

FLORHAM PARK BOARD OF EDUCATION
Regular Public Meeting, March 16, 2015
Administrative Office - Conference Room
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

D.ROLL CALL

BOARD MEMBER	PRESENT	ABSENT
Mrs. Thomas (Alita)	X	
Mrs. Heinold (Kristina)	X	
Ms. Haynes (Marianne)	X	
Mrs. Michalowski (Linda)		X
Mr. Gaffney (John)	X	
Dr. Carollo (John)	X	
Mr. DeCoursey (Kevin)	X	

E.SUPERINTENDENT'S REPORT

Mr. Rubano reported the following;

- 1- District enrollment as of the date of the meeting is 999.
- 2- All of our schools have conducted all the required school security drills for the month of February.
- 3- Since our last board meeting, there was one incident reviewed by district staff as a potential HIB incident, and unfortunately the incident was designated as a HIB incident. The student was held accountable as per the student code of conduct and provided with guidance as to the inappropriateness of their conduct.
- 4- The district is in the midst of the administration of the PARCC assessment. We are approximately 70% thru. Our students in grades 5, 6, 7 and 8, have completed or have taken portions of the PARCC assessment. Students in grades 3 and 4 will take the test this week. Our grade 4 students started their first section this morning. The feedback the district received from our students was that the time allotted for each section was more than sufficient, with many students completing the assessment well within the allotted time. Students felt prepared academically and were able to navigate the assessment from a technology perspective. Their computer skills allowed them to take the assessment in an efficient manner. Operationally, the teachers and staff were also well prepared and the assessment has run smoothly so far. There were some minor glitches but they were corrected in a timely manner by our staff.
- 5- Dr. Caponegro introduced students from Brooklake School to speak about Pennies for Patients, which benefited the Leukemia Society.
- 6- Mr. Christ presented the Daughters of the American Revolution Essay Contest. 8th grade students have participated in this essay contest for many years. Once again our students have done very well and received several awards, including for the second year in a row the top essay honor.

Mr. Rubano thanked Joanne Tobias, a parent of two Ridgedale students and a former board member, who has been a great help in facilitating this activity thru her active participation in the Bergen Paulos Hook Chapter of the Daughters of the American Revolution.

F.PUBLIC COMMENT

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

The following members of the FPEA signed in for public comment and commented on their roles, value and the status of contract negotiations; Mrs. Bernstein, Mrs. Paulson and Mrs. Regan.

G.COMMITTEE REPORTS

Policy- Dr. Carollo reported on various items from the committee meeting held on 3/13/15.

Curriculum- Dr. Carollo reported on items discussed at committee meeting held on 3/13/15 including PARCC status.

Personnel- Mrs. Thomas reported on the committees discussion regarding voluntary trainings and archival of job descriptions.

Finance/Facility- Mr. Gaffney reported on various items from committee meeting on 2/25 including tentative budget and movement of hearing to 4/27/15. Brooklake/Briarwood traffic study and review by district architect/engineer.

Transportation – Mrs. Haynes discussed items form committee meeting on 2/25.

H.P.R.H.S Articulation- Mrs. Haynes reported that the HPRHS district discussed HIB, PARCC among other items at the last meeting.

Public Relations Liaison- Mrs. Heinold stated that she met with Mr. Csatlós to review status of items for consideration contained in the ad hoc committee's report from prior year. Certain items are complete with others still under consideration as to function and form.

TAB - Mrs. Heinold reported that the committee met as required by contract and discussed all items on the agenda prepared by the FPEA which must pertain to work conditions. Some items discussed were programs (World Language, special education, BSI), personnel (World Language, computers, BSI), lunch/recess time (extended rainy day activities) and traffic concerns and clarification on duties.

Borough Liaison- Mrs. Thomas stated that she has attended the Borough meetings. She accepted a donation from ADP and forwarded to the BOE administration for the purpose of project graduation. The borough would also like to meet to discuss shared services and the Brooklake property owned by the BOE.

Dr. Carollo made a motion to approve the resolutions this evening by consent. Mr. Gaffney seconded the motion.

Motion; JC Second; JG 6 yes, 0 no

H.RESOLUTION:

POLICY

Upon recommendation of the Superintendent, move to:

- 1. Approve** the minutes of the February 16, 2015 Regular Board Meeting.

Motion; JC Second; JG 5 yes, 0 no, abstain(KD)

- 2. Approve** the minutes of the February 16, 2015 Executive Session of the Regular Board Meeting.

Motion; JC Second; JG 5 yes, 0 no, abstain(KD)

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

1200 Volunteer Participation by the Public

Motion; JC Second; JG 6 yes, 0 no

PERSONNEL

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
3/16/15	B	Finkelstein, Lindsay	Appoint MLR (NS)	BWD	MLR IPS / SED.001.LTS.01	1	BA / 1	\$47,500.00	11-105-100-101	1/5/15	5/14/15
3/16/15	B	Karl, Beth	Additional compensation	BK	10/28/14 Parent workshop	4hrs	\$31.00 / hr	\$124.00	11-190-100-106	10/28/14	
3/16/15	B	Mendel, Sheila	Medical Leave	DIST	Inst Music / REG.001.TMC.04	0.7	BA / 16	\$46,777.50	11-120-100-101	9/26/14	6/1/15
3/16/15	B	Sabatino, Nicole	Maternity Leave revised	BWD	IPS / SED.001.IPS.01	1	BA / 5	\$50,265.00	11-105-100-101	1/5/15	5/14/15
3/16/15	B	Stricchiola, Michelle	Maternity Leave revised	BWD	Gr 1 / REG.001.K25.09	1	MA / 8	\$59,839.00	11-120-100-101	9/1/14	6/30/16
3/16/15	C	Lugo, Shirley	Resignation	BWD	IPS Aide / SED.999.CLA.12	0.75	1	\$12,325.36	11-216-100-106	3/17/15	
3/16/15	C	Brown, Sabrina	Appoint	BWD	SED.999.CLA.35	0.75	1	\$12,325.36	11-216-100-106	3/23/15	6/30/15
3/16/15	C	Hafner, Chase	Resignation	RMS	Aide / SED.999.CLA.27	0.75	6	\$13,211.15	11-213-100-106	3/17/15	6/30/15
3/16/15	C	Sivololla, Nina	Appoint	BWD	IPS Aide / SED.999.CLA.12	0.75	1	\$12,325.36	11-216-100-106	3/17/15	6/30/15
3/16/15	D	DeSante, Elizabeth	Add to 14/15 sub list	DIST	per diem sub						
3/16/15	D	Gregory, Mary	Add to 14/15 sub list	DIST	per diem sub						
3/16/15	D	Anandola, Robert	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Carlson, Emily	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Falcone, Matthew	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Federico, Jake	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Gaffney, Kelly	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Goettlich, Kevin	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Graham, Conor	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Hunt, Tommy	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Janicelli, Joe	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Santos, Matthew	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Tobias, Jonathan	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Volante, Nick	Appoint	DIST	Summer Custodian			\$9.00 / hour	11-000-262-100	7/1/15	8/29/15
3/16/15	D	Gaffney, Eamon	Appoint	DIST	Summer Maintenance / Painting			\$18.00 / hr	11-000-262-100	7/1/15	8/29/15
3/16/15	D	MacNaught, Malcolm	Appoint	DIST	Summer Maintenance / Painting			\$18.00 / hr	11-000-262-100	7/1/15	8/29/15
3/16/15	E	Cahill, Michael	Volunteer	RMS	Baseball Coach			N/A		3/17/15	6/30/15
3/16/15	F	Andrade, Anthony	Field experience	RMS	FDU: Gr 8 (Jones)			N/A		4/15/15	4/30/15
3/16/15	F	Dannons, Aria	Student Practicum	RMS	Drew: ELA (Marchese)	40 hrs		N/A		3/17/15	6/30/15
3/16/15	F	Hunt, Katie	Internship	RMS	Mo Beard (LaValle)	75 hrs		N/A		5/11/15	5/29/15
3/16/15	F	Yee, Lauren	Student Teaching Placement	RMS	FDU: Gr 6 (McParland)			N/A		9/1/15	12/23/15

Motion: JG Second: JG

5 yes, 0 no, abstain(JG)

2. Approve the following Personnel Items:

Approve posting for the following positions for the 2015 Extended School Year Program (ESY15):

A. ESY 2015- 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 2015-2016 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	12 Days
C.	Psychologist	12 Days
D.	Social Worker	10 Days
E.	Speech/Language	5 Days

B. ESY 2015 – Teacher & Staff Assistant Positions

In order to meet the needs of the district's Extended School Year 2015 students, it is anticipated that the following staff positions will need to be posted:

- A. Teacher(s) for 25 days up to 4.5 hours/day
- B. Teacher(s) for 25 days up to 3.0 hours/day
- C. Staff Assistant(s) for 25 days up to 5.5 hours/day (AM/PM Bus for spec. students)
- D. Staff Assistant(s) for 25 days up to 4.0 hours/day
- E. Staff Assistant(s) for 25 days up to 3.0 hours/day
- F. Speech/Language Therapist for 25 days up to 4 hours/day
- G. Occupational Therapist for 25 days up to 4 hours/day
- H. Physical Therapist for 10 days up to 4.0 hours/day
- I. Nurse for 25 days up to 4.5 hours/day

C. ESY 2015– Bus Aide Positions

In order to meet the transportation needs of the district's Out-of-District Extended School Year 2015 students, it is anticipated that the following staff positions will need to be posted:

- A. Bus Aide(s) for 30 days up to 5.0 hours/day

3. Approve posting for the following positions for the 2015 Summer Math and ELA Enrichment Programs:

BK Summer Math Enrichment (3 positions) – 25 hrs/ea (knowledge of Gr. 3-5 Math curriculum)

BK Summer ELA Enrichment (3 positions) – 25 hrs/ea (knowledge of Gr. 3-5 ELA curriculum)

Motion; JC

Second; JG

6 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; JG 6 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 February 28, 2015 in the amount of \$1,952,922.89. (On file in Administration Offices)

Motion; JC Second; JG 6 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 February 2015.

Business Administrator/
Board Secretary

Treasurer's (A149) Report for the Month(s) of February 2015.
(On file in Administration Office)

Business Administrator /
Board Secretary

Motion; JC Second; JG 6 yes, 0 no

3. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for February 2015 in the amount of \$129,498.44. (On file in Administration Office)

Motion; JC Second; JG 6 yes, 0 no

4. **Be It Resolved**, that the Florham Park Board of Education approve, that as of February 28, 2015 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 6 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 February 28, 2015 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 6 yes, 0 no

6. FY16 Tentative Budget - 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 2015-2016 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 and expense reimbursement maximum for the 2015-2016 school year at a sum of \$9,000; 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 6 yes, 0 no

7. FY16 Tentative Budget - Professional Service Expenses

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2 a board of education to must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A23A-9.3

NOW, THEREFORE BE IT RESOLVED, that the Florham Park Board of Education hereby establishes the following appropriations maximums for the year as follows;

Legal	\$ 40,000.00
Auditor	\$ 24,500.00
School Physician	\$ 21,800.00
Architect	\$ 10,000.00
Financial Advisory	\$ <u>3,000.00</u>
Total	\$ 99,300.00

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

BE IT FURTHER RESOLVED, that 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.

Motion; JC Second; JG 6 yes, 0 no

8. FY16 Tentative Budget - TAXING AUTHORITY

WHEREAS, the district has a taxing authority for the 2015-2016 school year composed of the 2% increase over the prior year tax levy which totals \$ 322,243.00 resulting in a maximum tax levy available of \$16,414,671.00

BE IT RESOLVED, that there should be raised for the General Fund a tax levy of \$16,414,671.00 for the ensuing School Year (2015-2016).

Motion; JC Second; JG 6 yes, 0 no

9. TENTATIVE 2015 – 2016 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 tentative budget be approved for the 2015-2016 school year using the 2015-2016 State Aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue Fund	Debt Service	Total
2015/16 Total Expenditures	\$ 17,278,883	\$ 334,105	\$ 1,047,156	\$18,660,144
Less: Anticipated Revenue	\$ <u>864,212</u>	\$ <u>334,105</u>	\$ <u>0</u>	\$ <u>1,198,317</u>
Taxes to Be Raised	\$ 16,414,671	\$ 0	\$ 1,047,156	\$17,461,827

And;

BE IT FURTHER RESOLVED, that the Board of Education will cancel the previously scheduled public meeting on Monday April 20, 2015 and give notice that a public hearing be held at the Special Public Meeting of the Board of Education on April 27, 2015 at 6:30pm at the Ridgedale Middle School Auditorium for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

Motion; JC Second; JG 6 yes, 0 no

10. WHEREAS, the Florham Park Board of Education has been awarded a grant from the NJSIG Safety Grant Program for use in the 2015/2016 fiscal year in the amount of \$5,000.00,

BE IT RESOLVED, that the Florham Park Board of Education accepts the grant award, and

FURHTERMORE BE IT RESOLVED, the Florham Park Board of Education approves the submission of the grant application for the purpose of providing "replacement of concrete surfacing" at the main entrance of Brooklake Elementary School.

Motion; JC Second; JG 6 yes, 0 no

- 11. Approve**, a change order (Change Order#1) as follows on Capital Project #1530-030-14-1002, SDA Project#1530-030-14-G2FM "Window and Exterior Door Replacement Ridgedale Middle School";
- a. R.D. Architectural Products Inc.
 - i. Remove and replace existing doors D11 and D12
 Leave existing frames \$10,584.00

Motion; JC Second; JG 6 yes, 0 no

FACILITIES

Upon recommendation of the Superintendent, move to:

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

2014-2015 Facility Use-March Agenda			
62	Starting Five Basketball	RMS Gym	April 2015
63	NJ North Stars	BKL Gym	March 2015
64	The Adult School	RMS (various rooms)	Feb-April 2015
65	Girl Scout Troop (Rozek)	RMS Media Center	March 2015
66	FP Rec Softball	RMS Softball Field	March-June 2015
67	FP Rec Little League	BWD Ball Field	April-July 2015
68	FP Rec Clinics	BKL Gym	March-April 2015
69	Florham Park Jaycees (Easter Egg Hunt)	RMS Front Lawn & RMS Gym	March 2015
70	Florham Park Gazebo Committee	RMS Auditorium	June-July 2015

Motion; JC Second; JG 6 yes, 0 no

TRANSPORTATION

Upon recommendation of the Superintendent, move to:

1. **Approve** the following field trips;
- a. Briarwood Elementary School, grade 1, The Turtle Back Zoo, West Orange, NJ.

Motion; JC Second; JG 6 yes, 0 no

I. OLD BUSINESS/NEW BUSINESS: Mr. DeCoursey presented a review of the process conducted to find a new superintendent for the district. Mr. DeCoursey introduced the following resolution.

Approve the hiring of Dr. Melissa Varley as Chief School Administrator for the Florham Park Public School District effective 7/1/2015 compliant with all contractual terms approved by the Executive County Superintendent. (Document on File in Administrative Offices)

Discussion: Mr. DeCoursey provided information regarding Dr. Varley and associated employment contract. Mrs. Thomas who conducted the reference checks provided a brief summary of comments made by the references and described all as very positive. There were no further discussion or comments at this time.

Motion; JC Second; JG 6 yes, 0 no

J. CORRESPONDENCE/COMMUNICATIONS: Mr. DeCoursey read a letter received from Joyce M. Klein, Arbitrator & Mediator assigned to negotiations fact finding. Mr. DeCoursey read the letter and to summarize, In light of the recent settlement vote 76-76 and FPEA bylaws, Ms. Klein has scheduled a mediation for 3/31/15 in lieu of fact finding and seeks dates for fact finding in late May 2015.

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; KH Second; MH 6 yes, 0 no

Motion by Mr. Gaffney to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 8:12 p.m. Said motion was seconded by Dr. Carollo.

Motion; JG Second; JC 6 yes, 0 no

L. ADJOURNMENT

Motion to adjourn the Regular Meeting of March 16, 2015 by Dr. Carollo. The motion received a second from Mrs. Haynes

Motion; JC Second; MH 6 yes, 0 no

Respectfully Submitted,


John Csatos Board Secretary