

**Finance/Facility Committee  
Transportation Committee  
MINUTES  
Board Conference Room  
August 19, 2019 4:00pm**

**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.

Date	Full Name	Notes to Administrator	Admin. Approval Date
7/30/19	CALI, YVONNE	Foundation for Success East Rutherford, NJ Cost \$0.00 Est. Mileage \$19.00	7/30/19
8/12-8/16	CONNOLLY, THOMAS	Summer TC Training Cost \$500.00 + Travel \$100.00	8/15/19
8/12-8/16, 8/29	CROSETTO, KEVIN	Summer TC Training Cost \$600.00 + Travel \$200.00	8/15/19
8/27	FERNANDES, THERESA	Summer TC Training Cost \$100.00 + Travel \$100.00	8/15/19
8/29	FRANKLIN, ROSEANN	Summer TC Training Cost \$100.00 + Travel \$100.00	8/15/19
8/12-8/16	FRISHBERG, RACHEL	Summer TC Training Cost \$500.00 + Travel \$100.00	8/15/19
8/12-8/16	GOLDIN, SAMANTHA	Summer TC Training Cost \$500.00 + Travel \$100.00	8/15/19
8/27 & 8/29	HARRIS, MICHAELA	Summer TC Training Cost \$200.00 + Travel \$100.00	8/15/19
8/6-9/19	HEIMPLE, SAMANTHA	School Safety Specialist Training Hamilton, NJ Mileage + Tolls	8/6/19
8/12-8/16	HEIMPLE, SAMANTHA	Summer TC Training Cost \$500.00 + Travel \$100.00	8/15/19
TBD	O'CONNOR, CHRISTY	Renee Dinnerstein Come Learn with us JCC New York, NY Cost \$115.00 Travel: \$100.00	8/13/19
8/5-8/16	OBERMAN, MICHAEL	Summer TC Training Cost \$1000.00 + Travel \$100.00	8/15/19
8/12-8/16	PETTERSSON, KRISTIN	Summer TC Training Cost \$500.00 + Travel \$100.00	8/15/19
8/29	PETTERSSON, KRISTIN	Summer TC Training Cost \$100.00 + Travel \$100.00	8/15/19
8/27	TIERNEY, KAITLYN	Summer TC Training Cost \$100.00 + Travel \$100.00	8/15/19

Motion;                      Second;                      BP      FC      YC      LR      KH      AT      NR

**2. Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through June 30, 2019 and July 31, 2019 in the amount(s) of \$2,832,653.82 and \$2,145,413.84(On file in Administration Office)

Motion;                      Second;                      BP      FC      YC      LR      KH      AT      NR

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 June 2019 and July 2019 Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of June 2019 and July 2019 Business Administrator / Board Secretary

Motion; Second; BP FC YC LR KH AT NR

4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for June 30, 2019 and July 31, 2019 in the amount(s) of \$374,651.00 and \$41,008.94. *(On file in Administration Office)*

Motion; Second; BP FC YC LR KH AT NR

5. **BE IT RESOLVED**, that the Florham Park Board of Education approves, that as of July 31, 2019 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; BP FC YC LR KH AT NR

6. **Approve** contracting with Carner Bros. Inc., Roseland NJ based on the lowest quote received for the required maintenance project of replacing water valve at Ridgedale Middle School at a cost of \$29,746.48.

Motion; Second; BP FC YC LR KH AT NR

7. **Approve** the designation of the maintenance project Replacing Water Main Valve at Ridgedale Middle School as an Emergency Capital Project based on review by LAN Assoc., District Architect and Morris County Executive Business Administrator review and,

**Furthermore approve** the acceptance of change order #1 from Carner Bros. Inc. for the supply and installation of an Exterior Emergency Shut Off Valve to the Ridgedale Middle School Main Water Supply in the amount of \$24,659.87, and

**Furthermore approve** the designation of FY2019 Non Public Transportation Aid for the funding of this Emergency Capital Project in the amount of \$24,406.35.

Motion; Second; BP FC YC LR KH AT NR

8. **Approve** contracting with Enviro Vision Consultants, Inc., Fair Lawn NJ for Professional Asbestos Monitoring Services as part of the Ridgedale Middle School Main Office Floor Replacement and NJSIG Claim#19PR00081L in an amount not to exceed \$9,477.50.

Motion; Second; BP FC YC LR KH AT NR

9. **Approve** contracting with G/L Group, Bloomingdale NJ, lowest responsive quote for the Removal and Disposal of ACM Flooring at the Ridgedale Middle School Main Office and NJSIG Claim#19PR00081L in the amount of \$ 31,900.00.

Motion; Second; BP FC YC LR KH AT NR

10. **Approve** contracting with Mathusek Incorporated, Oakland NJ under ESC of Morris County Educational Data Services Purchasing Cooperative Time and Materials Bid#8556 for the Supply and Installation of Flooring at the Ridgedale Middle School Main Office and NJSIG Claim#19PR00081L on the amount of \$22,464.00.

Motion; Second; BP FC YC LR KH AT NR

11. **Approve** the following purchases for the 2019/2020 fiscal year under the ESC of Morris County Educational Data Services, Inc. Cooperative Purchasing System:

- Passon Sports \$220.28 Sportime \$63.30 Nasco Education \$318.97
- Staples Business Advantage \$1,385.70
- Cascade School \$607.25 Blick Art \$2,115.00 Sax Arts & Crafts \$1,369.66
- National Art \$196.03 Triarco Arts \$23.67 WB Mason \$59.81
- Cascade School \$16,622.47 The Library Store \$86.73
- School Specialty \$160.02 B&H Photo \$5.24 PC University \$2.90
- Henry Schein \$160.00 School Health \$603.75 Medco Supply \$340.70
- Maintenance Supply Co. \$9.42 Grainger \$4.80
- WB Mason \$3,384.81 Passon Sports \$16.18 Pioneer Mfg. \$42.95
- Kurtz Bros. \$124.20 Nasco Education \$119.71
- Lakeshore \$130.56 United Supply \$54.08 Really Good Stuff \$871.06
- Childcraft \$59.95 Discount School \$5.48 Charles Becker \$39.39
- Cascade School \$986.10 Nasco \$2.39 School Health \$65.02
- Super Duper \$25.90 Abilitations \$181.22 American Eagle \$161.10

Motion; Second; BP FC YC LR KH AT NR

12. **Approve** purchasing various textbook titles under. for the 2019/2020 fiscal year as follows through August 23, 2019;

- Booksource \$83,947.88 Heineman \$86,220.41

Motion; Second; BP FC YC LR KH AT NR

13. **Approve** the use of New Horizon Camp's Gaga Pit for the Brooklake Playground from September through June 30, 2020.

Motion; Second; BP FC YC LR KH AT NR

14. **Approve** contracting with St. Clare's Hospital for Central Evaluation and Referral Services for the 2019/2020 Fiscal Year.

Motion; Second; BP FC YC LR KH AT NR

15. **Approve** contracting with Mt. Lakes Public School District to provide Special Instructional Services for the 2019/2020 school year in the amount of \$6,080.00.

Motion; Second; BP FC YC LR KH AT NR

16. **WHEREAS**, The Board of Education of the Borough of Florham Park in the County of Morris, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) desires to undertake various school facilities projects (collectively, the "Projects"); and

**WHEREAS**, to accomplish the Projects, the Board seeks to authorize the submission of two ballot questions and an explanatory statement at the Annual School District election to be held on Tuesday, November 5, 2019 (the "Election") and To authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Projects.

**NOW THEREFORE, BE IT RESOLVED** by The Board of Education of the Borough of Florham Park in the County of Morris, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposals (the "Proposals") shall be submitted to the legal voters of the School District at the Annual School District election (the "Election") to be held on Tuesday, November 5, 2019.

#### ***EXPLANATORY STATEMENT***

The Board of Education is seeking to undertake comprehensive, district-wide facilities and educational space improvements and renovations. The improvements will be presented to the voters via two proposals. The State has agreed to pay for between 34% and 40% of the cost of the improvements if the proposals are approved. This State aid reduces the taxpayers' share of each of the projects to between 60% and 66% of the total project cost. Such State funding will only be available if the respective proposals pass.

#### **Proposal #1 includes**

***Briarwood Elementary School:*** roof replacement, conversion of computer lab to classroom, and lighting/ceiling replacement.

***Brooklake Elementary School:*** roof replacement, boiler replacement, lighting/ceiling replacement, HVAC upgrades, main office renovation, boiler replacement and renovate media center and computer lab.

***Ridgedale Middle School:*** roof repairs; renovate auditorium, wellness center, wood shop and media center; HVAC upgrades; boiler replacement; generator replacement and lighting/ceiling replacement.

**Proposal #1 improvements would be undertaken at a cost not to exceed \$19,839,493.**

**Proposal #2 includes**

- ***Briarwood Elementary School:*** replace windows and flooring and renovate CST.
- ***Brooklake Elementary School:*** renovate bathrooms, replace flooring.
- ***Ridgedale Middle School:*** renovate bathrooms, upgrade parking lots, drives and sidewalks.

Proposal #2 improvements would be undertaken at a cost not to exceed \$5,014,663.

**VOTERS ARE ENCOURAGED TO VOTE ON BOTH PROPOSALS**

***PROPOSAL #1***

The Board of Education of the Borough of Florham Park in the County of Morris, New Jersey is authorized to (a) upgrade and renovate Briarwood Elementary School, Brooklake Elementary School and Ridgedale Middle School and (b) expend and issue bonds in an amount not to exceed \$19,839,493 for such projects. The State has agreed to provide debt service aid in the amount of 40% of the “final eligible costs” of the school facilities project. All of the costs of the project are “final eligible costs.” The Local Shares may be transferred amongst the projects.

***PROPOSAL #2***

**IF AND ONLY IF PROPOSAL #1 IS APPROVED**, the Board of Education of the Borough of Florham Park in the County of Morris, New Jersey is authorized to (a) upgrade and renovate Briarwood Elementary School, Brooklake Elementary School and Ridgedale Middle School and (b) expend and issue bonds in an amount not to exceed \$5,014,663 for such projects. The State has agreed to provide debt service aid in the amount of 40% of the “final eligible costs” of the school facilities project. All of the costs of the project are “final eligible costs.” The Local Shares may be transferred amongst the projects.

2.The Board hereby approves and adopts the Proposals and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3.The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Executive Morris County Superintendent of Schools, the Morris County Clerk, Morris County Boards of Elections, and to the Clerk of the Borough of Florham Park, and to request

such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/Board Secretary is hereby authorized to amend the Proposals and the Explanatory Statement to conform same to statutory requirements.

4.The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Borough of Florham Park, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposals, and that such Supplemental Debt Statement has been filed in the office of the Clerk of the municipality, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, State of New Jersey Department of Community Affairs prior to the date of the Election.

5.The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposals to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of debt service aid.

6.The Board hereby (i) accepts the determination of Preliminary Eligible Costs as set forth in the letters of the New Jersey Department of Education (the "NJDOE Eligibility Letter"); (ii) elects to receive the State Share in the form of debt service aid; (iii) determines to construct the Projects; (iv) agrees to locally fund any excess costs and (v) delegates the supervision of the Project to the Business Administrator/Board Secretary.

7.This resolution shall take effect immediately.

Motion;                      Second;                      BP      FC      YC      LR      KH      AT      NR

Discussion: All resolutions were reviewed. Conversation focused on the two projects at Ridgedale Middle School. The referendum resolution was approved as written. Mr. Csatos commented that we are still on schedule provided by Bond Counsel.

**Other Finance Items:**

- Funding for Facility Emergency - Mr. Csatos reviewed as part of resolutions above.
- Referendum Meeting(s) - Dr. Caponegro updated the committee on district meetings held with Mr. Csatos, Mr. Infantolino and Mr. Stiles to ready the public campaign through website and literature.

**FACILITIES**

1. Approve the following facility requests:

Organization	Location	Date
Florham Park Rec-Cheerleading	RMS, BKL, & BWD Gymnasiums	July 2019-June 2020
Halos For Angels, Inc. (Various Classes)	BKL Art Room	September 2019-October 2019
Girl Scout Troop (Peterson)	RMS Art Room	September 2019-June 2020
Boy Scouts (Zakrzewski)	BWD Gym	September 2019-June 2020
Girl Scout Troop (Hussey)	BWD Teacher's Lounge	October 2019-June 2020
Girl Scout Troop (Burmeister)	BWD Teacher's Lounge	October 2019-June 2020
FP PTA 8th Grade Dance	RMS Gym	June 2020
FP PTA Talent Show	RMS Auditorium	Jan 2020-March 2020

Motion;                      Second;                      BP      FC      YC      LR      KH      AT      NR

**Discussion:** The resolution was reviewed and approved for 8/26/19 as written.

**Other Facility Items: Mr. Infantolino reviewed:**

- RMS Required Maintenance Project - reviewed as part of resolutions. Project is complete.
- Summer Custodial Program - All students performed satisfactorily.
- Capital Projects Update - the phone project and playground are complete with the exception of fence installation.
- RMS Office - reviewed as part of resolutions.
- BWD IAQ - formal complaint made at Briarwood. IAQ investigation being conducted.

**TRANSPORTATION**

1. Approve the following field trips:

School	Staff Member	Date	Trip Location	Class/Group
BWD	Kindergarten Staff	TBD	Sense-ational Great Swamp Environmental Center New Vernon, NJ	K
BWD	Kindergarten Staff	TBD	Little Red Schoolhouse Florham Park, NJ	K
BWD	Grade 1 Staff	TBD	Genius Gems Millburn, NJ	Gr. 1
BWD	Grade 1 Staff	TBD	Morris Museum-Nature Walk Morris Township, NJ	Gr. 1
BWD	Grade 2 Staff	TBD	Museum of Early Trades Madison, NJ	Gr. 2
BWD	Grade 2 Staff	TBD	Friends of Frelinghuysen Arboretum Morris Township, NJ	Gr. 2
BWD	Grade 3 Staff	TBD	Thomas Edison	Gr. 3
BWD	Grade 3 Staff	TBD	Turtle Back Zoo West Orange, NJ	Gr. 3
BWD	Grade 4 Staff	TBD	Morristown Community Theater-Ellis Island Gateway to a Dream Morristown, NJ	Gr. 4
BWD	Grade 4 Staff	TBD	Little Red Schoolhouse Florham Park, NJ	Gr. 4
BWD	Grade 5 Staff	TBD	Liberty Science Center Jersey City, NJ	Gr. 5
BWD	Grade 6 Staff	TBD	Great Swamp Environmental Center Chatham, NJ	Gr. 6
BWD	Grade 6 Staff	TBD	Beuller Science Center Paramus, NJ	Gr. 6
BWD	Grade 8 Staff	TBD	Washington, DC	Gr. 8
RMS	LaValle	9/24/19	Consortium Cross Country Morristown, NJ	Gr. 6-8
BWD	Grade 7 Staff	October 2019	HIC Trip	Gr. 7
RMS	LaValle	10/8/19	Consortium Chess Tournament Stirling, NJ	Gr. 6-8
RMS	LaValle	10/29/19	Consortium Problem Solving Morris Plains, NJ	Gr. 6-8
RMS	LaValle	11/19/19	Consortium Choral Ensemble Oak Knoll, NJ	Gr. 6-8
RMS	LaValle	12/12/19	Consortium Spelling Bee Morristown, NJ	Gr. 6-8
RMS	LaValle	1/29/20	Consortium General Knowledge Livingston, NJ	Gr. 6-8
RMS	Christ/Silkensen	1/30/20	JA Biz Town Edison, NJ	Gr. 8

RMS	LaValle	2/20/20	Consortium Volleyball Tournament Morris Plains, NJ	Gr. 6-8
RMS	LaValle	2/25/20	Consortium Forensics Morristown, NJ	Gr. 6-8
RMS	LaValle	3/31/20	Consortium Science Experience Randolph, NJ	Gr. 6-8
RMS	LaValle	4/29/19	Consortium World Culture Day Morristown, NJ	Gr. 6-8
RMS	LaValle	5/7/20	Consortium Math Relay Livingston, NJ	Gr. 6-8
BWD	Grade 7 Staff	June 2020	Medieval Times Lyndhurst, NJ	Gr. 7
RMS	Christ/Silkensen	6/9/20	JA Biz Town Edison, NJ	Gr. 8
BWD	Grade 5 Staff	6/12/20	JA Biz Town Edison, NJ	Gr. 5

Motion;                      Second;                      BP      FC      YC      LR      KH      AT      NR

**2. Approve the ESY19/SY20 Joint Transportation and Parental Transportation Contract(s) as follows:**

<u>Route</u>	<u>School</u>	<u>Joiner</u>	<u>Revenue</u>	<u>Cost</u>
FPKOD1	ESC of Morris County-Morristown	H.P.R.H.S.	\$	
FPKMTL	Mt. Lakes Public School District	C.C.		\$2,761.52

Motion;                      Second;                      BP      FC      YC      LR      KH      AT      NR

Discussion: All resolutions were reviewed and approved for inclusion on 8/26/19. Revenue for route being finalized.

**Other Transportation Items :**

- S1173 - Driver Misconduct - New law.
- Compliment/Complaint Log - Parent complaint reviewed and Dr. Caponegro will reply.
  - 2.5 Mile Radius Discussion  
[https://www.nj.gov/education/genfo/faq/faq\\_transportation.shtml](https://www.nj.gov/education/genfo/faq/faq_transportation.shtml)
- Website Link(s) - Updated
- Route Development - being completed. Many factors involved this year including loss of drivers and aides since end of FY19.
- Driver(s) - Advertisement yielded one applicant.