

FLORHAM PARK BOARD OF EDUCATION

Regular Public Meeting, October 18, 2010
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).

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.

CALL TO ORDER

FLAG SALUTE

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	

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, negotiations, and /or 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 required.

Mr. Montuore motioned to convene the Executive Session. Said motion was seconded by Mrs. Michalowski and carried by unanimous vote.

Motion was made by Mr. Montuore to adjourn the Executive Session and reconvene the Regular Meeting at 7:08 pm. Said motion was seconded by Mrs. Michalowski and passed by unanimous vote.

In attendance: District Administrators and members of the general public.

SUPERINTENDENT’S REPORT – Dr. Ronzitti reported on the following:

- Enrollment to date is 1,035 students.
- Fire drills were conducted as follows; BWD 9/10, 9/16; BLK 9/24, 9/28; RMS 9/8, 9/24
- Evacuation Drills were conducted as follows; BWD 9/17, BLK 9/20, RMS 9/13, 9/24
- Shelter in Place drills were conducted as follows; BLK 9/13, 9/15; RMS 9/24
- Ridgedale Middle School conducted a “Code Orange” drill on 9/24/10.
- Briarwood conducted a school bus evacuation drill on 9/24/10.
- Dr. Ronzitti thanked Mr. Csatos for obtaining a grant for security/facility issues. The second phase of security cameras at Ridgedale Middle School has been completed.
- Dr. Ronzitti thanked Mr. Infantolino and Mr. Csatos for volunteering their time and efforts at the recent One Day One School event at the Whippany Park High School. The next event is scheduled to take place at Hanover Park Regional High School.
- Dr. Ronzitti recognized Mr. Amul Modi, who is the owner of the Florham Park Dunkin Donuts/Baskin Robbins for his support of the Brooklake Prize Patrol and Summer Reading Literacy Social Programs. A plaque was presented in his honor.
- Dr. Ronzitti reviewed the activities and status associated with the QSAC.
- Dr. Ronzitti stated there is no update regarding consolidation.

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

There was no public comment at this time.

COMMITTEE REPORTS

Policy – Dr. Carollo stated the committee did not meet since the last meeting.

Personnel – Mr. Montuore stated the committee met to discuss the absence of Dr. Maricle and the coverage performed by Dr. Caponegro. Compensation for the time of coverage was discussed.

Curriculum – Mrs. Tobias stated that the committee met on 10/7/10 and discussed the new federal guidelines for the posting of teacher and administrator evaluations, the board of education’s proposed administrator evaluation rubric and the opportunity to contract for literacy coaching.

Finance and Facilities – Mr. Gaffney stated the committee had not met since the last board meeting and has scheduled a meeting for 11/02/10.

Transportation – Mr. Gaffney stated that the committee had not met since the last board meeting and will meet on 11/02/10 as well.

Mr. Montuore introduced a motion to approve the resolutions on the agenda this evening by consent. The motion received a second from Dr. Carollo.

Motion; PM Second; JC

7 yes, 0 no

POLICY

1. Approve the minutes of the September 20, 2010 Regular Board Meeting.
(Doc. PL1)

Motion; PM Second; LM

7 yes, 0 no

2. Approve the minutes of the September 20, 2010 Executive Session. (Doc. PL2)

Motion; PM Second; JC

7 yes, 0 no

3. Approve the 2010-2011 Uniform Memorandum Agreement Between Educators and Law Enforcement Officials.

Motion; PM Second; JC

7 yes, 0 no

PERSONNEL

1. Approve the following 2010-2011 student teaching assignments:

<u>Student / College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Elvie Barbosa Caldwell College	Student Teaching Kindergarten	Gloria DelCorso	9/1/10 – 12/23/10
Sharone McMillan Fairleigh Dickinson University	Student Teaching Grade 1	Kathleen Keenan	11/1/10-11/30/10
Rebecca Naylor Monmouth University	Internship Special Services	Steve Caponegro	1/3/11 – 6/17/11

Motion; PM Second; JC 7 yes, 0 no

2. Approve the adjustment in salary of Sondra Paulson, Vocal/Music Teacher, Ridgedale Middle School from MA Step 16 (\$78,973.00) to MA + 30 Step 16 (\$82,070.00) retro to 8/3/10.

Motion; PM Second; JC 7 yes, 0 no

3. Approve the following Curriculum Committee positions for the 2010-2011 School Year:

Katie Willever	Brooklake Elementary School
Kathleen Keenan	Briarwood Elementary School

Motion; PM Second; JC 7 yes, 0 no

4. Please approve the following Extra Curricular Positions for the 2010-2011 School Year:

Camille Abdy	Ridgedale Middle School	Intramural Activities 2days/wk
Emma Petrocelli	Ridgedale Middle School	Visual Arts Club
Jennifer Immerso	Brooklake Elementary School	Drama Club
Donna Kuzemczak	Brooklake Elementary School	Prize Patrol

Motion; PM Second; JC 7 yes, 0 no

5. Approve Ms. Michaela Harris to the Co-Curricular position of “LALIP” for the 2010-2011 School Year at the rate of \$31.00/hr not to exceed 23 hours, funded by NCLB.

Motion; PM Second; JC 7 yes, 0 no

- 6. Approve the maternity leave of absence for Shewa Hawkins, School Psychologist, Brooklake Elementary School, effective January 29, 2011-September 1, 2011, 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; PM Second; JC

7 yes, 0 no

- 7. Approve the posting of the following positions contained in the FY11 NCLB Title IIA Grant:

Magic Kingdom Day School Training Facilitator

not to exceed 34 hours

Motion; PM Second; JC

7 yes, 0 no

- 8. Approve the following Home Instructors for the 2010-2011 School Year:

Linda Laub
 Christe Cirelli
 Lori-Jane Dolan
 Charles Murray
 Janice Vitiello
 Karen Janes
 Cara Restaino
 Jeff Gruenwald
 Susan Kravetz
 Lori Tartaglia
 Vincent Marchese
 Joe Aquino

Motion; PM Second; JC

7 yes, 0 no

- 9. Approve the contract of Diane D’Alconzo to perform the Educational Services, “Literacy Coach” at a rate of \$250 per diem not to exceed \$27,000, funded by NCLB funds.

Motion; PM Second; JC

7 yes, 0 no

- 10. Approve a stipend in the amount of \$2,000.00/month for Dr. Steven Caponegro as interim principal of Briarwood Elementary School.

Motion; PM Second; JC

7 yes, 0 no

- 11. Approve the Administrator’s Evaluation Rubric.

Motion; PM Second; JC

7 yes, 0 no

12. Approve the following rates of pay for the 2010-2011 school year:

Home Instructor	\$40/hr.
Curriculum Committee Member	\$4,000/year

Motion; PM Second; JC 7 yes, 0 no

13. Approve the memorandum of agreement between the Florham Park Board of Education and the Florham Park Education Association for the period July 1, 2010 through June 30, 2013.

Discussion; Mr. DeCoursey thanked his fellow committee members, Mr. Montuore and Mrs. Michalowski as well as the members of the FPEA Negotiating Committee for all of their time and effort during the process. The process was very professional.

Motion; PM Second; JC 7 yes, 0 no

CURRICULUM

1. Approve the following eighth grade fundraising events for the 2010-2011 school year:

- Chrysanthemum Sale
- Bake Sale
- Halloween candy grams
- Garage Sale
- Penny Wars
- Pancake Breakfast
- Poetry Reading/Café Night
- Car Wash

Motion; PM Second; JC 7 yes, 0 no

2. Approve the district performance reviews and the statements of assurance of the Quality Single Accountability Continuum as reported by the Superintendent.

Motion; PM Second; JC 7 yes, 0 no

FINANCE

1. Authorize the Business Administrator/Board Secretary to pay bills and claims through August 31, 2010 and September 30, 2010.

(Doc. F1)

(Doc. F2)

Invoices 8/1-8/31/10	\$ 354,833.30	9/1-9/30/10	\$ 467,180.81
Payroll 8/15/10	\$ 126,138.49	9/15/10	\$ 432,421.90
FICA 8/15/10	\$ 9,229.97	9/15/10	\$ 32,485.16
Payroll 8/31/10	\$176, 592.63	9/30/10	\$ 443,312.79
FICA 8/31/10	<u>\$ 13,009.74</u>	9/30/10	<u>\$ 32,714.08</u>
 TOTAL	 <u>\$ 679,804.13</u>		 <u>\$1,408,114.74</u>

Motion; PM Second; JC

7 yes, 0 no

2. Accept the following District financial reports:

Board Secretary's (A148) Report for the Months of July and August 2010.

Business Administrator/
Board Secretary
(Doc. F3 & F4)

Treasurer's (A149) Report for the Months of July and August 2010.

Business Administrator /
Board Secretary
(Doc. F5 & F6)

Motion; PM Second; JC

7 yes, 0 no

3. Approve the transfers for August and September 2010 in the amounts of \$5,200.00 and \$6,500.00.

(Doc. F7 & F8)

Motion; PM Second; JC

7 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.

	Name	Position	Description	Date(s)	Approx. Cost	Funding Source
A	Camille Abdy	Teacher	Field Trip	10/14-10/15	N/A	Local
B	Mary Ann Sedlak	Secretary	Convention	11/4-11/5	N/A	Local
C	Marlene Rinaldi	Secretary	Convention	11/4-11/5	N/A	Local
D	Joe Aquino	Teacher	Field Trip	10/14-10/15	N/A	Local
E	Michelle Burke	Teacher	Field Trip	10/14-10/15	N/A	Local
F	Nick Esposito	Teacher	Field Trip	10/14-10/15	N/A	Local
G	Michaela Harris	Teacher	Workshop	10/8/10	N/A	Local
H	Emma Petrocelli	Teacher	Conference	10/6/10	\$170.00	Local
I	Lisa DeFonte	Teacher	Workshop	1/11/11	N/A	Local
J	Karen Cooley	Teacher	Workshop	1/19/10	\$165	Local
K	Lori-Jane Dolan	LDT-C	Training	9/13/10	N/A	Local
L	Lori-Jane Dolan	LDT-C	Workshop	10/8/10	N/A	Local
M	Linda Eveland	Teacher	Workshop	1/11/11	\$115.00	Local
N	Karen Ford	Guidance Counselor	Workshop	10/8/10	N/A	Local
O	Susan Litvak	Teacher	Workshop	10/11/10	N/A	Local
P	Mary Powers	Teacher	Workshop	10/22/10	N/A	Local
Q	Rosa Rama	Teacher	Workshop	10/19/10	N/A	Local
R	Jennifer Gilligan	Teacher	Workshop	10/22/10	N/A	Local
S	Karen Janes	Teacher	Meeting	10/15/10	N/A	Local
T	Mark Majeski	Principal	Association Meetings	Various Dates	\$500.00	Local
U	Susan Tietjen	Principal	Association Meetings	Various Dates	\$500.00	Local
V	Sharon Maricle	Principal	Association Meetings	Various Dates	\$500.00	Local
W	Peter Christ	Principal	Association Meetings	Various Dates	\$500.00	Local
X	John Csatlos	Business Administrator	Association Meetings	Various Dates	\$500.00	Local
Y	William Ronzitti	Superintendent	Association Meetings	Various Dates	\$500.00	Local
Z	Steven Caponegro	Director of Special Services	Association Meetings	Various Dates	\$500.00	Local

Motion; PM Second; JC

7 yes, 0 no

- 5. **BE IT RESOLVED**, that the Florham Park Board of Education certify, that as of July 30 and August 31, 2010 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; PM Second; JC

7 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 July 30 and August 31, 2010, 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; PM Second; JC

7 yes, 0 no

- 7. Approve the cancellation of the following old stale checks on account #0719-090003 and deposits in transit of \$30,597.27 (net)

#17211	\$ 81.60
#17502	\$ 80.24
#17623	\$213.87
#18025	<u>\$ 53.35</u>
	\$429.06

Motion; PM Second; JC

7 yes, 0 no

- 8. Approve Dr. Elizabeth Matheis, Education Specialist, as a district consultant at \$100/hour not to exceed 15 hours.

Motion; PM Second; JC

7 yes, 0 no

- 9. **Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Florham Park Public School District are consistent with these requirements, and

Whereas, all the past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Florham Park Board of Education hereby authorizes the School Business Administrator to submit the attached FY12 Comprehensive Maintenance Plan for the Florham Park Public School District in compliance with Department of Education requirements.

Motion; PM Second; JC

7 yes, 0 no

FACILITIES

1. Approve the following facility requests:

a. Girl Scout Troop (Korab)	BWD Teacher’s Lounge	Nov 10-June 11
b. Girl Scout Troop (Orloff)	RMS Art Room	Oct 10-June 11
c. Girl Scout Troop (Anderson)	BWD AP	Feb. 11, 2011
d. Girl Scout Troop (Treiber)	BWD K Atrium	Nov.10-June 11
e. Girl Scout Troop (Ruzicka)	BWD Teacher’s Lounge	Oct.10-June 11
f. Florham Park Jaycees Halloween Parade	RMS Front Lawn	Oct. 30, 2010
g. PTA Dances	RMS Gym	Nov 13 & Dec 10

Motion; PM Second; JC

7 yes, 0 no

TRANSPORTATION

1. Approve the scheduling of the field trip for Ridgedale Middle School to the Tennis Consortium, Newark, NJ.
2. Approve the scheduling of the field trip for Ridgedale Middle School to the Science Experience, Oratory Prep., Summit, NJ.
3. Approve the scheduling of the field trip for Ridgedale Middle School to the Foreign Language Day, Morristown Beard, Morristown, NJ.
4. Approve the scheduling of the field trip for Brooklake Elementary School to the Morristown Community Theatre, Morristown, NJ.
5. Approve the scheduling of the field trip for Ridgedale Middle School to the General Knowledge, Newark Academy, Newark, NJ.
6. Approve the scheduling of the field trip for Ridgedale Middle School to the Problem Solving Consortium, Morris Plains, NJ.
7. Approve the scheduling of the field trip for Ridgedale Middle School to the College of St. Elizabeth, Madison, NJ.
8. Approve the scheduling of the field trip for Ridgedale Middle School to the Spelling Bee Consortium, Delbarton, Morristown, NJ.
9. Approve the scheduling of the field trip for Briarwood Elementary School to the Morristown Memorial Hospital, Morristown, NJ.
10. Approve the scheduling of the field trip for the Briarwood Elementary School to the Museum of Trades and Crafts, Madison, NJ.
11. Approve the scheduling of the field trip for the Ridgedale Middle School to the Choral Consortium, Oak Knoll, Summit, NJ.
12. Approve the scheduling of the field trip for the Briarwood Elementary School to the Wightman's Farms, Morristown, NJ.
13. Approve the scheduling of the field trip for the Ridgedale Middle School to the Florham Park Library, Florham Park, NJ.
14. Approve the scheduling of the field trip for Ridgedale Middle School to the Hanover Park High School, Hanover, NJ.
15. Approve the scheduling of the field trip for Brooklake Elementary School to the Florham Park Library, Florham Park, NJ.

16. Approve the Joint Transportation Agreement with Hanover Park Regional High School District for the 2010-2011 School Year Routes BK BR 5 at a cost of \$17,500.00 and RD/HF 5 at a cost of \$17,500.00.

17. Approve the Joint Transportation Agreement with Madison School District for the 2010-2011 School Year Routes FPOD1 at a revenue of \$33,874.04 and FPOD2 at a revenue of \$25,873.09.

Motion; PM Second; JC

7 yes, 0 no

OLD BUSINESS

NEW BUSINESS

COMMUNICATIONS:

Motion by Mr. Montuore and seconded by Mr. Gaffney to adjourn the October 18, 2010 meeting of the Florham Park Board of Education at 7:27 pm.

Motion: PM

Seconded: JG

7 yes, 0 no

Respectfully Submitted,

Mr. John Csatos
Business Administrator/Board Secretary