

Ringwood Public Schools Board of Education

Business Meeting

November 28, 2011 7:30 PM

Martin J. Ryerson Middle School Media Center

AGENDA

I. CALL TO ORDER

- A. Flag Salute
- B. Open Public Meetings Act
- C. Roll Call

Special Presentation by Paul Cuva, District Auditor, regarding the Auditors' Management Report on Administrative Findings and Comprehensive Annual Financial Report for fiscal year ending June 30, 2011.

II. PUBLIC PARTICIPATION I

III. EXECUTIVE SESSION

IV. SUPERINTENDENT'S REPORT

V. BOARD PRESIDENT'S REPORT

VI. SBA/BOARD SECRETARY'S REPORT

VII. CORRESPONDENCE

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3. Approve the Ringwood School District **Payroll** in the amounts listed.

for October 14, 2011 in the amount of \$629,376.96
for October 28, 2011 in the amount of \$615,509.80
4. Approve the **Board Secretary’s Final Report for June, 2011**, and the submission to the Passaic County Office of the N.J. Department of Education.
5. Approve the **Board Secretary’s Report** for July and August, 2011.
6. Approve the **Treasurer’s Final Report for June, 2011**, and the submission to the Passaic County Office of the N. J. Department of Education.
7. Approve the **Treasurer’s Report** for July and August, 2011.
8. Approve the monthly **Transfers** for the month of July 2011 and August 2011, as attached.
9. Approve the following **Transfer** for the month of July 2011 to adjust **Health Benefits** allocation for Central Services and Administration Information Technology. This transfer exceeds the 10% transfer limit and must be reported to the Executive County Superintendent for approval.

<u>FROM</u>	<u>TO</u>	
11-190-100-270-31-0000	11-000-251-270-31-0000	\$14,350.78
11-204-100-270-31-0000	11-000-251-270-31-0000	8,146.70
11-214-100-270-31-0000	11-000-251-270-31-0000	15,372.87
11-230-100-270-31-0000	11-000-251-270-31-0000	<u>3,782.89</u>
Total		\$41,653.24

10. Approve the following **Transfer** for the month of July 2011 **to cover the increase cost for hiring Manchester Regional High School Shared Technology Services** for the 2011-2012 school year. This transfer exceeds the 10% transfer limit and must be reported to the Executive County Superintendent for approval.

<u>FROM</u>	<u>TO</u>	
11-000-261-420-01-4400	11-000-252-330-20-0035	\$6,320.00
11-000-261-420-02-4400	11-000-252-330-20-0035	6,320.00
11-000-261-420-03-4400	11-000-252-330-20-0035	6,320.00
11-000-261-420-04-4400	11-000-252-330-20-0035	6,320.00
11-000-261-420-31-7200	11-000-252-330-20-0035	6,320.00
11-000-261-420-31-8700	11-000-252-330-20-0035	<u>6,325.00</u>
Total		\$37,925.00

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D. Personnel

1. Approve, upon the recommendation of the Superintendent, the appointment of the following as **Substitute Personnel** for the 2011-2012 school year, pending completion of all State and Board employment requirements and approval of application to the County Superintendent pursuant to N.J.S.A. 18A: 6-7.2 et seq.

County Substitute Teachers

Michael DiChiara
Audrey Lidskey
Paul Rolfe
Catherine Thorne
Jaclyn Turi

State Substitute Teachers

Michele Adams
Robert Anfang

Substitute Paraprofessionals

Audrey Lidskey

SUBSTITUTE NURSE

Florence Buonomo

SUBSTITUTE SECRETARY

Debbie Garrison
Audrey Lidskey

SUBSTITUTE CUSTODIANS

James Morreale

2. Approve the *reappointment* of the following **Substitutes** for the 2011-2012 school year.

CUSTODIANS

Richard Buurman
Juan Cazorola
George Halbohm
Carolyn Flynn
Tina Stephens
Stephen Steussing
Mark VanDerLaan

COUNTY SUB TEACHERS

David Bright

3. Approve **movement on the guide** for the 2011-2012 school year as listed. Payment will be delayed until March 1, 2012 retroactive to September 1, 2011, per Article XVII, J of the REA agreement with the Ringwood Board of Education.

Pamela Baldisserotto

FROM:	Step 14	MA	\$89,075 + Longevity \$1, 875 =	\$90,950
TO:	Step 14	MA+30	\$93,135 + Longevity \$1,985 =	\$95,120

10. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Richard Ballard**, to the permanent position as a Bus Paraprofessional, at Step 1, \$11.17/hour, 2 ¼ hours/day, 5 days/week, no medical benefits, effective December 4, 2011, for the 2011-2012 school year.

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11. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Diane Brunda**, to the permanent position as a Personal Paraprofessional, requiring ABA experience, at E. G. Hewitt School at an hourly rate of \$21.00/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective December 4, 2011, for the 2011-2012 school year.
12. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Karen Feola**, to the permanent position as an ABA Therapist for the R.E.A.L.M. program, at Peter Cooper School at an hourly rate of \$21.00/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective December 9, 2011, for the 2011-2012 school year.
13. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Heather Romanowski**, to the permanent position as a Bus Paraprofessional, at Step 1, \$11.17/hour, 2 hours/day, 5 days/week, no medical benefits, effective December 4, 2011, for the 2011-2012 school year.
14. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Chelsea Schubart**, to the permanent position as an ABA Therapist for the R.E.A.L.M. program, at Peter Cooper School at an hourly rate of \$21.00/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective November 29, 2011, for the 2011-2012 school year.
15. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **LeAnne Young**, to the permanent position as a Playground/Cafeteria Paraprofessional at M. J. Ryerson School at Step 1, \$11.17/hour for 2.5 hours/day, 12.5 hours/week, no medical benefits, effective December 5, 2011, for the 2011-2012 school year.
16. Approve, upon the recommendation of the Superintendent, from a ninety-day (90) probationary appointment, the appointment of **Jessica Zwerin**, to the permanent position as a Personal Paraprofessional, requiring experience with the visually impaired and Braille fluency, at Robert Erskine School at an hourly rate of \$25.27/hour, 5.98 hrs./day, for a total of 29.9 hrs./week, no medical benefits, effective December 5, 2011, for the 2011-2012 school year.
17. Approve, the *reimbursement of unused sick leave*, for **Sharon Cole**, Bus Driver, in the total amount of \$500 for 12.5 unused sick days @ \$40.00/day per the Ringwood Bus Drivers Association Agreement, Article X, Section 1.b. Ms. Cole resigned from her position effective August 20, 2011.
18. Approve, upon the recommendation of the Superintendent, the appointment of **David Cook** as a Bus Driver effective November 9, 2011 at Step 1, \$18.72 per hour, minimum of 4 $\frac{3}{4}$ hours/day, 5 days/week, no medical benefits, for a sixty (60) day probationary period (February 15, 2012), for the 2011-2012 school year, pending completion of all State and Board employment requirements and approvals. Mr. Cook is replacing Roberta Milligan who retired.

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21. Approve, upon the recommendation of the Superintendent, the appointment of **Christy Mastrolia** as a Paraprofessional at Robert Erskine School at Step 1, \$11.17/hour, for 5.98 hours/day, 29.9 hours per week, no medical benefits, effective November 28, 2011 for a ninety (90) day probationary period (February 25, 2012) for the 2011-2012 school year pending completion of all State and Board employment requirements and approvals. Ms. Mastrolia is replacing Eva Shellhammer, who resigned.
22. Approve, upon the recommendation of the Superintendent, the appointment of **Jamie Tielve** as an ABA Therapist at M. J. Ryerson School at the rate of \$21.00 per hour for 5.98 hours/day, 29.9 hours per week, no medical benefits, effective November 28, 2011 for a ninety (90) day probationary period (February 25, 2012) for the 2011-2012 school year pending completion of all State and Board employment requirements and approvals. Ms. Tielve is replacing Kristie Ashe, who resigned.
23. Approve, upon the recommendation of the Superintendent, the increase in hours for **Lisa Romanowski**, Bus Paraprofessional, from 3 hours/day to 4 hours/day effective November 22, 2011 for the 2011-2012 school year. Ms. Romanowski has been transferred to Rickey Hnath's route. Mr. Hnath has resigned.

E. Curriculum/Instruction

1. Approve, upon the recommendation of the Superintendent, the appointment of the listed **parents as volunteers** in the schools listed, for the 2011-2012 school year.

Robert Erskine School

Heather Caldwell
Tamo-Jo Faller
Kathryn Grant
Erika Haedo

E. G. Hewitt School

Bernadette Callahan

2. Approve the *increase in hours worked* for **Patti Bahoosh-Binko**, part-time Certified Occupational Therapy Assistant (COTA), for a maximum of twelve (12) hours per week (from ten hours/week previously approved) when school is in session, for the 2011-2012 school year. This increase is due to remain in compliance of students' IEP. (RFP's were solicited for this service to ensure the District receives the highest quality service at a fair and competitive price.)

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F. District Operations

1. Approve the execution of the **School Bus Emergency Evacuation Drills** conducted at each of the following schools in accordance with the New Jersey Administrative Code (NJAC 6A:27-11.2):

DATE OF DRILL	TIME	SCHOOL	LOCATION	ROUTE #	SUPERVISOR OF DRILL
10/17/2011	8:45 a.m.	St. Catherines of Bologna	Upper Parking Lot	P-2, P-3, P-4, P-5, P-6	Sr. Theresa Firenze, Principal
10/20/2011	2:00 p.m.	Martin J. Ryerson Middle School	Driveway in Front of School – Normal Bus Lineup	R1, R2, R3, R4, R5, R6, R7, R8, R9	Mr. Paul Scutti, Principal
10/21/2011	6:50 a.m./ 7:10 a.m.	Lakeland Regional High School	Back Driveway Behind Both Buildings	502, 503, 505, 506, 509, 510, LC1, LC2, LC3	Mr. Michael Leary, BA/BS
10/24/2011	8:44 a.m.	Skylands School	Side Parking Lot at Martin J. Ryerson M.S.	S10J	Ms. Rosemarie Lakawicz, Coordinator
10/25/2011	7:45 a.m.	St. Francis of Assisi	Father Hayes Side of Exit Driveway	SF1/SM1	Ms. Madeline Dietz
10/25/2011	8:00 a.m.	Ringwood Christian School	Parking Lot of Church/School	RC1	Dr. Donna Furrey, Principal
10/25/2011	8:00 a.m.	St. Mary's School	Street in Front of St. Mary's	SM1	Mrs. Carol LaSalle, Principal
10/25/2011	8:35 a.m.	Wanaque Elementary School	Side Parking Lot Where Ringwood Busses Line Up for Drop Off and Pick Up	W70/STF	Mr. Paul Stark, Teacher-in-Charge
10/25/2011	8:45 a.m./12:15 p.m.	Peter Cooper Elementary School	Driveway in Front of School	C1, C2, C3, C4, C5, C6, S10J-S10B-S10P (PIE/REALMS); PC11	Mr. Michael Sutcliffe, Principal
11/8/2011	8:45 a.m./9:15 a.m./ 12:15 p.m.	Robert Erskine Elementary School	Upper Parking Lot	E1, E2, E3, E4, E5, E6, PE11, PE12	Ms. Nancy Dondero, Principal

2. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for Lakeland Regional Board of Education for the 2011 - 2012 school year as listed.

Route #	Students	Miles	Total
502	111	29	\$ 27,923.43
503	59	18	\$ 23,102.51
505	76	16	\$ 23,111.80
506	62	9	\$ 22,539.04
509	68	11	\$ 22,696.30
510	70	13	\$ 22,879.60
PC-2	65	55	\$ 38,527.73
TOTAL ROUTE COSTS			\$180,780.41

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3. Approve, as per the **Shared Services Inter-Local Agreement between Lakeland Regional Board of Education and the Ringwood Board of Education**, whenever Lakeland Regional High School cannot transport its students for any school related activities (trips), the Ringwood Board of Education will provide transportation at a cost of \$60.00 per hour for weekday activities, and \$65.00 per hour for weekend activities, for the 2011 – 2012 school year. Activities are varying, documented and calculated by trip forms and time sheets, then submitted to Lakeland Regional High School for payment on a monthly basis.
4. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for the Inter-Local Agreement with the Borough of Ringwood to provide courtesy busing for the local high school students due to safety reasons for the 2011–2012 school year.

Route #	Students	Miles	Total
LC-1	73	10	\$22,976.10
LC-2	62	8	\$22,821.30
LC-3	57	6	\$22,752.00
TOTAL ROUTE COSTS			\$68,549.40

5. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for St. Francis, and Wanaque Elementary, **Route #SF1** for the 2011-2012 school year as follows:

5 Ringwood Students	for 9 miles	for a cost of	\$ 4,964.93
10 Wanaque Parochial	for 4 miles	for a cost of	\$ 7,765.66
24 Wanaque Public	for 12 miles	for a cost of	\$12,730.59
TOTAL COST TO WANAQUE			\$20,496.25
TOTAL ROUTE COST			\$25,461.19

6. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for St. Mary's, **Route #SM1** for the 2011-2012 school year as follows:

5 Ringwood Students	for 22.0 miles	for a cost of	\$10,560.96
34 Wanaque Parochial	for 18.0 miles	for a cost of	\$24,642.23
TOTAL COST TO WANAQUE			\$24,642.23
TOTAL ROUTE COST			\$35,203.18

7. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for Wanaque Elementary School, **Route #W70** for the 2011-2012 school year as follows:

24 Wanaque Public	for 20 miles	for a cost of	\$19,033.39
TOTAL COST TO WANAQUE			\$19,033.39

8. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** for St. Catherine's of Bologna, **Route #P6** for the 2011-2012 school year as follows:

32 Ringwood Students	for 20.0 miles	for a cost of	\$19,859.73
9 Wanaque Parochial	for 10.0 miles	for a cost of	\$ 5,601.46
TOTAL COST TO WANAQUE			\$ 5,601.46
TOTAL ROUTE COST			\$25,461.19

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9. Approve the **Bus Route Cost Analysis/ Transportation Jointure Agreement** for the Windsor Learning Center, Pompton Lakes, **Route S-40J** for the 2011–2012 school year as follows:

3 Ringwood Students	for 20 miles	for a cost of	\$37,512.46
2 Wanaque Students	for 12 miles	for a cost of	\$16,853.42
Bus Aide for 1 Wanaque Student		for a cost of	\$ 5,984.58
TOTAL COST TO WANAQUE			\$22,838.00
TOTAL ROUTE COST			\$60,350.46

10. Approve the **Bus Route Cost Analysis/ Transportation Jointure Agreement** for the Windsor Learning Center, Pompton Lakes, **Route SS45J** for the 2011–2012 EXTENDED SCHOOL YEAR a total of 30 days as follows:

2 Ringwood Students	for 20 miles	for a cost of	\$3,897.03
2 Wanaque Students	for 12 miles	for a cost of	\$3,897.03
Bus Aide for 1 Wanaque Student		for a cost of	\$1,483.57
TOTAL COST TO WANAQUE			\$5,380.60
TOTAL ROUTE COST			\$9,277.64

11. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** with the Sussex County Regional Cooperative for the Skylands School, Ringwood, **Route SS15J** for the 2011–2012 EXTENDED SCHOOL YEAR as follows:

1 Montague Student	for 6 miles	for a cost of	\$1,496.02
1 Ringwood Student	for 6 miles	for a cost of	\$1,496.02
TOTAL ROUTE COST with Aide			\$2,992.04

12. Approve the **Bus Route Cost Analysis/Transportation Jointure Agreement** with the Sussex County Regional Cooperative for the Skylands School, Ringwood, **Route S10J** for the 2011–2012 school year as follows:

1 Montague Student	for 6 miles	for a cost of	\$ 4,282.76
13 Ringwood Students	for 32 miles	for a cost of	\$49,251.75
TOTAL ROUTE COST with Aide			\$53,534.51

13. Approve the **Emergency Bus Stops and Routes** for the 2011–2012 School Year for delayed opening/early dismissal due to inclement weather, as attached.

14. Approve to **participate in** the Lakeland Regional High School, Wanaque, NJ **Work Study Program** “Structured Learning Experience” (SLE) whereas interns are placed in the Ringwood schools as volunteers, for the 2011-2012 school year.

15. Approve the submission of the district’s 2011-2012 **Comprehensive Maintenance Plan** to the New Jersey State Department of Education, Passaic County office, which includes the Annual Maintenance Budget Amount Worksheet (Form M-1), Detail Actual Expenditure by Year by Building Worksheet, and The Comprehensive Maintenance Plan Report for each school.

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16. *WHEREAS*, a number of educational entities have joined together to form a Joint Insurance Fund as permitted by Chapter 108 Laws of 1983 (18A:18B *et. seq.*); and

WHEREAS, the statutes governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the Ringwood Board of Education, hereafter referred to as "**Educational Facility**" has previously determined that membership in the School Alliance Insurance Fund, hereafter referred to as "**Fund**", is in the best interest of the **Educational Facility**; and

WHEREAS, the **Educational Facility** is currently a member of the Fund and is provided general liability, auto liability, property and school leaders professional liability coverage; and

WHEREAS, the **Educational Facility** has determined that it is in their best interest to expand their lines of coverage through the **Fund**; and

NOW THEREFORE, BE IT RESOLVED that the **Educational Facility** agrees to participate in the **Fund** for the following coverages effective January 1, 2012 until July 1, 2013.

Workers' Compensation Coverage

NOW THEREFORE, BE IT RESOLVED, the **Educational Entity's** Fund Commissioner is authorized and directed to execute all other documents signifying participation for the lines of coverage stated above and to deliver same to the Administrator of the **Fund**.

17. Approve the **District-Wide School Annex School Emergency Operations Plan** for the 2011-2012 school year, as attached.
18. Approve the acceptance of the School District of the Borough of Ringwood Auditors' Management Report on Administrative Findings and Comprehensive Annual Financial Report for fiscal year ending June 30, 2011. The auditors noted one recommendation under Financial Planning, Accounting and Reporting.

Board Secretary's Records

Findings: The District transferred funds to School Administration and Central Services Line Items that on a cumulative basis exceeded 10 percent of the total amount of the original budget for those line items without proper department approval.

Recommendations

Executive County Superintendent approval should be requested for any transfer to an Advertised Administrative Account that is cumulatively more than 10 percent of the original budget for that account. The District should maintain documentation that substantiates the request was received by the Executive County Superintendent when written approval is received.

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- 19 Approve the acceptance of the School District of the Borough of Ringwood Auditors' Management Report on Compliance with Requirements Applicable to each Major Federal and State Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 and N.J. OMB Circular 04-04. The district was required to undergo a federal single audit in which there were no deficiencies noted. (School districts are required to have a federal single audit completed when they receive awards totaling \$500,000 or more of federal money).

G. General

1. APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES

RESOLVED, that the Ringwood Board of Education approves the following employees to attend the conferences/workshops which are being held on the dates and in the locations indicated below; and

WHEREAS, the attendance at stated functions was previously approved by the Superintendent of Schools as work related and within the scope of the work responsibilities of the attendees and the school district's professional developmental plan; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions will be in compliance with state travel payment guidelines established by the Department of Treasury and the federal Office of Management and Budget;

THEREFORE BE IT RESOLVED, that upon the recommendation of the Ringwood Township Board of Education approves these attendances; and

THEREFORE, BE IT FURTHER RESOLVED, that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines:

EMPLOYEE NAME	WORKSHOP DATE	WORKSHOP NAME & LOCATION	REG. \$	LODGING \$	TRAVEL \$	MEALS \$	EST. TOTAL \$
Bariso, J.	1/26/12	Cutting Edge Technology, Parsippany, NJ	225.00	-0-	18.09	-0-	243.09 + sub pay
Beattie, H.	12/2/11	NJAFPA Winter Training Institute, Eatontown, NJ	149.00	-0-	46.50	-0-	195.50
Beattie, H.	1/26&27/12	NJASA Techspo, Atlantic City	369.00	122.86	100.83	-0-	592.69
Dixon, M.	12/9/11	New Pension & Health Laws, Neptune, NJ	99.00	-0-	111.00	-0-	210.00
Eccleston, S.	11/29/11	PC Math Curriculum Consortium, Wayne, NJ	-0-	-0-	7.55	-0-	7.55 + sub pay
Lander, B.	11/29/11	Dr. Jean's Rock, Rhyme, Read & Write, N. Y., N. Y.	199.00	-0-	14.22	-0-	213.22 + sub pay
Mitchell, W.	11/29/11	FSA Reg. & Implementation, Robbinsville, NJ	-0-	-0-	46.25	-0-	46.25
Mitchell, W.	12/19/11	Sp. Ed. & What BA Should Know, Rockaway, NJ	75.00	-0-	23.81	-0-	98.81
Mitchell, W.	1/24/12	403b Regs.-IRS, Rockaway	75.00	-0-	23.81	-0-	98.81
Scutti, P.	10/27/11	PC Math Curriculum Consortium, Paterson	-0-	-0-	11.16	-0-	11.16
Scutti, P.	11/29/11	PC Math Curriculum Consortium, Wayne, NJ	-0-	-0-	10.23	-0-	10.23
Smith, L.	10/27/11	Adapted Health & PE Conf., Lawrenceville, NJ	50.00	-0-	60.50	-0-	111.05 + sub pay
Vogt, P.	11/29/11	PC Math Curriculum Consortium, Wayne, NJ	-0-	-0-	9.89	-0-	9.89 + sub pay

* Depending on availability, "sub pay" can be \$80 to \$246 for the school day.

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2. Approve the **Nursing Services Plan** for the 2011-2012 school year and its submission to the New Jersey State Department of Education Passaic County Office, as attached.

H. Policy

2. Approve the **first reading** of the policy listed.

<i>Number</i>	<i>Title</i>
5141.8	Sports Related Concussion and Head Injury

IX. SPECIAL REPORTS

- A. Budget Committee
- B. Curriculum Committee
- C. Facilities Committee
- D. Public Communications Committee
- E. Tri-District Shared Services
- F. Liaisons

X. OLD BUSINESS

- A. Kradle 2 Kindergarten Bussing

XI. NEW BUSINESS

XII. PUBLIC PARTICIPATION II

XIII. ADJOURNMENT