

**Finance/Facility Committee  
Transportation Committee  
MINUTES - January 16, 2018 4:30pm**

**In attendance;** Dr. Varley, Mr. Csatlós, Mr. Infantolino, Mr. Ritriivi and Ms. Crimi

**FINANCE**

**1. Professional Development/Travel:**

The Florham Park Board of Education is required pursuant to N.J.S.A. 18A:11-12 and 18A:12-24 to approve travel expenditures by district employees and board members that is educationally necessary and financially prudent.

The following list of workshops, seminars, conferences and other travel-related staff development has been reviewed by the Florham Park Board of Education and found to be (1) educationally necessary and fiscally prudent; (2) directly related and within the scope of the district employee or board member's' current responsibilities; (3) critical to the instructional needs of and furthers the efficient operation of the Florham Park School district; & (4) is in compliance with N.J.S.A. 18A:12-24.1.

<b>Date</b>	<b>Full Name</b>	<b>Notes to Administrator</b>	<b>Admin. Approval Date</b>
2/9/2018	ADOCHIO, JENNIFER	Conquer Mathematics Workshop (\$0) Literature in Math - Kindergarten Fairfield, NJ	1/2/2018
2/9/2018	AVANZATO, DARIA	Conquer Mathematics Workshop (\$0) Literature in Math - Kindergarten Fairfield, NJ	12/19/2017
1/19/2018	BRUNO, TINA	TC Leadership Cohort New York, NY Cost \$70	1/8/2018
1/26/2018	BRUNO, TINA	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017
2/9/2018	CANALES, LAUREN	Conquer Mathematics Workshop (\$0) Fairfield, NJ	12/18/2017
3/23-26/2018	CAPONEGRO, STEVEN	ASCD Empower18 National Conference Boston, MA Cost-Not to exceed \$1,800	1/8/2018
1/22/2018	CHONOWSKI, JANE	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017
2/22/2018	CHRIST, PETER	2018 North Regional FRS-NJ Certification Summit Newark, NJ Cost \$ 0+ mileage	1/8/2018
1/22/2018	CROSETTO, KEVIN	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017
2/7/2018	ERICKSON, LAUREN	Anxiety in Children and Adolescents Morristown, NJ Cost \$0 + mileage 19 miles	1/10/2018
1/26/2018	GATTI, JESSICA	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017
3/23/2018	GLAAB, SHERRI	DOE Education for Homeless Children and your participation Plus Mileage Princeton, NJ	12/18/2017
1/26/2018	KEENAN, KATHLEEN	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/18/2017
3/19/2018	MANGER, DANIELLE	Timesaving Strategies to Integrate Your OT Interventions into Classrooms: Accelerate the Success of Your School-Based OT Practice West Orange, NJ \$259.00	1/9/2018
1/23/2018	MANNO, DONNA	Improving the Preschool Classroom Environment for Young Children with Disabilities Learning Resource Center Morris Plains, NJ Cost \$0	1/2/2018
1/26/2018	MURRAY-WANK, PATRICIA	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017
2/9/2018	NEWMAN, DENISE	Conquer Mathematics Workshop (\$0) Literature in Math - Kindergarten Fairfield, NJ	1/2/2018
2/9/2018	PALMISANO, SHARON	Conquer Mathematics Workshop (\$0) Literature in Math - Kindergarten Fairfield, NJ	1/2/2018
1/18/2018	PASCAL, GARY	Seton Hall University Presentation, "Reducing Special Education Costs" West Orange, NJ Cost \$0	1/8/2018
2/2/2018	ROBERTS, KERIN	TC workshop New York, NY Cost \$70	1/3/2018
2/9/2018	ROTELLA, SUSANNA	Conquer Mathematics Workshop (\$0) Literature in Math - Kindergarten Fairfield, NJ	12/19/2017
1/22/2018	SCOTT, PAIGE	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/18/2017
1/23/2018	STILES, JAMES	MUJC Technology Subcommittee Meeting New Providence, NJ \$0 + mileage	12/22/2017
3/1/2018	STILES, JAMES	PARCC Test and Technology Coordinator Training Whippany, NJ	12/18/2017
1/22/2018	STUMPF, JANE	Conquer Mathematics Workshop (\$0) Literature in Math	12/19/2017
1/22/2018	THOMPSON, VANESSA	Conquer Mathematics Workshop (\$0) Literature in Math	1/2/2018
1/26/2018	TIERNEY, KAITLYN	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017
1/22/2018	VAN WAY, LISA	Conquer Mathematics Workshop (\$0) Literature in Math Fairfield, NJ	12/19/2017

Motion; Second; FC YC LR SS KH AT NR

2. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through December 31, 2017 in the amount(s) of \$2,054,047.99. *(On file in Administration Office)*

Motion; Second; FC YC LR SS KH AT NR

3. **Approve** the following District financial reports and submission to the Executive County Business Administrator. *(On file in Administration Office)*

Board Secretary's (A148) Report for the Month (s) of December 2017.

Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of December 2017.

Business Administrator / Board Secretary

Motion; Second; FC YC LR SS KH AT NR

4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for December 31, 2017 in the amount(s) of \$8,379.24. *(On file in Administration Office)*

Motion; Second; FC YC LR SS KH AT NR

5. **Be It Resolved**, that the Florham Park Board of Education approve, that as of December 31, 2017 after reviewing the Business Administrators/Board Secretary's financial report, to the best of our knowledge no major account of fund has been over-expended in violation of N.J.A.C. 6:20-2.10(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the school year.

Motion; Second; FC YC LR SS KH AT NR

6. **Approve** a donation from the Work Family Connection presented to the Florham Park Board of Education in the amount of \$250.00 used for the purpose of purchasing books for the Briarwood Resource Room Library.

Motion; Second; FC YC LR SS KH AT NR

Mr. Csatos reviewed all resolutions. Mr. Ritri asked for clarification on the purpose of Fund 40 Debt Service. Mr. Csatos stated the fund is used to account for the transactions related to the debt instruments that have been issued. Specifically, tax levy revenue to pay for principal and interest payments for bonds issue.

**Other Finance Items:**

- **FY19 Budget** - Mr. Csatos stated the administrators have submitted their budgets on time and they will be reviewed internally and then presented to the committee in February.
- **Florham Park Education Foundation** - Mr. Csatos and Mr. Ritri reviewed the recent presentation at the PTA General Meeting. Mr. Csatos has arranged NJEFP representatives to meet prior to March 7, 2018 at FPK.
- **Health Benefits - Experience** - Mr. Csatos informed the committee a letter and \$2,000.00 must be sent to NJBCBS to purchase the district claims experience by 2/1 to possible shop our

coverage. The committee and negotiations committee have discussed and want to move forward.

- **Sustainable Jersey** - Update Green Team - Mr. Csatos stated he has a meeting scheduled with a Madison Board member and a principal for the week of 1/22 to review their successful endeavor in the program. He will report at the next meeting.
- Elections - Mr. Csatos stated he has a meeting with Borough Clerk Ms. Williams tomorrow to discuss procedure and thoughts on moving of polling places.

**FACILITIES**

1. **Approve** the following facility requests:

January- 2018		
Florham Park Police (Junior Academy)	RMS (Various Rooms)	June 2018
Florham Park Police Training	BKL (Various Rooms)	Feb 2018 & March 2018
New Horizon Day Camp	BKL Gym and Computer Lab	Feb-April 2018
Florham Park Cheerleading	BWD Gym	Feb-March 2018

Motion;                      Second;                      FC      YC      LR      SS      KH      AT      NR

This resolution was reviewed with no comment of exception taken.

**Other Facility Items:**

- **RMS Roof Project** - Mr. Csatos stated we are still await approval from State on Project Application.
- **RMS Scoreboard** - Mr. Infantolino updated the committee on the installation and use.
- **Extreme Cold(Heat)** - Mr. Infantolino reviewed the accident of two years ago and the curent measures take today when faced with prolonged periods of extreme conditions.
- **PSE&G Emergency (Borough)** - Mr. Infantolino reviewed the issue that ocured this past week. The notification by the Borough Police and the actions take by the district, specifically use of district technology to alert parents and staff.
- **Snow Removal Process** - Mr. Infantolino reviewed the operation during a typical storm. Mr. Infantolino gave notice to the committee as a reminder, about the current state of the final two vehicles in the fleet desperately needing replacement. Mr. Csatos reviewed the maintenance vehicle inventory sheet.

**TRANSPORTATION**

1. **Approve** the following field trips:

School	Staff Member	Date	Trip Location	Class/Group
BKL	Davis/Delaney/Kuzemczak	2/27/18	Developmental Learning Center New Providence, NJ	Resource Grades 3-5

Motion;                      Second;                      FC      YC      LR      SS      KH      AT      NR

The above item was reviewed with no comment or exception.

**Other Transportation Items:**

- **Misconduct Log** - Mr. Csatos reviewed the entries. The committee commented on the various remedies taken in relation to the cumulative offense.
- Mr. Csatos also apprised the board of a complaint from a parent whose child we transfer as part of our contract with H.P.R.H.S. Mr. Csatos reviewed the districts protocol for transportation on delayed opening days.