

**THE MINUTES OF THE BUSINESS MEETING OF THE
BOARD OF EDUCATION, BOROUGH OF RINGWOOD, NEW JERSEY
HELD AT MARTIN J. RYERSON ON NOVEMBER 28 2011**

- I. The meeting was called to order by President Tassitano at 7:30 P.M.
- A. President Tassitano led everyone in the flag salute.
- B. Board Secretary Mitchell read the Sunshine Law Statement as required under the Open Public Meetings Act.
- C. *Roll Call*

Janet Citrango	- absent	Mary Kunert	- present
Gina Donatien	- present	Katy McKeever	- present
Kevin Dunn	- present (arrived 7:35 PM)	Lynne Klosowski	- present
Melissa Griegel	- present	Sam Nastory	- present
		President Tassitano	- present

Also present:

Warren C. Mitchell, SBA/BS

Hugh E. Beattie, Superintendent

President Tassitano introduced **Paul Cuva, our District auditor**, who would present a special report of the audit for the school year 2010-2011 to the Board and public. Mr. Cuva thanked Mr. Mitchell and his staff for the courtesy provided to his staff during the audit. They did a very good job this year. They only had one audit comment. In regard to the Bond Sale, the District is in good financial shape, as their rating was upgraded. It is actually higher than the Borough's. This information is reflected in the financial statements. He had two reports to cover this evening, the Comprehensive Annual Financial Report, which has a lot of good financial information about the District. He would not get into specifics unless the Board wanted him to. The other report is the Auditors Management Report on Administrative Findings, Financial, Compliance and Performance, which also has the calculation of the excess surplus in it. He then asked if there were any questions. Trustee Griegel asked what the one audit comment was. Mr. Cuva explained that the one audit comment was a transfer of excess of 10% that wasn't approved by the County Superintendent. Trustee Griegel asked if there is a problem with it, do we get fined. Mr. Cuva commented that we do not get fined, it was just a comment that is written down in the audit. Board Secretary Mitchell commented that at that point, what we have to do, is that for December, we have to prepare a corrective action plan addressing that recommendation going forward. Mr. Cuva stated that we were actually better off this year than we were previous years. We are as good as we can be per state regulations. Trustee Nastory commended Board Secretary Mitchell for doing his job. President Tassitano and the Board thanked Mr. Cuva for his presentation.

II. PUBLIC PARTICIPATION I

No comments

PUB.PART.I

III. EXECUTIVE SESSION

There was no Executive Session at this time.

IV. SUPERINTENDENT'S REPORT

Superintendent Beattie commented that he and Mr. Mitchell had met with representatives from Passaic County Educational Services Commission. They provided us with a list of the services that they provide to districts. We will be meeting with them again in the future as to the specifics of what we can hope to achieve while working with the Passaic County Educational Services Commission. They would be willing to come and do a presentation to the Board at one of our meetings. He commented that some of the things they offer is a Home Instruction Program, Special Development, Substitute Teacher Registry, Summer School Programs, one-on-one aides, and Shared Technology Services. We were pleasantly surprised at the number of programs they have to offer.

SUPT.REPT.

Sheet # 2 – Business Meeting, November 28, 2011

V. BOARD PRESIDENT'S REPORT

BD.PRES.REPT

No report

VI. SBA/BOARD SECRETARY'S REPORT

BD.SECY RPT

No report

VII. CORRESPONDENCE

CORRES.

None

VIII. DISCUSSION ITEMS/CONSENT AGENDA MOTIONS

A. Minutes

MINUTES

Motion was made by **Trustee Donatien**, seconded by **Trustee Kunert** to approve the following minutes:

Work/Business Session	October 17, 2011 - revised
Executive Session	October 17, 2011

Motion was approved by the following roll call vote:

Janet Citrangelo	- absent	Mary Kunert	- yes
Gina Donatien	- yes	Katy McKeever	- abstain
Kevin Dunn	- abstain	Lynne Klosowski	- yes
Melissa Griegel	- abstain	Sam Nastory	- yes
		President Tassitano	- yes

B. Consent Agenda Motions

The following items are deemed to be non-controversial and/or confirmation of negotiated contractual obligations or other state-mandated deadline actions. The Superintendent will highlight key information. Items of concern may be pulled from this portion of the agenda and voted upon separately, or may be considered in the Discussion/Action section if any Board member so wishes.

CONSENT
ITEMS

Motion was made by **Trustee Griegel**, seconded by **Trustee Klosowski** to approve the following items:

1. Motion to approve the following **consent agenda items**: C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, D1, D2, D3, D10, D11, D12, D13, D14, D15, D16, D17, D18, D21, D22, D23, E1, E2, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, F17, G1, G2, H2.

Motion was unanimously approved by roll call vote.

Sheet # 3 – Business Meeting, November 28, 2011

C. Finance

1. Approve the **Certification Resolution** as follows:

The School Business Administrator and the Board of Education having certified that, to best of their knowledge, no major budget account nor other funds have been over expended and that sufficient funds will be available to meet all financial obligations for the 2011-2012 school year, pending receipt of approved anticipated budgeted monies, accept said report in accordance with N.J.A.C. 6:20-2.12(c).

2. Authorize the payment of the **District Bills** in the amounts listed, as attached. DIST.BILLS
 District Bills for October 18, 2011 – November 28, 2011 in the amount of \$740,386.42
 Cafeteria Bills for October 2011 in the amount of \$ 58,400.12

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. BD.SECY
FINAL

5. Approve the **Board Secretary’s Report** for July and August, 2011. BD.SECY
JULY-AUG

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. TREAS.
FINAL

7. Approve the **Treasurer’s Report** for July and August, 2011. TREAS.
JULY-AUG

8. Approve the monthly **Transfers** for the month of July 2011 and August 2011, as attached. TRANSFERS
JULY-AUG

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. S1701
TRANSFER

<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

Sheet # 4 – Business Meeting, November 28, 2011

Finance continued

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. S1701 TRANSFER

<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

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. SUBSTITUTE PERSONNEL

County Substitute Teachers

Michael DiChiarra
 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

REAPPOINT
 SUBSTITUTES

Sheet # 5 – Business Meeting, November 28, 2011

Personnel continued

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 MOVEMENT of the REA agreement with the Ringwood Board of Education. GUIDE

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. BALLARD
BUS PARA
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. BRUNDA
PER PARA
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. FEOLA
ABA
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. ROMANOWSKI
BUS PARA
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. SCHUBART
ABA
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. YOUNG
PARA

Sheet # 6 – Business Meeting, November 28, 2011

Personnel continued

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. ZWERIN
PER PARA
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. COLE
UNUSED
SICK
DAYS
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 ¾ 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. COOK
BUS
DRIVER
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. MASTROLIA
PARA
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. TIELVE
ABA
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. ROMANOWSKI
BUS PARA

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. PARENT
VOLUNTEERS

Robert Erskine School
Heather Caldwell
Tami-Jo Faller
Kathryn Grant
Erika Haedo

E. G. Hewitt School
Bernadette Callahan

Sheet # 7 – Business Meeting, November 28, 2011

Curriculum/Instruction continued

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.)
- BINKO
COTA

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):
- BUS
EVAC
DRILLS

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

Sheet # 8 – Business Meeting, November 28, 2011

District Operations continued

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

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

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. SHARED
SERVICES
LAKELAND

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. COURTESY
BUSING
LC 1-2-3

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: RT SF1

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: RT SM1

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

Sheet # 9 – Business Meeting, November 28, 2011

District Operations continued

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

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: RT P6

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

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: RT S-40J

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: RT SS45J

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: SS15J

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

Sheet # 10 – Business Meeting, November 28, 2011

District Operations continued

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: S10J
- | | | | |
|----------------------------|--------------|---------------|-------------|
| 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. EMERG. BUS RTS
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. NJ WORK STUDY
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. COMP. MAINT. PLAN
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 SAIIF WKERS COMP
- 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**.

Sheet # 11 – Business Meeting, November 28, 2011

District Operations continued

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| 17. | Approve the District-Wide School Annex School Emergency Operations Plan for the 2011-2012 school year, as attached. | EMERG.
OPERATION
PLAN |
| 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. | AUDIT
REPORT |

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.

- | | | |
|-----|---|-----------------------------------|
| 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). | AUDITOR'S
MANAGEMENT
REPORT |
|-----|---|-----------------------------------|

G. General

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

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

Sheet #12 – Business Meeting, November 28, 2011

General continued

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.

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.

NURSING SERVICES PLAN

H. Policy

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

POLICY

Number
5141.8

Title
Sports Related Concussion and Head Injury

Sheet # 13 – Business Meeting, November 28, 2011

IX. SPECIAL REPORTS

**SPECIAL
REPORTS**

- A. Budget Committee – No report
- B. Curriculum Committee - This committee will be listed under Liaisons
- C. Facilities Committee – Trustee Griegel brought pictures in of the Modular Classrooms currently in use at Livingston, a 6 classroom unit and an 8 classroom unit.
- D. Public Communications Committee – No report
- E. Tri-District Shared Services – No report
- F. Liaisons – No report

X. OLD BUSINESS

**OLD
BUSINESS**

- A. Kradle 2 Kindergarten Bussing

President Tassitano commented that both Trustee Donatien and she rode the school bus. After reviewing their notes with the other Board members, there was Board discussion concerning the affected intersection and safety, difficulty in turns, time limitations, extra costs and bus routes. President Tassitano then noted that this item would be tabled for future discussion.

Trustee Griegel then had a question concerning the results of the StarAssessment. It did not seem that the parent reports gave sufficient information. Superintendent Beattie commented that the parent reports are pretty general. The reports that the Administration has access to break the results down specifically. There are specific results that the teachers need to look at carefully to assess the students. These reports are available if the parents wish to see them. The majority of the students will take the test a second time. There will be a report that comes out that will show either a positive or a negative result. In Basic Skills classes, they are going beyond the second testing with these children to show them where they are. Our teachers are on top of that right away. They are looking at the data very carefully. If the parent really has a concern, they could sit down with the teacher and go over the results.

Trustee McKeever felt that it would be helpful if something was sent home about the general blanket of assessment and what our goals in all of it are. She felt it should be clarified for the parents. Superintendent Beattie did send out a letter in the beginning. Superintendent Beattie would send a letter home talking about the Star end of it and how we are using that data. Trustee Dunn asked if in the future there may be a protective web-based site that the parents could access the scores of their child. Superintendent Beattie commented that in the future, that may be a possibility.

Superintendent Beattie commented on the questions of e-blasts and papers being sent home. Some districts are still sending paper home and doing e-blasts. We will look at that more next year.

Sheet # 14 – Business Meeting, November 28, 2011

OLD BUSINESS continued

Trustee Griegel commented that since Trustee McKeever and she are doing the newsletter for the district, they wanted to be on the e-blasts for all four schools. She wanted to confirm that they would be put on all four schools.

Trustee Griegel also commented on issues concerning minutes of committee reports, and if more bullet points could be pointed out. Board Secretary Mitchell pointed out that it would be helpful if you were reporting as a committee, to submit a report, and that report would become an integral part of the minutes. We would try to clarify when possible when it was clear on the tapes.

XI. NEW BUSINESS

NEW
BUSINESS

No comment.

XII. PUBLIC PARTICIPATION II

PUB.PART.II

No comment.

Motion was made by **Trustee Nastory**, seconded by **Trustee Kunert** to adjourn to Executive Session at 8:34 P.M.

Motion was unanimously approved by voice vote.

Reconvened in Public Session at 8:56 P.M.

XIII. Motion was made by **Trustee Kunert**, seconded by **Trustee Klosowski** to adjourn from Public Session at 8:57 P.M. ADJOURN.

Motion was unanimously approved by voice vote.

Respectfully submitted,

WARREN C. MITCHELL
Board Secretary

WCM/jm