

FLORHAM PARK BOARD OF EDUCATION

Regular Public Meeting, October 17, 2011
Board of Education Conference Room
67-71 Ridgedale Avenue

MINUTES

6:30 p.m.

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. SUNSHINE STATEMENT

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.

B. CALL TO ORDER

C. FLAG SALUTE

D. ROLL CALL

BOARD MEMBER	PRESENT	ABSENT
Mrs. Tobias (Joanne)	X	
Mr. Gaffney (John)	X	
Mrs. Haynes (Marianne)	X	
Mrs. Michalowski (Linda)		X
Mr. Montuore (Patrick)	X	
Dr. Carollo (John)		X
Mr. DeCoursey (Kevin)	X	

In attendance: District Administrators. There was one member of the general public.

E.SUPERINTENDENT’S REPORT

- Dr. Ronzitti reported that enrollment to date is 1,031. This consists of 1,020 students being taught in district and 11 out of district placements.
- Dr. Ronzitti reported that to date the district has received 26 reported incidents under HIB policy. All incidents have been investigated and adjudicated in compliance with the policy. 24 of the 26 incidents were adjudicated as “normal social conflict”. The other two incidents were deemed bullying and consequences were, 1 moment of community service and 1 bus seat re-assignment.
- Dr. Ronzitti reported there has been no communications regarding the potential of consolidation.
- Dr. Ronzitti reported that at the first meeting of ERIC West, a subgroup of NJSBAIG, the district received \$13,700.00 based on the FY12 Grant application previously submitted in May 2011. The safety projects contained in the grant application were completed during the summer of 2011. The district was also notified by NJSBAIG that the district will be honored and receive the 2011 Safety Award, on October 25, 2011, one of only 40 districts statewide.
- Dr. Ronzitti stated that during the Columbus Day in-service moment, the districts’ professional staff focused on “Cultural Diversity”, “iReady” school performance assessment and technology.
- Dr. Ronzitti stated that he met with various representatives of the “one Day One School” program and Gov. Richard J. Codey to discuss the possibility of a State wide initiative.
- Dr. Ronzitti reported that the district completed its first semi-annual inspection by the NJMVC of all student transportation vehicles today. The entire district fleet passed inspection. Dr. Ronzitti recognized the efforts involved with the shared service vehicle maintenance program with Hanover Park Regional High School District, specifically the Director of Transportation Mr. Chris Bluett. Dr. Ronzitt further thanked Mrs. Guerin and the district drivers for their exceptional efforts.
- Dr. Ronzitti received correspondence thanking him for his participation in the “Summer Leadership Conference (NJDOE).” educational forum, held on July 11 & 12, 2011 at Jersey City State College.

F.PUBLIC COMMENT

(Petitioners who have requested to speak during the public comment portion of the meeting will be allotted three (3) minutes.)

There were no comments.

G.COMMITTEE REPORTS

Policy- Mrs. Tobias stated that the policy committee met to discuss the policies on tonight’s agenda for first reading.

Curriculum- The committee has not met since the last board meeting.

Personnel- The committee has not met since the last meeting.

Finance/Facility- Mr. Gaffney reported that the committee met on 10/4 with the district’s independent auditor to discuss the findings of the FY11 audit. Mr. Gaffney reported that the district received a positive “unqualified” opinion and the finances of the district are strong. Mr. Gaffney reported the committee reviewed the district’s Long Range Facility Plan and Mr.

Csatlos and Mr. Infantolino proposed a plan for completion of various items over the next five years. Mrs. Haynes reported that the new minivan has been well received by the drivers and future purchases are warranted. Mrs. Haynes stated the complaint log and misconduct logs were reviewed. There were no complaints since the opening of school and all items logged as misconduct have been addressed by the building principals.

H.P.R.H.S Articulation- Mrs. Tobias reported that she did not attend the H.P.R.H.S. Board of Education met on 9/5/11. Mrs. Tobias was asked to attend the first meeting of the Florham Park PTA by Dr. Ronzitti.

H.RESOLUTION:

Mr. Gaffney made a motion to approve the resolutions on the agenda this evening by consent. The motion was seconded by Mr. Montuore.

Motion; JG Second; PM 5 yes, 0 no

POLICY

- 1. **Approve the minutes of the September 19, 2011 Regular Board Meeting.** (Doc. PL1)

Motion; JG Second; PM 5 yes, 0 no

- 2. **Approve the minutes of the September 19, 2011 Executive Session.** (Doc. PL2)

Motion; JG Second; PM 5 yes, 0 no

- 3. **Approve the first reading of the following policies:**

- 1140 Distribution of materials
- 9111 Qualifications and Requirements of Board Members

Motion; JG Second; PM 5 yes, 0 no

- 4. **Approve the Eighth Grade Washington D.C. Fundraisers for the 2011-2012 School Year:**

- Cake Sales
- Halloween Candy Gram
- Dollar Wear A Hat Day
- Sweatshirt/pants sale
- RMS "Dinner Out" Night
- Homeroom Penny Wars
- Teacher Challenge
- Garage Sale
- Car Wash
- Spring Plant Sale

Motion; JG Second; PM 5 yes, 0 no

- 5. **Approve the following Briarwood Elementary School Fundraiser for the 2011-2012 School Year:**

Jump-a-thon

Motion; JG Second; PM

5 yes, 0 no

6. **WHEREAS**, Assembly Bill 444, signed into law on May 26, 2011, disqualifies members of boards of education or members of charter school boards of trustees from serving in office if they have been convicted of certain crimes; and

WHEREAS, the statute also requires members to undergo criminal history background checks and to pay the cost of such investigations; and

WHEREAS, Assembly Bill 444 permits local boards of education to reimburse individual members for the cost of criminal history background investigations; and

WHEREAS, State law (N.J.S.A. 18A:12-4) prohibits the compensation of local board of education members; and

WHEREAS, Members of the Florham Park Board of Education devote significant time and substantial effort to the governance of the district’s public schools; and

WHEREAS, The Florham Park Board of Education believes that individual school board members, who are uncompensated, should be reimbursed for the cost the criminal history background investigations, which are necessary to continue serving in office. So, therefore be it

RESOLVED, That the Florham Park Board of Education authorizes reimbursement of individual members for the cost of the criminal history background investigations required by Assembly Bill 444; and be it further

RESOLVED, That the Florham Park Board of Education through its policy adoption process will add the following language to its Bylaws at File Code 9111, “Qualifications and Requirements of Board Members,” Clause I:

- I. He/she has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1. In order to fulfill this requirement:
 - 1. Each member of the board of education, within 30 days of the election or appointment to the board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above; and
 - 2. The board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.

**

And be it further

RESOLVED, that a copy of Bylaws File Code 9111 as proposed for amendment be attached to this resolution. **

Motion; JG Second; PM

5 yes, 0 no

PERSONNEL

1. Approve the following substitute (s) for the 2011-2012 School Year:

Jane Cassaras
Marylin Zuniga
Kailin Armeny

Motion; JG Second; PM

5 yes, 0 no

2. Approve the following adjustment (s) in salary for the 2011-2012 School Year:

Deborah Shephard from BA Step 1, \$47,389.00 to BA + 30 Step 1 \$50,347.00, effective 9/1/11.

Motion; JG Second; PM

5 yes, 0 no

3. Approve the following 2011-2012 Student Teaching Assignments:

<u>Student / College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Kyle O'Neill College of St. Elizabeth	Student Teaching	Camille Abdy Grades 6-8	3/12/12-5/5/12 (revised)

Motion; JG Second; PM

5 yes, 0 no

4. Approve the following summer appointment:

Curriculum/Technology Lessons Nick Esposito 100 hours

Motion; JG Second; PM

5 yes, 0 no

5. Approve Dr. Steven Caponegro as District Coordinator of the NCLB grant programs, not to exceed 44 hours, for the 2011-2012 School Year.

Motion; JG Second; PM

5 yes, 0 no

6. Approve the Home Instructors for the 2011-2012 School Year:

Christe Cirelli	Lori-Jane Dolan	Fran Alvino
Deborah Shepherd	Charles Murray	Jennifer Immerso
Katie Williver	Kathleen Cogan	Lindsay Franklin
Karen Janes	Jeff Gruenwald	Vincent Marchese
Joe Aquino	Lisa DeFonte	Richard McNanna
Danielle Schur	Floyd Gray	Brook Nisivoccia
Lori Tartaglia		

Motion; JG Second; PM 5 yes, 0 no

CURRICULUM

1. **Approve** the 2011-2012 Long Range Curriculum Program for the Florham Park Public School District. (Doc. C1)

Motion; JG Second; PM 5 yes, 0 no

FINANCE

1. **Authorize the Business Administrator/Board Secretary to pay bills and claims through August 31, 2011 and September 30, 2011.**

(Doc. F1)

Invoices 8/1-8/31/11	\$391,304.40	Invoices 9/1-9/30/11	\$506,558.81
Payroll 8/15/11	\$139,426.46	Payroll 9/15/11	462,881.65
FICA 8/15/11	\$ 10,190.76	FICA 9/15/11	34,472.14
Payroll 8/31/11	\$126,061.56	Payroll 9/30/11	463,013.62
FICA 8/31/11	\$ 9,121.22	FICA 9/30/11	34,227.59
TOTAL	<u>\$676,104.40</u>		<u>\$1,501,153.81</u>

Motion; JG Second; PM 5 yes, 0 no

2. **Accept the following District financial reports:**

Board Secretary's (A148) Report for the Months of August 2011 and September 2011

Business Administrator/
Board Secretary
(Doc. F2)

Treasurer's (A149) Report for the Months of August 2011 and September 2011

Business Administrator /
Board Secretary
(Doc. F3)

Motion; JG Second; PM 5 yes, 0 no

3. **Approve** the transfers for August 31, 2011 \$153,136.22 and the transfers for September 2011 \$47,039.00. (Doc. F4)

Motion; JG Second; PM

5 yes, 0 no

4. **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 members' 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.

	Name	Position	Description	Date(s)	Approx. Cost	Funding Source
A	Cheryl Wasserman	Teacher	Workshop	10/13/11	N/A	Local
B	Joan Seery	Nurse	Workshop	10/10/11	\$50.00	Local
C	Margery Brunello	Nurse	Conference	9/23, 9/26	N/A	Local
D	Joseph LaValle	Teacher	Workshop	10/5/11	N/A	Local
E	Cindy Regan	Teacher	Workshop	9/28/11	N/A	Local
F	Cheryl Bernstein	Guidance Counselor	Workshop	9/28/11	N/A	Local
G	Beth Karl	Teacher	Workshop	9/23/11	N/A	Local
H	Hilde Dyer	Librarian	Conference	11/2, 11/3	N/A	Local
I	Gina Cicarelli	Physical Therapist	Workshop	10/23/11	\$249.00	Local
J	Michael Ocejo	Psychologist	Workshop	9/22/11	N/A	Local
K	Mark Majeski	Principal	Workshop	10/19/11	N/A	Local
L	Nicole Sabatino	PSD Teacher	Workshop	9/22/11	N/A	Local
M	Christine Calafati	Teacher	Workshop	2/2/12, 3/22/12	\$22.00	Local
N	Jane Chonowski	Teacher	Workshop	2/2/12, 3/22/12	\$22.00	Local
O	Karen Holota	Teacher	Workshop	2/2/12, 3/22/12	\$22.00	Local
P	Yvonne Orlando	Social Worker	Workshop	9/23/11, 9/26/11	N/A	Local
Q	Roberta Rountree	Teacher	Workshop	9/22/11	N/A	Local
R	Michaela Harris	Teacher	Workshop	9/23/11, 9/26/11	N/A	Local
S	Denise Newman	Teacher	Workshop	9/23/11, 9/26/11	N/A	Local
T	Dr. Sharon Maricle	Principal	Workshop	11/18/11	N/A	Local
U	Nicole Sabatino	Teacher	Workshop	9/19/11	N/A	Local
V	Lori Jane Dolan	LDT-C	Workshop	10/21/11	N/A	Local
W	Lori Jane Dolan	LDT-C	Workshop	9/22/11	N/A	Local
X	Nicholas Esposito	Teacher	Workshop	10/18/11	\$25.00	Local

Y	Danielle Schur	Teacher	Workshop	10/18/11	\$25.00	Local
Z	Tina Monteleone	Special Ed Teacher	Workshop	10/18/11	\$25.00	Local
AA	Camille Abdy	Teacher	Convention	10/11/12	\$125.00	Local
BB	Sheila Mendel	Teacher	Workshop	1/24/12	\$150.00	Local
CC	Nicole Sabatino	Teacher	Workshop	10/14/11	N/A	Local
DD	Karen Stein	Teacher	Workshop	10/11/12	\$125.00	Local
EE	Marguerite Aromando	Nurse	Workshop	10/10/11	\$57.00	Local
FF	Marian Kentner	Nurse	Workshop	10/10/11	\$57.00	Local
GG	John Csatlos	SBA	Accounting Educators Workshop	12/16/11	\$290.00	Local
HH	John Csatlos	SBA	NJASBO Workshop	10/20, 11/16,12/19/11	\$250.00	Local

Motion; JG Second; PM

5 yes, 0 no

- 5. BE IT RESOLVED**, that the Florham Park Board of Education certify, that as of August 31, 2011 and September 30, 2011 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; JG Second; PM

5 yes, 0 no

- 6. BE IT RESOLVED**, that the Florham Park Board of Education accept the certification of the Business Administrator/Board Secretary that as of August 31, 2011 and September 30, 2011 pursuant to N.J.A.C. 6:20-2A.10(d), no budgetary line item has been over-expended in violation of N.J.A.C. 6:20-2.10(b).

Motion; JG Second; PM

5 yes, 0 no

- 7. WHEREAS**, that 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, 2011, 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 consolation with the accountant of said firm at its meeting of October 4, 2011, 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 17, 2011,

Now,

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, 2011.

And,

- a) Approve the attached Administrative Corrective Action Plan for the recommendations made by the auditing firm of Lerch, Vinci and Higgins, LLP

And,

- b) 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.
(Doc. F5)

Motion; JG Second; PM 5 yes, 0 no

- 8. **Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Florham Park Public School District are consistent with these requirements, and

Whereas, all the past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Florham Park Board of Education hereby authorizes the School Business Administrator to submit the attached FY13 Comprehensive Maintenance Plan for the Florham Park Public School District in compliance with Department of Education requirements. (Doc. F6)

Motion; JG Second; PM 5 yes, 0 no

- 9. **Accept** the following donations, with gratitude;
 - o 30 ring binders – BASF Corp.
 - o 5 guitars – Enrich and Grow Academy

Mr. DeCoursey thanked both organizations for their generosity.

Motion; JG Second; PM 5 yes, 0 no

10. **Approve** submission of an amendment to the FY11 NCLB Grant.

Motion; JG Second; PM

5 yes, 0 no

FACILITIES

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

a. Girl Scout Troop (Hilden)	RMS Art Room	Sept 11-June 12
b. Florham Pak PTA	RMS Gym	December 9, 2011
c. Girl Scout Troop (DiLauri)	BWD Library Atrium	Oct 11-June 12
d. Girl Scout Troop (Bassolino)	BWD Teachers Lounge	Oct 11-June 12
e. Florham Park PTA	RMS Gym	Oct. 7, 2011
f. Florham Park Jaycees	RMS Front Lawn	Oct. 30, 2011
g. Girl Scout Troop (Anderson)	BWD AP Room	Nov. 19, 2011
h. Girl Scout Troop (Anderson)	BWD AP Room	Feb. 10, 2012
i. Girl Scout Troop (Anderson)	RMS Gym	Nov. 5, 2011
j. Starting Five Basketball	BKL Gym	November 2011
k. Garden State Basketball	RMS and BKL Gyms	Nov 11-Jan 12
l. Flor-Mad Baseball	RMS Gym	Jan 11-March 12
m. Starting Five Basketball	BKL Gym	November 2011
n. Hoop Heaven	BLK Gym	October 15, 22, 29, 2011 November 5, 2011

Motion; JG Second; PM

5 yes, 0 no

TRANSPORTATION

1. **Approve** the scheduling of the field trip for Ridgedale Middle School; grade 7 to Happiness is Camping, Blairstown, NJ.
2. **Approve** the scheduling of the field trip for Ridgedale Middle School, grade 8 to Hanover Park High School, East Hanover, NJ.
3. **Approve** the scheduling of the field trip for Ridgedale Middle School, grades 6-8 to Central Middle School, Stirling, NJ.
4. **Approve** the scheduling of the field trip for Ridgedale Middle School, grades 6-8 to College of St. Elizabeth, Florham Park, NJ.
5. **Approve** the scheduling of the field trip for Briarwood Elementary School, grade K to Wightman’s Farm, Morristown, NJ.
6. **Approve** the scheduling of the field trip for Ridgedale Middle School, grade 7 to Cloisters Museum, Bronx, NY.
7. **Approve** the scheduling of the field trip for Brooklake Elementary School, grade 5 to Liberty Science Center, Jersey City, NJ
8. **Approve** the scheduling of the field trip for Briarwood Elementary School, grade 2, Madison, NJ.

- 9. **Approve** the scheduling of the field trip for Ridgedale Middle School, grades 6-8, Oak Knoll School, Summit, NJ.
- 10. **Approve** the scheduling of the field trip for Brooklake Elementary School, grade 4, Essex County Environmental Center, Roseland, NJ.
- 11. **Approve** the scheduling of the field trip for Ridgedale Middle School, grade 8, State Theater of NJ, New Brunswick, NJ.
- 12. **Approve** the scheduling of the field trip for Ridgedale Middle School, grade 8, Washington D.C. Trip.
- 13. **Approve** the scheduling of the field trip for Ridgedale Middle School, grades 6-8 (band/choir), Livingston Mall, Livingston, NJ.
- 14. As required under N.J.A.C.6A:27-11.2, School Bus Emergency evacuation drills were conducted on September 12 and 13, 2011 from 8:30am to 2:15pm at the Ridgedale Middle School. School Bus Emergency evacuation drills were conducted at Brooklake School on September 13 thru 16, 2011 from 8:30am to 2:15pm and at Briarwood School on September 26 and 27, 2011 from 9:00am to 2:00pm and on September 28 from 9:00am to 11:00am.

Motion; JG Second; PM

5 yes, 0 no

I. OLD BUSINESS/NEW BUSINESS –

J. CORRESPONDENCE/COMMUNICATIONS: Mr. Decoursey presented correspondence from Governor Christie. Correspondence will be distributed to all board members. Mr. DeCoursey received correspondence from the NJ Department of Environmental Protection. The correspondence was a result of an unannounced inspection of the district’s IPM/ADHERA programs conducted in August 2011. The correspondence was positive with only one finding regarding notification of applied turf management products. Dr. Ronzitti reviewed the district’s notification procedures. Mr. DeCoursey asked Dr. Ronzitti to handle any response to the NJDEP. Mr. DeCoursey did take exception to the State’s practice of notifying a board president without the same notification being given to the superintendent and business administrator. Mr. DeCoursey stated the Superintendent and Business Administrator are responsible for the district’s operations.

K. 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 renewals, non-renewals and tenure, negotiations FPBOE/FPEA, and /or litigation special education placements; 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; JG Second; PM

5 yes, 0 no

Motion by Mr. Montuore to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 7:13 p.m. Said motion was seconded by Mrs. Tobias.

L. ADJOURNMENT

Mr. Montuore motioned to adjourn the regular public meeting at 7:16p.m. The motion was seconded by Mrs. Haynes.

Motion; PM Second; MH

5 yes, 0 no

Respectfully Submitted

John Csatlos
Business Administrator/Board Secretary