

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
DISTRICT OFFICE, LOVE LANE, SEABROOK, NJ
REORGANIZATION MEETING
WEDNESDAY, MAY 11, 2011 – 7:00 P.M.**

AGENDA

I. CALL TO ORDER

(Board Secretary temporarily chairs meeting until election of Board President)

- A. Invocation and Flag Salute**
- B. Reading of Statement of Notice**

II. ELECTION RESULTS (Handout)

Public Question

General Fund: \$7,369,435

Yes votes: 627

No votes: 421

Budget Approved.

Three – Full 3-year Terms

- | | | |
|-------------------------|-----------|-----------|
| ▪ Kevin Napier | Deerfield | 76 votes |
| ▪ Claude Rucker | Fairfield | 200 votes |
| ▪ Hollis E. Irvine, Jr. | Greenwich | 59 votes |

One – 1-year Term

- | | | |
|-----------------|-----------------|---------|
| ▪ Andrew Benfer | Upper Deerfield | 6 votes |
|-----------------|-----------------|---------|

III. OATH OF OFFICE FOR NEWLY-ELECTED BOARD MEMBERS (Handout)

- Kevin Napier
- Claude Rucker
- Hollis E. Irvine, Jr.
- Andrew Benfer

IV. ROLL CALL AND 2011/12 BOARD MEMBER INFORMATION

<u>Board Member Name</u>	<u>District</u>	<u>Expiration of Term</u>
Kevin Napier	Deerfield	2014
Cynthia Zirkle	Fairfield	2012
Claude Rucker	Fairfield	2014
Hollis E. Irvine, Jr.	Greenwich	2014
Theresa Christian-Hunsberger	Hopewell	2013
William “Bud” Heisroth	Shiloh	2013
Thomas Davis	Stow Creek	2013
Paul Jacques	Upper Deerfield	2012
Andrew Benfer	Upper Deerfield	2012

V. Election of Officers: President and Vice President

VI. REORGANIZATION OF THE BOARD OF EDUCATION

- A. Appointment of Committees (Handout)**

B. NJSBA Legislative Delegate and Alternate

It is recommended that the Board of Education approve the appointment of a Cumberland Regional Board of Education member as the NJSBA Delegate and an Alternate.

*Currently: Cynthia Zirkle, Delegate
William Heisroth, Alternate*

C. CCSBA Representative and Alternate to Executive Committee

It is recommended that the Board of Education approve the appointment of a Cumberland Regional Board of Education member as the CCSBA Representative to Executive Committee and an Alternate.

*Currently: Hollis Irvine, Jr., Representative
Thomas Davis, Alternate*

VII. APPOINTMENTS AND DESIGNATIONS

A. Resolutions – Appointments

WHEREAS, the local Public Contracts Law (NJSA 40AL11.1 et seq.) requires that the Resolution authorizing the award for contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the Cumberland Regional Board of Education, in the County of Cumberland, State of New Jersey, upon recommendation of the Superintendent, appoints the following for one-year terms until the 2012 reorganization meeting, except as noted:

Professional Appointments

1. **Treasurer of School Funds** – Susan Robostello as Treasurer of School Monies, salary to be \$3,700
2. **Board Secretary** – Andrew G. McIlvaine as Board Secretary
3. **Auditor** – Triantos and Delp
Currently: Triantos and Delp
4. **Brokers of Record** –Conner Strong
Currently: Conner Strong
5. **Labor Relations Consultant** – Taylor, Whelan & Hybbeneth
Currently: Taylor, Whelan & Hybbeneth
6. **School Physician** – Dr. Robert Patitucci at a rate of \$15,000 per year
Currently: Dr. Robert Patitucci
7. **Board Solicitor** – Schwartz, Simon, Edelstein & Celso
Currently: Schwartz, Simon, Edelstein & Celso
8. **Architect of Record** – Becica Associates LLC (until June 30, 2011 – to be bid)
Currently: Becica Associates LLC
9. **Regulatory Services** – PARS Environmental Services at a rate to be negotiated
Currently: PARS Environmental Services
10. **Employee Benefits** – Allen and Associates
Currently: Allen and Associates
11. **403(b) Third Party Administrator** – GWN Marketing, Inc.
Currently: GWN Marketing, Inc.

Staff Appointments

1. **District Purchasing Agent** – Andrew G. McIlvaine, School Business Administrator/Board Secretary as the district’s Purchasing Agent with a bid threshold of \$26,000
2. **ADA Coordinator** – Andrew G. McIlvaine, School Business Administrator/Board Secretary as the district’s ADA Coordinator
3. **Acting Board Secretary** – Barry Lloyd as Acting Board Secretary in the absence of the Board Secretary
4. **Integrated Pest Management Coordinator** – Gary Iulg
5. **Custodian of School Records** – It is recommended that the Board of Education appoint the Board Secretary as the custodian of school district records and the Chief School Administrator as custodian of student and personnel records, with the respective administrator as the back-up substitute in the absence of the appointed custodian, in accordance with the New Jersey Open Public Records Act (O.P.R.A), N.J.S.A. 47A:1A-1, effective July 7, 2002.
6. **Agency Compliance Officer (P.A.C.O.)** – Andrew G. McIlvaine, School Business Administrator/Board Secretary as the district’s Public Agency Compliance Official
7. **Affirmative Action Officer** – Rob Vannella
8. **Right-to-Know Officer** – Ralph Aiello

B. Official Newspaper

Currently: The News of Cumberland County and Today’s Sunbeam (Salem)

RESOLUTION: Be it resolved that The News of Cumberland County be designated as the official newspaper for advertising and receiving of notice for meetings, and that Today’s Sunbeam (Salem) be designated as the second newspaper to receive notice of meetings.

C. Meeting Night

Currently: Fourth Thursday of month at 7:00 PM in Board Meeting Room

RESOLUTION: Be it resolved that the regular meeting of the Cumberland Regional School District Board of Education be held on the 4th Thursday of each month at 7:00 PM according to the schedule. (Handout)

D. Board Policies

RESOLUTION: Be it resolved that the reorganized Board of Education accept and reaffirm the previous curriculum and textbooks, policies, practices and procedures of the previous Boards of Education, including:

- District Organizational Chart
- Technology Plan
- Professional Development Program
- Long-Range Facilities Plan
- School Health Nurses Plan
- Standard Operating Procedures Manual
- District evaluation forms for staff, support staff, administration, etc.
- Usage of the State Violence & Vandalism form

The Board may amend and supplement board policies during the year, including those policies establishing its own bylaws and operational procedures.

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Cumberland Regional Board of Education will be conducted in accordance with Robert’s Rules of Order, Revised.
Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

E. Official Depositories and Signatories

Currently: TD Banknorth, and Colonial FSB

BE IT FURTHER RESOLVED, that for the Current Checking and Savings Accounts, for either the President or the Vice President, the Treasurer of School Monies and the Board Secretary are authorized to sign checks or withdrawals.

For the Payroll, Payroll Deduction, Summer Savings Account, and the Unemployment Compensation Account, the Treasurer of School Monies is required and the Board Secretary authorized to sign.

For the Food Service Account, the Superintendent, the Treasurer of School Monies, the Board Secretary and the Board President or Vice President are authorized to sign, with any two signatures required.

For the Student Activity Fund, the Superintendent, the Student Activity Manager, and the Board Secretary are authorized to sign, with any two signatures required.

For transfer of investments, other than from the Savings Account, only the signature of the Board Secretary or Board President is authorized and required.

F. Maximum Travel Expenditure

WHEREAS, the Cumberland Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$75,000 for all staff and board members.

G. Petty Cash Fund

Motion that the Board of Education approves establishing petty cash funds in the amount of \$250.00 for the 2011-2012 school year, effective July 1, 2011, and that Andrew G. McIlvaine, Business Administrator/Board Secretary be appointed as custodian.

H. Jointure for Pupil Transportation Delegate and Alternate

Currently: William Heisroth, Transportation Chairperson

RESOLVED, that the Cumberland Regional Board of Education appoint William Heisroth, Transportation Chairman, as the district's Jointure for Pupil Transportation voting representative. William Stonis, Superintendent, is also designated as Jointure for Pupil Transportation ex-officio voting member in the absence of the annually appointed Board Representative (UDTBOE JPT Adopted By-Laws, Article V, Section 4).

I. Code of Ethics

(Handout)

Motion that the Cumberland Regional Board of Education accept the School Ethics Act and Code of Ethics for School Board members pursuant to NJSA 18A:12-21 et seq. as presented and discussed, and to acknowledge receipt of the official "Acknowledgement of Receipt" to be signed and returned by each Board Member.

VIII. NEW BUSINESS ITEMS

- A.** Motion to approve non-tenured staff members for the 2011-12 school year as listed on attachment.

(Attachment #1)

The following non-tenured staff members are eligible for a fourth year contract and academic tenure:

<u>Staff Member</u>	<u>Position</u>	<u>Tenure Date</u>
McGraw, Gregory	District Supervisor	7/02/11
Stant, Lisa	Secretary	7/02/11
Stephan, John	Language Arts	9/02/11
Draggou, Amy	Director of CST	2/18/12

The following non-tenured staff members are eligible for a third year contract:

<u>Staff Member</u>	<u>Position</u>	<u>Tenure Date</u>
Hughes, Barbara	District Supervisor	8/02/12
Bonham, Melissa	Teacher of Science	9/02/12
McShea, James	Teacher of Science (Chemistry)	9/02/12
Meyers, Dana	Teacher of Mathematics	9/02/12
Muhlbaier, Catherine	Teacher of Language Arts	9/02/12
VanHise, Wayne	Teacher of Special Education	11/11/12
Mariano, Alicja	Teacher of Language Arts	1/29/13

The following non-tenured staff members are eligible for a second year contract:

<u>Staff Member</u>	<u>Position</u>	<u>Tenure Date</u>
Rutkowski, Alyse	Teacher of Spanish	9/02/13
Lake, Thomas	Teacher of Science	10/07/13
Amberths, Louis	Teacher of Spanish	4/14/14

- B. Motion to renew tenured staff members for the 2011-12 school year as listed on attachment. (Attachment #1)
- C. Motion to renew non-represented staff members for the 2011-12 school year as listed on attachment. (Attachment #2)
- D. Motion to renew Custodial-Maintenance staff members for the 2011-12 school year as listed on attachment. (Attachment #3)
- E. Motion to approve Subject Area Coordinators for the 2011-12 school year as listed on attachment. (Attachment #4)
- F. Motion to approve rates for substitutes, alternative school, etc. for the 2011-12 school year as listed on attachment. (Attachment #5)
- G. Motion to accept resignation from Suzanne Gaal effective June 30, 2011. (Attachment #6)

IX. OTHER REPORTS

- A. President
- B. Student Representative
- C. Principal
- D. Board Secretary
 - 1. Financial Disclosure Forms (Handout)
 - 2. Board Member Training (Handout)
- E. Board Solicitor
- F. Other

X. IMPORTANT DATES

XI. EXECUTIVE SESSION

XII. ADJOURNMENT