

**Cranbury Township Board of Education**  
**Cranbury, New Jersey**  
**Minutes**  
**November 3, 2009**

**I. CALLED TO ORDER at 7:06 PM.**

A. Flag Salute

B. Roll Call

<u>  A  </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 7:06 PM)
	<u>  X  </u>		Joan Weidner

Also Present:

<u>  X  </u>	John J. Haney, Chief School Administrator (Arrived at 7:40 PM)
<u>  X  </u>	Joyce Picariello, Board Secretary/Business Administrator
<u>  2  </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 October 20, 2009.

Moved by:   Lynne Schwarz   Seconded by:   Kevin Fox    
Ayes:   8   Nays:   0   Abstentions:   0    
Motion carried:   X   Motion rejected:           

**III. PRESENTATION(S)** - Mr. Bob Stewart of Inverso and Stewart, LLC reviewed the district's financial status as a result of the audit for fiscal year ending June 30, 2009.

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

A. Correspondence

To: Superintendents  
From: Lucille Davy, Education Commissioner  
Date: October 29, 2009  
Re: H1N1

To: John Haney and Board of Education  
From: Judith Ulinsky  
Date: October 29, 2009  
Re: Notice of Intent to Retire

**B. Information/Report**

**Christian Brothers Academy Mathematics Competition**

On Saturday, October 17<sup>th</sup>, the Cranbury School Math Team competed against approximately 40 other New Jersey schools at the 38th annual Christian Brother's Academy Math Contest in Lincroft, New Jersey. We are proud to announce that the Cranbury School Team came in fourth place in the public schools division. In the individual competition, Sam Dai placed 9<sup>th</sup>. Congratulations to the entire Cranbury School CBA Math Team: Sammy Bhatia, Ray Caglianone, Sam Dai, Chris Gittings, Jackie Jones, Aman Mehdwan, Kate Sohn, Emily Toplin, Kevin Zhang, and coach Mrs. Emily Vorp.

**Staff Workshop**

At the staff workshop on October 23<sup>rd</sup>, the teachers spent the afternoon working with their Professional Learning Communities which included HSP Math, Differentiated Instruction, DDR, Language Arts Curriculum Development, and Technology (Smart Boards and Web Page Development). Thank you to Michele Waldron, Linda Penney, Isabelle Perry, Jeannine Lanphear and Kate McGarvey for serving as community leaders, and additional thanks to Jay Gilligan, Laura Munice and Judy Ulinsky for serving as sub-group leaders. A special thank you to the PTO for providing lunch for staff.

**C. Calendar**

Tuesday	November 3	Election Day Middle School Exams - Science PTO Board Meeting, 1:00 PM, Large Group Room Board of Education Meeting, 7:00 PM, Large Group Room
Thursday	November 5	School Closed - NJEA Convention
Friday	November 6	School Closed - NJEA Convention
Tuesday	November 10	Middle School Exams - Mathematics and Social Studies
Wednesday	November 11	Veterans' Day - School is open First Grade Math Night, 6:00 PM
Thursday	November 12	Total Quality Management Meeting, 1:00 PM End of Quarter 1
Monday	November 16	Parent Meeting for School Play, 7:00 PM, Large Group Room Winter sports practices begin
Tuesday	November 17	Intervention & Referral Services Meeting Board of Education Meeting, 7:00 PM, Large Group Room
Wednesday	November 18	Variety Show Rehearsal, Grades 4-8
Thursday	November 19	Intervention & Referral Services Meeting
Friday	November 20	Blue Ribbon Celebration, 9:30 AM, Gymnasium Variety Show, Grades 4-8, Auditorium, 7:00 PM
Tuesday	November 24	Report Cards Distributed, Grades 3-8
Wednesday	November 25	12:30 PM Early Dismissal
Thursday	November 26	Thanksgiving Recess - School and Offices Closed
Friday	November 27	Thanksgiving Recess - School and Offices Closed
Monday	November 30	Play Tryouts, 4:15 PM, Music Room

D. Fire Drills: October 22, 2009  
October 29, 2009

**V. REPORT OF THE BUSINESS ADMINISTRATOR**

- A. Correspondence - None
- B. Information/Report

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

**VII. FINANCE**

A. **Committee Report** – Lynne Schwarz reported that the next scheduled Finance Committee Meeting is November 9, 2009 at 8:15 AM.

B. **Next Meeting** - November 9, 2009 at 8:15 AM.

C. **Recommendation(s):**

1. Approved the budgetary transfers for September 2009 as attached.
2. 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 September 2009, 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 June 2009 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).
3. Approved the Board Secretary’s Report as of September 30, 2009.
4. Approved the Treasurer’s Report as of September 30, 2009.
5. During the month of September, there were no anticipated changes to revenue or any of the sources from which revenue is derived.
6. Approved the Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2009.
7. Approved the Corrective Action Plan as presented. No audit recommendations were issued by the auditor.
8. Approved the revised assistant coach stipends for Sally Atzrott and Christine Sturtevant from \$2,640 to \$2,650.
9. Approved Andrea Kacprowicz to provide one-hour sessions of home instruction for a fifth grade student, three days per week, at the rate of \$37.25 per hour effective October 30, 2009.

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:

<b>Staff Name</b>	<b>Date</b>	<b>Event</b>	<b>Location</b>	<b>Registration</b>	<b>Mileage</b>
Canciello, Deborah	12/18/09	Classroom Management	Piscataway	\$100.00	\$11.47
Michele Waldron	Monthly	Curriculum Council	Piscataway	N/A	\$11.45 ea.
Emily Vorp	11/14/09	TeqSmart for Smartboard Users	Brooklyn, NY	\$44.99	\$29.95
Marissa Levine	11/14/09	TeqSmart for Smartboard Users	Brooklyn, NY	\$44.99	\$29.95
Marissa Levine	11/16/09	PHS Classroom Observation	Princeton	N/A	\$6.20
Emily Vorp	11/16/09	PHS Classroom Observation	Princeton	N/A	N/A

11. Approved Laura Burke to provide two extra periods per week of in-class support for math at her pro-rated salary, retroactive to September 8, 2009.
12. Approved the professional service agreement with Medical Staffing Services, Inc. (MSSI) as a provider for two nurses to administer the H1N1 vaccine for the County Health Department, as needed, at the rate of \$34.85 per hour, per nurse.
13. Accepted the following donation from the Lea family:
  - Yamaha Resonite Student Clarinet - Serial #083483A
14. Accepted the following donations from Isabelle Perry:
  - Yamaha YSL-354 Trombone - Serial #314468A
  - Yamaha YTR-2335 Trumpet - Serial #458670A
  - Yamaha Resonite Student Clarinet - Serial #0022488

Items 1-11, 13-14

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>X</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Ayes	<u>  </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:       

The Board had a lengthy discussion about the administration and process of providing the vaccine to students and the school district's liability.

Item 12

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>X</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Ayes	<u>  </u>	<u>X</u>	<u>  </u>	<u>  </u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Nays	<u>  </u>	<u>  </u>	<u>X</u>	<u>X</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 October 21, 2009

Bill Schraudenbach reported that the Finance Committee reviewed the following:

- Comprehensive Maintenance Plan
- Roofing Project Status – waiting for delivery of skylights and installation of exhaust fans.
- Eagle Scout Project (100 Meter Practice Track)
- Phone System Upgrade
- ADT Building Security Upgrades
- Pole Barn Status – Bid specifications have been attorney reviewed.

B. Next Meeting - November 18, 2009

C. Recommendation(s)

1. Approved the Cranbury School as an H1N1 vaccination site as needed.

2. Approved the following resolution:

**Submission of Comprehensive Maintenance Plan**

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Cranbury Township School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Cranbury Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Cranbury Township School District in compliance with Department of Education requirements.

3. Approved the disposal of property per the attached spreadsheet.

Items 1-3

Moved by: William Schraudenbach Seconded by: Nicole Pormilli  
Ayes: 8 Nays: 0 Abstentions: 0

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

**IX. CURRICULUM**

A. Committee Report – Julie Hardaker suggested that the Gifted and Talented Program/Curriculum should be reviewed.

B. Next Meeting – To be determined

C. Recommendation(s):

1. Approved the following field trip:

Grade/Group	Event/Destination
8 <sup>th</sup> G&T	Mini-Model Congress - Trenton, NJ

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

**X. POLICY**

- A. **Committee Report** – Kevin Fox reported that there has not been a meeting and no policy updates have been received.
- B. **Next Meeting** - November 17, 2009
- C. **Recommendation(s)**

**XI. PERSONNEL**

- A. **Committee Report** from meeting of October 23, 2009 – Nothing to report.
- B. **Next Meeting** - November 20, 2009
- C. **Recommendation(s)**: Recommended by the Chief School Administrator that the Board approve the following motions:
  1. Motion to approve the request for a one-day leave of absence, without pay, for Pamela Szabo for November 4, 2009.
  2. Motion to approve Nancy Wright as a Substitute Bus Driver at an hourly rate of \$16.75 effective September 8, 2009 through June 30, 2010.
  3. Motion to accept, with regret and best wishes, the retirement of Judy Ulinsky, English Teacher, effective June 30, 2009. Mrs. Ulinsky has been with the district since 1986.

Items 1-3

Moved by: Wendi Patella 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>X</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
Ayes	<u>  </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. REPRESENTATIVE REPORTS**

- A. **Princeton Regional** – Lynne Schwarz reported the following:
  - Cranbury’s Blue Ribbon designation was recognized in the Princeton Regional School District.
  - The Princeton Regional School District has hired a facilitator to assist with the development of a Strategic Plan.

- The Princeton Regional School District 2009 Audit was clean and received an “Excellent” rating from the International Association of School Business Officials Organization.
- District Student Assessment results were presented to the Board.
- The Fall Sports teams had very successful seasons.

B. Planning Board – No report at this time.

C. Library Board

Julie Hardaker reported that the Public Library has secured offsite storage. Bill Schraudenbach volunteered to sit on the Township’s Committee to discuss the Township’s Master Plan and the Public Library. The school library inventory list was reviewed. Joan Weidner will update and provide to the Business Administrator.

D. Technology

Bill Schraudenbach stated that there is a meeting tomorrow at 8:15 AM.

E. Liaison - No report at this time.

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

**XIV. OLD/NEW BUSINESS**

1. Nicole Pormilli and Kevin Fox are preparing a document with information regarding consolidation. The Board is in consensus to create an ad-hoc committee to provide information to the community regarding Consolidation/Regionalization. It was suggested that a “Committee Charge” be developed to provide purpose, timelines, and membership for the committee.
2. Tree Committee – Jennifer Cooke will be asked to serve.

**XV. ADJOURNMENT at 9:25 PM.**

Moved by: Kevin Fox Seconded by: Evelyn Spann  
Ayes: 8 Nays: 0 Abstentions: 0

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

Respectfully submitted,

Joyce Picariello  
Board Secretary