



TOWNSHIP OF PEQUANNOCK
BOARD OF EDUCATION

MEETING MINUTES
November 5, 2012

CALL TO ORDER

The November 5, 2012 Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the All Purpose Room of Pequannock Valley Middle School, 493 Newark-Pompton Turnpike, Pompton Plains, New Jersey, at 6:00 p.m. by William Sayre, Board President. The following statement of compliance with the Open Public Meetings Act was read:

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

PRESENT: John Buonomo (arrived 6:08) Joseph Cropanese
 James Farrell Kenneth Hardaker
 Robert Lee Kimberley Quigley
 David Swezey Matthew Teng
 William Sayre

ALSO PRESENT: Victor P. Hayek, Superintendent of Schools;
 Dr. Rosalie Winning, Assistant Superintendent;
 Michael J. Donow, Interim Business Administrator/Board Secretary;

Pledge of Allegiance

BOARD PRESIDENT REPORT

Board President – *William Sayre*

- Thanked Superintendent and Administration for extensive communications to the Board and Community to keep everyone informed

LEADERSHIP REPORT

Superintendent of Schools – *Victor P. Hayek*

- Reported that 40% of town without power
- No power at High School and North Boulevard
- High School critical to district wide communications (internet and phones)
- JCP&L not responsive
- Reviewed modified schedule for all schools as soon as we get the go ahead from Public Safety
- Storm exposed weakness of infrastructure operations – being discussed
- NJEA convention cancelled. Association on board to adjust calendar for November 8 and 9

Assistant Superintendent – *Dr. Rosalie Winning*

- Eager to get schools open

Interim Business Administrator/Board Secretary – *Michael J. Donow*

- Reviewed changes to agenda and backup

COMMITTEE REPORTS

Curriculum, Instruction, and Special Services

- To be rescheduled

Personnel, Management, and Community Relations

- Meeting 11/12/12

Finance, Facilities, and Athletics

- Meeting 11/13/12

Ad Hoc Joint Services Council

- Meeting 11/14/12

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 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.

None

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

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

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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.

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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	

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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
Rose Callaghan	Co- Advisor Math Counts	\$561

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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	

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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

Motion by: Cropanese	Second by: Quigley	Roll Call Vote: 9-0
----------------------	--------------------	---------------------

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

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
-------------------------------	--------------	---	--	---------	--	---------

Motion by: Swezey	Second by: Hardaker	Roll Call Vote: 9-0
-------------------	---------------------	---------------------

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

Motion by: Swezey	Second by: Hardaker	Roll Call Vote: 9-0
-------------------	---------------------	---------------------

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.*

Motion by: Swezey	Second by: Hardaker	Roll Call Vote: 9-0
-------------------	---------------------	---------------------

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

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.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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>

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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	Pequannock Township High School	October 3, 2012-June 30, 2013	\$2,962.00

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 8-1
---------------------	----------------	---------------------

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.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

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

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

POLICY

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

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

Motion by: Quigley	Second by: Swezey	Roll Call Vote: 9-0
--------------------	-------------------	---------------------

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

Motion by: Quigley	Second by: Swezey	Roll Call Vote: 9-0
--------------------	-------------------	---------------------

OTHER

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

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.

Motion by: Buonomo	Second by: Cropanese	Roll Call Vote: 9-0
--------------------	----------------------	---------------------

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)

Motion by: Buonomo	Second by: Cropanese	Roll Call Vote: 9-0
--------------------	----------------------	---------------------

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.

- None

New Business

- Summarized/discussed Administration’s proposed modified schedule until power is fully restored, along with alternate options and instructional strategies
- Proposed that before moving with Phase III – move to put a true alternate electric generation system in place in cooperation with the Township

Old Business

- Community Forum to be rescheduled for November 26, 2012 at 7:00 pm

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 a student matter. Said matter will be made public upon their disposition.

The Board recessed into executive session at 7:35 pm.

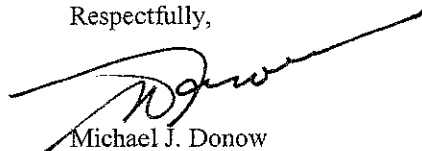
Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

ADJOURNMENT

RESOLVED, that the Board of Education adjourned the Regular Board Meeting of November 5, 2012 at 7:30 pm.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 9-0
---------------------	----------------	---------------------

Respectfully,



Michael J. Donow
Interim Business Administrator/ Board Secretary

FUTURE PUBLIC BOARD MEETINGS

- November 19, 2012 NBS
- November 26, 2012 PTHS: Community Forum at 7:00 pm
- December 3, 2012 HILLVIEW
- December 17, 2012 PTHS
- January 14, 2013 SJG
- January 28, 2013 PTHS