

**Cranbury Township Board of Education  
Cranbury, New Jersey  
Minutes  
February 16, 2010**

**I. CALLED TO ORDER at 7:15 PM.**

A. Flag Salute

B. Roll Call

<u>  X  </u>	Jennifer Cooke	<u>  X  </u>	Nicole Pormilli
<u>  X  </u>	Kevin Fox	<u>  X  </u>	William Schraudenbach
<u>  X  </u>	Julie Hardaker	<u>  X  </u>	Lynne Schwarz
<u>  X  </u>	Wendi Patella	<u>  X  </u>	Evelyn Spann
	<u>  X  </u>		Joan Weidner

Also Present:

<u>  X  </u>	John J. Haney, Chief School Administrator
<u>  X  </u>	Joyce Picariello, Board Secretary/Business Administrator
<u>  3  </u>	Members of the Public

C. Opening Statement

**STATEMENT TO BE READ BY PRESIDING OFFICER**

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Board Secretary as follows: On April 29, 2009, a notice was sent to The Home News Tribune, Cranbury Press, Trenton Times, Township Clerk, and posted in the Public Library.

**II. APPROVAL OF MINUTES**

Approved the Minutes of the regular meeting of February 2, 2010.

Moved by:   Evelyn Spann   Seconded by:   Kevin Fox    
Ayes:   8   Nays:   0   Abstentions:   1    
Motion carried:   X   Motion rejected:           

**III. PRESENTATION(S)**

- 2009-10 Calendar Modifications – John Haney informed the Board that the School Calendar will require modification due to last week's two snow days. The Board agreed that they would prefer to review this in March.
- John Haney introduced Bill Persons. A brief discussion followed about offering parents a more convenient method for viewing students' school play photos by accessing Bill's secured website. The Board agreed that this was acceptable.

**IV. REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

A. Correspondence

To: John Haney  
From: Maureen Guzman  
Date: February 4, 2010  
Re: Rescinding Resignation

## B. Information/Report

### Staff Workshop

At the staff workshop on February 12, all of the teachers participated in sessions on Multiple Intelligences, Marzano's Instructional Strategies, and Differentiated Instruction, presented by Robert Ostrove. Once again, the PTO generously provided all staff with a luncheon of subs, chips, desserts, and beverages for which we were all grateful. The next staff workshop will be a half-day session on March 12<sup>th</sup>.

### Physical Education Show

On Thursday, February 4, the fifth graders had a great time performing their dance steps, working in teams, and demonstrating their physical skills at the annual physical education program. Parents and siblings enjoyed the show. Congratulations to the physical education teachers: Sean Cox, Cathy Elliott, Jay Gilligan, and Marybeth Manfredi, and the fifth grade students for a fine performance.

### Spirit Week

Cranbury School was alive with activities the week of February 1<sup>st</sup>. From wearing comfy slippers to multiplicity day, the students had a great time expressing themselves during spirit week. On Wednesday, the students were treated to a 'spirited' Brain Show assembly. Buddy classes met on Thursday to create posters together for the eighth grade vs. staff volley ball game on Friday. Special thanks to the PTO for funding the assembly and delicious ice cream treats.

### Spelling Bee

The annual Spelling Bee was held on February 1. Congratulations to the all of the participants and winners, Andrew Goldstein, first place; Phoebe Duke-Mosier, second place; and, Katherine Gerberich, third place. Andrew will compete at the Trenton Times Spelling Bee which will take place at Rider University. We wish him much success at the next level.

### Have a Heart for Haiti Week

As a response to the disastrous earthquake in Haiti, on February 11, the students did a buddy class activity that focused on the children of Haiti. This is similar to what we did with the students after the tsunami disaster. Students were asked to write "Messages of Hope" to the children of Haiti. Each class was provided with a template of a child to decorate with their messages. Those messages were displayed around the building and then sent to the organization "Save The Children" along with the donations from our fundraising event which included staff "buying" a denim day for \$5.00 and students collecting change in their homerooms. In addition, upper grade English and Social Studies classes implemented interdisciplinary lessons that focused on the effects of the earthquakes. Special thanks to Kat Alfonso, Joann Charwin, Sara Fernandez, Elizabeth Levine and Danielle Sabato for coordinating these activities.

### Edythe May Sliffe Award for Middle School

Jeannine Lanphear is a recipient of the 2009-2010 award for the outstanding performance of her seventh graders over the past three years. The Edythe May Sliffe Award for Middle School is given annually to teachers who are responsible for the success of high scoring teams on the American Mathematics Competition (AMC 8).

## C. Calendar

Friday	February 12	School Closed - Staff Workshop
Monday	February 15	School Closed - President's Day
Tuesday	February 16	Board of Education Meeting, 7:00 PM, Large Group Room
Thursday	February 18	Internet Safety Assembly Intervention and Referral Services Meeting Technical Play Rehearsal, 4:00-8:00 PM
Friday	February 19	Winter Dance, Grades 6-8, 7:30 PM, Auditorium
Saturday	February 20	Mandatory Play Rehearsal, 9:00 AM-2:00 PM
Monday	February 22	Technical Play Rehearsal, 4:00-8:00 PM
Tuesday	February 23	Technical Play Rehearsal, 4:00-8:00 PM

Wednesday	February 24	Kindergarten Registration Technical Play Rehearsal, 4:00-8:00 PM
Thursday	February 25	Dress Rehearsal for Seniors & Tots, 6:00 PM
Friday	February 26	PTO Book Swap, Grades K-5 Upper Grade Musical, 7:00 PM
Saturday	February 27	Upper Grade Musical, 7:00 PM

## **V. REPORT OF THE BUSINESS ADMINISTRATOR**

A. Correspondence - None

B. Information/Report

1. 2010-11 Budget Review (See Finance Committee Report)

## **VI. PUBLIC COMMENT**

1. Karen Callahan of 45 Washington Avenue reported on a Transportation issue that occurred this morning.

## **VII. FINANCE/TRANSPORTATION**

A. Committee Report from meeting of February 16, 2010

Lynne Schwarz reported that the Finance Committee discussed the following:

1. Demographers Proposals
2. Unemployment Trust Account
3. 2010-11 Budget Review - At this time, the Full Board was provided with a 2010-11 Draft Budget Report. It was reviewed and discussed.

B. Next Meeting - March 17, 2010

C. Recommendation(s):

1. Approved the attached Bills List as of February 16, 2010.
2. Approved the budgetary transfers for January 2010 as attached.
3. In accordance with N.J.A.C. 6A:23-2.11(c) 4, Be It Resolved that the Board of Education hereby certifies that it is in receipt of the Financial Report for January 2010, which indicates that no major accounts or funds have been over expended and that sufficient funds are available to meet the district's financial obligations for the fiscal year in accordance with N.J.A.C. 6A:23-2.11(b). In accordance with 6A:23-2.11(c), Be It Further Resolved that the Board Secretary certifies that the January Secretary's Report indicates that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in accordance with N.J.A.C. 6A:23-2.11(a).
4. Approved the Board Secretary's Report as of January 31, 2010.
5. Approved the Treasurer's Report as of January 31, 2010.
6. During the month of January 2010, there were no anticipated changes to revenue or any of the sources from which revenue is derived.
7. Approved the following out-of-district placement for the 2009-10 school year:

Placement	Case No.	Tuition	Dates
New Hope Academy	10-48	\$16,362.50	February 17–June 11, 2010

8. Approved a subsidy from the General Fund to cover potential increased costs for State Unemployment Insurance in the amount of \$40,000. These funds will be placed in the S.U.I. Trust Fund Account and may be used to cover any over expenditure of claims paid to former employees. Should these funds not be required, then the Board’s subsidy can be moved back to the General Fund.
9. Approved the following resolution:

RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION

WHEREAS, the Cranbury Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations: and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the MRESC, offers coordinated transportation services; and

WHEREAS, the MRESC will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 2% or 4% for member districts, or of 6% for non-member districts, as presented to the Cranbury Board of Education as calculated by the billing formula adopted by the MRESC’S Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

- I. The MRESC will provide the following services:
  - a. Routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
  - b. Monthly billing and invoices;
  - c. Computer print-outs of student lists for all routes coordinated by MRESC;
  - d. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
  - e. Constant review and revision of routes;
  - f. Provide transportation within three days or sooner after receipt of the formal written request; and

It is further agreed that the Cranbury Board of Education will provide the MRESC with the following:

- a. Requests for special transportation on approved forms to be provided by the MRESE, completed in full and signed by previously authorized district personnel;
  - b. Withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Cranbury Board of Education
  - III. Length of Agreement – this agreement and obligation and requirements therein shall be in effect between July 1, 2010 and June 30, 2011.
  - IV. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

10. TRAVEL AND RELATED EXPENSE AND REIMBURSEMENT

As required, pursuant to N.J.S.A 18A:11-12 the Board of Education must approve in advance all travel expenditures by district employees and board members. It has been determined that the training and informational programs detailed below are directly related to and within the scope of the employees and board members responsibilities and duties.

Approved reimbursement for attendance of the following:

Staff Name	Date	Event	Location	Registration	Mileage
Kelly Oake	03/02/10	Innovative Technology	Princeton	\$200.00	\$ 6.32
Sally Atzrott	04/19/10	Social Workers - Meeting Every Challenge	Springfield	\$120.00	\$17.68

- 11. Approved the 5 days of leave for Cara Moshinsky from April 6<sup>th</sup> through 12<sup>th</sup>, 2010, two of these days will be unpaid.
- 12. Approved the proposal received from Ross Haber to perform a demographic study at a cost of \$2,850.
- 13. Approved a temporary route change for late bus route, to include a stop on Jefferson Road, effective February 16 through June 30, 2010, after which the Board will review and evaluate the late bus route.

Items 1-13

Moved by: Lynne Schwarz      Seconded by: Jennifer Cooke

Board Member	<u>J.C.</u>	<u>K.F.</u>	<u>J.H.</u>	<u>W.P.</u>	<u>N.P.</u>	<u>W.S.</u>	<u>L.S.</u>	<u>E.S.</u>	<u>J.W.</u>
Absences	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Ayes	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>
Nays	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Abstentions	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

Motion Carried:   X        Motion Rejected:       

**VIII. FACILITIES**

- A. Committee Report – No report at this time.
- B. Next Meeting - February 24, 2010
- C. Recommendation(s)

**IX. CURRICULUM**

- A. Committee Report from meeting of February 5, 2010

Julie Hardaker reported that the Committee reviewed the following:

- 1. Upper Grade Mathematics Textbooks
- 2. New Program for Curriculum Mapping called the Rubicon Atlas
- 3. Use of new TI-Nspire Calculators
- 4. New Math Program Development Plan

- B. Next Meeting - March 5, 2010

C. Recommendation(s):

1. Approved the proposed middle school textbook adoption:

**McDougal Littell Algebra I 2011**

100 textbooks and related program materials  
\$7,555.00

**McDougal Littell Algebra 2**

25 textbooks and related program materials  
\$2,033.75

**TI-Nspire Calculators**

24 calculators  
\$3,264.00

2. Approved the Enrichment/Extension Math Club Program Development as follows:  
\$1,117.50 (30 hours).

Items 1-2

Moved by: Julie Hardaker Seconded by: Kevin Fox  
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: \_\_\_\_\_

**X. POLICY**

A. Committee Report

Kevin Fox reviewed the Polices that are on the Agenda.

B. Next Meeting - March 2, 2010 at 8:15 AM

C. Recommendation(s)

1. Approved for second reading the following policies/regulations:

- P 2415.03 Highly Qualified Teachers
- P/R 2423 Bilingual & ESL Education
- P/R 2560 Live Animals in School
- P/R 3126 Induction Program for Provisional Teachers
- P/R 3240 Professional Development
- P/R 3281 Inappropriate Staff Conduct (Teaching Staff)
- P 3431.3 New Jersey's Family Leave Insurance Program (Teaching Staff)
- P/R 4281 Inappropriate Staff Conduct (Support Staff)
- P 4431.3 New Jersey's Family Leave Insurance Program (Support Staff)

Item 1

Moved by: Kevin Fox Seconded by: Nicole Pormilli  
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: \_\_\_\_\_

**XI. PERSONNEL**

A. Committee Report - No report at this time.

B. Next Meeting

C. Recommendation(s):

1. Rescinded the resignation of Maureen Guzman, Spanish Teacher, effective February 4, 2010.

2. Approved the following substitute teachers for the 2009-10 school year at the rate of \$85.00 per day:

Daniel Feingold West Windsor, NJ  
Rachel Pack East Brunswick, NJ

3. Approved Andrea Kacprowicz as Assistant Boys Basketball Coach for the 2009-2010 school year for a stipend of \$2,650.

Items 1-3

Moved by: Jennifer Cooke      Seconded by: Wendi Patella

Board Member	<u>J.C.</u>	<u>K.F.</u>	<u>J.H.</u>	<u>W.P.</u>	<u>N.P.</u>	<u>W.S.</u>	<u>L.S.</u>	<u>E.S.</u>	<u>J.W.</u>
Absences	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Ayes	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>	<u>  X  </u>
Nays	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Abstentions	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

Motion Carried:   X        Motion Rejected:       

## **XII. COMMUNITY RELATIONS**

### **A. Committee Report**

Wendi Patella reported that the Committee met last week and discussed ways to communicate through the municipal website. Suggestions included:

- Board Meeting Dates
- Budget Calendar
- School Events

### **B. Next Meeting**

### **C. Recommendation(s):**

## **XIII. REPRESENTATIVE REPORTS**

### **A. Princeton Regional**

Lynne Schwarz reported that the Princeton Regional School District is having a Budget Workshop on February 18<sup>th</sup>. She suggested that Board Members visit the Princeton website for the many scheduled activities.

### **B. Planning Board**

Joan Weidner reported that the Planning Board met last week. The applications that are being reviewed are for minor modifications.

C. Library Board

Julie Hardaker reported the Library Board of Trustees met last Thursday. A feasibility study is being considered and the Board of Trustees is meeting with consultants. A new program – Reading with Rover will run from March through June.

D. Technology – No report at this time.

E. Liaison – No report at this time.

**XIV. PUBLIC COMMENT** – None at this time.

**XV. OLD/NEW BUSINESS**

1. Tree Commission – Jennifer Cooke reported that the Commission will be meeting on Friday to determine its role at this time.
2. Kevin Fox stated that he is frustrated with the process and communication used by the Ad Hoc Transportation Committee.
3. Joan Weidner distributed “1915 Rules for Teachers”.

**XVI. EXECUTIVE SESSION**

Motion to enter into Executive Session at 9:35 PM.

Moved by: Lynne Schwarz Seconded by: Julie Hardaker  
 Ayes: 9 Nays: 0 Abstentions: 0  
 Motion carried: X Motion rejected: \_\_\_\_\_

**EXECUTIVE SESSION MOTION**

WHEREAS, The Board of Education must discuss subjects concerning personnel matters, negotiations, and legal matters and:

WHEREAS, The aforesaid subjects are not appropriate subjects to be discussed in a public meeting and:

WHEREAS, The aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in closed executive session pursuant to P. L. 1975 Chapter 231, it is therefore:

RESOLVED That the aforesaid subjects shall be discussed in closed session by this Board and Administrative staff. Information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

Board moved into Executive Session to discuss a legal matter. The Executive Session is expected to last 45 minutes and action will not be taken at the end of the session.

Returned to public session at 10:35 PM.

Moved by: Jennifer Cooke Seconded by: Kevin Fox

Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: \_\_\_\_\_

**XVII. ADJOURNMENT at 10:36 PM.**

Moved by: Julie Hardaker Seconded by: Evelyn Spann

Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: \_\_\_\_\_

Respectfully submitted,

Joyce Picariello  
Board Secretary