



NORWOOD, NEW JERSEY

BOARD OF EDUCATION
December 11, 2013
REGULAR PUBLIC MEETING MINUTES
7:30 PM, APR

- MEMBERS OF THE BOARD**
 Mr. Michael Sprague, President
 Mr. Joel Rubin, Vice President
 Mr. Edward Cammarata, Trustee
 Ms. Sally Diaz, Trustee
 Mr. Mathew Ross, Trustee
 Mr. William Snyder, Trustee
 Mr. G.C. Vaghasia, Trustee

Mr. Bert Ammerman, Interim Chief School Administrator
Mrs. Louise Napolitano, School Business Administrator

CALL TO ORDER: **Time: 7:34PM**

FLAG SALUTE:

ROLL CALL:

	PRESENT	ABSENT	ARRIVAL/DEPARTURE TIME
Mr. Michael Sprague, President	√		
Mr. Joel Rubin, Vice President	√		
Mr. Edward Cammarata, Trustee	√		
Ms. Sally Diaz, Trustee	√		
Mr. Mathew Ross, Trustee		√	
Mr. William Snyder, Trustee		√	
Mr. G.C. Vaghasia, Trustee	√		

Faculty Members_10_____
Community Members_4_____

OPEN PUBLIC PORTION MEETING ACT STATEMENT:

Pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin Board, and it has been delivered to the Record newspaper circulated in the district at least 48 hours prior to the time for this meeting. The Board will meet in executive session immediately following to discuss personnel and contractual matters.

DISCUSSION OF CORRESPONDENCE:**INFORMATIONAL ATTACHMENTS:**

- December 2013 Calendar (Attachment A)
- December Enrollment Report (Attachment B)
- December Child Study Team Student Count (Attachment C)

MEETING CALENDAR

Date	TIME	PLACE	PURPOSE
January 16, 2014	8:00PM	APR	Work Session
January 23, 2014	8:00PM	APR	Regular (voting) Session

PRESIDENT'S STATEMENT: none

COMMITTEE REPORTS:

1. **Finance Committee**-Mr. Sprague, Chair; The Finance Committee met and went over a snapshot of the Budget. We have incurred substantial expenses in special education including additional students that moved into the district after the budget was struck including 3 Tip students, 1 valley student and 1 preschool student and there will be an additional student with special needs that will incur a very high cost for tuition and other costs to the district. We have done \$91,000 in security upgrades and additional items and we need to be careful with our spending through the end of the year.
 2. **Building & Grounds**-Mr. Cammarata, Chair
 3. **Negotiations/Performance & Evaluation**-Mr. Rubin, Chair
 4. **Curriculum/Technology/Policy**-Mr. Ross, Chair; Mr. Vaghasia said that they had a meeting and contains some personnel issues that will be discussed in Executive Session.
 5. **School Business Administrator**-Mrs. Napolitano
 6. **Chief School Administrator**-Mr. Ammerman
- Minutes – Regular Meeting, December 11, 2013

ACTION ITEMS:**I. APPROVAL OF MINUTES**

BE IT RESOLVED, that the Motion to Approve the Minutes of:

November 14, 2013 Work Session & Executive Session

November 21, 2013 Regular & Executive Session

Moved by: Mr. Vaghasia

Seconded by: Mr. Rubin

Vote:

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee				√
Mr. William Snyder, Trustee				√
Mr. G.C. Vaghasia, Trustee	√			

II. ADMINISTRATIVE COMMITTEE

BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, the Administrative Committee recommends the following resolution(s):

Motion to approve Administrative items “A1 –A7”

Moved by: Mr. Vaghasia

Seconded by: Mr. Rubin

Vote:

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee				√
Mr. William Snyder, Trustee				√
Mr. G.C. Vaghasia, Trustee	√			

A1. Harassment, Intimidation and Bullying

approve, as per the Chief School Administrator’s report, all actions taken as they relate to HIB Policy #5131.8. (no incidents to report for the month of November)

A2. Reimbursement for Unused Vacation Days

approve the reimbursement to Brian Gatens for 10 unused, accrued vacation days totaling \$5,192.31.

A3. Personnel

approve the following personnel items for the 2013-2014 School Year:

New Hire:

NAME	POSITION	RATE	EFFECTIVE
Anne Farley	Instructional Aide	\$15.00/hr not to exceed 27 ½ hours/week	1/2/14

A4. Student Fieldwork

approve the following students from Ramapo College to do 25 hours of pre-service observations in Literacy classes beginning in January 2014:

NAME	SUPERVISING TEACHER
Amanda Sambucini	Lauren McKinley
Marissa Schussler	Laurie Princing
Roseamary Veras	Jennifer Kiss

* Contingent upon receipt of fingerprinting and mantoux test documentation.

A5. TAG Stipend

approve Bern Ricco as Invengineering Expo program coordinator from Sept. 2013-Dec. 2013 at a stipend rate of \$2,350.

**cost is offset by participating districts*

A6. Workshop/Conference

approve the following conferences:

- Name: Jennifer Kiss & Lauren McKinley
- Conference: Conference for NJ Kindergarten Teachers
- Location: Atlantic City, NJ
- Date: 2/24/13-2/25/13
- Cost: \$369.00 each registration fee (no other costs to the District)

- A7. Early Warning Lightning Detection-Shared Service Agreement (Enclosure 4) re-approve the shared service agreement between Northern Valley Region School Districts and Municipalities for a fully automated Early-Warning Lightning Detection System for the purpose of public safety.**

III. CURRICULUM COMMITTEE

BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, the Administrative Committee recommends the following resolution(s):

Motion to approve Curriculum items “C1-C2”

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Vote:

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee				√
Mr. William Snyder, Trustee				√
Mr. G.C. Vaghasia, Trustee	√			

C1. Field Trips

approve the following field trips for the 2013-2014 school year

- Student Council Trip
 - Location: College of NJ, Ewing, NJ (NJ Assoc. of Student Council Winter Workshop)
 - Cost to Student: \$0.00
 - Cost to District: \$606.00 (\$198.00 registration fee & \$408.00 transportation)
 - Vendor: School Personnel

C2. Courses for Approval

approve the following course(s) for approval:

- a. Name: Anna Froeder
 - Course: Human Resource Management in Health Promotion
 - Credits: Three (3)
 - Date: January 2014 thru March 2014
 - Institution: Rowan University

IV. FINANCE COMMITTEE

BE IT RESOLVED, pursuant to the recommendation of the Chief School Administrator, the Administrative Committee recommends the following resolution(s):

Motion to approve Finance items “F1-F8”

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Vote:

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mr. Michael Sprague, President	√			
Mr. Joel Rubin, Vice President	√			
Mr. Edward Cammarata, Trustee	√			
Ms. Sally Diaz, Trustee	√			
Mr. Mathew Ross, Trustee				√
Mr. William Snyder, Trustee				√
Mr. G.C. Vaghasia, Trustee	√			

F1. Disbursements

post-approve November 30, 2013 disbursements totaling \$124,313.93 having been audited and found correct and warrants issued therefore.

approve December 11, 2013 disbursements totaling \$422,060.64 having been audited and found correct and warrants issued therefore.

post-approve the wire transfer of funds in the amount of \$512,796.78 from the General Account to Payroll Accounts to cover payroll expenditures for the month of November 2013.

F2. Transfers/Certification of Budgetary Status

authorize the Business Administrator/Board Secretary to make appropriation transfers with the Current Expense account of the 2013-2014 budget as of November 30, 2013 as per Enclosure No.1.

F3. Financial Reports

accept the Treasurer’s and Secretary’s Reports for the month of November, 2013, pursuant to N.J.A.C. 6:20-2.13(e)*, we certify that as of December 11, 2013, after a review of the secretary’s monthly financial report (appropriations section)and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13(b)* and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

F4. IDEA Funds

Re-Approve the amended application for the 2013 – 2014 IDEA funds as follows:

Basic: \$127,589.00
 Pre-School: \$7,960.00
 \$135,549.00

F5. CAFR, Management Report & Audit Synopsis (Enclosure No. 2*)

approve/accept the Norwood Board of Education Comprehensive Annual Financial Management Report (CAFR), the Auditor's Management reports on Administration Findings, Financial Compliance and Performance, and Audit Synopsis for the Fiscal Year ending June 30, 2013 as detailed in Enclosure No. 2. (**will be available at the meeting*)

F6. Audit Recommendations & Corrective Action Plan (Enclosure No. 3)

approve/accept the Norwood Board of Education School Audit Recommendations and School Audit Corrective Action Plan for the Fiscal Year ending June 30, 2013 as detailed in Enclosure No. 3. (No recommendations were found.)

F7. PTO Donations

-accept with gratitude the donation of \$7,059.00 for an IPAD cart with 10 Ipad for the 3rd grade.
 -accept with gratitude the donation of \$10,000.00 towards the 7th grade trip.

F8. Building Use 2013-2014

approve the following building use:

- post-approve the use of the APR for the purpose of the Cub Scouts Pack 120 Recruitment opportunity on 11/27/13 from 1:00PM – 2:30PM.
- post-approve the use of the APR for the purpose of the 7th Grade informational meeting regarding their field trip on 12/3/13 from 7:00PM – 8:30PM.
- approve the use of the cafeteria for the purpose of the PTO Crossing Guard Breakfast on 12/17/13 from 9:00AM – 10:30AM.
- approve the use of the APR for the purpose of the Eagle Scout Troop 120 Court of Honor on Saturday, 5/3/14 from 1:00PM – 4:00PM.

New Business – We will start to discuss formulating the calendar for next year.

We have been approved to receive money for projects through Rod grant and will hear from state on breakdown of projects that were approved.

Old Business - none

Minutes – Regular Meeting, December 11, 2013

Public Participation

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Time: 7:55PM

-Mrs. Orecchio, on behalf of the mayor and council, welcomed Mr. Ammerman.

-PTO welcomes Mr. Ammerman also and discussed the structure with Mr. Ammerman as interim superintendent.

-Mr. Ammerman spoke about his role and his familiarity with the district and communication with the other superintendents.

Closed to the Public

Moved by: Mr. Rubin

Seconded by: Mr. Vaghasia

Time: 8:11PM

Adjournment to Executive Session

RESOLVED that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to Legal/Contractual/Personnel Issues. Said matters will be made public upon their disposition.

Moved by: Mr. Vaghasia

Seconded by: Mr. Rubin

Time: 8:12PM

Motion to adjourn the meeting from Executive Session

Moved by: Mrs. Diaz

Seconded by: Mr. Cammerata

Time: 10:12PM

Respectfully submitted,

Louise A. Napolitano

Business Administrator/Board Secretary