

FLORHAM PARK BOARD OF EDUCATION
Regular Public Meeting, December 19, 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 were three members 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 72 reported incidents under HIB policy. All incidents have been investigated and adjudicated in compliance with the policy. 65 of the 68 incidents were adjudicated as “normal social conflict”. 3 incidents are still pending.
- Dr. Ronzitti reported there has been no communications regarding the potential of consolidation.
- Dr. Ronzitti reported that Dr. Maricle conducted the second staff assistant training.
- Dr. Ronzitti reported that the district had received three (3) inquiries regarding a reported “luring” incident. Dr. Ronzitti personally responded to all three inquiries. The report initialized by a surrounding community was false in description of a confirmed incident in the Florham Park Community. The incident described was investigated by the Florham Park Police Department and found to be unconfirmed.
- Dr. Ronzitti reported that all district school conducted the required drills for the month of December.

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 committee had not met since the last board meeting.

Curriculum- Mrs. Tobias stated that the committee had not met since the last board meeting.

Personnel- Mrs. Tobias stated the committee met last week to discuss matters regarding three employees.

Finance/Facility- Mrs. Haynes stated the committee has not met since the last board meeting. The committee will be meeting shortly after the holiday break to review the proposed 12/13 budget.

Transportation - Mrs. Haynes reported that the committee had not met since the last board meeting.

H.P.R.H.S Articulation- Mrs. Tobias reported that she attended the H.P.R.H.S. Board of Education meeting on 12/14/11. Mrs. Tobias stated the H.P.R.H.S district is funding a “pavement/drainage” project in the amount of approximately \$500,000.00. Mrs. Tobias reported the district is looking into posting donations on the district website and allocating funding received more “equitably”.

H.RESOLUTION:

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

Motion; PM Second; MH

4 yes, 0 no

POLICY

1. **Approve** the minutes of the November 21, 2011 Regular Board Meeting.

(Doc. PL1)

Motion; PM Second; MH

4 yes, 0 no

2. **Approve** the minutes of the November 21, 2011 Executive Session.

(Doc. PL2)

Motion; PM Second; MH

4 yes, 0 no

3. Approve the following fundraiser for Brooklake Elementary School for the 2011-2012 School Year:

Mount Pleasant Animal Shelter Collection

Motion; PM Second; MH

4 yes, 0 no

PERSONNEL

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

Renee Hourican
Allison Wert

Motion; PM Second; MH 4 yes, 0 no

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

<u>Student / College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Jennifer Kramer Drew University	Student Teaching	Rich McNanna Grades 6-8	1/23/12-5/11/12
Patricia Manhart Fairleigh Dickinson University	Student Volunteer	Steven Caponegro Special Services	2/1/12-6/20/12
Gina Frasso Hanover Park Regional High School	Student Volunteer	Steven Caponegro Special Services	1/2/12-6/20/12

Motion; PM Second; MH 4 yes, 0 no

3. Approve the following revised maternity leaves of absences for:

Cynthia Pappa, Ridgledale Middle School, School Psychologist, effective September 1, 2011– June 30, 2012 with pay (depending on availability of accrued personal and sick days), followed by a medical leave of absence without pay, consistent with the terms of the Family Medical Leave Act.

Motion; PM Second; MH 4 yes, 0 no

4. Approve the following revised job descriptions: (Doc. P1)

- Payroll/Benefits Specialist
- Finance/Transportation Specialist
- Executive Secretary to the SBA/BS

Discussion; Mrs. Tobias asked for an overview of the changes. Mr. Csatos stated that the most significant change is to the first job description which encompassed the districts move to computing, preparing and accounting for the district payroll exclusively in-house. Clerical distribution of district purchase order will be moved to the Exec. Secretary position.

Motion; PM Second; MH 4 yes, 0 no

5. Approve the following Home Instructor for the 2011-2012 School Year:

Lauren Canales

Motion; PM Second; MH 4 yes, 0 no

6. Approve the following additional compensation for the 2011-2012 School Year related to approved administrative leaves:

Dr. Steven Caponegro	\$100/day	12/7/11-1/27/12
Mr. Peter Christ	\$100/day	12/8/11-1/2/12

Motion; PM Second; MH 4 yes, 0 no

7. Approve the following request for leave under the NJ Family Leave Act:

Mark Majeski 12/8/11-1/2/12

Motion; PM Second; MH 4 yes, 0 no

8. Approve the “Authorized Provider Agreement” between the Florham Park Board of Education and the American National Red Cross to provide employee training of a cost not to exceed \$1,000.00

Discussion: Mrs. Tobias asked if fees could be reduced? Dr. Ronzitti stated that the amount for approval is not expected to be met, the amount is an allowance for a larger than expected turnout.

Motion; PM Second; MH 4 yes, 0 no

9. Approve the following adjustment in salary:

a. Kim Graham Payroll/Benefits Specialist \$53,400.00 effective 1/1/12

Motion; PM Second; MH 4 yes, 0 no

CURRICULUM

1. Approve the following out of district placement and applicable tuition effective 12/1/11.

Case #304-30 Essex Regional ESC-Essex Junior Academy \$41,804(pro-rated)

Motion; PM Second; MH 4 yes, 0 no

- 2. **Approve** an addendum to the previously board approved Instructional Services Agreement for Chapters 192/193 with the Essex Regional Educational Service Commission.

Motion; PM Second; MH 4 yes, 0 no

- 3. **Approve** and accept the Superintendent’s HIB Reports September-December 2011.

Motion; PM Second; MH 4 yes, 0 no

FINANCE

- 1. **Authorize the Business Administrator/Board Secretary to pay bills and claims through November 30, 2011.**

(Doc. F1)

Invoices 11/1-11/30/11	\$ 591,684.94
Payroll 11/15/11	\$ 483,704.79
FICA 11/15/11	\$ 35,298.12
Payroll 11/30/11	\$ 460,838.80
FICA 11/30/11	\$ 33,298.87
TOTAL	<u>\$1,604,825.52</u>

Motion; PM Second; MH 4 yes, 0 no

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

Board Secretary’s (A148) Report for the Month of November 2011

Business Administrator/
Board Secretary
(Doc. F2)

Treasurer’s (A149) Report for the Month of November 2011

Business Administrator /
Board Secretary
(Doc. F3)

Motion; PM Second; MH 4 yes, 0 no

- 3. **Approve** the transfer for November 30, 2011 in the amount of \$109,103.81.

(Doc. F4)

Motion; PM Second; MH 4 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	Beth Karl	Teacher	Workshop	12/8/11	N/A	Local
B	Cheryl Bernstein	Guidance Counselor	Workshop	11/30/11	N/A	Local
C	Michael Ocejo	Psychologist	Workshop	12/21/11	N/A	Local
D	Roberta Rountree	Teacher	Workshop	12/21/11	N/A	Local
E	Danielle Manger	Therapist	Workshop	TBD	\$225.00	Local
F	Nicole Sabatino	Teacher	Attorney Meeting	12/14/11	N/A	Local
G	John Csattos	SBA	Center for Professional Education	11/11, 11/17, 11/29, 12/9	\$800.00	Local

Motion; PM

Second; MH

4 yes, 0 no

5. **BE IT RESOLVED**, that the Florham Park Board of Education certify, that as of November 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; PM

Second; MH

4 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 November 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; PM Second; MH

4 yes, 0 no

7. Approve contracting with O.C.A. Benefit Services for the administration of the district FSA Benefit Program under Section 125 for the plan year 1/1/12 – 6/30/12 and 7/1/12 – 6/30/13.

Motion; PM Second; MH

4 yes, 0 no

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

a.NY Giants Youth Football Camp	RMS Gym	July 2012
b.First Play, LLC Tennis	RMS Gym	Jan-Mar 2012
c.Garden State Basketball	BKL & RMS Gyms	Dec. 2011
d.Starting Five Basketball	BKL Gym	Dec-Feb 11-12
e.Florham Park Soccer	BKL Gym	Jan-Mar 2012
f.Florham Park Soccer	RMS Gym	Jan-Mar 2012
g.The Adult School	BWD Gym	March-April 2012
h. Halos for Angels, Inc.	RMS/BWD/BLK various rooms	Jan-June 2012

Motion; PM Second; MH 4 yes, 0 no

2. Approve the revised district Indoor Air Quality Program document. (Doc. FAC 1)

Motion; PM Second; MH 4 yes, 0 no

TRANSPORTATION**I. OLD BUSINESS/NEW BUSINESS –**

J. CORRESPONDENCE/COMMUNICATIONS: Mrs. Tobias reviewed recent legislation regarding the movement of the school board election and budget vote to the month of November. Dr. Ronzitti and Mr. Csatos both commented that this particular piece of legislation has support and should be appearing in newspapers in early January 2012.

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.

Dr. Ronzitti stated that there were no items to discuss this evening. The board did not move to convene an executive session.

L. ADJOURNMENT

Mr. Montuore motioned to adjourn the regular public meeting at 7:11p.m. The motion was seconded by Mrs. Tobias.

Motion; PM Second; JT

4 yes, 0 no

Respectfully Submitted

John Csatlos
Business Administrator/Board Secretary