

**CRANFORD BOARD OF EDUCATION  
MINUTES  
OPEN WORK SESSION MEETING8  
MONDAY, NOVEMBER 9, 2009  
BOARD ROOM LINCOLN SCHOOL**

An Open Work Session Meeting of the Cranford Board of Education was held on Monday, November 9, 2009 at 8:00 P.M. in the Board Room at Lincoln School.

Mr. Carfagno announced that adequate notice of this November 9, 2009 Open Work Session Meeting of the Cranford Board of Education was provided on April 27, 2009 by a meeting notice posted in the Board Room, Lincoln School, and communicated to the Cranford Chronicle, The Star Ledger, the Office of the Township Clerk, and all Board members. Action may be taken by the Board of Education at this meeting.

Present: Jo Ann Boyle, Jill Brown, Michael Caulfield, Barbara Fisher (8:15 P.M.), Catherine Morgese, Mary Sudiak, Mary Venditti, Camille Widdows, and Robin Woglom

Also Present: James V. McLaughlin, Ed.D., Asst. Superintendent for Administration  
Robert J. Carfagno, Business Administrator/Board Secretary  
Athina Cornell, Esq., Legal Counsel

Absent: None

There were five people in public attendance and a representative from the Cranford Chronicle.

Mr. Carfagno reported on the recently completed 2008-2009 Audit Report and commented that the auditors will be at the November 23 Board meeting to present the report and that formal action will be taken at that meeting.

Mrs. Venditti reported on the Board Self Evaluation process and reviewed the results of Board Self Evaluation survey that was recently received from the New Jersey School Boards Association. The Board discussed the survey and set the following goal for 2009-2010:

The Board will continue to focus on policies and job descriptions for the 2009-2010 school year. The Board will continue to update existing policies when needed and create/develop new policies where required by statute.

At 8:14 P.M., the meeting was open to audience participation. There was none.

Mrs. Boyle reported on the Parents Advocating for Special Education meeting that is scheduled for this Wednesday in which a program on finances for special education students will be presented.

Mrs. Venditti reported on an upcoming Union County School Boards Association program entitled "Raising the Bar-Preparing New Jersey's Students for the 21st Century" which is scheduled for December 3.

Next, the Board considered the minutes from previous meetings:

October 12, 2009	Open Work Session	8:00 P.M.
October 26, 2009	Regular Monthly Meeting	8:00 P.M.
October 26, 2009	Executive Session	9:45 P.M.

And voted the following resolutions and discussed resolutions for November 23, 2009.

Motion by Mrs. Widdows, seconded by Mrs. Sudiak

**11/9/09 - 1:**

**APPROVAL OF TRAVEL EXPENDITURES**

**WHEREAS**, the Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent, and

**WHEREAS**, the Board of Education has determined that the training and informational programs as per the attached listing are directly related to and within the scope of district employees' and board members' duties, and

**WHEREAS**, the Board of Education has determined that the training and informational programs as per the attached listing are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan, and

**WHEREAS**, the Board of Education has determined that participation in these training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district, and

**WHEREAS**, the Board of Education has determined that the school district travel expenditures to these programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes, and

**11/9/09 - 1: (continued)**

**APPROVAL OF TRAVEL EXPENDITURES**

**WHEREAS**, the Board of Education finds that a mileage reimbursement rate in accordance with the New Jersey Office of Management and Budget travel circular is the allowable rate, and

**WHEREAS**, the Board of Education has determined that participation in these training and informational programs are in compliance with the district policy on travel,

**THEREFORE BE IT RESOLVED** that the Board of Education hereby approves the attendance of the listed number of district employees and school board members at these training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount, and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes in advance, as required by statute, attendance at these training programs and informational events as per the attached listing.

\*\*\*\*\*Attachment Follows\*\*\*\*\*

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Resolutions 2 through 6 were moved, seconded and voted together.  
Motion by Mr. Caulfield, seconded by Mrs. Brown

**11/9/09 - 2:**

**APPROVAL OF SUBSTITUTES  
AND HOME INSTRUCTORS**

**\*WHEREAS**, the continuing needs of the Cranford School District requires that the district employ certified and non-certified staff on an emergent basis, prior to the completion of the criminal history record check by the Commissioner of Education; and

**WHEREAS**, N.J.S.A. 18A:6-7.1 et seq. provides for the emergent hiring of employees for a period not to exceed three months, pending completion of a criminal history records check by the Commissioner of Education; and

**WHEREAS**, all new employed certified and non-certified candidates for employment have provided attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.;

**THEREFORE BE IT RESOLVED**, the Board of Education approves the aforementioned authorization for emergent hiring pending completion of criminal history check and following roster of candidates for employment.

**11/9/09 - 2: (continued)**

**APPROVAL OF SUBSTITUTES  
AND HOME INSTRUCTORS**

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes and home instructors for the 2009-2010 school year as shown on the attached listing(s) to be used as needed subject to the requirements of Chapter 116 of P.L. 1986 and the Immigration Reform and Control Act of 1986 and authorizes the submission of application for emergent hiring.

\*\*\*\*\*Attachment Follows\*\*\*\*\*

\*The school district uses the Choice Point program, which provides instant background verification while fingerprints are being processed through the New Jersey Department of Education.

**11/9/09 - 3:**

**RESIGNATION**

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following resignation:

**Kristine Carfaro**, Leap Teacher, effective on or about December 29, 2009.  
(LIN)

**11/9/09 - 4:**

**APPOINTMENTS**

**\*\*WHEREAS**, the continuing needs of the Cranford School District requires that the district employ certified and non-certified staff on an emergent basis, prior to the completion of the criminal history record check by the Commissioner of Education; and

**WHEREAS**, N.J.S.A. 18A:6-7.1C et seq. provides for the emergent hiring of employees for a period not to exceed three months, pending completion of a criminal history records check by the Commissioner of Education; and

**WHEREAS**, all new employed certified and non-certified candidates for employment have provided attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1C et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.;

**THEREFORE BE IT RESOLVED**, the Board of Education approves the aforementioned authorization for emergent hiring pending completion of criminal history check and following roster of candidates for employment, and

**11/9/09 - 4: (continued)**

**APPOINTMENTS**

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments. The approval for emergent hiring will apply only to those staff marked with an asterisk.

1. **Camille McQueen**, Teacher of Chemistry, effective on or about November 9, 2009 through June 30, 2010. She earned an MA and a BA from Stevens Institute of Technology. Her salary will be based on Scale IV, Step 1-3, **\$54,309.00\***. (prorated) (CHS)
2. **Tania Esmerado**, Lunchroom Assistant, effective on or about November 30, 2009 through June 30, 2010. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (prorated) (HAS)
3. **Jacqueline Frangella**, Lunchroom Assistant, effective on or about November 16, 2009 through June 30, 2010. Her salary will be **\$12.60** per hour not to exceed 10 hours per week when school is in full session. (prorated) (9HAS)

\*Salary to be adjusted upon completion of a successor agreement between the Board of Education and the Cranford Education Association, effective July 1, 2009.

\*\*The school district uses the Choice Point program, which provides instant background verification while fingerprints are being processed through the New Jersey Department of Education.

**11/9/09 - 5:**

**REVISED EXTENDED SCHOOL YEAR SPECIAL  
EDUCATION SUMMER READING PROGRAM**

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent of Schools, approves payment to the following personnel for 1:1 reading instruction at an hourly rate of **\$24.81\*** per hour: (District)

<b><u>Name</u></b>	<b><u>Total Hours</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Christine Sabella	8	September 22, 2009	October 15, 2009

\*Rate after June 30, 2009 to be adjusted upon completion of a successor agreement between the Board of Education and the Cranford Education Association.

**11/9/09 - 6:**

**ADDITIONAL ASSIGNMENTS**

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent of Schools, approves additional assignments for personnel, according to the enclosed listing, for the 2009-2010 school year.

\*\*\*\*\*Attachment Follows\*\*\*\*\*

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Resolutions 7 and 8 were moved, seconded and voted together.  
Motion by Mrs. Brown, seconded by Mr. Caulfield

**11/9/09 - 7:**

**SEVENTH GRADE CLASS TRIP**

**WHEREAS**, a committee composed of Hillside Avenue seventh grade parents, and seventh grade class advisors and administrators, has planned a one-day seventh grade trip to NYC, Madame Tussaud's Wax Museum, the Broadway play "Mamma Mia" and lunch at the ESPN Zone, with a departure time of 8:00 am on May 19, 2010 and a return time of approximately 6:00 pm on May 19, 2010, and

**WHEREAS**, no less than one chaperone for 10 pupil participants will be required to be included, and

**WHEREAS**, the pupil cost for the trip is \$165.00 (including transportation, tickets and lunch).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education will sponsor the aforementioned trip only when the following conditions have been met:

1. That the monies needed to fund the trip are raised privately.
2. That the Principal and Superintendent of School approve in advance the chaperones to accompany the seventh grade group of boys and girls.
3. That all members of the seventh grade class who wish to participate in the trip will be permitted subject to the approval of the Principal.
4. That an instruction program will be provided those pupils who do not opt to participate.
5. An educational lesson plan will be submitted prior to the trip.

**11/9/09 - 8:**

**SEVENTH GRADE CLASS TRIP**

**WHEREAS**, a committee composed of Orange Avenue seventh grade class advisors and administrators, has planned a one-day seventh grade trip to NYC, including a Broadway Classroom experience, the Broadway play "In the Heights" and lunch at the ESPN Zone, with a departure time of 8:00 am on May 12, 2010 and a return time of approximately 6:30 pm on May 12, 2010, and

**WHEREAS**, no less than one chaperone for 10 pupil participants will be required to be included, and

**WHEREAS**, the pupil cost for the trip is \$165.00 (including transportation, tickets and lunch).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education will sponsor the aforementioned trip only when the following conditions have been met:

1. That the monies needed to fund the trip are raised privately.
2. That the Principal and Superintendent of School approve in advance the chaperones to accompany the seventh grade group of boys and girls.
3. That all members of the seventh grade class who wish to participate in the trip will be permitted subject to the approval of the Principal.
4. That an instruction program will be provided those pupils who do not opt to participate.
5. An educational lesson plan will be submitted prior to the trip.

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Boyle, seconded by Mrs. Sudiak

**11/9/09 - 9:**

**REVISED APPROVAL K-12 TEXTBOOKS**

**BE IT RESOLVED** that the Board of Education approves the revised K-12 textbook list (as per attached) for use in the Cranford Public Schools until such time it may be modified by the Board of Education.

\*\*\*\*\*Attachment Follows\*\*\*\*\*

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Woglom, seconded by Mrs. Fisher

**11/9/09 - 10:**

**APPOINTMENT OF FACILITATORS**

**BE IT RESOLVED** that the Board of Education appoints the following facilitators for the school year beginning July 1, 2009 and ending June 30, 2010, at no additional compensation:

Affirmative Action Officer  
Title IX Facilitator

Dr. Curt Fogas  
Dr. Curt Fogas

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Fisher, seconded by Mrs. Woglom

**11/9/09 - 11:**

**FIELD TRIP  
DESTINATION APPROVAL**

**WHEREAS**, the Board of Education is required pursuant to N.J.A.C. 6A:23A-5.8 to pre-approve all field trip destinations and to ensure that such trip is educationally necessary,

**THEREFORE BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes in advance, as required by code, the field trip destinations as per attached listing

\*\*\*\*\*Attachment Follows\*\*\*\*\*

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Motion by Mrs. Morgese, seconded by Mrs. Sudiak  
11/9/09 - 12:

**POLICIES FOR FIRST READING**

**BE IT RESOLVED** that the Board of Education accepts the following policies for first reading:

Policy 5141.31	Head Injury Management
Policy 6153	Field Trips

\*\*\*\*\*Attachments Follow\*\*\*\*\*

A roll call vote was taken and passed with 9 Yes votes, 0 No.

Mrs. Venditti introduced Dori Cudworth, Supervisor of Applied Technology and Fine Arts, to give a presentation of the Visual Arts Academy to the Board. Board members discussed the presentation and thanked her for a job well done.

At 8:48 P.M., the meeting was open to audience participation. There was none.

At 8:49 P.M., upon motion by Mrs. Sudiak, seconded by Mrs. Widdows, the Board unanimously agreed to adjourn.

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Robert J. Carfagno  
Business Administrator/  
Board Secretary

