

**Cranbury Township Board of Education  
Cranbury, New Jersey  
Minutes  
September 1, 2009**

**I. CALLED TO ORDER at 7:12 PM.**

A. Flag Salute

B. Roll Call

<u>X</u>	Jennifer Cooke	<u>X</u>	Nicole Pormilli
<u>A</u>	Kevin Fox	<u>X</u>	William Schraudenbach
<u>X</u>	Julie Hardaker	<u>A</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>0</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 and Executive Session of July 21, 2009.

Moved by: Evelyn Spann Seconded by: Julie Hardaker  
Ayes: 7 Nays: 0 Abstentions: 0  
Motion carried: X Motion rejected: \_\_\_\_\_

**III. PRESENTATION(S)**

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

A. Correspondence

To: John Haney  
From: Beverly Gerberich  
Date: August 17, 2009  
Re: Letter of Resignation

To: Staff  
From: John Haney  
Date: August 18, 2009  
Re: Summer Update

To: John Haney/Joyce Picariello  
From: Isabelle Perry  
Date: August 26, 2009  
Re: IDEA Part B Grant

To: John Haney/Joyce Picariello  
From: Isabelle Perry  
Date: August 26, 2009  
Re: IDEA ARRA Funds

## B. Information/Report

### **Enrollment**

Cranbury School will greet 598 students on September 8. In addition, Cranbury will send 283 students to Princeton High School.

### **Facilities - Roofing Project**

As of August 28, the roofing project is 75% complete except for metal work and the top layer of the new roof in some areas. We are told that the roofing equipment will be removed by August 31.

### **New Staff Orientation/Substitute Orientation**

On August 26, five staff members attended our new staff orientation. The morning session included an overview of Cranbury School including our mission and core beliefs, classroom management, discipline and respect, lesson plans and an in depth review of day-to-day procedures, activities, and expectations. The new staff also received information on mentoring, benefits, and technology. In addition, on August 27, two new teachers and two instructional aides attended a workshop by Harry Wong on classroom management. Feedback from the participants on the two days was overwhelmingly positive.

In addition to the new staff orientation, substitute teachers were invited for the morning session. Special thanks are extended to Linda Penney, Michele Waldron and Isabelle Perry for planning and organizing the sessions as well as to Joyce Picariello and Cindy Dzurainin for presenting benefits information and AESOP.

### **H1N1 Update**

Mr. Haney showed a Power Point presentation to the Board regarding the planning and preparation for an outbreak of the H1N1 virus.

### **Test Scores**

Mr. Haney reported that the Cycle 1 test scores for grades 3-8 have been received. On or about September 11, 2009, the Cycle II scores are expected.

## C. Calendar

Wednesday, August 26	New Staff Orientation
Tuesday, September 1	Full Staff In-service Board of Education Meeting, 7:00 PM
Wednesday, September 2	Full Staff In-service New Student Orientation/New Kindergarten Visitation
Monday, September 7	Labor Day - School and Offices Closed
Tuesday, September 8	First Day of School for Students
Friday, September 11	Municipal Alliance Upper Grade Picnic, 4:00-7:00 PM
Saturday, September 12	Cranbury Day, 10:00 M – 4:00 PM
Monday, September 14	After School Homework Program begins Fall sports practice begins PTO Magazine Drive
Tuesday, September 15	PTO Board Meeting, 1:00 PM Board of Education Meeting, 7:00 PM, Large Group Room

Wednesday, September 16	PTO Volunteer Meeting
Thursday, September 17	Bus Evacuation Drill, 8:25 AM
Saturday, September 19	Rosh Hashanah
Monday, September 21	BLAST/PLUS Programs begin
Tuesday, September 22	Bus Program - Grades K-1
	Intervention and Referral Services Meeting
Wednesday, September 23	Bus Program, Grades K-1
	School Pictures, Grades 3-5
	Back-to-School Night, Grades K-5, 7:00 PM
Thursday, September 24	School Pictures, Grades PK-2
	PHS Back-to-School Night
Friday, September 25	School Pictures, Grades 6-8
	Staff Photo, 8:00 AM
	PTO's 6 <sup>th</sup> Grade Dance, 7:30-9:30 PM, Cafeteria
Saturday, September 26	Arts Council Music Festival (Village Park)
Monday, September 28	Yom Kippur - School and Offices Closed
Tuesday, September 29	Wrapping Paper Sale begins
Wednesday, September 30	Back-to-School Night, Grades 6-8, 7:00 PM

**V. REPORT OF THE BUSINESS ADMINISTRATOR**

A. Correspondence – None at this time.

B. Information/Report - Annual Integrated Pest Management Report

- The Business Administrator reviewed the Board’s Integrated Pest Management policy and procedures and reported on the 2008-09 pest management incidences.
- The Business Administrator also confirmed Board attendance at the October NJSBA Convention.

**VI. PUBLIC COMMENT-** None at this time.

**VII. FINANCE**

A. Committee Report

B. Next Meeting - September 10, 2009 - 8:15 AM

C. Recommendation(s):

1. 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
District Staff	2009-2010 SY	Courier Services to NJDOE	N. Brunswick	N/A	\$ 8.00 per event
District Staff	2009-2019 SY	Courier Services to NJDOE	Trenton	N/A	\$12.00 per event
District Staff	2009-2010	Courier Services (Board Packet)	Cranbury	N/A	\$ 3.00 per event
John Haney	8/24/09 & 6/29/10	Ethics Training	East Brunswick	\$200.00	N/A
Michele Waldron	8/24/09 & 6/29/10	Ethics Training	East Brunswick	\$200.00	\$14.00

Joyce Picariello	8/24/09 & 6/29/10	Ethics Training	East Brunswick	\$200.00	N/A
Linda Penney	8/24/09 & 6/29/10	Ethics Training	East Brunswick	\$200.00	N/A
Isabelle Perry	8/24/09 & 6/29/10	Ethics Training	East Brunswick	\$200.00	N/A
James Gilligan	10/2-10/4/09	NJASPERD Conference	Hardwick	\$125.00	\$44.65
Deanna Pankowitz	10/13-10/14/09	NJ Science Convention	Somerset	\$ 95.00	\$28.90

2. In accordance with the terms and conditions of Article XVIII of the Collective Bargaining Agreement between the Board of Education and the Cranbury Education Association, approved the following Professional Development/Educational Improvement Graduate coursework reimbursement for Fall 2009.

Name	Credits	College	Semester	Course Name
Sally Atzrott	3	Rutgers	Fall 09	Administration: Supervision of Elementary/Secondary School
Laura Munice	3	Rider	Fall 09	Collaboration, Consultation, and the Inclusive Classroom
Nichole Keener	3	Rider	Fall 09	Collaboration, Consultation, and the Inclusive Classroom
Thomas Nichols	4	Ramapo	Fall 09	Audio-Visual Multimedia Production for Education
Carol Rogaski	4	Ramapo	Fall 09	Audio-Visual Multimedia Production for Education
Carol Rogaski	2	Ramapo	Fall 09	Independent - Practicum in Learning Theory
Doris Schoenfeld	4	Ramapo	Fall 09	Audio-Visual Multimedia Production for Education
Doris Schoenfeld	2	Ramapo	Fall 09	Independent - Practicum in Learning Theory
Thomas Stinson	4	Ramapo	Fall 09	Audio-Visual Multimedia Production for Education
Donna Tarantino	4	Ramapo	Fall 09	Audio-Visual Multimedia Production for Education
Donna Tarantino	2	Ramapo	Fall 09	Independent - Practicum in Learning Theory
Emily Vorp	4	Ramapo	Fall 09	Audio-Visual Multimedia Production for Education
Emily Vorp	2	Ramapo	Fall 09	Independent - Practicum in Learning Theory

3. Approved the fee for the Cranbury Police Department to provide special police services for various school functions for the 2009-2010 school year at the rate of \$50.00 per hour. (See attachment)
4. Approved the submission of the IDEA Part B grant application for FY 2009-2010 as follows:

Basic Grant Allocation	\$161,174
Preschool Grant Allocation	\$6,022

5. Approved the submission of the IDEA ARRA Grant for FY 2009-2011 as follows:

Basic Grant Allocation	\$184,401
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<u>Special Education</u> – ARRA Basic	
Orton Gillingham Consultant	\$ 43,000
Behavioral Consultant	24,000
Technology Specialist	1,000
Professional Development	2,000
Staff Salaries	6,790
Supplies	<u>15,758</u>
	\$ 92,548

<u>General Education</u> – ARRA Basic	
Literacy Coach - Salary	\$ 58,155
Literacy Coach – Benefits	11,631
Professional Development	10,000
Supplies	<u>12,067</u>
	\$ 91,853
Preschool Grant Allocation	\$ 6,675
<u>Special Education</u> – ARRA Preschool	
Orton Gillingham Consultant	\$ 6,675

6. Approved the following out-of district placement for the 2009-2010 school year.

Placement	Case No.	Tuition	Dates
Cedar Hill E.S. Bernards Township BOE	10-34	\$8,043 .00	ESY 2009
Cedar Hill E.S. Bernards Township BOE	10-34	\$72,391.00	2009-2010 School Year

7. Approved the September 2, 2009 workshop attendance of eleven (11) teacher assistants with the Behavioral Consultant, Michelle Lockwood, for the total cost of \$900. (This expense is part of the IDEA ARRA grant.)

Items 1-7

Moved by: William Schraudenbach                      Seconded by: Nicole Pormilli

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>X</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>X</u>	<u>  </u>	<u>  </u>
Ayes	<u>X</u>	<u>  </u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>  </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 from meeting of August 26, 2009

Bill Schraudenbach reported that the Committee met with Bill Gittings to discuss the details regarding the specifications for the pole barn. It is hoped that this will be completed by Friday. The Business Administrator has contacted the Site Engineer to modify the plans to show the electric coming from the school and changing the gravel to pavement at the barn entry points.

### B. Next Meeting - September 23, 2009 - 8:15 AM

### C. Recommendation(s):

1. Approved Roof Replacement Project Change Order#1 to include the Alternate Bid at a cost of \$57,875.00.

2. Approved Roof Replacement Project Change Order #2 to remove the existing aluminum leaders and replace with new PVC leaders and elbows at a cost of \$2,420.00
3. Approved the disposal of eight green chalkboards which will be donated to the Greater New Brunswick Charter School.

Items 1-3

Moved by: William Schraudenbach Seconded by: Jennifer Cooke

Board Member	J.C.	K.F.	J.H.	W.P.	N.P.	W.S.	L.S.	E.S.	J.W.
Absences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstentions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried: X Motion Rejected: \_\_\_\_\_

## IX. CURRICULUM

A. Committee Report – No meeting - No report

B. Next Meeting - September 4, 2009 - 8:15 AM

C. Recommendation(s):

1. Approved up to 25 hours before/after school for Deanna Pankowitz to supervise the new Science Olympiad Team through the end of January 2010, at the rate of \$37.25 per hour for a total cost of \$931.25.

Item 1

Moved by: Julie Hardaker Seconded by: Evelyn Spann

Board Member	J.C.	K.F.	J.H.	W.P.	N.P.	W.S.	L.S.	E.S.	J.W.
Absences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstentions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried: X Motion Rejected: \_\_\_\_\_

## X. POLICY

A. Committee Report – No meeting at this time. Mr. Haney reported that a new policy update is available and these items will be reviewed at the next meeting. The Board also reviewed the “Early Dismissal Form”.

B. Next Meeting - September 15, 2009 - 6:00 PM

C. Recommendations(s)

**XI. PERSONNEL**

A. Committee Report – No meeting. John Haney reviewed Personnel Agenda Items with the Board.

B. Next Meeting - September 25, 2009 - 8:15 AM

C. Recommendation(s): It is recommended by the Chief School Administrator that the Board approve the following motions:

1. Motion to approve the appointment of Melanie Joyce as Cafeteria/Recess Aide for the 2009-2010 school year at the rate of \$12.50 per hour.
2. Motion to approve the following substitute teacher(s) for the 2009-2010 school year at the rate of \$85.00 per diem, pending criminal history review:

Deborah Denardo	Clarksburg, NJ
Joan Geis	Monroe Township, NJ
Deborah Kropf	Kendall Park, NJ
Jennifer Leighton	Morganville, NJ
Julia Sullivan	Cranbury, NJ
Diane Watson	East Brunswick, NJ

3. Motion to accept the resignation of Beverly Gerberich, School Nurse, effective October 16, 2009.
4. Motion to accept the resignation of Michele Loconte, Instructional Assistant, effective August 31, 2009.
5. Motion to approve Alyse Lipschutz as an Instructional Assistant, for the 2009-2010 school year at an annual salary of \$18,000.
6. Motion to approve the emergent hire of Bonnie Savage, Instructional Assistant, for the 2009-2010 school year at an annual salary of \$18,000, pending criminal history review.
7. Motion to approve the emergent hire of Jill Shafranski, Literacy Coach, for the 2009-2010 school year at MA Step 10, for an annual salary of \$58,155, pending criminal history review.
8. Motion to approve the emergent hire of David Schnitzer as substitute bus driver for the 2009-2010 school year at the hourly rate of \$16.75, pending criminal history review.
9. Motion to amend the May 5, 2009 resolution approving Jeannine Lanphear's employment as a tenured teacher at BA, Step 6 at an annual salary of \$52,405, to MA, Step 6 at an annual salary of \$54,155 for the 2009-2010 school year.
10. Motion to approve the unpaid three-day leave of absence for Jane Holland, Teacher Assistant, for September 21, 22, and 23, 2009.
11. Motion to approve the following staff for summer training on the newly adopted HiScope Preschool Curriculum:

Maureen Grace	9.0 hours at \$37.25 for a total of \$335.25
Jacqueline Guarino	13.5 hours at \$37.25 for a total of \$502.88
Christine Thorne	4.75 hours at \$37.25 for a total of \$176.94

Items 1-11

Moved by: Jennifer Cooke      Seconded by: Julie Hardaker

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>X</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>X</u>	<u>  </u>	<u>  </u>
Ayes	<u>X</u>	<u>  </u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>  </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. REPRESENTATIVE REPORTS**

### **A. Princeton Regional**

The heavy rains of August 22<sup>nd</sup> flooded the Princeton High School boiler room, some hallways, and the stage. Flooding was caused by the overgrowth of the eco-center, which did not allow proper drainage.

High School schedules have been distributed, but are still being “tweaked”:

- Enrollment at the high school is at a record high (1,400)
- Some class sizes are large
- There are some scheduling difficulties with some electives.

### **B. Planning Board**

Joan Weidner reported that the next meeting is in one and a half weeks.

### **C. Library Board**

Julie Hardaker reported that the last Library Board meeting was August 13, 2009. The Library Director has requested that information regarding school closures or schedule changes be provided to her.

The new book drop is being installed.

The Library thanked Dan O’Brien for his technical assistance this summer and John Haney for his frequent visits and communication. The Public Library also wished to thank the Board for the work on the Library Lease Agreement.

1. Approved the Lease Agreement between the Cranbury Township Board of Education and the Cranbury Public Library. (See attachment)

Item 1

Moved by: Julie Hardaker      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>X</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>X</u>	<u>  </u>	<u>  </u>
Ayes	<u>X</u>	<u>  </u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>  </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:       

**D. Technology**

John Haney reported that President Obama will be addressing the nation’s school children on September 8<sup>th</sup>. His speech will be available to all classrooms.

E. Liaison – No report at this time.

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

**XIV. OLD/NEW BUSINESS**

1. Bill Schraudenbach stated that Mike Brennan had a great turnout for his fund raiser for the construction of the 100 meter practice track.

**XV. ADJOURNMENT at 9:08 PM.**

Moved by: Julie Hardaker      Seconded by: Wendi Patella

Ayes:   7        Nays:   0        Abstentions:   0  

Motion carried:   X        Motion rejected:       

Respectfully submitted,

Joyce Picariello  
Board Secretary