

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting – 6:00 p.m. – December 12, 2011
Mt. Pleasant Elementary School
9 Manger Road

FINAL AGENDA

I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE

II. NOTICE OF MEETING:

Please take notice that adequate notice of this meeting has been provided in the following manner:

- A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on May 10, 2011.
- B. That said notice was sent by regular mail to the West Orange Township Clerk and by e-mail to the Editors of the West Orange Chronicle and the Star-Ledger.
- C. That said notice was posted in the lobby of the Administration Building of the Board of Education.

III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF November 21 and 29, 2011 (Att. #1)

IV. SUPERINTENDENT'S AND/OR BOARD'S REPORTS

- A. Student Recognition: WOHS Marching Band Recognition
- B. Student Recognition: Girls Varsity Tennis Team SEC Champions
- C. Teacher Recognition: Frank Iannucci, Milken Family Foundation Award
- D. Advanced Placement Scholars Report
- E. HIB Report
- F. Charter School Application Response

V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

A. PERSONNEL

1. Resignations

- a.) Superintendent recommends approval of the following resignation(s):

Carol Hyde, HAP Teacher, for retirement purposes, effective 7/1/12

Lexi Pavone, Special Education Instructional Aide, Pleasantdale School, effective 1/20/11

2. Appointments

- a.) Superintendent recommends approval of the following appointment(s) at the stipulated contractual rates:

Michael Denburg, Mathematics Teacher, WOHS, BA-1, \$48,000, effective 12/12/11 (replacement)

Jessica Burns, Language Arts Teacher, WOHS, maternity leave replacement, MA-1, at the per diem rate of \$256.28, effective 1/3/12-6/23/12 (replacement)

Karyn Figueroa, Spanish Teacher, Mt. Pleasant/Pleasantdale Schools, maternity leave replacement, BA-1, at the per diem rate of \$240, effective 12/12/11-6/23/11 (replacement)

Social Studies Coordinators 9-12, WOHS, for the 2011-2012 school year, effective immediately

- **Michael Figueiredo, \$2,001.50 (prorated)**
- **Marc Lawrence, \$2,001.50 (prorated)**

Donna Sciacchitano, Special Education Instructional Aide, Resource Room, Mt. Pleasant School, BA-1, \$26,140, effective retroactive to 11/30/11 (replacement)

Rocio Diaz, Lunch Aide, Redwood School, at the hourly rate of \$16.08 (not to exceed 2 hours/day), effective retroactive to 11/29/11 (additional)

Victoria Butcher, Lunch Aide, Hazel School, at the hourly rate of \$16.08 (not to exceed 2 hours/day), effective retroactive to 12/1/11 (replacement)

Jeri Ann Elson, Art Teacher, Washington School, maternity leave replacement, BA-1, at the per diem rate of \$240, effective 12/12/11-6/23/12 (replacement)

Tom Bamber and Nick Alfano, Instructional Aides, 1:1 support for student for Boys Wrestling practices and games (on a rotating basis), \$23/hour for 48 hours, for a total cost of \$1,104 (Att. #2)

The following staff members for ABA Home Instruction and Parent Training for student, for the period 12/5/11-2/1/12: (Att. #3)

- **Meridith Johnson, BCBA, 1 hour/week, \$73/hour**
- **Jill Deardoff, Primary Autistic Teacher, 1.5 hours/week, \$73/hour**
- **Anthony Romano, Aide, 1.5 hours/week, \$23/hour**

Hayden Moore, Assistant Principal, WOHS, appointed District Homeless Liaison for the 2011-2012 school year

Teachers for the Freshman Academic Coaching Program, for a total cost of \$29,400, to be paid from the SLC Grant, as per the attached (Att. #4)

Coaches for the 2011-2012 school year as per the attached (Att. #5)

Additions to the 2011-2012 Substitute List as per the attached (Att. #6)

Co-Curricular Assignments, for the 2011-2012 school year:

- **Carol Hyde, Academically Speaking Advisor, Liberty School, \$2,611**
- **Rebecca Giacopelli, Academically Speaking Advisor, Roosevelt School, \$2,611**
- **Mary Anne Schettini, Book Club, Hazel School, \$500**
- **Boris Ioshpa, Math Club, Hazel School, \$500**
- **Karen Wagaman, Computer Club, Hazel School, \$500**
- **Phyllis Seibert, Lego Club, Hazel School, \$500**
- **Wayne Oakley, Math Club Advisor and NJ Math League Competition, Washington School, \$500**

3. Leave(s) of Absence

- a.) Superintendent recommends approval of the following leave(s) of absence:

Begona Viqueira, Spanish Teacher, WOHS, maternity leave of absence, effective 3/12/12-6/30/12

Shannon Core, Special Education Teacher, WOHS, change in start date for maternity leave of absence from 1/3/12 to 12/1/11 through 6/30/12

Cheryl Ann Dunlap, Business Education Teacher, WOHS, medical leave of absence, effective 12/2/11-1/2/12

Donald Smith, Utility Worker, Buildings and Grounds Department, medical leave of absence, effective 12/14/11-1/2/12

Bonnie Frith, Art Teacher, Washington School, change in start of maternity leave from 1/3/12 to 12/12/11

Rosemary Murray, Nurse, Washington School, medical leave of absence, effective 11/1/11-12/23/11

Kelly Dower, Special Education Teacher, WOHS, change in start of maternity leave from 1/2/12 to 12/12/11

4. Transfers

- a.) Superintendent recommends approval of the following transfer(s):

Victor Cardone, Night Shift Custodian, Central Office, to Mid Shift Custodian, Pleasantdale School, with mid-shift differential of \$285, effective 12/19/11

Gordana Miric, Mid Shift Custodian, Pleasantdale School, to Night Shift Custodian, Central Office, with a night-shift differential of \$580, effective 12/19/11

B. CURRICULUM AND INSTRUCTION

1. **Recommend approval of NJQSAC Statement of Assurance (SOA) for the School Year 2011-12 for submission to the New Jersey Department of Education. (Att. #7)**

2. Recommend approval of NJQSAC District Performance Review (DPR) for the School Year 2011-12 for submission to the New Jersey Department of Education. (Att. #8)
3. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #9)

C. FINANCE

1. Recommend approval of tuition for the 2011-2012 School Year Out-of-District placements for 3 students in the total amount of \$119,392.50 as per the attached (Att. #10)
2. Recommend approval of the 12/12/11 Bills List: (Att. #11)

Payroll/Benefits	\$ 5,124,736.67
Transportation	\$ 166,871.55
Special Ed. Tuition	\$ 651,342.15
Instruction	\$ 232,552.55
Facilities	\$ 101,330.79
Capital Outlay	\$ 166,863.64
Grants	\$ 148,858.60
Food Service	\$ 2,458.26
Textbooks/Supplies/Athletics/Misc.	\$ 91,811.30
	<u>\$ 6,686,825.51</u>

3. Recommend acceptance of the following donations:
 - Ten (10) used interactive whiteboards from the Essex Fells Board of Education to the Essex ETTC (Educational Technology Training Center).
 - \$400 from Educational Testing Services to Liberty Middle School for participating in their Study of Reading Difficulties in March 2011
 - \$2,500 from the West Orange Community House to Mt. Pleasant School for the purchase of Smart Boards
 - \$6,000 from the Roosevelt Middle School PTA to Roosevelt Middle School for the purchase of Smart Boards
 - \$2,000 from Macy's to Liberty Middle School for the purchase of new books in support of Liberty's Community Project for the promotion of literacy
4. Recommend approval to dispose of the following equipment: (Att. #12)
 - Small Floor Safe
 - Large Floor Safe
 - Satellite Dish

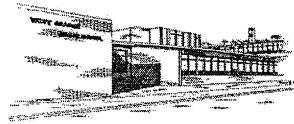
5. **Recommend approval of service contract agreement with Youth Development Clinic for the 2011-2012 school year for Home Based ABA in an amount not to exceed \$6,000 (Att. #13)**
6. **Recommend approval to receive special education student with a classification of Multiple Disabled, from the Department of Children & Families Office of Education, for the 2011-2012 school year, in the amount of \$44,620.97 (Att. #14)**
7. **Recommend approval to receive special education student with a classification of Specific Learning Disabled, from the Department of Children & Families Office of Education, for the 2011-2012 school year, in the amount of \$25,328 (Att. #15)**
8. **Recommend approval to receive special education student with a classification of Autistic, from the East Orange Public Schools, for the 2011-2012 school year, in the amount of \$22,469 (Att. #16)**
9. **Recommend approval to receive special education student with a classification of Other Health Impaired, from the Department of Children & Families Office of Education, for the 2011-2012 school year, in the amount of \$22,469 (Att. #17)**
10. **Recommend approval of Application for School Business Request, in the amount of \$3,586, as per attached (Att. #18)**
11. **Recommend approval of Resolution to Amend NJSBAIG Bylaws (Att. #19)**
12. **Recommend approval for WOHS winter color guard to host the 7th Annual M.A.I.N. Winter Color Guard Competition on Saturday, January 21, 2012 in the Tarnoff Gym, PVW Gym, Tarnoff Cafeteria, and sundry classrooms (Att. #20)**
13. **Recommend approval of additional late bus for the Freshman Academic Tutoring Program to be funded through the SLC Grant.**
14. **Recommend approval of 2012 Band Camp User Agreement with Camp Weequahic for the period 8/16/12-8/21/12, in an amount of \$2,430 (Att. #21)**
15. **Recommend approval of the attached resolution to participate in the NJ Sustainable Schools Project (Att. #22)**

16. **Recommend approval of the attached resolution requesting authorization to hire candidates on an emergency basis (Att. #23)**
17. **Recommend approval of the Corrective Action Plan for fiscal year ended 6/30/11 (Att. #24)**
18. **Acceptance of Nisivoccia & Company Audit Report for the year ended June 30, 2011**

D. REPORTS

- VI. **REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS**
- VII. **MOTION FOR THE NEXT BOARD MEETING to be held at 6:00 p.m. on January 9, 2012 at Roosevelt Middle School.**
- VIII. **PETITIONS AND HEARINGS OF CITIZENS**
- IX. **ADJOURNMENT**

West Orange High School
 Arthur J. Alloggiamento, Principal



To: Dr. Anthony Cavanna

From: Arthur J. Alloggiamento

Date: December 6, 2011

Re: Teachers for Freshman Academic Coaching Program

The teachers listed below are being recommended to serve as teachers in the Freshman Academic Coaching Program as per posting. The hourly rate will be \$49 per hour. Each teacher will be employed for two hours per week for the remainder of the year. Start date is December 13th.

Subject Area	Teacher	Estimated Hours	Projected Cost
Mathematics	Kerri Coyne Caniece Montague Kaitlyn Busby Shaan Shah Jonathan Tick Rachel Ostanski (lead)	25 weeks at 2 hrs per week = 50 hrs.	6 x 50 x \$49 = \$14,700
Language Arts	Gina Paradiso Kim Theobald Elicia Baker Patricia Aldworth Katelyn Baron Erica DePalo (lead)	25 weeks at 2 hrs per week = 50 hrs.	6 x 50 x \$49 = \$14,700

Projected Total = \$29,400

RECOMMENDATIONS FOR 2011 – 2012 COACHES

Public Agenda
 Date: 12/12/11
 Attachment # 5

WEST ORANGE HIGH SCHOOL – FALL SPORTS

<u>FOOTBALL</u>	<u>STIPEND</u>	<u>10/15</u>	<u>11/30</u>
John Jacob, Head Coach (WOHS)	\$13,340	\$6,670	\$6,670
Anthony Vitale, 1 st Asst. (WOHS)	\$10,682	\$5,341	\$5,341
Joseph Chango, 1 st Asst. (WOHS)	\$10,682	\$5,341	\$5,341
Sam Yodice, Equipment Mgr (OOD)	\$ 5,849	\$2,924.50	\$2,924.50
Bryan Ille (Liberty)	\$10,002	\$5,001	\$5,001
Jack DeBarbieri (OOD)	\$10,002	\$5,001	\$5,001
Michael DeBarbieri (WOHS)	\$10,002	\$5,001	\$5,001
Bobby Breschard (OOD)	\$10,002	\$5,001	\$5,001
<u>BOYS' SOCCER</u>			
Doug Nevins, Head Coach (Liberty)	\$10,682	\$5,341	\$5,341
Charles Rowan (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
Austin Alvarado (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
Mathew Zielyk (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
<u>GIRLS' SOCCER</u>			
Lou Mignone, Head Coach (OOD)	\$10,682	\$5,341	\$5,341
Rebecca Giacopelli (Central Office)	\$ 8,033	\$4,016.50	\$4,016.50
Sebastian De Pinho (Pleasantdale)	\$ 8,033	\$4,016.50	\$4,016.50
Thomas Tutalo (Edison)	\$ 8,033	\$4,016.50	\$4,016.50
<u>GIRLS' TENNIS</u>			
Jay Gitter (Liberty)	\$6,047	\$3,023.50	\$3,023.50
Erica De Palo (WOHS)	\$4,688	\$2,344	\$2,344
<u>CROSS COUNTRY</u>			
Joe Suriano, Head Country (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Flecia Blake (OOD)	\$6,047	\$3,023.50	\$3,023.50
<u>VOLLEYBALL</u>			
Kristen O'Connell (Edison)	\$10,682	\$5,341	\$5,341
Meredith Schwartz (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Kim Wilson (Edison)	\$ 8,033	\$4,016.50	\$4,016.50
<u>CHEERLEADING</u>			
Nicole Suriano, Head Varsity Coach (Gregory)	\$17,996	\$4,499	\$4,499
Elizabeth Heffner, JV Coach (Gregory)	\$13,550	\$3,387	\$3,388
Kristen Pavone, Freshman Coach (Mt. Pleasant)	\$13,550	\$3,387	\$3,388
<u>FALL WEIGHT TRAINING</u>			
Joe Spina (WOHS)	\$ 3,560	\$1,780	\$1,780

WEST ORANGE HIGH SCHOOL – WINTER SPORTS

BOYS BASKETBALL

	<u>STIPEND</u>	<u>1/15</u>	<u>3/15</u>
Mark Cacciacarne, Head Coach (WOHS)	\$10,682	\$5,341	\$5,341
Brian Cohen (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Bryan Ille (Liberty)	\$ 8,033	\$4,016.50	\$4,016.50

GIRLS' BASKETBALL

Kim Wilson, Head Coach (Edison)	\$10,682	\$5,341	\$5,341
Chris Evans (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Karen Wynn (Edison)	\$ 8,033	\$4,016.50	\$4,016.50

SWIMMING

Bridget Amirr-Haine, Head Coach (OOD)	\$10,682	\$5,341	\$5,341
Marcella Vitale (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50

BOWLING

Kevin Alvine (WOHS)	\$ 6,047	\$3,023.50	\$3,023.50
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ICE HOCKEY

Mark Janifer, Head Coach (WOHS)	\$10,682	\$5,341	\$5,341
Dave Lurin (OOD)	\$ 8,033	\$4,016.50	\$4,016.50

WRESTLING

Stephen Zichella, Head Coach (WOHS)	\$10,682	\$5,341	\$5,341
Jeffrey Mazurek (WOHS SUB)	\$ 8,033	\$4,016.50	\$4,016.50
Joe Spina (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50

WINTER TRACK

Joe Picataggio, Head Coach (OOD)	\$10,682	\$5,341	\$5,341
Jason Webber (Mt. Pleasant)	\$ 6,047	\$3,023.50	\$3,023.50
Kathy Holloman (Edison)	\$ 6,047	\$3,023.50	\$3,023.50
Flecia Blake (OOD)	\$ 6,047	\$3,023.50	\$3,023.50

CHEERLEADING

Nicole Suriano, Head Varsity Coach (Gregory)	\$17,996	\$4,499	\$4,499
Elizabeth Heffner, JV Coach (Gregory)	\$13,550	\$3,387.50	\$3,387.50
Kristen Pavone, Freshman Coach (Mt. Pleasant)	\$13,550	\$3,387.50	\$3,387.50

WINTER WEIGHT TRAINING

John Jacob (WOHS)	\$ 3,560	\$1,780	\$1,780
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WEST ORANGE HIGH SCHOOL – SPRING SPORTS

BASEBALL

Stephen Zichella, Head Coach (WOHS)	\$10,682	\$5,341	\$5,341
Jason Tiseo, Assistant Coach (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
Marc Lawrence, Assistant Coach (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Pat Leonardis, Assistant Coach (Roosevelt)	\$ 8,033	\$4,016.50	\$4,016.50

SOFTBALL

James Galioto, Head Coach (WOHS)	\$10,682	\$5,341	\$5,341
Keith Appello, Assistant Coach (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Danielle Tracy, Assistant Coach (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Anthony Vitale, Assistant Coach (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50

BOYS' TENNIS

Jay Gitter, Head Coach (Liberty)	\$ 6,047	\$3,023.50	\$3,023.50
Carlos Perez, Assistant Coach (WOHS)	\$ 4,688	\$2,344	\$2,344

SPRING TRACK

Joe Picataggio, Head Coach (OOD)	\$10,682	\$5,341	\$5,341
Jason Webber, Head Coach (Mt. Pleasant)	\$10,682	\$5,341	\$5,341
Frank McSweeney, Assistant Coach (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
Kathy Holloman, Assistant Coach (Edison)	\$ 8,033	\$4,016.50	\$4,016.50
David Vodofsky, Assistant Coach (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50
Bridget Amirr-Haine, Assistant Coach (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
Felicia Blake, Assistant Coach (OOD)	\$ 8,033	\$4,016.50	\$4,016.50
Pierpaolo Mancarella, Assistant Coach (WOHS)	\$ 8,033	\$4,016.50	\$4,016.50

GOLF

Nick Galante, Head Coach (Pleasantdale)	\$ 6,047	\$3,023.50	\$3,023.50
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LA CROSSE

Brian Cohen, Head Coach (WOHS)	\$10,682	\$5,341	\$5,341
Dave Perez, Assistant Coach (OOD)	\$ 8,033	\$4,016.50	\$4,016.50

WEIGHT TRAINING

John Jacob (WOHS)	\$ 3,560	\$1,780	\$1,780
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ROOSEVELT MIDDLE SCHOOL

Softball – Jacqueline Marx	\$ 4,688	\$2,344	\$2,344
Baseball – Frank Cozzolino	\$ 4,688	\$2,344	\$2,344

LIBERTY MIDDLE SCHOOL


Softball – William O'Toole	\$ 4,688	\$2,344	\$2,344
Baseball – Chris Todd	\$ 4,688	\$2,344	\$2,344

Substitutes for December 12, 2011 Agenda

Substitute for 2011-2012	
Name	Subject Area
Burns, Jessica	K-12
Robinson, Dana	K-12
Mondello, Renato	Cisco

The Public Schools
West Orange, New Jersey

Public Agenda
Date: 12/12/11
Attachment # 9

To: Dr. Anthony Cavanna, Superintendent
From: Donna Rando Ed.D., Assistant Superintendent 
Date: November 30, 2011
Re: Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Monday, December 12, 2011 under *Curriculum and Instruction*.

“Recommend acceptance of field trip requests submitted for Board of Education approval.”

See attached.

Thank you.

C: M. Kenney
P. Nicholais
D. Daniel

**Field Trips Requests
December 12, 2011**

School	Destination	Course/Grade	Teacher	Describe How Activity Relates to Curriculum	Transportation Cost	Source of Funds (i.e., District, School, PTA, Student Activity Account, Student)
Gregory	Paper Mill Playhouse	Grade 1	Burnett/Healy/Marino/Neubauer	Language Arts	\$414	PTA
Hazel	Canterbury Village, W.O.	Community Service/Music	Hochheiser/Wagaman	Community Service	\$138	District
Hazel	Livingston Mall	Grade 5	Hochheiser	Pride Expo	\$345	District
Mt. Pleasant	Livingston Mall	Grade 5	Zimmerman	Pride Expo	\$138	District
Pleasantdale	Newark Museum	Grade 4	Orange/Lee	Science: Solar System and Earth Science	\$690	Students/Fundraisers
Pleasantdale	Ellis Island	Grade 4	Orange/Lee	Social Studies: New Jersey and Immigration	\$690	Students/Fundraisers
Pleasantdale	Degnan Park	Grade 4	Orange/Lee	End of Year Picnic	\$0	NA
Liberty	NJ Art Incubator, West Orange	Art	Villalobos	Visit gallery of West Orange artist	\$69	District
Liberty	Museum of Natural History	Art /History SE	Villalobos/Oliver	Artifacts of Northwest Coast Indians	\$345	Students
Liberty	United Nations	Gr. 8, French	Ndong	Countries and nationalities	\$345	Students
Liberty	Metropolitan Museum of Art	Art /History SE	Villalobos/Oliver	European, Asian art collection	\$345	Students
Liberty	Metropolitan Museum of Art	Art /History SE	Villalobos/Rudd	European, Asian art collection	\$345	Students
Liberty	LaPlace Pottery, Point Pleasant, NJ	Art	Villalobos	Create clay art into business	\$518	Students
Liberty	Camden St. School, Newark	Helping Hands Club	Horwitz	Community Service	\$276	District
Roosevelt	Seton Hall University	Selected Students	Hush	Community Outreach	\$198	District
Roosevelt	NJPAC	Spanish	Amorim	Latin music	\$311	Students
WOHS	Victoria Mews Assisted Living	Concert & Jubilee Choir	Farley	Senior Citizen Performance	\$207	District
WOHS	Canterbury Village	Concert & Jubilee Choir	Farley	Senior Citizen Performance	\$155	District
WOHS	Livingston Mall	String Orchestra	Peres	Community Service	\$414	District
WOHS	Edison Middle School	Concert & Jubilee Choir	Farley	Performance	\$138	District
WOHS	United Nations	French Class	Peart/Ndong	Examine peacekeeping efforts	\$646	Students
WOHS	Philadelphia Museum of Art	US History I	Brady/Sehr	Early American Culture and Politics	\$4,000	Students

**Field Tr. equests
December 12, 2011**

WOHS	Mahwah High School	Music	Farley	NJMSA Regional Choir Auditions	\$724	District
WOHS	Mount Olive High School	Band	Kelly	North Jersey Area Band Rehearsal	\$272	District
WOHS	Edison Middle School	Chamber Orchestra	Peres	Performing for Students	\$276	District
WOHS	Daughters of Israel	Daughters of Israel Geriatric Center	Drabik	Social Studies Program	\$34	District
WOHS	Metropolitan Museum of Art	Spanish 2-3 Honors & IMS	Roncero	Thematic Unit: The Best Museum in the World: and "Historical Journey"	\$414	Students
WOHS	Ashland Specialty Chemicals RED Facility	IMS 10	Brandt/DePalo/Busby	Experience a Professional Chemistry Red Facility	\$544	District/SLC
WOHS	West Milford HS	Jazz I	Kelly	Jazz Festival	\$408	District
WOHS	WO Town Hall	Marching Band	Kelly	St. Patrick's Day Parade	\$1,360	District
WOHS	Daughters of Israel	Daughters of Israel Geriatric Center	Drabik	Social Studies Program	\$34	District
WOHS	Verona HS	Wind Ensemble, Symphonic Winds, Concert Band	Kelly	Region I Concert Band Festival	\$2,720	District
WOHS	Six Flags Great Adventure	WOHS Concert Jubilee Choir	Farley	Music Showcase Festival	\$966	50% Students/ 50% District
WOHS	Daughters of Israel	Daughters of Israel Geriatric Center	Drabik	Social Studies Program	\$34	District
WOHS	Six Flags Great Adventure	WOHS Boys Step Team	Farley	NJSSA/Great Adventure High School Step Team Competition	\$966	District

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM
Director Buildings and Grounds



179 Eagle Rock Avenue

MEMORANDUM

To: Mark Kenney
Re: Equipment Disposal
Date: November 30, 2011

Request Board approval for the disposal of the following equipment. Will dispose and sell the equipment through InterSchola.

Small Floor Safe Moslar Safe Company – NY
29 x 26 x40

Large Floor Safe Moslar Safe Company – NY
37 x 30 x64

Satellite Dish
Make: HTS
Dish Diameter: 11'
Mast Height: 10'


c: Kathy Papa, Assistant to the Business Administrator
Kathy Winston, Executive Assistant to the Superintendent
file

The Public Schools
West Orange, New Jersey

Public Agenda

Date: 12/13/11

Attachment # 18

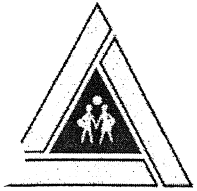
To: Dr. Anthony P. Cavanna, Superintendent
From: Donna Rando, Ed.D., Assistant Superintendent 
Date: November 16, 2011
Re: Agenda Item

Please place the following on the West Orange Board of Education Meeting agenda of December 12, 2011 under "Finance."

"Recommend acceptance of *Application for Absence for School Business* request submitted for Board of Education approval."

Date(s)	Conference	Location	Teacher/ Administrator	Total Travel Amount
3/4/12-3/8/12	PowerSchool University	Orlando, Florida	Gregory Brennan	\$3586.00

C: Mr. M. Kenney



New Jersey School Boards Association Insurance Group

450 Veterans Drive
Burlington, New Jersey 08016
(609) 386-6060 • FAX (609) 386-8877
www.njsbaig.org

Public Agenda
Date: 12/12/11
Attachment # 19

RESOLUTION TO AMEND NJSBAIG BYLAWS

WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of the _____ Board of Education held on the _____ day of _____ 2011, the Board

does

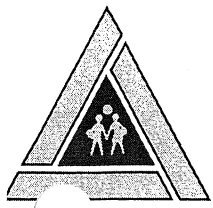
does not

hereby approve the proposed amendments to the NJSBAIG Bylaws.

Board of Education: _____

Date of Board Meeting : _____

Board Secretary: _____



New Jersey School Boards Association Insurance Group

450 Veterans Drive
Burlington, New Jersey 08016
(609) 386-6060 • FAX (609) 386-8877
www.njsbaig.org

November 23, 2011

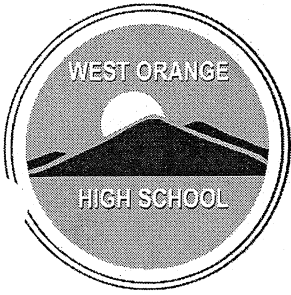
West Orange Board of Education
Mr. Mark Kenney, Business Administrator
179 Eagle Rock Avenue
West Orange, NJ 07052

Dear Mr. Kenney,

As with all organizations, there comes a time for renewal, reimagining and redefinition. As part of this evaluation process the New Jersey School Boards Association Insurance Group (NJSBAIG) Trustees and stakeholders have worked together to revise the Group's Bylaws. Through these changes we have proposed to redefine the role of the New Jersey School Boards Association (NJSBA) regarding the operation of the NJSBAIG. The proposed major changes involve a name change and some governance processes as outlined in the following:

1. Change our name from New Jersey School Boards Association Insurance Group to the New Jersey School Boards Insurance Group.
2. Change the method of Trustee nomination from the NJSBA President nominating Board of Education members as Trustees, to the establishment of a nominating committee. The proposed bylaw revisions define a four person committee made up of the New Jersey Association of School Administrators (NJASA) representative, the New Jersey Association of School Business Officials (NJASBO) representative, and two at large Trustees to nominate Trustees. The proposed change does not affect the appointments of either NJASA or NJASBO.
3. Change to the method of selecting the NJSBAIG Trustee chairperson and vice-chairperson from the NJSBA President appointments to the NJSBAIG Trustees electing their own chair and vice-chair.
4. Attached is a complete list of the proposed changes. Most notable is the proposed requirement that all Trustees must represent NJSBAIG member districts.

The Bylaws require that 75% of the NJSBAIG member districts approve the proposed changes. We have attached a sample resolution for your Board of Education to consider. Resolutions are due by 1/31/2012 in order to meet the timeline set in the Bylaws. If you or your Board have questions regarding the proposed changes please contact Marty Kalbach, Director of the NJSBAIG, or Eva M. Nagy, Chairperson of the NJSBAIG Trustee Board. They can be reached at 609-386-6060 x3024 or 732-828-1248 respectively.



West Orange Public Schools

179 Eagle Rock Avenue
West Orange, NJ 07052

Public Agenda
Date: 12/12/11
Attachment # 20

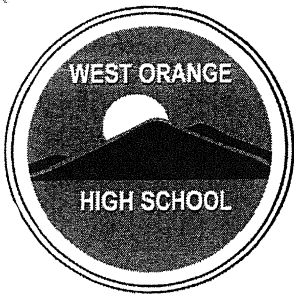
MEMORANDUM

Fine Arts Department
Louis Quagliato, Supervisor
973-669-5400 ext. 20570
lquagliato@woboe.org

To: Dr. Anthony Cavanna, Superintendent of Schools
From: Louis Quagliato, Fine Arts Supervisor
Date: November 28, 2011
Re: M.A.I.N Winter Color Guard Competition

The West Orange High School winter color guard is planning to host their 7th annual competition sponsored by the West Orange Music Boosters. Proceeds from the event will go to support activities, competitions, uniforms, equipment and supplies for the 2012 winter color guard season. I am requesting Board approval for use of the Tarnoff Gym, PVW Gym, Tarnoff cafeteria, and a few additional classrooms. The competition is planned for **Saturday, January 21, 2011**. If you have any questions, feel free to contact me.

Cc: R. Csigi
A. Alloggiamento
A. Dade
R. Bligh
E. McClure



West Orange Public Schools

179 Eagle Rock Avenue
West Orange, NJ 07052

Public Agenda

Date: 12/12/11

Attachment # 2/

MEMORANDUM

*Fine Arts Department
Louis Quagliato, Supervisor
978-669-5400 ext. 20570
lquagliato@woboe.org*

To: Dr. Anthony Cavanna, Superintendent of Schools
From: Mr. Louis Quagliato, Fine Arts Supervisor
Re: WOHS Band Camp 2012
Date: November 30, 2011

Please place the attached 2011 Band Camp User Agreement on the next Board of Education agenda for signature by the Board president.

- Fee for use of the facility for five days are paid by the students
- The Staff attending band camp do not get paid an overnight chaperone fee.
- The Board of Education pays the facility fee for staff estimated at \$2430.00 (which was the cost paid last year)

If you have any questions, do not hesitate to call me.

Cc Dr. Donna Rando

CAMP WEEQUAHIC USER AGREEMENT

This is an agreement between Wee-Q, LLC, ("Camp Weequahic") 210 Woods Road, Lakewood, PA 18439 and West Orange Board of Education as signee of West Orange High School Marching Band ("User Group") Conforti Avenue, West Orange, NJ 07052.

The purpose of this document is to set forth the terms of the agreement between Camp Weequahic and User Group. The terms of the agreement are as follows:

1. User Group has agreed to use the facilities at Camp Weequahic for room and board and for use of assigned buildings and outdoor and indoor facilities for the purpose of band practice and for the purpose of marching band.
2. User Group will use the facilities on the following dates and times:
 - a) Arrival Date: August 16, 2012 (arrival approximately lunchtime)
 - b) Departure Date: August 21, 2012 (departure after lunch)
 - c) Number of meals: 3 meals per day (except as otherwise noted)
 - d) Minimum guarantee of number of campers: 115 campers
 - e) Accommodations: Bunks as needed. Infirmary and Staff Lounge for adult sleeping quarters.
3. The fee for the use of the facility is \$54.00 per Camper per day for a total of 5 days. Staff will be charged as follows: (i) one staff member for each fifteen campers at no cost (ii) each additional staff member at \$54.00 per day (iii) each individual who attends lunch only as \$5 per day (iv) each individual who attends dinner only \$10 per day. Extra costs may include long distance phone calls, copies, faxes and other items requested and agreed to by User Group and Camp Weequahic.
4. User Group has guaranteed participation as set forth in paragraph (2) above and will confirm the exact number of participants at least 15 days prior to arrival. Neither party may cancel this Agreement once this Agreement has been signed and the deposit paid.
5. The User Group is responsible for providing its own programming and supervision, as well as setting up, serving and cleaning its own tables and cleaning its living quarters prior to departure. Camp Weequahic will provide kitchen staff.
6. A deposit of \$500 will be paid with the signing of this agreement. This deposit is non-refundable. An additional deposit of \$4,500 shall be paid by July 1, 2011. Full payment is due on the last day of the session of the User Group's stay. Payment for any additional costs incurred by the User Group during its stay is due prior to departure. If the User Group is tax-exempt from Pennsylvania sales tax, please provide us with your tax identification number. Otherwise, the law requires us to add a 6% sales tax.
7. No reduction or allowance is made for late arrival or early withdrawal from Camp facilities unless specifically agreed upon by both parties.
8. The User Group will provide a supervision ratio of one adult at least 18 years old for every seven campers, as well as one adult at least 25 years old for every twenty-five campers.
9. User Group will have use of camp facilities including (i) Dining Hall (ii) Football Field (named Little League Field) (iii) Rec Hall (iv) Lodge Softball Field (v) Lodge Tennis Courts (vi) Activities Building (includes Great Room, Dance Studio, Aerobics Room) (vii) Picnic Area and User Group will provide all equipment for all activities and events. However, use of the pool may be permitted as agreed upon by both parties and ONLY if supervised by an American Red Cross Lifeguard who has current certification including CPR and Safety and First Aid in accordance with ratios set by the American Camping Association. The User Group will also be required to provide spotters.
10. The climbing tower, lake, waterfront area, dock and any area abutting the lake shall be strictly off limits at all times to any member of the User Group for the entire period the User Group is attendant to the premises. This restriction shall be strictly adhered to and enforced.
11. Camp Weequahic and Staff will not provide any Emergency First Aid Response. It is the responsibility of the User Group to provide an adult with CPR and First Aid certification from a nationally recognized provider.
12. The User Group expressly acknowledges and agrees that it shall perform the services called for hereunder in the capacity of independent contractor and that neither it or any of its teachers, coaches, members or employees shall in any way be considered employees or agents of Camp Weequahic, nor shall it or any of its teachers, coaches, members or employees be entitled or authorized to participate in any benefits or privileges given or extended by Camp Weequahic to its employees, nor shall Camp Weequahic be responsible for the health and welfare of User Group members other than to terms outlined in this agreement.

13. User Group understands that use of Camp Weequahic's facilities includes terrain, activities and group living arrangements and interactions that may be new to the User Groups participants, and that they come with certain risks and uncertainties beyond what they may be used to dealing with at home, at school or at work. User Group is aware of these risks, and is assuming them on behalf of each user. User Group realizes that no environment is risk-free, and so User Group has instructed each user on the importance of abiding by Camp Weequahic's rules and policies, and each user represents that he or she is familiar with these rules and will obey them. User Group agrees to secure and provide to Camp Weequahic the attached Parent Acknowledgement and Agreement Form for each camper.
14. User group further agrees to indemnify and hold harmless Camp Weequahic, its owners, agents, and employees from any cause of action or claim brought against them by any of User Groups participants or employees or arising out of this Agreement, including judgment, settlement, or award, along with costs of defending against the claim, including attorney's fees.
15. User Group will name Camp Weequahic as an additional insured on User Group's insurance policy. The purpose of this requirement is to hold Camp Weequahic and its employees harmless for activities, which are under the supervision of the User Group's staff or representatives except for negligence and deficient or defective equipment and facilities that belong to Camp Weequahic. User Group will provide Camp Weequahic with a Certificate of Insurance. The Certificate will show Camp Weequahic as an additional insured, the inception/expiration dates of policy, the name of the insurance company, policy and name and address of the insurance agent and the minimum liability coverage of One Million Dollars (\$1,000,000). Camp Weequahic insurance information is available upon request.
16. To deal with non-emergency situations, the User Group must bring a vehicle to Camp Weequahic that will remain on site for the duration of their visit. Camp Weequahic's insurance policy does not allow any transportation of User Group.
17. All medication, prescription or non-prescription, must be controlled by a User Group staff person. It is understood and agreed that Camp Weequahic does not provide the User Group, nor is Camp Weequahic responsible for, any additional services such as medical, dental or medical insurance.
18. For health and comfort of our customers, Camp Weequahic is a smoke free facility. Smoking is not permitted anywhere on the grounds.
19. Camp Weequahic is not responsible for the User Group's equipment or personal belongings while in transit or at Camp facilities or if lost or damaged by fire, theft, etc.
20. User Group will take good and reasonable care of the fixtures, fittings, real and personal property on the premises. User Group assumes responsibility for any damages to the property caused by the User Group and its members. If there is damage to the fixtures, furnishings, or replacements, payment shall be made upon receipt of the bill prior to departure.
21. User Group will follow Camp Rules and Regulations including the following:
 - a) User Group will be responsible for keeping their bunks and bunk area clean. No writing on the bunk walls. There will be a paper and waste pick-up every morning for all bunks. Turn out lights when you leave the bunks. No candles, incense or flames of any kind in bunks.
 - b) All bunks not assigned to User Group will be off limits and should not be entered at any time.
 - c) It is understood that the User Group will be supervised by adult chaperones during any of their breaks, free periods and anytime in cabins, including overnights.
 - d) The User Group agrees not to use any Camp facilities without prior approval.
 - e) Cars must be parked in designated parking areas only.
 - f) The presence of any drugs or alcohol is expressly forbidden anywhere on Camp Weequahic property.
21. Additional Services:
 - a) The User Group must provide their own Linens, Pillows and Towels.
 - b) User Group shall have use of the canteen facility as determined by Camp Weequahic and User Group. User Group will pay the cost of food and beverages directly with vendors.
22. It is agreed that any dispute or cause of action arising between the parties, whether out of this agreement or otherwise, can only be brought in a court of competent jurisdiction located in Wayne County, Pennsylvania, and shall be construed in accordance with the laws of Pennsylvania.

23. If the User Group fails to abide by these provisions, then User Group assumes any and all risk associated with the use of these areas and should any person be harmed, User Group will indemnify and hold Camp Weequahic harmless from any and all claims or injuries occasioned by the use in these areas.

ACCEPTED AND AGREED:

Wee-Q, LLC

Name: _____

Title: _____

**West Orange Board of Education for
West Orange High School Marching Band**

Name: _____

Title: _____


WEST ORANGE PUBLIC SCHOOLS
DEPARTMENT OF TECHNOLOGY

Public Agenda
Date: 12/13/11
Attachment # 22

179 Eagle Rock Avenue • West Orange • New Jersey • 07052
Telephone: 973-669-5400 Ext. 254
Fax: 973-669-5499

MEMORANDUM

DATE: December 5, 2011

TO: Dr. Anthony P. Cavanna, Superintendent 

FROM: Fil Santiago, Director of Staff Development and Technology

SUBJECT: Approval for Participation in Sustainable Schools Project 2012

I am requesting that the Board pass a resolution for the West Orange Public Schools to participate in the Sustainable Schools Project 2012.

Attachments: Resolution and Grant Application

C: Mark Kenney[✓], Dr. Donna Rando



Is Sustainability the Answer to the Academic and Financial Success of NJ Schools?

Application Form - Sustainable Schools Project 2012

Is Sustainability the answer to the academic and financial success of NJ Schools? Will it reduce operating costs, decrease tax dependency and provide more funding for the classroom?

These questions will be the focus of the three-year New Jersey Sustainable Schools Project, conducted by the Educational Information and Resource Center (EIRC), a public non-profit service agency, and underwritten by a grant awarded Sept. 23 by the Alliance for Competitive Energy Services (ACES), a statewide energy-buying cooperative for public schools, coordinated by the New Jersey School Boards Association.

District interested in participating must agree to the following grant requirements:

- District must be a participant in the Alliance for Competitive Energy Services program (ACES)
- Team attendance at the yearly 4-day Green Schools Leadership Institute (GSLI) summer program
- Produce a Green Strategic Plan, Mission Statement, Action Steps/Lesson Plans and Resources that will be posted online at the GLSI web site
- Implement the Green Strategic Plan during the school year, providing online interim reports regarding the status of the implementation
- Team participation in a green online professional learning community
- Participation of a School Board member in the GSLI Institute, and their involvement in the three-year process
- District team participation throughout the 3-year grant period.
- Provide district/school data before, during, and after the project
- Minimum 5 Member Team – Suggested Team: Superintendent or Assistant Superintendent, School Board Member, Facilities Director, Principal, Teacher(s). A core team of 5 must attend the GSLI summer program, not including central office or School Board members.
- The district board of education will pass a resolution agreeing to participate in and adhere to the guidelines of the three-year Sustainable Schools Research Project. Continued participation in the three-year Sustainable Schools Research Project will be subject to annual approval by the board of education. A sample resolution can be downloaded from the project website and modified for

Selection Criteria:

Approximately 20 district teams will be chosen to participate in the grant as determined by:

- Board resolution included with application
- Geographic representation
- District Factor Grouping representation
- School types (public, non-public) representation
- Point system based on grant application completeness

Please answer the following questions and complete the application on the other side of this form.

Why do you want your district to be part of this study? One of the Board of Education goals for 2011-12 is to direct the District toward facilities that respect the environment, achieve cost savings through energy efficiency, and provide opportunities for students to learn about sustainability using 21st century technology. West Orange has already committed to this endeavor by sending some of its staff to the Green School Leadership Institute in 2011.

What do you hope that your district will achieve by the end of this study? The district hopes to gain a better understanding of how sustainability can improve student academic achievement and reduce operating costs while raising awareness with the community about the importance of sustainability.

Contact/Participant #1 Name: Dr. Anthony P. Cavanna

District: West Orange Public Schools Title/Grade Level: Superintendent
Address: 179 Eagle Rock Avenue
City: West Orange Zip: 07052
Phone: 973-669-5400 Fax: 9736-669-1432 Email: acavanna@woboe.org

Contact/Participant #2 Name: Ms. Sandra Mordecai

District: West Orange Public Schools Title/Grade Level: Board Member
Address: 179 Eagle Rock Avenue
City: West Orange Zip: 07052
Phone: 973-669-5400 Email: smordecai@woboe.org

Contact/Participant #3 Name: Mr. Fil Santiago

District: West Orange Public Schools Title/Grade Level: Director of Staff Development/Technology
Address: 179 Eagle Rock Avenue
City: West Orange Zip: 07052
Phone: 973-669-5400 Fax: 9736-669-1432 Email: fsantiago@woboe.org

Contact/Participant #4 Name: Mr. Robert Csigi

District: West Orange Public Schools Title/Grade Level: Director of Buildings and Grounds
Address: 179 Eagle Rock Avenue
City: West Orange Zip: 07052
Phone: 973-669-5400 Fax: 9736-669-1979 Email: rcsigi@woboe.org

Contact/Participant #5 Name: Mr. Xavier Fitzgerald

District: West Orange Public Schools Title/Grade Level: Principal, Edison Central Six School
Address: 75 William Street
City: West Orange Zip: 07052
Phone: 973-669-5360 Fax: 973-243-9802 Email: xfitzgerald@woboe.org

Contact/Participant #6 Name: Ms. Marie DeMaio

District: West Orange Public Schools Title/Grade Level: Principal, Washington Elementary School
Address: 289 Main Street
City: West Orange Zip: 07052
Phone: 973-669-5385 Fax: 9736-669-5462 Email: mdemaio@woboe.org

Contact/Participant #7 Name: Mr. Peter Ficuciello

District: West Orange Public Schools Title/Grade Level: Teacher, High School Environmental Science
Address: 51 Conforti Avenue
City: West Orange Zip: 07052
Phone: 973-669-5301 Fax: 9736-669-1260 Email: pficuciello@woboe.org

Contact/Participant #8 Name: Mr. Chris Yonitch

District: West Orange Public Schools

Title/Grade Level: Teacher/Grade 5

Address: 28 Main Street

City: West Orange

Zip: 07052

Phone: 973-669-5385

Fax: 9736-669-5462

Email: cyonitch@woboe.org

For more information contact: Carol James, Program Development Coordinator, EIRC
Phone (856) 582-7000 X 170 Email at cjames@eirc.org

Please submit your application, including your school board resolution, by one of the following methods:

- 1) By Mail: EIRC – Attn. Carol James
24 Stony Path Drive
Dayton, NJ 08810
- 2) By Phone: (856) 582-7000 X 170
- 3) By Fax: (732) 329-8950
- 4) By Email: cajames@me.com

Application will be considered on a first come, first served basis. Once your application has been approved, you will receive a confirmation letter with logistical information, and an EIRC staff member will contact you.

Resolution to Participate in the NJ Sustainable Schools Project

Whereas the West Orange Public Schools District seeks to participate in the 3-year NJ Sustainable Schools research project that proposes to determine if sustainability is the answer to academic and financial success of NJ Schools

Whereas the West Orange Public Schools District is a participant of the Alliance for Competitive Energy Services program (ACES)

Whereas the district commits to providing a team to attend the yearly 4-day Green Schools Leadership (GSLI) summer program, it will send a new team every year for the three years of the program

Whereas the district commits that the teams will produce a Green Strategic Plan, Mission Statement, Action Steps/Lesson Plans and Resources that will be posted online at the GLSI web site

Whereas the district commits that each team will implement the Green Strategic Plan during the school year and provide online interim reports regarding the status of the implementation

Whereas the district commits that all teams will participate in the green online professional learning community

Whereas the district commits the participation of a School Board Member in the GSLI, and their involvement in the three-year process

Whereas the district commits district team participation throughout the 3-year grant period

Whereas the district commits that a 5-member team – Superintendent or Assistant Superintendent, School Board Member, Facilities Director, Principal, Teachers (5 constant members attend the GSLI summer program) will participate in the GSLI Institute

Whereas the district commits to provide district/school data before, during, and after the project

Therefore it is resolved that the West Orange Public Schools District agrees to participate in and adhere to the guidelines of the three-year Sustainable Schools Research Project. Continued participation in the three-year Sustainable Schools Research Project will be subject to annual approval by the board of education.

Signature of President of the Board of Education

Date

Signature of District Superintendent

Date

**EXTRACT FROM THE MINUTES OF A MEETING
OF THE WEST ORANGE PUBLIC SCHOOLS
BOARD OF EDUCATION, WEST ORANGE, ESSEX COUNTY, NJ
AS RECORDED IN THE OFFICIAL MINUTE BOOK**

The Board of Education of the West Orange School District, West Orange, in the County of Essex, New Jersey, convened in Regular/Work session on December 12, 2011 at 6:00 P.M., at Mt. Pleasant Elementary School, 9 Manger Road, West Orange, NJ.

The following members of the Board of Education were present:

The following motion was offered by _____ and seconded by _____ and adopted by the Board of Education by the following roll call vote:

The Board resolves to request authorization for the emergency hiring of the following candidate(s): Renato Mondello. The candidate(s) attest that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A.18A:6-7.1 et seq., N.J.S.A.18A:39-17 et seq., or N.J.S.A.18A:6-4.13 et seq., as applicable.

ROLL CALL: Ayes:

Abstain:

CERTIFICATE

I, Mark A. Kenney, Secretary of the Board of Education, of the West Orange Public Schools, West Orange, in the County of Essex, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Board of Education of said district duly called and held on December 12, 2011, has been compared by me with the original minutes as officially recorded in my office in the minute book of said West Orange Board of Education and is a true, complete copy thereof and of the whole of said original minutes so far as the same relate to the subject matter referred to in said extract in witness I have hereunto set my hand and affixed the corporate seal of said Board of Education this day of December 2011.

Mark A. Kenney
Business Administrator/Board Secretary

Public Age.

Date:

Attachment #

10/12/11
24

CORRECTIVE ACTION PLAN

NAME OF SCHOOL WEST ORANGE PUBLIC SCHOOLS **COUNTY** ESSEX

TYPE OF AUDIT ANNUAL

DATE OF BOARD MEETING DECEMBER 12, 2011

CONTACT PERSON MARK KENNEY

TELEPHONE NUMBER 973-669-5400 EXT. 20520

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
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1 Student Activity	Board approved the redistribution of written procedures to all Principals and School Treasurers for proper bookkeeping.	Business Administrator provided written procedures to all Principals and Supervisors in June. All schools are required to use Quicken for bookkeeping and do monthly bank reconciliations. In August, 2010 at a Management Team Meeting, procedures were once again disseminated, discussed and reinforced by having the School District's auditor present. Questions were answered by both the Business Administrator and the auditor. The Business Administrator will reinforce these principles for the new fiscal year.	Principals and School Treasurers under supervision of Business Administrator.	Immediately
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ANTHONY P. CAVANNA
CHIEF SCHOOL ADMINISTRATOR

12/13/11
DATE

MARK A. KENNEY
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

12/13/11
DATE

C: County Superintendent