



RIDGEWOOD BOARD OF EDUCATION

Meeting Minutes

November 6, 2023

Regular Public Meeting 6:00 p.m.
Adjourn to Executive Session 6:00 p.m.
Reopen to Public Meeting 7:00 p.m.

Minutes of the Regular Public Meeting of the Ridgewood Board of Education held on November 6, 2023 at 7:00 pm, at the Education Center.

I. CALL TO ORDER AND ROLL CALL

At 6:04 p.m. Mr. Lembo called the meeting to order with a roll call.

Present:

Mr. Michael Lembo, President
Ms. HyunJu Kwak, Vice President
Ms. Sheila Brogan
Mr. Saurabh Dani
Mr. Muhammad Mahmoud

Also Present:

Dr. Mark Schwarz, Superintendent of Schools
Ms. Julie Kot, Business Administrator/Board Secretary
Mr. Richard Freedman, Interim Assistant Superintendent of Curriculum & Instruction
Ms. Jaime Murphy, Director of Human Resources

II. MOTION TO GO INTO EXECUTIVE SESSION

Whereas the Ridgewood Board of Education seeks to adjourn to Executive Session pursuant to N.J.S.A. 10:4-12 to discuss matters pertaining to pupil personnel, personnel matters and litigation. The minutes of this closed session will be released when the need for confidentiality no longer exists.

MOTION by: Mr. Lembo **SECOND** by: Ms. Brogan

VOICE VOTE:

Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo - *ALL AYES*

- *The Board adjourned into Executive Session at ~6:05 p.m.*

III. RECONVENED PUBLIC MEETING

At 7:10 p.m., Mr. Lembo moved the following resolution and called the Regular Public Meeting to order.

Whereas, said law requires the Board to adopt a resolution at a public meeting before it can meet in such Executive Session; now therefore,

Mr. Lembo announced the Board has been meeting in Executive Session pursuant to NJSA:12. The minutes from this meeting will be released when the need for confidentiality no longer exists. The Board was meeting to conduct a residency hearing and discuss issues of Personnel.

REGULAR PUBLIC MEETING ROLL CALL

Present:

Mr. Michael Lembo, President,
Ms. HyunJu Kwak, Vice President
Ms. Sheila Brogan
Mr. Saurabh Dani
Mr. Muhammad Mahmoud

Also Present:

Dr. Mark Schwarz, Superintendent of Schools,
Ms. Julie Kot, Business Administrator/Board Secretary
Mr. Richard Freedman, Interim Assistant Superintendent of Curriculum & Instruction
Ms. Jaime Murphy, Director of Human Resources

Visitors: Approximately 25 community members were present in-person and/or virtually.

IV. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Mr. Lembo led those present in the Pledge of Allegiance

V. OPENING STATEMENT BY PRESIDING OFFICER

Mr. Lembo announced that pursuant to the requirements of the Open Public Meetings Act (OPMA), advance notice of this meeting had been given to The Ridgewood News, The Record, and the Clerk of the Village of Ridgewood. In addition, notices were posted in the office of the Board Secretary and in all school buildings.

VI. PRESENTATIONS

A. Recognition of Retirees

➤ Susan Siok, Ridgewood High School

- RHS Principal Mr. Nyhuis and Math Supervisor Ms. Onembo recognized Ms. Siok for her years of service.

- View this portion of the [Ridgewood BOE Meeting 11/6/2023 at 00:31:20](#).

B. Student Representative Report

➤ Travell Elementary School

Dylan Beemer, Daniel Cha, Bellamy Hills, Noah Kwon, Rowan Milkey

- First grade students from Travell Elementary School presented information about the first grade math curriculum. The students explained math centers and the manipulatives they use to learn.

- View this portion of the [Ridgewood BOE Meeting 11/6/2023 at 00:24:55](#).

C. Student Representative Report

➤ Sarah Bronstein, Ridgewood High School

- Ms. Bronstein provided an overview of activities taking place at Ridgewood High School including updates on athletics, performing arts, and club events.
 - *View this portion of the [Ridgewood BOE Meeting 11/6/2023](#) at 00:39:25.*

VII. COMMENTS FROM THE PUBLIC

- Ann Loving, wished the BOE candidates good luck for tomorrow's election. She said she is disappointed that at least two candidates used a school contact list for their campaign.
- Marisol Romero, expressed gratitude to the administration for piloting the Core Knowledge Language Arts program in some classrooms and shared her positive thoughts about the benefits of the program.
- Laurie Weber, reported that the 2022-2023 Meeting Minutes have not been archived on the district website. Her daughter received some text messages from Mr. Dani and Mr. Lembo about the election. There was a message sent from Mr. Lembo through the Somerville Hawes Dad's Night list which she believes is a violation of the law because it is a 501c3.
- Corrin Dillon expressed her excitement that the district is piloting the Core Knowledge Language Arts program. She stated that the evidence fully supports adopting this curriculum and highlighted consequences if the district does not adopt the program.
 - *Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the full public comments starting at 00:45:54.*
- Dr. Schwarz replied to comments and discussed his views on the Core Knowledge Language Arts Program pilot. The 2022-2023 Meeting Meetings will be uploaded with corrections on the District Website tomorrow.
 - *View this portion of the [Ridgewood BOE Meeting 11/6/2023](#) at 00:57:12.*

VIII. PRESENTATIONS**A. 2023 NJ Student Learning Assessment (NJSLA) Reporting of Results**

- Richard Freedman, Assistant Superintendent of Curriculum and Instruction
- Susan Nold, Supervisor of English-Language Arts Grades 6-12
- Ashley Onembo, Supervisor of Mathematics and Computer Science Grades 6-12
- Tara Taylor, Supervisor of Science Grades 6-12
- Dr. Schwarz and Mr. Freedman presented the NJSLA Spring 2023 reporting results.
- Ms. Nold and Dr. Mathews presented an analysis of English-Language Arts test scores and responded to Board Trustee questions.
- Ms. Onembo and Ms. O'Neill presented an analysis of Mathematics test scores and responded to Board Trustee questions.
- Ms. Taylor presented an analysis of Science test scores and responded to Board Trustee questions.
 - *Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the full presentation starting*

at 01:05:19.

IX. SUPERINTENDENT REPORT

- Ms. Kot reviewed the 2024-2025 budget development calendar that includes a detailed outline of the budget creation timeline. The tentative budget must be approved by March 20, 2024 and the final budget must be adopted between April 24 and May 7, 2024.
 - The Board directed the Administration to keep the tax levy at or below 2%.
- Dr. Schwarz thanked Bill McCabe and Mark Kossick for keeping alumni engaged.
- Dr. Schwarz reported that the Administrative team is focusing on the approved goals and developing committees to work on those goals.
- Dr. Schwarz wished all Board candidates good luck in tomorrow's election. There will be private security at the schools during elections, the cost will be shared with the Village. He will be reviewing future school calendars to potentially move a professional development day to Election Day.
 - Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the full Superintendent report starting at 02:42:28.

X. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES

A. ATTENDANCE AT CONFERENCES

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

MOTION by: Ms. Brogan

SECOND by: Mr. Lembo

ROLL CALL

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo

NAYS: none

B. ADMINISTRATION

i. Approval: Receipt of Suspensions and Harassment, Intimidation, and Bullying (HIB) Reports

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and HIB reports that have occurred since the last Board meeting.

MOTION by: Ms. Brogan

SECOND by: Ms. Kwak

ROLL CALL

AYES: Ms. Brogan, Mr. Dani,, Ms. Kwak, Mr. Lembo

NAYS: none

ABSTAIN: Mr. Mahmoud

C. CURRICULUM & INSTRUCTION

i. Approval: Field Trips

The Ridgewood Board of Education, upon the recommendation of the Superintendent of

Schools, approves field trips as listed on **Attachment B**.

MOTION by: Ms. Brogan

SECOND by: Mr. Lembo

ROLL CALL

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo

NAYS: none

D. HUMAN RESOURCES

i. Approval: New Job Description

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves new job descriptions, as listed below and on **Attachment C**.

- **Budget, Accounting and Reporting Specialist**
- **Supervisor of Transportation and Operations**

ii. Appointments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

ii-a. 2023-2024 School Year - Appointments

Name	Assignment	Location	Effective Date	NJDOE Certificate	Salary	Account #
Teacher						
Berliner, Sarah	Behaviorist/ Therapist	Ridge	12/07/23-06/30/24	Standard School Psychologist/ BCBA	\$104,650 (\$99,667 + \$4,983 ratio) Cl. DR, St. 12	11-000-219-104-00-24-019-000
Tahan, Ellen	Art	Ridge	01/02/24-06/30/24	Standard Teacher of Art	\$71,817 Cl. BA, St. 7	11-120-100-101-04-04-019-000

ii-b. 2023-2024 School Year - Field Placement

Name	College/ University	Placement	Supervisor	Location	Effective Date
Konopka, Magda	Fairleigh Dickinson University	Field Experience II Science Biological	Miles Luo	RHS	01/02/24-05/03/24
Otterstedt, Hannah	Bergen Community College	Classroom Observation	N/A	Hawes	11/07/23-12/22/23

ii-c. Paraprofessionals for the 2023-2024 School Year

Name	Assignment	Location	Hours per day	Days per week	Salary	Effective Date	Account #
Bame, Monika	Spec Ed LLD	GWMS	5.75	5	\$21,215	11/07/23-06/30/24	11-204-100-106-00-09-024-001

Christie, Demetria	Applied Behavior Analyst (ABA)	Ridge	5.75	5	\$24,455	11/07/23-06/30/24	11-212-100-106-00-10-024-001
Viole, Teresa	Applied Behavior Analyst (ABA)	RHS	5.75	5	\$24,455	11/07/23-06/30/24	11-212-100-106-00-10-024-001

ii-d. 2023 Winter Coaching Assignments and Winter Site Managers

As listed on Attachment D.

ii-e. Substitutes for the 2023-2024 School Year

Teachers

Boddy, Anna*	De Silva, Shalika
Bukowski, Stacey*	Lam, Antenette
Bussanich, Nicolette	Taylor, Caroline
Clark, Jamie	Ziobro, Christine

\$150 Daily Rate

Paraprofessionals

Battaglia, Karen

\$120 Daily Rate

*Related to staff member

iii. Change of Assignments for the 2023-2024 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of assignments for the 2023-2024 school year, as listed below.

Name	From FTE Assignment Location	From Salary/ Hourly Rate	To FTE Assignment Location	To Salary/ Hourly Rate	Effective Date	Account #
Teacher						
Burgos, Lauren	1.0 FTE ESL Hawes	No Change	1.0 FTE ESL Hawes/Ridge	No Change	10/30/23-06/30/24	11-240-100-101-00-02-019-000 11-240-100-101-00-04-019-000
Cahill, William	1.0 FTE ESL Orchard/Ridge	No Change	1.0 FTE ESL Orchard	No Change	10/30/23-06/30/24	11-240-100-101-00-03-019-000
Hoogerhyde, Michael	1.0 FTE Special Education Science HS	\$114,187 (\$113,887 + \$300 CP) Cl. MA+30, St. 18	1.20 FTE Special Education Science RHS	\$136,964 (\$136,664 + \$300 CP) Cl. MA+30, St. 18 (pensionable) revision	09/05/23-09/19/23	11-213-100-101-00-10-019-000
McGuire, Erin	1.0 FTE Behaviorist Analyst Orchard/Ridge	No Change	1.0 FTE Behaviorist Analyst Hawes/GWMS/STEPSS	No Change	12/07/23-06/30/24	11-000-219-104-00-24-019-000
Paraprofessional						

Quayum, Rebecca	Resource RHS	\$21,852	Applied Behavior Analyst (ABA) non-certified RHS	\$25,189	08/31/23-10/11/23	11-212-100-106-00-10-24-001
Quayum, Rebecca	Applied Behavior Analyst (ABA) non-certified RHS	\$25,189	Applied Behavior Analyst (ABA) Certified RHS	\$29,105	10/12/23-06/30/24	11-212-100-106-00-10-24-001
Scheps, Nicholas	Resource RHS	\$21,215	Applied Behavior Analyst (ABA) Certified RHS	\$28,257	10/18/23-06/30/24	11-212-100-106-00-10-24-001

iv. Resignations for the Purpose of Retirement

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations for the purpose of retirement, listed below.

Name	Assignment	Location	Years of Service	Effective Date
Teacher				
Siok, Susan	Mathematics	RHS	21	01/01/24
Secretary				
Alexander, Marie	Transportation Coordinator	Ed Center	20	12/01/23

v. Resignations

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations, as listed below.

Name	Assignment	Location	Effective Date
Teacher			
Baines, Brigit	Special Education MD	Ridge	11/01/23
Support Staff			
Bovasso, Kenneth	Purchasing Coordinator	Ed Center	12/18/23
Paraprofessionals			
Stewart, John	Spec Ed LLD	GWMS	10/30/23
Lunchroom Aide			
Amores, Melanie	Lunchroom	Ridge	11/13/23
Clark, Jamie	Lunchroom	Hawes	10/09/23
Spina, Dorothy	Lunchroom	Orchard	07/01/23

Velazquez, Yasiret	Lunchroom	Somerville	10/23/23
Infant/Toddler Development Center Aides			
Agrati, Ava	Teacher Assistant	I/TDC	10/13/23
Anderson, Melody	Teacher Assistant	I/TDC	10/13/23
Burke, Savanna	Teacher Assistant	I/TDC	10/13/23
Huffman, Colin	Teacher Assistant	I/TDC	09/01/23
Whyard, Ava	Teacher Assistant	I/TDC	09/01/23

vi. Leave of Absence

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence, as listed below.

Name	Assignment	Location	Type of Leave	New/ Revision	Paid	Unpaid w/ Benefits	Unpaid w/out Benefits	Return to Work
Arensmeier, Meredith	Mathematics	BF	Medical/ Family	New	01/02/24-02/27/24	02/28/24-05/31/24	06/01/24-06/21/24	09/01/24
Daidone, Brittany	Special Education	GW	Medical/ Family	New	01/16/24-03/08/24	03/11/24-05/31/24	N/A	06/03/24
Elbaum, Gila	School Psychologist	Orchard/ Ridge	Medical	Revision	09/08/23-10/27/23	N/A	N/A	10/30/23
Simpson, Victoria	Administrative Assistant	Ed Center	Medical	Revised	08/14/23-11/03/23	N/A	N/A	11/06/23
Vasi, Gilda	Special Education	RHS	Family	Revised	09/05/23-09/29/23	10/02/23-01/01/24		01/02/24

vii. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, as listed below.

vii-a. Additional Support for Special Education due to Vacancy

- **Hiller, Ari**, not to exceed 15 hours per week, at an hourly rate of \$40.17, until the assignment ends.

Account #11-212-100-106-00-12-024-001

vii-b. Additional Coverage for Instructional Support of Special Education Students

Name	# of Hours	Hourly Rate	Total	Account #
Dodd, Rebecca	60	\$62.72	\$3,763.20	11-000-216-104-00-24-024-001

vii-c. Chaperones for the 2023-2024 School Year

Name	Trip/ Activity	Dates	# of Nights per person	# of hours/ Days per person	Hourly Daily Rate per person	Total not to exceed per person	Account #
Ridgewood High School							
Cronk, Paul Garlasco, Casey McDermott, Michael Mendez, Karen	Advanced Marketing & Architecture Disney World Resort, Orlando, Florida	12/08/23- 12/11/23	3	N/A	\$200	\$600	11-401-100-101-00-10-010-001
Beyer, James Bunzey, Craig Cordasco, Candace Franklin, Robert Kay, Peter Knott, Ronald Luo, Miles Mahler, Craig McAlister, Erin Rehain, Kelsey Skettini, Kelly	ALPS 2023-2024 School Year Field Trips: Harriman Backpacking Dippikill Downhill X-Country Skiing Whitewater Rafting Adirondacks Training Seminar	 11/09/23- 11/11/23 01/05/24- 01/07/24 02/02/24- 02/04/24 05/17/24- 05/19/24 06/20/24- 06/24/24	 2 2 2 2 4	N/A	\$200	 \$400 \$400 \$400 \$400 \$800	11-401-100-101-00-10-010-001
Wong, Emily	Band Camp Nurse	08/20/23- 08/25/23	5	N/A	\$200	\$1,000	11-401-100-101-00-10-010-001
Alexander, Lisa Dabby, Maxwell Fink, Gary Garde, James Heyzer, Henry Lazzara, Patricia Maskin, Brooke Schmarack, Jonathan	7th & 8th Grade Honor Band Rehearsal - Clinicians	12/11/23	N/A	3	\$40.17	\$120.51	11-401-100-101-00-10-010-001
Ballas, Alexander Beyer, James Gallagher, Kailey Knott, Ronald Mahler, Craig Quirk, Brian Rehain, Kelsey revision	Ski Club Trip to Mountain Creek Vernon, NJ (funded by donations)	01/09/24 01/16/24 01/23/24 01/30/24 02/06/24	N/A	7	\$40.17	\$281.19	11-401-100-101-00-10-010-001

Bunzey, Craig	Ski Club Trip to Mountain Creek Vernon, NJ (funded by donations)	01/09/24 01/16/24 01/23/24 01/30/24 02/06/24	N/A	8 revision	\$40.17	\$321.36	11-401-100-101-00-10-010-001
Cronk, Paul Mendez, Karen Yannone, Meredith Watson, Andrea Wu, Gregory revision	Fall 2023 Italy Trip	11/08/23- 11/15/23	7	N/A	\$200	\$1,400	11-401-100-101-00-10-010-001

vii-d. Clock Operator - Fall Sports at RHS

Name	Each Per Game	Account #
Mende, Allison	\$50	11-402-100-101-00-10-034-001

vii-e. Crew Volunteer Bus Chaperones

Carroll, Joseph	Moomjy, Robert	Riedel, Gabi
Carroll, Liz	Nasr, John	Rivera, Melissa
Evers, Paul	Nasr, Cindy	Scharfenberg, David
Hallowell, Michael	O'Connor, Anya	Scharfenberg, Leia
Hallowell, Jennifer	Orr, Shannon	Smith, Eva
Han, Haechul	Riedel, Mark	Sullivan, Zhen

vii-f. Elementary, Middle School and High School Clubs/Activities for the 2023-2024 School Year

Name	Club	Category	Ratio	Divided by	# of Hours per person	Hourly Rate per person	Pay Per person	Total not to exceed per person	Account #
Travell Elementary School									
DeNunzio, Mary Miller, Melissa	SEL	N/A	N/A	N/A	10	\$40.17	N/A	\$401.70	11-401-100-101-00-06-006-001

Posillico, Kerry	Spelling Bee	N/A	N/A	N/A	8	\$40.17	N/A	\$321.36	11-401-100-101-00-06-006-001
Willard Elementary School									
Cunningham, Carol	Drama Workshops	N/A	N/A	N/A	8	\$19.83 revision	N/A	\$158.64 revision	11-401-100-101-00-07-007-001
Feder, Karen	Cambodia Club	N/A	N/A	N/A	20	\$19.83 revision	N/A	\$396.60 revision	11-401-100-101-00-07-007-001
Hutchison, Tara	Choir Club	N/A	N/A	N/A	20	\$40.17	N/A	\$803.40	11-401-100-101-00-07-007-001
Killby, Katie Pfeiffer, David	Game Club	N/A	N/A	N/A	12.50 revision	\$40.17	N/A	\$502.13	11-401-100-101-00-07-007-001
George Washington Middle School									
Dabby, Maxwell	SAGA	1	0.008	1	N/A	N/A	\$769	N/A	11-401-100-101-00-09-009-001

vii-g. Lunch Time Supervision for the 2023-2024 School Year

Name	# Days per Week each	Hourly Rate each	Account #
Orchard Elementary School			
Heider, Erin	5	\$25.90	11-120-100-101-00-03-003-001
Willard Elementary School			
Chicas, Christina Connor, Danielle Ong, Jerome	5	\$25.90	11-120-100-101-00-07-007-001

vii-h. PERL - Team Meetings for the 2023-2024 School Year

Name	# of Hours	Hourly Rate	Total	Account #
Carewicz, Damien	15	\$26.41	\$396.15	11-000-221-104-00-24-024-001
Levanti, Stamatina	15	\$26.41	\$396.15	11-000-221-104-00-24-024-001
Ozburn, Amanda	15	\$26.41	\$396.15	11-000-221-104-00-24-024-001
Scrivanich, Joanne	15	\$22.19	\$332.85	11-000-221-104-00-24-024-001

vii-i. Additional Special Education Coverage for Special Education Vacancies

Name	# of Hours	Hourly Rate	Total	Account #
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Galanti, Megan	15	\$79.94	\$1,199.10	11-000-223-104-00-24--024-001
Main, Laurie	15	\$74.66	\$1,119.90	11-000-223-104-00-24--024-001
McAloon, Stephanie	15	\$58.46	\$876.90	11-000-223-104-00-24--024-001

MOTION by: Ms. Brogan

SECOND by: Mr. Lembo

ROLL CALL

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo

NAYS: none

Mr. Lembo thanked the retirees for their years of service.

E. FINANCE

i. Acceptance of Restricted Donations:

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2023-2024** school year, to be used as indicated.

Donations			
Donor	Amount	Use	Account Number
Orchard Home and School Association	\$14,475	To be used to pay for Orchard Elementary School field trips for the 2023-2024 school year.	Orchard School Student Activity Fund Bank Account
Travell Home and School Association	\$6,326.02 (gift in kind)	A gift in kind of a Gaga Ball Pit for the exterior of the Travell Elementary School building to be used during recess and physical education classes.	N/A
TeamSnap Inc.	\$35,000	To be used to pay for the Girls Flag Football Team trip to Florida. (February 2024)	20-069-100-890-00-10-034-001

ii. Approval of the Submission of the Comprehensive Maintenance Plan and M-1 Form

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution for submission of the Comprehensive Maintenance Plan and M-1 Form to the Department of Education, as shown on **Attachment E**.

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 Board of Education of the Village of Ridgewood 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 Ridgewood Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Comprehensive Maintenance Plan and M-1 Form for the Ridgewood Public School District.

iii. Correction to the Approved Change Order for Science Wing Roof Replacement at Ridgewood High School

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following correction to the Change Order for the Science Wing Roof Replacement at Ridgewood High School that was approved at the October 16, 2023 Board of Education Regular Public Meeting.

WHEREAS, the contractor, Northeast Roof Maintenance (NRM), has identified water infiltration related to the seams and profile of the existing coping stones and has recommended the installation of new aluminum coping over those stones; and

WHEREAS, the total cost of materials and labor associated with the change order, net of credits for sealant work that was originally planned but not performed, is \$82,388; and

WHEREAS, the original contract for the Science Wing Roof Replacement at Ridgewood High School included a \$50,000 discretionary project allowance that was not utilized for construction, an increase of \$32,388 to the original contract amount will be necessary to effectuate the change order; and

WHEREAS, the District has determined that the addition of the metal coping would be beneficial to the longevity of the newly installed roof system; and

WHEREAS, the necessary additional funds which were original budgeted from Capital Reserves for this project remain available; and

NOW THEREFORE BE IT RESOLVED, that the existing Contract with NRM be changed to incorporate the above work at a total cost of \$82,388, increasing the total contract price to ~~\$624,838~~ **\$624,888**.; and

NOW THEREFORE BE IT FURTHER RESOLVED, the Ridgewood Board of Education hereby authorizes the District's School Business Administrator to enter into such agreements as may be necessary to effectuate the above.

iv. Approval of Out-of-District Placement for the 2023-2024 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the out-of-district placement for the 2023-2024 school year as listed below:

School	# of students
South Bergen Jointure Commission, Hasbrouck Heights, NJ	1

v. Approval of Additional Contracted Therapist to Provide Special Education Services for the 2023-2024 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional contracted therapist to provide special education services for the 2023-2024 school year as listed below.

Contractor	Service	Rate
Silvergate Preparatory School LLC	Home Instruction	\$47 per hour

vi. Approve Disposal of Assets

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of the Everett UPR brown wood piano (serial #172567), currently located at Ridgewood High School.

vii. Approval of the Agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team for use of the YMCA's facilities in order to run swim team practice from November 20, 2023 through February 23, 2024, in the amount of \$14,000. There is an increase in fee of \$100 per hour.

viii. Approval of the Bond Repayment Series 2016 ESIP

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a Series 2016B principal and interest payment in the amount of \$285,550 on November 15, 2023, to JPMorgan Chase Bank for the Ridgewood Board of Education.

MOTION by: Ms. Brogan

SECOND by: Mr. Lembo

ROLL CALL

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo (*abstained from iv.*)

NAYS: none

Mr. Lembo read the donations into the record and thanked the responsible parties.

XI. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA

A. Approval of Settlement Agreement

The Ridgewood Board of Education approves the settlement agreement dated Monday, November 6, 2023.

The Board has received background information.

MOTION by: Mr. Lembo**SECOND** by: Ms. Brogan**ROLL CALL**

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo

NAYS: none

XII. APPROVAL OF BILLS

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below and reviewed by Mr. Mahmoud.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS
Oct 16	Columbia Bank On-Line	111667-111692	144,502.43
Oct 16	Columbia Bank On-Line	111694-111727	560,629.25
Oct 16	Columbia Bank On-Line	111729-111738	6,438.97
Nov 6	Columbia Bank On-Line	111739-111964	2,183,183.58
Sept 11	Electronic Transfers	C46189-C46190	3,569.26
Sept 30	Electronic Transfer	F46274	3,426.69
Oct 30	Electronic Transfers	L46275-L46276	315,771.43
Sept 6	Electronic Transfers	R46263-R46265	3,216.40
Nov 6	Food Service	620446-620448	45,133.88
Sept 12	Void Check	111231	(11,000.00)
Oct 9	Void Check	111567	(35,455.00)
Oct 16	Void Check	111723	(2,454.83)
TOTAL			3,216,962.06

MOTION by: Mr. Mahmoud**SECOND** by: Mr. Lembo**ROLL CALL**

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo

NAYS: none

XIII. BOARD MEMBER ANNOUNCEMENTS

- Ms. Brogan made the following announcements:
 - Congratulated Dr. Hsuan Labowsky, on being one of the 2023 Presidential Award State Finalists.
 - Administration did an excellent job on the RHS guidance newsletter
 - A recent article identified that SAT's will be digital only.

- The district did a good job with welcoming the new World Language Teachers.
- The SEPAG newsletter was outstanding.
- Elections will be held tomorrow and she reminded everyone to vote.
- Ms. Kwak recognized the NJ School Board Associations' hard work in providing a productive and informative workshop. Dr. Schwarz presented at the workshop. The Asian American and Pacific Islander informal caucus was held and was a productive session.
- Mr. Lembo announced that the trunk-or-treats and halloween parades took place.
 - *Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the Board Member announcements starting at 03:26:54.*

XIV. BOARD COMMITTEE REPORTS

Mr. Lembo reported the Federated meeting updates:

- Reminded everyone to vote tomorrow.
- They will be using group spot more to ensure everyone receives the same messages.
- The Wizards game is scheduled for February 25.

Ms. Brogan reported the Safety Committee meeting updates:

- There is a reawakening of the partnership between the Village and the Schools. There is an increased attention to sight lines, notices have been sent to homeowners that have corner properties.
- There was increased striping for Morningside and Hamilton intersection to improve safety for students who walk to school.

Mr. Dani reported the Green Ridgewood meeting updates:

- Looking to increase schools involvement in activities such as Daffodil Festival and Earth Day activities to increase student presence.

- *Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the full committee reports starting at 03:33:48.*

XV. DISCUSSION ITEMS

Ms. Kwak followed up on the Board goals and reiterated that these are the points that have been percolating amongst them:

1. Reorganization of the committee structure
2. Flood mitigation assessment
3. Board training to understand responsibilities and roles
4. Reviewing the feasibility of intramural sports districtwide
5. Ensuring annual school board elections are reestablished starting with the November 2024 election

- *Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the discussion items conversation starting at 03:39:18.*

XVI. ACCEPTANCE OF MINUTES

N/A

XVII. OTHER BUSINESS

A. Special Resolution

WHEREAS, the Ridgewood Board of Education sets forth policies and regulations that ensure the safety, security, respect, and academic progress of all students, and.

WHEREAS, on Friday, November 3, 2023, interfaith leaders representing the Ridgewood community issued the following public statement:

Here in Ridgewood, we are one community. There isn't your community or my community. There is only our community. We recognize the pain and suffering of all those affected in our community by the crisis in the Middle East;

We the community and faith leaders, of Muslim, Jewish, and other faiths urge respect during these tragic times in the Middle East;

We agree in condemning terrorism, mourning the loss of innocent life - regardless of faith or ethnicity – and coming together as a community. While we may disagree on political and other issues, we are all bound by a common decency as neighbors and as Americans;

We urge our fellow citizens to remember that what unites us is far greater than what divides us and that we agree on far more than we disagree;

We ask our fellow citizens of opposing views to respect and to listen to each other, to show empathy and to set an example for our community and nation in civil discourse;

We completely denounce any act of violence, Islamophobia, Antisemitism or disrespect here in the United States in the name of any cause;

We hope for a world of safety, security, freedom and self-determination for all; Israelis and Palestinians alike.

We are fortunate to call the United States our home where we live in peace, safety and freedom amongst our diverse faiths, ethnicities and viewpoints;

We pray for that same peace, safety and freedom for Christians, Jews and Muslims alike in the Middle East and call for mutual respect for human rights for all and an end to the violence;

God bless all of our neighbors and these United States of America.

BE IT RESOLVED, that the Ridgewood Board of Education expresses its appreciation for this interfaith message of peace and unity within the Ridgewood community.

MOTION by: Mr. Mahmoud

SECOND by: Ms. Brogan

ROLL CALL

AYES: Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo

NAYS: none

XVIII. COMMENTS FROM THE PUBLIC

- Laurie Weber, would like the Board to sit closer to allow the community to sit in the room with the Board. Provided some feedback about the testing presentation. Reported that she was not lying about an email dated November 6 to Somerville Hawes Dad Night with a return address and subject about voting on 11/7.
 - Mary Micale, complimented tonight's presenters on the NJSLA results and action plans. Provided feedback about the presentation.
 - Carolyn Holtz, excited by the prospect for long term solutions to solve the field flooding, suggested that an emergency plan be developed for when the fields flood.
 - Ann Loving, thanked the Board for remote meeting access. Requested an update to Dr. Schwarz's name card. She also received the text from the Somerville Dad's Night group.
 - Ha Lim Lee, questioned why non-European languages such as Chinese or Korean are not offered at the high school.
- Dr. Schwarz confirmed that the Ridgewood High School offers Mandarin as a course.
 - Mr. Lembo responded that he did not call the community member a liar, he had stated that there are false accusations regarding a text message. He sent an email to a friend group where they exchange sales of items, jokes, and support.
 - Visit [Ridgewood BOE Meeting 11/6/2023](#) to view the full public comments starting at 03:45:20.

XIX. MOTION TO GO INTO EXECUTIVE SESSION

N/A

XX. RECONVENED PUBLIC MEETING

N/A

XXI. ADJOURNMENT**MOTION** by: Mr. Lembo**SECOND** by: Ms. Brogan**VOICE VOTE:**Ms. Brogan, Mr. Dani, Mr. Mahmoud, Ms. Kwak, Mr. Lembo - *ALL AYES*

- **The Meeting was adjourned at 10:47 p.m.**

Respectfully Submitted,



Julie Kot
Business Administrator

Professional Development

BOE Date: 11/6/2023

Staff member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Sean Lynaugh (See cost change - was previously approved on 10/2/23)	NJ Council for Social Studies Conference NJ Council for Social Studies Piscataway, NJ 10/23/23	Professional Development	\$154.00	0
Joshua Saladino	NJ Council for Social Studies Conference NJ Council for Social Studies New Brunswick, NJ 10/23/23	Professional Development	\$90.00	0
Rebecca Teel	Binghamton University NJ Counselor Lunch Binghamton University Hackensack, NJ 10/25/23	Professional Development	\$0.00	0
Karli Raffo	Connection Over Compliance: A Compassionate Care Approach to Supporting Students with Emotional Regulation Impairment Lakeview Learning Center Virtual 10/27/23	Professional Development	\$0.00	0
Marisa Martell	New Jersey Jurisprudence Module The Federation of State Boards of Physical Therapy Virtual Self-Paced November and December, 2023	Professional Development	\$0.00	0
Natalie Bray	Culinary Institute Of America Educators Conference Culinary Intstitute of America Hyde Park, NY 11/7/23	Professional Development	\$0.00	0
Jeremy Greco	Culinary Institute Of America Educators Conference Culinary Intstitute of America Hyde Park, NY 11/7/23	Professional Development	\$0.00	0
Keith Cook	Safe Sports Zone New Jersey State Interscholastic Athletic Association Robbinsville, NJ 11/8/23	Professional Development	\$0.00	0

Laura Lauria	Chicago College Visits Northwestern University, University of Chicago, Loyola University, DePaul University Chicago, IL 11/8/23 - 11/10/23	Professional Development	\$698.00	0
Mark Schwarz	2023 - 2023 Innovation Summit The School Superintendents Association (AASA) Salt Lake City, UT 11/13/23 - 11/14/23	Professional Development	\$0.00	0
Michelle Fenwick	Special Ed. Directors Toolkit NJ Principals and Supervisors Association / Foundation for Educational Administration (NJPSA FEA) Monroe, NJ 11/17/23	Professional Development	\$197.76	0
Amanda Znutas	Special Ed. Directors Toolkit NJ Principals and Supervisors Association / Foundation for Educational Administration (NJPSA FEA) Monroe, NJ 11/17/23	Professional Development	\$194.32	0
Janel Nese	Special Ed. Directors Toolkit NJ Principals and Supervisors Association / Foundation for Educational Administration (NJPSA FEA) Monroe, NJ 11/17/23	Professional Development	\$149.00	0
Jeffrey Haas	NJ State Jazz Conference NJ Association for Jazz Education Newark, NJ 11/17/23	Professional Development	\$94.00	0
Gary Fink	NJ State Jazz Conference NJ Association for Jazz Education Newark, NJ 11/17/23	Professional Development	\$104.00	0
Ashley Onembo	Bergen County Math Supervisor Meeting River Dell High School Oradell, NJ 11/17/23	Professional Development	\$0.00	0
Lorna Oates-Santos	BCPSA Leadership Power Hour Bergen County Principals and Supervisors Association (BCPSA) Glen Rock, NJ, Ho-Ho-Kus, NJ and Ridgewood, NJ 11/29/23, 1/25/24 and 3/22/24	Professional Development	\$0.00	0
Justin Oh	PE Jam PE Jam Kinnelon, NJ 12/1/23	Professional Development	\$0.00	1

Michelle Fenwick	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$257.12	0
Amanda Znutas	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$256.22	0
Janel Nese	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$210.00	0
Megan Galanti	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$273.59	0
Christie Dearaujo	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$225.93	0
Marissa Madison	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23 and 12/2/23	Professional Development	\$295.00	1
Marisa Martell	Physical Therapy Ethics: Why PT's need to "own" their own practice to avoid ethical pitfalls Great Minds Seminars Virtual 12/5/23	Professional Development	\$49.50	0
Tara Taylor	NJSELA Winter Roundtable New Jersey Science Education Leadership Association (NJSELA) New Brunswick, NJ (Rutgers) 12/8/23	Professional Development	\$60.00	0
Kathleen Finnegan	Executive Function Skills: Elementary-age Strategies AEP Connections Virtual 12/13/23	Professional Development	\$109.00	0

Helen Chang	2nd Grade, Year 1 Measurement and Data and Geometry Conquer Mathematics Pompton Plains, NJ 12/15/23 and 2/7/24	Professional Development	\$378.00	2
Jessica Lintner	2nd Grade, Year 1: Measurement/Data and Geometry Conquer Mathematics Pompton Plains, NJ 1/18/24, 3/19/24	Professional Development	\$360.00	2
Michelle Fenwick	Winter Inclusion Leadership Conference New Jersey Coalition for Inclusive Education (NJCIE) Williamstown, NJ 1/19/24	Professional Development	\$37.56	0
Amanda Znutas	Winter Inclusion Leadership Conference New Jersey Coalition for Inclusive Education (NJCIE) Williamstown, NJ 1/19/24	Professional Development	\$97.85	0
Linda Demirjian	Exploring Economic Justice The College of New Jersey Ewing, NJ 1/25/24	Professional Development	\$362.65	0
Ashley Onembo	Building Thinking Classrooms in Mathematics Northern Valley Curriculum Center Professional Learning Demarest, NJ 1/30/24	Professional Development	\$220.00	0
Megan Galanti	Hot Issues in Special Education Law 2023-24 TMI/Legal One Virtual 2/1/24	Professional Development	\$0.00	0
Stephanie McAloon	Hot Issues in Special Education Law 2023-24 TMI/Legal One Virtual 2/1/24	Professional Development	\$0.00	0
Abigail Greenberg	American Choral Directors Association Eastern Region Conference 2024 American Choral Directors Association Providence, RI 2/28/24 - 3/2/24	Professional Development	\$1,532.20	3
Linda Demirjian	Supporting Literacy Engagement The College of New Jersey Ewing, NJ 3/8/24	Professional Development	\$362.65	0

The total cost for these conferences is \$6,614 (including the additional cost of Sean Lynaugh's PD). Upon Board approval of all of these conferences, the total expenditure for travel and conferences for 2023-24 will be \$54,731 leaving a balance of \$145,269.

The total cost of substitutes for these conferences is \$1,440. Upon board approval of these conferences, the total expenditure for substitutes for conferences for the 2023-24 school year will be \$17,760.

FIELD TRIPS FOR APPROVAL

November 6, 2023

ONE DAY TRIPS

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
11/8/23 - * Date change - previously approved on 10/16/23	Travell	Storm King Art Center, New Windsor, NY	66 5th Grade Students	10	1 - Sub Nurse and 1-Sub Teacher	\$160 - Sub Teacher and \$200 - Sub Nurse	\$1,710 Total: \$160 (Sub Teacher), \$200 (Sub Nurse) and \$1,150 (Bus)	Yes	Yes
11/11/23	RHS	Yale Certamen Tournament 2023, New Haven, CT	20 Latin Academic Team Members	2	0	\$0	\$1,000 (Bus and Driver)	Yes	Yes
11/14/23	GW	Choir Visit, Ridgewood High School, Ridgewood, NJ	61 8th Grade Chorus Members	3	.5 (AM Only)	\$80	\$380 = 80 (Sub Teacher) and \$300 (Bus)	No	Yes
11/15/23	RHS	Museum of Modern Art, New York, NY	43 AP Studio Art I and II Students	4	0	\$0	\$0	No	Yes
11/18/23	RHS	Randolph Fall Classic, Randolph High School, Randolph, NJ	20 Speech and Debate Members	1	0	\$0	\$790 (Bus and Driver)	No	Yes
11/21/23	Hawes	Ridgewood Public Library and the Police Station, Ridgewood, NJ	45 2nd Grade Students	9	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	Yes	Yes
12/1/23	RHS	Ridgewood Downtown for the Holidays, Ridgewood, NJ	25 Carolers	2	0	\$0	\$0	Yes	Yes
12/3/23	RHS	Valley Hospital Tree Lighting, Ridgewood, NJ	25 Carolers	2	0	\$0	\$0	Yes	Yes
12/7/23	RHS	Ed Center and First Presbyterian Church, Ridgewood, NJ	25 Carolers	2	0	\$0	\$373 (Bus)	Yes	Yes
12/14/23	RHS	Metropolitan Museum of Art, New York, NY	75 AP Art History Students	4	0	\$0	\$700 (Bus)	Yes	Yes
12/15/23	RHS	Google, New York, NY	50 Girls Who Code Members	2	0	\$0	\$750 (Bus)	Yes	Yes
1/5/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
1/12/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes

FIELD TRIPS FOR APPROVAL

November 6, 2023

ONE DAY TRIPS

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
1/18/24	Travell	NY Philharmonic Young People's Concert for Schools, Lincoln Center, New York, NY	62 4th Grade Students	9	1 - Sub Teacher and 1 - Sub Nurse	\$160 (Sub Teacher) and \$200 (Sub Nurse)	\$1,610 = \$1,250 (Bus and Driver), \$160 (Sub Teacher and \$200 (Sub Nurse)	No	Yes
1/19/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
1/26/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
2/1/24	RHS	Model UN, Bergen Academies, Hackensack, NJ	20 Model UN Members	1	0	\$0	\$400 (Bus and Driver)	Yes	Yes
2/2/24	RHS	Model UN, Bergen Academies, Hackensack, NJ	20 Model UN Members	1	0	\$0	\$400 (Bus and Driver)	Yes	Yes
2/2/24	Somerville	Liberty Science Center, Jersey City, NJ	65 5th Grade Students	14	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	Yes	Yes
2/2/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
3/14/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
3/21/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
3/21/24	Somerville	& Juliet, Sondheim Theater, New York, NY	55 Broadway Bound Club Members	58	0	\$0	\$0	No	Yes
4/4/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
4/11/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
4/17/24 - * Date change - previously approved on 10/16/23	Ridge	Liberty Science Center, Jersey City, NJ	100 4th Grade Students	32	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	No	Yes
4/18/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes

FIELD TRIPS FOR APPROVAL

November 6, 2023

ONE DAY TRIPS

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
5/2/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
5/3/24	Somerville	Paper Mill Playhouse, Millburn, NJ	61 1st Grade Students	15	0	\$200	\$200 (Sub Nurse)	No	Yes
5/16/24	Orchard	Turtle Back Zoo, West Orange, NJ	54 1st Grade Students	28	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	No	Yes
6/7/24	BF	Music in the Parks, Jackson High School, Jackson, NJ	155 8th Grade Students	10	5 - Sub Teachers and 1 Sub Nurse	\$1,000	\$1,000 = \$200 (Sub Nurse) and \$800 (Sub Teachers)	No	Yes
6/13/24	Somerville	Woodmont Day Camp, New City, NY	65 5th Grade Students	11	0	\$0	\$0	Yes	Yes

Date	School	Location	Approx # and Group of Students	# of Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ \$200 per Overnight	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Est. Total Cost to District	Annual Event	Meets Requirements
3/23/24 - 3/28/24 * Location change - previously approved on 6/26/23	RHS	Changed to: Universal Studios, KSA Events, Orlando, FLESPN Wide World of Sports - 2024 Disney Softball Spring Training, Orlando, FL	24 Varsity Girls Softball Players	3	0	\$0	0	0	0	Yes	Yes
5/1/24 - 5/3/24	BF	Boston, MA	215 8th Grade Students	0	15 (2 nights each)	\$6,400	Sub Nurse (3 days)	\$600	\$7,000 = \$6,400 (Chaperones) and \$600 (Sub Nurse)	Yes	Yes
5/8/23 - 5/10/24	GW	Washington, DC	210 8th Grade Students	10	14 (2 nights each)	\$5,600	Sub Nurse (3 days)	\$600	\$6,200 = \$5,600 (Chaperones) and \$600 (Sub Nurse)	Yes	Yes
6/20/24 - 6/24/24	RHS	Johns Brook Lodge, Keene Valley, NY	24 ALPS Members	2	4 (3 nights each)	\$2,400	0	\$0.00	\$2,400 (Chaperones)	Yes	Yes

JOB DESCRIPTION

I. Title: Budget, Accounting and Reporting Specialist

II. Qualifications:

- A. Bachelor's Degree or equivalent job experience as determined by the Administration;
- B. Requires knowledge of GAAP Accounting;
- C. Minimum three years school accounting experience;
- D. Knowledge of Microsoft Word, Excel, QuickBooks and CSI required.
- E. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- G. Such alternatives to the above qualifications as allowed by law and acceptable to the Board.

III. Position Summary:

The Budget, Accounting and Reporting Specialist assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Business Office.

IV. Reports to:

The Budget, Accounting and Reporting Specialist shall take direction from and be evaluated by the School Business Administrator/Board Secretary or designee.

V. Major Duties and Responsibilities:

- 1. Assists the School Business Administrator/Board Secretary in the preparation, administration, supervision, and control of the district budget.
- 2. Assists with all bookkeeping functions for the district including depositing and booking cash receipts, making electronic transfers, preparing journal entries, and preparing reports at the direction of the School Business Administrator/Board Secretary.
- 3. Prepares invoices for tuition and other fees charged by the district, and maintains records in the district accounting software.
- 4. Assists the School Business Administrator/Board Secretary in preparing, entering, and submitting monthly, quarterly, and annual reports to the County and State Department of Education.
- 5. Assists in the oversight of purchasing operations and Accounts Payable staff, ensuring adherence to State procurement regulations and bidding laws for public schools.
- 6. Acts as liaison to the school district auditor in providing information during the year-end financial audit.
- 7. Oversees maintenance of fixed asset inventory in compliance with GASB 34.
- 8. Manages and ensures timely payments in accordance with district Lease/Purchase Agreements and repayments of interest and principal on outstanding Bond obligations.
- 9. Coordinates closing of books at fiscal year-end including reconciling outstanding purchase orders and reserve accounts to actual commitments and the proper close out of Petty Cash funds.

10. Audits food services cash receipts and reimbursement vouchers on a monthly basis.
11. Prepares monthly internal bank and general ledger reconciliations and works with the Treasurer of School Monies to identify and resolve any discrepancies between the accounting software and bank statements.
12. Prepares, for review by the School Business Administrator/Board Secretary, the monthly Board Secretary's Report and monthly Transfer Report in accordance with state law and district procedures.
13. Assists in the preparation and submission of federal and state grant reimbursement requests through the state EWEG system.
14. Assists in training staff on procurement and accountability regulations.
15. Assists building staff with the proper accounting and maintenance of Student Activities Funds.
16. Performs other financial analyses as required by the School Business Administrator/Board Secretary and as may be necessary for budget and negotiations.
17. Reports to the School Business Administrator on the accounting affairs of the district and recommends changes and improvements as needed.
18. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary.
19. Maintains confidentiality of all Business Office and personnel matters.
20. Performs such other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary or designee.

VI. Terms of Employment: Twelve month; Non-Affiliated

VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Mark Schwarz, Ed.D
Superintendent of Schools

Approved by Board: 11/06/2023

JOB DESCRIPTION

I. Title: Supervisor of Transportation and Operations

II. Qualifications:

- A. Bachelor's Degree or equivalent job experience as determined by the Administration;
- B. Must possess a valid New Jersey School Transportation Supervisor Certificate, or be willing to obtain;
- C. Minimum three years public school transportation experience;
- D. Valid Commercial Driver's License (CDL) with passenger (P) and school (S) endorsements preferred;
- E. Strong working knowledge of Microsoft Word, Excel, G-Suite, and public school accounting software;
- F. Ability to implement and maintain transportation routing software;
- G. Knowledge of Food Service vendor operations and Building & Grounds operations in public schools required.
- H. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- I. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- J. Such alternatives to the above qualifications as allowed by law and acceptable to the Board.

III. Position Summary:

The Supervisor of Transportation and Operations assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Transportation, Food Services, and Building & Grounds Departments.

IV. Reports to:

The Supervisor of Transportation and Operations shall take direction from and be evaluated by the School Business Administrator/Board Secretary or designee.

V. Major Duties and Responsibilities:

- 1. Develops and administers a transportation program to meet all daily transportation requirements to-and-from school, and for co-curricular activities and athletics as needed.
- 2. Oversees bus routing and scheduling for all public, non-public, and special education students within and outside of the district in cooperation with appropriate administrators and external agencies/vendors.
- 3. Recruits, trains, tracks licenses, supervises and evaluates transportation personnel and makes recommendations regarding employment, transfer, promotion, and termination.
- 4. Develops plans for preventive maintenance of buildings and equipment (including district-owned buses) and ensures all district-owned equipment is properly maintained.
- 5. Ensures district-owned buses are inspection-ready for the New Jersey Division of Motor Vehicles.
- 6. Prepares the district's annual Transportation budget.

7. In conjunction with the Supervisor of Buildings and Grounds, prepares the annual Buildings & Grounds budget.
8. Oversees Food Services Management Company (FSMC) operations to ensure adherence to contractual obligations.
9. Liaises with FSMC and parents to resolve complaints/concerns regarding food service and cafeteria operations.
10. Authorizes transportation, food services, and facilities related purchases in accordance with budgetary limitations and procurement regulations.
11. Maintains transportation safety standards conforming to state and insurance regulations and develops a program of preventive safety.
12. Schedules and coordinates annual school bus drills and ensures compliance and maintenance of records in accordance with state laws.
13. Interprets to the Board, administration, and the public, as appropriate, federal and state standards and guidelines regarding student transportation, food services, and facilities.
14. Prepares and processes Aid-In-Lieu of Transportation payments and Parental Transportation Contracts.
15. Develops recommendations for future transportation and facilities equipment and personnel needs.
16. Responds to complaints regarding district transportation and maintains a professional relationship between the district and parents/community, third-party transportation providers, and the Region I consortium.
17. Prepares and submits the District Report of Transported Resident Students (DRTRS) annually as required by the State of New Jersey.
18. Coordinates transportation in emergency situations. Takes calls after hours to facilitate student transportation matters.
19. Attends Committee meetings, Board meetings, staff meetings and professional conferences as requested by the Manager of Maintenance and Custodial Services and/or School Business Administrator/Board Secretary.
20. Presents information to stakeholders as requested by the School Business Administrator/Board Secretary.
21. Monitors and approves overtime and charge-backs from the district's outsourced custodial and maintenance vendor.
22. Cultivates and maintains positive vendor relationships.
23. Assists the Manager of Maintenance and Custodial Services and School Business Administrator/Board Secretary in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services and staff.
24. Assists in the creation of the annual M-1 and Comprehensive Maintenance Plan (CMP) and other reports for submission to the Department of Education.
25. Assists in the development and implementation of the district's Long-Range Facilities Plan (LRFP).
26. Assists in the preparation of the annual Health and Safety Evaluation of School Buildings Facilities Checklists and submission to the Department of Education of the annual Statement of Assurance.
27. Participate in the collection and preparation of data for QSAC and the annual audit as related to Transportation, Food Services, and Buildings & Grounds Departments.
28. Reports and monitors Buildings & Grounds related insurance claims with Insurance Broker and Insurance Carrier.
29. Assists in collecting data and communicating with district Insurance Brokers and FEMA representatives in the event of a state of emergency impacting school facilities.
30. Reports to the School Business Administrator/Board Secretary on the affairs of the district's transportation, food services, and facilities operations and recommends changes

and improvements as needed.

31. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary or designee.
32. Maintains confidentiality of all Business Office and personnel matters.
33. Performs such other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary or designee.

VI. Terms of Employment: Twelve month; Non-Affiliated

VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Mark Schwarz, Ed.D
Superintendent of Schools

Approved by Board: 11/06/2023

**RIDGEWOOD HIGH SCHOOL
WINTER 2023-2024 COACHING ASSIGNMENTS**

Name	Position	Step	Ratio*	Total Salary	1/2 Salary 1/15/2024	1/2 Salary 2/15/2024
Troy, Michael	Head Boys Basketball	IV	0.110	10,578.00	5,289.00	5,289.00
Hommen, Kurt	Assistant Boys Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Neville, Ben	Assistant Boys Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Mitchell, Michael	Head Girls Basketball	IV	0.110	10,578.00	5,289.00	5,289.00
Kadus, Christopher	Assistant Girls Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Mende, Allison	Assistant Girls Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Watson, Torrance	Head Wrestling	IV	0.110	10,578.00	5,289.00	5,289.00
Hayes, Kenneth	Assistant Wrestling	III	0.065	6,251.00	3,125.50	3,125.50
Saladino, Joshua	Head Indoor Track	IV	0.110	10,578.00	5,289.00	5,289.00
Schoepfer, Warren	Assistant Indoor Track	IV	0.070	6,732.00	3,366.00	3,366.00
Ryan, Patrick	Assistant Indoor Track	IV	0.070	6,732.00	3,366.00	3,366.00
Bennett, Richard	Head Bowling	IV	0.077	7,405.00	3,702.50	3,702.50
Schulke, Kyle	Head Boys/Girls Swimming	IV	0.110	10,578.00	5,289.00	5,289.00
Tobin, Deirdre	Assistant Swimming	IV	0.070	6,732.00	3,366.00	3,366.00
Lucchesi, Michael	Head Ice Hockey	IV	0.110	10,578.00	5,289.00	5,289.00
Cronk, Paul	Assistant Ice Hockey	IV	0.070	6,732.00	3,366.00	3,366.00
Torre, AJ	Assistant Ice Hockey	III	0.065	6,251.00	3,125.50	3,125.50
Centrelli, Erica	Head Cheerleader Advisor	IV	0.077	7,405.00	3,702.50	3,702.50
Velez, Kaila	Assist. Cheerleader Advisor	II	0.030	2,885.00	1,442.50	1,442.50
Beyer, James	Winter Site Manager			\$5,000.00	\$2,500.00	\$2,500.00
Totals				147,521.00	49,173.67	49,173.67
*Ratio is applied to the B.A. Maximum:				\$96,167		