINS:

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board of the municipal building, communicated to The Hawthorne Press and filed with the Clerk of the Borough of Hawthorne.

(Ask for Roll Call)

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Michael Doyle			
Abigail Goff			
Anthony Puluse			
Bruce Reicher			
Mike Sciarra			
Tania Sanford			
Victor Terraglia			
Louis B. Turco			
Alex Clavijo			

Also Present: Richard A. Spirito, Superintendent of Schools
 Trude Engle, Business Administrator/Board Secretary
 and approximately _____ members of the public.

FLAG SALUTE:

MEETING REGULATIONS:

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, comments are invited regarding subjects on this agenda. The second opportunity occurs just prior to adjournment, when citizens may address general questions and comments to the Board.

Persons wishing to speak must upon being recognized, rise, sign in and state their name and address. Each speaker will be limited to 5 minutes. The Board reserves the right to establish rules for the conduct of its meetings including such matters as the time at which the public will be heard if at all, who may speak, and for how long. All such rules shall be monitored by the presiding officer.

Please turn off cell phones.

Comments and questions shall be addressed to the Board President or the presiding officer, and shall be limited to agenda issues. If personal remarks or discourteous statements are made, the presiding officer may require the speaker to sit down.

MEETING CALENDAR:

Date	Time	Place	Purpose
Tuesday, December 20, 2016	7:30 P.M. At the Conclusion of the Public Session	Board Room	Monthly Meeting – Public Executive Session – Private

PUBLIC BE HEARD - AGENDA ITEMS ONLY:

APPROVAL OF MINUTES:

October 18, 2016 – Regular Meeting – Public & Private

Board of Education Roll Call Vote

	<u>Mr. Doyle</u>	<u>Mrs. Goff</u>	<u>Mr. Puluse</u>	<u>Mr. Reicher</u>	<u>Mrs. Sanford</u>	<u>Mr. Sciarra</u>	<u>Mr. Terraglia</u>	<u>Mr. Turco</u>	<u>Mr. Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

CORRESPONDENCE:

AUDIT PRESENTATION:

Mr. Swisher of Suplee, Clooney and Company – Presentation of 2015-2016 audit findings.

REPORTS:

- A. Student Council Representative's Report – Jared Chichizola
- B. Superintendent’s Report - Richard A. Spirito

CURRICULUM AND INSTRUCTION:

Bruce Reicher, Chairperson

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Curriculum and Instruction recommends the following resolutions:

CI-1. **Approval of Field Trips**

Be it resolved, that the Hawthorne Board of Education approve the following in accordance with Policy 2340:

School	Date	Group	Destination	Transportation	Cost Per Student	Outside Funding
HHS	11/16/16	Network – Grade 9 & 10	PCTI	HPS	\$0.00	
HHS	11/18/16	ARCH	Dollar Tree	HPS	\$0.00	
LMS	11/21/16	ARCH – Grade 6 & 7	Super Fresh	Walking	\$0.00	
3 Elem	12/1/16	Enrichment – Path Grade 4	Montclair State University	HPS	\$16.00	
RS	12/1/16	Grade 5	Montclair State University	HPS	\$7.00	
WS	12/2/16	Grade 2	Louis Bay 2 nd Library	HPS	\$0.00	
HHS	12/3/16	Marching Band	Santa Parade	Walking	\$0.00	
WS	12/7/16	Enrichment Plus Unit	Turtle Back Zoo	HPS	\$13.50	
HHS	12/8/16	ARCH	Kmart Wayne	HPS	\$0.00	
HHS	12/14/16	Chamber Chorus	Senior Center	HPS	\$0.00	
HHS	12/19/16	HS Band	LMS	Walking	\$0.00	
HHS	1/3/17 1/26/17 2/7/17 3/2/17 3/30/17	ARCH	Super Fresh Acme Dependent upon Circular/Sales	HPS	TBD	

- CI-2. Approval to enter into a contractual agreement for bedside instruction with Education Inc. for Hawthorne resident student (file #110116) while hospitalized commencing October 21, 2016 for approximately 4-6 weeks Monday through Friday, for 10 hours of instruction per week at a rate of \$47.00 per hour. The student number is on file in the Hawthorne Board of Education office.
- CI-3. Approval of a contractual agreement with Bergen County Special Services Educational Enterprises Division for Teacher of the Deaf for Hawthorne resident student (file # 110216) for the 2016-2017 school year at a cost not to exceed \$19,800.00.
- CI-4. Approval to enter into a contractual agreement for home instruction with Silvergate Prep for Hawthorne resident student (file #110516) \$50 per hour for a total of 5 hours per week commencing October 31, 2016 not to exceed 30 days The student number is on file in the Hawthorne Board of Education office.
- CI-5. Approval of the District Technology Plan for 2016 – 2019 school years.

Board of Education Roll Call Vote

	<u>Mr. Doyle</u>	<u>Mrs. Goff</u>	<u>Mr. Puluse</u>	<u>Mr. Reicher</u>	<u>Mrs. Sanford</u>	<u>Mr. Sciarra</u>	<u>Mr. Terraglia</u>	<u>Mr. Turco</u>	<u>Mr. Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

PERSONNEL:

Bruce Reicher

The following resolutions are pursuant to the recommendation of the Superintendent of Schools.

ACTION ITEMS:

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Term. Date	Reason/ Account
P-6.	Kaitlyn Casapulla	Leave	Teacher of Social Studies	n/a	n/a	LMS	2/27/17	6/30/17	Approval of Maternity Leave, Federal/State Family Leave of Absence in accordance with the Federal/State Family Leave Act, and Child Rearing Leave
P-7.	Megan Parks	Leave	Behaviorist	n/a	n/a	JS/LMS /HHS	2/27/17	6/30/17	Approval of Maternity Leave, Federal/State Family Leave of Absence in accordance with the Federal/State Family Leave Act, and Child Rearing Leave

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Term. Date	Reason/ Account
P-8.	Christopher Drew	Leave	Elementary School Teacher	n/a	n/a	LMS	3/20/17 and 9/1/17	Two weeks and ten weeks	Approval of 12 Week FMLA Leave
P-9.	Claudia Rossi	Hire	0.5 F.T.E. Resource Room Teacher	BA/1	Prorated on the basis of an annual salary of \$25,907.50	WS	12/5/16 or sooner	6/30/17	To Fill a Vacancy Created by the Resignation of Carrissa Iannantuano
P-10.	Claudia Rossi	Hire	PT Para	n/a	\$15.66 per hour not to exceed 13.75 hours per week No Benefits	District	12/5/16 or sooner	6/21/17	To Fill a Vacancy Created by the Resignation of Carrissa Iannantuano
P-11.	Christopher Warner	Extra Duty	Athletic Trainer – Winter	n/a	\$8,257	HHS	11/2016	3/2017	Extra Duty Assignment
P-12.	Jayson LaVorne	Extra Duty	Indoor Track Ass't	n/a	\$3,716	HHS	11/2016	3/2017	Extra Duty Assignment
P-13.	Jayson LaVorne	Extra Duty	Outdoor Track-Ass't-G	n/a	\$5,367	HHS	3/2017	6/2017	Extra Duty Assignment
P-14.	Julie Schmidberger	Rescind Extra Duty	Para for student (file # 110316) for bowling club	n/a	n/a	HHS	n/a	n/a	No Longer Available to Perform this Extra Duty
P-15.	Diane Maher	Extra Duty	Para for student (file # 110316) for bowling club	n/a	\$32.92 per hour	HHS	11/15/16	End of Season	Extra Duty to Replace Julie Schmidberger
P-16.	Doug Kammerer	Extra Duty	Para for student (file # 110416) for bowling team	n/a	\$32.92 per hour	HHS	11/15/16	End of Season	Extra Duty
P-17.	Anne Cullen	Hire	Part Time Paraprofessional Not to Exceed 5.75 Hours Per Day	n/a	\$15.66 per hour not to exceed 5.75 hours per day No Benefits	District	10/19/16	6/21/17	Part Time Para Appointment
P-18.	Kathleen Romeo	Hire	Substitute Bus Aide	n/a	\$13.75 Per hour No Benefits	District	11/16/16	6/21/17	Substitute Bus Aide
P-19.	Elizabeth Neyra	Hire	Substitute Bus Aide	n/a	\$13.75 Per hour No Benefits	District	Upon Completion of Criminal History Check	6/21/17	Substitute Bus Aide

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Term. Date	Reason/ Account
P-20.	Elizabeth Neyra	Hire	Substitute Custodian	n/a	\$13.00 Per hour No Benefits	District	Upon Completion of Criminal History Check	6/30/17	Substitute Custodian
P-21.	Kathleen O’Neill	Resign	Part Time Para	n/a	n/a	JS	11/1/16	10/31/16	Resignation as Part Time Para. Ms. O’Neill will Remain as a Substitute Teacher
P-22.	Kristin Huster	Resign	Part Time Teacher/Part Time Para	n/a	n/a	LMS/RS	11/9/16	1/6/17 or sooner	Resignation
P-23.	Evelyn Sherman	Hire	Interim Elementary Principal	n/a	Per diem rate of \$500.00 per day no benefits	JS	1/3/2017 with up to 7 transition days	6/30/17	To fill a vacancy created by retirement of Mrs. Zagatta

** All appointments are subject to the satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures.*

P-24. Approval for the following member of the instructional staff, having satisfied the academic requirements of a higher category on the Teachers' Salary Guide, be approved for reclassification in accordance with her advanced academic training and that her annual salary for the 2016-2017 school year be adjusted to coincide with her new position on the 2016-2017 salary guide as listed below, retroactive as of September 1, 2016.

Name	School	New Classification	New Salary Inclusive of Longevity
Esther Bengel	HHS	B+15	\$59,615.00

P-25. Approval of the following persons to serve as substitute teachers in the Hawthorne Public School District subject to satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary, with the provision that they remain on call to serve as daily substitute teachers as the need may arise for which they will be compensated \$90.00 per full day, no benefits. Substitutes working a half day schedule shall receive \$45.00, no benefits. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures. The employment of these individuals are subject to the determination of the administration as to when they are needed.

Joseph DiGiacomo		Daniel Moran		Christine Panepinto
Patricia Rodriguez				

- P-26. Acceptance of the following student to complete her student field experience in education in the Hawthorne Public School District during the 2016-2017 school year. This placement is subject to the satisfactory completion of the criminal history records check required by law. In the event the criminal history check is not completed this placement is subject to the approval of the County Superintendent for emergent hiring procedures. Per this resolution this student is also approved as a substitute teacher in the Hawthorne Public School District contingent upon obtaining a county substitute certificate.

Student	College	Type	Subject Area	Coop. Teacher	Loc
Nicole Occhipinti	Nyack	Student Teacher	English	Mrs. Clark	HHS

Board of Education Roll Call Vote

	Mr. <u>Doyle</u>	Mrs. <u>Goff</u>	Mr. <u>Puluse</u>	Mr. <u>Reicher</u>	Mrs. <u>Sanford</u>	Mr. <u>Sciarra</u>	Mr. <u>Terraglia</u>	Mr. <u>Turco</u>	Mr. <u>Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

FINANCE AND ADMINISTRATION:

Mike Sciarra, Chairperson

PRESENTATIONS BY HAWTHORNE EDUCATION FOUNDATION OF MINI-GRANTS

ACCEPTANCE OF DONATIONS:

- A. Acceptance of donations of \$5,273.34 in HEF mini grants from The Hawthorne Education Foundation - \$4,200.00 funded from this year’s donation and \$1,073.34 funding from prior year mini grants.
- B. Acceptance of \$470 from the Lincoln Middle School PTO and \$251.00 from the Hawthorne High School PTO to the Hawthorne High School Broadcasting Club for Graduation DVDs processed through Hawthorne High School internal fund account.
- C. Acceptance of \$3,900 from Hawthorne SEPAC for two special education teachers to participate in the Wilson Language Training Certification Program.
- D. Acceptance \$137.95 from Blue Moon Mexican Café, Wyckoff, New Jersey for the Life Skills Program. These funds were raised as a result of the Community Night.

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Finance and Administration recommends the following resolutions:

- F-27. Approval of travel to events for Board members and employees subject to conformance with the travel policy. A list of these events has been submitted under separate cover and shall be made an integral part of this resolution.
- F-28. Acceptance of the Secretary’s and Treasurer’s Report for October 2016.
- F-29. Approval to make the necessary transfers for the period October 1, 2016 through October 31, 2016 for the budget year 2016/2017 in compliance with N.J.A.C. 6A:232.11. A list of these transfers is submitted under separate cover and shall be made an integral part of this resolution.

- F-30. Approval and acceptance of 2016-2017 Non-Public Funding Aid as follows:

Non-Public Funding	St. Anthony	Hawthorne Christian Academy
Security Aide	\$10,400.00	\$22,950.00

- F-31. APPROVAL TO ACCEPT COMPREHENSIVE ANNUAL FINANCIAL REPORT AND CORRECTIVE ACTION PLAN 2015-2016.

Upon the recommendation of the Superintendent in consultation with the Business Administrator to accept the Comprehensive Annual Financial Report (CAF) as prepared by the firm of Suplee, Clooney and Company for the fiscal year ending June 30, 2016 and further, that the Board has publicly reviewed the Audit Synopsis, the auditor's recommendations and the Corrective Action Plan submitted by the Business Administrator/Board Secretary.

The review and acceptance of the independent Comprehensive Annual Financial Report of the Hawthorne Board of Education; the Auditor Management Report for the period ending June 30, 2016; and the Audit Synopsis Report prepared by the firm of Suplee, Clooney and Company in accordance with N.J.S.A. 18A23-1 through 11.

- F-32. Acceptance of the following 2015-2016 Audit Corrective Action Plans prepared by the Board Secretary/Business Administrator. After adoption, these plans will be submitted to the appropriate State Department of Education officials. An attached copy of the complete Corrective Action Plans 2015-2016 has been submitted and shall be made an integral part of this resolution.

Recommendation Number	Correction Action Approved by the Board Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2016-01	<p>Auditor Finding: We noted that a vendor was overpaid from the student body activities account by \$500.00</p> <p>Corrective Action: That all invoices be thoroughly reviewed prior to disbursement of funds.</p>	<p>Business Administrator</p> <p>School Principal</p>	12/31/16

- F-33. Approval for the Board of Education to authorize an investment provider, AXA Equitable to offer investment funding vehicles for a 457(b) Plan for the employees of the Hawthorne public schools.
- A-34. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2016-2017: HHS 1, and authorizes the Superintendent to notify the parents of the Board's decision.
- A-35. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2016-2017: LMS-3, and authorizes the Superintendent to notify the parents of the Board's decision.
- A-36. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2016-2017: LMS-4, and authorizes the Superintendent to notify the parents of the Board's decision.

Board of Education Roll Call Vote

	Mr. <u>Doyle</u>	Mrs. <u>Goff</u>	Mr. <u>Puluse</u>	Mr. <u>Reicher</u>	Mrs. <u>Sanford</u>	Mr. <u>Sciarra</u>	Mr. <u>Terraglia</u>	Mr. <u>Turco</u>	Mr. <u>Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

CLAIMS:

Victor Terraglia

In accordance with N.J.A.C. 6A:23-2:11(b), (c) 3, and (c) 4;

CL-37. Approval of November 2016 Bill List.

It is recommended that the Board approve the bill list for the month of November 2016.

Board of Education Roll Call Vote

	Mr. <u>Doyle</u>	Mrs. <u>Goff</u>	Mr. <u>Puluse</u>	Mr. <u>Reicher</u>	Mrs. <u>Sanford</u>	Mr. <u>Sciarra</u>	Mr. <u>Terraglia</u>	Mr. <u>Turco</u>	Mr. <u>Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

BUILDINGS AND GROUNDS:

Michael Doyle, Chairperson

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Buildings and Grounds recommends the following resolutions:

BG-38. Approval of applications for use of school property, subject to non-interference with school activities and the execution of the appropriate releases, including receipt of a Certificate of Insurance.

HAWTHORNE HIGH SCHOOL:

Facilities	Date and Times	Applicant
Hockey Rink	Saturday – Thursday 10/15/16 – 4/15/17* Saturdays 10:00 a.m. to 9:30 p.m. Sundays 12:00 p.m. to 9:30 p.m. M-Thursday 6:00 p.m. to 9:30 p.m.	<u>Hawthorne Board of Recreation/Hawthorne Roller Hockey Association</u> Practice and Games *Not available 11/4/16
The Den, Room 120, HS Gym	Den: Tuesdays & Thursdays 11/29/16 – 3/10/17 And Wednesdays 1/6/17 – 2/23/17 6:00 p.m. to 9:00 p.m. Room 120: Tuesday’s & Thursdays 11/29/16 – 12/1/16 Practice only if Den is unavailable 6:00 p.m. to 9:00 p.m. High School Gym: Saturdays 1/7/17 to 2/11/17 Only one of these days to host a home match, date to be coordinated with Art Mazzacca 8:00 a.m. to 12:00 p.m.	<u>Hawthorne Board of Recreation/Hawthorne Little League Wrestling Practices and Matches</u>

Board of Education Roll Call Vote

	<u>Mr. Doyle</u>	<u>Mrs. Goff</u>	<u>Mr. Puluse</u>	<u>Mr. Reicher</u>	<u>Mrs. Sanford</u>	<u>Mr. Sciarra</u>	<u>Mr. Terraglia</u>	<u>Mr. Turco</u>	<u>Mr. Clavijo</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

COMMITTEE AND LIAISON REPORTS:

COMMITTEE

CHAIRPERSON

Buildings & Grounds.....	Michael Doyle
Curriculum & Instruction	Bruce Reicher
Finance & Administration	Mike Sciarra
Board of Recreation Liaison.....	Michael Doyle
Council Liaison	Mike Sciarra
HEF/SEPAC	Anthony Puluse
Legislative	Tania Sanford
Policy.....	Abigail Goff
Grant.....	Mike Sciarra

OLD BUSINESS:

NEW BUSINESS:

PUBLIC BE HEARD:

PRIVATE SESSION:

Be it resolved that the Hawthorne Board of Education convenes an Executive Session to discuss exempt matters pertaining to:

- 1) A matter rendered confidential by federal or state law
- 2) A matter in which release of information would impair the right to receive government funds
- 3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) A collective bargaining agreement and/or negotiations related to it
- 5) A matter involving the purchase, lease or acquisition of real property with public funds
- 6) Protection of public safety and property and/or investigations of possible violations or violations of law
- 7) Pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
- 8) Specific prospective or current employees unless all who could be adversely affected request an open session
- 9) Deliberation after a public hearing that could result in a civil penalty or other loss

Be it further resolved that it is anticipated that executive session will be for 45 minutes in duration and that public action may/may not be taken:

Be it further resolved that the minutes of the Executive Session will be made available upon a determination by the Board that the disclosure of the minutes will not detrimentally affect any right or interest of the Board and the need for confidentiality no longer exists.

ADDENDUM:

CURRICULUM AND INSTRUCTION:

Bruce Reicher, Chairperson

ACTION ITEMS:

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Curriculum and Instruction recommends the following resolutions:

CI-39. Approval of contractual agreement with Bergen County Special Services for provision of one on one aide for Hawthorne resident students (file #110616, 110716, 110816, 110916 and 111016) during the 2016-2017 school year at a rate of \$45,000 each annually.

CI-40. Approval of the following therapists for services provided to Hawthorne resident students (file #111116 and 111216) during the 2016-2017 school year commencing November 2016 through March 2017.

Vendor	Service Provided	Rate per Session
Joan Moscarello	Occupational Therapy	\$110 per hour 3 x a week (Nov-March)
Elizabeth Stich	Speech Therapy	\$110 per hour 1 x a week (Nov- March)
Melissa Bengal	Speech Therapy	\$110 per hour 1 x a week (Nov-March)
Milagros Salerno	Physical Therapy	\$110 per hour 3 x a week (Nov-March)

CI-41. Approval of the following therapist for services provided to Hawthorne resident students for December 2016, not to exceed 11 evaluations.

Vendor	Service Provided	Rate per Session
Judith Johnson	Educational Evaluations	\$400.00 per evaluation

PERSONNEL:

Bruce Reicher

The following resolutions are pursuant to the recommendation of the Superintendent of Schools.

ACTION ITEMS:

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Term. Date	Reason/ Account
P-42.	Melanie Filocco	Hire	Teacher of Students with Disabilities/ Social Studies	B+15/ 1	Prorated on the basis of an annual salary of \$53,365	LMS	Approximately 30 days or sooner	6/30/17	To Fill a Vacancy Created by the Resignation of Justin Morello
P-43.	Alexis Miele	Volunteer	Volunteer in the School Age Child Care Program	n/a	Unpaid	District	12/2016	4/2017	Volunteer in the School Age Child Care Program

** All appointments are subject to the satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures.*

- P-44. Acceptance of the following student to complete his student field experience in education in the Hawthorne Public School District during the 2016-2017 school year. This placement is subject to the satisfactory completion of the criminal history records check required by law. In the event the criminal history check is not completed this placement is subject to the approval of the County Superintendent for emergent hiring procedures. Per this resolution this student is also approved as a substitute teacher in the Hawthorne Public School District contingent upon obtaining a county substitute certificate.

Student	College	Type	Subject Area	Coop. Teacher	Loc
Benjamin Bittman	BCC	Observation	Science	Mr. Crimmel	HHS