

## MINUTES

**CALL TO ORDER** – John Csatlos, Board Secretary, shall serve as Presiding Officer pro tempore until the election of a President.

### SUNSHINE ANNOUNCEMENT

In accordance with the requirements of the Open Public Meetings Act (Chapter 231, P.L. 1975), I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the act, the Florham Park Public School District, County of Morris, New Jersey has provided adequate notification of this meeting 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.

### PLEDGE OF ALLEGIANCE

**OATHS OF OFFICE** – Administered by John Csatlos, Board Secretary, to the newly elected Board Members:

Mrs. Joanne Greene-Tobias

### Distribute NJSBA's Code of Ethics to Board Members

### ROLL CALL

Board Member	Present	Absent
Mr. DeCoursey (Kevin)	X	
Dr. Carollo (John)	X	
Mrs. Haynes (Marianne)	X	
Mr. Gaffney (John)	X	
Mrs. Michalowski (Linda)		X
Mr. Montuore (Patrick)		X
Mrs. Greene-Tobias (Joanne)	X	



**A. Resolutions**

**Resolution #1**

**Calendar of Board Meetings\*\***

**BE IT RESOLVED**, that the Florham Park Board of Education designates the following meeting dates for **Regular Meetings** with **Executive Sessions** during FY2011-2012, in accordance with N.J.S.A. 18A:10-6, to be held at the Board of Education Office, at 6:30 p.m. All meetings shall be held in accordance with the "Open Public Meetings Act" and formal action may be taken at any meeting.

*June 27, 2011	4 <sup>th</sup> Monday
August 15, 2011	3 <sup>rd</sup> Monday
September 19, 2011	3 <sup>rd</sup> Monday
October 17, 2011	3 <sup>rd</sup> Monday
November 21, 2011	3 <sup>rd</sup> Monday
December 19, 2011	3 <sup>rd</sup> Monday
January 23, 2012	4 <sup>th</sup> Monday
February 27, 2012	4 <sup>th</sup> Monday
March 19, 2012	3 <sup>rd</sup> Monday
April 16, 2012	3 <sup>rd</sup> Monday

\* Public Hearing on the contract of the School Business Administrator.

\*\* All meetings are held in the Florham Park Board of Education Administrative Offices, Conference Room, 67 Ridgedale Ave, Florham Park

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #2**

**Agenda Format**

**BE IT RESOLVED**, that the Florham Park Board of Education establishes the following Agenda Format to be observed and the order of business conducted at the Regular Meetings of the Board of Education; and

**BE IT FURTHER RESOLVED**, that the Board President has sole discretion to change the Agenda Format and order of business in the best interest of the Board of Education:

- A. Sunshine Statement
- B. Call to Order
- C. Flag Salute
- D. Roll Call
- E. Superintendent's Report
- F. Public Comment
- G. Committee Reports
- H. Resolutions
- I. Old/New Business
- J. Correspondence/Communication
- K. Executive Session
- L. Adjournment

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #3**

**Appointments**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following appointments for the 2011/2012 School Year:

Business Administrator/Board Secretary (N.J.S.A. 18A:17-2, 17-5)	John Csatlos
Treasurer of School Monies (N.J.S.A. 18A: 17-31)	Raymond Karaty
Public Agency Compliance Officer (N.J.A.C. 17; 27-3.2)	John Csatlos
Purchasing Agent (P.L. 1999 c.440)	John Csatlos
Custodian of Records (N.J.S.A. 47; 1A- et seq.)	John Csatlos
Integrated Pest Management Coordinator (N.J.A.C. 7:30-13.3)	Philip Infantolino
AHERA Coordinator (40 CFR-763)	Philip Infantolino
Right to Know/Designated Persons	Philip Infantolino
Office of Emergency Management Liaison	Philip Infantolino
Indoor Air Quality Coordinator	Philip Infantolino
Chemical Hygiene Officer	Philip Infantolino
504 Compliance Officer (34 CFR 04.7(a))	Sharon Maricle
District Attendance Officers (N.J.S.A. 18A: 38-2)	Mark Majeski, Susan Tietjen, Sharon Maricle and Dr. William Ronzitti
District Affirmative Action Officer (N.J.A.C. 6A:7-1.5)	Susan Tietjen
Building Affirmative Action Officers	Mark Majeski, Susan Tietjen and Sharon Maricle
Health Safety Designee (N.J.A.C. 6A:19-10.2(b))	Mark Majeski
NJSBAIG Safety Committee	John Csatlos, Phil Infantolino, Steve Caponegro and Sharon Maricle
School Medical Inspector (N.J.S.A. 18A: 40-1)	Michael Kelly, MD
Employee Health Benefits Broker	Brown & Brown Metro, LLC
Commercial/Student Accident Insurance Broker	O’Gorman & Young
Tax Shelter Annuity (403b/401a)	
The Equitable Retirements Benefit Group	
The Legend Group (formerly Thomas Seely Agency)	
Motion; MH      Second; JG	5 yes, 0 no

**Resolution #4**

**Designate External Auditor**

**BE IT RESOLVED**, that the Florham Park Board of Education designates Lerch, Vinci & Higgins, Certified Public Accountants, 17-17 Route 208, Fairlawn, New Jersey, as the District’s External School Auditor, in accordance with N.J.S.A. 18A: 23-1, for FY12 ending June 30, 2012 at the fee of \$23,300, inclusive of audit of Application for State School Aid, and CAFR introductory and statistical data if required. Standard billing rates proposed will apply for matters performed on behalf of the Board not covered by the engagement letter at a rate of \$140 - \$170/hr for partners.

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #5**

**Designation of Attorney of Record**

**BE IT RESOLVED**, that the Florham park Board of Education designates Mr. Matthew Giacobbe of the firm of Cleary, Giacobbe, Alfieri and Jacobs, Matawan, New Jersey, as Attorney of Record for the Florham Park Public Schools, in accordance with N.J.S.A. 18A 23-1, for the 2011/2012 School Year, at a rate of \$150.00 per hour for attorneys and counsel and \$90.00for paralegals, for all legal matters effective July 1, 2011 through June 30, 2012.

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #6**

**Designation of Official Newspaper**

**BE IT RESOLVED**, that the Florham Park Board of Education designates the Morristown Daily Record as the official publication, in which all notices and advertisements for the Florham Park Board of Education be published, in accordance with N.J.S.A. 18A:14-19, 22-11, 39-3 and 10:4-8 including the calendar of meeting dates for the 2011/2012 school year.

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #7**

**Designation of Bank Depositories**

**BE IT RESOLVED**, that the Florham Park Board of Education designates Valley National bank as official depositories for the Florham Park Public Schools, in accordance with N.J.S.A. 17:9-9, 18A:17-34, 19-1 for the 2011/2012 school year; and

**BE IT FURTHER RESOLVED**, that the Business Administrator/Board Secretary is authorized to invest the Board's funds consistent with statutes and regulations.

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #8**

**Designation of Bond Council**

**BE IT RESOLVED**, that the Florham Park Board of Education designates Wilentz, Goldman & Spitzer as Bond Council, 90 Woodbridge Center Drive, Woodbridge, N.J., \$150.00 for attorneys and \$70.00 for paralegals in accordance with N.J.S.A. 18A: 23-1, for the 2011/2012 school year.

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #9**

**Designation of Architect of Record**

**BE IT RESOLVED**, that the Florham Park Board of Education designates LAN Associates as Architects of Record, 445 Godwin Avenue, Midland Park, N.J., in accordance with N.J.S.A. 18A: 23-1, for the 2011/2012 school year at a rate of \$225/hr for Principals, \$150/hr for Senior Architects and \$130/hr for registered architects.

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #10**

**Accounts/Designation of Authorized Signatories**

**BE IT RESOLVED**, that the Business Administrator/Board Secretary authorizes the following accounts with the required signatures of the Officers of the Board acting as depositors to be listed; and

**BE IT FURTHER RESOLVED**, that the Business Administrator/Board Secretary is hereby authorized to issue and execute the required forms to maintain said accounts.

**Account**

**Signatories**

Treasurer's Account  
#41454820

Board President  
Business Administrator/Board Secretary  
Treasurer of School Monies

Payroll Account  
#41454994

Treasurer of School Monies  
Business Administrator/Board Secretary

Payroll Agency Account  
#41454936

Treasurer of School Monies  
Business Administrator/Board Secretary

Ridgedale Student Activity Account  
#30467454

Principal/Ridgedale Middle School  
Business Administrator/Board Secretary

Ridgedale Middle School Petty Cash  
#41454901

Principal/Ridgedale Middle School  
Business Administrator/Board Secretary

Briarwood Student Activity Account  
#30467489

Principal/Briarwood School  
Business Administrator/Board Secretary

Briarwood School Petty Cash  
#41454898

Principal/Briarwood School  
Business Administrator/Board Secretary

Brooklake Student Activity Account  
#30467489

Principal Brooklake School  
Business Administrator/Board Secretary

Brooklake School Petty Cash  
#41454871

Principal/Brooklake School  
Business Administrator/Board Secretary

Unemployment Trust Account  
#41454928

Board President  
Business Administrator/Board Secretary  
Treasurer of School Monies

Business Office Petty Cash  
#41454987

Business Administrator/Board Secretary  
Superintendent of Schools

Child Study Team Petty Cash  
#41454979

Director of Special Services  
Business Administrator/Board Secretary

Capital Reserve  
#41454960

Board President  
Business Administrator/Board Secretary

Government Investment  
General #30467535

Business Administrator/Board Secretary  
Superintendent of Schools

Capital Project  
#41454952

Business Administrator/Board Secretary

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #11**

**Petty Cash Funds**

**BE IT RESOLVED**, that the Florham Park Board of Education establishes the following Petty Cash Accounts, rules for replenishment and regulations in accordance with N.J.A.C. 6:20-2.10

<u>Account</u>	<u>Amount Established</u>	<u>Maximum Expenditure</u>
Briarwood Elementary	\$500.00	\$99.00
Brooklake Elementary	\$500.00	\$99.00
Ridgedale Middle School	\$500.00	\$99.00
Office of Special Services	\$500.00	\$99.00
Business Office	\$1,000.00	\$149.00

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #12**

**President's Facsimile Signature**

**BE IT RESOLVED**, that the Florham Park Board of Education authorizes the use of the President's Facsimile Signature on warrants, with the exception of Social Security Payments, for the 2011/2012 school year, as well as approve the following required documents:

- Polices and Procedures Handbook
- Administrative Rules and Regulations
- Mandated and Permitted Pupil Records N.J.A.C. 6:3-6.3
- Special Education By-Laws/Policies
- Student Code of Conduct - K-2, 3-5, 6-8
- Program Evaluation
- Five-Year Curriculum Plan
- Bloodborne Pathogens Plan
- Law Enforcement and Educators Agreement
- Three-Year Asbestos Reinspection Plan (AHERA)
- Three-Year Maintenance Plan (M1 & M2 Forms)
- Chemical Hygiene Plan
- Health and Safety Program Manual
- District Emergency Plans

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #13**

**Establishment of Committees/Delegates/Representatives**

**BE IT RESOLVED**, that the Florham Park Board of Education establishes the following Committees for the 2011/2012 school year:

- |                    |                                    |
|--------------------|------------------------------------|
| POLICY             | BOARD/BOROUGH LIAISON              |
| PERSONNEL          | T.A.B.                             |
| CURRICULUM         | PUBLIC RELATIONS                   |
| FINANCE/FACILITIES | H.P.R.H.S.                         |
| TRANSPORTATION     | MCBA'S DELEGATE                    |
| NEGOTIATIONS/FPAA  | MUJC'S REPRESENTATIVE              |
| NEGOTIATIONS/FPEA  | NJSBA DELEGATE (N.J.S.A. 18A:6-46) |
|                    | ESCMC REPRESENTATIVE               |

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #14**

**Committees/Delegates/Representatives**

**BE IT RESOLVED**, that the Florham Park Board of Education accepts the recommendation of the Board President and approves the following Committee/Delegate/Representative appointments for the 2011/2012 school year:

- Policy –
- Personnel –
- Curriculum –
- Finance/Facilities –
- Transportation –
- Negotiations/FPAA –
- Negotiations/FPEA –
- Board/Borough Liaison –
- T.A.B.-
- Public Relations –
- Hanover Park Articulation –

**BE IT FURTHER RESOLVED**, the following Delegates/Representatives from the Board of Education be named:

- NJ School Boards Association Delegate (N.J.S.A. 18A: 6-46) –Board President
- Morris County School Boards Association Representative –Board President
- ESC of Morris County Representative –Board President
- Morris Union Jointure Commission Representative – Dr. William Ronzitti
- Project Community Pride Liaison – Dr. William Ronzitti or designee
- The Adult School of the Chathams – Dr. William Ronzitti or designee
- The Public Library Committee Liaison – Dr. William Ronzitti or designee

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #15**

**Approve Curriculum Guides**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the 2011/2012 Long Range Curriculum program for the Florham Park Public Schools. (**WEB Doc. R15**)

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #16**

**Approve Authorized List of Textbooks**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the 2011/2012 Authorized List of Textbooks for the Florham Park Public Schools per N.J.A.C. 6:8-3.5 (**attached Doc. R16**).

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #17**

**Approve Related Services Providers**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following Related Services Providers for the 2011/2012 school year:

Essex Regional Educational Services Commission of Essex County (ch.192/193 IDEA, CST)	State of NJ / Commission for the Blind
ESC of Morris County	Morris Union Jointure Commission
Morristown Memorial Hospital	Childrens' Specialized Hospital
Dale Jacobs MD	Brian Fennelly, MD
J. Moreno MD	Thomas Boyle MD
Saint Barnabas Hospital	Joanne Swanson OTR
Walter Molofsky MD	Marilyn Kubecheck MD
Cerebral Palsy of North Jersey	PG Chambers
Pediatric Therapy & Yoga Of Morris, LLC	Jumpstart Therapeutics
WhiteHall Associates	The Wright Choice
Summit Oaks Hospital	University Medical Center at Princeton
Maxim Healthcare Services	Florence Rajah
Emerald Health Care Services	Elizabeth Duffy
	David J. Gallina, M.D., P.A.

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #18**

**Approve Maintenance Contracts**

**BE IT RESOLVED**, that the Florham Park Board approves the following Routine and Required Maintenance Contracts for the 2011/2012 school year:

Bill Pryer Trash Collection PO Box 216 Florham Park, NJ	Butler Engineering & Boiler Treatment 764 Ramsey Avenue Hillside, NJ
Jersey Elevator 75 Manchester Avenue Keyport, NJ	R&J Control (Generator) 59 Harding Avenue Dover, NJ
Alliance's Pest Control 1301 West Park Ave Tinton Falls, NJ	Knox Security Services 5 Laurel Drive Flanders, NJ
Building Control Technologies 1 Frassetto Way Lincoln Park, NJ	TruGreen Chemlawn 9 Middlebury Blvd. Randolph, NJ

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #19**

**Approve List of Substitutes**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following substitutes for the 2011/2012 school year:

**Teacher**

Allocca, Saverio	McDonough, Lisa
Block, Robin	McKinley, Nicole
Bowden, Patricia	McNeil, Brenda
Bruno, Christopher	Moscatelli, Teresa
Castano, Louis	Murphy, Kyle
Cohen, Danielle	Nichols, Gesa
DeGroat, Jordan	Parlavecchio, Chet
DuBoyce, Ed	Pasquarosa, Marlena
Falcone, Nicole	Pereira, Odete
Ferrara, Loretta	Pinherio, Maria
Florio, Loren	Raymond, Alexandra
Forster, Severine	Recchia, Jaclyn
Gambacorta-Florio, Loren	Rizzo, Fawn
Gandy, Bruce	Salus, Nancy
Geary, Michelle	Schron, Nancy
Giorgio, Matthew	Schulz, Michelle
Heyl, Christine	Skrypa, Aldona
Hiley, Patricia	Soden, Jillian
Kleban, Peter	Splendorio, Michael
Kluge, Maria	Staigar, Donna
Krantz, Rebecca	Weinbaum, Rose
Logan, Briana	Winschu, Lori
Mansueto, Karen	Winters, John
McCarthy, Gloria	Zaug, Lynne
	Zdanowicz, Donna

**Nurses**

Marie Cueman  
Suzanne Bierly  
Jessica Cox  
Peter Kleban  
Pauline Bliss

**Custodians**

Richard Turner  
Anthony Hopkins

**Bus Drivers**

Steve Haynes  
Edward Williams

**Staff Assistants**

Deryl O'Brien  
Caryl DeStefano

**Secretary**

Betty Opdyke

Motion; MH      Second; JG

5 yes, 0 no

**Resolution #20**

**Approve District Plans**

**BE IT RESOLVED**, that the Florham Park Board of Education approve the submission of the Local Professional Development Plan and Statement of Assurance of Comprehensive Equity Plan Implementation for the 2011/2012 school year.

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #21**

**Approve Participation**

**BE IT RESOLVED**, that the Florham Park Board of Education approves participation for the school year 2011/2012 with the following organizations:

Adult School of The Chathams/Madison/Florham Park  
Project Community Pride  
Morris County Media Services Center  
Morris Museum

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #22**

**Approve Transportation Services**

**BE IT RESOLVED**, that the Florham Park Board of Education approves contracting with the following Educational Services Commissions for Transportation Services for the school year 2011/2012 with the following:

Essex County Educational Services Commission  
Educational Services Commission of Morris County  
Morris Union Jointure Commission

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #23**

**Approve Board Policies**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the following Board of Education Policies

#1000 Series – Community	#2000 Series – Administration
#3000 Series – Business	#4000 Series – Personnel
#5000 Series – Pupils	#6000 Series – Instruction
#7000 Series – New Construction	#9000 Series Bylaws

Motion; MH      Second; JG      5 yes, 0 no

**BE IT FURTHER RESOLVED**, that the Florham Park Board of Education approves the District's Job Descriptions.

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #24**

**Approve Bid/Quote Thresholds**

**BE IT RESOLVED**, that the Florham Park Board of Education set the following bid/quote thresholds, with Qualified Purchasing Agent for the 2011/2012 school year

Bid Threshold	\$36,000.00
Quote Threshold(15%)	\$ 5,400.00

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #25**

**State Agency Contracts**

**BE IT RESOLVED**, that the Florham Park Board of Education approves the School Business Administrator to procure contracts for goods and services through various State Agencies in accordance with N.J.S.A. 18A:18A-10.

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #26**

**Minimum Chart of Accounts**

**BE IT RESOLVED**, that the Florham Park Board of Education authorizes the School Business Administrator to maintain and report the financial status of the school district using the minimum chart of accounts set forth in N.J.A.C. 6:20-2A (m)1

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #27**

**Payment of Bills**

**BE IT RESOLVED**, that the Florham Park Board of Education approved the payment of bills during the period between Board Meetings

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #28**

**Code of Ethics**

**BE IT RESOLVED**, that the Florham Park Board of Education adopts the New Jersey School Boards Association Code of Ethics

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #29**

**Designation of School Physician**

**BE IT RESOLVED**, that the Florham Park Board of Education approves Dr. Michael Kelly MD as school physician for the 2011/2012 school year in an amount not to exceed \$18,000.00

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #30**

**Executive Session Minutes**

**WHEREAS**, NJSA 10:4-14 of the Open Public Meetings Act requires the disclosure of executive minutes once actions are publicly acted upon; and

**WHEREAS**, the Florham Park Board of Education has reviewed prior years executive minutes.

**THEREFORE BE IT RESOLVED**, that the Florham Park Board of Education approves the nondisclosure of the minutes of the previous executive session meetings.

Motion; MH      Second; JG      5 yes, 0 no

**Resolution #31**

**Establish Substitute Rates of Pay**

**BE IT RESOLVED**, that the Florham Park Board of Education establish the following substitute rates of pay for the 2011-2012 fiscal year.

Custodian	\$15.00/hr
Nurse	\$200.00/day
Teacher	\$80.00 first 10 days; \$90.00 any day thereafter
Staff Assistants	\$50.00 first 10 days; \$60.00 any day thereafter

Motion; MH      Second; JG      5 yes, 0 no

**B.      ADJOURNMENT**

Motion by Dr. John Carollo and seconded by Mr. John Gaffney to adjourn the Reorganization meeting of the Florham Park Board of Education at 7:00 pm.

Motion; JC      Second; JG      5 yes, 0 no

Respectfully submitted,

John Csatos  
Board Secretary / Business Administrator