

**FLORHAM PARK BOARD OF EDUCATION**

Regular Public Meeting, December 21, 2015  
Administrative Office - Conference Room  
67-71 Ridgedale Avenue

**MINUTES**

(The meeting was moved to the Ridgedale Auditorium)

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**

<b>BOARD MEMBER</b>	<b>PRESENT</b>	<b>ABSENT</b>
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** – Dr. Varley reported the following items;

- The current enrollment is 971 students
- Since the last meeting the district had 5 incidents investigated under HIB. Two incidents did rise to the level of HIB and were issued a consequence.
- The following drills were conducted:
  - BWD: 11/17/15 Fire Drill, 11/20/15 Shelter in Place
  - BKL: 11/11/15 Shelter in Place, 11/20/15 Fire Drill
  - RMS: 11/13/15 Fire Drill, 11/24/15 Shelter in Place
- PARCC Report Presentation – Mr. Silkensen narrated a powerpoint presentation on the recently released PARCC scores.

**F. PUBLIC COMMENT**

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

Mrs. Petersen presented a petition and read a prepared statement regarding athletic injuries and the need to increase wall padding within the Ridgedale Middle School Gymnasium. Mrs. Alcatara raised concerns over district policy #5131 "Conduct and Discipline" and recent disciplinary consequences handed out with relation to that policy. Mrs. lossa also raised concerns over the policy and its application.

**G. COMMITTEE REPORTS**

Policy- Dr. Varley reported the committee met to discuss revisions to policy #5131 "Conduct and Discipline"

Curriculum- Mrs. Haynes reported the committee met to discuss the PARCC results as well as the "Hour of Code" International Learning Event. Mrs. Haynes thanked Mr. Silkensen for his presentation.

Personnel- Mrs. Thomas reported that the committee reviewed all personnel items on the agenda this evening.

Finance/Facility- Mr. Gaffney stated the committee met on Thursday of last week and tonight. The committee reviewed final bound audit and corrective action which is due to the State today. The committee reviewed the November financial reports, the status of budget development and possible outsourcing of lunch service with modifications to the district facilities. Under facilities the committee reports the RMS Windows are being finished over the break, the first phase of the feasibility study on HVAC at Brooklake and RMS was reviewed with more analysis to be conducted over the break. A review of gymnasium wall padding was conducted and consideration is being given to expanding areas of padding.

Transportation – Mrs. Haynes reported that a vehicle retired last year has now been stripped of usable parts and is being donated to the Lafayette Fire Department for training purposes.

H.P.R.H.S Articulation- Mrs. Haynes reported that the district reported PARCC results and found them not usable do to poor participation.

Teacher Administrator Board- Mrs. Heinold stated the committee has not met.

Project Community Pride- Mrs. Thomas reported that Bridgette Kelly will be returning in 2016 to present to parents the services offered.

Borough Liaison- Mrs. Thomas recognized Councilman Zuckerman and Michalowski.

**H.RESOLUTIONS:**

**POLICY**

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

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

Motion; JC      Second; LM      7 yes, 0 no

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

Motion; JC      Second; LM      7 yes, 0 no

3. **Approve** the revised fiscal year 2016 school calendar to reflect the following change;

- a. June 24, 2016 Teacher In-Service Day

Motion; JC      Second; LM      7 yes, 0 no

4. **Approve** the following fundraisers for SY 2015-2016.

Fundraiser	School	Organization/ Staff Member	Dates
Bake Sale	DIST	PTA	12/2/15-12/17/15
Pajama Day	DIST	PTA	1/21/16

Motion; JC      Second; LM      7 yes, 0 no

**PERSONNEL**

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

AGENDA DATE (DOH)	SORT CODE	NAME	ACTION	LOCATION CODE	POSITION/UPC	FTE	DEGREE / STEP	SALARY/ COMPENSATION	GAAP CODE	DATE EFFECTIVE	DATE OF TERMINATION
12/21/15	D	Berkenkamp, Peter	Add to 15/16 Substitute List	DIST	Per Diem Substitute Custodian			Per Contract	11-1XX	TBD	6/30/16
12/21/15	D	Bigley, Harriet	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	B	Cantwell, Danielle	Maternity Leave revised	RMS	Gr 7 Special Education / SED.001.RRM.05					10/12/15	2/5/16
12/21/15	D	Cocco, Elizabeth	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	D	DeCoursey, Conor	Volunteer	DIST	Wrestling Coach		N/A	N/A		TBD	
12/21/15	D	Del Greco, Mary	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	B	Erickson, Lauren	Maternity Leave	BKL	School Psychologist / SED.001.PSY.01					5/13/16	10/14/16
12/21/15	C	Gasior, Molly	Resignation	BWD	Staff Assistant / SED.999.CLA.02	.75FTE				11/25/15	11/25/15
12/21/15	C	Genualdi, Nicholas	Transfer from BWD to	RMS	SED.999.CLA.21					1/4/16	
12/21/15	E	Greenstein, Charlie	Co-Curricular	DIST	Wrestling	30	\$31/HR	\$930.00	11-402-100-100	9/22/15	11/30/15
12/21/15	E	Hausman-DeNicola, Maggie	Co-Curricular	BWD	Drama Club	45	\$31/HR	\$1,395.00	11-402-100-100	11/20/15	
12/21/15	D	John, Stephanie	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	12/10/15	6/30/16
12/21/15	C	Jones, Jennifer	Revise Start Date	BWD	Staff Assistant/SED.999.CLA.28					12/21/15	
12/21/15	D	Lander, Barbara	Volunteer	DIST	Volunteer					11/18/15	6/30/16
12/21/15	E	LaValle, Joseph	Co-Curricular	RMS	Wrestling	75	\$31/HR	\$2,325.00	11-402-100-100	12/1/15	
12/21/15	C	Lewin, Jun	Resignation	RMS	Staff Assistant/SED.999.CLA.18	.75FTE				11/30/15	11/30/15
12/21/15	F	Listman, Rachel	Rescind	BWD	Field Experience FDU: Kindergarten (Palmisano)					12/22/15	12/22/15
12/21/15	D	Marum, Scott	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	D	Marum, Susan	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	D	McDonald, Peter	Add to 15/16 Substitute List	DIST	Per Diem Substitute Custodian			Per Contract	11-1XX	TBD	6/30/16
12/21/15	D	Melillo, Mary	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	12/14/15	6/30/16
12/21/15	C	Mountford, Jean	Dock/Unpaid Leave	DIST	Staff Assistant Bus Aide / STS.999.BSA.03					2/16/16	2/25/16
12/21/15	D	Nelson, DeAnna	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	B	Paltos, Dana	Maternity Leave revised	RMS	Gr 6 Special Education / SED.001.RRM.19					9/8/15	5/31/16
12/16/15	C	Patel, Manisha	Revise Location/Start Date	BWD	Staff Assistant/SED.999.CLA.36	.75FTE	STEP 3-5	\$12,768.71	11-213-100-106	1/4/16	
12/21/15	D	Perrotta, Jennifer	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	D	Santo, Cassandra	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/16
12/21/15	B	Sedita, Nicole	Revise Dates	RMS	LTR/ Special Ed. SED.001.LTR.01					10/26/15	2/11/16
12/21/15	C	Sproul, Cheryl	Maternity Leave revised	BWD	Gr 2 / REG.001.K25.11					3/16/15	12/31/16
12/21/15	E	Van Way, Lisa	Co-Curricular	BWD	Drama Club	45	\$31/HR	\$1,395.00	11-402-100-100	11/20/15	
12/21/15	C	Vasquez-Lugo, Shirley	Revise Salary/Start Date	BKL	Staff Assistant/SED.999.CLA.27	.75FTE	STEP 8	\$13,944.42	11-213-100-106	12/7/15	

Motion; AT      Second; JG      6 yes, 0 no, 1 abstain(KD)

**2. Approve** six positions for the Brooklake Elementary School IXL Parent Training Event to be held at a future date at the hourly rate of pay for each of the six staff members.

Motion; AT      Second; JG      7 yes, 0 no

**3. Approve** the following revised per diem rates of pay effective January 1, 2016.  
a. Substitute Teacher - \$95.00/day.  
b. Substitute Staff Assistant - \$95.00/day.  
c. Substitute School Secretary - \$95.00/day.

Motion; AT      Second; JG      7 yes, 0 no

**4. Approve** the salaries of the Florham Park Education Association and other non affiliated employees retroactively for fiscal years 2014, 2015, and 2016.  
*(On file in Administration Offices)*

Motion; AT      Second; JG      7 yes, 0 no

**CURRICULUM**

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

1. **Be It Resolved**, that the board accepts and approves the Superintendent's current to date bullying report.

Motion; MH      Second; LM      7 yes, 0 no

2. **Be It Resolved**, that the board accepts and the settlement agreement Ref #2016-23447 M.P. and D.P. o/b/o S.P.

Motion; MH      Second; LM      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 November 30, 2015 in the amount of \$2,029,682.20.  
*(On file in Administration Offices)*

Motion; JG      Second; AT      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 November 2015.      Business Administrator/  
Board Secretary

Treasurer's (A149) Report for the Month(s) of November 2015.      Business Administrator /  
Board Secretary  
*(On file in Administration Office)*

Motion; JG      Second; AT      7 yes, 0 no

3. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for November 30, 2015 in the amount(s) of \$11,068.88.  
*(On file in Administration Office)*

Motion; JG      Second; AT      7 yes, 0 no

4. **Be It Resolved**, that the Florham Park Board of Education approve, that as of November 30, 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; JG      Second; AT      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 November 30, 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; JG      Second; AT      7 yes, 0 no

- 6. Approve** the settlement Agency Ref#20146-23447, and authorize the superintendent to execute the settlement agreement upon the recommendation of the board’s legal counsel.

Motion; JG      Second; AT      7 yes, 0 no

- 7. Approve** accepting a donation from the Work Family Connection in the amount of \$250.00 for use towards the purchase of Briarwood School “Rainy Day Packets”.

Motion; JG      Second; AT      7 yes, 0 no

**8. 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	Admin. Approval Date
2/16/16	BERNSTEIN, CHERYL	Bullying Law Update and the Role of the ABS \$150	12/4/15
2/25/16	BERNSTEIN, CHERYL	Advanced HIB Investigation Techniques \$150 Legal One	12/4/15
1/26/16	BRUNO, TINA	Co-teaching Training at Hanover Park HS library	12/3/15
1/19/16	CANALES, LAUREN	Conquer Mathematics (\$0) Fairfield, NJ	12/14/15
1/26/16	FINKELSTEIN, LINDSAY	Co-teaching Training at Hanover Park HS library	12/3/15
2/1/16	GLAAB, SHERRI	Evidenced Centered Leadership Conference \$350 MUJC New Providence , NJ	11/16/15
2/3/16	GLAAB, SHERRI	NJPSA Elementary Committee Mtg. (Snow Day 2/10/15)	11/16/15
2/8/16	GLAAB, SHERRI	Evidenced Centered Leadership Conference \$350 MUJC New Providence, NJ	11/16/15
1/26/16	MC GOVERN, MARY	Co-teaching Training at Hanover Park HS library	12/3/15
1/26/16	ROTELLA, SUSANNA	Co-teaching Training at Hanover Park HS library	12/3/15
1/26/16	SCOTT, PAIGE	Co-teaching Training at Hanover Park HS library	12/3/15
2/8/16	SILKENSEN, BRIAN	Evidence-Centered Leadership Conference (\$350) MUJC New Providence, NJ	11/16/15
1/26/16	VAN WAY, LISA	Co-teaching Training at Hanover Park HS library	12/3/15
1/19/16	VIOLA, ROMINA	Conquer Mathematics (\$0) Fairfield, NJ	12/14/15

Motion; JG      Second; AT      7 yes, 0 no

9. **WHEREAS**, 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, 2015, 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 November 16, 2015, 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 December 21, 2015,

**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, 2015.

**And,**

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

**And,**

- c) Approve the 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. *(on file in administrative offices)*

Motion; JG      Second; AT

7 yes, 0 no

**FACILITIES**

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

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

<b>2015-2016 Facility Use-December Agenda</b>			
53	Florham Park PTA-Sweet Sale	BKL, BWD, & RMS	December 2015
54	Girl Scout Troop (Labaczewski)	BWD Teacher's Lounge	Dec 2015-June 2016
55	Enrich and Grow-Winter Session	BWD (various rooms)	Jan-April 2016
56	Enrich and Grow-Winter Session	BKL (various rooms)	Jan-April 2016
57	Florham Park PTA-Carnival	BKL & BWD Outdoors	June 2016
58	Morris Magic Basketball	RMS Gym	November 2015
59	Starting Five Basketball	RMS Gym	Dec 2015-Jan 2016
60	Morris Magic Basketball	BKL Gym	December 2015

Motion; JG      Second; KH

7 yes, 0 no

2. **Approve** the Revocable License Agreement between the Florham Park Board of Education and New Horizons Day Camp for the period FY2017 and FY2018.

Motion; JG      Second; KH

7 yes, 0 no

**TRANSPORTATION**

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

**1. Approve** the following field trips;

- a. Ridgedale Middle School, 7<sup>th</sup> & 8<sup>th</sup> Grade, Drew University, Madison, NJ.
- b. Ridgedale Middle School, 6<sup>th</sup> - 8<sup>th</sup> Grade, College of St. Elizabeth, Morristown, NJ.
- c. Ridgedale Middle School, Bowling Club, Bowling Lanes, Madison, NJ.

Motion; LM      Second; JC      7 yes, 0 no

**2. WHEREAS**, the district had previously determined that a student transportation vehicle had become decommissioned in compliance with NJMVC code for expired “years of service” and;

**WHEREAS**, the district has valued the vehicle at \$0.00 but can salvage various parts for repair use;

**NOW THEREFORE BE IT RESOLVED**, that the Florham Park Board of Education authorizes the School Business Administrator to dispose the following vehicle by way of donation to the Lafayette Township Fire Dept.;

<u>Vin#</u>	<u>Type</u>	<u>Year</u>	<u>Model</u>
xxxxxxxxxx201873	B89654	2002	Bluebird-B2VC

Motion; LM      Second; JC      7 yes, 0 no

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

- Re-Organization Meeting – Dr. Carollo made a motion to hold the 2016 Reorganization Meeting on Monday, January 4, 2016 at 6:30pm at the Board of Education Conference Room. The motion received a second from Mrs. Haynes.

Motion; JC      Second; MH      7 yes, 0 no

- Board Members – Mr. DeCoursey read the inscription and presented plaques in recognition of the years of service to the students and community of Mrs. Linda Michalowski and Mr. John Gaffney. Mrs. Michalowski thanked the community for their support over the 15 years and to her fellow board members. Mr. Gaffney thanked the community and fellow board members for supporting him and the Boards’ efforts to give back to a community he moved to and loves. Mr. Gaffney wished Mrs. Rozek and Mr. Shanley the best in the future. Mr. Gaffney wished success for a new exciting period in the district and for Dr. Varley.

**J. CORRESPONDENCE/COMMUNICATIONS:**

- Letter of Appreciation-Mountain Lakes Board of Education – Mr. Csatlós stated the entire Mountain Lakes administration and board visited our district this past week as part of their upcoming architect selection process. They appreciated how welcoming, open and honest the district is in providing information. Mr. Csatlós thanked Mr. Infantolino, Mrs. Glaab and Dr. Caponegro as well as the staff for their daily attention to detail and honest efforts.



**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; LM

7 yes, 0 no

Motion by Dr. Carollo to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 8:36 p.m. Said motion was seconded by Mrs. Michalowski.

**L. ADJOURNMENT**

Motion was made by Mr. Gaffney to adjourn the regular public at 8:38pm. The motion received a second from Mrs. Michalowski.

Motion; JG      Second; LM

7 yes, 0 no

Respectfully Submitted,



John Csatló  
Board Secretary/Business Administrator