

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
Regular Monthly Meeting, 6:30 p.m.
February 10, 2014
Board of Education Conference Room
20 School Avenue
MINUTES

The meeting commenced at 6:33 p.m.

The mission of the East Hanover School District is to prepare our young people to be positive, contributing members of society. Our diversified curriculum incorporates the expectation that all students achieve or exceed the Common Core State Standards (CCSS) and the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels. The educational environment fosters self-esteem, independent thinking, and respect for individual differences. We provide our students with the skills and experiences necessary to assist them in achieving their fullest potential as unique individuals and to meet the challenges of life.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-887-2112 (x100).

CALL TO ORDER OPEN PUBLIC MEETING STATEMENT

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the East Hanover Township Board of Education has caused notice of this meeting to be forwarded to the Hanover Eagle and Daily Record as official newspapers of the East Hanover Township Board of Education and posted in the Board Office, 20 School Avenue, and forwarded to the Township Clerk.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mrs. Mitchell, Mrs. Pfund-Olsen, Mr. Troise, Mr. Sullivan

Absent: Mr. Barisciano, Mr. Brunini, Mr. Hadley

Also Present: Mr. Mooney, Interim Superintendent of Schools
Mrs. Muscara, Business Administrator/Board Secretary
Staff-4, Citizens-2

PUBLIC COMMENTS- None

PRESENTATIONS

East Hanover Middle School Student Council Representative- Casey Reinknecht

Casey is a member of the EHMS High Honor Roll for the first and second marking periods, she is a perennial Excellent Eagle due to her outstanding academic performance, and a member of the EHMS chapter of the National Junior Arts Honor Society. Casey is the stage crew manager for this year's play, Annie, and enjoys dancing in her spare time.

Report presented prior to start of meeting as follows:

The third marking period started and second marking period grades have been finalized. The 8th grade students will visit the Students 2 Science Center. The boys wrestling team was congratulated for their undefeated season and winning the Morris County championship. The winners of the Knights of Columbus Spelling Bee were congratulated, Emily Lai; third place, Brendon Gu; second place and Ronan Minkowitz; first place. Brendon Gu was also congratulated for placing first in the Math Counts competition and finally, EHMS and the School-Based Planning Team will be hosting a fundraiser in March for the purchase of Google Chrome carts.

SUPERINTENDENT'S REPORT

- Report Card Presentation – Melissa Falcone and Kerry Quinn presented the following report:

Due to the need of updated report cards, a committee of staff members was established to create a report card that satisfied the needs of the district. During this two year process, the committee members assessed report cards of other communities, researched ways to make the report cards more efficient, provide more information for the parents and teachers and align them with ELA and Math Common Core Standards. The new report card helps to analyze students to determine their needs related to Standards. The re-alignment included adding social skills and work habits and provides a comment section for the teachers. The consultant who assisted in the customization of the new report cards was very helpful.

Mr. Mooney thanked the Board for supporting the administrators in the creation of the new report card and thanked the administrators and staff for all their hard work.

- HIB Monthly Report Review- the report was unchanged from the prior month.
- East Hanover Middle School Wrestling Team- The wrestling team was recognized for winning the County championship. The last time this championship was won was in 1988-1989.
- Technology Initiative- The district received permission from the County office to use capital reserve funds. There is a need to look at the local network to make connections in fiber. The district is still in the process of locating vendors who could do the whole project as a general contractor.
- Transportation Issues- Current bus issues are being worked out.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Mooney and Mrs. Muscara presented the following report on the 2014-2015 preliminary budget:

Mr. Mooney stated that the budget is an “okay” budget, not generous and not challenged. There will be options to consider if the State’s funding decision changes. There have been discussions of the State fully funding the pension program by reducing State Aid. Some of the options would be to use bank cap and surplus. Because the district has a history of maintaining a reasonable budget, the district now has the flexibility to use surplus.

Mrs. Muscara discussed expenditure and revenues. Although expenditures will increase due to usual salary increases, insurance needs, and minor personnel needs, the health contributions have assisted in keeping health insurance costs level in addition to the new prescription carrier. There will be additional expenditure for the tuition for two Choice students, PARCC testing needs, which includes the cost of leasing 50 desktop computers and purchasing 90 Chromebooks. The revenue side was discussed with the anticipation of a tax levy increase just below the 2% tax levy cap and level State Aid. The district is planning on using Maintenance and Capital Reserve to fund projects in addition to Extraordinary Aid.

Mr. Mooney continued by discussing various projects which includes an interior door project at Central and Frank J Smith Schools and paving the track at the Middle School which will be funded by Capital Reserve. Other projects are sidewalk repairs for Central and the Middle School, bathroom floor replacements and refurbishments and the replacement of faucets at all schools, which will be funded by Maintenance Reserve. Outside of the budget, capital reserve funds will be used for the wide area network project and other air conditioning and playground projects will be funded by the Enterprise fund.

Mrs. Muscara discussed the tax impact by stating the assessed tax valuation has increased which assists in a slightly lower school tax rate even though the tax levy is expected to increase. Mr. Sullivan mentioned if State Aid is reduced there is the possibility to use both bank cap and surplus which is a result of the district’s history of being very fiscally responsible.

The revised budget calendar was reviewed with the possible approval of the budget submission to the county office at the March meeting and the public hearing on April 24.

COMMITTEE REPORTS

Personnel- None

Education/Technology- None

Finance- Mr. Sullivan stated the committee met last week regarding the preliminary budget which was discussed at tonight's meeting.

Policy/Public Relations- None

Buildings and Grounds/Transportation- None

CONSENT RESOLUTIONS

All matters are considered to be routine in nature and will be enacted by one motion. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining items on the Consent Agenda. A motion or a second is not required to remove an item(s) from the Consent Agenda. All resolutions acted upon at this meeting are available to be viewed this evening and copies can be obtained by contacting the School Board Secretary's Office.

Minutes – Item 1

Personnel – Items 1 through 4

Education – Items 1 through 4

Finance – Items 1 through 5

Buildings & Grounds – Item 1

All resolutions- 1st motion- Mrs. Mitchell, 2nd motion- Mrs. Pfund-Olsen, all yes.

MINUTES

1. Approve the minutes of the January 28, 2014, Regular Public Meeting. (Doc. M-1)

PERSONNEL

1. Accept with regret, the resignation of Marian Caponegro, Basic Skills teacher, Central Elementary School, for retirement purposes, effective June 30, 2014, as per attached. (Doc. P-1)
2. Approve to extend the appointment of Donna Kerouac in the position of Gifted and Talented Leave replacement Teacher at East Hanover Middle School, at a salary of \$289.50 per diem, Step 1 of the MA 2013-2014 Teacher's Salary Guide (\$57,850), effective February 11, 2014, through March 10, 2014.
3. Ratify/approve increasing the hours of Toni DePaolis, part-time Instructional Aide from 17.5 hours per week to 27.5 hours per week and a salary increase of \$3,439.14, beginning February 3, 2014.
4. Approve the appointment of the following individuals to the 2013-2014 district substitute list:
Lindsay Waldron Teacher; Instructional Aide

EDUCATION

1. Approve the Superintendent's HIB/Discipline Report for January 28, 2014, through February 10, 2014.
2. Approve the following field trips:
Preschool – Imagine That, March 12, 2014 Morning & Afternoon Class Trips
Grade 2 – Planetarium at County College of Morris, April 28 and April 29, 2014
Grade 6 – American Museum of Natural History, April 19, 2014
3. Approve the placement of Gabrielle Adamo, student from Hanover Park Regional High School District as a participant in the 2013-2014 Tomorrow's Teachers program assigned to work with Shawn Stewart.

4. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of January 2014:

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>
Frank J. Smith School	1/15 & 31/2014	1/27/2014
Central Elementary School	1/13 & 27/2014	1/9/2014
East Hanover Middle School	1/13 & 15/2014	1/30/2014

FINANCE

1. Approve the attached travel and related expenses. (Doc. F-1)
2. Approve the following bills list dated January 31, 2014, to February 10, 2014, for the 2013-2014 school year in the amount of \$444,211.84. (Doc. F-2)

General Fund	\$412,939.09
Special Revenue Fund	\$ 28,770.94
Enterprise Fund	\$ 2,501.81

Approve the payroll disbursement for January 30, 2014, in the total amount of \$546,185.38.

3. Approve check #2035 from the Unemployment Compensation Fund in the amount of \$7,440.97 for quarter ending 12/31/13.
4. Approve the revised Standard Operating Procedures (SOP) as required by N.J.A.C. 6A:23A-6.6, as attached. (Doc. F-3)
5. Approve the following Resolution:

WHEREAS, unexpended bond proceeds from the Frank J. Smith School Renovation and Addition Project, SP#202591, as pursuant to N.J.A.C. 6A:26-4.6, must be used to make debt service principal payments, and

WHEREAS, the East Hanover Township Board of Education has a final available balance of bond proceeds in the current year in the amount of \$105,570.61,

THEREFORE BE IT RESOLVED, that the East Hanover Township Board of Education approves the transfer of the unexpended balance in the amount of \$105,570.61 to be transferred into Debt Service, Fund 40, as "Another Revenue Source" to fund the principal payments in the 2014-2015 school year.

BUILDINGS & GROUNDS

1. Approve/Ratify the applications for building use for the organizations listed on the attached. (Doc. B&G-1)

OLD BUSINESS- None

NEW BUSINESS

A brief discussion took place regarding snow days and the current calendar. At this point, the district does not owe any additional days due to the 184 school days built into the calendar.

Mr. Mooney asked the Board to review the draft school calendar for 2014-2015 for approval at the March 10th board meeting.

PUBLIC COMMENTS- None

Mrs. Mitchell moved and Mr. Troise seconded the motion to go into closed session.

EXECUTIVE SESSION

WHEREAS, C.231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session:

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE EAST HANOVER TOWNSHIP SCHOOL DISTRICT:

1. That it may determine that may be necessary to meet in Executive Session on February 10, 2014, at 7:40 p.m. to discuss matters involving personnel, litigation and negotiations.
2. That the matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

Formal action may be taken upon return from Executive Session.

President Sullivan reconvened the meeting at 8:12 p.m.

ADJOURNMENT

Mrs. Mitchell moved and Mr. Troise seconded the motion to adjourn the meeting at 8:12 p.m.

Voice vote all yes.

Respectfully submitted,

Deborah Muscara

Business Administrator/Board Secretary

DM/cg