



TOWNSHIP OF PEQUANNOCK  
BOARD OF EDUCATION

**MEETING MINUTES**  
**March 25, 2013**

**CALL TO ORDER**

The March 25, 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 7:08 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                    William Sayre

ABSENT:                    John Buonomo                    Joseph Cropanese  
                                 Matthew Teng

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

Pledge of Allegiance

**LEADERSHIP REPORTS**

Board President – *William Sayre*

- Reported on a meeting with Senator O'Toole concerning reduction of state aid
- Congratulated the Superintendent upon completion of his doctorate

Student Representative – *Maggie Vineis*

- High School Musical was a success
- Wrestling Team and Coach Smith: Suburban Trends Team and Coach of the Year
- Band competition: Band 1<sup>st</sup> place and Color Guard 2<sup>nd</sup> place
- FBLA – multiple awards in the National Competition

## **COMMITTEE REPORTS**

Curriculum, Instruction, and Special Services – *David Swezey*

- Status of implementation of mandates with CCCS
- Reviewed positive SAT review course input

Personnel, Management, and Community Relations – *Kim Quigley*

- Discussed agenda
- Reviewed budget
- Discussed staffing
- Impact of adjusting delayed opening
- NJSECD
- School Calendar 2013-2014

Finance, Facilities, and Athletics – *Kenneth Hardaker*

- Budget
- Random drug testing and school physicians services
- Communications move to Lightpath
- Preschool tuition
- Phase III bid openings
- Architect's status report use of facilities issues
- Update on IT outsourcing of management

## **BUDGET PRESENTATION**

Dr. Hayek and Mr. Donow presented the 2013-2014 Budget.

During Board discussion, Rich Hayzler, PVMS Principal, addressed the ongoing transition program at PV for rising 6<sup>th</sup> graders and for 8<sup>th</sup> graders moving to the high school.

## **PUBLIC HEARING**

The President opened the Public Hearing on the proposed 2013- 2014 budget as advertised.

Helene Zablocki, PTEA

- State Aid calculations
- Staffing and replacements
- Other reasons that world language enrollment is declining

Karen Kamp

- Supports keeping Latin
- Opposes elimination of strings program

Tom Salerno

- Low enrollment for strings is result of block scheduling

**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: Hardaker	Second by: Lee	Roll Call Vote: 6-0
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**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.

**None**

**ACTION ITEMS**

**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

**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:

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATES</b>	<b>ANNUAL BASE SALARY /STIPEND</b>
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

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 6-0
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**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.

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 5-1, No - Farrell
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**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)

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 6-0
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**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)

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 6-0
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**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

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 6-0
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**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

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 5-0-1, Abstain - Swezey
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**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

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 6-0
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**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.

Motion by: Quigley	Second by: Hardaker	Roll Call Vote: 6-0
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**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

**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).”

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

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

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

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

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|---------|---|
| 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                     |

**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.

Motion by: Lee	Second by: Farrell	Roll Call Vote: 6-0
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**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.

Motion by: Lee	Second by: Farrell	Roll Call Vote: 6-0
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**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.

Motion by: Lee	Second by: Farrell	Roll Call Vote: 6-0
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**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.

Motion by: Lee	Second by: Farrell	Roll Call Vote: 6-0
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**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

Mr. Lee encouraged the administration to consider including a crash program in future years

## Old Business

None

## OPEN TO PUBLIC

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Helene Zablocki, PTEA

- Clarification on staffing

Joe Phalon, 76 Third Street

- Cited the great performances of students in the high school musical this weekend

Mary Anne Abazia, 90 Hopper Avenue

- Aide job descriptions

Bernard Malone, 140 West End Avenue

- Opposed to construction of road from North Boulevard to West End Avenue; stated there is a deed restriction as to the use of the area

Patrick Jurewicz, 21 Elm Road

- Qualifications of the instructors of the proposed SAT prep courses

Ann Marie Finnen, 166 Boulevard

- Noted the wonderful performances in the musical this weekend
- Respects decision of Administration and Board over staffing and budgetary issues, but regrets the loss of Latin and Strings

Karen Kamp, 40 Banta Avenue

- Objected to the loss of music positions and Latin

Roman Blahut, 164 West End Avenue

- Opposed construction of a road at the rear of North Boulevard
- Presented a petition in opposition

Ann Maier, 51 Duncan Avenue

- Status of plans for emergency generators

Patti Denn, 153 West End Avenue

- Opposed to the elimination of Latin
- Addressed alternatives to a construction of a road behind North Boulevard

Tom Salerno, 25 Colfax Drive

- Objected to the SAT prep course being mandatory
- Objected to the district only offering 2 world languages in the curriculum

Glen Forrest, 16 Rockledge Terrace

- Noted that elimination of Orchestra and Latin is enrollment driver and not budgetary

- Questioned the wisdom of the State's establishing peer school groups that put our 3 elementary schools in different groups
- Status of tennis court improvements
- Requested information about the job descriptions combining Dean of Students with Athletic Director

Pat Dean, PTHS World Language Teacher

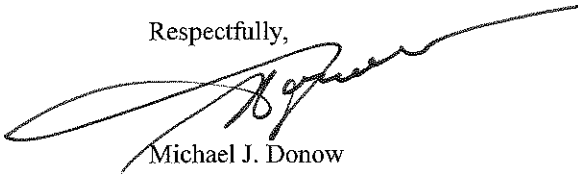
- Loss of Latin is immeasurable
- Stressed importance of World Languages

**ADJOURNMENT**

RESOLVED, that the Board of Education adjourned the Board Meeting of March 25, 2013 at 8:56 pm.

Motion by: Hardaker	Second by: Farrell	Roll Call Vote: 6-0
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Respectfully,



Michael J. Donow  
Interim Business Administrator/ Board Secretary

**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