

**HAWORTH BOARD OF EDUCATION**  
**Agenda**

**1. CALL TO ORDER - 7:30 PM**

In compliance with the Open Public Meetings Act this is to announce that adequate notice of this meeting was provided in the following manner: On April 30, 2009, advance written notice was faxed to **The Suburbanite, Twin Boro News, The Record, Press Journal**, filed with the Borough Clerk, posted on the school bulletin board and forwarded to the Presidents of the Home & School Association and Teachers Association.

**Please all rise to recite the Pledge of Allegiance.**

**2. ROLL CALL**

Mrs. Marilyn Coats-Thomas  
Dr. David Hershan  
Dr. George Kipel  
Mrs. Marie Malajian  
Mrs. Anna Reduce  
Mr. Sutnick, Vice President  
Mrs. Weintraub, President

Dr. Paul Arilotta

**3. SUNSHINE RESOLUTION**

**Whereas**, the following subject is not appropriate to be discussed in a public meeting and is within the exemptions which may be discussed and acted upon and,

**Whereas**, only the following subject shall be discussed in private recess by the Board and the minutes made available to the public as soon as the reason for exemption no longer exists, it is therefore,

**Resolved**, at the Public Meeting of the Borough of Haworth Board of Education on this day Tuesday, November 17, 2009, pursuant to Sections 7 & 8 of the Open Public Meetings Act, the following subject shall be discussed in a session of the Board closed to the public:

Personnel/Negotiations/Litigation.

***Please be advised that the Board may be going into executive session for approximately \_\_\_ minutes. Action may/may not be taken in public after the executive session.***

4. RECONVENE TO PUBLIC MEETING – 8:00 PM by *Board of Education President.*

5. ADMINISTRATIVE REPORTS

a. Superintendent/Principal/Board Secretary

1. Enrollment **5a1.**
2. Suspensions/Detentions **5a2.**
3. Fire Drills **5a3.**
4. NJ Ask Update.

- ❖ *Dr. Arilotta spoke about the Veterans' Day celebration. Ten members from the Haworth community were there. Four seventh grade children reported on What It Means To Be An American. An eighth grader read a poem.*
- ❖ *Dr. Arilotta reported on budget, QSAC process, enrichment committee, HSA meeting he attended last Wednesday evening – went well. At the HSA meeting in Dec, Dr. Arilotta will give an official report to the public about his assessment of where we are after his six months of employment at Haworth and his future goals for the school. NJ Ask plans were discussed, as well as Ms. Ehlers staying with us to prepare a data analysis for us on our school to find out which students scored from the 180-210 range. What has history been with these children? This is being done to find out who can benefit from small group and/or individual instruction. Will take a look at what other NV districts are doing and goals and programs we might want to incorporate from other towns whose students are doing well.*
- ❖ *Staff and Dr. Arilotta will take a look about what good instruction looks like globally. What are the elements that encompass that? What in our classrooms provides evidence that what we believe in is actually happening in the classrooms?*
- ❖ *Anna Reduce – wants to ensure that portfolio will contain writing from all content areas. When kids are writing for either math or science, who will deliver the type of instruction for that? Writing in math and science is very different unless it is a reflective piece. A scientific article will look different from an essay in social studies.*
- ❖ *Discussion ensued.*
- ❖ *Mrs. Devlin: Kids did well one year (grade 3) and bombed the next. Is there any analysis going on to find out why this happened? Is there a trend?*
- ❖ *Dr. Arilotta: My intention is to sit with the third and fourth grade teachers and have a conversation to find out what is happening. Data is objective. I do not have an answer as of yet.*
- ❖ *Mrs. Pilsbury: I did my own analysis. I have a 7<sup>th</sup> grader – in L.A. they went from 26-27% Advanced Proficient in third grade, down to 9 to 11% this year in seventh grade. Why are so many students no longer advanced proficient?*
- ❖ *Discussion continued.*
- ❖ *Mrs. Rosenberg: Was the third grade drop more dramatic in our school or did it drop off statewide?*
- ❖ *Dr. Hershan: Maybe the test is just easier in third grade. Have to look at other towns. It might be a natural progression.*
- ❖ *Mrs. Weintraub: Traditionally, there has been some drop-off. It was not a surprise to any of the former administrators because traditionally it seems to have happened this*

way.

- ❖ *Dr. Arilotta: In preparing kids for high school, the state is trying to get them to be better problem solvers. The State is trying to raise level of critical thinking.*
- ❖ *Mrs. Groh: Do we ask the students if they felt prepared after a test? Do we ask how they felt? Why not get their input? They can give vital information.*

**6. MEETING OPEN TO THE PUBLIC - AGENDA ITEMS ONLY**

*Open to public 8:39 PM.*

*The Board is interested in hearing your comments. In order to ensure that everyone has the opportunity to speak, we are asking that you speak once and limit your comments to three minutes. We further ask that all comments be directed to the Board. We recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name before you begin.*

- ❖ *Mrs. Groh: Can you explain the Memorandum Of Agreement?*
- ❖ *Dr. Arilotta: It is an Agreement between Board of Education, school and police department stating that we will work hand in hand investigating issues. It is done by the Attorney General of the State of New Jersey. We have an agreement as to what the parameters would be if the police had to come in and do a search, etc.*  
*Closed to public 8:41 PM.*

**7. COMMUNICATIONS**

**8. AGENDA ITEMS – The Board of Education Meeting Agenda is divided by categories/committees. The Board President and Secretary will conduct a single roll-call, consent vote for each category. Any Board Member may request a separate vote for any/all items within the category or for any specific item on the agenda.**

**a. Finance/Budget/Facilities –**

1. The Hand/Void Check Register as of 10/31/09; and the October Budget Report dated 10/31/09 **8a1.**
2. Old and outstanding School Fund Account checks to be canceled as recommended by Auditor in the following funds: School Fund, Payroll Fund, Operating Account as per attached **8a2.**
  - ❖ *Mrs. Weintraub: Question on why a check from 3/09?*
  - ❖ *Mr. Sutnick: Checks expire in six months.*
3. Teachers' conferences/workshops **8a3.**
4. October 2009 Report of the Treasurer and Board Secretary's Report (**to be distributed**).
5. Budget transfers as of 9/30/09 **Exhibit A.**
6. Budget transfers as of 10/31/09 **Exhibit B.**
7. *Mrs. Malajian Moved, and Mrs. Reduce Seconded.*

The Haworth Board of Education approves, pursuant to N.J.A.C. 6A:23-2.11 (c), we certify that as of 11/17/09, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

**Roll Call Vote:**

**In Favor: *All***

**Against:**

**Abstentions:**

8. *Mrs. Reduce* Moved, and *Mrs. Coats-Thomas* Seconded.

The Haworth Board of Education approves the Receipt of Certification from Board Secretary: Pursuant to N.J.A.C., 6A:23-2.11 (c), I, Paul Arilotta, certify that as of 11/17/09, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

**Roll Call Vote:**

**In Favor: *All***

**Against:**

**Abstentions:**

**b. School Operations and Curriculum**

1. Trips:
- ❖ Grade 8 trip to Six Flags Great Adventure, 5/28/10;
  - ❖ Grade 1 trip to Tarrytown, NY, (national trust historic site), 5/13/10;
  - ❖ Grade 5 GATE students to Invengineering Expo, Norwood School, 12/1/09
- 8b1.**
- ❖ *Mrs. Reduce: Question on trip to Six Flags Great Adventure. How many chaperones?*
  - ❖ *Dr. Arilotta: I am having an ongoing conversation with Anna McGhee. I asked for one chaperone for every six students. I have been there. It seems to be a very safe place. Trip has to do with Physics experiments on roller coasters. Discussion ensued.*
  - ❖ *Mrs. Weintraub: Camps poll children about who will be going on rides so there is not a supervision issue.*
  - ❖ *Warren Sutnick: What is the cost for 35 kids to go to Great Adventure? Do parents pay for it?*
  - ❖ *Dr. Arilotta: I will find out and advise at next meeting.*
2. Movement on the salary guide for the following teachers **8b2:**

- ❖ Connie Alcoser from MA to MA 15.
  - ❖ Lesley Carboneri from MA 15 to MA 30.
  - ❖ Nicole Haramis from MA to MA 15.
  - ❖ Erin Magee from MA to MA 15.
  - ❖ Laura Scanlan from MA 45 to MA 60.
  - ❖ Natalie Volpe from BA to BA 15.
  - ❖ Kerry-Ann Hoy from MA 15 to MA 30.
3. Paul Doran as Haworth boys' basketball coach for the 2009-10 school year.

**c. Board Operations**

1. Minutes of the 10/20/09 Board of Education meeting **8c1**.
2. *Dr. Kipel Moved, and Mrs. Reduce Seconded.*

The Haworth Board of Education approves the Comprehensive Maintenance Plan submission and M-1 Report dated 10/27/09 **8c2**.

**Roll Call Vote:**

**In Favor: All**

**Against:**

**Abstentions:**

3. *Dr. Kipel Moved, and Mrs. Reduce Seconded.*

The Haworth Board of Education approves the first reading of certain policies in order to be in compliance for monitoring **8c3**.

- ❖ *Mrs. Coats-Thomas: Board of Ed will be deferring to policy 1330 on school facilities. We are currently transitioning from Strauss Esmay to NJSBA. For the first go-round we are taking all our monitoring and mandated policies from NJSBA except the one we pulled. We will go ahead and approve the first reading.*
- ❖ *Mrs. Weintraub: We are not pulling policy #1330; we are deferring to our existing policy.*

**Roll Call Vote**

**In Favor: All**

**Against:**

**Abstentions:**

4. *Mrs. Malajian Moved, and Mrs. Reduce Seconded.*

The Haworth Board of Education approves Standard Operating Procedures and Internal Controls Guide for Haworth Board of Education dated 11/9/09 **8c4**.

- ❖ *Mrs. Reduce: Question on emergency preparedness. Second graders are talking about lockdown. Have there been conversations?*
- ❖ *Dr. Arilotta: We will be doing a lockdown with the police department in the near future, but it has not been talked about with the students as of yet. And when it is scheduled, we will tell the public ahead of time*

*when we are doing the drill.*

**Roll Call Vote:**

**In Favor:** *All*

**Against:**

**Abstentions:**

5. *Mrs. Reduce Moved, and Dr. Kipel Seconded.*

The Haworth Board of Education approves the adoption of Self-Evaluation Forms for the DPR for QSAC monitoring on 12/16/09 **8c5**.

**Roll Call Vote:**

**In Favor:** *All*

**Against:**

**Abstentions:**

6. *Mr. Sutnick Moved, and Dr. Kipel Seconded.*

The Haworth Board of Education approves the Memorandum of Agreement between the Haworth Board of Education and the Haworth Police Department **8c6**.

**Roll Call Vote:**

**In Favor:** *All*

**Against:**

**Abstentions:**

**9. COMMITTEE REPORTS**

Finance & Budget

Finance – George Kipel, Warren Sutnick:

Facilities – David Hershan, George Kipel:

- ❖ *Dr. Kipel: We have a long-standing policy concerning use of facilities. Starting 1/1/10, school board will charge for use of facility at rate of \$35 per hour at a 4-hour minimum for Saturdays and Sundays. Policy has always been in place, but it has been fiscally driven. Now we are in a different situation, so we have to enforce it at this time.*
- ❖ *Mr. Sutnick: We are simply making them pay for the custodians, not charging for the facility?*
- ❖ *Dr. Kipel: Correct because we need someone with a Black Seal License in the building.*
- ❖ *Discussion ensued.*
- ❖ *Dr. Hershan: Board has never enforced that policy as a good will to the public because we had the money.*
- ❖ *Mr. Sutnick: It cost us \$16,000 a year that the school has basically donated to these outside groups. Why are we not putting this policy into effect immediately?*

- ❖ *Dr. Hershan: Board of Education decided as a group not to start until 1/1/10.*
- ❖ *Discussion ensued.*
- ❖ *Mrs. Weintraub: I want to let the public know that this was a split decision for the Board.*
- ❖ *Mrs. Reduce: Before we privatized custodial services, did we not have to pay them additional monies for Saturdays and Sundays?*
- ❖ *Mr. Sutnick: Yes, we did.*
- ❖ *Dr. Kipel: This was an additional savings from privatization.*
- ❖ *Dr. Hershan: We still have a savings. It was an oversight on our part about the weekends.*
- ❖ *Mrs. Reduce: We would still have had to pay additionally for the Saturdays and Sundays, correct?*
- ❖ *Dr. Kipel: This came to light because there were no provisions anymore to have custodians in the building.*
- ❖ *Mrs. Reduce: Just want to make it clear that it is not because of the privatization of the custodians.*

#### School Operations & Curriculum

Policy – Marilyn Coats-Thomas, George Kipel, Warren Sutnick:

- ❖ *Mrs. Coats-Thomas: Warren, Paul and George, we need to meet prior to next Tuesday's Board meeting.*

Program & Personnel – Marie Malajian, Anna Reduce, Marilyn Coats-Thomas:

- ❖ *Mrs. Reduce: We met last Tuesday. A lot of what we talked about tonight was discussed last week. Dr. Arilotta told us he has conducted a first round of formal observations for the non-tenured teachers. We discussed the best ways to teach, best conditions in which to teach and the ways the children learn best. We also discussed which programs we have or have had that would aid students in all areas. We looked at NJ Ask scores and how they were broken down by areas. We discussed additional support for students who fell between 185 to 210 range, just below and just at Proficient. Would like to consider December 8 for the next P&P meeting.*

#### Board Operations

BCSBA/NJSBA – Anna Reduce:

Joint Boards – Warren Sutnick, Donna Weintraub:

Public Relations – Marilyn Coats-Thomas, Warren Sutnick, George Kipel:

Haworth Home & School Assn. – Donna Weintraub, Anna Reduce:

- ❖ *Mrs. Zelman: We discussed the updating of our website over the next few weeks. Discussed potential for a consortium of H&S Associations in January inviting other HSAs to Haworth to discuss fund-raising and community involvement. Talked about the Scrip program, firewood fundraiser that will run again. Holiday boutique on Dec. 5 – teachers and staff will get 10% off.*

- ❖ *Mrs. Weintraub: A few of us went to A.C. for the annual School Board conference.*
  - ❖ *Discussion ensued. “Edutopia” website by George Lucas was talked about.*
  - ❖ *Mrs. Malajian: Spoke about the bullying seminar by Dr. Elias from Rutgers University.*
  - ❖ *Dr. Arilotta: Dr. Elias is willing to come to Haworth for a community discussion. Available after January.*
  - ❖ *Mrs. Weintraub: When Bullying or harassment occurs: the minute either of those things happen for the student, learning ceases to exist for that child. Character education is just as important to learning process. Children must feel comfortable in their learning environment.*
  - ❖ *Discussion ensued.*
- Northern Valley Regional H.S. – Marilyn Coats-Thomas, George Kipel:  
Legislative – Warren Sutnick:
- ❖ *Senior Citizens – Anna Reduce: Dr. Arilotta and I attended the senior citizens meeting today to discuss the Trans-Generational Writing Project funded by NYU. This is a program where seniors come in and read with the children.*
- Town Council – Warren Sutnick, David Hershan:  
NV Educational Foundation – George Kipel:  
Negotiations – David Hershan, Warren Sutnick, George Kipel:

#### **10. MEETING OPEN TO THE PUBLIC**

*Open to public 9:18 PM.*

***Please be advised that each member of the public will be limited to speak for three minutes during the Open Session.***

- ❖ *Dr. Arilotta: Christina Sasson is attending a meeting tomorrow about bullying and harassment given by the NJ Bar Association.*
- ❖ *Mrs. Groh spoke about bullying on playground. Witnessed an incident. Broke up a fight between two upper grade students by “threatening to tell their parents.” What do I do as a bystander when I encounter a fight?*
- ❖ *Dr. Arilotta: You did exactly the right thing. At 3:00 PM, children do not think the rules apply any longer.*
- ❖ *Mrs. Groh talked about drop-off procedures. Stated that when no police officer is present, transition is seamless.*
- ❖ *Ms. Jahn: Eighth graders were on the playground who were whacking each other. Potential for some real danger there. Mrs. Groh handled it beautifully. Regarding bullying, ask that Board of Education please support staff and Dr. Arilotta for creating a better atmosphere in the school. It is hard to get child to school when he/she is intimidated.*
- ❖ *Mrs. Weintraub: School has always had a focus on this issue. It is just finding the right project. The school and Dr. Arilotta will continue to look for programs that are more efficient and effective in the process. We should see growth in this area in the near*

*future.*

- ❖ *Mrs. Rosenberg: K-3 is very strong in the school. Is there a method to single out some of the really good teachers and make a commendation for them?*
  - ❖ *Dr. Arilotta: If you write to me, and tell me something excellent that has occurred, you will get a response from me and that letter will go to the teacher, as well as into his/her file.*
  - ❖ *Mrs. Weintraub: We do have a Teacher of the Year award.*
  - ❖ *Discussion ensued.*
- Closed to public 9:32 PM.*

**11. OLD BUSINESS**

- ❖ *Mrs. Reduce: Have we begun sharing the substitute teachers with the other Valley schools?*
- ❖ *Dr. Arilotta: It goes nowhere. No one wants to share their subs.*
- ❖ *Mrs. Reduce: Can we put an ad in the paper looking for subs? There are a lot of community members in the building.*

**12. NEW BUSINESS**

**13. ADJOURNMENT**

*9:34 AM.*

*Mr. Sutnick Moved, Mrs. Coats-Thomas Seconded. All in favor.*

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Donna Weintraub, President  
Board of Education

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Paul Arilotta, Ed. D.  
Superintendent/Principal/Board Secretary

**8c3**

4111	Recruitment, Selection & Hiring
4112.2/4212.2	Certification
4111.1/4211.1	Nondiscrimination/ Affirmative Action
4112.4/4212.4	Employee Health
4112.6/4212.6	Personnel Records
4112.8/4212.8	Nepotism
4113/4213	Assignment/Transfer
4117.4/4217.4	Reduction in Force/Abolishing a Position
4117.41/4217.41	Nonrenewal
4119.23/4219.23	Employee Substance Abuse
4131/4131.1	Staff Dev; inservice education/visitations/ conferences
4147/4247	Employee Safety
4215	Supervision
4216	Evaluation
4138/4238	Nonschool Employment
9250	Expenses & Reimbursements
9271	Code of Ethics
9322	Public & Executive Sessions
2131	Superintendent
1100	Communicating with Public
1120	Board of Education meetings
1220	Ad Hoc Advisory Committees
1312	Community Complaints & Inquiries

2121	Line of Responsibility
7510 (old Strauss Esmay policy)	Use of School Facilities
5114	Suspension/Expulsion
5120	Assessment of Individual Needs
6172	Alternative Educational programs
5131	Conduct/Discipline
5131.5	Violence/Vandalism
5131.6	Substance Abuse
5131.7	Weapons & Dangerous Instruments
5141	Health
5141.1	Accidents
5141.2	Illness
5141.3	Health examinations & Immunizations
5141.4	Child Abuse & Neglect
5141.21	Administering Medication
5142	Pupil Safety
5145.4	Equal Education Opportunity
5200	Nonpublic School Pupils
5113	Attendance, Absences, Excuses
6000/6010	Concepts & Roles in Goals & Instruction
6114	Emergencies & Disaster Preparedness
6121	Nondiscrimination/Affirmative action
6122	Articulation
6140	Curriculum Adoption
6141	Curriculum Design/Development
6171.4	Special Education

7115	Developing Educational Specifications
6171	Special Instructional Programs
6142.1	Family Life Education
7110	Long Range Facilities Planning
6142.2	English as a Second Language/Bilingual programs
6142.6	Basic skills
6142.10	Technology
6147.1	Evaluation of individual student performance
6151	Class size
6160	Instructional services and resources
6161.1	Guidelines for evaluation and selection of instructional materials
6161.2	Complaints regarding instructional materials
6162.5	Research
6172	Alternative educational programs
6300	Evaluation of the instructional program
3000/3010	Concepts and roles in business and non-instructional operations, goals and objectives
3100	Budget planning, preparation and adoption
3160	Transfer of funds between line items/amendments/purchases not budgeted
3220/3230	State Funds, Federal funds
3250	Income from fees, fines, charges
3260	Sale and disposal of books, equipment and supplies; sale, licensing and rental of property
3280	Gifts, grants and bequests
3320	Purchasing procedures
3326	Payment for goods and services
3327	Relations with vendors

3400	Accounts
3510	Operation and maintenance of plant
3514	Equipment
3515	Smoking prohibition
3541.1	Transportation routes and services
3542	Food service
3542.1	Local wellness/nutrition
3542.44	Purchasing
3570	District records and reports
3571.4	Audit

*Dr. Kipel* Moved, and *Mrs. Reduce* Seconded.

The Haworth Board of Education approves the first reading of certain policies in order to be in compliance for monitoring.

**Roll Call Vote**

**In Favor:** *All*

**Against:**

**Abstentions:**

Certified by:

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Paul Arilotta, Ed. D.  
Superintendent/Principal/Board Secretary