

**FLORHAM PARK BOARD OF EDUCATION**  
Regular Public Meeting, September 15, 2014  
Ridgedale Middle School Auditorium  
67-71 Ridgedale Avenue

**MINUTES**

(Formal action will be taken on the following)

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, (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.

**B.CALL TO ORDER**

**C.FLAG SALUTE**

Upon completion of the flag salute the public was asked to remain standing. Mr. Rubano introduced 5<sup>th</sup> grade student, Emmy Henning who sang the Star Spangled Banner. Emmy also sang as part of Brooklake School's 9/11 activities. Mr. Rubano thanked Emmy Henning and reminded everyone that this month is the 200<sup>th</sup> Anniversary of the writing of the Star Spangled Banner.

**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	

### **E. SUPERINTENDENT'S REPORT**

- Mr. Rubano stated the opening month enrollment is 998 students.
- Mr. Rubano reported HIB results to date.
- Mr. Rubano introduced Mr. Christ and Mrs. Glaab, both are starting their first year as principal in the district.
- Mr. Rubano reported that the firm Leadership Advantage LLC has started the process to assist the Board in selecting a new superintendent. The board will review and issue an advertisement that will be widely distributed soon. The firm is also finalizing dates to meet and survey all stakeholders for input into the selection process.
- Mr. Rubano stated that overall the opening went very smooth. There were a few mommy and daddy tears at Briarwood, but that is what makes very special moments. Mr. Rubano thanked the administrators, staff and the PTA. Mr. Rubano thanked Mr. Infantolino and his staff for another great summer of cleaning and maintenance as well as coping with all the last minute changes due to enrollment. Some days over the summer were very warm and the men continued to move the district forward. Mr. Rubano asked those in attendance to reach out to those men and tell them you appreciate them. Mr. Rubano also thanked Mrs. Guerin for meeting the challenge of first day transportation. All routes seem to be rather smooth as of day 2. Mr. Rubano thanked Mr. Silksen for organizing and implementing a very robust professional development plan for all. The summer sessions were well attended.
- Mr. Rubano reported on all the mandatory trainings that have been and are being completed by the entire staff. The district is using SafeSchools for the second year and it has proved very successful and well received by the staff. This year a new 2 hour course is required on Suicide Prevention. All courses include a test and provided certification of completion.
- Mr. Rubano commented that the PTA has expanded the enrollment to the Work Family Connection Program to accommodate a 30% increase in need at Briarwood. Mr. Rubano recognized the efforts of the PTA, Mrs. Glaab and Mr. Infantolino for their quick response to the needs of the parents.
- Mr. Rubano announced that with the implementation of Math in Focus and Ready Math there will be at least four (4) "Parent University" nights this year designed to familiarize parents with the new math program.

### **F. PUBLIC COMMENT**

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

### **G. COMMITTEE REPORTS**

ADHOC Communications Committee – Mr. Cannizzo was introduced by Mr. DeCoursey. Mr. Cannizzo thanked Mr. DeCoursey for his time and unfettered access to data and content of the presentation. Mr. Cannizzo thanked Mrs. Cave for her assistance with the activity. Mr. Cannizzo narrated a brief Powerpoint presentation. Mr. Cannizzo thanked the Board as a whole. Mr. DeCoursey stated the suggestions will be looked at and acted upon to the extent possible. Mr. DeCoursey did provide history as to the change in meeting time and agenda format. Mrs. Seery commented that the HPRHS had adopted the same format based on legal case as well.

Policy- Dr. Carollo stated the committee had not met.

Curriculum- Mrs. Tobias stated the committee met this evening to discuss the current committee and the increase in teacher participation as well as focus on representing core content areas.

Personnel- Mr. Montuore stated the committee met this evening to discuss the final transition of all duties under Mr. Christ's former position to others. Three other job descriptions were discussed as amended.

Finance/Facility- Mr. Gaffney stated the committee met this evening to discuss the completion of the annual audit, the reallocation of PY Extraordinary Aid, and the cash flow analysis for July and August. On facilities the committee discussed the status of the RMS Gutter Project, the RMS Window and Door Project, the summer maintenance program, 2015 Summer Camp facility use and many required annual reports and notices on tonight's agenda.

Transportation – Mrs. Haynes reported that the first day was a bit delayed in dismissal, however Mrs. Glaab and staff at Briarwood got out littlest ones up to speed the very next day. Some time issues were communicated to the administration on day one and they have been corrected as well. Mrs. Haynes highlighted the makeup of the transportation routes and responsibilities and explained the merits to sharing services with the high school as well as their recognized excellence in the industry.

H.P.R.H.S Articulation- Mrs. Tobias indicated that she attended the last meeting and the fields are waiting final approval from the NJDEP.

**H.RESOLUTIONS:**

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

Motion; JC      Second; PM      7 yes, 0 no

**POLICY**

**Upon recommendation of the Superintendent, move to:**

1. **Approve** the minutes of the August 18, 2014 Regular Board Meeting.

(Doc. PL1)

Motion; JC      Second; PM      7 yes, 0 no

2. **Approve** the minutes of the August 18, 2014 Regular Board Meeting Executive Session.

(Doc. PL2)

Motion; JC      Second; PM      7 yes, 0 no

3. **Approve** the following revised job descriptions: (On file in Administration Offices)

Groundkeeper and Maintenance Custodian  
Senior Custodian  
Custodian

Motion; JC      Second; PM      7 yes, 0 no

4. **Approve** the submission of the Statement of Assurance for the School Self Assessment for determining HIB grades.

Motion; JC      Second; PM      7 yes, 0 no

5. **Approve** the following Fundraiser for SY 2014-2015:

KidStuff Coupon Book Sale	BWD	St. Jude	RMS
Car Wash	RMS	Applebee Pancake	RMS
Cookbook Sale	RMS	Plant Sale	RMS
Rummage Sale	RMS	Yankee Candle	RMS
Artsonia	RMS	Bake and Snack Sale	RMS
Magazine Sale	RMS	Purple Ribbon and Cake Sale	RMS
Concession @ Solar Sprints	RMS	Music Magnets	RMS
Turkey Pops	RMS	Bake Sale	RMS
Throw a Bone Bake Sale	RMS		

Motion; JC      Second; PM      7 yes, 0 no

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

AGENDA DATE	SORT CODE	NAME	ACTION	LOCATION CODE	POSITION/UPC	FTE	DEGREE / STEP	SALARY	GAAP CODE	DATE EFFECTIVE	DATE TERMINATED
9/15/14	B	Anton, Daniela	Revise Appointment	BWD	MLR Gr 1 / REG.001.LTS.05	1	BA / 1	\$47,500.00	11-120-100-101	9/1/14	11/30/14
9/15/14	B	Bernstilen, Cheryl	MLR (Strichiola)	BK	Guidance / SSP.001.GUI.03	1	MA + 30 / 13	\$650.00	11-000-218-104	9/1/14	
9/15/14	B	Gilligan, Jennifer	Longevity - 15 years	BK	PE / REG.001.TPE.04	1	BA / 18	\$1,150.00	11-120-100-101	9/1/14	
9/15/14	B	Guarino, Melissa	Longevity - 20 years	BK	Spec Ed / SED.001.RRM.18	0.7	BA + 30 / 1	\$35,294.00	11-213-100-101	9/1/14	
9/15/14	B	Janes, Karen	Movement on guide	RMS	SS Teacher / REG.001.TSS.02	1	MA / 9	\$61,565.00	11-130-100-101	9/1/14	
9/15/14	B	Kaluzavich, David	Appoint LTLR (Tedesco)	BK	LTLR Gr 4 / REG.001.LTS.02	1	MA / 1	\$52,388.00	11-120-100-101	9/1/14	11/30/14
9/15/14	B	Motyczka, Michelle	Appoint MLR (Stroh) revised	RMS	MLR ELA / REG.001.LTS.04	1	MA / 1	\$52,388.00	11-130-100-101	9/1/14	3/13/15
9/15/14	B	Stricchiola, Michelle	Revise Maternity Leave	BWD	Gr 1 / REG.001.K25.09	1	MA / 8	\$59,839.00	11-120-100-101	9/1/04	11/30/14
9/15/14	B	Stroh, Jessica	Revise Maternity Leave	RMS	LAL / REG.001.TLA.06	1	MA / 3-4	\$54,390.00	11-130-100-101	9/1/14	3/13/15
9/15/14	B	Tedesco, Wendy	Long term leave	BK	Gr 4 / REG.001.K25.24	1	BA / 6	\$51,215.00	11-130-100-101	9/1/14	11/30/14
9/15/14	B	Thompson, Vanessa	Appoint	BWD	Gr 1 / REG.001.K25.30	1	MA / 1	\$52,388.00	11-120-100-101	9/1/14	
9/15/14	B	Zieja, Maria	Appoint	BK	Gr 3 / REG.001.K25.28	1	MA / 2	\$53,381.00	11-120-100-101	9/1/14	
9/15/14	C	Anton, Daniela	Revise appointment	BWD	Aide / SED.999.CLA.33	0.75	1	\$12,325.36	11-213-100-106	12/1/14	6/30/15
9/15/14	C	Cooper, Barbara	Revise appointment	BK	Aide / SED.999.CLA.01	0.75	4	\$12,766.38	11-213-100-106	9/1/14	6/30/15
9/15/14	C	Fiore, Gary	Personal leave (unpaid)	BK	Aide / SED.999.CLA.03	0.75	1	\$12,325.36	11-213-100-106	9/15/14	11/5/14
9/15/14	C	Gatti, Jessica	Appoint	BWD	Aide / SED.999.CLA.28	0.75	1	\$12,325.36	11-213-100-106	9/16/14	6/30/15
9/15/14	C	Gross, Tracy	Appoint	BWD	Aide / SED.999.CLA.02	0.75	1	\$12,325.36	11-213-100-106	9/1/14	6/30/15
9/15/14	C	Mathews, Renee	Appoint	BWD	Aide / SED.999.CLA.15	0.75	1	\$12,325.36	11-213-100-106	9/1/14	6/30/15
9/15/14	C	Reimers, Mari	Resignation	BWD	Aide / SED.999.CLA.28	0.75	1	\$12,325.36	11-213-100-106	10/1/14	
9/15/14	C	Siegura, Amanda	Resignation	BWD	Aide / SED.999.CLA.02	0.75	1	\$12,325.36	11-213-100-106	9/1/14	
9/15/14	C	Williams, Vera	Resignation	BWD	Aide / SED.999.CLA.15	0.75	1	\$12,325.36	11-213-100-106	9/1/14	
9/15/14	D	Curcione, Regina	Add to 14/15 sub list	DIST	per diem sub nurse					9/15/14	6/30/15
9/15/14	D	Kaluzavich, David	Add to 14/15 sub list	DIST	per diem sub					9/1/14	6/30/15
9/15/14	D	Reimers, Mari	Add to 14/15 sub list	DIST	per diem sub					10/1/14	6/30/15
9/15/14	E	Janes, Karen	Co-Curricular	RMS	Aide Cross Country	105 hrs	\$31 / hr	\$3,255.00	11-402-100-100	9/1/14	6/30/15
9/15/14	E	Janes, Karen	Co-Curricular	RMS	World War II Club	30 hrs	\$31 / hr	\$930.00	11-401-100-100	9/1/14	6/30/15
9/15/14	E	Foster, Robert	Co-Curricular	RMS	Yearbook	60 hrs	\$31 / hr	\$1,860.00	11-401-100-100	9/1/14	6/30/15
9/15/14	F	Gallagher, Kathleen	Student Teaching	BWD	William Patterson: Gr K-5 (Crotty)		N/A	N/A		9/4/14	12/11/14
9/15/14	F	Klaif, Kelly	Placement	BK	FDU: Gr 5 (Perruso)		N/A	N/A		10/6/14	12/16/14
9/15/14	F	Klaif, Kelly	Field experience	BWD	FDU: Gr 2 (Hausman)		N/A	N/A		10/6/14	12/16/14

Motion: JC Second: PM

7 yes, 0 no

2. **Approve discarding all letters of interest, resumes and other documents submitted from applicants that were not interviewed with regard to all positions advertised prior to 5/1/14.**

Motion; JC      Second; PM      7 yes, 0 no

### CURRICULUM

**Upon recommendation of the Superintendent, move to:**

1. **Accept and Approve the Superintendent's current to date bullying report.**

Motion; JC      Second; PM      7 yes, 0 no

2. **Approve the novel "Out of My Mind" by Sharon S. Draper to be used in Grades 5-8.**

Motion; JC      Second; PM      7 yes, 0 no

### FINANCE

**Upon recommendation of the Superintendent, move to:**

1. **Approve the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through July 31, 2014 and August 31, 2014 in the amounts of \$2,172,289.24 and \$729,163.85. (Doc. F1)**

Motion; JC      Second; PM      7 yes, 0 no

2. **Approve the following District financial reports and submission to the Executive County Business Administrator.**

Board Secretary's (A148) Report for the Month(s) of July and August 2014.	Business Administrator/ Board Secretary	(Doc. F2)
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Treasurer's (A149) Report for the Month(s) of July and August 2014.	Business Administrator / Board Secretary	(Doc. F3)
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Motion; JC      Second; PM      7 yes, 0 no

3. **Approve the Report of Transfers submitted by the Business Administrator/Board Secretary for July 31, 2014 and August 31, 2014 in the amounts of \$64,363.66 and \$119,487.44.**

(Doc. F4)

Motion; JC      Second; PM      7 yes, 0 no

4. **BE IT RESOLVED**, that the Florham Park Board of Education approve, that as of July 31, 2014 and August 31, 2014 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; PM      7 yes, 0 no

5. **Be It Resolved**, that the Florham Park Board of Education approve the certification of the Business Administrator/Board Secretary that as of July 31, 2014 and August 31, 2014 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; PM      7 yes, 0 no

6. **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.

Date	Employee Full Name	Notes to Administrator	Administrator Approval Date
10/6/14	AVANZATO, DARIA	PROFESSIONAL DAY AT CONQUER MATHEMATICS.	8-Sep-14
10/7/14	COGAN, KATHLEEN	Conquer MathAllergy Class	8-Sep-14
10/7/14	KEENAN, KATHLEEN	Conquer Math training\$5.00	8-Sep-14
10/7/14	MURRAY-WANK, PATRICIA	Allergy classroom	8-Sep-14
10/9/14	REGAN, CYNTHIA	Conquer Mathematics	8-Sep-14
10/29/14	CAPONEGRO, STEVEN	United Way (YEA) - HIB Training @ College of St. Elizabeth (\$0.00 cost)	8-Sep-14
10/29/14	REGAN, CYNTHIA	United Way Youth Support Empowerment Alliance at Saint Elizabeth's. \$0.00	8-Sep-14
12/1/14	REGAN, CYNTHIA	Conquer Mathematics	8-Sep-14
1/28/15	REGAN, CYNTHIA	United Way Youth Support Empowerment Alliance at Saint Elizabeth's. - \$0.00 cos	3-Sep-14
2/18/15	AGNELUNO, MARIA	United Way Training - \$0.00 cost	3-Sep-14

Motion; JC      Second; PM      7 yes, 0 no

7. **Approve the following fiscal year 2014 Final Grant Reports;(on file in administration office)**

	<u>Allocation</u>	<u>Expenditures</u>	<u>Carryover/(Due To State)</u>
a. IDEA Basis	\$204,089	\$ 203,526	\$ 563
b. IDEA PreSchool	\$ 8,310	\$ 6,047	\$ 2,263
c. NP Nursing	\$ 10,577	\$ 10,577	\$ 0
d. NP Textbook	\$ 7,514	\$ 7,514	\$ 0
e. NP Technology	\$ 2,740	\$ 2,740	\$ 0
f. NP Ch. 192/193	\$ 30,224	\$ 17,236	\$(12,988)
g. NCLB Title 2A	\$ 26,616	\$ 26,616	\$ 0

Motion; JC      Second; PM      7 yes, 0 no

8. **Approve**, rescinding resolution Finance #11. approved at the August 18, 2014 board meeting and replace with the following;

**Whereas**, the State of New Jersey, Department of Education permits the appropriation of reserved, undesignated 2013-2014 Excess Extraordinary Aid, and

**Whereas**, the school business administrator has indicated that for the period ending June 30, 2014 such funding in the amount of \$136,714.00 exists,

**Now Therefore Be It Resolved**, that the Florham Park Board of Education approves the appropriation of said funding to the 2014-2015 budget, specifically as follows;

11-130-100-101	Grades 6-8 – Salaries for Instruction	\$ 30,000.00
11-213-100-101	Resource Room – Salaries for Instruction	\$ 38,004.97
12-000-270-734	Capital Outlay - School Buses - Special	\$ 8,709.03
12-000-400-390	Capital Outlay – Professional Services	\$ 10,000.00
12-000-400-450	Capital Outlay – Construction Services	\$ 50,000.00
		<u>\$136,714.00</u>

Discussion; Dr. Carollo asked for clarification on the revision. Mr. Csatos stated that the amount allocated for Resource Room Salaries is reduced to compensate for allocation to Capital Outlay – Professional Services and Construction Services due to failure of 25+ year old HVAC unit at RMS Auditorium.

Motion; JC      Second; PM      7 yes, 0 no

9. **Approve** Dr. Elizabeth Matheis, Education Specialist, as a district consultant at \$100/hr not to exceed 15 hours for the 2014-2015 School Year.

Motion; JC      Second; PM      7 yes, 0 no

10. **Approve** the following 2014-2015 District Wide Reports, Notifications and Programs in compliance with board policy and regulations: (Applicable documents on file in Administration Offices)

Integrated Pest Management Program  
Indoor Air Quality Program  
ADHERA Program  
NJSIG Annual Playground Inspection  
Local Enforcement Annual Fire Code Inspection

Motion; JC      Second; PM      7 yes, 0 no

11. **Approve** the disposal of various non-working, obsolete AV and Tech Equipment through Green Vision, LLC, Morris County. (List on file in Administration Offices)

Motion; JC      Second; PM      7 yes, 0 no

**FACILITIES**

Upon recommendation of the Superintendent, move to:

1. Approve the following facility requests:

<b>2014-2015 Facility Use-September Agenda</b>			
12	Steve Caponegro Event	BWD Gym	October 2014
13	Holy Family CYO	RMS Gym	Oct 2014-Feb 2015
14	Florham Park PTA	BKL Gym	January 2015
15	No Idea Sports	BWD Gym	Sept-Nov 2014
16	Morris Magic Basketball	RMS & BKL Gyms	Sept-Nov 2014
17	Hoop Heaven LLC	RMS Gym	Sept-Nov 2014
18	Garden State Basketball	BKL Gym	Sept-Dec 2014
19	Starting Five Basketball	RMS & BKL Gyms	Sept-Nov 2014
20	Girl Scout Troop (Lorette)	BKL Library	Oct 2014-June 2015
21	Girl Scout Troop (Ruzicka)	BWD K Atrium	Oct 2014-June 2015
22	Girl Scout Troop (Treiber)	BKL Teacher's Room	Oct 2014-June 2015
23	Girl Scout Troop (Peterson)	BKL Teacher's Room	Sept 2014-June 2015
24	Girls on the Run-Fall	BKL Outdoors	Sept-Nov 2014
25	Girl Scout Troop (Haemmerle)	BKL Teacher's Room	Oct 2014-June 2015
26	Girl Scout Troop (Cunningham)	RMS Art Room	Sept 2014-May 2015
27	Girls on the Run-Fall Program	BKL Outdoors	Sept 2014-Nov 2014

Motion; JC      Second; PM      7 yes, 0 no

2. Approve the submission of an "Application for Dual Use of Educational Space for the 2014-2015 School Year;

- a. Brooklake School – Room 9 "Classroom". This room is to be used for the Brooklake Related Services Program and Small Group Instruction Resource Room Program.

Motion; JC      Second; PM      7 yes, 0 no

**TRANSPORTATION**

Upon recommendation of the Superintendent, move to:

1. Approve the scheduling of a field trip for Brooklake Elementary School, grade 3 to Fosterfields, Morris Township, NJ.
2. Approve the scheduling of a field trip for the Ridgedale Middle School, grade 6 to the Madison Middle School, Madison, NJ.
3. Approve the scheduling of a field trip for Ridgedale Middle School, grade 7 to HIC, Blairstown, NJ.

Motion; JC      Second; PM      7 yes, 0 no



**I. OLD BUSINESS/NEW BUSINESS :**

**J. CORRESPONDENCE/COMMUNICATIONS:**

- Florham Park Recreation - Thank You Letter

**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 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; JC      Second; PM      7 yes, 0 no

Motion by Mrs. Michalowski to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 9:40 p.m. The motion received a second by Mr. Gaffney.

Motion; LM      Second; JG      7 yes, 0 no

**L. ADJOURNMENT**

Motion to adjourn the regular meeting was made by Mrs. Michalowski 9:41p.m. The motion received a second from Mrs. Haynes.

Motion; LM      Second; JG      7 yes, 0 no

Respectfully Submitted,



John Csatos Business Administrator/Board Secretary