



TOWNSHIP OF PEQUANNOCK
BOARD OF EDUCATION

MEETING MINUTES
MARCH 28, 2016

CALL TO ORDER

The March 28, 2016 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 pm by Kimberley Quigley, 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:	Sam Ciresi	James Farrell	Ann Maier
	Douglas Muzzio	Robert Singer	Vincent Siracusa
	Richard Thumann	Kimberley Quigley	

ABSENT: Tom Salerno

ALSO PRESENT: Brett Charleston, Superintendent of Schools
Rosalie Winning, Ed.D., Assistant Superintendent
Kateryna W. Bechtel, CPA, Business Administrator/Board Secretary

FLAG SALUTE

Board President Report - *Kimberley Quigley*

- Thanked colleagues for extra March Committee meetings.

Student Recognition of FBLA New Jersey State Leadership Conference – *Dr. Alicia Scelso*

Superintendent Report – *Brett Charleston*

- Announced that the public hearing on the budget will be on April 25.
- Reported that school calendar adjustments for the unused snow day will be finalized on April 25.
- Outlined the details of the PARCC field test for the end of March.
- Stated that Kindergarten Registration continues for children who will be 5 years old by October 1st, 2016.

Business Administrator/Board Secretary – *Kateryna W. Bechtel, CPA*

- Reported that the County Office has completed its fiscal review of the 2016-2017 budget with no comments.

2015-2016 Upcoming Committee Meetings

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|--|----------------|
| • Curriculum, Instruction, and Special Services | April 18, 2016 |
| • Policy | April 18, 2016 |
| • Personnel, Management, and Community Relations | April 18, 2016 |
| • Finance, Facilities, and Athletics | April 20, 2016 |

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. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name and sign in before you begin.

None

APPROVAL OF MINUTES

March 14, 2016

Motion by: Ciresi	Second by: Thumann	Roll Call Vote: 8-0
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APPROVAL OF ACTION ITEMS

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Committee Report of 3/21/16 - Dr. Richard Thumann, Chair

The Committee discussed the following topics: review of personnel items, physics certification, personnel files, Consultative Committee meeting, PARCC schedule, BOE Retreat, tuition students, Music Task Force.

- PMC-320-16 Acceptance of Reports
- PMC-321-16 Approval of Transfer of Staff
- PMC-322-16 Approval of Termination
- PMC-323-16 Approval of Half Personal Day without Pay
- PMC-324-16 Approval to Extend Sick Leave of Absence 2015-2016 School Year
- PMC-325-16 Approval of Medical Leave of Absence 2015-2016 School Year
- PMC-326-16 Approval to Extend Sick Leave of Absence 2015-2016 School Year
- PMC-327-16 Approval of Medical Leave of Absence 2015-2016 School Year
- PMC-328-16 Approval to Amend Family/Medical Leave of Absence 2015-2016 School Year (PMC-144-16)
- PMC-329-16 Approval to Amend Family/Medical Leave of Absence 2015-2016 School Year (PMC-106-16)
- PMC-330-16 Approval to Amend Family/Medical Leave of Absence 2015-2016 School Year (PMC-250-16)
- PMC-331-16 Approval to Amend Appointment
- PMC-332-16 Approval of Personnel for Game Coverage for Spring Sports for the 2015-2016 School Year
- PMC-333-16 Approval of Volunteer Spring Coach
- PMC-334-16 Approval of District Substitutes for the 2015-2016 School Year
- PMC-335-16 Approval of Revised Job Description for Director of Student Services

RESOLUTION NO. PMC-320-16

ACCEPTANCE OF REPORTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, accepts the following reports:

- HIB Incident/Non-Incident Reports

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-321-16

APPROVAL OF TRANSFER OF STAFF

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the transfer of the following personnel in the Pequannock Township School District:

NAME	FROM	TO	EFFECTIVE DATE
Jeffrey DeBell	Physical Education Teacher NB	Physical Education Teacher PTHS	9/1/2016
Luke Sica	Physical Education Teacher PVMS	Physical Education Teacher PTHS	9/1/2016

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-322-16

APPROVAL OF TERMINATION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the termination of James Sparrow, Maintenance worker for the Pequannock Township School District, effective March 29, 2016, due to abandonment of position.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-323-16

APPROVAL OF HALF PERSONAL DAY WITHOUT PAY

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a half personal day without pay for Theresa Horgan, Teacher at North Boulevard School, on Friday, March 18, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-324-16

APPROVAL TO EXTEND SICK LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to the leave of absence for Jana Cohen, Social Studies Teacher at Pequannock Township High School, using her accrued sick days from March 29, 2016 through April 11, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-325-16

APPROVAL OF MEDICAL LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a medical leave of absence, pending receipt of documentation for Jana Cohen, Social Studies Teacher at Pequannock Township High School, without pay but with health benefits, beginning April 12, 2016 through April 25, 2016, with return to work date of April 26, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-326-16

APPROVAL TO EXTEND SICK LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to the leave of absence for Cheryl Sinopoli, Grade 2 Teacher at Stephen J. Gerace School, using her accrued sick days from April 4, 2016 through April 11, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-327-16

APPROVAL OF MEDICAL LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a medical leave of absence for Cheryl Sinopoli, Grade 2 Teacher at Stephen J. Gerace School, without pay but with health benefits, beginning April 12, 2016 through May 25, 2016, with return to work date of May 26, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-328-16

APPROVAL TO AMEND FAMILY/MEDICAL LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR (PMC-144-16)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to the leave of absence for Dr. Elissa Scillieri, K-8 Math Supervisor, for the Pequannock Township School District, beginning on or about January 29, 2016 using 40 accumulated sick days through April 1, 2016, immediately followed by 11 weeks and one day under FMLA/NJFLA, without pay but with health benefits, from April 4, 2016 through June 20, 2016 returning to work on June 21, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-329-16

APPROVAL TO AMEND FAMILY/MEDICAL LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR (PMC-106-16)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to the leave of absence for Roberta Spezio, Special Education Teacher at Pequannock Valley School, pending receipt of documentation, beginning on or about November 16, 2015, using 44 accumulated sick days through January 29, 2016, followed by 12 weeks under FMLA/NJFLA, without pay but with health benefits, returning to work on May 2, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-330-16

APPROVAL TO AMEND FAMILY/MEDICAL LEAVE OF ABSENCE 2015-2016 SCHOOL YEAR (PMC-250-16)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to the leave of absence for Gemma Rodriguez, English Teacher at Pequannock Township High School, beginning on December 7, 2015 using 17 accumulated sick days through January 7, 2016, followed by FMLA, without pay but with health benefits, from January 8, 2016 through March 9, 2016, then followed by FMLA/NJFLA, without pay but with health benefits, from March 10, 2016 through April 8, 2016, then followed by NJFLA, without pay but with health benefits, through June 9, 2016, returning to work on June 10, 2016.

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-331-16

APPROVAL TO AMEND APPOINTMENT

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to appointment end date:

RESOLUTION NO.	NAME	ASSIGNMENT	SALARY	EFFECTIVE
PMC-233-16	Kahri Mlinarcik <i>Long term leave replacement for Cheryl Sinopoli</i>	LTS, Grade 2 SJG	BA Step 2, \$53,455 prorated, benefit eligible as of 4/13/16	1/7/2016-5/26/2016
PMC-272-16	Erin Slack	LTS, Social Studies PTHS	BA Step 1, \$53,255 prorated, not benefit eligible	2/9/2016-4/26/2016
PMC-272-16	Kathleen Granko <i>Long term leave replacement for Gemma Rodriguez</i>	LTS, English PTHS	MA Step 1, \$59,255 prorated, benefit eligible as of 5/13/16	2/9/2016-6/10/2016
PMC-289-16	Nicole Donohue	LTS, Social Studies PTHS	\$90 per diem	2/22/2016-4/1/2016

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-332-16

APPROVAL OF PERSONNEL FOR GAME COVERAGE FOR SPRING SPORTS 2015-2016 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following personnel to fill various positions at each home game, including site managers, crowd control, security, announcing and clock operators as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association (Article 32, Paragraph A6-u.), at a rate of \$67 per event, for Spring Sports.

Donna Blossfeld	Mary Shumeyko
Janelle Heise	Darren Spezio
Brian Kneebone	Cathy Warren
Rita Phillips	

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-333-16

APPROVAL OF VOLUNTEER SPRING COACH

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following personnel as a volunteer coach for the 2015-2016 school year, pending full satisfaction of requisite New Jersey Department of Education and District employment criteria:

NAME	ASSIGNMENT	SCHOOL
Keith Brady	Golf Coach	PTHS

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-334-16

APPROVAL OF DISTRICT SUBSTITUTES FOR THE 2015-2016 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following district substitutes for the 2015-2016 school year at the approved rate for each category and having met all requisite district and New Jersey Department of Education employment criteria.

NAME	CATEGORY
Matthew Testa	Teacher, Aide, Secretary

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. PMC-335-16

APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR OF STUDENT SERVICES

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following revised job description for the Director of Student Services commencing with the 2016-2017 school year (attached).

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0
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CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

Committee Report of 3/21/16 - James Farrell, Chair

The Committee discussed the following topics: field trip inequity cost among elementary schools, PARCC schedule, curriculum writing, application for Option II credit (Financial Literacy and Pre-Calculus).

- CIS-91-16 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
- CIS-92-16 Approval of Student Field Trips
- CIS-93-16 Approval to Provide Services to Students
- CIS-94-16 Approval of Student Teacher for Placement in District
- CIS-95-16 Approval of New Curriculum Writing

RESOLUTION NO. CIS-91-16

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
4/1/16	D. Donch	NJDOE SGO Guidance & Support, Trenton	\$-0-	\$-0-	\$85.00	\$85.00
4/7/16	J. Huey	Mini-College Fair Planning, Lenape Valley Regional High School	\$-0-	\$20.34	n/a	\$20.34

Motion by: Farrell	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. CIS-92-16**APPROVAL OF STUDENT FIELD TRIPS**

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	STUDENT COST OF TRIP	COST TO DISTRICT
4/20/16	Newark Museum	M. Raczko K. Zerden	HV/2/42	Earth Science	\$14.00	\$170.00 Substitutes
4/5/16	Newark Museum	L. Scangarello J. Dean P. Pace	NB/2/63	Earth Science	\$14.00	\$255.00 Substitutes
4/13/16	Newark Museum	K. Schiffel K. Mlinarcik	SJG/2/42	Earth Science	\$23.00	\$170.00 Substitutes
5/25/16	Ellis Island	A. Shaw J. Budd D. Patel	HV/3/56	Immigration & American Culture	\$26.00	\$320.00 Substitutes
5/19/16	Ellis Island	T. Englishman S. McKenna D. VanNess	NB/3/56	Immigration & American Culture	\$26.00	\$320.00 Substitutes
5/23/16	Ellis Island	E. Dowd C. Rodiero	SJG/3/45	Immigration & American Culture	\$30.00	\$170.00 Substitutes
5/13/16	Sterling Hill Mining Museum Ogdensburg	K. Tartaglia J. Belardo + Aide	HV/4/46	Earth Science	\$11.00	\$235.00 Substitutes
6/17/16	Sterling Hill Mining Museum Ogdensburg	D. Vuolo M. Serrani	NB/4/43	Earth Science	\$11.00	\$170.00 Substitutes
6/17/16	Sterling Hill Mining Museum Ogdensburg	J. Fairweather A. Trattou	SJG/4/48	Earth Science	\$20.00	\$170.00 Substitutes
6/2/16	Liberty Science Center Jersey City	P. Bellas M. Ruggiero S. Diver + Aide	HV/5/61	STEM Science	\$17.25	\$320.00 Substitutes

6/2/16	Liberty Science Center Jersey City	C. Valero B. Biagiotti	NB/5/43	STEM Science	\$17.25	\$170.00 Substitutes
6/2/16	Liberty Science Center Jersey City	S. Martinez L. Warner +2 Aides	SJG/5/45	STEM Science	\$30.00	\$300.00 Substitutes
4/4/16	S.J.Gerace	T. Praschak	PV/7-8/20	Peer Leaders Grade 5 Orientation	\$-0-	Transportation
4/5/16	Hillview	T. Praschak	PV/7-8/20	Peer Leaders Grade 5 Orientation	\$-0-	Transportation
4/7/16	No. Boulevard	T. Praschak	PV/7-8/20	Peer Leaders Grade 5 Orientation	\$-0-	Transportation
4/16/16	Cedar Crest	A.Streifer B. Mayoria	PTHS/-/15	Music Performance	\$-0	Transportation

Motion by: Farrell	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. CIS-93-16

APPROVAL TO PROVIDE SERVICES TO STUDENTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves providing the following services to students for 2015-2016 school year:

STUDENT	SERVICES/AGENCIES	FEE
#296	Innovations OnLine: 2 hours/week 3/8/16 - 6/22/16	\$50.00/hr
#353	Innovations OnLine: 1 hour on 2/24/16	\$50.00/hr
#352	Change to Resolution CIS-83-16 2/16/16 - 4/15/16 (due to medical)	\$55.00/hr
#256	Innovations OnLine: 8 hours/week 3/18/16 - 4/11/16	\$50.00/hr

Motion by: Farrell	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. CIS-94-16

APPROVAL OF STUDENT TEACHER FOR PLACEMENT IN DISTRICT

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following student teacher placement:

STUDENT TEACHER	PLACEMENT
James Shaver, Jr., Elementary K-3	Hillview School

Motion by: Farrell	Second by: Muzzio	Roll Call Vote: 8-0
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RESOLUTION NO. CIS-95-16

APPROVAL OF NEW CURRICULUM WRITING

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the writing of the following new curriculum aligned to the Core Content State Standards and payment as listed to the writers, as per PTEA Agreement Article 32, A.6.n, \$178 per diem:

Title	Days Allotted (Total Payment)
PTHS Marketing II	New Full Year - 6 Days (\$1068)

Motion by: Farrell	Second by: Muzzio	Roll Call Vote: 8-0
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FINANCE, FACILITIES, AND ATHLETICS

Committee Report of 3/23/16 - Vincent Siracusa, Chair

The Committee discussed the following topics: review of quotes for facilities improvements, outside bathrooms, water testing, air-conditioning for all schools, purchase of van for SNAPP program, tuition paying students, labor attorney.

- FFA-181-16 Payment of Bills – March 15, 2016 to March 28, 2016
- FFA-182-16 Transfer of Funds February 2016
- FFA-183-16 Approval to Accept Donation to the Pequannock Township School District
- FFA-184-16 Approval of Tuition Students for 2016-2017

Board Comments

Mr. Cirese expressed his appreciation for swift responses to his questions. Mr. Siracusa thanked the donor who contributed to the Courtney Rankin Scholarship Fund. Mrs. Quigley provided a reminder that in June, many students receive awards from local and civic organizations.

RESOLUTION NO. FFA-181-16

PAYMENT OF BILLS – MARCH 15, 2016 TO MARCH 28, 2016

RESOLVED, that the Board of Education approves the Bills List, from March 15, 2016 to March 28, 2016, submitted by the Business Administrator/Board Secretary, as attached:

FUND	AMOUNT
General Funds 10, 20, 40	\$2,131,262.94
Capital Projects Fund 30	
Food Service Fund 6x	\$34,709.79

Motion by: Siracusa	Second by: Thumann	Roll Call Vote: 8-0
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RESOLUTION NO. FFA-182-16

TRANSFER OF FUNDS FEBRUARY 2016

RESOLVED, that the Board of Education approves the transfer of funds within the 2015-2016 budget from February 1, 2016 through February 29, 2016, in accordance with the attached list, which shall become a part of the record.

Motion by: Siracusa	Second by: Thumann	Roll Call Vote: 8-0
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RESOLUTION NO. FFA-183-16

APPROVAL TO ACCEPT DONATION TO THE PEQUANNOCK TOWNSHIP SCHOOL DISTRICT

RESOLVED, that the Board of Education, in accordance with Policy 7230 and upon recommendation of the Superintendent accepts the following donation to the Pequannock Township School District.

DONATION	TO	DONATED BY
\$50.00	Courtney Rankin Scholarship Fund	Honor M. Connell

Motion by: Siracusa	Second by: Thumann	Roll Call Vote: 8-0
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RESOLUTION NO. FFA-184-16

APPROVAL OF TUITION STUDENTS FOR 2016-2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, authorizes the Business Administrator/Board Secretary, on behalf of the Pequannock Township School District, to enter into parent paid contracts to receive tuition revenue for the 2016-2017 school year as follows:

STUDENT #	PROGRAM	ANNUAL TUITION RATE
ARF	HV	\$8,000.00
GLM	PTHS	\$8,000.00

Motion by: Siracusa	Second by: Thumann	Roll Call Vote: 8-0
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POLICY

Committee Report of 3/21/16 – reported by James Farrell

The Committee discussed the following topics: Policy 8320 Personnel Records, Policy 2624 Grading Policy, Staff Ethics, Fundraising.

P-19-16 Approval of Revised Board Policies and Regulations for Second Reading and Adoption

RESOLUTION NO. P-19-16

APPROVAL OF REVISED BOARD POLICIES AND REGULATIONS FOR SECOND READING AND ADOPTION

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

MANUAL SECTION	POLICY/REGULATION
Bylaws	0177 - Professional Services
Student (Pupil)	5830 - Pupil Fundraising
Student (Pupil)	5830R - Pupil Fundraising

Motion by: Farrell	Second by: Muzzio	Roll Call Vote: 8-0
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OPEN TO PUBLIC

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None

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

RESOLVED, that the Board of Education adjourned the meeting of March 28, 2016 at 7:30 pm.

Motion by: Ciresi	Second by: Siracusa	Roll Call Vote: 8-0
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Respectfully,



Kateryna W. Bechtel, CPA
Business Administrator/Board Secretary

FUTURE PUBLIC BOARD MEETINGS

April 11, 2016

PTHS Auditorium at 7:00 pm

April 25, 2016 (Public Hearing)

PTHS Auditorium at 7:00 pm