



TOWNSHIP OF PEQUANNOCK
BOARD OF EDUCATION

MEETING MINUTES
December 3, 2012

CALL TO ORDER

The December 3, 2012 Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the All Purpose Room of Hillview Elementary School, 206 Boulevard, Pompton Plains, New Jersey, at 7:00 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: Joseph Cropanese (left 8:50) James Farrell
Kenneth Hardaker Robert Lee
Kimberley Quigley David Swezey (arrived 7:08)
Matthew Teng (arrived 7:15, left 8:32)
William Sayre

ABSENT: John Buonomo

ALSO PRESENT: Victor P. Hayek, Superintendent of Schools;
Dr. Rosalie Winning, Assistant Superintendent;
Michael J. Donow, Interim Business Administrator/Board Secretary;
Anthony Sciarrillo, Esq., Board Attorney
Maggie Vineis, Student Representative

Pledge of Allegiance

PRESENTATION

- Hillview Showcase – *Mr. Vilardo and Hillview Students – Math In Focus*

BOARD PRESIDENT REPORT

Board President – *William Sayre*

- Noted last week's community forum

LEADERSHIP REPORTS

Superintendent of Schools – *Victor P. Hayek*

- SAT review course at PTHS
- State revenues in question as budget is developed
- Thanked Hillview students and staff for the showcase presentation

Assistant Superintendent – *Dr. Rosalie Winning*

- Teacher evaluation update - training

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

- Budget development update
- Reviewed professional services contracts on agenda

Student Representative – *Maggie Vineis*

- Scott Palin is the Suburban Trends Girls' Soccer Coach of the Year
- PTHS Boys' Soccer Team received the Suburban Trends Soccer Team of the Year award
- PTHS Field Hockey received the Suburban Trends Sportsmanship award
- Planning meeting held to discuss going to a trimester at the high school
- New food guidelines received from Pomptonian
- Pep rally held during Spirit Week

COMMITTEE REPORTS

Curriculum, Instruction, and Special Services

- Meeting 12/5/12

Personnel, Management, and Community Relations

- Meeting 12/10/12

Finance, Facilities, and Athletics

- Meeting 12/11/12

Ad Hoc Joint Services Council

- Meeting 12/19/12 with Township

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

APPROVAL OF ACTION ITEMS

Approval of Minutes

Board Meeting	November 5, 2012
Executive Session	November 5, 2012
Board Meeting	November 19, 2012
Executive Session	November 19, 2012
Special Meeting	November 26, 2012

Motion by: Teng	Second by: Cropanese	Roll Call Vote: 11/5/12 Meeting: 8-0; 11/5/12 Executive Session: 8-0; 11/19/12 Meeting: 8-0; 11/19/12 Executive Session: 7-0-1 (Abstain: Sayre); 11/26/12 Special Meeting: 8-0
-----------------	----------------------	---

ACTION

PERSONNEL, MANAGEMENT AND COMMUNITY RELATIONS

PMC-64-13 Approval of Personnel for Game Coverage, Winter Sports
PMC-65-13 Approval of Interscholastic Sports Stipends – 2012-2013

RESOLUTION NO. PMC-64-13

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.

Brian Kneebone	Bill McNeir
Ken Hellyer	Margaret Colicchio
Doreen Continanza	Adriana Riveros

Motion by: Cropanese	Second by: Swezey	Roll Call Vote: 8-0
----------------------	-------------------	---------------------

RESOLUTION NO. PMC-65-13

APPROVAL OF INTERSCHOLASTIC SPORTS STIPENDS – 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the following stipend for the 2012-2013 school year, having met the requisite New Jersey Department of Education and District employment criteria, unless noted.

Pequannock Township High School

Winter Season:

ADVISOR	ASSIGNMENT	STIPEND
Nicholas Burner (Athletic Trainer)	Hydration Testing for Wrestlers- 12/11/12 & 12/12/12 CPR Training – 12/13/12	\$67.00 per session

Motion by: Cropanese	Second by: Swezey	Roll Call Vote: 8-0
----------------------	-------------------	---------------------

CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

- CIS-34-13 Approval of Field Trips – 2012-2013
- CIS-35-13 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses - 2012-2013
- CIS-36-13 Approval of Before and After School Tutoring Program and Facilitators
- CIS-37-13 Approval of Out-of-District Placement, Services and Agencies to Provide Services to Students - 2012-2013
- CIS-38-13 Approval of Placement of Student/Practicum Teachers in District
- CIS-39-13 Approval of Out-of-State Field Trip

RESOLUTION NO. CIS-34-13

APPROVAL OF FIELD TRIPS – 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following student field trips.

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
12/12/12	Hearle Village Senior Center	A.M. Finnen	SJG/Chorus & Kdg./64 5 Chaperones	Holiday Breakfast Performance	None	None
5/29/13	Turtleback Zoo, West Orange	D. Madison K. O'Neil T. Keane	SJG/3/63	Science study of animals	\$12.00 Admission & Trans.	None HSA covers balance of Transportation
5/14/13	Raritan Valley Comm. College, Branchburg	J. Dean D. Van Ness	NB/2/38 8 Chaperones	Study of Solar System	None	None Transportation paid by HSA

Motion by: Swezey	Second by: Lee	Roll Call Vote: 8-0
-------------------	----------------	---------------------

RESOLUTION NO. CIS-35-13

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
1/31 – 2/1/13	Victor Hayek	Techspo '13 Atlantic City, NJ	\$375.00	\$313.25		\$688.25
3/8/13	Donna Dericks	NJSSNA Conference Parsippany	\$229.00		\$0	\$229.00

Motion by: Swezey	Second by: Lee	Roll Call Vote: 8-0
-------------------	----------------	---------------------

RESOLUTION NO. CIS-36-13

APPROVAL OF BEFORE AND AFTER SCHOOL TUTORING PROGRAM AND FACILITATORS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the Before and After School Tutoring Program and facilitators to be held for Middle and Elementary school students requiring remedial instruction using NCLB Title I funds designated for salaries and supplies. Payment will be made to facilitators as per the negotiated Agreement between PTBOE and PTEA, Article 32, Salary Guide Provisions, Special Provisions at the rate of \$50 per one hour sessions, total program not to exceed \$35,962.

Motion by: Swezey	Second by: Lee	Roll Call Vote: 8-0
-------------------	----------------	---------------------

RESOLUTION NO. CIS-37-13

APPROVAL OF OUT-OF-DISTRICT PLACEMENT, SERVICES, AND AGENCIES TO PROVIDE SERVICES TO STUDENTS – 2012-2013

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following out-of-district placement, services, and agencies to provide services to students for the 2012-2013 school year:

STUDENT	PLACEMENT/SERVICES/AGENCIES	FEE
#88	Pompton Speech Plus Social Thinking	\$325.00 = 1 hr/wk. x \$65/hr. x 5 wks. October 16-November 13, 2012
#167	Burlington County Special Services 20 Pioneer Boulevard, Mt. Holly, NJ 08060 609-261-5600	\$43,075.00 (\$239.31/day) Tuition \$35,000.00 (\$194.45/day) Aide \$2,500.00 Out of County Fee TOTAL: \$80,575.00

#24	Change in Resolution #CIS 21-13 ABA Therapy From Joe Columbo to Cheryl Rosano	\$654.25 - 1.5 hrs/wk. x \$14.07/hr. x 31 wks. From \$14.44/hr. to \$14.07/hr. per PTEA Negotiated Agreement, Article 32,6m. Start Date: November 26, 2012
	Change in Resolution #CIS 27-13 ABA Coordination Meetings From Joe Columbo to Cheryl Rosano	\$112.56 - 1 hr/mo. x \$14.07/mo. x 8 mos. From \$14.44/hr. to \$14.07/hr. per PTEA Negotiated Agreement, Article 32,6m. Start Date: November, 2012
	Change in Resolution #CI 09-13 ABA Coordination From Progressive Therapy to Jennifer Perez	\$1,543.88 - 1 hr/wk. x \$59.38/hr. x 26 wks. From: \$115/hr to \$59.38/hr. per PTEA Negotiated Agreement, Article 32,6m. Start Date: January 2, 2013
	ABA Team Meetings	\$356.28 - 1 hr/month. x \$59.38 x 6 mos.

Motion by: Swezey	Second by: Lee	Roll Call Vote: 8-0
-------------------	----------------	---------------------

RESOLUTION NO. CIS-38-13

APPROVAL OF PLACEMENT OF STUDENT/PRACTICUM TEACHERS IN DISTRICT

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the placement of student and practicum teachers in district for Spring 2013 as follows:

Name	Grade/Subject	Placement
Jolyn Veres, College of St. Elizabeth	9-12/English	PTHS
Yahla Akle, William Paterson University	9-12/Math	PTHS
Kyle Plucinsky, Ramapo College	9-12/Math	PTHS
Lisa Zaranski, Felician College	9/Math	PTHS
Chris Mello, University of Scranton	Administrative	Hillview
Robert Albano, Felician College	6-8/Science	Pequannock Valley
Kelly Jones, College of St. Elizabeth	Elem. and Spec. Ed.	S.J. Gerace
Susan Barone, William Paterson University	Elementary	S.J. Gerace

Motion by: Swezey	Second by: Lee	Roll Call Vote: 8-0
-------------------	----------------	---------------------

RESOLUTION NO. CIS-39-13

APPROVAL OF OUT-OF-STATE FIELD TRIP

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following student out-of-state field trip.

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
12/9/12	Rockefeller Center, New York, NY	Kate Socha	PTHS/-/40 15 Chaperones	<i>Tuba Christmas</i> Students will attend/perform at Concert	\$20.00	\$550.00 Transportation

Motion by: Swezey	Second by: Lee	Roll Call Vote: 8-0
-------------------	----------------	---------------------

FINANCE, FACILITIES, AND ATHLETICS

- FFA-71-13 Monthly Reports from Schools and Programs
- FFA-72-13 Approval of Financial Reports/Monthly Certification for October 2012
- FFA-73-13 Transfer of Funds – 2012-2013
- FFA-74-13 Payment of Bills – December 3, 2012
- FFA-75-13 Acceptance of Grant Increase – Chapter 192/193
- FFA-76-13 Approval of Parental Transportation Contract – 2012-2013
- FFA-77-13 Declaration of Obsolescence – Vehicle
- FFA-78-13 Approval of Professional Services Agreement for District’s Tax Shelter Annuity Plans for Compliance
- FFA-79-13 Approval of Professional Services Agreement with Architect – Emergency Generators
- FFA-80-13 Approval to Accept Advertising on District Website

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-71-13

MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS

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

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-72-13

APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR OCTOBER 2012

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

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of October 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 October 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: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-73-13

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 November 2012 in accordance with the attached list, which shall be attached to and become a part of the record.

Motion by: Hardaker	Second by: Tengi	Roll Call Vote: 8-0
---------------------	------------------	---------------------

RESOLUTION NO. FFA-74-13

PAYMENT OF BILLS – DECEMBER 3, 2012

RESOLVED, that the Board of Education approves the payment of claims as submitted by the Interim Business Administrator/Board Secretary for the December 3, 2012 bill list as attached:

Bill List	\$ 772,995.88
Payroll for November 2012	
Gross Payroll	\$1,983,606.50
Board Share of FICA	\$ 28,070.63
State FICA (Reimbursable)	\$ 118,253.03
Total Claims	<u>\$2,902,926.04</u>
Pomptonian	\$ 75,044.35

Motion by: Hardaker	Second by: Tengi	Roll Call Vote: 8-0
---------------------	------------------	---------------------

RESOLUTION NO. FFA-75-13

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 2012-2013 school year as follows:

PROGRAM	ADJUSTED BUDGET	INCREASE	AMENDED BUDGET
Corrective Speech (193)	\$26,326.00	\$625.00	\$26,951.00

Motion by: Hardaker	Second by: Tengi	Roll Call Vote: 8-0
---------------------	------------------	---------------------

RESOLUTION NO. FFA-76-13

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
TR-ESYHS-12	126	Pequannock Township High School	July 2, 2012 – July 27, 2012	\$473.76

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-77-13

DECLARATION OF OBSOLESCENCE – VEHICLE

RESOLVED, that the Board of Education authorizes Michael J. Donow, Interim Business Administrator/Board Secretary, and will declare the following items to be obsolete and disposed of as deemed appropriate. (Attachment)

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-78-13

APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR DISTRICT'S TAX SHELTER ANNUITY PLANS FOR COMPLIANCE

RESOLVED that the Board of Education approves a professional services agreement with Niscovaccia LLC, the district's auditors, to perform an analysis and audit of the district's Tax Shelter Annuity plans [403(b), 457 and Roth Options] and compliance documents, in the amount of \$3,000.00, in accordance with their proposal on file in the Business Office.

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-79-13

APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH ARCHITECT – EMERGENCY GENERATORS

RESOLVED, that the Board of Education approves a professional services agreement and authorize Solutions Architecture, the district's Architect of Record, to complete an evaluation and prepare recommendations for Phase I services for system size and necessary services for emergency generators at Pequannock Township High School and North Boulevard School, in the amount of \$4,800.00 in accordance with their proposal on file in the office of the Business Administrator.

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

RESOLUTION NO. FFA-80-13

APPROVAL TO ACCEPT ADVERTISING ON DISTRICT WEBSITE

RESOLVED, that the Board of Education authorizes the Administration to accept advertisements to be published on the district's website. This resolution shall be effective upon its adoption. The administration shall prepare an analysis of the demand and revenue of this advertising initiative at the end of the 2012-13 school year for review by the Finance, Facilities and Athletics Committee.

Motion by: Hardaker	Second by: Teng	Roll Call Vote: 8-0
---------------------	-----------------	---------------------

POLICY

P-07-13

Approval of Revised Policies for Second Reading and Adoption

RESOLUTION NO. P-07-13

APPROVAL OF REVISED POLICIES FOR SECOND READING AND ADOPTION

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

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

Motion by: Quigley	Second by: Teng	Roll Call Vote: 8-0
--------------------	-----------------	---------------------

OTHER

O-15-13 Accept HIB Incident Reports

O-16-13 New Jersey Quality Single Accountability Continuum (NJQSAC)
Statement of Assurance for the 2012-2013 School Year

RESOLUTION NO. O-15-13

ACCEPT HIB INCIDENT REPORTS

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

Motion by: Lee	Second by: Teng	Roll Call Vote: 8-0
----------------	-----------------	---------------------

RESOLUTION NO. O-16-13

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM (NJQSAC) STATEMENT OF ASSURANCE FOR THE 2012-2013 SCHOOL YEAR

RESOLVED, that the Board of Education upon recommendation of the Superintendent accepts the NJQSAC (New Jersey Quality Single Accountability Continuum) checklist for the 2012-2013 school year and approves the submission of the Statement of Assurance to County Executive Superintendent.

Motion by: Lee	Second by: Teng	Roll Call Vote: 8-0
----------------	-----------------	---------------------

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.

- Rocco Salluce, 153 Jacksonville Road
 - Staffing options for full day kindergarten
 - Necessity of full day kindergarten
 - Teacher evaluations and states of negotiations
- Thomas Mollica, 12 Saddle Drive
 - School Choice
- Patti Denn, 153 West End Avenue
 - Utilization of time in a full day kindergarten program
- Greg MacSweeney, 30 Libby Avenue
 - Not enough time to make a declaration on full day kindergarten
 - School choice
 - Movement of classrooms
- Rich Dygos, 9 Van Riper Avenue
 - Need for lunch aides
 - Use of rooms for resource center
- Kelly Carbisano, 25 Sherman Avenue
 - Doesn't support full day kindergarten
 - Schools will be impacted by reduced volunteering by parents
- Anne Moore, 86 West Parkway
 - Timing of architect proposals for approval
 - Budget issues, approvals, and timelines
- Cesar Chavez, 28 Van Ness Avenue
 - Timelines for the options
- Tom Salerno, 25 Colfax Drive
 - Commitment of board to implement full day kindergarten
 - Offering to all eligible students at one or multiple sites
- Ann Maier, 51 Duncan Avenue
 - Utilization of half day kindergarten rooms for supplemental options for a fee

New Business

- Board meeting date changed from December 17 to December 19 to accommodate community events

Old Business

- Kindergarten reconfiguration
 - Exploring Options 2 and 3 further – proposal from the architect has been supplied for construction of a single K-5 campus in conjunction with the middle school, and 4 classroom with the gym at SJG
 - Options 1 and 4 are also being reviewed – budget constraints continue to play a role
 - Possible community survey being reviewed by board committees
 - Principals and teachers will be attending committee meetings to provide for their input

Board Discussion:

- Possibly moving/housing 5th grade at PV
 - All day kindergarten for some vs. all students
 - Utilization of additional space (leasing)
 - Concern that financial resources have been committed to field renovations at the same time as looking at consolidation of facilities
 - Additional 4 classrooms at SJG allow moving special education and preschool freeing up other space to provide full day kindergarten
 - Look at option of K-1, 2-3, and 4-5 schools to achieve true clustering
 - Rules governing a second ballot question – State DOE reviews and controls
 - Other options reviewed by phasing in a reconfiguration
- Superintendent reviewed school calendar – changes approved

ADJOURNMENT

RESOLVED, that the Board of Education adjourned the Regular Board Meeting of December 3, 2012 at 9:08 pm.

Motion by: Hardaker	Second by: Lee	Roll Call Vote: 6-0
---------------------	----------------	---------------------

Respectfully,



Michael J. Donow
Interim Business Administrator/ Board Secretary

FUTURE PUBLIC BOARD MEETINGS

- December 19, 2012 PTHS (Wednesday)
- January 14, 2013 SJG
- January 28, 2013 PTHS
- February 11, 2013 PVMS
- February 25, 2013 PTHS