

**Cranbury Township Board of Education  
Cranbury, New Jersey  
Minutes  
October 6, 2009**

**I. CALLED TO ORDER at 7:08 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 (Arrived at 7:35 PM)
<u>A</u>	Joan Weidner		(Departed at 8:00 PM)
			(Returned at 8:20 PM)

Also Present:

<u>X</u>	John J. Haney, Chief School Administrator
<u>X</u>	Joyce Picariello, Board Secretary/Business Administrator
<u>5</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 and Executive Meeting of September 15, 2009.

Moved by: Nicole Pormilli Seconded by: Kevin Fox  
Ayes: 7 Nays: 0 Abstentions: 1  
Motion carried: X Motion rejected: \_\_\_\_\_

**III. PRESENTATION(S)**

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

A. Correspondence

To: Parents  
From: John Haney  
Date: September 21, 2009  
Re: H1N1 Information Update

To: Cranbury School  
From: Arne Duncan, Secretary of Education  
Date: September 2009  
Re: 2009 Blue Ribbon Designation

**B. Information/Report**

**Back-To-School Nights**

The Back-to-School Nights on September 23<sup>rd</sup> and 30<sup>th</sup> ran smoothly and were well-attended by parents. Many teachers utilized the Smartboards for their program overviews while others used the projectors for their power point presentations. Special thanks to the student council members for serving as greeters. This year, the time was changed from 7:30 to 7:00 PM to ensure that our student council volunteers were dismissed at a reasonable hour.

**H1N1 Update**

The Cranbury School has been registered as a vaccination site for the administration of the H1N1 vaccine for schoolchildren attending the school. While the school will serve as a site, it will not run the event. Rather, it will be staffed by the Middlesex County Department of Health. There is no information yet on possible dates and how parent consent will be obtained.

**Blue Ribbon Celebration**

Wendi Patella reported that a meeting was held today with Mr. Haney, Kevin Fox and several of the teachers to discuss the Blue Ribbon Celebration. The committee discussed having the celebration be a whole school community Pep Rally inviting State and Local dignitaries and to include highlighting various components of the curriculum.

**Literacy Consortium**

Mr. Haney introduced Ms. Jill Shafranski, the district's new Literacy Coach/Teacher. She discussed plans that are being developed to enhance the district's literacy program, targeting instruction by reading level and fully incorporating differentiated instruction. She spoke about a Consortium with Kean University that has been formed to provide teachers with four training sessions. Three staff members would be able to attend each workshop. These tutoring sessions would provide additional tools that could be implemented into the classroom. The cost to join would be \$1,300 plus mileage expense. She described the program for each workshop. She thanked the Board for their support.

**C. Calendar**

Tuesday	October 6	Young Audiences Showcase (K-5) Board of Education Meeting, 7:00 PM, Large Group Room
Wednesday	October 7	PTO Board Meeting, 6:00 PM HSP Math Program Presentation, 7:00 PM
Thursday	October 8	Security Drill, 9:30 AM
Friday	October 9	Fire Prevention Assembly, Grades PK-2 Scholastic Book Fair, 3:00-4:00 PM and 7:00-8:30 PM
Sunday	October 11	PTO Spaghetti Dinner Scholastic Book Fair, 5:00-7:30 PM
Monday	October 12	Columbus Day - School is Open Scholastic Book Fair, 3:00-4:00 PM and 7:00-8:30 PM
Tuesday	October 13	Progress Reports mailed - Grades 6-8 Scholastic Book Fair, 3:00-4:00 PM and 7:00-8:30 PM
Wednesday	October 14	Intervention & Referral Services Meeting
Thursday	October 15	Character Education Assembly (Violence Prevention, K-8)
Friday	October 16	Harvest Dance, Grades 6-8, 7:30-9:30 PM
Monday	October 19	12:30 Early Dismissal - Parent/Teacher Conferences
Tuesday	October 20	12:30 Early Dismissal - Parent/Teacher Conferences Board of Education Meeting, 7:00 PM, Large Group Room
Wednesday	October 21	12:30 Early Dismissal - Parent/Teacher Conferences
Thursday	October 22	12:30 Early Dismissal - Parent/Teacher Conferences
Friday	October 23	12:30 Early Dismissal - Staff Workshop, 1:15-3:00 PM PTO Pumpkin Night, 7:00-8:30 PM
Friday	October 30	Halloween Parade, Grades PK-5, 1:45 PM Halloween Parties, Grades PK-5, 2:20 PM Cider and Donuts, Grades 6-8, 2:45 PM
Saturday	October 31	Halloween

- D. Fire Drills      September 21, 2009  
                                 September 30, 2009

**V. REPORT OF THE BUSINESS ADMINISTRATOR**

A. Correspondence

- 1. Thank You Note from Kaye Davison

B. Information/Report

- 1. School Bus Emergency Evacuation Drill Report
- 2. The Business Administrator provided an update on the September 30, 2009 bus accident.

**VI. PUBLIC COMMENT**

- 1. Mr. David Cook introduced himself and stated that he is a Township Committee Candidate. He asked about the relationship between the School Board and the Township Committee. The Board discussed this with Mr. Cook.

**VII. FINANCE**

A. Committee Report

B. Next Meeting - October 13, 2009 at 8:15 AM

C. Recommendation(s):

- 1. Approved the bill list from October 6, 2009 as attached.
- 2. 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
CST Team	2009-2010 SY	Out-of-district IEP Meetings	Various		\$30.00 per event
Linda Penney	10/15/09	Professional Development Advisory Committee	NJASA - Trenton		\$12.71
Linda Penney	10/26/09	Professional Development Advisory Committee	NJDOE - Trenton		\$11.16
Sara Fernandez	10/27/09	NJCSS Annual Conference	Piscataway	\$50.00	\$12.50
Danielle Sabato	10/27/09	NJCSS Annual Conference	Piscataway	\$50.00	N/A
Karen Krieger	11/13/09	School Librarians' Annual Workshop	East Brunswick	\$75.00	\$9.30
Marta Juzeniw	11/24/09	Keeping Students Engaged	Newark	\$199.00	\$23.65

- 3. Approved John Haney's attendance at the New Jersey School Boards Association Convention in Atlantic City on October 28, 29, and 30, 2009. Reimbursement or payment for such expenses shall be made in accordance with Board policies and N.J.A.C.6A:23B.

4. Approved Joyce Picariello's attendance at the New Jersey School Boards Association Convention in Atlantic City on October 28, 29, and 30, 2009. Reimbursement or payment for such expenses shall be made in accordance with Board policies and N.J.A.C.6A:23B
5. Approved the travel expenditures for John Haney and Jeannine Lanphear to attend the NCLB Blue Ribbon Ceremony in Washington, DC on November 2 and 3, 2009. The hotel rate is \$237.02 per room per night for a total of \$474.04. The mileage for each is \$112.53 for a total of \$225.06.
6. Approved the professional services contract with Titan Mechanical for HVAC maintenance for the 2009-2010 at a cost of \$15,466.00.
7. Approved repair services from Titan Mechanical for HVAC repairs at an hourly rate of \$72.00, which is 10% below the State Contract Rate (T-1372) effective October 1, 2009 through June 30, 2010.
8. Approved the following out-of-district special education placements:

Placement	Case No.	Tuition	Dates
Academy Learning Center Monroe, NJ	10-05	\$35,280.00	2009-2010 School Year
Upper Freehold Regional Schools	10-47	\$149.58 per diem	2009-2010 School Year

9. Approved Suzanne Bach, Lisa Csatari and Emily Vorp, for up to two hours at \$37.25 per hour, on Wednesday, October 7, 2009, 7:00 PM, for the purpose of presenting the new HSP Math Program to parents following the PTO meeting.
10. Approved membership in the New Jersey Literacy Consortium at Kean University. The membership is \$1,300, plus mileage, for the 2009-2010 school year. There are four workshops to which the district can send one team leader and two teachers to each.
11. Approved the following donation of math workbooks to the Helene Cody HomeFront Tutoring Program. Princeton High School students are organizing and implementing this service project.

20	Houghton Mifflin MATH	3	Houghton Mifflin	2004
Qty	Title	Grade	Publisher	Date of Publication
1	Houghton Mifflin Math Workbook	3	Houghton Mifflin	2004
13	Math Workbook	3	Houghton Mifflin	1999
1	Houghton Mifflin Math Workbook	1	Houghton Mifflin	2004
15	Houghton Mifflin Practice Workbook	4	Houghton Mifflin	2004
5	Houghton Mifflin Practice Workbooks	2	Houghton Mifflin	2004
2	MATH Central Review Workbooks	4	Houghton Mifflin	1999
18	Houghton Mifflin Enrichment Workbooks	4	Houghton Mifflin	1999
8	Practice Workbook	5	Houghton Mifflin	2004
1	MATH Central Practice Workbooks	2	Houghton Mifflin	1999
12	Houghton Mifflin Researching Workbook	3	Houghton Mifflin	1999
1	Math Workbook	2	Houghton Mifflin	1999
12	Enrichment Workbook	5	Houghton Mifflin	1999
1	Houghton Mifflin Math Workbook	3	Houghton Mifflin	2004
	MATH Homework Workbook			

Items 1-

Moved by: Lynne Schwarz      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>X</u>	<u>X</u>
Ayes	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>  </u>	<u>  </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 September 23, 2009**

Bill Schraudenbach reported that the Facilities Committee reviewed the following:

1. Status of Roof Replacement – Exhaust Fan Project – Project complete except for:
  - Skylights
  - Exhaust Fans
2. Status of Deeds for the Two Acres
3. PTO Courtyard Project – Confirmation from engineer that the design for drainage is fine.
4. Eagle Scout Project – 100 Meter Practice Track

**B. Next Meeting**

**C. Recommendation(s)**

1. Amended the September 15, 2009 motion for Change Order #3 for the Partial Roof and Exhaust Fan Replacement Project from replacing seven (7) to ten (10) skylights for a total cost of \$6,580.

Item 1

Moved by: Bill Schraudenbach      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>X</u>	<u>X</u>
Ayes	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>  </u>	<u>  </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:       

**IX. CURRICULUM**

**A. Committee Report from meeting of October 2, 2009**

Julie Hardaker reported that the Committee reviewed the following:

1. Field Trips – Scheduling and the number of field trips and chaperone determination
2. Honor Roll Recognition – Recommended to discontinue sending a certificate and consider sending a letter or affixing a stamp to the report card.
3. Awards Night – Requested that a staff committee review the ceremony.
4. Spanish Trip – This trip is not yet determined.

**B. Next Meeting**

**C. Recommendation(s):**

1. Approved the following field trip(s):

<b>Grade/Group</b>	<b>Event/Destination</b>
6-8 Math Team	CBA Math Competition, Lincroft, NJ
6-8 Choir/Band	Kutztown Music Competition/Dorney Park (PA)
Grade 8	John Witherspoon Middle School, Princeton

Moved by: Julie Hardaker      Seconded by: Nicole Pormilli  
 Ayes: 8      Nays: 0      Abstentions: 0  
 Motion carried: X      Motion rejected: \_\_\_\_\_

**X. POLICY**

**A. Committee Report from meeting of October 6, 2009**

Kevin Fox reviewed the policies on the Agenda.

**B. Next Meeting - October 20, 2009**

**C. Recommendation(s)**

1. Approved for First Reading, the following Policies/Regulations:
  - a. P1220 Employment of Chief School Administrator
  - b. P3159 Teaching Staff Member/School District Reporting Responsibilities
  - c. P5460 High School Graduation
  - d. P5465 Early Graduation
  - e. P8760 Pupil Accident Insurance
  - f. P5322 Student’s Possession and Use of Cellular Phones and Other Electronic Devices

Moved by: Wendi Patella      Seconded by: Kevin Fox  
 Ayes: 8      Nays: 0      Abstentions: 0  
 Motion carried: X      Motion rejected: \_\_\_\_\_

**XI. PERSONNEL**

**A. Committee Report from September 25, 2009**

Jennifer Cooke reported that at the last meeting the Committee discussed:

1. Procedures for Nurse’s Office
2. Job Descriptions:
  - Literacy Coach
  - Assistant Facilities Manager
3. Literacy Coach to meet with Columbia Trainers

**B. Next Meeting - October 23, 2009**

**C. Recommendation(s):** Recommended by the Chief School Administrator that the Board approve the following motions:

1. To approve the appointment of Katherine Alfonso as Assistant Boys' Soccer Coach for the 2009 fall season at a stipend of \$2,650.
2. To approve the job description for Literacy Coach as attached.
3. To approve the job description for Assistant Facilities Manager as attached.
4. To approve the leave of absence, without pay, for Karen Krieger, School Librarian, on November 4, 2009.
5. To approve the revised 2009-2010 contract with Kimberly Barca, Speech-Language Specialist, from .45 FTE to .52 FTE. This will increase her annual prorated salary from \$38,004.75 to \$43,916.60 effective September 29, 2009.

Items 1-5

Moved by: Jennifer Cooke                      Seconded by: Julie Hardaker

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

- Lynne Schwarz reported that Princeton Regional has been working on closing the Achievement Gap. The efforts are showing success. Classification rates are decreasing.
- Accelerated Intervention Success (AIS) is a new name and way of delivering Basic Skills.
- Chartwells Food Service provided a presentation showing food quality on the menu and new initiatives for recycling.
- Power School Software was successfully launched. It is hoped that next fall the Parent Portal will be launched.
- There is a petition for a new dual-language Charter School that will draw from the Greater Princeton Area.
- Fall Sports Teams are doing very well; to date the Boys and Girls Soccer Teams are undefeated.

**B. Planning Board**

Joan Weidner sent information that the Planning Board met last Thursday with the Public Library, who is requesting an amendment to the Master Plan to include a location for a Public Library facility. The Committee suggested that a task Force be formed to study this request.

C. Library Board

- Julie Hardaker reported the Library is moving forward with the creation of a Foundation.
- The Contract between the Board of Education and the Public Library is signed. Certificates of Insurance and the latest floor plan have been provided, and inventory lists have been completed. Signing off on these last two items is all that is left to complete.
- Payment to the Board for the lease is expected after the Public Library meeting on October 8, 2009.

D. Technology – No report at this time.

E. Liaison – No report at this time.

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

**XIV. OLD/NEW BUSINESS**

1. Wendi Patella reported that she saw Gwen Thornton, NJSBA field representative, who suggested that she could assist the Board with the Board’s Self Evaluations and Goal Setting.
2. Bill Schraudenbach suggested that the Board should consider having a Demographic Study.
3. Nicole Pormilli suggested that a meeting for the staff and community should be held to discuss “Consolidation”.

**XV. ADJOURNMENT at 9:35 PM.**

Moved by: Wendi Patella Seconded by: Kevin Fox  
 Ayes: 8 Nays: 0 Abstentions: 0  
 Motion carried: X Motion rejected: \_\_\_\_\_

Respectfully submitted,

Joyce Picariello  
Board Secretary