

**Finance/Facility Committee  
Transportation Committee  
MINUTES  
November 20, 2017/9:00am**

**In attendance; Dr. Varley, Mr. Csatos, Mr. Infantolino, Mr. Ritrivi, Ms. Heinold and Ms. Crimi**

**FINANCE**

**1. 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 member's' 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.

<b>Date</b>	<b>Full Name</b>	<b>Notes to Administrator</b>	<b>Admin. Approval Date</b>
11/16/17	BERNSTEIN, CHERYL	Anti-Bullying Coordinator's Meeting for Morris County East Hanover, NJ Cost \$0	11/9/17
12/12/17	BILIS, FALLON	DOE Certification Workshop Wayne, NJ Cost \$0 Est. Mileage \$4.00	11/2/17
11/16/17	CSATLOS, JOHN	NJASBO Rockaway,NJ Est. \$120.00	10/23/17
12/7/17	CSATLOS, JOHN	NJASBO Rockaway,NJ Est. \$120.00	10/23/17
11/28/17	DAVIS, JACLYN	Ramping Up Shared Reading, Shared Writing, and Interactive Writing to Support Grammar and Writing Conventions for English Language Learners TC NY, NY Cost: \$70 + Est. \$22.00 for train	11/8/17
12/8/17	ERICKSON, LAUREN	Coordinated Interventions for School Avoidance:Engaging Family, School and Clinic Piscataway, NJ Cost \$180 + Est. Mileage\$14.20 (45.8 miles total)	11/1/17
12/13/17	ERICKSON, LAUREN	Social Media and Cyberbullying Morristown, NJ Est. mileage \$6.01 (19.4 miles total)	11/8/17
11/15/17	FORD, KAREN	United Way: Creating Safe and Affirm Schools for Transgender Youth Madison, NJ Cost \$0	11/7/17
11/20/17	GLAAB, SHERRI	TC: Putting it all together: The Intersection of the Units of Study and Your Students TC NY, NY Cost \$70	11/14/17
11/17/17	LAWTON, TRACY	NJSAFEA NJ National Arts Standards Introduction Monroe, NJ Cost \$149.00	10/30/17
11/20/17	MC PARLAND, BRIAN	FEA - PARCC DATE WORKSHOP	10/27/17
12/4-6/2017	O'CONNOR, CHRISTY	Learning Forward Orlando, FL Est. Cost \$1,800.00	10/31/17
12/12/17	ORLANDO, YVONNE	Improving the Preschool Classroom Environment for Young Children w/Disabilities Series: Learning Activities. Morris Plains, NJ Mileage only	11/1/17
11/28/17	ORLANDO, YVONNE	Improving the Preschool Classroom Environment for Young Children w/Disabilities Series: Personal Care Routines New Brunswick, NJ Mileage only	10/26/17
3/6/18	PASCAL, GARY	MUJC A Day at the Movies: Lessons in School Law New Providence, NJ Cost \$145	10/23/17
2/7/18	PASCAL, GARY	MUJC Three Hot Topics in Special Education:Extended School Year, Harassment, Intimidation and Bullying, and Student Discipline New Providence, NJ Cost \$145	10/23/17
11/20/17	PASCAL, GARY	TC: Putting It All Together: The Intersection of the Units of Study and Your Students IEP Goals Grade(s) K-5 Cost \$70	11/14/17
11/28/17	SEERY, JOAN	Improving the Preschool Classroom Environment for Young Children with Disabilities New Brunswick, NJ Est. mileage \$24.31	11/6/17
11/17/17	SERFOZO, JEREMY	NJDOE Arts Coordinator, Dr. Dale Schmid, "Introduction to The New NJ Student Learning Standards and the National Arts Standards" Monroe, NJ Cost \$149 + Est. mileage\$20.15 (65 mile RT + tolls)	10/26/17
11/20/17	SILKENSEN, BRIAN	Now That You Are Listening To Your PARCC Math Data NJPSA Monroe Township, NJ Cost \$0	10/27/17

1/25-26/2018	SILKENSEN, BRIAN	Techspo Conference Atlantic City, NJ Registration, Accommodation, & Mileage/Tolls = Est. \$600.00	10/23/17
3/21/18	STEIN, KAREN	United Way of Northern New Jersey	10/20/17
1/25-26/2018	STILES, JAMES	Techspo Conference Atlantic City, NJ Registration, Accommodation, & Mileage/Tolls = Est. \$600.00	10/23/17
1/10-12/18	VARLEY, MELISSA	Superintendents Summit New Orleans, LA Est. Cost \$200.00	10/17/17
1/25-26/18	VARLEY, MELISSA	Techspo Conference Atlantic City, NJ Registration, Accommodation, & Mileage/Tolls = Est. \$600.00	10/23/17
11/28/17	VIOLA, ROMINA	TC Columbia University NY, NY Cost \$70 + \$23.50 Train	10/26/17

Motion; Second; FC YC NR SS AT KH LR

2. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through October 31, 2017 in the amount(s) of \$2,213,652.53  
(On file in Administration Office)

Motion; Second; FC YC NR SS AT KH LR

3. **Approve** the following District financial reports and submission to the Executive County Business Administrator. (On file in Administration Office)

Board Secretary's (A148) Report for the Month (s) of October 2017. Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of October 2017. Business Administrator / Board Secretary

Motion; Second; FC YC NR SS AT KH LR

4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for October 31, 2017 in the amount(s) of \$22,546.10. (On file in Administration Office)

Motion; Second; FC YC NR SS AT KH LR

5. **Be It Resolved**, that the Florham Park Board of Education approve, that as of October 31, 2017 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; Second; FC YC NR SS AT KH LR

6. **Approve** the submission of the Annual Comprehensive Maintenance Plan and Form M-1 as Required. (On file in Administration Office)

Motion; Second; FC YC NR SS AT KH LR

7. **Approve** the submission of the following Fiscal Year 2017 Entitlement Grant Project Completion Reports and carryover funding;

<u>Title</u>	<u>Award</u>	<u>Expended</u>	<u>Carryover</u>	<u>Due to State</u>
NCLB				
Title 1	\$24,396	\$24,000	\$ 396	
Title 2A	\$25,331	\$21,300	\$6,512	
Title 3 Immigrant	\$ 4,864	\$ 0	\$2,114	\$2,750
IDEA				
Basic	\$208,101	\$204,532	\$3,569	
PreSchool	\$ 8,582	\$ 7,812	\$ 770	

Motion; Second; FC YC NR SS AT KH LR





Discussion - There was a general discussion on field use and the use by New Horizons during the winter break. The resolution was approved for inclusion on the board agenda.

**Other Facility Items:**

- School Dude - Mr. Infantolino shared examples with the committee of how the maintenance operation documents work. This completes one of the nine(9) action items contained in the strategic action plan.
- Capital Project - RMS 52-wing Roof Update - Mr. Infantolino stated the project is on pace with timeline.
- CO Detectors - Mr. Infantolino reviewed progress and relation to resolution with Morris Consortium and Protective Measures.
- BRW/BLK Trail Update - Mr. Csatlos stated he met with Mr. Timmons to review all application materials submitted for the initial trail.
- Referendum - Mr. Csatlos reviewed workshop information from the NJSBA conference. Mr. Csatlos will contact bond counsel to arrange for a proposal, inclusive of attendance at future finance committee meetings.
- Strategic Action Plan - LRFP( RMS, BLK, BWD ) - Mr. Csatlos and Mr. Infantolino reviewed all documents as prepared by the district architect based on two days of district walk-through and consultation. Committee commented on scope of projects and prioritization. These projects need to be prioritized and attached to a plan of funding. Committee will review again at the next meeting in December. Committee will conduct site visits in the spring.
- Sustainable Jersey for Schools - Mr. Csatlos reviewed, in general, the premise and operation of the program. Mr. Csatlos stated the Madison Kings Road School is a recent recipient and he will visit as part of being the liaison. Committee recommended the resolution be added to the board agenda.
- Future Ready Schools NJ - Mr. Csatlos, Dr. Varley and Mr. Ritrivi commented on the subject. The committee recommended the resolution be added to the board agenda.

**TRANSPORTATION**

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

School	Staff Member	Date	Trip Location	Class/Group
BKL	Perlee, Marissa	11/30/17	Ridgedale Middle School Florham Park, NJ	5th Grade
RMS	Stein/Ford	12/1/17	Hanover Park High School East Hanover, NJ	8th Grade
BKL	Erickson/Bernstein	12/14/17	Fairleigh Dickinson University Madison, NJ	5th Grade Peer Leaders
BWD	Viola, Romina	12/18/17	Florham Park Post Office Florham Park, NJ	Resource Center K-2/ADL
BKL	Davis, Jaclyn	12/19/17	Developmental Learning Center New Providence, NJ	Resource Grades 3-5
RMS	Pauson/Leone	12/21/17	Florham Park Town Hall, Downton, Brooklake & Briarwood School	Choir & Jazz Band
BKL	Davis, Jaclyn	1/23/18	Mayo Performing Arts Center Morristown, NJ	Grade 3
BWD	Viola, Romina	3/19/18	Trader Joe's Florham Park, NJ	Resource Center K-2/ADL
RMS	Paulson/Leone	4/17/18	AARP Meeting & McDonalds Florham Park, NJ	Choir & Jazz Band

RMS	Stein, Karen	6/12-14/18	Washington, D.C. & Gettysburg, PA	8th Grade
BKL	Davis, Jaelyn	6/13/18	Lifetime Athletic Florham Park, NJ	3rd Grade
BKL	Perlee, Marissa	6/15/18	Medieval Times Lyndhurst, NJ	5th Grade

Motion;                      Second;                                      FC      YC      NR      SS      AT      KH      LR

Discussion; Ms. Crimi commented on the validity of the field trip to Lifetime Fitness and the need for all to be driven by curriculum. Dr. Varley stated this resolution only deals with the transportation. The curriculum committee is currently reviewing options for FY19. Dr. Varley noted recent discussion amongst districts of eliminating all overnight trips due to insurance concerns.

**Other Transportation Items:**

- Misconduct Log - The misconduct log was reviewed. Mr. Csatos stated that the current misconduct documents are being revised so HPRHS routes are using our district's document for consistency and control numbers.
- Vehicles - Mr. Csatos stated the district will budget to purchase three - four vehicles for those retired at year end. Vehicles will be built into the FY19 budget.