

**Finance/Facility Committee
Transportation Committee
September 18, 2017/9:00am
MINUTES**

In attendance; Dr. Varley, Mr. Csatlos, Mr. Infantolino, Ms. Heinold, Ms. Crimi and Mr. Ritrivi

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
11/3/17	ALCURI, JILL	TC training	8/30/17
9/20/17	BERNSTEIN, CHERYL	Youth Suicide Prevention: Using the Media to Begin the Conversation West Long Branch, NJ Cost \$0 + Est. \$18.00 mileage incl. tolls	9/5/17
10/12/17	BERNSTEIN, CHERYL	HIB Training by Dave Nash Law Updates Morris County Fire and Safety Academy Parsippany, NJ Cost TBD	8/30/17
2/5/18	CALAFATI, CHRISTINE	TC Workshop Small Group Instruction Columbia University NY, NY Cost \$70.00 + mileage	9/12/17
10/26/17	CALI, YVONNE	Governance II Workshop:Finance Atlantic City Convention Center Atlantic City, NJ Cost \$0	9/1/17
9/28/17	COGAN, KATHLEEN	TC Workshop Columbia University NY, NY Cost \$70.00 + mileage	9/12/17
10/26/17	CRIMI, FABIENNE	Governance II Workshop:Finance Atlantic City Convention Center Atlantic City, NJ Cost \$0	9/1/17
9/26/17	CROSETTO, KEVIN	TC Workshop Columbia University NY, NY Cost \$70.00 + mileage	9/13/17
10/12/17	DAVIS, JACLYN	HIB Training East Hanover, NJ Est. Cost \$35.00	9/7/17
10/19/17	ESPOSITO, NICHOLAS	TryEngineering! Workshop NJIT Newark, NJ Est. Cost \$0 + mileage \$6.96	8/31/17
9/28/17	FANO, REBECCA	"Accelerate Your Students' Progress by Teaching Hot-off-the-Press "Up the Ladder" Units in Narrative, Information, and Opinion Writing NY, NY Est. Cost \$45.00	9/5/17
10/5/17	FRANKLIN, ROSEANN	TC Workshop Columbia University NY, NY Cost \$70.00 + mileage	9/13/17
10/2-3/2017	LAWTON, TRACY	Art Educators of NJ Conference Ocean Place Resort and Spa One Ocean Boulevard Long Branch, NJ 07740 Cost\$200.00+mileage	9/5/17
9/28/17	LAZORKO, MARIA	TC Workshop Columbia University NY, NY Cost \$70.00 + Est. \$50.00 Transportation	9/13/17
10/3/17	LAZORKO, MARIA	TC Workshop Columbia University NY, NY Cost \$70.00 + mileage	9/12/17
10/12/17	LAZORKO, MARIA	Anti-Bullying Bill of Rights Morris County Fire Academy Parsippany, NJ Est. Cost \$37.00	9/12/17
10/12/17	PERLEE, MARISSA	HIB Training Morris County Fire and Safety Academy Parsippany, N Est. \$75 +mileage	9/12/17
11/3/17	REGAN, CYNTHIA	TC Workshop Columbia University NY, NY Cost \$70.00 + mileage	8/30/17
11/3/17	RINALDI, KATHERINE	Suicide prevention Workshop JCC West Orange, NJ Cost \$35.	9/6/17
9/27/17	RITRIVI, NICHOLAS	Essex County SBA Meeting Green Brook Country Club North Caldwell, NJ Cost \$0 Est. mileage= \$7.50	9/1/17
10/26/17	RITRIVI, NICHOLAS	Governance II Workshop:Finance Atlantic City Convention Center Atlantic City, NJ Cost \$0	9/1/17
9/29/17	ROZEK, LINDA	Healthcare Summit Program Trenton, NJ Cost \$75.00 + Est. mileage \$35.00	9/14/17
9/28/17	SEERY, JOAN	Newark Culture of Health Conference Childhood Asthma, Putting the Pieces Together NJIT Campus Newark, NJ Cost \$0 +mileage	9/1/17
10/19-20/2017	SIEBERT, MICHELLE	Autism NJ Conference Atlantic City, NJ Cost: \$600	9/7/17
10/19/17	STEIN, KAREN	TryEngineering Workshop NJIT Newark, NJ Cost \$0 + mileage	9/5/17

12/12/17	STEIN, KAREN	TC Reading and Writing Project Workshop Columbia University NY, NY Cost \$70 + mileage	9/8/17
9/19/17	STILES, JAMES	MUJC Technology Subcommittee New Providence, NJ Cost \$0 + mileage	8/17/17
10/17/17	STILES, JAMES	MUJC Technology Subcommittee New Providence, NJ Cost \$0 + mileage	8/17/17
9/29/17	THOMAS, ALITA	Healthcare Summit Program Trenton, NJ Cost \$75.00 + Est. mileage \$35.00	9/14/17
10/24/17	WEISS-CHROMECK, COURTNEY	New Jersey Science Convention Princeton, NJ Est. Cost \$42.78 mileage only	9/9/17
10/25-27/2017	WEISS-CHROMECK, COURTNEY	SEL Conference Albuquerque, NM Cost \$0	9/9/17

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 August 31, 2017 in the amount(s) of \$937,243.34. *(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 August 2017. Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of August 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 August 31, 2017 in the amount(s) of \$207,921.18. *(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 August 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 NR SS AT KH LR

6. **Approve** the revised professional educational services contract with Anchored Minds and Bodies, LLC for Mindfulness Education Training for the the 2018 School Year at a cost of \$3,250.00.

Motion; Second; FC YC NR SS AT KH LR

Discussion: All items were discussed and approved for the agenda.

Other Finance Items:

- FY18 Audit - Mr. Csatos stated the field work is complete. The CAFR and exit conference may take place for October in spite of short month. Mr. Csatos will keep committee apprised.
- Board Goals - Dr. Varley informed the committee that action statements are needed. They will be update throughout the year at Board meeting for progress. The committee discussed and agreed to have statements center around continued monthly financial review, assessments of need in the area of facilities and curriculum by reviewing plans and prioritizing those items. Dr. Varley also

revisited the committees thoughts on a referendum. The committee discussed the previous year's activities.

- RMS - Auditorium Sound - Dr. Varley reviewed activities of Mr. Christ and resident Mr. Lettie. The committee was in favor of making those changes outlined to improve current conditions. Discussion ensued in favor of using RMS Auditorium for various BLK events as well.

FACILITIES

1. Approve the following facility requests:

2017-2018 Facility Use-September- Agenda		
Girl Scout Troop (Ruzicka)	BKL Teacher's Lounge	October 2017-June 2018
Girl Scout Troop (Ruzicka)	BWD Atrium	October 2007
Girl Scout Troop (Ruzicka)	RMS Teacher's Lounge	October 2017-June 2018
Florham Park Police/Morris County Prosecutor's Office (Opioid Drug Presentation)	RMS Auditorium	October 2017
Starting Five Basketball	RMS & BKL Gyms	September 2017-June 2018
Boy Scout Troop (Raushchenberger)	BWD Gym	September 2017-June 2018
Hoop Heaven Basketball	RMS & BKL Gyms	September 2007-June 2018
Building Blocks Lacrosse	RMS Soccer Field	September 2017-November 2018
Dragon Army Basketball LLC	BKL Gym	September 2017-November 2018
Morris Magic Basketball	RMS & BKL Gyms	September 2017-June 2018
PTA Dances	RMS Gym	September 2017 & January 2018
Florham Park Recreation	BKL Gym	December 2007-March 2018
No Idea Sports	RMS & BKL Gyms	September 2017-June 2018
Girl Scout Troop (Peterson)	RMS Art Room	October 2017-June 2018
Girl Scout Troop (Ciasullo)	BKL Teacher's Lounge	September 2017-June 2018
PTA Book Fair (Evening)	BKL Library/BWD Library Hall	October 2017
CYO Basketball	RMS Gym	October 2017-March 2018
Hanover Park Wrestling	RMS Gym	December 2017-February 2018

Motion; Second; FC YC NR SS AT KH LR

2. Approve the submission of the following plan(s)/document(s) for the 2017/2018 fiscal year; (On file in Administration Office)

- Integrated Pest Management
- Indoor Air Quality
- AHERA
- Right to Know Survey Update
- Health and Safety Evaluation of Buildings Checklists

Motion; Second; FC YC NR SS AT KH LR

Discussion: All items were reviewed and approved for board agenda.

- As part of the Strategic Plan Action Items, Mr. Infantolino reviewed in detail the Health and Safety Evaluation Building Checklist. Mr. Infantolino will review one report a month moving forward.

Other Facility Items:

- Used Vehicle Sale - Bid - Mr. Csatos stated the advertisement will be placed for both the maintenance/grounds vehicle and transportation vehicle removed from service.
- WFC Meeting(s) - Mr. Csatos reviewed actions of merit goal and three meetings to date. Contact lists have been exchanged. Principals are involved and reviewing dismissal procedures. No issues to report.
- Interior Door - Mr. Infantolino stated most doors are in. Roughly 20% were returned not meeting original specifications. Due date late October.
- Capital Project RMS Roof Update - Mr. Csatos reminded the committee that this project is in the current FY18 budget using Capital Reserve Funding. Mr. Infantolino reviewed the two meetings with LAN Assoc., architect, since July. Scope of work, drawings to be reviewed in October. Project on schedule for bid in December.
- Strategic Action Plan - Facility Check List and LRFP- In addition to discussion above, LAN Assoc., architect, reviewed scope of work to assist in developing in-house LRFP. Walkthrough meeting to be held 9/22.

TRANSPORTATION

1. Approve the following field trips:

School	Staff Member	Date	Trip Location	Class/Group
RMS	LaValle, Joseph	9/26/17 (9/27 Rain Date)	Frelinghuysen School Morristown, NJ	NJ Consortium
RMS	LaValle, Joseph	10/18/17	Central School Parsippany, NJ	NJ Consortium
RMS	LaValle, Joseph	10/25/17	Morris Plains Borough Morris Plains, NJ	NJ Consortium
RMS	LaValle, Joseph	11/15/17	Oak Knoll Summit, NJ	NJ Consortium
BKL	Perlee, Marissa	12/8/17	JABIZTown Edison, NJ	5th Grade
RMS	LaValle, Joseph	12/12/17	Delbarton Morristown, NJ	NJ Consortium
RMS	Paulson, Sondra	12/15/17	Metropolitan Opera House New York, NY	8th Graders
RMS	LaValle, Joseph	1/11/18 (Rain Date 1/18)	Newark Academy Livingston, NJ	NJ Consortium
RMS	LaValle, Joseph	2/6/18 (Rain Date 2/8)	Morris Plains Borough Morris Plains, NJ	NJ Consortium
RMS	LaValle, Joseph	2/22/18(Snow Date 2/27)	Morristown Beard Morristown, NJ	NJ Consortium
RMS	LaValle, Joseph	4/10/17	County College Morris Randolph, NJ	NJ Consortium
RMS	LaValle, Joseph	4/17/17	Morristown Beard Morristown, NJ	NJ Consortium
RMS	LaValle, Joseph	5/3/18	Newark Academy Livingston, NJ	NJ Consortium

Motion; Second; FC YC NR SS AT KH LR

Discussion; Mr. Csatlos reviewed athletic events and program "JABiztown" to Edison.

Other Transportation Items:

- Misconduct Log - Item was reviewed.
- Complaint/Compliment Log - Items were reviewed. Mr. Csatlos discussed how routes are developed. 9 additional stops in comparison to FY17 were added to route in question (2 complaints). Staff will look for adjustments. Mr. Csatlos discussed complaints regarding transportation fees. 6 students currently are transported to BLK from RMS for aftercare. Those required to pay based on mileage are paying. Committee felt comments regarding Columbia Tpke. are to be directed to the Borough.
- Vehicles
 - Used Bus Purchase - Bid - Mr. Csatlos stated he is looking to use unbudgeted FY17 and FY18 transportation revenue to place bid on vehicles offered by West Milford. All vehicles have 5 plus years remaining and offered at approx. \$3,000.00/ea. Bids not to exceed \$8,798.00 in total.
 - Used Bus Sale - Bid See above facility discussion.