



TOWNSHIP OF PEQUANNOCK  
BOARD OF EDUCATION

**MEETING MINUTES**  
**January 28, 2013**

**CALL TO ORDER**

The January 28, 2013 Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the Auditorium of the Pequannock Township High School, 85 Sunset Road, 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:                    James Farrell                    Kenneth Hardaker  
                                 Robert Lee                        Kimberley Quigley  
                                 David Swezey                     Matthew Teng  
                                 William Sayre

ABSENT:                    John Buonomo                    Joseph Cropanese

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

Pledge of Allegiance

**LEADERSHIP REPORTS**

Superintendent of Schools – *Victor P. Hayek*

- School calendar for 2012-2013
- School calendar for 2013-2014 on agenda for discussion
- Honor Roll recognition is online
- Organizing a district wide safety committee

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

- Agenda items
- Budget update

## **COMMITTEE REPORTS**

### Finance, Facilities, and Athletics – *Ken Hardaker*

- Reviewed budget
- Winter percussion discussion and Athletic policy will be reviewed
- Change order for North Boulevard roof
- SJG gymnasium and classrooms
- Phase III – SJG and PV field improvements
- Generators are on hold awaiting FEMA grant availability
- High School tennis courts and possible enclosure
- New advertising policy

## **DISCUSSIONS**

- 2013-2014 School Calendar
  - Possible adjustments to end school earlier in June were reviewed
- NJSBA School Safety Program
  - Attended by Mr. Farrell and Mr. Cropanese
  - Panels included Psychologist, representatives from Attorney General's Office, State Police, School Superintendents, Hospital Security Directors, and High School Principals

## **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.

Rocco Salluce, 153 Jacksonville Road

- Requested caution before spending money on other than necessities

Dante Liberti of Dynasty Advisors, LLC

- Addressed the Board concerning an unauthorized sales letter sent out by one of his associates. He issued an apology and assured the Board and community that the list of names, which was obtained from the directory, issued by the HSA, has been destroyed and will not be used again.

**ACTION ITEMS**

**CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES**

CIS-49-13 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses – 2013-2014

**RESOLUTION NO. CIS-49-13**

**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 |
|---------|---------------|--|--------------|---------|----------|------------------------|
| 1/29/13 | J. Danziger   | IT Best Practices for iPads, Watchung HS, Warren | -0-          | \$24.80 | \$80.00  | \$104.80               |
| 1/29/13 | E. Postman    | IT Best Practices for iPads, Watchung HS, Warren | -0-          |         | \$80.00  | \$80.00                |
| 1/29/13 | A. Torrisi    | IT Best Practices for iPads, Watchung HS, Warren | -0-          |         | \$80.00  | \$80.00                |
| 1/29/13 | V. Bonaccorso | IT Best Practices for iPads, Watchung HS, Warren | -0-          | \$24.80 | \$80.00  | \$104.80               |
| 1/29/13 | C. Crosby     | IT Best Practices for iPads, Watchung HS, Warren | -0-          |         | \$80.00  | \$80.00                |
| 1/29/13 | M. Petrucelli | IT Best Practices for iPads, Watchung HS, Warren | -0-          |         | \$80.00  | \$80.00                |

|                   |                     |                     |
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| Motion by: Swezey | Second by: Hardaker | Roll Call Vote: 7-0 |
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**FINANCE, FACILITIES, AND ATHLETICS**

FFA-96-13                      Approval of Appropriation of Extraordinary Aid for 2012-2013  
FFA-97-13                      Approval of Appropriation of Capital Reserve

**RESOLUTION NO. FFA-96-13**

**APPROVAL OF APPROPRIATION OF EXTRAORDINARY AID FOR 2012-2013**

WHEREAS, the State of New Jersey, Department of Education notified the district of the award of Extraordinary Aid for the 2011-12 school year in the amount of \$434,097; and

WHEREAS, the Board of Education did not include an estimated Extraordinary Aide payment in its 2011-12 school budget; and

WHEREAS, N.J.A.C.6A:23A-2.13(d)6 provides that a district Board of Education may, at any time, and without Commissioner approval, appropriate surplus generated from state revenue, such as Extraordinary Aid, that has been excluded from the excess surplus calculation in the prior year as noted in the audit;

NOW, THEREFORE, BE IT RESOLVED, that the Pequannock Township Board of Education approves appropriating the 2011-12 fiscal year Extraordinary Aid funding to the 2012-13 school budget for the purpose of improvements for instructional purposes, for expanded programs, and for facility improvements in accordance with the updated Facility Audit as follows:

|                                |   |                  |
|--------------------------------|---|------------------|
| 11-190-100-610-20-000          | New Initiative (Instructional) Supplies | \$100,000        |
| 11-190-100-610-21-145          | Instructional Technology Supplies       | \$ 40,000        |
| 12-130-100-731-06-000          | Instructional Equipment Purchase        | \$100,000        |
| 12-000-400-450-98-770          | Construction/Renovation – Building      | \$ 60,000        |
| 11-000-261-420-98-970          | District Wide Maintenance               | <u>\$134,097</u> |
| TOTAL APPROPRIATION ADJUSTMENT |   | \$434,097        |

|                     |                |                     |
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| Motion by: Hardaker | Second by: Lee | Roll Call Vote: 7-0 |
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**RESOLUTION NO. FFA-97-13**

**APPROVAL OF APPROPRIATION OF CAPITAL RESERVE**

RESOLVED, that the Board of Education approves the transfer of funds in the amount of \$197,750 from the Capital Reserve Fund to capital outlay accounts (12-000-400-450-98-720 = \$175,000 and 12-000-400-390-98-000 = \$22,750) for the paving project at Pequannock Township High School, and

BE IT FURTHER RESOLVED, that the Board of Education approves the transfer of funds in the amount of \$718,460 from the Capital Reserve Fund to capital outlay project accounts (12-000-400-450-98-720 = \$668,000 and 12-000-400-390-98-000 = \$50,460) for the Phase III Field Renovation projects at Stephen J. Gerace School and Pequannock Township Middle School, and

BE IT FURTHER RESOLVED, that funds refunded to the district by the Township of Pequannock for their portion of the construction of the ninety (90) foot baseball field, be returned to the Capital Reserve Fund at the conclusion of the fiscal year in which they are received.

|                     |                |                     |
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| Motion by: Hardaker | Second by: Lee | Roll Call Vote: 7-0 |
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**OTHER**

O-22-13

Accept HIB Incident/Non-Incident Reports

**RESOLUTION NO. O-22-13**

**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.

|                    |                 |                     |
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| Motion by: Quigley | Second by: Teng | Roll Call Vote: 7-0 |
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## REVIEW AGENDA ITEMS FOR FEBRUARY 11, 2013 BOARD MEETING

### PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

|           |   |
|-----------|---|
| PMC-82-13 | Accept Resignation For The Purpose Of Retirement                  |
| PMC-83-13 | Accept Resignations For The Purpose Of Retirement                 |
| PMC-84-13 | Approval of Transfers   |
| PMC-85-13 | Accept Resignation  |
| PMC-86-13 | Approval of Spring Stipends – 2012-2013                           |
| PMC-87-13 | Approval of Liaison to Pequannock Township Public Library         |
| PMC-88-13 | Approval of Personnel for Game Coverage, Spring Sports            |
| PMC-89-13 | Approval of Elementary School Lunch Aides – 2012-2013 School Year |
| PMC-90-13 | Approval of Extra-Curricular Stipends – 2012-2013                 |
| PMC-91-13 | Approval of District Substitutes - 2012-2013                      |
| PMC-92-13 | Approval of Volunteer Coach                                       |
| PMC-93-13 | Approval of Job Description                                       |
| PMC-94-13 | Approval of Movement on the Salary Guides – 2012-2013             |

### CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

|           |  |
|-----------|--|
| CIS-50-13 | Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses – 2012-2013      |
| CIS-51-13 | Approval of Out-of-District Placement, Services and Agencies to Provide Services to Students - 2012-2013 |
| CIS-52-13 | Approval of New Curriculum and Payment to Writers  |
| CIS-53-13 | Approval of Student Teacher Placement in District  |
| CIS-54-13 | Approval of School Improvement Panel   |
| CIS-55-13 | Approval of Pre-School Program - 2013-2014   |

### FINANCE, FACILITIES, AND ATHLETICS

|            |  |
|------------|--|
| FFA-98-13  | Monthly Reports from Schools and Programs                                    |
| FFA-99-13  | Approval of Financial Reports/Monthly Certification for December 2012        |
| FFA-100-13 | Transfer of Funds – 2012-2013  |
| FFA-101-13 | Payment of Bills – February 11, 2013   |
| FFA-102-13 | Approval of Polling Places for Annual School Board Election – April 16, 2013 |
| FFA-103-13 | Approval of Change Order – North Boulevard Roof                              |
| FFA-104-13 | Authorization for Submission of Amendment #1 – NCLB 2012-2013                |

### POLICY

|         |  |
|---------|--|
| P-09-13 | Approval of New Policy for Second Reading and Adoption                                     |
| P-10-13 | Acknowledgement of Board Review and Adoption of Policy No. 1523, Comprehensive Equity Plan |

### OTHER

|         |                             |
|---------|-----------------------------|
| O-23-13 | Accept HIB Incident Reports |
|---------|-----------------------------|

**New Business**  
None

**Old Business**  
None

**OPEN TO PUBLIC**

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Tom Salerno, 25 Colfax Drive

- Structure of staff of the Guidance department at the high school

Rocco Salluce, 153 Jacksonville Road

- Requested information about a rumor of stolen equipment being circulated on the internet
- Addressed the staffing list provided by an OPRA request

**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 enter closed session to discuss personnel matters. Said matters will be made public upon their disposition.

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| Motion by: Farrell | Second by: Teng | Roll Call Vote: 7-0 |
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**The Board recessed into executive session at 8:00 pm.**

**Public Session reconvened at 8:32 pm with President Sayre presiding.**

**Roll Call: Present: Farrell, Hardaker, Lee, Quigley, Swezey, Teng, Sayre  
Absent: Buonomo, Cropanese**

**PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS**

PMC-95-13 Approval of Termination  
PMC-96-13 Approval of Appointment Interim Director of Special Services

**RESOLUTION NO. PMC-95-13 - ADDENDUM**

**APPROVAL OF TERMINATION**

RESOLVED, that the board of Education, upon the recommendation of the Superintendent, terminates the employment of employee #3246, pursuant to the notice provision of the employment contract effective January 28, 2013.

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| Motion by: Teng | Second by: Lee | Roll Call Vote: 7-0 |
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**RESOLUTION NO. PMC-96-13- ADDENDUM**

**APPROVAL OF APPOINTMENT INTERIM DIRECTOR OF SPECIAL SERVICES**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the appointment of Patricia Farina, Interim Director of Special Services, effective January 29, 2013 at the rate of \$500.00 per day through June 30, 2013 or until a permanent replacement is hired.

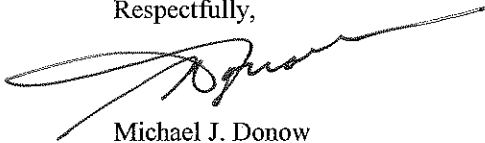
|                  |                |                     |
|------------------|----------------|---------------------|
| Motion by: Tengi | Second by: Lee | Roll Call Vote: 7-0 |
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**ADJOURNMENT**

RESOLVED, that the Board of Education adjourned the Board Meeting of January 28, 2013 at pm.

|                    |                     |                     |
|--------------------|---------------------|---------------------|
| Motion by: Buonomo | Second by: Hardaker | Roll Call Vote: 7-0 |
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Respectfully,



Michael J. Donow  
Interim Business Administrator/ Board Secretary

**FUTURE PUBLIC BOARD MEETINGS**

- February 11,2013 PVM
- February 25, 2013 PTHS
- March 11, 2013 Cedar Crest, Pompton Plains
- March 25, 2013 PTHS