

**Finance/Facility Committee
Transportation Committee
MINUTES**

October 16, 2017 - 9:00am

In attendance - Dr. Varley, Mr. Csatos, Mr. Infantolino, Mr. Ritrivi, Ms Heinold(via phone) and Ms. Crimi.

Mr. Csatos introduced Mr. Jeff Bliss, Partner - Lerch, Vinci and Higgins, LLC
Mr. Bliss proceeded to review the June 30, 2017 Comprehensive Annual Financial Report and the Management Report on Administrative Findings- Financial, Compliance and Performance. The report contains three(3) Unmodified(favorable, clean) Opinions regarding the Financial Statements, Grants and Compliance. Mr. Bliss reviewed the overall financial state of the district, reviewing all financial reserves and required appropriations for Fiscal Year 2019. The district is operating soundly and consistently. Mr. Bliss reviewed the overall state of pension unfunded liabilities. Mr. Bliss reviewed the two recommendations involving review and strengthening of internal controls surrounding student activities and fee based revenues. The corrective action was reviewed and in compliance with recommendations.

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.

Date	Full Name	Notes to Administrator	Admin. Approval Date
11/1/2017	BERNSTEIN, CHERYL	HIB Prevention Training Program Toms River, NJ Cost \$95.00, Gas \$24, Tolls \$4	10/5/2017
11/29/2017	BERNSTEIN, CHERYL	Writing Effective HIB Reports MUJC New Providence, NJ Cost \$150.00; Gas \$6.00	10/5/2017
11/15/17	CAPONEGRO, STEVEN	United Way School Support Network Training Madison, NJ Cost \$0	10/12/2017
2/5/2018	CHONOWSKI, JANE	Teachers College Workshop New York, NY \$70.00 + mileage	10/2/2017
10/9/2017	CODEY, ERIN	STEM-ART EdCamp Lincoln Park, NJ Cost \$0	10/5/2017
10/13/2017	CROSETTO, KEVIN	TC Workshop Columbia University New York, NY Cost \$70.00 + 76.2 miles round trip \$23.62	9/21/2017
10/18/2017	DAVIS, JACLYN	School Safety Team/Climate and Culture Committee, College of St. Elizabeth Morristown, NJ \$0.00 cost/mileage	9/27/2017
2/14/2018	DAVIS, JACLYN	School Safety Team/Climate and Culture Committee, College of St. Elizabeth, Morristown, NJ \$0.00 cost/mileage	9/27/2017
10/18/2017	ERICKSON, LAUREN	Trauma and the Impact on Student Education Randolph, NJ \$0 cost + \$8.80 mileage (28.4 miles RT)	9/22/2017
10/24/2017	ERICKSON, LAUREN	The Role of Self Regulation in Social, Emotional and Academic Success West Orange, NJ \$0 cost + \$6.82 mileage (22 miles RT)	9/20/2017
11/20/2017	ERICKSON, LAUREN	Reader's/Writer's Workshop and IEP Goals Teachers College New York, NY No cost + Mileage	9/22/2017

Date	Full Name	Notes to Administrator	Admin. Approval Date
10/20/17	ESPOSITO, NICHOLAS	Technology Integration Workshop Montclair State University Montclair, NJ	10/16/2017
10/9/2017	FELT, TARA	ART- STEM Ed Camp Lincoln Park, NJ Cost \$0+ mileage \$7.75 Approx 25 miles	10/2/2017
12/18/2017	FOSTER, ROBERT	TC Reader's and Writer's College - Columbia University, New York, NY Cost \$70 +mileage	9/28/2017
4/16/18	FOSTER, ROBERT	TC Reader's and Writer's College Columbia University New York, NY Cost \$70 + Mileage	10/6/2017
10/18/2017	FRANKLIN, ROSEANN	ELA Lead teacher group Maplewood, NJ	10/3/2017
11/2-3/2017	GATTI, JESSICA	Teaching Students Beyond the Test Score College of Saint Elizabeth Morristown, NJ Cost \$75.00	10/13/2017
11/28/17	GATTI, JESSICA	TC Columbia University University Madison, NJ Cost \$70+\$23.50 to NY Penn Station 33.6 Miles	10/12/2017
10/19/17	GILLIGAN, JENNIFER	Energizing PE Atlantic City, NJ Cost \$25 + mileage Est. \$20	10/6/2017
10/25-26/18	GLAAB, SHERRI	NJSBA Atlantic City, NJ Est. Cost \$500.00	10/12/2017
12/13/2017	HARRIS, MICHAELA	TC Workshop Columbia University New York, NY Cost \$70 + Mileage	10/5/2017
1/16/18	HARRIS, MICHAELA	TC workshop Columbia University New York, NY Cost \$70 + Mileage	10/6/2017
1/10/2018	MURRAY, CHARLES	Teacher's College New York, NY Cost \$70 + mileage	9/21/2017
10/18/2017	ORLANDO, YVONNE	Educational Partnership Training County College of Morris Randolph, NJ Cost \$0 + mileage	9/28/2017
11/1/17	ORLANDO, YVONNE	Strauss Esmay Associates Harassment, Intimidation and Bullying - Prevention Training Program at the American Legion Hall in Toms River, NJ. \$95.00	10/10/2017
10/17/2017	PASCAL, GARY	The Role of Self-Regulation in Social, Emotional, & Academic Success; Cornerstone Academy Mountain Lakes, NJ Cost \$0	9/25/2017
11/3/17	PASCAL, GARY	Special Ed Director's Toolkit NJPSA Monroe Twp. NJ Cost \$149 + 60 miles RT \$18.6	10/12/2017
11/15/2017	PASCAL, GARY	Legal One: Legally Compliant IEP's, Day 2 of Special Education Litigation Certificate NJPSA Monroe, NJ Cost \$150 + \$18.60 (60 miles RT)	9/25/2017
2/13/2018	PASCAL, GARY	Legal One: Section 504 Explained, Day 3 of Special Ed Litigation Certificate NJPSA Monroe, NJ Cost \$150 + \$18.60 (60 miles RT)	10/2/2017
10/26/2017	PAULSON, SONDRRA	Opera 101, The Metropolitan Opera PD New York, NY Cost \$0 Est. Transportation \$20.00	10/5/2017
11/7/2017	PERLEE, MARISSA	Literary Essay Reading and Writing Workshop Teacher's College New York, NY Cost \$70 + Mileage & parking	9/21/2017
12/13/2017	PERLEE, MARISSA	YEA School Support Network Meeting College of St. Elizabeth Morristown, NJ Cost: \$0.00 + mileage	9/21/2017
1/24/2018	PERLEE, MARISSA	YEA School Support Network Meeting College of St. Elizabeth Morristown, NJ Cost: \$0.00 + mileage	9/21/2017
11/17/2017	RITRIVI, NICHOLAS	Preparing for Bargaining Workshop NJMIG West Trenton, NJ Cost \$149 + Est. Mileage \$35.00	10/5/2017
11/20/2017	SCOTT, PAIGE	IEP Goals TC New York, NY Cost \$70 + \$14.50 mileage	9/20/2017
10/9/2017	SERFOZO, JEREMY	The Music Shop Boonton, NJ Cost \$0	10/2/2017
10/20/17	STILES, JAMES	NJECC October meeting Montclair State University; Montclair, NJ	10/9/2017
10/13/2017	STUMPF, JANE	Important New Reading Unit: Growing Your Word Solving Muscles Columbia University New York, NY Cost \$70 + Train Fare = \$24.50 round trip + Subway fare	9/21/2017
11/17/2017	THOMAS, ALITA	Preparing for Bargaining Workshop NJMIG West Trenton, NJ Cost \$149 + Est. Mileage \$35.00	10/5/2017
10/10/2017	TIERNEY, KAITLYN	TC Training Columbia University New York, NY Cost \$70 + \$10.42 (33.6 miles) + \$23.50 train	9/28/2017
11/14/17	VARLEY, MELISSA	New Jersey State League Municipalities Annual Conference Innovate Mental Health for Teens Atlantic City, NJ Cost \$0 + mileage	10/12/2017
2/5/18	VIOLA, ROMINA	TC Training: Small Group Work TC New York, NY Mileage: 38 miles \$11.78 Cost:\$70	10/12/2017
1/10/2018	VITIELLO, JANICE	TC Workshop NY, NY Cost \$70 + mileage	9/21/2017
12/18/17	WALDRON, LINDSAY	TC New York, NY Cost \$70 + 38.5 miles \$15 Toll \$35 Parking	10/6/2017
10/9/2017	WASSERMAN, CHERYL	STEM/Art Edcamp Lincoln Park, NJ Cost \$0	10/5/2017

Motion; Second; FC YC NR SS AT KH LR

2. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through September 30, 2017 in the amount(s) of \$2,929,958.75 *(On file in Administration Office)*

Motion; Second; FC YC NR SS AT KH LR

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 September 2017.

Business Administrator / Board Secretary

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

Business Administrator / Board Secretary

Motion; Second; FC YC NR SS AT KH LR

4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for September 30, 2017 in the amount(s) of \$4,331.50.
(On file in Administration Office)

Motion; Second; FC YC NR SS AT KH LR

5. **Be It Resolved**, that the Florham Park Board of Education approve, that as of September 30, 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 NR SS AT KH LR

6. **WHEREAS**, the Florham Park Board of Education in accordance with N.J.S.A. 18A:23-1, Audit when and how made, 18A:23-2; Scope of Audit, 18A:23-3; Filing of Audit, 18A:23-4, preparation and distribution of Synopsis or Summary, 18A:23-5, meeting of board, discussion of report, and

WHEREAS, the Florham Park Board of Education must have a certified Annual External audit of the district's accounts and financial transactions; and

WHEREAS, the Florham Park Board of Education received the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017, prepared by the firm of Lerch, Vinci & Higgins, LLP and

WHEREAS, the Report of Audit was received by the Finance Committee of the Board of Education in consultation with the accountant of said firm at its meeting of October 16, 2017, and

WHEREAS, the audit recommendations, audit synopsis, were received and discussed at the Regular Public Meeting of the Florham Park Board of Education held on October 19, 2017,

THEREFORE BE IT RESOLVED, that the Board of Education,

- a) **Accepts** and approves the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2017.

And,

- b) **Approves** the Administrative Corrective Action Plan for the recommendations made by the Auditing firm of Lerch, Vinci and Higgins, LLP

And,

- c) **Approves** the copies of the minutes of this meeting, the synopsis and Corrective Action Plan be filed with the New Jersey State Department of Education after said audit has been reviewed for accuracy and completeness by the Morris County New Jersey Department of Education office.

(On file in administrative offices)

Motion; Second; FC YC NR SS AT KH LR

All resolutions were reviewed and approved for the agenda of 10/19.

FACILITIES

1. Approve the following facility requests:

2017-2018 Facility Use-October- Agenda		
Florham Park Jaycees	RMS Front Lawn	October 2017
Dragon Army Basketball	BKL and RMS Gyms	November 2017-June 2018
The Work Family Connection (pumpkin carving)	BWD AP Room	October 2017
Hanover Park Wrestling	RMS Gym	December 2017-February 2018
Garden State Basketball	RMS and BKL Gyms	November 2017-June 2018
Boy Scout Troop (Vilarino)	BWD Teacher's Lounge	November 2017-June 2018
Girl Scout Troop (Cain)	BWD Teacher's Lounge	November 2017-June 2018

Motion; Second; FC YC NR SS AT KH LR

The resolution was reviewed and approved for the 10/19 agenda.

Other Facility Items:

- Right to Know - Mr. Infantolino reviewed the law and district operating procedures in depth. This item was included as part of the action plan to the Strategic Plan.
- CO Detectors - Mr. Infantolino reviewed the law and his meetings with Mr. Kellogg, Borough Fire Department. District to solicit quotes to install a "hardwired" system.
- Capital Project - RMS 52-wing Roof Update - Mr. Infantolino and Mr. Csatlos reviewed recent meeting and timeline. Drawings and Project application to be signed and delivered today.
- BRW/BLK Trail Update - Mr. Csatlos stated he contact the Morris County Park Department and Mr. Timmons. Mr. Csatlos will meet to review application process and the potential for a continuation of the walking trail.
- Mosquitos - Mr. Infantolino reviewed parent complaints and course of action taken with the Morris County Mosquito Commission.
- Referendum - Mr. Ritrivi reviewed the recent discussion he and Mr. Shanley had at the Borough. Mr. Csatlos advised that all professionals are being contacted for proposals and the internal LRFP will be reviewed at NJSBA conference next week. LRFP will be reviewed at the Nov. FFT meeting.
- Future Ready - Mr. Ritrivi reviewed his meeting in Essex County. He will work on this topic of forming a committee with Dr. Varley. NJSBA conference should have information relative to the topic.

- Sustainable NJ - Ms. Crimi reviewed her interest in attaining this designation in the district. Mr. Csatos stated he will review and move forward with Mr. Infantolino on this matter. NJSBA conference should have information relative to the topic.

TRANSPORTATION

1. Approve the following field trips:

School	Staff Member	Date	Trip Location	Class/Group
BKL/RMS	Caponegro/Christ	10/24/17	Ridgedale Middle School Florham Park, NJ	4th & 5th Grades
BKL	Perlee, Marissa	11/21/17	Liberty Science Center Jersey City, NJ	5th Grade
BWD	Keenan, Kathleen	11/29/17	Paper Mill Playhouse Millburn, NJ	1st Grade
BKL	Perlee, Marissa	12/20/17	Paper Mill Playhouse Millburn, NJ	5th Grade
BWD	Newman, Denise	1/29/18	Performing Arts Center Morristown, NJ	Kindergarten
BWD	Van Way, Lisa	5/3/18	Paper Mill Playhouse Millburn, NJ	2nd Grade

Motion; Second; FC YC NR SS AT KH LR

2. Approve the following Joint Transportation Agreements for the periods noted:

<u>Route</u>	<u>Joiner District</u>	<u>Period</u>	<u>Transportation Fees</u>
FPOD1	Hanover Park R.H.S	ESY2017	\$ 6,758.95
FPOD3	Madison Public Schools	ESY2017	\$ 1,826.88
FPOD3	Hanover Park R.H.S	ESY2017	\$ 5,480.64
FPOD4	Madison Public Schools	ESY2017	\$ 4,666.51
FPOD1	Hanover Park R.H.S	SY2018	\$46,345.80
FPOD3	Madison Public Schools	SY2018	\$18,490.53
FPOD3	Hanover Park R.H.S	SY2018	\$32,344.55
FPOD4	Madison Public Schools	SY2018	\$24,464.94

Motion; Second; FC YC NR SS AT KH LR

Discussion: Mr. Ritrivi and Ms. Crimi asked Dr. Varley to put “field trips” before the curriculum committee to promote better choices. Primarily educational focus. All resolutions were approved for the 10/19 agenda.

Other Transportation Items:

- Misconduct Log - Mr. Csatos reviewed the two new entries. There were no comments
- Bid Opening - Sale of vehicles 10/17.
- Mr. Csatos reviewed email from parent this morning regarding “white” route. Mr. Csatos explained in detail route creation and modifications. Discussion ensued regarding common route stops vs. door to door. Mr. Csatos will review again for possible re-routing.