

## **FLORHAM PARK BOARD OF EDUCATION**

Regular Public Meeting, January 28, 2019

Ridgedale Middle School Auditorium

67-71 Ridgedale Avenue

### MINUTES

(Formal action will be taken on the following)

#### **Executive Session 6:30pm**

#### **Public Session 7:00pm**

Mission Statement The Florham Park Schools are committed to the achievement of individual academic excellence through high quality teaching, learning and community involvement. This 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 Student Learning 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).

#### **2018-2019 Board Goals**

- To fortify and strengthen the unification of the Board team with a focus on governance.
- Monitor the effectiveness of all of our instructional programs, including but not limited to Special Education, based on student achievement data.
- Ensure that all funds are used in an effective and efficient manner to achieve the Board and District goals and meet the long-range facilities and curricular needs.
- Support effective and transparent communication with the community to develop an engaged, connected community, and a growing environment of local organizations and businesses.

#### **2018-2019 District Goals**

- Increase achievement of all students in the district including those who are not meeting grade-level benchmarks. (Supports Strategic Plan Goal 1)
- Continue to provide for the emotional well being and support for our students. (Supports Strategic Plan Goal 1)
- To assist in developing an engaged and connected environment within the community. (Supports Strategic Plan Goal 4)
- To create a learning environment that maximizes student access to 21st Century Tools. (Supports Strategic Plan Goal 3)

**A. CALL TO ORDER**

**B. ROLL CALL**

<b>BOARD MEMBER</b>	<b>PRESENT</b>	<b>ABSENT</b>
Ms. Crimi (Fabienne)	X	
Ms. Cali (Yvonne)	X	
Ms. Rozek(Linda)	X	
Mr. Shanley (Skip)	X	
Ms. Heinold (Kristina)	X	
Ms. Thomas (Alita)		X
Mr. Ritrivi (Nicholas)	X	

**C. 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 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; FC      Second; LR

6 yes, 0 no

**D. RECONVENE PUBLIC SESSION**

Motion by Ms. Cali to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 7:00 p.m. Said motion was seconded by Ms. Heinold.

**E. FLAG SALUTE**

**F. 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.

**G. SUPERINTENDENT'S REPORT** - Dr. Varley highlighted the basis for the following awards and presented each award winner.

- Educator of the Year and Service Provider of the Year
  - RMS - Lisa De Fonte, Gr.8 Teacher/Kate Rinaldi, School Psychologist
  - BKL - David Kaluzavich, Gr.4 Teacher/Cheryl Bernstein, School Counselor
  - BWD - Romina Viola, Kindergarten Teacher

All winners thanked the Board of Education, colleagues, parents and the community.

- Exemplary Elementary Educator - Dr. Varely presented the State of NJ award to Ms. Sherri Glaab, Principal Briarwood School. Ms. Glaab thanked Dr. Varley, the administrative team, the Board of Education, parents, community and especially the teachers.
- Joe Orlando, Chief of Police communicated the status of hiring the SLEO III officers and the parking situation at our schools. The officer pool is nonexistent currently. The parents need to be mindful of regulations and having patience at pick up and drop off.
- Intervention Programs in the Florham Park School District - Ms. O'Connor, Ms. Steffen and Mr. Silksen presented a powerpoint to the public.
- Dr. Varley reported enrollment is currently 990.
- Dr. Varley reported and issued for approval this evening. HIB Report
- Dr. Varley stated the district is in compliance for the month. Drill Report
- Dr. Varley congratulated a 33 year veteran of the district on his retirement in June - Mr. Ken Leach

#### **H. PUBLIC COMMENT-AGENDA ITEMS**

(Petitioners who have requested to speak during the public comment portion of the meeting will be allotted three (3) minutes.) There were no comments from the public at this time.

#### **I. COMMITTEE REPORTS**

Policy- Ms. Cali reported on the meeting of January 23, 2019.

Personnel- Ms Cali reported on the meeting of January 23, 2019.

Finance/Facility- Mr. Ritirivi reported on the meeting of January 23, 2019. Specifically, Mr. Ritirivi highlighted the FY2018 CAFR and the positive state of the district's financials.

Transportation - Ms. Crimi reported on the meeting of January 23, 2019. Specifically highlighting compliance with new legislation and the bid advertisement for the sale of retired vehicles.

H.P.R.H.S Articulation- Ms. Crimi stated she attended the previous meetings.

Teacher Administrator Board- Ms. Cali stated the meeting held on 1/14 was positive. The teachers were seeking support for new special education directives and better balance in the calendar for due dates and teacher parent conferences.

Project Community Pride- Ms. Rozek stated the mid year report was issued and all board members will have it shortly.

Borough Liaison- Mr. Shanley stated the last meeting of the Borough contained changes to the development plan at Park Ave. and Hanover Turnpike.



8th Grade Graduate Lawn Sign	RMS	8th Grade Dance Committee / Jenn Casola/Sharon Treiber	3/4/19 - 4/12/19
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Motion; YC      Second; KH      6 yes, 0 no

**8. Approve** the following job description for the FY19. (On file in Administration Offices)

- A. Classroom Teacher
- B. Content Area Supervisor/Director (Pre K-8) Job Description
- C. Elementary School Guidance Counselor K-8 Job Description
- D. Instructional Team Leader Job Description
- E. Occupational Therapist Job Description
- F. Payroll / Benefits Specialist Job Description
- G. Principal Job Description
- H. Reading Specialist Job Description
- I. RMS Vocal Music
- J. Staff Assistant Job Description
- K. Technology Coordinator
- L. Technology Club Advisor Job Description
- M. Theatrics / Drama Advisor Job Description
- N. Theatrics Coordinator Job Description
- O. Treasurer of School Moneys Job Description
- P. Wrestling Coach Job Description
- Q. Yearbook Advisor Job Description

Motion; YC      Second; KH      6 yes, 0 no

**9. Approve** the abolishment of the position of Auditor:

Motion; YC      Second; KH      6 yes, 0 no

**PERSONNEL**

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

**A. Appointments/Resignations**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
C	Costa, Kathleen	Appointment	BWR	Staff Assistant / SED.999.CLA.06	0.75	Step 1	\$14,010.86	11-000-217-100	2/18/19	6/30/19
B	Desai, Vishakha	Appointment Ext	BKL	Teacher / SED.001.RRM.11 (Replacing JM)	1.00	BA / 1-2	\$50,405.00	11-213-100-101	5/17/19	6/30/19
E	Esteves, Erin	Appointment	RMS	Yearbook Advisor	N/A	\$34/hr	N/A	11-403-100-101	1/8/19	6/30/19
C	Homyak, Wanda	Appointment	BWD	Staff Assistant / SED.999.CLA.35	0.75	Step 1	\$14,010.86	11-000-217-100	2/18/19	6/30/19
E	McCarthy, Liznette	Appointment	BWR	Staff Assistant / SED.999.CLA.31	0.75	Step 1	\$14,010.86	11-216-100-106	2/6/19	6/30/19
E	McParland, Brian	Appointment	RMS	Baseball Coach	N/A	\$34/hr	N/A	11-403-100-101	1/8/19	6/30/19
E	Kaluzavich, David	Appointment	BKL	Gr.4 Team Leader (Interim Replacing ML)	N/A	\$34/hr	N/A	11-403-100-101	3/1/19	6/30/19
B	Kasmin, Martine	Appointment Ext	BKL	Teacher / SED.001.RRM.08 (Replacing CV)	1.00	MA / 1-2	\$57,075.00	11-213-100-101	4/18/19	6/30/19
B	Leach, Kenneth	Retirement	DIST	Senior Custodian / OMP.999.CUS.05	1.00	Step 12	\$67,905.00	11-000-262-100	6/30/19	6/30/19
E	Letchinger, David	Appointment	BKL	Tech. Club Advisor	10	\$34/HR	\$340.00	11-403-100-101	12/18/18	6/30/19
E	Roberts, Kerin	Appointment	RMS	Team Leader Gr. 6	N/A	\$34/hr	N/A	11-403-100-101	1/8/19	6/30/19
B	Ryzhik, Ellina	Appointment	BWD	Psychologist / SED.001.PSY.01 (Replacing LE)	0.70	MA / 5	\$44,275.00	11-000-219-104	1/29/19	6/30/19

**B. Substitutes**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
D	Barofsky, Allison	Appointment	DIST	Substitute Teacher	N/A	N/A	\$95.00/day	11-1XX	1/28/19	N/A
D	Galdi, Lucia	Appointment	DIST	Substitute Teacher	N/A	N/A	\$95.00/day	11-1XX	1/28/19	N/A

**C. Leave of Absence**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Dillon, Melissa	Maternity Leave	BKL	Teacher / SED.001.RRM.03	1.00	MA / 4	\$59,675.00	11-213-100-101	6/3/19	11/4/19
B	Volpe, Christe	Maternity Leave Extension	BKL	Teacher / SED.001.RRM.08	1.00	MA / 20	\$91,290.00	11-213-100-101	12/18/18	9/3/19
C	Liaw, Bernadine	Dock/Unpaid	RMS	Staff Assistant / SED.999.CLA.16	0.75	Step 11	\$17,977.90	11-204-100-106	3/13/19	3/26/19
B	Mele, Jennifer	Dock/Unpaid	BKL	Teacher / SED.001.RRM.02	1.00	BA / 1	\$50,405.00	11-213-100-101	4/23/19	4/23/19
B	Munzer, Jennifer	Maternity Leave Extension	BKL	Teacher / SED.001.RRM.11	1.00	MA / 10	\$67,050.00	11-213-100-101	5/1/19	9/1/19

**D. Salary Adjustment**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Stiles, Jim	Salary Adjustment	DIST	Technology Coordinator / IIP.001.TEK.01	1.00	Per Contract	\$85,804.00	11-000-252-100	7/1/18	6/30/19

**E. Student Teaching**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
F	Wagner, Kaitlynn	Appointment	RMS / BKL	Student Teaching - Observing Teacher Dave Burrows Speech-Language Therapy Observation Hours	25	N/A	N/A	N/A	1/28/19	6/30/19



Motion; NR      Second; FC      6 yes, 0 no

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 December 2018      Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of December 2018      Business Administrator / Board Secretary

Motion; NR      Second; FC      6 yes, 0 no

4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for December 31, 2018 in the amount(s) of \$11,338.53. *(On file in Administration Office)*

Motion; NR      Second; FC      6 yes, 0 no

5. **BE IT RESOLVED**, that the Florham Park Board of Education approves, that as of December 31, 2018 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; NR      Second; FC      6 yes, 0 no

6. **Approve** a donation from the Work Family Connection presented to the Florham Park Board of Education in the amount of \$250.00 used for the purpose of purchasing books for the Briarwood Resource Room Library.

Motion; NR      Second; FC      6 yes, 0 no

7. **Approve** the advertisement for the sale of three(3) district student transportation vehicles and two (2) maintenance/grounds vehicles by public bid opening February 22, 2019.

Motion; NR      Second; FC      6 yes, 0 no

8. **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, 2018, 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 consultation with the accountant of said firm at its meeting of October 22, 2018, 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 October 29, 2018,

**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, 2018.

**And,**

**b) Approves** the Administrative Corrective Action Plan for the recommendations made by the Auditing firm of Lerch, Vinci and Higgins, LLP

**And,**

**c) Approves** 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; NR      Second; FC      6 yes, 0 no

**9. Approve** contracting with Jump Start Therapeutics, LLC for Occupational Therapy Related Services for the period January 28, 2019 through June 30, 2019 at a contracted rate of \$70.00/hr.

Motion; NR      Second; FC      6 yes, 0 no

**10. Approve** the use of Competitive Contracting under 18A:18A-4.1 for the procurement of "Substitute and Paraprofessional Placement Staffing Services" as approved by the State of NJ, Dept. of Community Affairs, Division of Local Government Services.

Motion; NR      Second; FC      6 yes, 0 no

**11. WHEREAS**, the State of New Jersey, Department of Education permits the appropriation of additional State Entitlement Aid, and

**WHEREAS**, the Florham Park School District was notified on 7/13/2018, by the State of New Jersey, Department of Education, of additional 2018- 2019 Entitlement Aid in the amount of \$17,636.00,

**NOW, THEREFORE BE IT RESOLVED**, that the Florham Park Board of Education approves the appropriation of said funding to the 2018-2019 budget, specifically as follows;

Resource Room - Salaries of Teachers      \$17,636.00

Motion; NR      Second; FC      6 yes, 0 no

**12. Approve** contracting with Learning Tree Multicultural/Multilingual Evaluation and Consulting, Inc. for the purpose of completing Speech/Language, Educational and Psychological Evaluations at a cost \$800.00/evaluation as proposed.

Motion; NR      Second; FC

6 yes, 0 no

## **FACILITIES**

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

<b>Organization</b>	<b>Location</b>	<b>Date</b>
8th Grade Car Wash	RMS Front of Building	4/2019
PTA Track	RMS and BKL Outdoors	4/1-5/31/19
Florham Park Lacrosse	RMS Gym	March 2019

Motion; NR      Second; FC

6 yes, 0 no

## **TRANSPORTATION**

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

<b>School</b>	<b>Staff Member</b>	<b>Date</b>	<b>Trip Location</b>	<b>Class/Group</b>
BKL	Bernstein, Cheryl	5/23/19	The New Jersey Law Center	Gr. 5 Peer Leaders
BKL	Bernstein, Cheryl	4/10/19	College of Saint Elizabeth	Gr. 3,4,5
BKL	Perlee, Marissa	3/7/19	Ridgedale Middle School - Shadow Day	Gr. 5
BKL	Perlee, Marissa	3/8/19	Ridgedale Middle School - Shadow Day	Gr. 5
BWR	Newman, Denise	3/21/19	Little Red School House	Kindergarten
RMS	Ford, Karen	2/27/19	Briarwood Elementary School	School-wide

Motion; FC      Second; KH

6 yes, 0 no

**K. OLD BUSINESS/NEW BUSINESS:** Mr. Shanley recognized the Junior Honor Society Program. Specifically the wonderful ceremony earlier in the week. He highlighted the fine work of Ms. Michaela Harris and Mr. Robert Foster.

### **L. CORRESPONDENCE/COMMUNICATIONS:**

**M. PUBLIC COMMENT-OPEN:** Ms. Shanley communicated to the board her gratitude for Ms. Conroy and Ms. Regan who attended a workshop in her district on social emotional education. On a district holiday, in less than ideal weather, they went above and beyond to take advantage of and participate in a great professional opportunity. Ms. Shanley communicated the above and beyond efforts of Dr. Capongero and Mr. Lechtinger who recently attended a Saturday youth basketball game to support their students. Furthermore, Ms. Shanley recognized Mr. Lechtinger who is giving his non class time to support students in need of academic assistance or in any way possible like participate in their PE class.

**N. ADJOURNMENT** - Ms. Rozek motioned to adjourn the January 28, 2019 regular public meeting at 8:17 pm. The motion received a second from Ms. Cali and was carried by unanimous consent.

Respectfully submitted,

Regular Public Meeting  
January 28, 2019

A handwritten signature in blue ink, appearing to read 'J. Csatos', with a stylized flourish at the end.

John Csatos  
Business Administrator/Board Secretary