



PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

**Pequannock Township High School
85 Sunset Road
Pompton Plains, New Jersey 07444**

**AGENDA
BOARD MEETING
7:00 pm
Monday, March 25, 2013**

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, Ed.D.*
 - Interim Business Administrator/Board Secretary – *Michael J. Donow*
- V. Student Representative Report – *Maggie Vineis*
- VI. Committee Reports and Discussion
 - Curriculum, Instruction and Special Services
 - Personnel, Management, and Community Relations
 - Finance, Facilities, and Athletics
 - Ad-Hoc Joint Services Committee
- VII. Budget Presentation: 2013-2014 Budget – *Administration*
Public Hearing on 2013-2014 Budget

RESOLUTION TO CLOSE PUBLIC HEARING

RESOLVED, that the Board of Education approves the close of the public hearing on the 2013-2014 budget.

Motion by:	Second by:	Roll Call Vote:
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- VIII. Open to Public Agenda 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 item 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.

IX. ACTION:

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

- PMC-104-13 Approval of Appointments – 2012-2013 School Year
- PMC-105-13 Approval of Termination
- PMC-106-13 Approval of District Substitutes - 2012-2013
- PMC-107-13 Accept Resignation – Revised
- PMC-108-13 Approval of New Job Descriptions
- PMC-109-13 Approval of Revised Job Descriptions
- PMC-110-13 Accept Resignation
- PMC-111-13 Approval of Suspension

Motion by:	Second by:	Roll Call Vote:
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RESOLUTION NO. PMC-104-13

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
Christopher Scholts	Computer Technician	4/15/13	PTEA Computer Tech Guide, Step 1 - \$45,220
Allison Daunoras	Computer Technician	4/8/13	PTEA. Computer Tech Guide Step 1 - \$45,220

RESOLUTION NO. PMC-105-13

APPROVAL OF TERMINATION

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, terminates the employment of employee #0700, pursuant to the notice provision of just cause effective March 20, 2013.

RESOLUTION NO. PMC-106-13

APPROVAL OF DISTRICT SUBSTITUTES - 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve 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:

Robert Mathisen, State Teaching Certificate (PTHS Physic Teacher)

*denotes new item on the agenda
bold print denotes changes

RESOLUTION NO. PMC-107-13

ACCEPT RESIGNATION – REVISED

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, accepts the resignation of the following employees:

NAME	POSITION	EFFECTIVE
Bobbi Jo Murphy	Random Drug Testing Director	June 30, 2013 (revised)

RESOLUTION NO. PMC-108-13

APPROVAL OF NEW JOB DESCRIPTIONS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the new job descriptions, *per attached*:

Supervisor of Student Services
 Department Supervisor
 School Physician

Dean of Students/Director of Athletics
 Director of Student Services

RESOLUTION NO. PMC-109-13

APPROVAL OF REVISED JOB DESCRIPTIONS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve revised job descriptions, *per attached*:

Office Aide
 Instructional Aide

Lunch Aide

RESOLUTION NO. PMC-110-13

ACCEPT RESIGNATION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, accepts the resignation of the following employee:

NAME	POSITION	EFFECTIVE
Gina Coffaro	Principal, Stephen J. Gerace Elementary School	June 30, 2013

RESOLUTION NO. PMC-111-13

APPROVAL OF SUSPENSION

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, suspends employee #1559 from outside district work for a period of 5 days to be identified by the administration.

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bold print denotes changes

FINANCE, FACILITIES, AND ATHLETICS

- FFA-125-13 Amendment/Adoption of the Proposed 2013-2014 Budget
- FFA-126-13 Approval of Travel Expenditures
- FFA-127-13 Professional Services Contract – Lightpath
- FFA-128-13 Approval of Submission of Capital Projects for Review and Approval

Motion by:	Second by:	Roll Call Vote:
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RESOLUTION NO. FFA-125-13

AMENDMENT/ADOPTION OF PROPOSED 2013-2014 BUDGET

RESOLVED, that the board approve the following amendments to the proposed current expense budget for the 2013-14 school year previously authorized for submission to the Executive County Superintendent for review:

		<u>From</u>	<u>To</u>	<u>Difference</u>
Revenue:				
10-1210-000	Local Tax Levy	\$31,318,449	\$31,150,449	(\$ 168,000)
10-307	Budgeted Fund Balance	\$ 1,254,967	\$ 1,438,122	\$ 183,155
Total Fund 10	Operating Budget	\$35,343,644	\$35,358,799	\$ 15,155
Appropriations:				
11-000-222-100	Salaries – Media Center	\$ 255,717	\$ 297,972	\$ 42,255
Total Fund 11				
12-130-100-730	Equipment: Grades 6-8	\$ 2,000	\$ -0-	(\$ 2,000)
12-140-100-730	Equipment: Grades 9-12	\$ 6,600	\$ -0-	(\$ 6,600)
12-000-219-730	Equipment: Child Study Team	\$ 2,500	\$ -0-	(\$ 2,500)
12-000-262-730	Equipment: Custodial Services	\$ 16,000	\$ -0-	(\$16,000)
Total Fund 12	Capital Outlay	\$ 34,084	\$ 6,984	(\$27,100)
Total General Fund		\$35,343,644	\$35,358,799	\$ 15,155

BE IT FURTHER RESOLVED, upon the conclusion of a public hearing on the proposed 2013-2014 budget and the recommendation of the Superintendent, the Pequannock Township Board of Education, in the County of Morris, New Jersey adopts the 2013-2014 school district budget for submission to the voters as follows:

General Fund	\$35,358,799
Special Revenue Fund	699,760
Debt Service Fund	1,714,275
Total Budget	\$37,772,834; and

BE IT FURTHER RESOLVED, “that there should be raised for the General Fund a tax levy of \$31,150.449 and Debt Service, a tax levy of \$730,986 for the ensuing School Year (2013-2014).”

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RESOLUTION NO. FFA-126-13

APPROVAL OF TRAVEL EXPENDITURES

RESOLVED, that the Board of Education approves the total maximum travel expenditures for the district of \$29,570 from current expense and 32,000 from Title II funds for the 2013-2014 school year; and that the Business Administrator keep an accounting of all expenditures to ensure compliance with the approved amount and that the Board of Education approve the local travel expenses accounts for professional development seminars, conferences and meetings for the 2013-2014 school year.

RESOLUTION NO. FFA-127-13

PROFESSIONAL SERVICES CONTRACT – LIGHTPATH

RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and Interim Business Administrator, and approves a five year service agreement for E-Line connection between buildings and internet voice bundle with Cablevision Lightpath , Inc. in the amount of \$3,800 per month, said agreement being awarded through the public bid process established through the federal Universal Services Program (eRate) and in accordance with N.J.S.A. 18A:18A-5 and N.J.S.A. 18A:18A-42(g).

RESOLUTION NO. FFA-128-13

APPROVAL OF SUBMISSION OF CAPITAL PROJECTS FOR REVIEW AND APPROVAL

RESOLVED that the Board of Education of the Pequannock Township Public School District in the County of Morris, hereby approves the submission of Other Capital Projects for review and approval by the New Jersey Department of Education as follows:

- Pequannock Valley Middle School – STEM lab and classroom
- Stephen J. Gerace School – Addition and renovations; and

BE IT FURTHER RESOLVED that the Board approves these amendments to the District Long Range Facilities Plan; and

BE IT FURTHER RESOLVED that it is recognized that no funding is being released by the state at the current time for these project.

OTHER

- O-28-13 Accept HIB Incident/Non- Incident Reports
- O-29-13 Approval of 2012-2013 District Calendar -- Revised
- O-30-13 Approval of 2013-2014 District Calendar
- O-31-13 Approval of Executive Session

Motion by:	Second by:	Roll Call Vote:
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RESOLUTION NO. O-28-13

ACCEPT HIB INCIDENT/ NON-INCIDENT REPORTS

RESOLVED, that the Board of Education accepts the Superintendent's Report of Harassment, Intimidation and Bullying Incidents (HIB) as distributed.

RESOLUTION NO. O-29-13

APPROVAL OF 2012-2013 DISTRICT CALENDAR - REVISED

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the return of unused emergency days as outlined below:

- Friday May 24, 2013: PTHS PV, and HV will be closed
- Friday May 24, 2013: SJG and NB shall have 1/2 day (to make up for additional emergency day).
- Tuesday, May 28, 2013: All Pequannock Township Schools will be closed.

RESOLUTION NO. O-30-13

APPROVAL OF 2013-2014 DISTRICT CALENDAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the district calendar for the 2013-2014 school year.

RESOLUTION NO. O-31-13

APPROVAL OF EXECUTIVE SESSION

RESOLVED, that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board of Education approves an Executive Session for Thursday, April 11 at 6:00 pm to be held in the Professional Development Room at Pequannock Township High School, 85 Sunset Road, Pompton Plains, NJ to discuss a personnel matter. Said matter will be made public upon its disposition.

*denotes new item on the agenda
bold print denotes changes

X. REVIEW AGENDA ITEMS FOR APRIL 15, 2013 BOARD MEETING:

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

- PMC-xx-13 Approval of NJ Alliance for Social, Emotional, and Character Development (NJASECD) Agreement
- PMC-xx-13 Approval of Personnel for Game Coverage, Spring Sports
- PMC-xx-13 Approval of the Employment Agreement for the School Business Administrator
- PMC-xx-13 Approval of District Substitutes - 2012-2013

CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

- *Revised CIS-55-13 Approval of Preschool Program – 2013-20104
- CIS-xx-13 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses – 2012-2013
- CIS-xx-13 Approval of Out-of-District Placement, Services and Agencies to Provide Services to Students - 2012-2013
- CIS-xx-13 Approval of Field Trips – 2012-2013
- CIS-xx-13 Approval of Curriculum and Payment to Writers
- CIS-xx-13 Approval of Curriculum Writing

FINANCE, FACILITIES, AND ATHLETICS

- FFA-xxx-13 Monthly Reports from Schools and Programs
- FFA-xxx-13 Approval of Financial Reports/Monthly Certification for February 2013
- FFA-xxx-13 Transfer of Funds – 2012-2013
- FFA-xxx-13 Payment of Bills – April 15, 2013
- FFA-xxx-13 Acceptance of Grant Increase – Chapter 192/193
- FFA-xxx-13 Approval of Service Agreement – Chilton Hospital
- FFA-xxx-13 Approval of Award of Bid: Phase III – PV Field
- FFA-xxx-13 Approval of Award of Bid: Phase III – SJG Field
- *FFA-xxx-13 Approval of Tuition Rate for the Voluntary Preschool Program

OTHER

- O-xx-13 Accept HIB Incident Reports

New Business

Old Business

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, Negotiations, and Attorney – Client privilege matters. Said matters will be made public upon their disposition.

Motion by:	Second by:	Roll Call Vote:
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XI. **ADJOURNMENT**

FUTURE PUBLIC BOARD MEETINGS

- April 15, 2013 PTHS
- April 29, 2013 PTHS (Organizational Meeting)
- May 6, 2013 PTHS
- May 20, 2013 PTHS
- June 10, 2013 PTHS
- June 24, 2013 PTHS

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