

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
Reorganization Meeting and Regular Monthly Meeting
January 3, 2013
Board of Education Conference Room
20 School Avenue
MINUTES
6:30 p.m. Reorganization Meeting
Regular Public Meeting to Follow Reorganization

The meeting commenced at 6:30 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

REPORT OF PROCEEDINGS - Annual School Board Election, November 6, 2012.

Mrs. Muscara reported on the results of the November 6, 2012, election.

For Board of Education For Three-Year Term	At Polls	Absentee	Total
Sean Sullivan	3522	-	3522
Kenneth Hadley	3309	-	3309
Write-Ins	12	-	12

OATH OF OFFICE - Mrs. Muscara administered the Oath of Office to the newly elected Board Members, Mr. Sullivan and Mr. Hadley.

ROLL CALL

Present: Mr. Barisciano, Mr. Brunini, Mr. Hadley, Mrs. Mitchell, Mrs. Pfund-Olsen,
Mr. Sullivan

Absent: Mrs. Powers

Also Present: Dr. Ricca, Superintendent
Mrs. Muscara, Business Administrator/Board Secretary
Staff-5, Citizens-3, Ms. Simon-Board Attorney

ELECTION OF OFFICERS

1. Election of President of the East Hanover Township Board of Education.
Mr. Brunini nominated Mr. Sullivan for the Office of President of the East Hanover Township Board of Education.
Voice vote all yes.

President assumes chair and continues meeting.

2. Election of Vice-President of the East Hanover Township Board of Education.
Mrs. Mitchell nominated Mrs. Pfund-Olsen for the Office of Vice-President of the East Hanover Township Board of Education.
Voice vote all yes.

Mr. Sullivan and Mrs. Pfund-Olsen thanked the Board and stated they are proud to be part of the Board of Education and appointed as President and Vice President.

APPOINTMENTS

1. Mr. Brunini moved and Mrs. Pfund-Olsen seconded the motion to approve extending the following appointments through June 30, 2013:
 - A. Group Disability Insurance - Prudential Financial
 - B. Group Disability Insurance - AFLAC
 - C. Health Benefits Carriers - SEHBP
 - D. Insurance Broker - LDP (Dental only)
 - E. Risk Management Insurance - IMACC Insurance Agency

Unanimously approved by roll call vote.

2. Mr. Brunini moved and Mrs. Pfund-Olsen seconded the motion to approve the following appointments through June 30, 2013:
 - A. Neurological Examiners
 1. Dr. Nancy Holahan
 2. Dr. Joseph Holahan
 3. Dr. Aparna Malik
 4. Dr. Kathleen Fadden
 5. Dr. Lara Morse
 6. Dr. Tosan Livingstone
 7. Dr. Shelly Lanzkowsky
 8. Dr. Elliot Grossman
 - B. Psychiatric Examiners
 1. Dr. Marc Faber
 2. Dr. Emanuel Elfenbein
 - C. Attendance Officer - Chief of Police, Mr. Stanley Hansen
 - D. Tax Sheltered Annuity - 403(b)
 1. Lincoln Investments (Great-Western)
 2. Equitable Life Insurance Co.
 3. The Variable Annuity Life Insurance Co.
 - E. Affirmative Action Officer - Ms. Melissa Falcone
 - F. 504 Officer/Americans with Disabilities Act Coordinator - Dr. Karen Jacob
 - G. District Anti-Bullying Coordinator - Dr. Karen Jacob
 - H. Right-to-Know/Asbestos Coordinator - Mr. Bruce D'Amato
 - I. Designation of Bank Depository: T.D. Bank
 - J. Designation of Banks insured by F.D.I.C. for investment purposes as deemed necessary by the Board Secretary/Business Administrator

- K. The firm of Schwartz Simon Edelstein & Celso LLC as school board attorney
 - L. Asbestos Management Officer – Mr. Bruce D’Amato
 - M. Indoor Air Quality Designee – Mr. Bruce D’Amato
 - N. Integrated Pest Management Coordinator – Mr. Bruce D’Amato
 - O. AHERA Coordinator – Mr. Bruce D’Amato
 - P. Architects – Feitlowitz & Kosten and Parett Somjen
- Unanimously approved by roll call vote.

OTHER APPOINTMENTS

1. Mr. Brunini moved and Mr. Hadley seconded the motion to approve the appointment of Mrs. Pfund-Olsen to serve as delegate to the New Jersey School Boards Association.
Unanimously approved by roll call vote.
2. Mr. Brunini moved and Mr. Hadley seconded the motion to approve the appointment of Mr. Sullivan to serve as delegate to the Morris County School Boards Association.
Unanimously approved by roll call vote.
3. Mr. Brunini moved and Mr. Hadley seconded the motion to approve the appointment of Mrs. Mitchell to serve as representative to the Morris County Educational Services Commission.
Unanimously approved by roll call vote.

COMMITTEE APPOINTMENTS - TO BE DETERMINED

- Finance
- Buildings & Grounds/Transportation
- Personnel
- Education/Technology
- Policy/Public Relations

DESIGNATION OF AUTHORIZED BANK SIGNATURES

Mr. Brunini moved and Mr. Barisciano seconded the motion to approve the following persons be authorized to sign checks through June 30, 2013, for the following accounts at T.D. Bank, and that the facsimile signature(s) be authorized.

- A) General Operating Account (Acct. #7859699451)
- Payroll Deduction Account (Acct. #7857859699477)
- Unemployment Compensation Trust Fund (Acct. #7859699493)
- Capital Projects Account (Acct. #7859699584)
- Referendum Account (Acct. #7859699592)

Signatures: Mr. Sean Sullivan, Board President

Mrs. Deborah Muscara, Board Secretary/Business Administrator
Dr. Joseph Ricca, Superintendent of Schools

- B) Payroll Account (Acct. #7859699469)

Signatures: Mrs. Deborah Muscara, Board Secretary/Business Administrator
and Dr. Joseph Ricca, Superintendent of Schools

- C) Sporting Event Account (Acct. #7859699568)

Signatures: Ms. Stacie Costello, Principal, East Hanover Middle School
and Mr. Gregory Gruzdis, Sports Coordinator
or Mrs. Paula Petrillo, Secretary, East Hanover Middle School
or Mr. Michael Calomino, Assistant Principal, East Hanover Middle School
or Mrs. Deborah Muscara, Business Administrator/Board Secretary

- D) East Hanover Middle School Activities Account (Acct. #7859699550)
Signatures: Ms. Stacie Costello, Principal, East Hanover Middle School
and Mrs. Deborah Muscara, Business Administrator/Board Secretary
or Dr. Joseph Ricca, Superintendent
- E) Central Elementary School Student Account (Acct. #785969943)
Signatures: Ms. Melissa Falcone, Principal, Central School
and Mrs. Deborah Muscara, Business Administrator/Board Secretary
or Dr. Joseph Ricca, Superintendent
- F) Frank J. Smith Elementary School Student Account (Acct. #7859699527)
Signatures: Ms. Kerry Quinn, Principal, Frank J. Smith School
and Mrs. Deborah Muscara, Business Administrator/Board Secretary
or Dr. Joseph Ricca, Superintendent
- G) East Hanover Township After School Child Care Program - EHTASCC (Acct. #424-7522314)
(Two of the five signatures are required)
Signatures: Dr. Joseph Ricca, Superintendent
Mr. Frank Biamonte, Coordinator EHTASCC
Mrs. Joyce Newburg, Executive Secretary to the Superintendent
Ms. Susan Vecharello, Accounting Assistant
Mrs. Deborah Muscara, Business Administrator/Board Secretary
- H) East Hanover Township After School Child Care Program/Petty Cash Account
(Two of the five signatures are required)
Signatures: Dr. Joseph Ricca, Superintendent
Mr. Frank Biamonte, Coordinator EHTASCC
Mrs. Joyce Newburg, Executive Secretary to the Superintendent
Ms. Susan Vecharello, Accounting Assistant
Mrs. Deborah Muscara, Business Administrator/Board Secretary
- I) Milk Account (Acct. #7859699485)
Signatures: Dr. Joseph Ricca, Superintendent
or Mrs. Deborah Muscara, Board Secretary
- J) Petty Cash Account (Acct. #7869312103)
Signatures: Mr. Sean Sullivan, Board President
Mrs. Deborah Muscara, Board Secretary
Dr. Joseph Ricca, Superintendent
- K) Flexible Spending Account (Acct. #4271487774)
Signatures: Mr. Sean Sullivan, Board President
Mrs. Deborah Muscara, Board Secretary
Dr. Joseph Ricca, Superintendent

Unanimously approved by roll call vote.

DESIGNATION OF OFFICIAL NEWSPAPER

Mr. Brunini moved and Mr. Barisciano seconded the motion to approve designating the Hanover Eagle and Daily Record as official newspapers of the East Hanover Township Board of Education.

Unanimously approved by roll call vote.

ADOPTION OF BOARD POLICY AND PROCEDURES

1. Mr. Brunini moved and Mr. Barisciano seconded the motion to re-adopt all existing Bylaws, Board Policies (newly revised and existing), Regulations and Procedures, as the official Bylaws, Board Policies, Procedures, and Regulations through the January 2014 Reorganization meeting.

Unanimously approved by roll call vote.

2. Mr. Brunini moved and Mr. Barisciano seconded the motion to approve the District Emergency Evacuation/School Security Plan, the District 504 Compliance Plan, Nursing Procedural Manual, and the Special Education Procedural Manual.

Unanimously approved by roll call vote.

DESIGNATION OF DATE AND LOCATION OF REGULAR PUBLIC MEETINGS

Mr. Brunini moved and Mr. Barisciano seconded the motion to approve the Regular Public Meetings of the Board of Education of East Hanover Township, in the County of Morris, New Jersey, be held in the Board Conference Room, Larry Santos Administration Building, 20 School Avenue, East Hanover, New Jersey, at 6:30 p.m., prevailing time (unless otherwise noted) according to the following schedule:

Public Meetings

- January 14, 2013
- February 11, 2013
- March 11, 2013
- April 15, 2013
- May 13, 2013
- June 10, 2013
- July 8, 2013
- August 12, 2013
- September 16, 2013
- October 21, 2013
- November 11, 2013
- December 9, 2013

January 6, 2014 – Annual Reorganization Meeting

Unanimously approved by roll call vote.

ADOPT CODE OF ETHICS

1. Mr. Brunini moved and Mr. Barisciano seconded the motion to adopt the Code of Ethics.

Unanimously approved by roll call vote.

ADJOURN REORGANIZATION MEETING

Mr. Hadley moved and Mr. Brunini seconded the motion to adjourn the Reorganization Meeting at 6:43 p.m. and reconvene to the regular public meeting.

Unanimously approved by roll call vote.

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
Regular Public Meeting, January 3, 2013
MINUTES

PUBLIC COMMENTS

Mrs. Kowalski, mother of twins at the Frank J. Smith School, stated she is concerned about the safety of the students resulting from an incident at one of the schools this week. According to Mrs. Kowalski, when dropping off her children, she noticed that one of the entrance doors was kept open with a kick plate and as far as she could see, a staff member was not present at the door. She would like a plan to be addressed for safeguarding against any potential issues.

Dr. Ricca thanked Mrs. Kowalski for coming to the Board meeting and informing the district of her concerns, but she should know that she can make a phone call immediately to address any issues in the future. Dr. Ricca continued to inform Mrs. Kowalski that the policy of the district is to have an adult present at the doorways. The district made many changes over the past two years to improve the safety of the students and worked with the Morris County Prosecutor's Office. East Hanover Township School District is one of six districts to complete a security audit. Safety drills are continuously in practice, visitors must sign in, but changes can be made due to blind spots. Additional cameras are being purchased at one of the schools. Ms. Quinn, Principal at the Frank J. Smith School, asked to meet with Mrs. Kowalski after the board meeting.

Mr. Sullivan requested that Mrs. Kowalski go to administration immediately if she ever has a concern so that they can follow up with her request. Dr. Ricca stated the schools are extremely safe, but improvement can always be made.

PRESENTATIONS

SUPERINTENDENT'S REPORT

- Happy New Year to all.
- Congratulations to Mr. Sullivan and Mr. Hadley for their re-election to office.
- School Safety - Perceptions have changed and it is the district's responsibility to work with the law enforcement to protect our children. The district will continue to be sensitive to safety issues and will work to make improvements.
- Holiday Festivities were successful-Gingerbread Houses made with the Seniors, Pajama Day, Polar Express and Sing-A-Long at Frank J. Smith School.
- Power outage at Frank J. Smith School occurred on December 21. Administration and staff were commended for their efforts.
- 2013-2014 Academic Calendar Draft was distributed for review and discussion.
- Teacher Advisory Panel - Mrs. Joan Barone has applied to be a member.
- County Office of Education Reconfiguration - Dr. Serafino is no longer the Executive County Superintendent. Morris County will join the Sussex/Warren Department of Education.
- Education/Technology Committee Meeting will be held on January 14th at 5:30 p.m.
- Personnel Committee Meeting on February 11th at 6:00 p.m. to discuss the recommendation for a Physical Education/Health Teacher.
- Junior Achievement Program will be brought into the district for Business Education and Financial Literacy.
- Danielson training on December 17th was successful.
- Novartis Proyecto Science Grant was submitted with the opportunity to receive up to \$42,000.
- Superintendent's Evaluation in the Board packet must be completed.
- HIB Update - (2 reported incidents with one confirmed incident. The tip was received through Crime Stoppers which was anonymous and occurred outside of school).
- Budget construction will be discussed by Mrs. Muscara.

- Cocoa & Conversation Meeting with the Superintendent will take place on January 23rd at 6:30 p.m.
- Central Elementary School vs. Frank J. Smith School Volleyball Game will take place on January 24th at 6:00 p.m.
- Dr. Ricca was elected to the Board of Trustees for both Daytop and Morris Family Services.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mrs. Muscara stated she is currently working on putting together the tentative 2013-2014 Budget. She will meet with Dr. Ricca to review and make changes which will be followed by a meeting with the Finance Committee at the end of the month or early February. The budget software is not available yet from the Department of Education which has been updated. The Morris County Department of Education is also seeking a new Executive County School Business Administrator. Dr. Ricca stated that the Governor’s Budget Address in February will inform districts of the potential State Aid to be received.

COMMITTEE REPORTS - None

- Personnel
- Education/Technology
- Finance
- Policy/Public Relations
- Buildings and Grounds/Transportation

CONSENT AGENDA (The following resolutions are presented for your consideration pursuant to Board of Education Bylaw 164.)

Mr. Brunini moved and Mr. Barisciano seconded the motion to move all items on the Agenda as a Consent Agenda.

Unanimously approved by roll call vote.

PERSONNEL

1. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve to accept a letter of resignation from Allison Cahill, Physical Education and Health Maternity Leave replacement teacher for Kim Neary, East Hanover Middle School, effective December 21, 2012. (Doc. P-1)

Unanimously approved by roll call vote.

2. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve the appointment of the following individuals to the 2012-2013 district substitute list:

Danielle Gilroy	Substitute Instructional Aide
Jenissa Arnette-Hayes	Substitute Teacher
Sally Lefkofsky	Substitute Teacher

Unanimously approved by roll call vote.

EDUCATION

1. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve the Superintendent’s HIB/Discipline Report for December 2012.

Unanimously approved by roll call vote.

2. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve the following Field Observation & Student Teacher assignments:

<u>Student/College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Tracy Gross	Field Observation	Colleen Brophy,	1/7/13-1/18/13

Fairleigh Dickinson University		Grade 2	
Amanda Magotch Fairleigh Dickinson University	Field Observation	Paula Liotta, Kindergarten	1/7/13-1/18/13
Lindsay Messina Fairleigh Dickinson University	Field Observation	Danielle Bocchiaro, Grade 2	1/7/13-1/18/13
Carly Jacob Kean University	Graduate School Psychology Internship	Noelle Benton, Psychologist	1/20/13-6/13

Unanimously approved by roll call vote.

FINANCE

1. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve the attached travel and related expenses. (Doc. F-1)
Unanimously approved by roll call vote.
2. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve the contracts for services to East Hanover’s Special Education program, as attached. (Doc.F-2).
Unanimously approved by roll call vote.

BUILDINGS & GROUNDS

1. Mr. Brunini moved and Mr. Barisciano seconded to the motion to approve/ratify the applications for building use for the organizations listed on the attached. (Doc. B&G-1)
Unanimously approved by roll call vote.

OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENTS - None

Mr. Brunini moved and Mr.Barisciano seconded the motion to go into Executive Session.
Roll call vote all yes.

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 does hereby determine that it is necessary to meet in Executive Session on January 3, 2013, at 7:10 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 8:15 p.m.

ADJOURNMENT

Mr. Hadley moved and Mrs. Mitchell seconded the motion to adjourn the meeting at 8:15 p.m.

Unanimously approved by roll call vote.

Respectfully submitted,



Deborah Muscara

Business Administrator/Board Secretary

DM/cg

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
20 School Avenue
East Hanover, New Jersey 07936

EXECUTIVE SESSION

MINUTES

January 3, 2013

7:12 p.m.

I. The Board entered into Executive Session at 7:12 p.m.

II. ROLL CALL

Members Present: Mr. Barisciano (left at 7:40 p.m.), Mr. Brunini (left at 7:53 p.m.), Mr. Hadley, Mrs. Mitchell, Mrs. Pfund-Olsen, Mr. Sullivan

Members Absent: Mrs. Powers

Also Present: Dr. Ricca, Superintendent of Schools
Mrs. Muscara, Business Administrator/Board Secretary
Dr. Jacob and Ms. Simon, Board Attorney

III. Litigation

Dr. Jacob updated the Board on the litigation regarding a special education student which dates back to July 2011. The family believes the in-district program is not satisfactory and is paying for the student to attend a half day out of district program. The student attends FJS School half day. The family is requesting a retroactive reimbursement while the district needs to prove the in-district program is satisfactory. The district has met in court and has six future court dates. A decision has to be made to: (1) Move forward with court dates or (2) Stop and offer a settlement to avoid future expenses and to discontinue staff from being taken out of the classroom to appear in court.

Ms. Simon stated the out-of-district program does not have DOE approval. The district was always able to document the progress made in the program at EHTSD. One option for settlement is to have the student come back to the district full time, collaborate with the other school and propose a reimbursement to the family for costs that would have to be paid to an attorney. Ms. Simon would draw up an agreement releasing the district of future claims and not allowing a filing of due process. Authority was given to Ms. Simon by the Board to allow a settlement not to exceed \$10K. A proposal will be submitted to Dr. Jacob and Dr. Ricca for review.

IV. Personnel

Dr. Ricca updated the Board regarding the issue with staff member, D.M. A court case is set for January 23 with the town, according to our Board's attorney, due to the continuous postponements by the legal representatives of D.M., the district will not have to resume salary after 120 days which is February 13.

V. Negotiations

Mr. Sullivan stated a copy of the Memorandum of Agreement was given to the EHTEA for review. Salary guides will be presented to the Board for approval. The EHTEA will be submitting the draft contract and salary guides together to the members.

VI. Adjourned to Public Session

Moved by Mr. Hadley, seconded by Mrs. Mitchell to move to adjourn. The motion was approved by unanimous roll call vote.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,



Deborah Muscara
Board Secretary