

FLORHAM PARK BOARD OF EDUCATION

Regular Public Meeting, March 25, 2013
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. Members of the general public.

E.SUPERINTENDENT’S REPORT

- Dr. Ronzitti reported that enrollment is currently 1,023.
- Dr. Ronzitti reported the following drills conducted since the last board meeting; RMS 2/7 Fire Drill, 2/19 shelter in place; BLK 2/1 shelter in place, 2/5 Code Orange and 2/28 fire; BWD 2/21 lock down and 2/25 fire.
- Dr. Ronzitti reported that, since the last board meeting, there have been seven (7) incidents reported and investigated under the district’s HIB Anti-bullying policy. All incidents were resolved as “normal social conflict”.
- Dr. Ronzitti recognized and congratulated Ms. Immerso for coordinating a book drive with the students to help replace books damaged by Hurricane Sandy in the City of Paterson.
- Dr. Ronzitti narrated a power-point presentation on the County Approved Preliminary 2013/14 Budget. The power-point was distributed to all in attendance. Dr. Ronzitti took questions from the general public. The questions pertained to the capital projects contained in the budget, the overall tax increase, the increase in health care premiums, and staffing. Dr. Ronzitti and Mr. Csatlos provided answers to all questions to the satisfaction of the public. The public hearing on the County Approved Preliminary 2013/14 Budget was closed.

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 from the general public.

G.COMMITTEE REPORTS

Policy- Dr. Carollo stated that the committee had not met since the 2/25/13 board meeting.

Curriculum- Dr. Carollo stated that the committee had not met since the 2/25/13 board meeting.

Personnel- Dr. Carollo stated that the committee has not met since the 2/25/13 board meeting.

Finance/Facility- Mr. Gaffney stated the committee met to finalize the proposed 2013/14 budget.

Transportation - Mrs. Haynes reported that the committee met to review misconduct and complaint logs as well as department budget for 2013/14.

Dr. Carollo made a motion to approve the resolutions on the agenda by consent. The motion received a second by Mr. Gaffney.

Motion; JC

Second; JG

5 yes, 0 no

H.RESOLUTION:

POLICY

1. **Approve** the minutes of the February 25, 2013 Special Board Meeting.
(Doc. PL1)

Motion; JC Second; JG 5 yes, 0 no

2. **Approve** the minutes of the February 25, 2013 Special Executive Session.
(Doc. PL2)

Motion; JC Second; JG 5 yes, 0 no

3. **Approve** the minutes of the March 04, 2013 Special Board Meeting.
(Doc. PL3)

Motion; JC Second; JG 5 yes, 0 no

4. **Approve** the minutes of the March 04, 2013 Special Executive Session.
(Doc.PL4)

Motion; JC Second; JG 5 yes, 0 no

PERSONNEL

1. **Approve** the following substitute (s) for the 2012-2013 School Year:

Marilyn Kurzer

Motion; JC Second; JG 5 yes, 0 no

2. **Approve** the following medical leave of absence:

Connie Sarullo, Staff Assistant, Briarwood School, effective March 25, 2013 to May 3, 2013 with pay (depending on availability of accrued sick days), followed by a leave of absence without pay, consistent with the terms of the Family New Jersey Leave Act.

Motion; JC Second; JG 5 yes, 0 no

3. Approve the following 2012-2013 Student Teaching Assignments:

<u>Student / College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Brianne Citrangola Fairleigh Dickinson	Field Experience	Ms. Perlee Grade 5	3/11-4/30/13
Evan Picariello Rowan University	Student Teaching	Ms. Gilligan Grades-3-5	9/3-10/25/13
Motion; JC	Second; JG		5 yes, 0 no

4. Accept, with regret the following retirement(s):

Susan Braden, Teacher of Instrumental Music, Ridgedale Middle School, effective October 1, 2013.

Motion; JC Second; JG 5 yes, 0 no

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

Jaqueline Remaly, Brooklake Elementary School, Special Education Teacher, effective March 8, 2013-September 1, 2013 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; JC Second; JG 5 yes, 0 no

6. Approve posting for the following positions for the 2013 Extended School Year Program (ESY13):

A. ESY 2013- Child Study Team Positions

It is anticipated that the CST will require the following summer day allotment to meet NJAC 6A:14 requirements and coordinate/prepare for the 2013-2014 school year. These days will be used as required for summer evaluations, IEP meetings, program evaluations, Principal/CST/Parent meetings, etc.

	<u>Position</u>	<u>Total Days (Max)</u>
A.	LDT-C	15 Days
B.	Psychologist	15 Days
C.	Psychologist	15 Days
D.	Psychologist	15 Days
E.	Social Worker	10 Days
F.	Speech/Language	5 Days
G.	Special Education/Behaviorist	10 Days

B. ESY 2013 – Teacher & Staff Assistant Positions

In order to meet the needs of the district’s Extended School Year 2013 students, it is anticipated that the following staff positions will need to be posted:

- A. Teacher(s) for 30 days up to 5.0 hours/day
- B. Teacher(s) for 30 days up to 3.0 hours/day
- C. Staff Assistant(s) for 30 days up to 5.5 hours/day (AM/PM Bus for spec. students)
- D. Staff Assistant(s) for 30 days up to 4.0 hours/day
- E. Staff Assistant(s) for 30 days up to 3.0 hours/day
- F. Speech/Language Therapist for 30 days up to 4 hours/day
- G. Speech/Language Therapist for 12 days up to 2 hours/day – out of district services
- H. Occupational Therapist for 30 days up to 4 hours/day
- I. Physical Therapist for 10 days up to 4.0 hours/day
- J. Nurse for 30 days up to 5.0 hours/day

C. ESY 2012 – Bus Aide Positions

In order to meet the transportation needs of the district’s Out-of-District Extended School Year 2013 students, it is anticipated that the following staff positions will need to be posted:

- A. Bus Aides for 30 days up to 6.0 hours/day

Motion; JC Second; JG 5 yes, 0 no

7. Approve the adjustments in salaries for the following:

Christopher Perruso, Elementary Teacher Grade 5, from BA Step 7 (\$52,690.00) to BA + 30 Step 7 (\$55,929.00) retroactive to March 1, 2013.

Motion; JC Second; JG 5 yes, 0 no

8. Approve appointing Jennifer Immerso as Curriculum Council Member in replacement of Katie Williver.

Motion; JC Second; JG 5 yes, 0 no

CURRICULUM

1. BE IT RESOLVED, that the board accepts and approves the Superintendent’s current to date bullying report.

Motion; JC Second; JG 5 yes, 0 no

2. Approve the Curriculum Council to recommend the new video “We’re Just Around the Corner” as a teaching resource for the health unit on Human Growth and Development for grade 5.

Motion; JC Second; JG 5 yes, 0 no

FINANCE

1. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through February 28, 2013 in the amount of \$1,893,878.12.
(Doc. F1)

Motion; JC Second; JG 5 yes, 0 no

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

Board Secretary’s (A148) Report for the Month(s) of Business Administrator/
February 2013. Board Secretary
(Doc. F2)

Treasurer’s (A149) Report for the Month(s) of Business Administrator /
February 2013. Board Secretary
(Doc. F3)

Motion; JC Second; JG 5 yes, 0 no

3. **Approve** the report transfers submitted by the Business Administrator/Board Secretary for February 28, 2013 in the amount \$21,733.94.
(Doc. F4)

Motion; JC Second; JG 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.

	<u>Name</u>	<u>Position</u>	<u>Description</u>	<u>Date(s)</u>	<u>Approx. Cost</u>	<u>Funding Source</u>
A.						

Motion; Second; JT JG MH LM PM JC KD

- 5. **BE IT RESOLVED**, that the Florham Park Board of Education certify, that as of February 28, 2013 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; JC Second; JG 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 February 28, 2013 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; JC Second; JG 5 yes, 0 no

- 7. **Approve** the awarding of an Emergency Services Contract, 18A:18A-7 to Protective Measures for the Installation of a Fire Panel at Briarwood Elementary School, not to exceed \$22,572.00.

Motion; JC Second; JG 5 yes, 0 no

- 8. **Approve** the Data Group and Accuscan (MRESC) as service providers and consultants for the 2012-2013 School Year.

Motion; JC Second; JG 5 yes, 0 no

9. **2013-2014 Budget**

Whereas the Executive County Superintendent and the Executive County School Business Administrator have reviewed and approved the 2013-2014 tentative budget

And;

Whereas the Florham Park Board of Education has concluded the required Public Hearing.

A. **ADJUSTMENT FOR HEALTH BENEFITS**

BE IT RESOLVED, that the Florham Park Board of Education includes in the tentative 2013-2014 budget the adjustment for increases in the cost of health benefits in the amount of \$214,248. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

Motion; JC Second; JG 5 yes, 0 no

B. ADJUSTMENT FOR BANKED CAP

BE IT RESOLVED, that the Florham Park Board of Education includes in the 2013-2014 budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$62,898 for the purposes of Special Education-Out of District Placement Tuition Costs. The district intends to complete said purposes by June 2014.

Motion; JC Second; JG 5 yes, 0 no

C. CAPITAL RESERVE ACCOUNT WITHDRAWAL

BE IT RESOLVED, that the Florham Park Board of Education includes in the 2013-2014 budget and request approval for a Capital Reserve withdrawal in the amount of \$660,000.00 for the purpose of Project#1530-030-13-1000 Renovations of Gutters and Leaders at Ridgedale Middle School.

Motion; JC Second; JG 5 yes, 0 no

D. CAPITAL PROJECTS

BE IT RESOLVED, that the Board of Education approves the following capital projects for the 2013-2014 school year;

Project#1530-020-13-1000	Replacement of Exterior Doors - Brooklake	\$105,000.00
Project#1530-030-13-1000	Replacement of Gutters/Leaders – Ridgedale	\$660,000.00

Motion; JC Second; JG 5 yes, 0 no

E. Travel and Related Expense Reimbursements

BE IT RESOLVED, that in accordance with Board of Education Policy and N.J.A.C. 6A:23A-7.1 provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2013-2014 school year;

NOW, THEREFORE, BE IT RESOLVED, that the Florham Park School District Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2013-2014 school year at a sum of \$55,100; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Motion; JC Second; JG 5 yes, 0 no

F. Professional Service Expenses

WHEREAS, N.J.A.C. 6A:23A-5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations

Legal	\$30,000
Auditor	\$24,500
Architect	\$ 3,000
Financial Advisory	\$ 1,000
Professional Development	\$46,100
Transportation	\$ 5,000

WHEREAS, the administration needs to notice the board if there arises a need to exceed said maximums, upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE BE IT RESOLVED, that the Florham Park School District Board of Education establishes maximums for professional services listed above at a level of 120% of the amounts listed for the 2013-2014 school year.

Motion; JC Second; JG 5 yes, 0 no

G. TAXING AUTHORITY

WHEREAS, the district has a taxing authority for the 2013 – 2014 school year composed of \$214,248 for health benefits adjustment and \$298,451 banked levy from previous budgets which are available to the district for the school budget for 2013-2014 in addition to the 2% increase over the prior year which totals \$301,018 resulting in a maximum tax levy available of \$15,864,626

BE IT RESOLVED, that there should be raised for the General Fund a tax levy of \$15,629,073 for the ensuing School Year (2013-2014).

BE IT FURTHER RESOLVED, that the unused taxing authority of \$235,553 will be banked for potential use in the subsequent three fiscal years.

Motion; JC Second; JG 5 yes, 0 no

H. 2013 – 2014 BUDGET

BE IT RESOLVED, that upon the recommendation of the Superintendent, that the Florham Park School District, in the County of Morris, New Jersey approves the following resolution:

BE IT RESOLVED, that the budget be approved for the 2013-2014 school year using the 2013-2014 State Aid figures and the Secretary to the Board of Education be authorized to submit the following budget to the Executive County Superintendent of Schools for final approval in accordance with the statutory deadline:

	General Fund	Revenue Fund	Special Debt Service	Total
2013/14 Total Expenditures	\$ 17,236,785	\$ 347,950	\$ 1,041,731	\$18,626,466
Less: Anticipated Revenue	\$ 1,607,712	\$ 347,950	\$ 0	\$ 1,955,662
Taxes to Be Raised	\$ 15,629,073	\$ 0	\$ 1,041,731	\$16,670,804

Motion; JC Second; JG 5 yes, 0 no

FACILITIES

1. **Approve** the following facility requests:
 - a. Garden State Basketball BKL Gym April-June 2013
 - b. Hoop Heaven LLC BKL Gym April-May 2013
 - c. Florham Park Rec RMS & BWD April-Aug 2013
 - Outdoor Activities
 - d. Florham Park Track RMS Front Lawn April-June 2013
 - e. Starting Five Basketball RMS Gym April-May 2013
 - f. Morris Magic Basketball RMS Gym April-June 2013
 - g. The Adult School RMS (Various rms) April-June 2013
 - h. Morris Magic Basketball RMS Gym March 2013
 - i. 8th Grade Washington RMS Outdoors April 2013
 - Car Wash
 - j. Florham Park Girl Scouts RMS Auditorium May 2013

Motion; JC Second; JG 5 yes, 0 no

TRANSPORTATION

1. Approve the scheduling of the field trip for Ridgedale Middle School, grade 6 to Clearview Cinema, Madison, NJ.
2. Approve the scheduling of the field trip for Ridgedale Middle School, grades 6-8 to Hearst Building, NY, NY.
3. Approve the scheduling of the field trip for Brooklake Elementary School, grade 3 to Yogi Berra Stadium, Little Falls, NJ.
4. Approve the scheduling of the field trip for Ridgedale Middle School, grade 7 to Medieval Times, Lyndhurst, NJ.

Motion; JC

Second; JG

5 yes, 0 no

I. OLD BUSINESS/NEW BUSINESS –

J. CORRESPONDENCE/COMMUNICATIONS:

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; JC

Second; JG

5 yes, 0 no

Mr. Gaffney motioned to reconvene the public session. The motion received a second from Dr. Carollo.

Motion; JG

Second; JC

5 yes, 0 no

RESOLUTIONS –

Accept and Authorize, Dr. Steven Caponegro, Director of Special Services, to execute settlement agreement # 2013-18727 OAL DKT NO.: EDS12857-2012N

Motion; KD

Second; JC

5 yes, 0 no

L. ADJOURNMENT

Mrs. Haynes motioned to adjourn the regular public meeting at 8:03 p.m. The motion was seconded by Mrs. Michalowski.

Motion; MH

Second; LM

5 yes, 0 no

Respectfully Submitted

John Csatlos
Business Administrator/Board Secretary