

FLORHAM PARK BOARD OF EDUCATION
 Regular Public Meeting October 24, 2016
 Ridgedale Middle School Auditorium
 67-71 Ridgedale Avenue

MINUTES

Executive Session 6:30pm
 Public Session 7:00pm

Mission Statement: We are committed to the achievement of individual academic excellence through high quality teaching, learning and community involvement, which results in students being well prepared to meet future educational challenges and to contribute to society. They will achieve these goals in accordance and alignment with the New Jersey Core Content Curriculum Standards, which guide our academic instruction.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-822-3880 (x1005).

A. CALL TO ORDER:

B. ROLL CALL:

BOARD MEMBER	PRESENT	ABSENT
Mrs. Rozek (Linda)	X	
Mr. Shanley (Skip)	X	
Mrs. Heinold (Kristina)	X	
Ms. Haynes (Marianne)	X	
Mr. DeCoursey (Kevin)	X	
Mrs. Thomas (Alita)		X
Dr. Carollo (John)	X	

C. EXECUTIVE SESSION:

WHEREAS, the Florham Park Board of Education seeks to adjourn to Executive Session in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.: and

WHEREAS, the Open Public Meetings Act provides that a public body may exclude the public from that portion of the meeting at which it discusses matters pertaining to personnel, negotiations, and /or current and potential litigation; now

BE IT RESOLVED, that the Florham Park Board of Education adjourns to Executive Session; and

BE IT FURTHER RESOLVED, that the minutes of the discussion of any of these items will be disclosed to the public when matters have been determined and confidentiality is no longer applicable.

Motion; MH Second; SS 6 yes, 0 no

D. RECONVENE PUBLIC SESSION:

Motion by Mrs. Haynes to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 7:06p.m. Said motion was seconded by Mr. DeCoursey.

E. FLAG SALUTE

F. SUNSHINE STATEMENT:

In accordance with the Open Public Meetings Act, (Chapter 231, P.L. 1975), adequate notification of this meeting has been provided by advertising in the Morristown Daily Record and the Madison-Florham Park Eagle. In addition, notices were posted at the Municipal Clerk's Office, Public Library, and the Board Administration Office at 67-71 Ridgedale Ave at least 48 hours prior to the meeting.

G. SUPERINTENDENT'S REPORT - Dr. Varley reported

- Enrollment: 963 Students
- HIB Report - There were no reported or found instances of HIB since the prior board meeting.
- Summer Enrichment Program - Dr. Caponegro, Ms. Conroy and Ms. Dillion presented a PowerPoint document on the program. They expressed appreciation for the support of the board, the administration and the custodial/maintenance department.

H. PUBLIC COMMENT-AGENDA ITEMS

(Petitioners who have requested to speak during the public comment portion of the meeting will be allotted three (3) minutes.) - There were none at this time.

I. COMMITTEE REPORTS

Policy- Mr. Shanley stated the committee met to discuss QSAC SOA and specific parent bussing request.

Curriculum- Mrs. Haynes stated the committee met on 10/22 to discuss world language centering on number of choices and which choices, the technology plan thru 2019 with 4 main goals, HIB Assessment, PARCC presentation and Reading Writing Workshop update and trainings.

Personnel- Mr. Shanley stated the committee met on 10/19 to discuss the hiring of co-curricular positions, the resignation of three personnel, college student teaching placements, leaves and hiring of staff assistants. Actions to be taken on the agenda this evening.

Finance/Facility- Mrs. Heinold stated the committee met on 10/17 to review the FYCAFR in detail and the areas in need of corrective action. The financial state of the district is strong and the areas of weakness revolve around immaterial programs like student activities and student counts. The committee discussed the September financials which are on the agenda for approval. The committee discussed the visit to Chatham as well as areas of need from the perspective of the administration with regards to a possible referendum. The next step may be to push out a parent/teacher/community survey. The district received closeout of SDA project and final funding.

Transportation - Ms. Haynes reported that one of two required emergency evacuation drills was complete. Shared service agreement with HPRHS for vehicle maintenance is finalized. The DRTRS is being complete and three days of training were completed for all bus drivers including the new mandated program for caring for students with special needs.

H.P.R.H.S Articulation- Ms. Haynes reported she attended the last meeting and various events at the school. Discussion topics were curriculum, personnel and athletics.

Teacher Administrator Board(TAB)- Mrs. Heinold reported the meeting is set for Nov. 7, 2016.

Project Community Pride- No report.

Borough Liaison- No report.

J. RESOLUTIONS:

POLICY

Upon recommendation of the Superintendent, move to:

1. **Approve** the minutes of the September 26, 2016 Regular Board Meeting.
 Motion; SS Second; KD 6 yes, 0 no

2. **Approve** the minutes of the September 26, 2016 Regular Board Meeting Executive Session.
 Motion; SS Second; KD 6 yes, 0 no

3. **Approve** the minutes of the October 17, 2016 Special Board Meeting.
 Motion; SS Second; KD 6 yes, 0 no

4. **Approve** the minutes of the October 17, 2016 Special Board Meeting Executive Session.
 Motion; SS Second; KD 6 yes, 0 no

5. **Approve** the second reading of the following bylaws, policies, and regulations:

P0167 Public Participation in Board Meetings
 P0168 Recording Board Meetings
 P2422 Health and Physical Education
 P2431 Athletic Competition (M)
 R2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or
 Intramural team or Squad (M)
 P5111 Eligibility of Resident/Nonresident Students (M)
 R5111 Eligibility of Resident/Nonresident Students (M)
 P5310 Health Services (M)
 R5310 Health Services (M)
 P5330.01 Administration of Medical Marijuana (M)
 R5330.01 Administration of Medical Marijuana (M)
 P8462 Reporting Potentially Missing or Abused Children (M)
 R8462 Reporting Potentially Missing or Abused Children (M)

Motion; SS Second; KD 6 yes, 0 no

6. **Approve** the following fundraisers for the 2016-2017 school year:

Fundraiser	School	Organization/Staff Member	Dates
Pep Rally T-shirt Sale	RMS	RMS/PTA	10/25/16-11/1/16
Kidstuff Coupon Books	RMS	PTA	10/26/16-11/9/16
Kidstuff Coupon Books	BWD	PTA	10/26/16-11/9/16
Thanksgiving Basket Food Project	DIST	PTA	11/1/16-11/14/16
Sherlock Holmes	RMS	RMS School Theater	12/2/16-12/3/16
Concessions	RMS	Tech Club	May 2017- June 2018

Motion; SS Second; KD 6 yes, 0 no

7. Approve the 2016-2017 Quality Single Accountability Continuum (QSAC), Statement of Assurance (SOA). (On file in Administration Offices)

Motion; SS Second; KD

6 yes, 0 no

PERSONNEL

1. Upon recommendation of the Superintendent, move to approve the following Personnel Items:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
D	Adams, Bettie	Volunteer	DIST	Volunteer					TBD	6/30/17
D	Arthurs, David	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/17
A	Caponegro, Steve	Appoint	BKL	Interim Director of Special Services/SAP.001.PRI.02		\$166.67	Per Day	11-000-240-104	10/10/16	
D	D'Aloia, Nicole	Revise Start Date	DIST	Per Diem Substitute					10/20/16	6/30/17
D	DeCoursey, Conor	Volunteer	DIST	Wrestling Coach					TBD	
C	DeMuro, Susan	Appoint	BWD	Staff Assistant / SED.999.CLA.25	0.75	Step 10	\$16,679.60	11-216-100-106	TBD	
C	DiFazio, Betty	Retirement	BWD	Staff Assistant / SED.999.CLA.35					6/30/17	6/30/17
B	Dillon, Melissa	Maternity Leave	BKL	Special Education/ SED.001.RRM.03				11-213-100-101	3/24/17	6/30/17
D	Fattah, Sally	Revise Start Date	DIST	Per Diem Substitute					10/7/16	6/30/17
C	Geller, Randi	Appoint	BWD	Staff Assistant / SED.999.CLA.23	0.75	Step 16	\$21,449.06	11-213-100-106	TBD	
C	Ginsberg, Audrey	Appoint	BWD	Staff Assistant / SED.999.CLA.03	0.75	Step 7	\$15,020.66	11-213-100-106	TBD	
D	Greene, Shereka	Revise Start Date	DIST	Per Diem Substitute					10/20/16	6/30/17
C	Hamilton, Ami	Resignation	BKL	PT Secretary/SAP.999.SEC.05	0.70				12/30/16	12/30/16
C	Harris, Michael	Appoint	BWD	Staff Assistant / SED.999.CLA.38	0.75	Step 15	\$20,736.80	11-213-100-106	TBD	
C	Hauffe, Dana	Appoint/Resignation	BWD	Staff Assistant / SED.999.CLA.03	0.75	Step 4	\$14,299.38	11-213-100-106	10/10/16	10/13/16
A	Hawkins, Shewa	Unused Vacation Days	RMS	Sup. of Special Ed. / SSP.001.SUP.01			11.5 Days	11-000-219-104	10/28/16	10/28/16
A	Hawkins, Shewa	Dock/Unpaid Leave	RMS	Sup. of Special Ed. / SSP.001.SUP.01				11-000-219-104	10/4/16	10/11/16
A	Hawkins, Shewa	Dock/Unpaid Leave	RMS	Sup. of Special Ed. / SSP.001.SUP.01				11-000-219-104	10/13/16	10/14/16
C	Jackson, Marie	Appoint	BKL	Staff Assistant / SED.999.CLA.30	0.75	Step 5	\$15,020.66	11-213-100-106	TBD	
D	Johnstone, Glen	Volunteer	DIST	Wrestling Coach					TBD	
F	Kenney, Matthew	Student Teaching Placement	BKL	Adelphi: Physical Education (Gilligan)					1/23/17	5/12/17
D	Kindzieski, Lisa	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/17
F	Kunze, David	Observation	BKL	County College Morris: Art (Crotty)					TBD	TBD
C	Maltino, Lynda	Transfer from RMS to	BWD	Staff Assistant/SED.999.CLA.14					10/24/16	
E	Murray-Wank, Patricia	Co-Curricular	BWD	Art Club Advisor	30	\$32/HR	\$960.00	11-401-100-100	10/25/16	
E	Palmisano, Sharon	Co-Curricular	BWD	Art Club Advisor	30	\$32/HR	\$960.00	11-401-100-100	10/25/16	
D	Perez-Mastroddi, Kim	Revise Start Date	DIST	Per Diem Substitute					10/20/16	6/30/17
D	Preblich, Patricia	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	10/25/16	6/30/17
C	Reeve, Susan	Additional Compensation	BWD	Restoration for Docked Days				11-213-100-106	9/30/16	9/30/16
C	Reeve, Susan	Dock/Unpaid Leave	BWD	Staff Assistant / SED.999.CLA.23				11-213-100-106	9/27/16	9/30/16
C	Reeve, Susan	Retirement	BWD	Staff Assistant / SED.999.CLA.23					9/30/16	9/30/16
D	Ricci, Elaine	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/17
B	Sabatino, Nicole	Maternity Leave	BWD	Integrated Preschool/SED.001.IPS.01				11-105-100-101	4/3/17	1/1/18
D	Schubert, Heather	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/17
E	Scott, Paige	Co-Curricular	BWD	Drama Club Advisor	45	\$32/HR	\$1,440.00	11-401-100-100	10/25/16	
D	Soden, Jillian	Revise Start Date	DIST	Per Diem Substitute					10/17/17	6/30/17
D	Takla, Nicole	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/17
E	Van Way, Lisa	Co-Curricular	BWD	Drama Club Advisor	45	\$32/HR	\$1,440.00	11-401-100-100	10/25/16	
D	Wessling, Erin	Add to 16/17 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	9/28/16	6/30/17

Motion; SS Second; KD

6 yes, 0 no

CURRICULUM

Upon recommendation of the Superintendent, move to:

FINANCE

Upon recommendation of the Superintendent, move to:

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	Employee Full Name	Notes to Administrator	Admin. Approval Date
10/25-27/2016	CAPONEGRO, STEVEN	New Jersey School Boards Convention Est. Cost \$500.00	10/13/16
10/28/16	GATTI, JESSICA	Leadership Cohort, BOE FP, \$0, .31 miles	10/5/16
11/16/16	FORD, KAREN	United Way Mtg College of St. Elizabeth Morristown, NJ \$0 Cost +Mileage	10/1/16
11/16/16	ORLANDO, YVONNE	School Support Network at College of St. Elizabeth - Understanding & Supporting LGBTQ Youth. \$0+mileage	10/18/16
11/22/16	CHAPIN, SUSAN	United Way Climate & Culture Survey Data Review Florham Park, NJ \$0 Cost	10/11/16
11/22/16	GATTI, JESSICA	United Way Climate & Culture Survey Data Review Florham Park, NJ \$0 Cost	10/11/16
12/1/16	GATTI, JESSICA	Leadership Cohort, BOE FP, \$0, .31 miles	10/18/16
12/7/16	Hauck, Linda	Teachers' College Digital Literacy Workshop New York, NY \$50+mileage	10/1/16
12/12/16	FOSTER, KERIN	Teachers' College Workshop New York, NY \$50+mileage	10/1/16
12/12/16	O'CONNOR, CHRISTY	TC Day Middle School Information Writing Unit New York, NY \$50+mileage	9/26/16
12/12/16	WALDRON, LINDSAY	6th Grade Information Writing at Teachers College New York, NY Approx: 41 Miles Est Cost: 12.71 mileage +\$50 workshop	10/1/16
12/13/16	KNELER, ASHLIE	Improving Social Skills for Students with Autism Spectrum Disorders New Providence, NJ Cost: \$105 (6.4 miles)	10/12/16
12/14/16	FORD, KAREN	United Way Mtg College of St. Elizabeth Morristown, NJ \$0 Cost +Mileage	10/1/16
12/14/16	LAZORKO, MARIA	United Way of Northern New Jersey -Youth Empowerment Alliance School Support Network College of Saint Elizabeth Morristown, NJ \$0 Cost	10/12/16
1/6/17	HARRIS, MICHAELA	Teachers' College Workshop New York, NY \$50+mileage	9/23/16
1/6/17	MARCHESE, VINCENT	Teachers' College Workshop New York, NY \$50+mileage	9/23/16
1/6/17	WALDRON, LINDSAY	Teachers' College Workshop New York, NY \$50+mileage	10/1/16
1/10/17	FOSTER, ROBERT	Teachers' College Workshop New York, NY \$50+mileage	9/23/16
1/10/17	HARRIS, MICHAELA	Teachers' College Workshop New York, NY \$50+mileage	10/1/16
1/10/17	REGAN, CYNTHIA	Teachers College Workshop "Writing About Reading the Baby Literary Essay" New York, NY \$50+Mileage	9/26/16
1/10/17	TEDESCO, WENDY	Teachers College Workshop "Writing About Reading the Baby Literary Essay" New York, NY \$50+Mileage	9/26/16
1/18/17	FORD, KAREN	United Way Mtg College of St. Elizabeth Morristown, NJ \$0 Cost +Mileage	10/1/16
2/15/17	FORD, KAREN	United Way Mtg College of St. Elizabeth Morristown, NJ \$0 Cost +Mileage	10/1/16
3/15/17	FORD, KAREN	United Way Mtg College of St. Elizabeth Morristown, NJ \$0 Cost +Mileage	10/1/16

Motion; KH Second; SS

6 yes, 0 no

2. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through September 30, 2016 in the amount(s) of \$2,172,381.50
(On file in Administration Offices)
- Motion; KH Second; SS 6 yes, 0 no
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 2016. | Business Administrator / Board Secretary |
| Treasurer's (A149) Report for the Month(s) of September 2016. | Business Administrator / Board Secretary |
- Motion; KH Second; SS 6 yes, 0 no
4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for September 30, 2016 in the amount(s) of \$77,726.89.
(On file in Administration Office)
- Motion; KH Second; SS 6 yes, 0 no
5. **Be It Resolved**, that the Florham Park Board of Education approve, that as of September 30, 2016 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; KH Second; SS 6 yes, 0 no
6. **Approve** the lease/purchase of one Xerox 760D copier to replace Xerox at Ridgedale Middle School second floor at an annual cost of \$6,212.40.
- Motion; KH Second; SS 6 yes, 0 no
7. **Approve** the cancellation of "old" "stale" checks for the Net Payroll Account #xxxxx944 #40370 \$72.27, #40372 \$163.22, #40381 \$406.50 and #40518 \$258.89.
- Motion; KH Second; SS 6 yes, 0 no
8. **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, 2016, 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 September 17, 2016, 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 September 24, 2016,

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, 2016.

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; KH Second; SS 6 yes, 0 no

- 9. **Approve** contracting with Lori Adams CI, CT, NCI, for Interpreter Services for the 2016-2017 School Year at a rate of \$70.00/hour, two hour minimum.

Motion; KH Second; SS 6 yes, 0 no

FACILITIES

Upon recommendation of the Superintendent, move to:

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

2016-2017 Facility Use-October Agenda			
31	Hoop Heaven Basketball	BKL Gym	October 2016
32	The Work Family Connection (Pumpkin Carving Night)	BWD (various rooms)	October 2016
33	Girl Scout Troop (Van Way)	BWD Room 17	October 2016-June 2017
34	Girl Scout Troop (Thomas)	BWD Teacher's Lounge	Nov 2016-June 2017
35	Girl Scout Troop (Dirienzo)	BWD Teacher's Lounge	Nov 2016-June 2017

Motion; KH Second; KD 6 yes, 0 no

TRANSPORTATION

Upon recommendation of the Superintendent, move to:

1. Approve the following field trips and other use of transportation:

School	Staff Member	Date	Trip Location
RMS	Williver, Katie	11/9/16	Central Ave. Laundromat, Nautilus Diner Madison, NJ
RMS	Ford, Karen	11/15/16	Morris County School of Technology Denville, NJ
BWD	Keenan, Kathleen	11/15/16	Morristown Medical Center Morristown, NJ
RMS	Ford, Karen	11/17/16	Morristown Community Soup Kitchen Morristown, NJ
RMS	Ford, Karen	11/21/16	Hanover Park High School East Hanover, NJ
RMS	Williver, Katie	11/22/16	Whippany Park High School Whippany, NJ
BKL	Murray, Charles	11/22/16	Liberty Science Center Jersey City, NJ
RMS	Williver, Katie	11/30/16	Livingston Mall Livingston, NJ
BKL	Marchaterre, Jaclyn	12/16/16	Paper Mill Playhouse Millburn, NJ
RMS	Paulson/Leone	12/22/16	Livingston Mall Livingston, NJ
BWD	Van Way, Lisa	5/1/17	Montclair State University Montclair, NJ

Motion; MH Second; KD 6 yes, 0 no

2. Approve the Shared Services Agreement with the Hanover Park Regional School District for the maintenance of student transportation vehicles for the 2016-2017 School Year.

Motion; MH Second; KD 6 yes, 0 no

3. Approve the following joint transportation agreements revenue for the applicable period(s);

a.	Route FPOD1	Hanover Park RHS	ESY16	\$ 3,857.22
b.	Route FPOD3	Madison	ESY16	\$ 3,702.82
c.	Route FPOD4	Madison	ESY16	\$ 4,454.52
d.	Route FPOD1	Hanover Park RHS	SY17	\$46,202.70
e.	Route FPOD3	Hanover Park RHS	SY17	\$43,445.02
f.	Route FPOD3	Madison	SY17	\$12,553.16
g.	Route FPOD4	Madison	SY17	\$24,439.29

Motion; MH Second; KD 6 yes, 0 no

4. Approve the following subscription busing fees for the period FY 2017.

- a. \$425.00/child
- b. \$1,000.00/family (three or more)

Motion; MH Second; KD 6 yes, 0 no

5. Approve the Reports of School Bus Emergency Evacuation Drills per NJAC 6A:27-11.2.

Motion; MH Second; KD 6 yes, 0 no

K. OLD BUSINESS/NEW BUSINESS:

L. CORRESPONDENCE/COMMUNICATIONS: Dr. Varley reminded everyone that the cancelled parent workshop at Teachers' College is now being held in Florham Park on Nov. 7th at Ridgedale Middle School in the auditorium.

M. PUBLIC COMMENT-OPEN: Councilman Zuckerman asked what the proposed cost of the referendum would be and did the board approve goals and steering committee. Dr. Varley stated the goals and steering committee were approved previously. Mrs. Heinold stated there is no targeted cost per se for the referendum. The only estimated cost at this time was the \$4 - \$6 million dollar cost shared during the previous feasibility study.

N. ADJOURNMENT

Move to adjourn the meeting at 7:47p.m

Motion; KD

Second; SS

6 yes, 0 no

Respectfully submitted,



John Csatló
Business Administrator/Board Secretary