

MINUTES OF A REGULAR MEETING  
OF THE  
RUTHERFORD BOARD OF EDUCATION  
February 13, 2012

A regular meeting of the Board of Education was held on Monday evening, February 13, 2012 in the High School Cafeteria. Meeting was called to order by President Casadonte at 7:30 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mr. Casadonte, Dr. Fiume, Mr. Griggs, Mrs. Jones, Mrs. Lanni, Mr. McLean and Mr. Tully. Mr. Novosielski arrived at 7:31 P.M. Also present were Dr. Jones and Mr. Brown.

**N.J. OPEN PUBLIC MEETINGS LAW**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board outside the Borough Clerk's Office, mailed to the News Leader, Herald, South Bergenite, and the Record newspapers, and filed with the Borough Clerk.

**TAPING AND BROADCASTING OF MEETINGS**

As approved by the Rutherford Board of Education, we are taping and broadcasting our worksessions and regular meetings. These meetings will be broadcast without editing during a two-hour time segment on Tuesday evenings at 8:00 PM on the Comcast public access channel and on FiOS Channel 38. At the conclusion of the two-hour segment, the broadcast will end regardless of what part of the meeting is currently being viewed due to the Comcast time constraint. Any member of the public who wishes to view the two-hour tape should make a written request to the Board Secretary who will have a copy of the tape made available within two weeks of the request. There will be a nominal fee charged for this tape reproduction. We welcome comments from residents viewing the broadcast.

**MINUTES APPROVAL**

1. Resolution by Mr. Griggs, seconded by Dr. Fiume.

BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Work Session Meeting and Executive Session of February 6, 2012 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – aye
Mr. Casadonte – abstained	Mrs. Jones – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Lanni – abstained	Mr. Tully - aye

**SPECIAL PRESENTATIONS:**

**District Retiree – Presentation by Dr. Rosemary Jones and Mr. Thom Casadonte**

Mrs. Rachael Cuozzo received an award

**Student Artists - Mr. Denis Mullins, Supervisor FPPA**

**Washington School**

Vanessa Centurion  
John Patti  
Janice Park  
Prerana Thippesha  
Emily Weber

**Lincoln School**

Rhea Desai  
Olivia Katafigiotis  
Ava Labruno  
Jiya Patel  
Isabella Sing

**Union School**

Nikita Batra  
Christopher Chow  
Hannah Krzysztan  
Sara Rotondi  
Hannah Sim  
Madison Smith  
Zuzanna Szmackinski

**Pierrepont School**

Ashley Bronico  
Joella Chase  
Noah E. Fernandes  
Ryan Fried  
Samuel Gilhawley  
Joanne Na

**Bergen County Chorus – Mr. Denis Mullins, Supervisor FPPA**

**Bergen County Chorus – High School**

Lauren Ackermann  
Isabel Distefano  
Fernanda Fernandez  
Rachel Goldstein  
Jenilee Ippolito  
Megan Keegan  
Charles Lemaire

**Bergen County Chorus – Pierrepont and Union**

Chloe Catoya  
Lauren Hardt  
Larissa Nam  
Alexandra Tasev

**Region 1 Chorus**

Lauren Ackermann  
Clarice Garcia  
Rachel Goldstein  
Charles Lemaire

**All State Choir**

Rachel Goldstein  
Charles Lemaire

***The Board took a brief recess at 7:44 P.M., returning at 7:55 P.M.***

**REPORT OF THE PRESIDENT:**

Mr. Casadonte congratulated Christopher McCarthy, Patrick O'Grady, Robert Conrad, and Atwan Gandhi on their outstanding performances in the North Regional New Jersey Future Business Leaders of America competition. They all move on to the state competition. He also congratulated three girls for their performance in the Junior Women's Club Annual Spelling Bee. They all move on to the next level. Lastly, Mr Casadonte reported that the Rutherford High School Academic Decathlon Team has advanced to the New Jersey State Finals.

**MEETING OPEN TO THE PUBLIC: (Agenda Items Only)** 8:00 P.M. No one spoke.  
Meeting was then closed to the public at 8:00P.M.

**NEW BUSINESS (Action to be Taken)**

**PERSONNEL:** Motion by Mrs. Ahmed, seconded by Mr. Novosielski to move the following resignations, retirements, salary adjustments, reassignments, appointments, etc., as recommended by the Superintendent of Schools, pending approval from the State Department of Education, subject to the New Jersey Criminal Background Check and other legal requirements.

Vote approved by Voice Vote.

**Motion by Mrs. Ahmed, seconded by Mr. Novosielski to approve Personnel Items #1 thru #13.**

Erin Devor 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Erin Devor, Grade 8 math teacher at Pierrepont, effective April 16, 2012 through twenty (20) days following the birth of her baby, to be followed by a child rearing leave of absence under the Family Leave Act without pay through June 30, 2012.

SANDRA MASLAG 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Sandra Maslag as a full time teacher assistant at Lincoln School effective January 30, 2012 through June 30, 2012 at the hourly rate of \$18.71 (step 2). This is a new position.

NURHAN LISA BOTAS 3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Nurhan Lisa Botas as a part-time teacher assistant at Lincoln School 4.9 hours per day, effective January 30, 2012 through June 30, 2012 at the hourly rate of \$18.18 (step 1). This is a replacement position.

HOME INSTRUCTOR 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following home instructor for the 2011-2012 school year effective February 14, 2012 at the hourly rate of \$35.00:

Steven Titus  
Patricia Hogan

TRAVEL APPROVALS 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following travel reimbursements for the 2011-2012 school year:

<u>Name</u>	<u>Position</u>	<u>Name of Activity</u>	<u>Dates</u>	<u>Fee</u>	<u>Trans.</u>	<u>Meals</u>	<u>Lodgings</u>	<u>Other</u>
David	Frazier	DAANJ Confer.	Mar. 12-15, 2012	\$350	none	none	none	\$75
Mike	Kivowitz	GoogleApps	Mar. 22-23, 2012	\$200	none	none	none	none
Anthony	Paterno	B&Grounds Conf.	Apr. 3-4, 2012	\$100	\$80.60	none	none	\$185
Jay	Faigenbaum	Writing Traits	Mar. 20, 2012	\$225	none	none	none	none

SUBSTITUTE BUS ASSISTANT 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as a substitute bus assistant for the 2011-2012 school year effective January 18, 2012 at the hourly rate of \$9.00:

Beverly DiBilio

ALLISON COSGRAVE 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Allison Cosgrove as a part time teacher assistant at Lincoln School 4.9 hours per day effective February 14, 2012 through June 30, 2012 at the hourly rate of \$18.18 (step 1). This is a new position.

SUBSTITUTE TEACHERS 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teachers for the 2011-2012 school year effective February 14, 2012 at the per diem rate of \$80.00 and in accordance with law:

Kathleen Douglas  
 Kaitlin Kuchar  
 Natasha Boyce  
 Caren Thomas  
 Megan Jenkins  
 Karen Kelly

SUBSTITUTE TEACHER ASSISTANT

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following substitute teacher assistant(s) for the 2011-2012 school year effective February 14, 2012 at the hourly rate of \$10.00.

Olimpia Jahrling

ERIN TIFFNER

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to extend the unpaid maternity leave of Erin Tiffner, Special Education teacher Union School from February 13, 2012 to June 30, 2012.

MEGAN DELALLA

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to adjust the end date for the long term leave replacement teacher, Megan DeLalla at Union School from February 13, 2012 to June 30, 2012.

ELLEN HAUG

12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept with regret the retirement of Ellen Haug, grade 8 science teacher at Union School, effective June 30, 2012.

RHONDA SABATINI

13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to increase the hours of Rhonda Sabatini, clerical assistant in the Maintenance Department from 7 hours per day to 8 hours per day effective February 1, 2012.

Roll Call Vote on Personnel Items #1 thru #13:

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mrs. Jones – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Lanni – aye	Mr. Tully - aye

**CURRICULUM AND INSTRUCTION:**

**Motion by Mrs. Lanni, seconded by Mr. McLean to approve Curriculum and Instruction Items #1 thru #5.**

HARASSMENT/INTIMIDATION/ BULLYING DECISION

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to (hereinafter referred to as the “Board”) affirm the Superintendent’s decision in HIB Investigation #2011-013, for the reasons set forth in the Superintendent’s decision to the student’s parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents.

HOME INSTRUCTION

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve home instruction for the following student(s) (name(s) on file in the office of the superintendent:

- Student “J”
- Student “K”
- Student “L”
- Student “M”
- Student “N”
- Student “O”
- Student “P”

OVERNIGHT TRIP

~~3.5.~~ BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following overnight trip for FBLA (Future Business Leaders of America) State Competition:

FBLA State Competition – East Brunswick, NJ – March 15 -16, 2012

CALENDAR

~~4.6.~~ BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following school calendar for the 2012-2013 school year:

**RUTHERFORD PUBLIC SCHOOLS  
SCHOOL CALENDAR  
2012-2013**

Tuesday, September 4	Orientation of Teachers
Wednesday, September 5	Schools Open
Monday, October 8	Schools Closed, Columbus Day <b>Teacher Professional Development</b>
Tuesday, November 6	Schools Closed, Election Day <b>Teacher Professional Development</b>
Thursday & Friday, Nov. 8, 9	Schools Closed, NJEA Convention
Thursday, November 15	One Session Day, Conferences <b>(K-5 ONLY)</b>
Friday, November 16	Schools Closed, Conferences <b>(K-5 ONLY)</b>
Wednesday, Nov. 21	One Session Day
Thursday & Friday, Nov. 22, 23	Schools Closed, Thanksgiving
Friday, December 21	One-Session Day
December 24 – January 1	Schools Closed, Holiday Recess
Wednesday, January 2	Schools Reopen
Monday, January 21	Schools Closed, Dr. King's Birthday
February 15 & 18	Schools Closed, Winter Recess
Friday, March 29	Schools Closed, Good Friday
April 1 – 5	Schools, Closed, Spring Recess
Friday, May 24	Schools will be closed if any emergency closing days are not used
Monday, May 27	Schools Closed, Memorial Day
June 19, 20, 21	One-Session Days for Students
Wednesday, June 19	Union Graduation
Thursday, June 20	High School Graduation
Friday, June 21	Pierrepoint Graduation Last Day of School for Students/Teachers K-12 Report Cards Issued

**NUMBER OF DAYS SCHOOLS ARE IN SESSION**

September	18	February	18
October	22	March	20
November	17	April	17
	(16) K-5 Only		
December	15	May	21
January	21	June	15
Total:	93	Total:	91
	(92) K-5 Only		
		Total Days:	184 (Student)      187 (Faculty)
			(183) K-5

The above calendar is subject to change if deemed necessary by the Board of Education. The Board of Education wishes to apprise all employees, students and parents that any recess period may be utilized for days lost due to inclement weather. Accordingly, the Board advises employees not to make travel plans that are non-refundable during any of these times since school may be in session.

**OUT OF DISTRICT PLACEMENT**

**5.7.** BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following out-of-district placement (name on file in the office of special services) for the 2011-2012 school year:

Student #2000111 – Windsor Preparatory High School  
Tuition \$50,985.63

**Roll Call Vote on Curriculum Items #1 thru #5:**

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mrs. Jones – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Lanni – aye	Mr. Tully - aye

**FINANCE:**

**Motion by Mr. McLean, seconded by Dr. Fiume to approve Finance Items #1 thru #6.**

**APPROVAL OF BILLS**

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	517,537.95
Total	517,537.95

**SECY/TREAS REPORT DECEMBER 2011**

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ending December 31, 2011 and certifies that the reports indicate that no major account or fund is overexpended in violation of NJAC 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

Summary pages attached in official minute book. Detailed summary in the office of the Board Secretary.

**IDEA FUNDING**

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept the IDEA Grant, Part B, flow through funds for fiscal year 2011-2012 in the following amounts:

Basic	\$ 550,321
Preschool	\$ 21,205

**SEMI PROGRAM WAIVER**

4. WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicare initiative (SEMI) Program for the 2011-2012 school year, and

WHEREAS, the Rutherford Board of Education desires to apply for this waiver due to the fact that participation in SEMI would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement for the 2012-2013 budget year.

EXTRAORDINARY AID

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the submission to the State Department of Education of the Application for Extraordinary Aid for 2012-2013.

DONATION

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept, with thanks, the donation of a few various musical instruments, as a gift to Pierrepont School, for the students to use in the music department. Ms. Heidi Linsalata of Latin Percussion/Toca Percussion makes this donation in the spirit of their appreciation for fostering a love of music.

2012-2013 Budget Appropriations

Discuss the proposed appropriations for the 2012-2013 budget.

Roll Call Vote on Finance Items #1 thru #6:

Mrs. Ahmed – aye, abstained on ck.#s 5878 & 5879	Mr. Griggs – aye, abstained on ck.# 5892	Mr. McLean – aye
Mr. Casadonte – aye	Mrs. Jones – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Lanni – aye	Mr. Tully - aye

**POLICY:**

**Motion by Mr. Novosielski, seconded by Mr. McLean to approve Policy Items #1 thru #12.**

CONCEPTS AND ROLES IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS; GOALS AND OBJECTIVES

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3000 Concepts and Roles in Business and Non-instructional Operations; Goals and Objectives on first reading.

CONCEPTS AND ROLES IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, GOALS AND OBJECTIVES

Fiscal Management

The board of education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

- A. To encourage financial planning through the best possible budget procedures;
- B. To explore all practical sources of dollar income;
- C. To guide the expenditure of funds so as to extract the greatest educational returns;
- D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The business administrator shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Support Services

The board of education expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

Long-range Plans

In compliance with law, the chief school administrator will develop a five-year comprehensive maintenance plan. The board will review this plan, and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the chief school administrator and the district architect.

Adopted: November 11, 2002

Legal References:	<u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys or incurrence of obligations in excess of appropriation and limit of expenditure
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-14.1	
	through -14.3	Appointment of school business administrator; may act as secretary; duties, etc. ...
	<u>N.J.S.A.</u> 18A:17-24.1	Superintendents and school business administrators shared by two or more school districts; approval
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:20-1 <u>et seq.</u>	Acquisition and Disposition of Property
	<u>N.J.S.A.</u> 18A:33-1 <u>et seq.</u>	Facilities in general
	<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation to and from schools
	<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Inter-local Services Act
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u>	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6:11-9.1, -9.2, -9.3(d), -9.7	
	<u>N.J.A.C.</u> 6A:23-1.1 <u>et seq.</u>	Finance and Business Services
	<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
	<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation

BUDGET PLANNING; PREPARATION AND ADOPTION

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3100 Budget Planning, Preparation and Adoption on first reading.

BUDGET PLANNING; PREPARATION AND ADOPTION

The budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the state board of education and the board of education.

The budget shall provide sufficient resources for curriculum and instruction that are designed and shall be delivered in such a way that all students will have the opportunity to achieve the knowledge and skills defined by the core curriculum content standards, as well as locally defined standards.

In reviewing budget proposals, the board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the district's planning process. The budget shall be submitted on forms prescribed by the commissioner of education and should be considered critically by each board member during its preparation.



In order to ensure adequate time for the preparation and review of the proposed budget, the board directs the chief school administrator to develop a schedule of events associated with the development, presentation and adoption of the budget by the board. This calendar of events shall conform to all dates set out in statute and shall be reviewed and adopted by the board annually. The chief school administrator shall prepare a tentative budget and shall confer with the principals, department heads, board committees and other district personnel, as necessary, to make the tentative budget realistic.

The board may call upon such key personnel to discuss those portions of the budget which concern them.

The budget should evolve primarily from the district's goals and schools' current needs, but shall also consider the data collected in long-range budget planning. In preparing budget requests, the responsible administrator shall include the following costs by program area\*:

- A. ~~Staff~~ Professional Development
- B. Textbooks, equipment and supplies
- C. Cost and maintenance of facilities and equipment
- D. Administrative Supplies

\*This does not mean the district has a program-oriented budget.

~~D-~~ E. Other costs associated with the operation of each program

The district's operating budget, when presented to the board for review, shall contain:

- A. The proposed expenditure for each line item requested for the ensuing year;
- B. The anticipated expenditure for each existing line item in the current school year;
- C. The actual expenditure for each then existing line item from the immediately completed school year;
- D. A description of each line item;
- E. An estimate of the pupil population for the coming school year by grade;
- F. The current pupil population by grade;
- G. An estimate of the staff needed for the coming school year by grade and/or by subject;
- H. Actual staff for the current year;
- I. Anticipated revenue by sources and amounts;
- J. Amount of surplus anticipated at the end of the current school year including accumulated surplus;
- K. All other expenses projected for the coming year, anticipated for the present year, and incurred in the preceding year, on the district level;
- L. Projected impact on tax rate.

The board may submit a separate budget proposal or proposals to the voters for additional general fund tax levies which may be in excess to that which has been determined necessary for all students to have an opportunity to achieve the core curriculum content standards and a thorough and efficient education. The board shall adopt any such questions by a recorded roll call majority vote of the full board.

Since the budget is the legal basis on which the school tax rate is established, the annual school budget process is an important means of communication within the school organization and with district residents.

The community shall be notified of and encouraged to attend all board meetings at which preliminary budget discussions will be held. The legally required public hearing on the proposed budget shall be held after the budget has been approved by the county superintendent of schools and within the statutorily prescribed timelines.

The annual budget proposal must be adopted by a roll call majority vote of the full membership of the board. Once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption and all reasonable means shall be employed by the board to present and explain that position to all community residents and taxpayers.

The proposed budget as accepted by this board shall be set forth in detail, using the form prescribed by the state department of education, and shall be made available to the public as required by law. A brochure shall be published to explain the annual school budget and will be distributed to district taxpayers, unless the board of education deems it unnecessary.

The brochure should include:

- A. A summary of the proposed expenditures and anticipated revenues;
- B. General information which may enable district taxpayers to understand the proposed budget better; for example, present and projected school enrollments and assessed valuations, state aid, and teachers' salaries;
- C. An explanation of significant changes in the budget;
- D. An explanation of the tax impact of the proposed budget.

All board members are expected to attend the public hearing on the budget.

Adopted: November 11, 2002

Revised: November 13, 2006

Legal References:     N.J.S.A. 18A:7F-1 et seq.     Comprehensive Education Improvement and Financing Act of 1996  
                          N.J.S.A. 18A:13-17, -19, -23     Submission of budget; annual regional school election ...  
                          N.J.S.A. 18A:22-7, -8  
                          through -13     Preparation of budgets ...  
                          N.J.S.A. 18A:22-8.6     Transportation (budget line item)/hazardous routes  
                          N.J.S.A. 18A:22-14     Fixing appropriations to be made; notice of intent to appeal (Type I districts)  
                          N.J.S.A. 18A:22-25     Borrowing against appropriations on notes (Type I districts)  
                          N.J.S.A. 18A:22-26  
                          through -31     Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation ...  
                          N.J.S.A. 18A:22-32, -33     Type II districts without board of school estimate; determination of appropriation ...  
                          N.J.S.A. 19:60-1     Annual school elections  
                          N.J.A.C. 6:19-1.1 et seq.     Comprehensive Educational Improvement and Financing Program  
                          N.J.A.C. 6:19-2.1  
                          through -2.7 and 4.1  
                          through -4.3  
                          N.J.A.C. 6A:8-1.1 et seq.     Standards and Assessment  
                          N.J.A.C. 6A:11-7.1  
                          through -7.3     Financial operations (charter schools)  
                          N.J.A.C. 6A:23-1.1 et seq.     Finance and Business Services  
                          N.J.A.C. 6A:24-1.1 et seq.     Urban Education Reform in the Abbott Districts  
                          N.J.A.C. 6A:26-10.1 et seq.     Lease Purchase Agreements  
                          N.J.A.C. 6A:30-1.1 et seq.     Evaluation of the Performance of School Districts  
                          Abbott v. Burke, 149 NJ 195 (1999)  
                          Manual for the Evaluation of Local School Districts (August 2000)

SPECIAL EDUCATION  
MEDICAID INITIATIVE  
(SEMI) PROGRAM

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3111 Special Education Medicaid Initiative (SEMI) Program on first reading.

SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3 pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3 (b), shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) Program by following policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A05.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3 (e).

The school district may seek, in the pre budget year, a waiver of the requirements of N.J.A.C. 6A:23AA-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A: 23A-5.3 (b). As part of the annual budget information, the Department of Education shall provide each school district with a projection of available SEMI reimbursement for the budget year, as determined by the State Department of Treasury's third party administrator for SEMI.

Beginning with the 2009 – 2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection provided by the Department of Education. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.

The school district shall strive to achieve maximum participation in the SEMI program unless a waiver has been obtained. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI eligible pupils. Districts shall enter all pupils following their evaluations into the third-party system to identify the district's universe of eligible pupils. This can be done without parental consent.

Districts participating in the SEMI reimbursement program shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3 (e).

Each school district that has less than ninety percent participation of SEMI eligible pupils in the 2007-2008 school year or has failed to comply with all program requirements set forth in N.J.A.C. 6A23A-5.3 (e) shall demonstrate a good faith effort to achieve maximum participation and to maximize available SEMI revenue during the 2008-2009 school year by submitting a SEMI action plan to the Executive County Superintendent for review and approval by September 1, 2008. In subsequent years, each school district that has less than ninety percent participation of SEMI eligible pupils in the prebudget year or that has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the school district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A:5.3 (g).

Districts that did not achieve ninety percent participation or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their Department of Education approved SEMI action plan, shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based o their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

Adopted: March 16, 2009

Legal References: N.J.A.C. 6A:23A-5.3

GIFTS, GRANTS AND  
BEQUESTS

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3280 Gifts, Grants and Bequests on first reading.

GIFTS, GRANTS AND BEQUESTS

Only the board of education may accept for the school district any bequest or gift or money, property or goods, except that the chief school administrator may accept on behalf of the board any such gift of less than \$2000.00 in value.

The board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the board or the chief school administrator shall become the property of the board, may not be returned without the approval of the board, and is subject to the same controls and regulations as are other properties of the board. The board shall be responsible for the maintenance of any gift it accepts.

The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

### Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the chief school administrator, who shall investigate the conditions of such grants and make recommendations to the board regarding the advisability of seeking them.

### Educational Foundation:

The Board of Education will encourage the ~~formation~~ continuation of an educational foundation for the purpose of soliciting and raising monetary gifts and donations to be used for the educational benefit of the children of Rutherford. This Foundation shall be governed by a Board of Directors that shall be responsible for raising funds and making expenditures in educational areas not ordinarily covered by the school budget and in accordance with criteria in its bylaws. In order to foster cooperation between the Foundation and the Board of Education, members of the board and/or the administration may serve on the Board of Directors of the educational foundation. Policies and regulations on gifts to the district shall apply to items or funds received from the foundation.

Adopted: November 11, 2002

Legal References:	<u>N.J.S.A.</u> 18A:6-33.1 through -33.12	Incentive Grants
	<u>N.J.S.A.</u> 18A:18A-15.1	Payment for goods or services; funds received from a bequest, legacy or gift
	<u>N.J.S.A.</u> 18A:20-4	Acceptance and use of gifts
	<u>N.J.S.A.</u> 18A:20-11 through -16	Property devised in trust ...
	<u>N.J.S.A.</u> 18A:29A-1 through -7	Governor's Annual Teacher Recognition Act
	<u>N.J.S.A.</u> 18A:71A-1 <u>et seq.</u>	Authority Structure and General Provisions
	<u>N.J.S.A.</u> 18A:71B-1 <u>et seq.</u>	Student Financial Aid
	<u>N.J.S.A.</u> 18A:71C-1 <u>et seq.</u>	Student Loans
	<u>N.J.A.C.</u> 6A:26-7.4	Approval of land acquisition

### INVENTORIES

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3440 Inventories on first reading.

### INVENTORIES

The board secretary shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and their value, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$2000 unit value or more shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the board.

A fixed asset inventory should be conducted by an outside source at least once every ~~five~~ three years.

Adopted: November 11, 2002  
Renumbered: 07/12/04 (7450)  
Revised: November 13, 2006

Legal References: N.J.S.A. 18A:11-2 Power to sue and be sued; reports; census of school children

MONEY IN SCHOOL 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3450 Money in School Buildings on first reading.

MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables. Money left overnight in a school safe shall be brought to the Board Office for deposit on the next business day. All money must be deposited by the board secretary within 48 hours.

Lost money shall be replaced by the person responsible.

Adopted: November 11, 2002  
Revised: November 13, 2006

Legal References: N.J.S.A. 18A:17-34 Receipt and disposition of moneys  
N.J.S.A. 18A:19-13 Petty cash funds  
N.J.S.A. 18A:19-14 Funds derived from pupil activities  
N.J.S.A. 18A:23-2 Scope of audit  
N.J.A.C. 6A:23-2.9 Petty cash fund  
N.J.A.C. 6A:23-2.14 Student activity funds  
N.J.A.C. 6A:23-2.15 School store business practices

PETTY CASH FUNDS 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3451 Petty Cash Funds on first reading.

PETTY CASH FUNDS

The board of education authorizes establishment of imprest petty cash accounts by resolution annually.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed ~~the amount determined by the board in its resolution~~ thirty-five dollars and all expenditures must be authorized by the designated individual and approved by the board secretary.

All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year, as well any remaining receipts, the total of which shall equal the imprested amount.

Adopted: November 11, 2002  
Revised: November 13, 2006

Legal References: N.J.S.A. 18A:19-13 Petty cash funds  
N.J.S.A. 18A:23-2 Scope of audit  
N.J.A.C. 6A:23-2.9 Petty cash fund

CLASS FUNDS

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3453.1 Class Funds on first reading.

CLASS FUNDS

All funds derived from athletic events or other activities of pupil organizations shall be administered, expended and accounted for pursuant to the rules of the state board (18A:19-14). Accordingly, the Rutherford Board of Education will become the sole custodian and authority of any funds remaining from graduating classes. Funds may remain inactive for a period not to exceed two years after graduation. The only exception to the ruling shall be instances whereby an agreement in writing has been set down by the Board and the graduating class, prior to actual graduation, to set aside all or part of funds remaining for identified special or particular purposes. At the end of the two years, ~~a separate bank account in the name of the class will be established. Co-signers shall be outgoing class officers, President and Treasurer~~ any unspent funds become the property of the Board of Education.

All class advisors will inform their respective classes of this policy at the beginning of each school year.

Adopted: January 12, 1987

OPERATIONS AND MAINTENANCE PLANT

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3510 Operation and Maintenance of Plant on first reading.

OPERATION AND MAINTENANCE OF PLANT

The Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The chief school administrator shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The chief school administrator and board secretary shall develop a ~~multi-year~~ three year comprehensive maintenance plan for board approval, to be updated annually.

Adopted: November 11, 2002

Legal References: N.J.S.A. 18A:17-49 through -52 Buildings and grounds supervisors to be certified educational facilities managers  
N.J.S.A. 18A:22-8 Contents of budget; program budgeting system  
N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act  
N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act  
N.J.A.C. 5:23 Barrier free subcode of the uniform construction code  
N.J.A.C. 6:8-2.1 Reporting requirements  
N.J.A.C. 6:22-1.1 et seq. School Facility Planning Service  
N.J.A.C. 6A:24-8.1 Facilities  
N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities  
See particularly:  
N.J.A.C. 6A:26-12.2(a)1, 2  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Manual for the Evaluation of Local School Districts (August 2000)

BONDING

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #3533 Bonding on first reading.

BONDING

The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safe keeping of district monies and property be bonded.

The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Monies in accordance with rules of the State Board of Education, of the Board Secretary/Business Administrator to the amount of ~~\$50,000~~ \$300,000. All other employees shall be covered under a blanket bond to the amount of ~~\$25,000~~ \$500,000.

The Board shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J.S.A. 18A:17-6, 17-7  
N.J.C.A. 6:3-1.5

Adopted: June 12, 1961  
Revised: December 10, 1984  
Revised: September 10, 1990  
Renumbered 00/00/00 (8740)

GRADUATION/PROMOTION POLICY RUTHERFORD HIGH SCHOOL

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6146.1 Graduation/Promotion Policy Rutherford High School on first reading.

GRADUATION/PROMOTION POLICY RUTHERFORD HIGH SCHOOL

The Board of Education requires that each pupil meet the minimum standards for promotion, for graduation, and for a state-endorsed diploma. The goal is to prepare students for success in post-secondary degree programs, careers, and civic life in the 21<sup>st</sup> century.

Accordingly, the requirements shall include:

A.

	<b>Course and credit requirements for all students entering grade 9 in:</b>					
	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
LANGUAGE ARTS LITERACY	20 credits	20 credits aligned to grade 9 through 12 standards				
MATHEMATICS	20 credits including algebra I		20 credits including algebra I and geometry		20 credits including algebra I, geometry, and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21 <sup>st</sup> century careers	

SCIENCE	15 credits including at least five credits in laboratory biology/life science	15 credits including at least five credits in laboratory biology/life science and one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics	15 credits including at least five credits in laboratory biology/life science or an additional laboratory/inquiry-based science course including chemistry, environmental science, or physics; and a third laboratory/inquiry-based science course
SOCIAL STUDIES	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings	
FINANCIAL, ECONOMIC AND ENTREPRENEURIAL LITERACY	No state requirement	2.5 credits	
HEALTH, SAFETY, AND PHYSICAL EDUCATION	3 credits in physical education and 1 credit in health and safety during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8		
VISUAL AND PERFORMING ARTS	5 credits		
WORLD LANGUAGES	5 credits		
TECHNOLOGICAL LITERACY	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum		
21 <sup>ST</sup> CENTURY LIFE AND CAREERS, OR CAREER - TECHNICAL EDUCATION	5 credits		
ELECTIVES	15 credits of electives from the Core Content Standard areas	15 credits from within one of the Rutherford High School Career Strands	
TOTAL CREDITS	120	130	

- B. Students must carry a minimum of 35 credits and a maximum of 40 credits each year except those students who have returned for their fifth year after failing to meet the graduation requirements during the normal four year sequence.
- C. Students must pass the mandated state assessments or meet the alternate requirements as outlined in the N.J. Administrative Code.
- D. Students may not "double up" on any more than one previously failed subject in any given school year.
- E. A student receiving three quarter grades of "F" - one of which results in a final failure may receive credit in summer school if the course is taken for new credit (120 hours) One semester courses are not affected by this section of the policy.



- F. Credits from an approved summer school or evening school will be accepted provided prior approval for attending said school was received from the high school guidance department. Credits from an approved summer school or evening school will be accepted provided prior approval from attending said school was received from the high school guidance department. Online course credit will be accepted provided they are taken for a course previously failed and prior approval was received from the high school guidance department.
- G. Online, distance learning and correspondence courses are not accepted for credit as a new course ~~or as a course taken for one previously failed.~~
- H. Students who fail to meet all graduation requirements are ineligible for a high school diploma and may not participate in the graduation ceremony.
- I. Credits needed for placement in designated grade level:

Grade 10	30 earned credits
Grade 11	60 earned credits
Grade 12	Eligibility to meet all graduation requirements by June of the current school year.

Adopted: April 12, 2004  
Revised: May 15, 2006  
Revised: August 14, 2006  
Revised: January 14, 2008  
Revised: November 9, 2009

Legal Reference: N.J.A.C. 6A:8-51. et seq. – Implementation of Graduation Requirements

PROMOTION AND RETENTION                      12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6146.2 Promotion and Retention on first reading.

PROMOTION AND RETENTION

The Board of Education requires that all pupils move through the program of instruction in the public schools of this district in accordance with their individual academic and social growth. Promotion in grades kindergarten through 6 shall be based on consideration of each child's academic achievement as determined by teacher judgment using report card grades, achievement testing, and daily teacher observation as criteria. Social and emotional maturity will also be considered. The final determination for promotion resides with the building principal.

To be promoted from grade 7 to grade 8 and from grade 8 to grade 9 a pupil cannot fail more than one of the following major subjects: reading, English, mathematics, social studies, or science. With the approval of the principal a pupil may attend an approved summer school to makeup a failed subject(s). The pupil must successfully pass the subject in order to be promoted to the next grade. Online, distance learning and correspondence courses are not accepted for credit as a new course ~~or as a course taken for one previously failed.~~ Online, distance learning and correspondence courses are not accepted for credit as a new course. Online courses taken for a course previously failed will be accepted with prior approval of the principal.

In any event when a pupil is in danger of being retained at a grade level prior notification of the parent is required. This notification must be made early enough so as to allow for the parent to participate in the development of intervention strategies that could assist the pupil in meeting grade level or course requirements.

No pupil should be retained more than one time without Child Study Team consultation.

Adopted: December 8, 1980  
Revised: December 10, 1984  
Revised and Renumbered: (5410) May 10, 2004  
Revised: August 14, 2006

Roll Call Vote on Policy Items: #1 thru #12:

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mrs. Jones – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Lanni – aye	Mr. Tully - aye

**BUILDING AND GROUNDS:**

Mrs. Jones reported on the Buildings and Grounds meeting held on February 13, 2012 at Rutherford High School at 6:30 P.M.

**Motion by Mrs. Jones, seconded by Mr. Novosielski to approve Building and Grounds Item #1**

USE OF SCHOOL BUS  
RECREATION SUMMER CAMP

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the use of one Board of Education school bus by Rutherford Recreation Summer Camp Program Monday through Friday from June 25, 2012 through August 10, 2012 from 7:30 a.m. to 4:30 p.m.

Roll Call Vote on Building and Grounds Item #1

Mrs. Ahmed – aye	Mr. Griggs – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mrs. Jones – aye	Mr. Novosielski – aye
Dr. Fiume – aye	Mrs. Lanni – aye	Mr. Tully - aye

**OLD BUSINESS:**

**Legislative Update**

**Discussion on legislation to allow the movement of budget vote.**

Mrs. Jones talked about proposed legislation to reform the tenure process.

**NEW BUSINESS: BUSINESS (Action To Be Taken)**

**Motion by Mr. Griggs, seconded by Mrs. Lanni to approve New Business Resolution:**

**Resolution**

Establishing the Election of Members of the Rutherford Board of Education  
As the First Tuesday after the First Monday in November

WHEREAS, P.L. 2011, c. 202 authorizes changing the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election); and

WHEREAS, Such action requires the adoption of a resolution by a school district or the municipality or municipalities constituting such district, as set forth in P.L. 2011, c. 202; and

WHEREAS, P.L. 2011, c. 202 requires that the change to a November election remain in effect for four years; and

WHEREAS, P.L. 2011, c. 202 eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are elected at the General Election; and

WHEREAS, P.L. 2011, c. 202 requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election; and

NOW, THEREFORE , BE IT RESOLVED,

That, pursuant to P.L. 2011 c. 202, the Rutherford Board of Education changes the annual election date for school board members from the third Tuesday in April to the November General Election, beginning in 2012; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202, the annual organization meeting of the Rutherford Board of Education will take place in the first week of January following the November General Election and that the board of education’s next organization meeting will take place in the first week of January 2013; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202, members of the Rutherford Board of Education whose terms would have expired by May 2012 will continue to serve in office until the January 2013 organization meeting; and be it further

RESOLVED, That this resolution be transmitted to the Bergen County Clerk; the Bergen County Board of Elections and/or Superintendent of Elections; the Rutherford municipal clerk(s) and school board secretary or secretaries; the Department of State, Division of Elections; the Department of Education's Executive County Superintendent; and the Department of Community Affairs, Division of Local Government Services; and be it further

RESOLVED, That a copy of this resolution also be provided to the New Jersey School Boards Association and New Jersey State League of Municipalities.

Roll Call Vote on New Business Resolution:

Mrs. Ahmed – nay	Mr. Griggs – nay	Mr. McLean – nay
Mr. Casadonte – nay	Mrs. Jones – aye	Mr. Novosielski – nay
Dr. Fiume – aye	Mrs. Lanni – aye	Mr. Tully - aye

**MEETING OPEN TO THE PUBLIC: (Any Topic)** Meeting opened at 10:26 P.M. No one spoke.

Meeting was then closed at 10:26 P.M.

**EXECUTIVE SESSION:** Motion by Mr. Griggs, seconded by Mr. Tully, that an Executive Session be held at 10:27 P.M. for the purpose of Student Matters. Action will not be taken. The Board expects to return within 10 minutes.

The Board returned at 10:27 P.M.

**ADJOURNMENT:** Motion by Mr. Novosielski, seconded by Mr. Griggs that the meeting be adjourned at 10:29 P.M.

Vote Approved by Voice Vote.

Respectfully submitted,

Robert R. Brown  
School Business Administrator/Board Secretary