

WOOD-RIDGE BOARD OF EDUCATION
WOOD-RIDGE, NEW JERSEY 07075

PUBLIC MEETING AGENDA
JANUARY 15, 2014

Call to Order

Open Public Meeting Statement

This is a Regularly Scheduled Public Work Session of the Wood-Ridge Board of Education and is in compliance with the Open Public Meeting Act, Chapter 231, Public Laws of 1975, also known as the Sunshine Law. This meeting has been approved by resolution adopted at the Re-Organization Meeting held on May 1, 2013. Notification has been sent to The Record. Notification has also been posted in the Wood-Ridge Borough Hall, the Wood-Ridge Memorial Library, and the Wood-Ridge Board of Education's website.

Roll Call

Executive Session

- *Contract – WRAA Negotiations*
- *Discussion of JV Softball*
- *Student Matter - Legal Update*

Call to Order (reopen of public meeting at 7:30 PM)

Pledge of Allegiance

Open Public Meeting Statement

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Roll Call

Presentation(s)/Recognition(s)/Award(s)

- Annual Auditor's Report

Superintendent's Report

Approval of Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the minutes of the following meetings:

Executive Session: December 11, 2013

Work Session: December 11, 2013

Introduced by:

Seconded by:

In Favor:

Opposed:

Committee Reports

The Board of Education takes official action at its Business Meetings. Business meetings are regularly scheduled on the third Wednesday of each month, subject to changes that may occur because of holidays. Prior to the Board taking action at its business meetings, committee meetings are scheduled where in-depth approval occurs. At each committee meeting, the Board discusses recommendations of the Superintendent of Schools and other relevant items. Committee approval authorizes resolutions to be placed on the agenda of the next appropriate business meeting and/or possible formal action.

At the Board of Education's committee meetings, no formal action is taken. The typical schedule of meetings is as follows:

Type of Meeting	Members
Curriculum & Instruction	Mr. Christopher Garvin, Chairman Mr. Joseph Luongo
Personnel	Mr. Joseph Biamonte, Chairman Mr. Robert Valenti Mr. Joseph Luongo
Policy	Mr. Christopher Garvin, Chairman Mr. Joseph Luongo
Buildings & Grounds	Mr. Robert Valenti, Chairman Mr. Thomas Perez Mr. Peter Catania
Finance	Mr. Robert Talamini, Chairman Mr. Albie Nieves Mr. Thomas Perez

(Each of these meetings may include an Executive Session for the Discussion of Approval of matters that may be appropriate for Executive Session.)

Student Report

New Business - *Items for Discussion*

**Lunch Procedure for Delinquent Accounts*

**Change of Date for Election*

Hearing of Citizens (Resolutions Only)

Consent Agenda

Communications

Unfinished Business

Hearing of Citizens

Adjournment

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**WOOD-RIDGE SCHOOL DISTRICT
WOOD-RIDGE, NEW JERSEY 07075**

PUBLIC WORK SESSION OF JANUARY 15, 2014

CURRICULUM & INSTRUCTION

1. **Approval of Creation of Co-Curricular Activities – WRJRSRHS**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile for the establishment of two (2) co-curricular activities, Italian Club and National Italian Honor Society.

Introduced by:

Seconded by:

In Favor:

Opposed:

2. **Approval of Out-of-District of Placement**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Mrs. Kelly Lopez for the following out-of-district placement:

	<u>Case</u>	<u>Location</u>	<u>Tuition</u>	<u>Transportation</u>	<u>Dates</u>
a.	MM	High Point School Lodi, NJ	Pro-Rated: \$33,291.43	By Moonachie	January 2, 2014- June 25, 2014
		(P/T-HoHoKus Trade School, included in Tuition)			

	<u>Case</u>	<u>Location</u>	<u>Tuition</u>	<u>Transportation</u>	<u>Dates</u>
b.	AO	High Point School Lodi, NJ	Pro-Rated: \$30,663.15	By Moonachie	January 16, 2014- June 25, 2014

Introduced by:

Seconded by:

In Favor:

Opposed:

3. **Approval of Revision to Home Instruction**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile for the following revision to the originally approved home instruction resolution C&I #11, November 20, 2013 and amended and approved December 11, 2013, resolution C&I #17:

<u>Case</u>	<u>Location</u>	<u>Services Requested</u>
ZB	Home Instruction (Medical)	Educere Online Learning for Physics only At a rate of \$199.50 per course English III – Ms. Kim Millar U.S. History II – Ms. Mallory Garvin Algebra II – Ms. Lisa Ames At a rate of \$45.35 per hour for 5 hours

Introduced by:

Seconded by:

In Favor:

Opposed:

4. **Approval of Curriculum Maps**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile for the curriculum maps for Statistics, Italian I, Italian II, and Italian III.

Introduced by:

Seconded by:

In Favor:

Opposed:

5. **Approval of Revision to 2014/2015 District Calendar**

M Upon the recommendation of the Interim CSA, the Board of Education approves the revision to the 2014/2015 school year district calendar (originally approved at December 11, 2013 meeting as C&I #13). The following changes have been made to all schools' "Back to School Night":

<u>School</u>	<u>Original Date</u>	<u>Revised Date</u>
JR/SR HS	Sept. 18	Sept. 23
Doyle	Sept. 23	Sept. 18
WRIS	Sept. 25	Sept. 16

Introduced by:

Seconded by:

In Favor:

Opposed:

6. **Approval of Field Trip Request – WRJRSRHS**

Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile for the following field trip request(s):

<u>Date of Trip</u>	<u>Chaperone</u>	<u>Group</u>	<u>Destination</u>	<u>Departure Time</u>	<u>Return Time</u>	<u># of Students</u>
a. 5/21/14 – 5/23/14	<u>Staff:</u> Angela Daniele Pete Forman Kim Simpson David Porfido Chris Lange Mallory Garvin LuAnn Fontana No Parent Chaperones-only staff	Grade 8	Washington DC	6:00 AM 5/21/14	6:00 PM 5/23/14	80
M b. 2/13/14	<u>Staff:</u> Mallory Garvin Kimberly Forsyth Kimberly Simpson Cristina Scardino <u>Parents:</u> Gloria Kurz Sandra Kleiber Kathleen Bhargava Christopher Garvin	Grade 9	The Metropolitan Museum of Art 1000 Fifth Avenue New York, NY	9:00 AM	2:35 PM	75
M c. 1/30/14	<u>Staff:</u> Stephen Olsen	Robotics Club	NJIT Newark, NJ	8:00 AM	2:30 PM	4

Introduced by:
Seconded by:

In Favor:
Opposed:

7. **Approval of HSPA Saturday Program**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile for an HSPA Saturday Program for February 1, 8, 15 and 22, 2014 for math and language arts for a total of 6 hours with a total cost of \$544.20

Introduced by:
Seconded by:

In Favor:
Opposed:

8. **Approval of Student Teacher – Lori Hoffman**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile for Lori Hoffman, a WPU student, to have a teaching field experience at WRJRSRHS beginning January 16, 2014 through May 1, 2014.

Introduced by:

Seconded by:

In Favor:

Opposed:

9. **Approval for Professional Development**

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Jason Cata for a professional development experience(s):

- a. *STAFF MEMBER:* Jason Cata
CONFERENCE/MEETING Director of Athletics Association of NJ DAANJ 54th Annual
TITLE: Conference
LOCATION: Golden Nugget Hotel and Casino – Atlantic City
DATE/TIME OF CONFERENCE: March 26, 27, 28, 2014
(Wednesday – Friday)
COST: \$350.00
- b. *STAFF MEMBER:* All District Physical Education Staff
CONFERENCE/MEETING Trainer, Matthew Klein from Quest Fitness, worked with staff for
TITLE: professional development.
LOCATION: WRJRSRHS
DATE/TIME OF CONFERENCE: December 9, 2013
COST: No cost to district

Introduced by:

Seconded by:

In Favor:

Opposed:

10. **Approval of Appointment of Home Instruction Provider – Judy Wyckoff**

M Upon the recommendation of the Interim CSA, the Board of Education approves Judy Wyckoff to provide home instruction services for the 2013-2014 school year at a rate of \$45.35 per hour.

Introduced by:

Seconded by:

In Favor:

Opposed:

PERSONNEL

1. Approval of Appointment of Substitute(s) – 2013-2014

M Upon the recommendation of the Interim CSA, the Board of Education approves the appointment of the following substitutes for the 2013-2014 school year:

<u>Name</u>	<u>Substitute Position</u>	<u>Recommendation By:</u>
a. Pricila Chinchilla	Substitute Teacher	Tony Albro
b. Brian Gogerty	Substitute Teacher	Joseph Luongo
c. Robert Kumbulla	Substitute Custodian	Peter Catania
d. Marlon Smith	Substitute Custodian	Peter Catania

Introduced by:

Seconded by:

In Favor:

Opposed:

2. Approval of Release of Assistant Softball Coach – Mark Offito

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Jason Cata for the release of assistant softball coach Mark Offito, until softball enrollment numbers warrant reappointment.

Introduced by:

Seconded by:

In Favor:

Opposed:

3. Approval of Student Worker

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Jason Cata student, Olivia Roman - 9th grade, to be a worker for the boys home basketball games at the rate of \$15.00 per game.

Introduced by:

Seconded by:

In Favor:

Opposed:

4. Approval of Appointment of ESL Teacher – Kelly Manicone

M Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Robert Recchione for the appointment of Kelly Manicone as ESL Teacher, 4/5 FTE, beginning January 16, 2014 at step 1 \$37,334.40. This position will span the Doyle School, Intermediate School and JR/SR High School.

Introduced by:

Seconded by:

In Favor:

Opposed:

5. **Approval of Maternity Leave – Kristin Borrelli**

Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Robert Recchione for the maternity leave absence of Kristin Borelli, grade 4 teacher, to begin March 24, 2014 to May 16, 2014 utilizing accumulated sick days; unpaid Family Leave from May 17, 2014 to October 10, 2014 followed by unpaid child rearing leave to the end of the 2014- 2015 school year.

Introduced by:

Seconded by:

In Favor:

Opposed:

POLICY

(Once adopted, Policies and Regulations will be available at the Board Office)

1. **Policy(ies) Second Reading and Approval**

M Upon the recommendation of the Interim CSA, the Board of Education approves the second reading and adoption of the following policy(ies):

	<u>Number</u>	<u>Topic</u>
a.	P1240	Evaluation of Superintendent
b.	P3142	Non-Renewal of Non-Tenured Teaching Staff Members (Revised)
c.	P3144	Certification of Tenure Charges (Revised)
d.	P3221	Evaluation of Teachers (New)
e.	P3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators
f.	P3223	Evaluation of Administrators Excluding Principals, Vice Principals & Assistant Principals
g.	P3224	Evaluation of Principal, Vice Principal and Assistant Principals
h.	P4146	Non-Renewal of Non-Tenured Support Staff Member (Revised)

Introduced by:

Seconded by:

In Favor:

Opposed:

2. **Regulation(s) Second Reading and Approval**

M Upon the recommendation of the Interim CSA, the Board of Education approves the second reading and adoption of the following regulation(s):

	<u>Number</u>	<u>Topic</u>
a.	R1240	Evaluation of Superintendent (New)
b.	R3142	Non-Renewal of Non-Tenured Teaching Staff Members (Revised)
c.	R3144	Certification of Tenure Charges (Revised)
d.	R3221	Evaluation of Teachers (New)
e.	R3222	Evaluation of Teaching Staff Members, Excluding Teachers &

- | | | |
|----|--------------|--|
| f. | R3223 | Administrators (New)
Evaluation of Administrators, Excluding Principals, Vice-Principals & Assistant Principals (New) |
| g. | R3224 | Evaluation of Principal, Vice Principals and Assistant Principals (New) |
| h. | R4146 | Non-Renewal of Non-Tenured Support Staff Member (Revised) |

Introduced by:

Seconded by:

In Favor:

Opposed:

3. Approval to Update District Policy 5516

- M** Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Dr. Sue DeNobile to update district policy 5516 (use of Electronic Communication) to allow students in grade 7 -12 the permission of cell phone usage during lunch period.

Introduced by:

Seconded by:

In Favor:

Opposed:

BUILDINGS AND GROUNDS

1. Approval of Facility Request(s) - WRJRSRHS

- M** Upon the recommendation of the Business Administrator, the Board of Education approves the recommendation from Mr. Peter Catania for the following request(s) for the use of school facilities:

- | | |
|------------------------------|--|
| a. <i>ORGANIZATION:</i> | Wood-Ridge Public Education Foundation |
| <i>ACTIVITY:</i> | Harlem Wizards Charity Basketball Game |
| <i>LOCATION:</i> | WRJRSRHS |
| <i>FACILITIES REQUESTED:</i> | Gymnasium and All Purpose Room |
| <i>DATE(S):</i> | March 16, 2014 |
| <i>TIME(S):</i> | 11:00 AM – 5:00 PM |
| | <i>RENTAL FEE WAIVED</i> |

Introduced by:

Seconded by:

In Favor:

Opposed:

FINANCE

1. Approval of Bills List

- M** Upon the recommendation of the Business Administrator, the Board of Education approves the bills list for January, 2014 of warrants to be paid in the amount of \$527,089.38, manual checks for December, 2013 in the amount of \$193,377.70, payroll transfers for the month of December, 2013 in the amount of \$956,411.74, and Enterprise Funds for December, 2013 in the amount of \$41,294.53 as per the attached lists:

RESOLVED, that the Wood-Ridge School District approves the Bills List.

Introduced by:

Seconded by:

In Favor:

Opposed:

2. Approval of Monthly Financial Reports of the Board Secretary

- M** Upon the recommendation of the Business Administrator, the Board of Education approves the filing of the Financial Reports of the Board Secretary and Treasurer for the month of November, 2013 which is on record in the Business Office for review.

RESOLVED, that the Wood-Ridge School District approves the Monthly Financial Reports of the Board Secretary.

Introduced by:

Seconded by:

In Favor:

Opposed:

3. Approval of Certification of Balance Budget

- M** Upon the recommendation of the Business Administrator, the Board of Education certify that no major account or fund has been over-expended in violation of statute NJAC 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

RESOLVED, that the Wood-Ridge School District approves the Certification of Balanced Budget.

Introduced by:

Seconded by:

In Favor:

Opposed:

4. **Approval of Budget Transfers**

M Upon the recommendation of the Business Administrator, the Board of Education authorizes line item transfers for the month of November, 2013, as per the attached list.

RESOLVED, that the Wood-Ridge School District approves the Budget Transfers.

Introduced by:

Seconded by:

In Favor:

Opposed:

5. **Approval of Budget Transfer Exceeding 10%**

M Upon the recommendation of the Business Administrator, the Board of Education approves the following budget transfer to be submitted for approval to the Executive County Superintendent,

WHEREAS, the net budget transfer for accounts 11-000-221 and 11-000-223 have already exceeded 10% for the 2013-2014, and

WHEREAS, this newest transfer will increase the net amount transferred out, and

WHEREAS, Executive County Superintendent approval is required on transfers exceeding 10%,

NOW, THEREFORE, be it resolved that the Board of Education approves a transfer of \$10,840 from the Improvement of Instruction Services and Instructional Staff Training Services Budget Categories to the Tuition Category in order to cover the cost of additional Out of District Placements and authorize the Business Administrator to submit the required documents to the Executive County Superintendent for approval.

Introduced by:

Seconded by:

In Favor:

Opposed:

6. Approval of Auditor’s Report

M Upon the recommendation of the Interim CSA, the Board of Education accepts the annual audit for the year ended June 30, 2013 and that it be placed on file. The audit report is included in Section 2 of the Comprehensive Annual Financial Report (CAFR) and the Board of Education further recommends that the following corrective action plan be implemented:

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	BA to increase Surety Bond	Increase coverage	BA	Immediately
2	Make sure correct 941 deposits are timely made	Verify deposits totals to summary worksheets	Payroll clerk	Immediately
3	Obtain all required Business entity Disclosure and PCD forms	Obtain all required documentation from vendors	Account Payable	Immediately
4	Verify athletic gate receipts are in agreement with tickets sold	Reconcile cash collected with tickets sold	Athletic Director	Immediately
5	Athletic receipts to be deposited in a timely manner	Athletic receipts to be promptly deposited	Athletic Director	Immediately
6	Verify the accuracy of all students for ASSA purposes	District personnel to maintain and update student files in a timely manner	All Administrators	Immediately

Introduced by:
Seconded by:

In Favor:
Opposed:

7. **Approval of Fund-Raising Request(s) - WRJRSRHS**

M Upon the recommendation of Business Administrator, the Board of Education approves the recommendation from Dr. Sue DeNobile for the following fund-raising request(s):

- a. Description of Fund-Raising Activity/Role of students in activity**
- WRJRSRHS Students will pay \$5 to buy a bandana and wear it for the day. National Honor Society students will be in charge of selling the bandanas before Bandana Day and advertising the fundraiser. National Honor Society students will also hang up flyers with information about cancer awareness.
- Name of Organization:** National Honor Society
- Staff Member/Sponsor:** Mallory Garvin
- Site/Location of Activity:** All Wood-Ridge Schools
- Purpose of Fund-Raising:** All funds raised through Bandana Day will go directly to Brittany Santana, one of our students, who has been battling cancer for over two years and recently relapsed.
- Date(s) of Activity:** Sale of Bandanas 2/1/2014 through 2/28/14 with wearing of bandanas 2/28/14
- Time(s) of Activity:** 8:00 PM – 3:00 PM
- Anticipated costs of conducting Fund-Raiser:** None
- What “\$” or “%” amount will sponsoring company receive?** 100% of the money will be received by the parents of Brittany Santana
- b. Description of Fund-Raising Activity/Role of students in activity**
- Class members will sell merchandise related to Valentine’s Day to their classmates.
- Name of Organization:** Class of 2015
- Staff Member/Sponsor:** Mrs. T. Iannacco
- Site/Location of Activity:** WRJRSRHS
- Purpose of Fund-Raising:** To raise funds to cover expenses for activities planned to benefit the Class of 2015.
- Date(s) of Activity:** January 16, 2014 to February 14, 2014
- Time(s) of Activity:** During lunch periods
- Anticipated costs of conducting Fund-Raiser:** None
- What “\$” or “%” amount will sponsoring company receive?** 40% for order above 1,500 and 35% for orders below 1,500

8. **Approval of Fund-Raising Request(s) - Doyle**

Upon the recommendation of Business Administrator, the Board of Education approves the recommendation from Tony Albro for the following fund-raising request(s):

<i>a. Description of Fund-Raising Activity/Role of students in activity</i>	Students will take monetary donations at home to sponsor participation in the jump rope event. Students will submit the collected donations to Mrs. Rella. NO DOOR TO DOOR SOLICITATION.
<i>Name of Organization:</i>	American Heart Association
<i>Staff Member/Sponsor:</i>	Melanie Rose-Rella
<i>Site/Location of Activity:</i>	Doyle School
<i>Purpose of Fund-Raising:</i>	To raise money for the American Heart Association – Jump Rope for Heart Kick Off Event 2/10/14 – 2/14/14
<i>Date(s) of Activity:</i>	Event Week 2/24/14 – 2/28/14
<i>Time(s) of Activity:</i>	During Physical Education
<i>Anticipated costs of conducting Fund-Raiser:</i>	None
<i>What “\$” or “%” amount will sponsoring company receive?</i>	100%

Introduced by:

Seconded by:

In Favor:

Opposed:

9. **Approval of Amendment to 2013/2014 NCLB Application**

M Upon the recommendation of the Business Administrator, the Board of Education hereby approves the following amendment to the 2013-2014 NCLB Application for carryovers from the 2012-2013 NCLB Final Report. Changes to the original expenditure categories as follows:

Title IA			
<u>Function/Object</u>	<u>Category</u>	<u>Original</u>	<u>Amended</u>
100-600	Instructional Supplies	\$33,246	\$34,112
200-300	Purchased Prof Svcs	\$20,000	\$20,000
200-500	Other Purch Services	\$ 1,000	\$ 1,199
	TOTAL	\$54,246	\$55,311
Title IIA			
<u>Function/Object</u>	<u>Category</u>	<u>Original</u>	<u>Amended</u>
200-500	Purch Ed Svcs	\$15,201	\$ 16,999
	TOTAL	\$15,201	\$ 16,999

Introduced by:

Seconded by:

In Favor:

Opposed:

BOARD OPERATIONS

1. Approval of School Board Recognition Month

M Upon the recommendation of the Business Administrator, the Board of Education approves the recognition of January as School Board Month.

WHEREAS, The New Jersey School Boards Association has declared January 2014 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Wood-Ridge Board of Education is one of more than 580 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Wood-Ridge Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the Wood-Ridge Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2014 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Wood-Ridge Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

Introduced by:

Seconded by:

In Favor:

Opposed:

2. **Approval of Rental of Facility at Bergen Academies for High School Graduation**

- M** Upon the recommendation of the Business Administrator, the Board of Education hereby approves the rental of Bergen County Academies Auditorium, 200 Hackensack Avenue, Hackensack, New Jersey, and the payment of a deposit in the amount of \$2,750.00 for the Wood-Ridge High School Graduation, scheduled to take place on Friday, June 13, 2014.

Introduced by:

Seconded by:

In Favor:

Opposed:

3. **Approval of Staff Participation in Physical Fitness and Wellness Program – Doyle**

- Upon the recommendation of the Interim CSA, the Board of Education approves the recommendation from Tony Albro for the Doyle School Staff to participate in a voluntary staff physical fitness and wellness program in Room 108 at Doyle School during the after school hours (3:05 PM – 4:00 PM) Tuesdays – Fridays January 27, 2014 through April 4, 2014.

Introduced by:

Seconded by:

In Favor:

Opposed: