

**MINUTES**

**A. Sunshine Statement/Call To Order/Flag Salute/Roll Call**

In accordance with the Open Public Meetings Act, N.J.S.A.10:4-6 et seq., 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.

Call to Order  
Flag Salute  
Roll Call

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Mr. DeCoursey (Kevin)	X	
Mrs. Haynes (Marianne)	X	
Dr. Carollo (John)	X	
Mr. Montuore (Patrick)	X	
Mr. MacFarlane (John)	X	

In attendance; Dr. Maricle, Mrs. Tietjen, Mr. Caponegro, Mr. Majeski and a few members of the general public.

**RESOLUTION**

**Appoint Board Secretary Temporary Chair**

**BE IT RESOLVED**, that the Florham Park Board of Education appoints Mr. John Csatlos CPA as the temporary chair of the 2009/2010 reorganization meeting.

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 5 yes, 0 no*

**RESOLUTION**

**Certification of Election Results**

**BE IT RESOLVED**, that the Florham Park Board of Education certifies the results of the Annual School Board Election held on April 21, 2009, including absentee ballots, for membership to the Board of Education of three (2) persons for a three (3) year term as follows:

Three -Year Term

- Mr. John Gaffney – 558
- Mrs. Linda Michalowski – 561
- Write In Votes:
  - Karen Casolaro – 6
  - Sharon Boy – 2
  - Linda Markey – 1
  - Susan Litvak - 1

**Public Questions (Budget):**

Yes - 484  
No - 383

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 5 yes, 0 no*

**Administer Oath of Office to newly Elected Board Members**

**Distribute NJSBA's Code of Ethics to Board Members**

**B. Nominations/Election of Officers**

**Nominations/Election of Board President**

Mr. Gaffney nominated Mr. MacFarlane for board President. Mrs. Haynes seconded the motion. There were no further nominations.

*Moved: Mr. Gaffney* *Seconded: Mr. Montuore* *7 yes, 0 no*

Mr. Csatos turned the meeting over to Mr. MacFarlane, Board President.

**Nominations/Election of Board Vice-President**

Mr. MacFarlane asked for nominations. Mr. Gaffney nominated Mr. Montuore for Vice President. Mrs. Michalowski seconded the nomination.

*Moved: Mr. Gaffney* *Seconded: Mrs. Michalowski* *7 yes, 0 no*

**C. Resolutions**

**Resolution #1**

**Calendar of Board Meetings**

**BE IT RESOLVED**, that the Florham Park Board of Education designates the following meeting dates for **Regular Meetings** with **Executive Sessions** during FY2009-2010, in accordance with N.J.S.A. 18A:10-6, to be held at the Board of Education Office, at 6:30 p.m. All meetings shall be held in accordance with the "Open Public Meetings Act" and formal action may be taken at any meeting.

May 18, 2009	3 <sup>rd</sup> Monday
June 15, 2009	3 <sup>rd</sup> Monday
*June 29, 2009	5 <sup>th</sup> Monday
August 17, 2009	3 <sup>rd</sup> Monday
September 21, 2009	3 <sup>rd</sup> Monday
October 19, 2009	3 <sup>rd</sup> Monday
November 16, 2009	3 <sup>rd</sup> Monday
December 21, 2009	3 <sup>rd</sup> Monday
January 18, 2010	3 <sup>rd</sup> Monday
February 15, 2010	3 <sup>rd</sup> Monday
March 15, 2010	3 <sup>rd</sup> Monday
April 19, 2010	3 <sup>rd</sup> Monday

\* Public Hearing and approval of employment contracts for Superintendent, School Business Administrator and Supervisor of Technology and Student Activities.

\*\* All meetings are held in the Florham Park Board of Education Administrative Offices, Conference Room, 67 Ridgedale Ave, Florham Park

*Moved: Mr. DeCoursey* *Seconded: Mr. Montuore* *7 yes, 0 no*

**Resolution #2**

**Agenda Format**

**BE IT RESOLVED**, that the Florham Park Board of Education establishes the following Agenda Format to be observed and the order of business conducted at the Regular Meetings of the Board of Education; and

**BE IT FURTHER RESOLVED**, that the Board President has sole discretion to change the Agenda Format and order of business in the best interest of the Board of Education:

- A. Sunshine Statement/Call to Order/Flag Salute
- B. Executive Session
- C. Superintendent's Report
- D. Public Comment
- E. Committee Reports
  - Policy
  - Personnel
  - Curriculum
  - Finance/Facilities
  - Transportation
- F. Resolutions
- G. Old/New Business
- H. Correspondence
- I. Adjournment

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #3**

**Appointments**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following appointments for the 2009/2010 School Year:

Business Administrator/Board Secretary (N.J.S.A. 18A:17-2, 17-5)	John Csatos
Treasurer of School Monies (N.J.S.A. 18A: 17-31)	Ulrich Steinberg
Public Agency Compliance Officer	John Csatos
Purchasing Agent (P.L. 1999 c.440)	John Csatos
Integrated Pest Management Coordinator	Philip Infantolino
Custodian of Records	John Csatos
ADHERA Coordinator	Philip Infantolino
Right to Know/Designated Persons	Philip Infantolino
504 Compliance Officer	Sharon Maricle
District Attendance Officers	Mark Majeski, Susan Tietjen, Sharon Maricle and Dr. William Ronzitti
District Affirmative Action Officer (N.J.A.C. 6:4-1.3)	Susan Tietjen
Building Affirmative Action Officers	Mark Majeski, Susan Tietjen and Sharon Maricle
Health Safety Designee (N.J.A.C. 6A:19-10.2(b))	Mark Majeski
NJSBAIG Safety Committee	John Csatos, Phil Infantolino, Steve Caponegro and Sharon Maricle
School Medical Inspector (N.J.S.A. 18A: 40-1)	Michael Kelly, MD
Employee Health Benefits Broker	Brown & Brown Metro, LLC
Commercial/Student Accident Insurance Broker	O'Gorman & Young



**Resolution #9**

**Designation of Architect of Record**

**BE IT RESOLVED**, that the Florham Park Board of Education designates LAN Associates as Architects of Record, 445 Godwin Avenue, Midland Park, N.J., in accordance with N.J.S.A. 18A: 23-1, for the 2009/2010 school year at rates submitted in proposal. (Attachment R9)

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #10**

**Accounts/Designation of Authorized Signatories**

**BE IT RESOLVED**, that the Business Administrator/Board Secretary authorizes the following accounts with the required signatures of the Officers of the Board acting as depositors to be listed; and

**BE IT FURTHER RESOLVED**, that the Business Administrator/Board Secretary is hereby authorized to issue and execute the required forms to maintain said accounts.

**Account**

Custodian Account  
#0719-090003

Payroll Account  
#0719-009219

Payroll Agency Account  
#0710-715848

Ridgedale Student Activity Account  
#0719-091282

Ridgedale Middle School Petty Cash  
#6007-000907

Briarwood Student Activity Account  
#0719-009631

Briarwood School Petty Cash  
#6007-000915

Brooklake Student Activity Account  
#0719-009623

Brooklake School Petty Cash  
#6007-000931

Unemployment Trust Account  
#0748-377058

Business Office Petty Cash  
#6007-000184

Child Study Team Petty Cash  
#6007-001113

Capital Reserve  
#530-988402

State of New Jersey  
Cash Management Fund  
General #94498

Capital Project Money Market  
#530-989182

**Signatories**

Board President  
Business Administrator/Board Secretary  
Treasurer of School Monies

Treasurer of School Monies  
Business Administrator/Board Secretary

Treasurer of School Monies  
Business Administrator/Board Secretary

Principal/Ridgedale Middle School  
Business Administrator/Board Secretary

Principal/Ridgedale Middle School  
Business Administrator/Board Secretary

Principal/Briarwood School  
Business Administrator/Board Secretary

Principal/Briarwood School  
Business Administrator/Board Secretary

Principal Brooklake School  
Business Administrator/Board Secretary

Principal/Brooklake School  
Business Administrator/Board Secretary

Board President  
Business Administrator/Board Secretary  
Treasurer of School Monies

Business Administrator/Board Secretary  
Superintendent of Schools

Supervisor of Special Services  
Business Administrator/Board Secretary

Board President  
Business Administrator/Board Secretary

Business Administrator/Board Secretary  
Superintendent of Schools

Business Administrator/Board Secretary

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #11**

**Petty Cash Funds**

**BE IT RESOLVED**, that the Florham Park Board of Education establishes the following Petty Cash Accounts, rules for replenishment and regulations in accordance with N.J.A.C. 6:20-2.10

<u>Account</u>	<u>Amount Established</u>	<u>Maximum Expenditure</u>
Briarwood Elementary	\$500.00	\$50.00
Brooklake Elementary	\$500.00	\$50.00
Ridgedale Middle School	\$500.00	\$50.00
Office of Special Services	\$500.00	\$50.00
Business Office	\$1,000.00	\$149.00

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #12**

**President's Facsimile Signature**

**BE IT RESOLVED**, that the Florham Park Board of Education authorizes the use of the President's Facsimile Signature on warrants, with the exception of Social Security Payments, for the 2009/2010 school year, as well as approve the following required documents:

- Polices and Procedures Handbook
- Administrative Rules and Regulations
- Mandated and Permitted Pupil Records N.J.A.C. 6:3-6.3
- Special Education By-Laws/Policies
- Student Code of Conduct - K-2, 3-5, 6-8
- Program Evaluation
- Five-Year Curriculum Plan
- Bloodborne Pathogens Plan
- Law Enforcement and Educators Agreement
- Three-Year Asbestos Reinspection Plan (AHERA)
- Three-Year Maintenance Plan (M1 & M2 Forms)
- Chemical Hygiene Plan
- Health and Safety Program Manual
- District Emergency Plans

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #13**

**Establishment of Committees/Delegates/Representatives**

**BE IT RESOLVED**, that the Florham Park Board of Education establishes the following Committees for the 2009/2010 school year:

- |                           |                      |
|---------------------------|----------------------|
| POLICY                    | PERSONNEL            |
| NEGOTIATIONS/FPEA         | NEGOTIATIONS/FPAA    |
| CURRICULUM                | FINANCE/FACILITIES   |
| TRANSPORTATION            | PUBLIC RELATIONS     |
| BOARD/ BOROUGH LIAISON    | BOARD/FPEA LIAISON   |
| HANOVER PARK ARTICULATION | NJSBA'S DELEGATE     |
| MCBA'S DELGATE            | ESCMC REPRESENTATIVE |
| MUJC'S REPRESENTATIVE     |                      |

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #14**

**Committees/Delegates/Representatives**

**BE IT RESOLVED**, that the Florham Park Board of Education accepts the recommendation of the Board President and approves the following Committee/Delegate/Representative appointments for the 2009/2010 school year:

Policy –  
Negotiations/FPEA –  
Curriculum –  
Transportation –  
Board/Borough Liaison –  
Hanover Park Articulation –  
Personnel –  
Negotiations/FPAA –  
Finance/Facilities –  
Public Relations –  
Board/FPEA Liaison –

**BE IT FURTHER RESOLVED**, the following Delegates/Representatives from the Board of Education be named:

NJ School Boards Association Delegate (N.J.S.A. 18A: 6-46) – Mr. MacFarlane  
Morris County School Boards Association Representative – Mr. MacFarlane  
ESC of Morris County Representative – Mr. MacFarlane  
Morris Union Jointure Commission Representative – Dr. William Ronzitti  
Project Community Pride Liaison – Dr. William Ronzitti or designee  
The Adult School of the Chathams – Dr. William Ronzitti or designee  
Madison and Florham Park Liaison – Dr. William Ronzitti  
The Public Library Committee Liaison – Dr. William Ronzitti or designee

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #15**

**Approve Curriculum Guides**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the 2009/2010 Long Range Curriculum program for the Florham Park Public Schools. (***attached Doc. R15***)

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #16**

**Approve Authorized List of Textbooks**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the 2009/2010 Authorized List of Textbooks for the Florham Park Public Schools per N.J.A.C. 6:8-3.5 (***attached Doc. R16***).

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #17**

**Approve Related Services Providers**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following Related Services Providers for the 2009/2010 school year:

ESC of Essex County  
ESC of Morris County  
Morristown Memorial Hospital  
Dale Jacobs MD  
J. Moreno MD  
Saint Barnabas Hospital  
Walter Molofsky MD  
Cerebral Palsy of North Jersey

State of NJ / Commission for the Blind  
Morris Union Jointure Commission  
Childrens' Specialized Hospital  
Brian Fennelly, MD  
Thomas Boyle MD  
Joanne Swanson OTR  
Marilyn Kubecheck MD  
PG Chambers

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*      *7 yes, 0 no*

**Resolution #18**

**Approve Maintenance Contracts**

**BE IT RESOLVED**, that the Florham Park Board approves the following Routine and Required Maintenance Contracts for the 2009/2010 school year:

Bill Pryer Trash Collection  
PO Box 216  
Florham Park, NJ

Butler Engineering & Boiler Treatment  
764 Ramsey Avenue  
Hillside, NJ

Jersey Elevator  
75 Manchester Avenue  
Keyport, NJ

R&J Control (Generator)  
59 Harding Avenue  
Dover, NJ

Alliance's Pest Control  
1301 West Park Ave  
Tinton Falls, NJ

Knox Security Services  
5 Laurel Drive  
Flanders, NJ

Building Control Technologies  
1 Frassetto Way  
Lincoln Park, NJ

TruGreen Chemlawn  
9 Middlebury Blvd.  
Randolph, NJ

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*      *7 yes, 0 no*



**Resolution #19**

**Approve List of Substitutes**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following substitutes for the 2009/2010 school year:

**Substitute Teachers**

Lori Acevedo	Bruce Gandy	Maria Pinherio
Saverio Allocca	Tiffany Giacchino	Fawn Rizzo
Cara Altman	Nicole Garaffa	Erica Rossman
Janine Balassone	Michelle Geary	Richard John Russo
Patircia Bowden	Marsha Gepford	Nancy Salus
Janice Chichelo	Russell Kurlak	Michael Splendorio
Elizabeth Cocc	Briana Logan	Nancy Schron
Ed DuBoyce	Karen Mansueto	Aldona Skrypa
Jean Ennis	Teresa Moscatelli	Rose Weinbaum
Nicholas Esposito	Glen Olsen	Beverly White
Martin Friedman	Marlena Pasquarosa	John Winters
Loretta Ferrara	Odete Pereira	Lori Winschu
Catherine Flood		Lynne Zaug

**Substitute Nurses**

Marie Cuelman  
Jean Vrablik

**Substitute Custodians**

John Bongo  
Michael Casabury  
Oliver Murray  
Anthony Rizzolo  
Anda Srblijanovic  
Richard Turner

**Substitute Bus Driver**

Steve Haynes

**Substitute Staff Assistants**

Marcia Burgsthaler

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #20**

**Approve District Professional Development Plan**

**BE IT RESOLVED**, that the Florham Park Board of Education approve the Local Professional Development Plan for the 2009/2010 school year.

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #21**

**Approve Participation**

**BE IT RESOLVED**, that the Florham Park Board of Education approves participation for the school year 2009/2010 with the following organizations:

Adult School of The Chathams/Madison/Florham Park  
Project Community Pride  
Morris County Media Services Center  
Morris Museum

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #22**

**Approve Transportation Services**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the agreement for Transportation Services for the school year 2009/2010 with the following:

Essex County Educational Services Commission  
Educational Services Commission of Morris County  
Morris Union Jointure Commission

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 7 yes, 0 no*

**Resolution #23**

**Approve Board Policies**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following Board of Education Policies

#1000 Series – Community	#2000 Series – Administration
#3000 Series – Business	#4000 Series – Personnel
#5000 Series – Pupils	#6000 Series – Instruction
#7000 Series – New Construction	#9000 Series Bylaws

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 7 yes, 0 no*

**Resolution #24**

**Approve Bid/Quote Thresholds**

**BE IT RESOLVED**, that the Florham Park Board of Education set the following bid/quote thresholds, with Qualified Purchasing Agent for the 2009/2010 school year

Bid Threshold	\$29,000.00
Quote Threshold(15%)	\$ 4,350.00

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 7 yes, 0 no*

**Resolution #25**

**State Agency Contracts**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the School Business Administrator to procure contracts for goods and services through various State Agencies

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 7 yes, 0 no*

**Resolution #26**

**Minimum Chart of Accounts**

**BE IT RESOLVED**, that the Florham Park Board of Education authorizes the School Business Administrator to maintain and report the financial status of the school district using the minimum chart of accounts set forth in N.J.A.C. 6:20-2A (m)1

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 7 yes, 0 no*

**Resolution #27**

**Payment of Bills**

**BE IT RESOLVED**, that the Florham Park Board of Education approved the payment of bills during the period between Board Meetings

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore 7 yes, 0 no*

**Resolution #28**

**Code of Ethics**

**BE IT RESOLVED**, that the Florham Park Board of Education adopts the New Jersey School Boards Association Code of Ethics

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #29**

**Designation of School Physician**

**BE IT RESOLVED**, that the Florham Park Board of Education approves Dr. Michael Kelly MD as school physician for the 2009/2010 school year in an amount not to exceed \$17,000.00

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**Resolution #30**

**Executive Session Minutes**

**WHEREAS**, NJSA 10:4-14 of the Open Public Meetings Act requires the disclosure of executive minutes once actions are publicly acted upon; and

**WHEREAS**, the Florham Park Board of Education has reviewed previous executive minutes for the 2008-2009 school year.

**THEREFORE BE IT RESOLVED**, that the Florham Park Board of Education approves the nondisclosure of the minutes of the previous executive session meetings.

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**CORRESPONDENCE:**

- Retirement Letter

**NEW BUSINESS:** Mr. DeCoursey motioned to accept, with regret, the resignation of Ms. Loretta Wilson for the purpose of retirement effective June 30, 2009. Mr. Montuore seconded the motion. Discussion; Dr. Ronzitti and the board wished Ms. Wilson the very best and thanked her for her years of service

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

Mr. DeCoursey motioned to adjourn the meeting and convene into executive session. Mr. Montuore seconded the motion.

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

Mr. DeCoursey motioned to adjourn the executive session and reconvene to the public session. Mr. Montuore seconded the motion.

*Moved: Mr. DeCoursey*

*Seconded: Mr. Montuore*

*7 yes, 0 no*

**D. Adjournment**

Motion by Mr. Montuore and seconded by Mrs. Michalowski to adjourn the May 4, 2009 Reorganization meeting of the Florham Park Board of Education at 7:25 pm.

*Moved: Mr. Montuore*

*Seconded: Mrs. Michalowski*

*7 yes, 0 no*

Respectfully submitted,

John Csatlos  
Board Secretary / Business Administrator