

**BOARD OF EDUCATION
WAYNE TOWNSHIP PUBLIC SCHOOLS
WAYNE, NEW JERSEY**

**PWS MEETING
January 6, 2011**

The Public Work Session and Executive Session of the Wayne Board of Education Meeting was held on January 6, 2011 in the Wayne Board of Education Conference Room, 50 Nellis Drive, Wayne, New Jersey 07470. The meeting was scheduled to begin at 5:00 p.m. pursuant to the terms of the Sunshine Law.

The meeting was called to order at 6:03 p.m. by Mr. Franco Mazzei, Board Vice President.

“Adequate notice of this PWS Meeting, setting forth time, date and location, has been provided in accordance with the requirements of the Open Public Meeting Act by:

**STATEMENT
OF
COMPLIANCE**

1. Prominently posting a copy on the bulletin board on May 3 and May 24, 2010 in the lobby of the offices of the Board of Education, which is a public place reserved for such announcements.
2. Transmitting a copy of this notice to The Record and the Wayne Today on May 3 and May 24, 2010.
3. Transmitting a copy of this notice to the Municipal Clerk on May 3 and May 24, 2010.

ROLL CALL

ROLL CALL

PRESENT: Darren Del Sardo, Jane Hutchison, Franco Mazzei, Allan Mordkoff, and Don Pavlak, Jr.

ABSENT: Robert Ceberio, Mitch Badiner, James Jimenez, and Joan Walsh

LATE ARRIVAL: Mitch Badiner arrived at 6:04 p.m.
James Jimenez arrived at 6:06 p.m.
Joan Walsh arrived at 7:43 p.m.
Robert Ceberio arrived at 7:53 p.m.

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ALSO PRESENT WERE: Michael Roth, Interim Superintendent, Juanita A. Petty, RSBA, Business Administrator/Board Secretary, Nathanya Simon, Board General Counsel

ALSO PRESENT

Approval to Convene into Executive Session – **RECOMMENDED ACTION:** “that the Board approve to convene into Executive Session to discuss confidential matters.

**A-24-11
- Approved -**

A motion was made to recess into Executive Session at 6:04 p.m. for the purpose of discussing personnel, negotiations, and legal matters.

MOTION TO RECESS INTO EXECUTIVE SESSION

Motion: A. Mordkoff Second: J. Hutchison Vote: 7-0

The Board reconvened into public at 7:05 p.m. Mr. Mazzei read the Reconvene Statement explaining that the Executive Session of the Wayne Board of Education was convened at 6:04 p.m. in the Conference Room of the Wayne Board of Education, 50 Nellis Drive, Wayne, New Jersey 07470. The Statement of Compliance setting forth time, date, and location was read in accordance with the requirements of the Open Public Meetings Act and the roll call was taken.

RECONVENE INTO PUBLIC

Mr. Mazzei advised that the Board had been meeting in Executive Session for the purpose of discussing negotiations and personnel matters. Information regarding these matters will be made public if, and when, appropriate.

ROLL CALL

ROLL CALL

PRESENT: Darren Del Sardo, Jane Hutchison, Franco Mazzei, Allan Mordkoff, Don Pavlak, Jr., Mitch Badiner, and James Jimenez

ABSENT: Robert Ceberio and Joan Walsh

LATE ARRIVAL: Joan Walsh arrived at 7:43 p.m.
Robert Ceberio arrived at 7:53 p.m.

ALSO PRESENT WERE: Michael Roth, Interim Superintendent, Juanita A. Petty, RSBA, Business Administrator/Board Secretary, Nathanya Simon, Board General Counsel, 6 Administrators, and 7 members of the public

ALSO PRESENT

Minutes.PWS.1.6.2011**PUBLIC WORK SESSION****PUBLIC WORK
SESSION**

Welcomed Michael Roth as our new Interim Superintendent, who made a welcoming statement.

Presentation of Audit - David Gannon, Wiss & Co.**2011-2012 Budget**

a) Reviewed Power Point presentation for 1/13/11 Special Meeting – Juanita A. Petty, Business Administrator/Board Secretary

b) Discussion on Format

- J. Hutchison – open to get comments from public
- D. Pavlak, Jr., - agrees with J. Hutchison
- J. Jimenez – agrees
- J. Walsh – agrees; need Director and Administration input ASAP
- D. Del Sardo – if Administration makes recommendation, must stick with it with rationale behind each cut
- R. Ceberio – added to D. Del Sardo's comment that all Administration needs to be a unified team for recommendations, but should be sure before it is made (test for legality with contracts, etc.).
- M. Badiner– echoes process; should come up through schools to central office. Also look at goals and areas of need.
- A. Mordkoff – agrees on format, but wanted to know if all Administration is invited to hear public input (supervisors, directors, principals).
- R. Ceberio – Interim Superintendent is spokesperson for District, but if Administration comes, they need to sit together as a unified group with Superintendent.
- D. Del Sardo – if a decision is made on cut, wants it in writing with dissention in writing too from the appropriate Administrator. Wants written rationales.
- J. Walsh – make clear at meeting that this is the beginning – no cuts have been discussed.

School Calendar

- M. Roth – Association is reviewing it.

Comments:

- Can ½ days occur before major holidays like Christmas, Easter?
- Do staff development ½ days on Fridays.
- M. Badiner – last day of school – ½ professional development – is that really productive?

PUBLIC WORK SESSION (CONTINUED)

**PUBLIC WORK
SESSION
(CONTINUED)**

Bullying Policy

R. Ceberio – need to budget for it

- Put on next PWS and invite student who proposed program in Wayne.
- Anti-bullying statute signed into law.
- Asked Superintendent to provide action plan on implementation of revised policy, training, committees, etc.
- Develop Regulations
- M. Roth responded on some work already being done on all training requirements.

Committee Minutes

**COMMITTEE
MINUTES**

- Finance and Technology – Mr. Pavlak reviewed.
- Education – will meet on 1/10/11
- Personnel – next meeting within 10 days
- Policy – met in December
- Facilities – next week

A motion was made to open the meeting to public comment on any agenda item.

**OPEN TO
PUBLIC ON
AGENDA ITEMS**

Motion: M. Badiner Second: J. Jimenez Vote: 9-0

As there were no comments from the public, a motion was made to close to public comment on agenda items.

**CLOSE TO
PUBLIC
COMMENT ON
AGENDA ITEMS**

Motion: J. Walsh Second: F. Mazzei Vote: 9-0

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APPROVAL OF ACTION ITEMS:

**APPROVAL OF
ACTION ITEMS
- Approved -**

PE-33-11, PE-34-11

PH-127-11, PH-128-11, PH-129-11, PH-130-11, PH-131-11, PH-132-11, PH-133-11,
PH-134-11, PH-135-11, PH-136-11, PH-137-11, PH-138-11, PH-139-11, PH-140-11,
PH-141-11, PH-142-11, PH-143-11, PH-144-11, PH-145-11, PH-146-11, PH-147-11,
PH-149-11

(PH-148-11 was withdrawn)

PP-20-11, PP-21-11, PP-22-11, PP-23-11, PP-24-11- PP-25-11, PP-26-11, PP-27-11,
PP-28-11

PS-45-11, PS-46-11, PS-47-11, PS-48-11, PS-49-11, PS-50-11, PS-51-11, PS-52-11,
PS-53-11, -S-54-11

APPROVAL OF OUT OF DISTRICT PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR STAFF MEMBERSPE-33-11
- Approved

RECOMMENDED ACTION: "that the Board approve out of district professional development opportunities for the 2010-2011 school year, as follows:"

Whereas, district employees and members of the Board of Education listed on the chart are attending conferences, conventions, staff training, seminars, or workshops; and

Whereas, the attendance at stated functions were previously approved by the chief school administrator and school business administrator as work related and within the scope of work responsibilities of the attendees; and,

Whereas, the attendance at the functions were approved as promoting delivery of instruction of furthering efficient operation of the district, and fiscally prudent; and

Whereas, the travel and related expenses particular to attendance at these functions are within state travel guidelines established by the Department of Treasury in NJOMD circular letter;

BE IT RESOLVED, that the Board of Education finds the travel and related expense particular to attendance at these previously approved functions;

BE IT RESOLVED, that the expenses are justified and therefore reimbursable and/or payable:

OUT OF DISTRICT PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR STAFF MEMBERS

NAME	SCHOOL	WORKSHOP	DATE/S	FEE	MILEAGE & TRAVEL	TOTAL COST
Ben-David, M.	AWMS	Seminar: Working Successfully with Difficult and Disruptive Students	2/10/11	\$199.00	\$18.02	\$217.00
Christie, M.	Envir. Ctr.	26 th Annual Environmental Education Conf.	1/28/11	\$125.00	\$37.20	\$162.20
DeMarco, D.	Pack.	Promoting Language and Literacy in the Inclusive Pre-School Classroom	1/13/11	\$11.00	0	\$11.00
Gagliardi, C.	Pack.	Promoting Language and Literacy in the Inclusive Pre-School Classroom	1/13/11	\$11.00	0	\$11.00
King, D.	WHHS	Bully-Proofing Made Easy	1/13/11	\$179.00	0	\$179.00*

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OUT OF DISTRICT PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR STAFF MEMBERS – CONT'D.

PE-33-11
- Approved -

NAME	SCHOOL	WORKSHOP	DATE(S)	FEE	MILEAGE & TRAVEL	TOTAL COST
Korch, R.	AWMS	Seminar: Working Successfully with Difficult and Disruptive Students	2/10/11	\$199.00	0	\$199.00
Mapp, K.	WVHS	Bully-Proofing Made Easy	1/13/11	\$179.00	0	\$179.00
McGinnis, K.	Special Svcs.	Transitioning Students to General Education	2/3/11	\$11.00	0	\$11.00
Struble, E.	Pack.	Promoting Language and Literacy in the Inclusive Pre-School Classroom	1/13/11	\$11.00	0	\$11.00
Weir, M.	WHHS	Leadership Conf.	1/31/11	\$149.0	0	\$149.00
Wulin, J.	Special Svcs.	Yoga Therapy for Child with Developmental Challenges	2/4-5/11	\$425.00	0	\$425.00**
TOTAL	11					\$1,554.22
* Charged to NCLB Title IV Grant						
** Charged to IDEA – ARRA Grant						

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Approval of Home Instruction – **RECOMMENDED ACTION:** “that the Board of Education approve the following students to receive home instruction services during the 2010-2011 school year:”

PE-34-11
- Approve

ID	SCHOOL	GRADE	REASON	HOURS PER WEEK	EFFECTIVE DATE
18989	WHHS	9	Medical	10 hours	9/14/2010
30143	TD	2	Medical	10 hours	9/15/2010
21899	WHHS	12	Medical	10 hours	9/16/2010
23430	GWMS	7	Administrative	10 hours	9/23/2010
27564	WHHS	9	Medical	10 hours	9/27/2010
20286	WVHS	12	Medical	10 hours	9/27/2010
13320	WVHS	10	Medical	10 hours	9/30/2010
10390	WVHS	9	Medical	10 hours	10/6/2010
10781	WHHS	10	Medical	10 hours	10/7/2010
23718	WVHS	OOD	Medical	10 hours	10/21/2010
12654	WHHS	9	Medical	10 hours	10/21/2010
33705	WVHS	OOD	CST	10 hours	10/21/2010
11637	WVHS	10	Medical	10 hours	10/27/2010
12648	WHHS	9	Medical	10 hours	10/27/2010
21019	GWMS	8	Administrative	10 hours	10/27/2010
10785	WVHS	10	Medical	10 hours	11/1/2010
29992	TD	2	Medical	10 hours	11/2/2010
11082	WHHS	11	Medical	10 hours	11/10/2010
13625	WHHS	12	Medical	10 hours	11/15/2010
12072	WHHS	9	Medical	10 hours	11/22/2010
11703	WVHS	9	Medical	10 hours	11/22/2010
11640	WHHS	10	Medical	10 hours	11/22/2010
25798	GWMS	8	Medical	10 hours	12/3/2010
10708	WHHS	11	Medical	10 hours	12/10/2010
20471	GWMS	7	Medical	5 hours	12/13/2010
23153	SCMS	7	Medical	5 hours	12/15/2010
23405	WVHS	10	Medical	10 hours	12/17/2010
11721	WVHS	9	Medical	10 hours	12/21/2010

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Approval of Resignations – **RECOMMENDED ACTION:** “that the Board accepts resignations as follows.”

PH-127-11
- Approved -

Lindsey Morgan, Long Term Replacement BSIP Lang. Arts, George Washington Middle School, effective December 23, 2010, personal reasons. (\$32,032/Step6BA)

Julie Kalebota, School Cafeteria Playground Aide, Albert P. Terhune Elementary School, effective January 7, 2011, personal reasons. (\$14.99hr.)

Approval of Resignations/Retirements - “that the Board accepts resignations/Retirements as follows.”

PH-128-11
- Approved -

Deborah DiFerdinando, Special Education – Resource Room, John F. Kennedy, effective January 1, 2011, retirement. (\$110,760/Step21MA+30)

Linda Boutillier, Lead Site Caregiver, Lafayette Elementary School, effective November 12, 2010, retirement. (\$15.75hr.)

Approval of Temporary Professional Assistants – **RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint temporary assistance to the Wayne Adult School, as follows.”

PH-129-11
- Approved -

Michelle Modica	Inputting of Adult School Brochure	\$48.00 per hour
	Not to exceed 5 days	
Julann Ketterer	Substitute Clerical Assistant	\$10.50 per hour
	Not to exceed 8 weeks	

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Approval of Payments for Mentors for the 2010-2011 school year –
RECOMMENDED ACTION: “that the Board approve the Interim Superintendent’s
recommendation to approve payments for mentors per Title II A, as follows:”

PH-130-11
- Approved -

Beth DeMayo	\$ 96.25
Adrienne Kruzely	\$ 27.50
Total	\$123.75

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Approval of Staff Leave Recommendations – **RECOMMENDED ACTION:** “that the Board approve the staff leave recommendations, as follows:”

PH-131-11
- Approved -

Denise Scalzitti, Physical Education, Pines Lake Elementary School

2/13/11 – 4/18/11 paid sick days.

4/19/11 – 6/30/11 FMLA Maternity leave, w/o pay & w/benefits

Thomas Bickford, Van Driver, Transportation

1/4/11 – 1/31/11, Extension of medical leave, w/o pay & w/benefits.

Clara Garruto, Grade 1, John F. Kennedy Elementary School

1/31/11 – 2/25/11 paid sick days

2/26/11 – 5/27/11 FMLA Maternity leave, w/o pay & w/benefits

5/28/11 – 6/30/11 – WEA contractual leave w/o pay & w/o benefits.

Cristi Bruce, Special Education, George Washington Middle School

4/7/11 – 6/24/11 paid sick days

9/1/11 – 11/23/11 FMLA Maternity leave, w/o pay & w/benefits.

Christina Altieri, Grade 1, James Fallon Elementary School

2/3/11 – 4/25/11 paid sick days

4/26/11 – 6/30/11 FMLA Maternity leave, w/o pay & w/benefits.

Mary Fernandez, Resource Room, .5 Packanack & .5 Pines Lake Elementary Schools

1/6/11 – 1/14/11 Personal Leave, w/o pay and w/o benefits.

Michelle Christie, Outdoor Educational Specialist, Environmental Discovery Center

42 intermittent days January through May, FMLA Leave, w/o pay & w/o benefits.

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Approval of Extension of Long Term Substitute Employment Contract –
RECOMMENDED ACTION: “that the Board approve the Interim Superintendent’s recommendation to approve the extension of long term substitute employment contract, for the 2010-2011 school year, as follows:”

PH-132-11
- Approved -

Mary Fernandez, BA William Paterson University, Step 2 of the Bachelors Long Term Substitute Salary Guide, effective December 24, 2010 through January 19, 2011, no medical benefits, Special Education, .5 Pines Lake and .5 Packanack Elementary Schools, replacing Stacy Hirschberg. (\$60,450/Step10BA+15)

\$26,832.00 pro-rated

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Approval of Appointment of Instructional Paraprofessionals - **RECOMMENDED ACTION:** "that the Board approve the Interim Superintendent's recommendation to appoint Instructional Paraprofessionals for the 2010-2011 school year, and apply to the County Superintendent for emergent approval if employment begins before criminal history review is completed, as follows:"

PH-133-11
- Approved -

Jade Iorio, Step 1 of the Paraprofessionals Salary Guide, effective January 10, 2011, Paraprofessional, Ryerson – The Learning Center, new position, IEP mandated, 8:00 a.m. – 3:00 p.m.

\$15.23* per hour

Deanna Palladino, Step 1 of the Paraprofessionals Salary Guide, effective January 24, 2011 or sooner if possible, Paraprofessional, Packanack, new position, IEP mandated, 8:00 a.m. – 3:00p.m.

\$15.23* per hour

Michelina Hendricks, Step 1 of the Paraprofessionals Salary Guide, effective January 7, 2011, Paraprofessional, Wayne Valley/Wayne Hills High Schools, new position, IEP mandated, 7:10 a.m. – 2:20 p.m.

\$15.23* per hour

Michele Arcaro, Step 4-5 of the Paraprofessionals Salary Guide, effective January 10, 2011, Paraprofessional, Wayne Hills High School 7:10 a.m. – 2:20 p.m., replacing Judith Fomen. (\$16.96/Step 9)

\$15.43* per hour

*pending completion of negotiations

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Approval of Appointment of Long Term Replacement Personnel – **RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint Long Term Replacement Personnel for the 2010-2011 school year and apply to the County Superintendent for emergent approval if employment begins before criminal history review is completed, as per attached.”

PH-134-11
- Approved -

Katherine Riddle, BA Felician College, Step 1 of the Bachelors Long Term Substitute Salary Guide, effective February 1, 2011 through June 30, 2011, no medical benefits, Grade 2, Lafayette Elementary School, replacing Yvonne Arcilla. (\$60,470/11 BA)

ADJUST SALARY

\$25,584.00 pro-rated

Mary Anne Reno-Puentes, MA Montclair State University, Step 2 of the Masters Long Term Substitute Salary Guide, effective January 10, 2011 through June 30, 2011, no medical benefits, BSIP Language Arts, George Washington Middle School, replacing Jessica DiMarco. (\$59,300/7 MA)

\$30,056.00 pro-rated

Chris Bambach, BA Caldwell College, Step 1 of the Bachelors+15 Long Term Substitute Salary Guide, effective January 19, 2011 through June 30, 2011, no medical benefits, Grade 4, Ryerson Elementary School, replacing Melissa Farber. (\$60,450/Step10BA+15)

\$26,936.00 pro-rated

Approval to Rescind Appointment – **RECOMMENDED ACTION:** “that the Interim Superintendent’s recommendation to rescind appointment of NJASK Prep Program Staff, as follows.”

PH-135-11
- Approved -

- | | | | | |
|---|-------------------|------------------|-------------|----------------------------|
| 1 | Lindsay Morgan | Lang. Arts, - GW | 50x\$48/hr. | Total \$2,400.00 Title I |
| 2 | Alyssa Koob | Lang. Arts – SC | 50x\$48/hr. | Total \$2,400.00 Title IIA |
| 3 | Anne Langan | Lang. Arts – SC | 50x\$48/hr. | Total \$2,400.00 Title IIA |
| 4 | Marina Cangialosi | Lang. Arts – SC | 50x\$48/hr. | Total \$2,400.00 Title IIA |

PH-78-11 agenda

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Approval of NJASK Prep Program Staff – **RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to approve the Middle School Titles I & IIA NCLB, NJ ASK Prep Program Staff as follows:

PH-136-11
- Approved -

Name	Subject	Location	No. Hours	Amt.	Title
Juliette Kelly	Lang. Arts	GW	25 x \$48/hr.	\$1,200	I
MaryBeth Estok	Lang. Arts	GW	25x \$48/Hr.	\$1,200	I
			Total	\$2,400	

Replacing Lindsay Morgan

Approval of Appointment of Office Personnel - **RECOMMENDED ACTION:** "that the Board approve the Interim Superintendent’s recommendation to appoint Office Personnel for the 2010-2011 school year as follows:

PH-137-11
- Approved -

Beverly Sullivan, Guidance Secretary OP II, Wayne Hills High School, effective January 10, 2011, Return from RIF, replacing Ava Berk, transferred to Guidance Secretary OP III. (\$39,900/Step8 OPII)

\$34,900.00 pro-rated

Approval of Appointment of Support Staff to Tenure Contracts – **RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to Appoint Support Staff to Tenure Contracts, as per attached:”

PH-138-11
- Approved -

NAME	SCHOOL	TENURE DATE
Beverly Sullivan	Guidance Secretary – WH	3/5/11

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Approval of Appointment of Transportation Personnel – **RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to appoint Transportation Personnel for the 2010-2011 school year, and apply to the County Superintendent for emergent approval if employment begins before criminal history review is completed, as follows:”

PH-143-11
- Approved -

Abraham Moore, Step 2 of the Van Drivers Salary Guide, Transportation, effective January 7, 2011, replacing Yolanda Klein (\$22.83hr./Step2)

\$22.83* per hour

* Salary to be updated upon completion of negotiations

Approval of Transfer of Personnel – **RECOMMENDED ACTION:** that the Board approve the Interim Superintendent’s recommendation to transfer personnel for the 2010-2011 school year, as follows:

PH-144-11
- Approved -

PARAPROFESSIONAL	FROM:	TO:
Kathy Frega	1.1 – RY-TLC	Job Coaching – WH 1.1 – PACK

Effective: 1/3/11

Approval of Termination - **RECOMMENDED ACTION:** “that the Board approve the Interim Superintendent’s recommendation to approve the termination of O.A., Staff Accountant, Business Office, effective December 17, 2010, as per attached.”

PH-145-11
- Approved -

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Approval of Appointment of Teachers – **RECOMMENDED ACTION:** "that the Board approve the Interim Superintendent's recommendation to appoint Teachers for the 2010-2011 school year and apply to the County Superintendent for emergent approval if employment begins before criminal history review is completed, as per attached."

**PH-146-11
CHANGE
START DATE**

Patricia Pignatello, MA William Paterson University, Step 14 of the Masters Teachers Salary Guide, as per the WEA contract to grant credit for prior years, effective January 24, 2011, Special Education, Pines Lake Elementary School, replacing Lisa Napolitano. (\$53,000/Step2MA)

**(PULLED FOR
EXEC - THEN
VOTED ON AT
END OF
MEETING)**

\$73,100.00 pro-rated

Devon Zimmerman, MA Long Island University, Step 3 of the Masters Teachers Salary Guide, effective February 16, 2011, Special Education – Resource Room, John F. Kennedy, replacing Deborah DiFerdinando. (\$110,760/Step21MA+30)

\$54,200.00 pro-rated

Approval of Appointment of Staff for NJASK After School Program for Randall Carter – **RECOMMENDED ACTION:** "that the Board approve the Interim Superintendent's recommendation to approve staff members for NJASK After School Program for the 2010-2011 school year, for 12 weeks (January 24th – April 27th) 3 days week, 1-1/2 hours/day = 4-1/2 hours a week, to be paid through Title I grant funding, as follows."

**PH-147-11
ADDITIONAL
WORDING
- Approved -**

- Michelle Harding
- Giovanna Zisa
- Dana DeLellis
- Ellen Tosi
- Rosemary Ganz
- Kari Lucci

54 hours Instruction + 6 hours Planning = 60 hours @ \$48.00 hour = \$2,880.00 x6

Total: \$17,280.00

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Approval of Agreement with the Wayne Custodial Maintenance Association –
RECOMMENDED ACTION: "that the Board approve the Interim Superintendent's recommendation to approve the Agreement with the Wayne Custodial Maintenance Association, for the school years 2009-2010, 2010-2011, 2011-2012 and 2012-2013, as per attached."

PH-148-11
 WITHDRAWN

Approval of Appointment of JFK Staff Paraprofessionals for NJASK Clubs -
RECOMMENDED ACTION: "that the Board approve the Interim Superintendent's recommendation to approve staff Paraprofessionals to NJASK Clubs, for the 2010-2011 school year from January 10, 2011 through May 3, 2011, as follows."

PH-149-11
 - Approved -

Heidi Puleo	\$15.89 per hour	24 one hour sessions = \$381.36
Toni Verheeck	\$16.96 per hour	36 one hour sessions = \$610.56
Carol Gigli	\$18.44 per hour	36 one hour sessions = \$663.84

Total cost \$1,655.76

Approval of Regulation No. 5514.1—First Reading for Consideration—
RECOMMENDED ACTION: "that the Board approve Regulation No. 5514.1—Student Parking—First Reading for Consideration, as per attached."

PP-20-11
 - Approved -

Approval of Regulation No. 5440—First Reading for Consideration—
RECOMMENDED ACTION: "that the Board approve Regulation No. 5440—Honoring Pupil Achievement—First Reading for Consideration, as per attached."

PP-21-11
 - Approved -

Approval of Policy #6360—First Reading for Consideration—**RECOMMENDED ACTION:** "that the Board approve Policy #6360—Political Contributions—First Reading for Consideration, as per attached."

PP-22-11
 - Approved -

Approval of Policy #6362—First Reading for Consideration—**RECOMMENDED ACTION:** "that the Board approve Policy #6362—Contributions to Board Members and Contract Awards—First Reading for Consideration, as per attached."

PP-23-11
 - Approved -

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- Approval of Policy #2423—First Reading for Consideration—**RECOMMENDED ACTION**: “that the Board approve Policy #2423—Bilingual & ESL Education—First Reading for Consideration, as per attached.” **PP-24-11**
- Approved -
- Approval of Regulation #2423—First Reading for Consideration—**RECOMMENDED ACTION**: “that the Board approve Regulation #2423—Bilingual & ESL Education—First Reading for Consideration, as per attached.” **PP-25-11**
- Approved -
- Approval of Policy #7510—First Reading for Consideration—**RECOMMENDED ACTION**: “that the Board approve Policy #7510—Use of Facilities—First Reading for Consideration, as per attached.” **PP-26-11**
- Approved -
- Approval of Regulation #7510—First Reading for Consideration—**RECOMMENDED ACTION**: “that the Board approve Regulation #7510—Use of Facilities—First Reading for Consideration, as per attached.” **PP-27-11**
- Approved -
- Approval of Regulation #5600—First Reading for Consideration—**RECOMMENDED ACTION**: “that the Board approve Regulation #5600—Pupil Discipline/Code of Conduct—First Reading for Consideration, as per attached.” **PP-28-11**
- Approved -
- Approval of Bills List – **RECOMMENDED ACTION**: “that the Board approve the January 6, 2011 Bills List in the total amount of \$4,750,277.15, as per the attached.” **PS-45-11**
- Approved -
- Approval of Treasurer of School Funds Report – **RECOMMENDED ACTION**: “that the Board approve the Treasurer of School Funds Report as of November 30, 2010, as per the attached.” **PS-46-11**
- Approved -
- Approval of Report of Board Secretary – **RECOMMENDED ACTION**: “that the Board approve the Report of the Board Secretary as of November 30, 2010, as per the attached.” **PS-47-11**
- Approved -

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Approval of Monthly Certification Resolution – **RECOMMENDED ACTION:**

PS-48-11
- Approved -

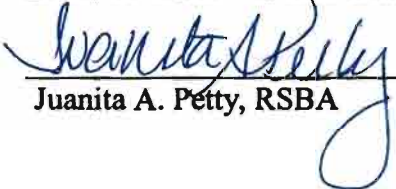

WHEREAS, N.J.A.C. 6A:23-2.11(c) requires monthly certifications by Boards of Education that major account/fund balances have not been over-expended and that sufficient funds are available to meet the district’s financial obligations for the 2010-2011 fiscal year; and,

WHEREAS, the Board Secretary has certified that no major account has been over-expended for the month ending November 30, 2010 and that sufficient funds are available for the remainder of the fiscal year;

WHEREAS, ALL Board members have been provided with expenditure summaries;

NOW, THEREFORE BE IT RESOLVED by the Board of Education of the Township of Wayne that they collectively certify the expenditures of the district for the month ending November 30, 2010 to be within the guidelines established under N.J.A.C. 6A:23-2.11 (a) , and further,

BE IT RESOLVED that a copy shall be appended to and made a part of these minutes.

 <hr/> Juanita A. Petty, RSBA	 <hr/> Date
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Approval of Transfer of Funds – **RECOMMENDED ACTION:** “that the Board approve Resolution – Transfer of Funds as of November 30, 2010, as per the attached.”

PS-49-11
- Approved -

Acceptance and Approval of 2009-2010 Comprehensive Annual Financial Report –
RECOMMENDED ACTION: “that the Board accept and approve the 2009-2010
Comprehensive Annual Financial Report and the Auditor’s Management Report on
Administrative Findings containing audit recommendations to be addressed, as prepared
by the firm of Wiss & Company, LLP as follows:

Financial Planning, Accounting and Reporting

Finding

During our review of the District’s position control roster, we noted several hourly employees who were assigned hourly rates, but were not assigned an anticipated number of hours that they will be expected to work. This prevents a user of this information from determining the projected budgetary needs to the District for the use of these hourly employees.

Recommendation

In accordance with 6A:23A-6.8 Personnel Tracking and Accounting, we suggest the District maintain a position control roster that contains all required information, including, but not limited to, projected hours for hourly employees.

Finding

During our testing of the District’s human resources process, we noted several instances in which contractual extra pays were not Board approved.

Recommendation

We suggest the District ensure that all contractual extra pays are approved by the Board prior to being paid.

Finding

During our testing of the District’s human resources process we noted on several occasions that certain employees’ pensionable wages were not properly set up in the payroll system.

Recommendation

We suggest that the District ensure that the pensionable wages for all employees eligible to participate in the State Pension system are properly established in the payroll system.

Finding

During our audit of the system generated report supporting the compensated absences account balance, we noted that the attendance records for the District’s staff that retired as of June 30, 2010 and received payments in the subsequent fiscal year were not included. The District was able to subsequently modify the report parameters to provide an all inclusive report.

Recommendation

We suggest that the District ensure system parameters are appropriately established in the personnel time and attendance system to ensure reports are properly generated and include all pertinent data.

Minutes.PWS.1.6.2011**Travel****Finding**

The District is not consistently coding travel expenses to account code 580, as required by *The Uniform Minimum Chart of Accounts for New Jersey Public Schools*.

Recommendation

The District has already improved their process over expense account coding. The District should continue to improve their process to ensure the District adheres to the guidelines established in *The Uniform Minimum Chart of Accounts for New Jersey Public Schools* and ensure that all travel expenses are properly coded.

Finding

We noted several instances in which employees are being reimbursed for travel expenses, yet there was no prior approval of the travel event contained in the official minutes of the District. The instances noted during our audit occurred earlier in the year (prior to November 2009) and prior to more stringent internal controls being put in place by the District.

Recommendation

The District should adhere to Board policy and ensure that travel related expenses are approved prior to the travel expense being incurred.

Reserve for Encumbrances and Accounts Payable**Finding**

During our test of transactions it was noted that the District is not utilizing purchase orders for making payments to referees or aid in lieu of transportation. The District uses a voucher system for these payments, which includes the approvals of the Superintendent, Business Administrator, or principal/supervisor in charge of the event, thus certifying that the payments are for valid expenditures. However, without the use of purchase orders, the District is unable to verify that funds are available for payment, prior to incurring the related expenditure for the service provided.

Recommendation

The District has already improved their purchasing process to address this issue. We suggest they continue to challenge and strengthen its current processes, where possible, and utilize purchase orders, when feasible to do so, in order to have the ability to access the availability of funds prior to incurring expenditures.

Finding

During our test of transactions it was noted that two out of forty purchase orders were prepared subsequent to the receipt of goods or services.

Recommendation

The District has already begun the process of improving its purchasing process by implementing a requisition system and has provided enhanced staff training during the past year. We suggest that all purchase orders be encumbered prior to the ordering of goods or services in order to comply with State guidelines and to help ensure that any outstanding liabilities related to the 2010 fiscal year are properly included in the District's June 30, 2010 accounts payable detail.

Board Secretary's Records

Finding

In accordance with the State audit program, maximum participation in the Special Education Medicaid Initiative (SEMI) Program for obtaining Federal funding for special education services is defined as achieving at least 90% participation. Consequently, by definition, the District is not maximizing its efforts under the Special Education Medicaid Initiative (SEMI) Program for obtaining Federal funding for special education services.

Recommendation

The District should establish procedures to ensure that it maximizes its efforts under SEMI for obtaining Federal reimbursement for special education services.

Finding

During our testing of the District's Extended Day Program we noted several accounts receivable balances totaling approximately \$28,500 that remained outstanding in excess of one year.

Recommendation

Although the District has started to investigate old outstanding accounts receivable balances in the Extended Day Program, we suggest the District conclude its investigation regarding the collectability of its accounts receivable and either pursue collection or write off the uncollectible balances prior to the end of the fiscal year.

Finding

During our testing of the District's Community School program we noted that several payments of tuition balances were being made by credit cards. Upon further investigation, we noted that the Board of Education has not approved the use of credit cards as an acceptable form of payment adopted by resolution in the official minutes.

Recommendation

We suggest the District prepare a board resolution authorizing the use of credit cards as an acceptable form of payment and pursue Board approval if the District intends on continuing this practice.

Treasurer's Records

Finding

During our testing of the District's cash receipts process we noted six out of forty receipt vouchers were not signed and approved for deposit and two transactions could not be supported by a deposit slip. All of the instances we noted occurred earlier in the fiscal year, prior to November 2009.

Recommendation

We suggest the District strengthen their controls over cash receipts and ensure that all receipt vouchers are properly approved, prior to the deposit of cash, and are accompanied by a deposit slip.

Minutes.PWS.1.6.2011**Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.), as reauthorized by the No Child Left Behind (N.C.L.B.) Act of 2001****Finding**

During our testing of federal programs, we noted the District did not retain all components of its 1512 grant report for the quarter ended March 31, 2010. Although the report was not available, we were able to perform alternate procedures to verify the reports were field and reconciled to underlying records. The District was not aware that once the reports were submitted electronically that it was not possible to reprint the 1512 reports.

Recommendation

We suggest the District print and retain all quarterly 1512 grant reports and retain them for audit.

Other Special Federal and/or State Projects**Finding**

During our testing of federal grant compliance with respect to the District's IDEIA Part B, Basic program, we noted that the District was unable to reproduce a copy of the District's *Children with Disabilities* report. The District submitted the report electronically and never printed the report. Once submitted electronically, the report cannot be printed.

Recommendation

We suggest the District print and retain all grant reports and retain them for audit.

Finding

In accordance with Federal OMB Circular A-133, organizations receiving federal grant awards are prohibited from entering into a procurement contract utilizing federal funds that exceed \$25,000 with an organization that is suspended or debarred by the federal government. During our examination of the District's internal controls over procurement, suspension and debarment, we noted an opportunity for improvement. The District currently examines its vendors receiving federal funds on at least an annual basis to ensure that they were not suspended or debarred.

Recommendation

We suggest that the District improve its current process by implementing procedures to review the *Excluded Parties Listing System* (EPLS) at <http://epls.arnet.gov>, which is maintained by the General Services Administration, prior to entering into an agreement in excess of \$25,000 utilizing federal funds. The District should develop a standard form to document its verification procedures.

Finding

During our examination of the District's capital assets purchased with federal funds, we identified an opportunity for improvement. The District is required to ensure its capital asset records separately track all capital assets purchased with federal funds and document the funding source.

Recommendation

We suggest the District strengthen existing capital asset records to ensure that capital assets purchased with federal funds are separately identified and tracked by funding source.

Minutes.PWS.1.6.2011

Finding:

During our review of District's request for reimbursement for funds expended on IDEIA and NCLB grants, we noted that the District did not submit a request for reimbursement in a timely fashion. The cause of the delay was the result of certain prior year reports and amendments that had not been completed and submitted which prohibited the District from requesting reimbursement for current year grant expenditures. As of June 30, 2010, the accounts receivable associated with the IDEIA and NCLB grants was \$1,777,928 and \$196,944, respectively.

Recommendation:

We suggest the District submit requests for reimbursements related to federal grants more timely to ensure reimbursement for expenses incurred by the District are received more frequently and to improve cash flow.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

Finding

Pursuant to the State of New Jersey's Local Public Contracts Law, the District is required to obtain competitive bids for any goods or services, not specifically exempted under Local Public Contracts Law, in which expenditures in any year exceed \$29,000. Alternatively, the District can utilize a New Jersey State Contract. Our testing revealed one instance, Computerist, Inc., in which the District expended \$33,633 for printer cartridges and did not obtain competitive bids where required. Purchases from this vendor can generally be characterized as purchases under an open-end arrangement. Competitive bids should be solicited on open-end arrangements on a unit basis because exact quantities needed are not known at the time of bidding.

Recommendation

We suggest that the District implement procedures to ensure competitive bids are received for all categories of goods or services, except for those that are specifically exempted under the Local Public Contracts Law that may exceed the bid threshold for the year.

School Food Service

Finding

During our testing of the Food Services Fund we noted that the meals claimed for federal and state subsidy reimbursement on the FSMC's operating statement and the actual reimbursement request to the State of New Jersey did not agree. Additionally, we noted during our review of invoices supporting the monthly operating statements, that the FSMC passed on charges to the District through their monthly billing process that were not appropriate.

Recommendation

We suggest the District enhance its internal controls related to the review and approval of monthly FSMC operating statements and examine underlying data supporting the monthly operating statements to ensure reimbursable meal revenue is recorded correctly and that all charges billed to the District are appropriate.

Minutes.PWS.1.6.2011**Student Body Activities**Finding

During our testing of student activity we noted several cash receipts that lacked supporting documentation and one receipt that was not deposited in a timely manner.

Recommendation

We suggest the District retain supporting documentation for all cash receipts in order to properly account for all cash being deposited into the student activity accounts.

Finding

During our testing of student activity expenditures, we noted several cash disbursements that were processed through the student activity accounts that were questionable regarding appropriateness. We believe that an opportunity exists to improve internal controls over the student activity cash disbursement process. As the District has already implemented a purchase order system over the High School Activity Accounts, which has the highest volume of transactions, and implemented additional oversight over checks processed, no recommendation is necessary.

Facilities and Capital AssetsFinding

The District explored the opportunity for obtaining a grant for the Wayne Valley roof replacement from the NJSDA in fiscal year 2009 and received approval to submit the paperwork necessary to obtain a grant. The District subsequently completed this project during fiscal year 2010. Based on discussions with the NJSDA in fiscal year 2011, the District discovered that the District never submitted the necessary paperwork to obtain the grant. The NJSDA has subsequently permitted the District to submit for approval of the project.

Recommendation

We suggest the District submit the necessary paperwork to the NJSDA in order to obtain capital grants on a timelier basis.

Miscellaneous**Disaster Recovery**Finding

Sound internal control includes planning for a potential event or circumstance that could have a catastrophic impact on the District, such as a Disaster Recovery Plan. During the 2009-10 fiscal year, the District started the process to develop a formal Disaster Recovery Plan to avoid a possible event of an extended disruption of business. The District included procedures within its Standard Operations Procedures manual.

Recommendation

We suggest the District continue to implement its formal Disaster Recovery Plan in order to enhance its internal control and to prevent the possible event of business disruption.

Minutes.PWS.1.6.2011

Acceptance and Approval of 2009-2010 Corrective Action Plan – **RECOMMENDED ACTION:** “that the Board accept and approve the Corrective Action Plan prepared by the Business Administrator/Board Secretary in response to the 2009-2010 CAFR recommendations, for submission to the New Jersey Department of Education, as per the attached.”

PS-51-11
- Approved -

Acceptance and Approval of 2009-2010 Specific Corrective Action Plan – **RECOMMENDED ACTION:** “that the Board accept and approve the Specific Corrective Action Plan for repeat audit findings prepared by the Business Administrator/Board Secretary in response to the 2009-2010 CAFR recommendations, for submission to the New Jersey Department of Education, as per the attached.”

PS-52-11
- Approved -

Approval of Agreement for Telephone Audit – **RECOMMENDED ACTION:** “that the Board approve the attached agreement with RCC Consulting LLC of Millstone Township, NJ to conduct an audit of the District’s telecommunications system at a cost to the District of 35% of any refunds and/or credits realized, pending review by Board Counsel.

PS-53-11
- Approved -

Authorization to Solicit Proposals – **RECOMMENDED ACTION:** “that the Board of Education authorize the solicitation of the following request for proposals for professional services, pending review by Board Counsel, as per attached:

PS-54-11
- Approved -

Web Hosting Classroom Web Site Services
Web Hosting Co-Location Managed Services
Internet Access Services
Telephone Services

Minutes.PWS.1.6.2011**BOARD DISCUSSION:**

- J. Hutchison – suggests for professional development – can we do some turnkey training?
- J. Hutchison – comment on NJASK program resolutions – how is program going? Are there sufficient students in programs?
- R. Ceberio - noted revisions as follows:
 - PH-134-11 – Riddle Appointment – salary corrected to \$25,584
 - PH-146-11 – Start date for Pignatello changed to 1/24/11
 - PH-147-11 – Add words “to be paid through Title I grant funding.”
 - PH-148-11 - Withdrawn
- D. Del Sardo – PE-34-11 - what is Administrative? Wants to know which students are still receiving services and how long did they get the services. Wants to be sure students aren't being kept out too long.
- PH-136-11 – why 2 staff splitting the time?
- PH-137-11 and PH-138-11 – were MS counselors cut? Are there extra secretaries? No.

BOARD DISCUSSION**A motion was made to approve:**

PE-33-11, PE-34-11

PH-127-11, PH-128-11, PH-129-11, PH-130-11, PH-131-11, PH-132-11, PH-133-11, PH-134-11, PH-135-11, PH-136-11, PH-137-11, PH-138-11, PH-139-11, PH-140-11, PH-141-11, PH-142-11, PH-143-11, PH-144-11, PH-145-11, PH-147-11, PH-149-11

(PH-148-11 was withdrawn)**(PH-146-11 HELD FOR EXECUTIVE SESSION)**

PP-20-11, PP-21-11, PP-22-11, PP-23-11, PP-24-11- PP-25-11, PP-26-11, PP-27-11, PP-28-11

PS-45-11, PS-46-11, PS-47-11, PS-48-11, PS-49-11, PS-50-11, PS-51-11, PS-52-11, PS-53-11, -S-54-11

Motion: J. Hutchison Second: D. Pavlak, Jr. Vote: 9-0*

***M. Badiner abstained on PS-45-11, check #032737.**

***J. Hutchison voted no on PH-142-11.**

MOTION TO APPROVE ACTION ITEMS

A motion was made to open the meeting to public comment on any item.

Motion: M. Badiner Second: J. Jimenez Vote: 9-0

**OPEN TO
PUBLIC
COMMENT ON
ANY ITEM**

PUBLIC COMMENTS:

- Brenda Portelli – parking fees – thinks Valley shares spaces; Hills has one spot for each. Wants to know compliance with collection of activity fees. Before you present budget, feel public was told things would not be cut, but then they were, e.g. Windows. Bob Ceberio noted Windows was not cut after Election.

**PUBLIC
COMMENTS**

As there were no other comments from the public on any item, a motion was made to the close the meeting to public comments.

Motion: D. Del Sardo Second: J. Jimenez Vote: 9-0

**CLOSE MEETING
TO PUBLIC
COMMENT ON
ANY ITEM**

OLD BUSINESS: None

OLD BUSINESS

NEW BUSINESS:

NEW BUSINESS

- Letters have gone out for Extended Day Program.
- Status of Director for Community Programs – will be done at next Personnel Committee Meeting. Provide status of Community Programs for last 5 years.

Approval to Reconvene into Executive Session – **RECOMMENDED ACTION:** “that the Board approve to reconvene into Executive Session to discuss confidential matters.

**A-24-11A
- Approved -**

A motion was made to reconvene into Executive Session at 8:20 p.m. for the purpose of discussing personnel matters.

Motion: F. Mazzei Second: A. Mordkoff Vote: 9-0

**MOTION TO
RECONVENE
INTO
EXECUTIVE
SESSION**

Minutes.PWS.1.6.2011

The Board reconvened into public at 8:53 p.m. R. Ceberio read the Reconvene Statement explaining that the Executive Session of the Wayne Board of Education was reconvened at 8:20 p.m. in the Conference Room of the Wayne Board of Education, 50 Nellis Drive, Wayne, New Jersey 07470. The Statement of Compliance setting forth time, date, and location was read in accordance with the requirements of the Open Public Meetings Act and the roll call was taken.

**RECONVENE
INTO PUBLIC**

R. Ceberio advised that the Board had been meeting in Executive Session for the purpose of discussing personnel matters. Information regarding these matters will be made public if, and when, appropriate.

Approval of Action Item PH-146-11.

**APPROVAL OF
ACTION ITEM
PH-146-11**

Approval of Appointment of Teachers – **RECOMMENDED ACTION:** "that the Board approve the Interim Superintendent's recommendation to appoint Teachers for the 2010-2011 school year and apply to the County Superintendent for emergent approval if employment begins before criminal history review is completed, as per attached."

**PH-146-11
CHANGE START
DATE
- Approved -**

Patricia Pignatello, MA William Paterson University, Step 14 of the Masters Teachers Salary Guide, as per the WEA contract to grant credit for prior years, effective January 24, 2011, Special Education, Pines Lake Elementary School, replacing Lisa Napolitano. (\$53,000/Step2MA)

\$73,100.00 pro-rated

Devon Zimmerman, MA Long Island University, Step 3 of the Masters Teachers Salary Guide, effective February 16, 2011, Special Education – Resource Room, John F. Kennedy, replacing Deborah DiFerdinando. (\$110,760/Step21MA+30)

\$54,200.00 pro-rated

BOARD COMMENT:

**BOARD
COMMENT**

D. Del Sardo – wants more information on who was interviewed since amount of salary differential was so high.

A motion was made to approve PH-146-11.

MOTION TO APPROVE PH-146-11

Motion: M. Badiner Second: A. Mordkoff Vote: 7-0-2*

***D. Del Sardo abstained.**

***A. Mordkoff abstained.**

BOARD COMMENT:

BOARD COMMENT

- R. Ceberio reported notification from WEA to begin negotiations.
- Poll those eligible to meet.

Approval to Reconvene into Executive Session – **RECOMMENDED ACTION:** “that the Board approve to reconvene into Executive Session to discuss confidential matters.

A-24-11B - Approved -

A motion was made to reconvene into Executive Session at 8:55 p.m. for the purpose of discussing negotiations.

MOTION TO RECONVENE INTO EXECUTIVE SESSION

Motion: F. Mazzei Second: J. Hutchison Vote: 9-0

The Board reconvened into public at 9:00 p.m. R. Ceberio read the Reconvene Statement explaining that the Executive Session of the Wayne Board of Education was reconvened at 8:55 p.m. in the Conference Room of the Wayne Board of Education, 50 Nellis Drive, Wayne, New Jersey 07470. The Statement of Compliance setting forth time, date, and location was read in accordance with the requirements of the Open Public Meetings Act and the roll call was taken.

RECONVENE INTO PUBLIC

R. Ceberio advised that the Board had been meeting in Executive Session for the purpose of discussing negotiations. Information regarding these matters will be made public if, and when, appropriate.

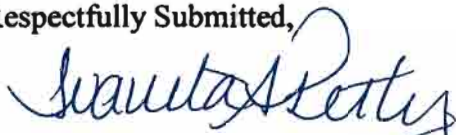
There being no further business to come before the Board, a motion was made to adjourn at 9:01 p.m.

MOTION TO ADJOURN

Motion: J. Jimenez Second: A. Mordkoff Vote: 9-0

Minutes.PWS.1.6.2011

Respectfully Submitted,



Juanita A. Petty, RSBA
School Business Administrator/Board Secretary

JAP:plc

A 26722

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