



PEQUANNOCK TOWNSHIP BOARD OF EDUCATION
Pequannock Township High School
85 Sunset Road
Pompton Plains, New Jersey 07444
AGENDA
BOARD MEETING
7:00 pm
Monday, November 18, 2013

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

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the designated newspaper, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

Roll Call:

_____ Mr. James Farrell	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mrs. Ann Maier	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Tengi
	_____ Mr. Tom Salerno	_____ Mr. William Sayre

FLAG SALUTE

- III. Board President Report – *William Sayre*
- IV. Recognitions: *Hillview Breast Cancer Awareness Basketball Event*
- V. Leadership Reports
 - Superintendent of Schools – *Victor P. Hayek, Ed.D.*
 - Business Administrator/Board Secretary – *Barbara A. Decker*
 - Student Representative – *Matthew Reda*
- VI. Committee Meetings:

	<u>Meeting Date</u>	<u>Next Meeting</u>
Personnel, Management, and Community Relations	11/11/13	12/09/13
Curriculum, Instruction, and Special Services	11/06/13	12/04/13
Finance, Facilities, and Athletics	11/12/13	12/10/13
Policy	11/11/13	12/09/13

VII. 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. 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.

VIII. Vacant Board Seat

RESOLUTION NO. O-08-14

ACCEPTANCE OF RESIGNATION OF BOARD MEMBER

RESOLVED, that the Pequannock Township Board of Education Accepts with regret the resignation of Board Member, Joseph Cropanese, effective date October 16, 2013; and

BE IT FURTHER RESOLVED, that the Board thanks Mr. Cropanese for his dedicated service to the children and community of Pequannock Township.

Motion by:	Second by:	Roll Call Vote:
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_____ Mr. James Farrell	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mrs. Ann Maier	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Teng
	_____ Mr. Tom Salerno	_____ Mr. William Sayre

CANDIDATE PRESENTATIONS

The Board President opens the floor for nominations for Board member.

RESOLUTION NO. O-09-14

APPOINTMENT OF BOARD MEMBER

RESOLVED, that the Pequannock Township Board of Education appoints _____ to serve as a member of the Board of Education in the vacant seat effective November 18, 2013 through the Organization Meeting in April 2014.

Motion by:	Second by:	Roll Call Vote:
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_____ Mr. James Farrell	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mrs. Ann Maier	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Teng
	_____ Mr. Tom Salerno	_____ Mr. William Sayre

*denotes new item on the agenda
bold print denotes changes

IX. Approval of Action Items

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

- PMC-85-14 Approval of Extra-Curricular Stipends – 2013-2014
- PMC-86-14 Approval of Elementary School Lunch Aides for the 2013-2014 School Year
- PMC-87-14 Approval of Volunteer Winter Coaches
- PMC-88-14 Approval of Appointment of Football Videographer
- PMC-89-14 Approval of District Substitutes
- PMC-90-14 Approval of Revised Job Description
- PMC-91-14 Approval of Emergency Responsibilities/Procedures for Coaches
- PMC-92-14 Approval of Personnel Changes in Assignment for the 2013-2014 School Year
- PMC-93-14 Approval of Appointment of Winter Sports Coaches – 2013-2014

Motion by:	Second by:	Roll Call Vote:
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_____	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mr. James Farrell	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Tengi
_____ Mrs. Ann Maier	_____ Mr. Tom Salerno	_____ Mr. William Sayre

RESOLUTION NO. PMC-85-14

APPROVAL OF EXTRA-CURRICULAR STIPENDS – 2013-2014

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following stipends for the 2013-2014 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, as noted with *: **(Salaries represent 2010-2013 collective bargaining agreement, pending completion of the 2013-2016 collective bargaining agreement.)**

**Extra-Curricular Duty Pay Guide, Elementary Schools:
Stephen J. Gerace School**

ADVISOR	ASSIGNMENT	STIPEND
Jennifer Quinn Replacing T. Keane	Creativity Club, Grade 5, Advisor	\$546.50

RESOLUTION NO. PMC-86-14

APPROVAL OF ELEMENTARY SCHOOL LUNCH AIDES FOR THE 2013-2014 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following elementary school lunch aides for the 2013-2014 school year at the rate of \$7.25 per hour, pending full satisfaction of requisite New Jersey Department of Education and District employment criteria:

SJG

Last Name	First Name
Shore	Michele
Sweezy	Danielle
Reitz	Natalie

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bold print denotes changes

Hillview

Last Name	First Name
Howard	Cynthia
Stelmasik	Melissa

RESOLUTION NO. PMC-87-14

APPROVAL OF VOLUNTEER WINTER COACHES

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following personnel as volunteer coaches for the 2013-2014 school year, pending full satisfaction of requisite New Jersey Department of Education and District employment criteria:

NAME	ASSIGNMENT	SCHOOL
Vincent O'Brien	Volunteer Wrestling Coach	PTHS
Matthew Breen	Volunteer Boys' Basketball Coach	PTHS

RESOLUTION NO. PMC-88-14

APPROVAL OF APPOINTMENT OF FOOTBALL VIDEOGRAPHER

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the appointment of Joel Troast as the Football Videographer for the 2013-2014 Fall Sports season at the rate of \$110 per home game.

RESOLUTION NO. PMC-89-14

APPROVAL OF DISTRICT SUBSTITUTES

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following substitutes in the district for the 2013-2014 school, and at the approved rate for each category, having met requisition district and state employment criteria:

- Kathryn Jachimski
- Rhiannon McMahon

RESOLUTION NO. PMC-90-14

APPROVAL OF REVISED JOB DESCRIPTION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the revised job description for the following: *per attachment*

- Head Athletic Coach

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RESOLUTION NO. PMC-91-14

APPROVAL OF EMERGENCY RESPONSIBILITIES/PROCEDURES FOR COACHES

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the Emergency Responsibilities/Procedures for Coaches, *attached*.

RESOLUTION NO. PMC-92-14

APPROVAL OF PERSONNEL CHANGES IN ASSIGNMENT FOR THE 2013-2014 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following personnel changes in assignment for the 2013-2014 school year:

Name	From:	To:	Effective Date
Parrotta, Kathy	Aide, HV 1 FTE	Aide, NB 1 FTE	November 18, 2013

RESOLUTION NO. PMC-93-14

APPROVAL OF APPOINTMENT OF WINTER SPORTS COACHES – 2013-2014

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following personnel as coaches for the 2013-2014 school year, contingent on a full team, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association. **(Salaries represent 2010-2013 collective bargaining agreement, pending completion of the 2013-2016 collective bargaining agreement.)**

Interscholastic Sports Pay Guide, Pequannock Township High School

Winter Season:

NAME	ASSIGNMENT	STIPEND
Brittany Zabransky	Assistant Cheerleading Coach	\$1880

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CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

- CIS-36-14 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
- CIS-37-14 Approval of Out-of-District Placements, Services, and Agencies to Provide Services to Students
- CIS-38-14 Approval of Curriculum

Motion by:	Second by:	Roll Call Vote:
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_____	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mr. James Farrell	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Teng
_____ Mrs. Ann Maier	_____ Mr. Tom Salerno	_____ Mr. William Sayre

RESOLUTION NO. CIS-36-14

APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES

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/ Board Member	Conference/Workshop Location	Registra- tion	Travel	Sub Cost	Estimated Total Expense
12/6/13	R. Winning	NJAFPA, Common Core & PARCC, Eatontown	\$149.00	\$39.93		\$188.93
12/6/13	J. Rentas	NJAFPA, Common Core & PARCC, Eatontown	\$149.00	\$39.93		\$188.93
12/6/13	E. Scillieri	NJAFPA, Common Core & PARCC, Eatontown	\$149.00	\$39.93		\$188.93
12/6/13	E. Barkocy	NJAFPA, Common Core & PARCC, Eatontown	\$149.00			\$149.00
12/6/13	P. Kobliska	NJAFPA, Common Core & PARCC, Eatontown	\$149.00			\$149.00
12/6/13	Y. McBain	NJAFPA, Common Core & PARCC, Eatontown	\$149.00			\$149.00
3/28/14	J. Rentas	Rutgers Annual Conf. / Reading & Writing, New Brunswick	\$180.00	\$31.35		\$211.35

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12/2/13	P. Kobliska	Found. For Educational Admin. PARCC & CCSS, Monroe	\$149.00			\$149.00
1/30, 31/14	V. Hayek	Techspo '14 Atlantic City	\$385.00	\$396.32		\$781.32
1/30, 31/14	R. Winning	Techspo '14 Atlantic City	\$385.00	\$396.32		\$781.32
1/30, 31/14	R. Hayzler	Techspo '14 Atlantic City	\$385.00	\$396.32		\$781.32
1/30, 31/14	T. Loeffler	Techspo '14 Atlantic City	\$385.00	\$297.00		\$682.00

RESOLUTION NO. CIS-37-14

APPROVAL OF OUT-OF-DISTRICT PLACEMENTS, SERVICES, AND AGENCIES TO PROVIDE SERVICES TO STUDENTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following out-of-district placements, services, and agencies to provide services to students for 2013-2014 school year:

STUDENT	PLACEMENT/SERVICES/AGENCIES	FEE
#240	Homebound - 5 hrs/wk	10/28/13-11/25/13
#239	Homebound – 10 hrs/wk	10/17/13-11/15/13
#163	Windsor School, Pompton Lakes Start 11/13/13	\$38,010.07
#24	Change to Resolution #CIS-87-13 Kristen Martin ABA (C. Rosano resigned from ABA)	4.5 hrs to 6 hours
#184	Ilona Oosterwyk – 2x45 min/wk @ \$57.51/hr 11/4/13-12/20/13	\$603.82

RESOLUTION NO. CIS-38-14

APPROVAL OF CURRICULUM

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following curriculum at Pequannock Township High School:

- Visual Merchandising
- Fashion Marketing

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FINANCE, FACILITIES, AND ATHLETICS

- FFA-85-14 Monthly Reports from Schools and Programs – October 2013
- FFA-86-14 Payment of Bills – November 18, 2013
- FFA-87-14 Transfer of Funds – FY 2013-2014
- FFA-88-14 Approval of Financial Reports/Monthly Certification for October 2013
- FFA-89-14 Acceptance of Grant Increase – Chapter 192/193

Motion by:	Second by:	Roll Call Vote:
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_____	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mr. James Farrell	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Teng
_____ Mrs. Ann Maier	_____ Mr. Tom Salerno	_____ Mr. William Sayre

RESOLUTION NO. FFA-85-14

MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS – OCTOBER 2013

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of October 2013 for the High School Activities Account and the High School Interscholastic Athletic Account.

RESOLUTION NO. FFA-86-14

PAYMENT OF BILLS – NOVEMBER 18, 2013

RESOLVED, that the Board of Education approves the Bills List submitted by the Business Administrator/Board Secretary as attached:

Funds 10–40	\$1,174,670.40
Fund 60	\$ 41,602.98

RESOLUTION NO. FFA-87-14

TRANSFER OF FUNDS – FY 2013-2014

RESOLVED, that the Board of Education approves the transfer of funds within the 2013-2014 budget for the month of October 2013 in accordance with the attached list, which shall be attached to and become a part of the record.

RESOLUTION NO. FFA-88-14

APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR OCTOBER 2013

RESOLVED, that the Board of Education approves the attached Board Secretary’s and Treasurer’s Monthly Financial Reports for October 2013.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of October 2013, 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

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RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education does certify that as of October 2013, 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-89-14

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 2013-14 school year as follows:

Program	Original Budget	Increase	Amended Budget
Exam and Classification (193)	\$11,491	\$319	\$11,810

POLICY

P-16-14 Approval of Revised Board Policies for First Reading and Adoption
 P-17-14 Approval to Abolish Board Policy No. 8464 – Missing Children

Motion by:	Second by:	Roll Call Vote:
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_____	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mr. James Farrell	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Teng
_____ Mrs. Ann Maier	_____ Mr. Tom Salerno	_____ Mr. William Sayre

RESOLUTION NO. P-16-14

APPROVAL OF REVISED BOARD POLICIES FOR FIRST READING AND ADOPTION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the revised policies as listed for first reading and adoption:

<i>Manual Section</i>	<i>Policy</i>
Program	#2510 – Adoption of Textbooks
Pupil	#5530.1 – Student Random Alcohol and Drug-Testing Policy
Operations	#8441 – Care of Injured and Ill Persons
Community	#9550 – Educational Research Projects

RESOLUTION NO. P-17-14

APPROVAL TO ABOLISH BOARD POLICY NO. 8464 - MISSING CHILDREN

RESOLVED, that the Board of Education, upon recommendation of the legal policy service, does hereby abolish Board Policy No. 8464 - Missing Children, as guidelines are covered in Policy No. 8462 – Reporting Potentially Missing or Abused Children.

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X. 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. 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.

XI. Old Business

New Business

XII. **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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_____	_____ Mrs. Rosemary Phalon	_____ Mr. David Swezey
_____ Mr. James Farrell	_____ Mrs. Kimberley Quigley	_____ Mr. Matthew Teng
_____ Mrs. Ann Maier	_____ Mr. Tom Salerno	_____ Mr. William Sayre

XIII. Adjournment

Motion by:	Second by:	Roll Call Vote:
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FUTURE PUBLIC BOARD MEETINGS

December 2, 2013	PTHS
December 16, 2013	PTHS
January 13, 2014	PTHS
January 27, 2014	PTHS

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