



PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

Pequannock Valley Middle School
493 Newark-Pompton Turnpike
Pompton Plains, New Jersey 07444

AGENDA BOARD MEETING

6:00 pm
Monday, November 5, 2012

MEETING AGENDA

- I. Call to Order
- II. Statement of Compliance – Open Public Meeting Act
Roll Call

FLAG SALUTE

- III. Board President Report – *William Sayre*
- IV. Leadership Reports
 - Superintendent of Schools – *Victor P. Hayek*
 - Assistant Superintendent – *Rosalie Winning, Ed.D.*
 - Interim Business Administrator/Board Secretary – *Michael J. Donow*
- V. Upcoming Committee Meetings
 - Curriculum, Instruction and Special Services - 11/7/12
 - Personnel, Management, and Community Relations - 11/12/12
 - Finance, Facilities, and Athletics - 11/13/12
 - Ad-Hoc Joint Services – 11/14/12

- VI. Open to Public Agenda Action Items Only

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any agenda action items during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President or Acting President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time.

VII. ACTION:

PERSONNEL, MANAGEMENT AND COMMUNITY RELATIONS

- PMC-51-13 Approval of Appointments – 2012-2013 School Year
- PMC-52-13 Approval of Family/Medical Leave of Absence – 2012-2013 School Year
- PMC-53-13 Approval of Personnel for Game Coverage, Winter Sports
- PMC-54-13 Resolution Approval Of Job Descriptions
- PMC-55-13 Approval of District Substitutes - 2012-2013
- PMC-56-13 Approval of Extra-Curricular Stipends – 2012-2013
- PMC-57-13 Approval of After School Activity
- PMC-58-13 Accept Resignation

Motion	Second	Roll Call Vote
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RESOLUTION NO. PMC-51-13

APPROVAL OF APPOINTMENTS – 2012-2013 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the appointments of the following personnel in the Pequannock Township School District:

NAME	ASSIGNMENT	EFFECTIVE DATES	ANNUAL BASE SALARY /STIPEND
Karin Aug replacing Kelly Salas	.68 Building Aide	10/17/12 – 6/30/13	\$11,226.80/pro-rated
Casey Kocian	Administrative Assistant Superintendent Office	11/01/12 – 6/30/13	\$35,000/pro-rated
Gregg Rusciano	Boys & Girls Head Swimming Coach Pequannock High School	11/06/12 – 6/30/13	Interscholastic Sports Pay Guide Step 4 - \$4,449

RESOLUTION NO. PMC-52-13

APPROVAL OF FAMILY/MEDICAL LEAVE OF ABSENCE – 2012-2013 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the superintendent, approves the following family/medical leave of absence:

- Norma Ramos, Custodian, Medical leave of Absence under the Family Medical Leave Act (FMLA) effective September 8, 2012 ending on/ about November 18, 2012 upon release by physician benefits will end November 30, 2012.
- Michelle D’Angelo, Teacher, Pequannock High School, effective on or about December 17, 2012 using 25 sick days during five (5) weeks of disability ending on or about January 30, 2013 followed by (3) three weeks under the New Jersey Family/Medical Leave Act until anticipated return of February 25, 2013.

- Christina Vivino, Teacher, Pequannock Valley Middle School, effective on or about January 2, 2013, using 3 sick days on or about January 6, 2013 and 19 sick days ending on or about February 1, 2013, followed by 12 weeks in accordance with the New Jersey Family/Medical Leave Act until anticipated return of May 1, 2013.

RESOLUTION NO. PMC-53-13

APPROVAL OF PERSONNEL FOR GAME COVERAGE, WINTER SPORTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following personnel to fill various positions at each home game during the winter season as listed below. Staff to be paid as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association, Article 32, paragraph A6t, \$67 per event, for winter sports.

Pequannock Township High School and Pequannock Valley Middle School

Betsy Baran	Allen Kaye
Keith Brady	Catherine Warren
Rhett Eveland	Donna Blossfeld
Melinda Tierney	Lynn Connelly
Michael Wychules	Katherine Bionde
Darren Spezio	Laura Higley
Edward Kopp	Janelle Heise
Kim Buscher	Joshua Danziger
Angela Teta-Kohle	Terri Praschak
Margaret Bionde	Bill McNeir
Jeff DeBell	Ken Hellyer
Luke Sica	
Janet Congleton	
Marlene Grant	
Joel Troast	
Tom Rowland	
John McBurney	
Joshua Danziger	

RESOLUTION NO. PMC-54-13

RESOLUTION APPROVAL OF JOB DESCRIPTIONS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the revised job description for the following:

- Assistant Athletic Coach
- Volunteer Athletic Coach
- Marching Band Extra-Curricular Activity Advisor
- Club Advisor
- Extracurricular Activity Advisor
- Head Athletic Coach

RESOLUTION NO. PMC-55-13

APPROVAL OF DISTRICT SUBSTITUTES - 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves substitutes in the district for the 2012-2013 school year at the approved rate for the category and having met the requisite New Jersey Department of Education and District employment criteria:

- Bethany Giuliani, Substitute Teacher, Classroom and Office Aide, Secretary

RESOLUTION NO. PMC-56-13

APPROVAL OF EXTRA-CURRICULAR STIPENDS – 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following stipends for the 2012-2013 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association and pending the requisite New Jersey Department of Education and District employment criteria

**Extra-Curricular Duty Pay Guide:
Pequannock Valley Middle School**

ADVISOR	ASSIGNMENT	STIPEND
Christine DeStefano	Literary Magazine	\$1,634
Gregg Slaff	Co- Advisor Math Counts	\$561
Rosc Callaghan	Co- Advisor Math Counts	\$561

RESOLUTION NO. PMC-57-13

APPROVAL OF AFTER SCHOOL ACTIVITY

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following After School Activity for the 2012-2013 school year, payment as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association

Hillview Elementary School

Valerie Munro	Bookworm Programs	\$67.00 per event
	9/25/12,10/23/12,12/06/12,2/07/13, 3/27/13,4/18/13	

RESOLUTION NO. PMC-58-13

ACCEPT RESIGNATION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, accept the resignation effective November 5, 2012 of:

- Traci Lynne Cepero, ESL/Basic skills, Stephen J. Gerace

CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

- CIS-29-13 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses – 2012-2013
- CIS-30-13 Approval of Mileage Reimbursement for Staff
- CIS-31-13 Approval of Agreement with Princeton Review for PSAT/SAT Course

Motion	Second	Roll Call Vote
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RESOLUTION NO. CIS-29-13

APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES – 2012-2013

WHEREAS, the attendance at stated functions was previously approved by the Superintendent of Schools, as work related and within the scope of the work responsibilities of the attendees and the school district’s professional developmental plan; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions will be in compliance with state travel payment guidelines established by the Department of Treasury and the federal Office of Management and Budget;

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, that the Pequannock Township Board of Education approves these attendances; and

THEREFORE, BE IT FURTHER RESOLVED that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines. **These are “not-to-exceed” amounts:**

Date(s)	Employee	Conference/Workshop Location	Registration	Travel	Sub Cost	Estimate Total Expense
11/15/12	Jacqueline Griffith	Improving School Climate (HIB), Budd Lake			\$80.00	\$80.00
11/15/12	Kim Buscher	Improving School Climate (HIB), Budd Lake				\$0.00
11/15/12	Paul DePinto	Improving School Climate (HIB), Budd Lake				\$0.00
11/16/12	Charles Postas	NJAJE State Jazz Conference, Newark	\$60.00	\$19.02	\$80.00	\$159.02
11/20/12	Frank Ingargiola	Time to Choose a Principal Evaluation System, Monroe Twp.	\$75.00			\$75.00
11/20/12	Rosalie Winning	Time to Choose a Principal Evaluation System, Monroe Twp.	\$75.00			\$75.00
11/20/12	Victor Hayek	Time to Choose a Principal Evaluation System, Monroe Twp.	\$75.00			\$75.00
10/24/12, 1/10, 4/10/13	Cathy Donato	Tools of The Mind Training, Howell, NJ		\$60.45		\$60.45

RESOLUTION NO. CIS-30-13

APPROVAL OF MILEAGE REIMBURSEMENT FOR STAFF

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves mileage reimbursement for staff traveling between school buildings at the approved OMB rate of \$.31 per mile:

Nicholas Burner
Elizabeth Duch
Melinda Tierney

Jacqueline Massaro
Margaret Colicchio

RESOLUTION NO. CIS-31-13

APPROVAL OF AGREEMENT WITH PRINCETON REVIEW FOR PSAT/SAT COURSE

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the agreement with Princeton Review for a PSAT/SAT Course to be offered at Pequannock Township High School, after hours for up to 40 students at a total cost of \$29,950. Upon successful completion, parents can anticipate reimbursement of \$374.37 per student. *Contract attached.*

FINANCE, FACILITIES, AND ATHLETICS

- FFA-59-13 Monthly Reports from Schools and Programs
- FFA-60-13 Approval of Financial Reports/Monthly Certification for September 2012
- FFA-61-13 Transfer of Funds – 2012-2013
- FFA-62-13 Payment of Bills – November 5, 2012
- FFA-63-13 Approval of Joint Transportation Agreement with the Kinnelon Board of Education
- FFA-64-13 Approval of Parental Transportation Contract – 2012-2013
- FFA-65-13 Approval Of Design Work For Phase III Of The Field Renovation - Irrigation Projects
- FFA-66-13 Amendment to Resolution No. FP-182-12 “Authorization Of Signatures – Scholarship Account”
- FFA-67-13 Acceptance of Grant Award – NCLB
- FFA-68-13 Acceptance of Grant Increase – Chapter 192/193

Motion by:	Second by:	Roll Call Vote:
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RESOLUTION NO. FFA-59-13

MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of September 2012 for the High School Activities Account and the High School Interscholastic Athletic Account, and September 2012 for the Pequannock Valley Activities Fund.

RESOLUTION NO. FFA-60-13

APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR SEPTEMBER 2012

RESOLVED, that the Board of Education approves the attached Board Secretary’s and Treasurer’s Monthly Financial Reports for September 2012.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of September 2012, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1; therefore be it

RESOLVED that pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education does certify that as of September 2012, the Board Secretary Monthly Financial Report, did not reflect an over expenditure in any Major Account or Fund, and based on the Appropriation Balances reflected on this report and on the advice of District Officials, that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

RESOLUTION NO. FFA-61-13

TRANSFER OF FUNDS – 2012-2013

RESOLVED, that the Board of Education approves the transfer of funds within the 2012-2013 budget for the month of October 2012 in accordance with the attached list, which shall be attached to and become a part of the record.

RESOLUTION NO. FFA-62-13

PAYMENT OF BILLS – NOVEMBER 5, 2012

RESOLVED, that the Board of Education approves the payment of claims as submitted by the Interim Business Administrator/Board Secretary for the November 5, 2012 bill list as attached:

Bill List	\$ 880,896.66
Payroll for October 2012	
Gross Payroll	\$2,000,688.96
Board Share of FICA	\$ 28,927.91
State FICA (Reimbursable)	\$ 120,306.31
Total Claims	<u>\$3,030,819.84</u>

RESOLUTION NO. FFA-63-13

APPROVAL OF JOINT TRANSPORTATION AGREEMENT WITH THE KINNELON BOARD OF EDUCATION

RESOLVED, that the Board of Education approves a Joint Transportation Agreement with the Kinnelon Board of Education as follows:

Route #	Destination	Number of Host District Students	Number of Joiner District Students	Effective Dates	Revenue
AC1	Morris County School of Technology Denville, NJ	44	8	9/1/12 – 6/30/13	\$9,920.66

RESOLUTION NO. FFA-64-13

APPROVAL OF PARENTAL TRANSPORTATION CONTRACT – 2012-2013

RESOLVED, that the Board of Education approves the following parental transportation contracts for the 2012-2013 school year, as follows:

Route #	Student #	Destination	Effective Dates	Cost to District
BW12-13	24	Pequanock Township High School	October 3, 2012-June 30, 2013	\$2,962.00

RESOLUTION NO. FFA-65-13

APPROVAL OF DESIGN WORK FOR PHASE III OF THE FIELD RENOVATIONS - IRRIGATION PROJECTS

WHEREAS, the Board of Education wishes to proceed with the final stages of its long range field renovation and irrigation projects; and

WHEREAS, Pequannock Township desires to work in concert with the district to develop a 90 foot Baseball Field on the district’s property for use by the community at large as part of the ongoing inter-governmental shared services efforts; and

WHEREAS, the Township has agreed to fund its share of the project at the Stephen J. Gerace Elementary School through the design development phase;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education authorizes the district’s Architect of Record, Solutions Architecture, to proceed through the design development phase of the proposals for Phase III of the district’s Field Renovation and Irrigation projects in accordance with their proposals as follows:

Stephen J. Gerace Elementary School	
Athletic Fields Renovations and Upgrades	
School district share	\$4,568.00
Township share	\$7,340.00
Pequannock Valley Middle School	
Athletic Fields Renovations and Upgrades	\$9,900.00; and

BE IT FURTHER RESOLVED, that copies of the proposals be maintained on file in the office of the Business Administrator/Board Secretary.

RESOLUTION NO. FFA-66-13

AMENDMENT TO RESOLUTION NO. FP-182-12 “APPROVAL OF AUTHORIZATION OF SIGNATURES – SCHOLARSHIPS

RESOLVED, that the Board of Education approves an amendment to the annual approval of signatures for bank accounts, naming both the Superintendent and Business Administrator/Board Secretary for the Scholarship fund/account.

RESOLUTION NO. FFA-67-13

ACCEPTANCE OF GRANT AWARD – NCLB

RESOLVED, that the Board of Education accepts the federal NCLB grant as approved by the New Jersey Department of Education, effective September 1, 2012 through August 31, 2013, in accordance with the attached budget.

RESOLUTION NO. FFA-68-13

ACCEPTANCE OF GRANT INCREASE -- CHAPTER 192/193

RESOLVED, that the Board of Education approves an amendment to the Chapter 192/193 Non-Public School Services grant from the New Jersey Department of Education for the 2012-13 school year as follows:

Program	Adjusted Budget	Increase	Amended Budget
ESL (192)	\$ 853.00	\$ 2,302.00	\$ 3,155.00
Corrective Speech (193)	\$24,217.00	\$ 2,109.00	\$26,326.00

POLICY

P-05-13 Approval of Revised Policies for First Reading and Adoption
 P-06-13 Approval of New Policies for First Reading

Motion by:	Second by:	Roll Call Vote:
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RESOLUTION NO. P-05-13

APPROVAL OF REVISED POLICIES FOR FIRST READING AND ADOPTION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following revised policies for first reading and adoption, *as per attached*:

BOE Manual Section	No. – Title
Program	2361 – Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources
Program	2622 - Pupil Assessment

RESOLUTION NO. P-06-13

APPROVAL OF NEW POLICIES FOR FIRST READING

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following new policies for first reading, *as per attached*:

BOE Manual Section	No. – Title
Program	2363 – Pupil Use of Privately Owned Technology
Teaching Staff Members	3282 – Staff Acceptable Use of Internet Social Networks and Other Forms of Electronic Communication
Support Staff Members	4282 – Support Staff Acceptable Use of Internet Social Networks and Other Forms of Electronic Communication

OTHER

O-11-13 Accept HIB Incident Reports
O-12-13 Approval of Revised School Calendar – 2012-2013

Motion by:	Second by:	Roll Call Vote:
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RESOLUTION NO. O-11-13

ACCEPT HIB INCIDENT REPORTS

RESOLVED, that the Board of Education accepts the Superintendent’s Report of Harassment, Intimidation and Bullying Incidents (HIB) #'s 006 & 007.

RESOLUTION NO. O-12-13

APPROVAL OF REVISED SCHOOL CALENDAR – 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the revisions to the 2012-2013 School Calendar as follows:

Thursday, November 8, 2012 – Regular School Day (Subject to conditions)
Friday, November 9, 2012 – Regular School Day (Subject to conditions)

New Business

Old Business - Rescheduling of Community Forum

Open to Public

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any topic during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President or Acting President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time.

CONSIDERATION OF EXECUTIVE SESSION

RESOLVED, that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to Legal, Personnel Negotiation and Attorney – Client privilege matters. Said matters will be made public upon their disposition.

Motioned by	Seconded by	Roll Call Vote
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ADJOURNMENT

FUTURE PUBLIC BOARD MEETINGS

- November 19, 2012 NBS
- December 3, 2012 HILLVIEW
- December 17, 2012 PTHS
- January 14, 2013 SJG
- January 28, 2013 PTHS