

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Regular Public Meeting

January 14, 2013

Board of Education Conference Room

20 School Avenue

MINUTES

6:30 p.m.

M-1

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

ROLL CALL

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

Also Present: Dr. Ricca, Superintendent of Schools
Mrs. Muscara, Business Administrator/Board Secretary
Student Council Representative-Christina Cosenzo
Ms. Simon, Board Attorney
Staff-4, Citizens-2

PUBLIC COMMENTS - None

PRESENTATIONS

The East Hanover Middle School Student Council Representative, Christina Cosenzo, informed the Board that the Middle School is through the 2nd marking period, the foreign language and academic midterms will take place soon, the girl's basketball team is currently undefeated, the boy's basketball team will be playing away and the wrestling team is having a successful year. The art class will be working on the school calendar.

SUPERINTENDENT'S REPORT

Dr. Ricca presented the following report:

- School Board Recognition Month - The East Hanover Township Board of Education was thanked for all the services provided to the district.
- School Safety and Security - The district is continuously in contact with the East Hanover Police Department who will hold internal training sessions in the schools when the buildings are closed. The EHTSD is looking at the current alarm system, the glass doors and sending staff to professional development training run by the FBI at the Morris County Police Academy.
- Health and Safety - The district is taking all precautionary measures and cleaning all areas of the buildings while urging students and staff to stay home if they are sick. The district's numbers are not higher than previous flu seasons. There are more cases of pertussis due to students not being inoculated. All appropriate offices have been contacted and letters have been sent home to the families.
- 2013-2014 Academic Calendar is on the agenda for approval.

- The Education/Technology Committee met this evening.
- The Personnel Committee will meet on February 11, 2013, at 6:00 p.m.
- Personnel recommendations are on the agenda for approval for the Physical Education/Maternity Leave Replacement.
- Superintendent's evaluation is due.
- HIB Update - (1) reported incident and confirmed as HIB. The Superintendent's recommendation will appear on the February agenda.
- Cocoa and Conversation with the Superintendent will take place on January 23, 2013, at 6:30 p.m.
- Central Elementary School and the Frank J. Smith School will hold a volleyball game on January 24, 2013, at 6:00 p.m.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mrs. Muscara stated she is currently reviewing capital and maintenance projects for the projected budget and will hold a meeting this week with Mr. D'Amato and the district's architect to determine the cost. After the preliminary budget is completed, a meeting will be held with the Finance Committee. There is currently no news regarding the new budget software from the NJ Department of Education.

Another meeting will take place this week with a FEMA representative to discuss the cost related to Hurricane Sandy. The district did receive a check from our insurance company for the Middle School boiler repair work.

COMMITTEE REPORTS

Personnel – Mr. Brunini stated there are items on this evening's agenda and the next meeting will take place on February 11, 2013.

Education/Technology – Mrs. Pfund-Olsen stated the committee met before the board meeting. Items discussed are the new math books, the iReady Program, Central Elementary School visitors from China, the new academic calendar, East Hanover Middle School looking into a new fitness club, Teacher Evaluation Education, grant application for Projecto Science 2013, an update on the EHTASCC program, Principal evaluations, Novice Teacher Academy, East Hanover Middle School NJASK Blitz, and the Washington, D.C. trip.

Finance – Mrs. Muscara stated a meeting will be set up for the end of January to review the budget.

Negotiations – Mrs. Pfund-Olsen stated the final documents are being reviewed.

Policy/Public Relations – Mrs. Pfund-Olsen stated Dr. Ricca has an "open door" policy.

Buildings and Grounds/Transportation - None

MINUTES

1. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the minutes of the December 10, 2012, Regular Public Meeting. (Doc. M-1)
 Yes: Mr. Brunini, Mrs. Mitchell, Mrs. Pfund-Olsen
 Abstain: Mrs. Powers
2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the minutes of the December 10, 2012, Executive Session. (Doc. M-2)
 Yes: Mr. Brunini, Mrs. Mitchell, Mrs. Pfund-Olsen
 Abstain: Mrs. Powers
3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the minutes of the January 3, 2013, Reorganization Meeting and Regular Public Meeting. (Doc. M-3)
 Yes: Mr. Brunini, Mrs. Mitchell, Mrs. Pfund-Olsen
 Abstain: Mrs. Powers

- 4. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the minutes of the January 3, 2013, Executive Session. (Doc. M-4)

Yes: Mr. Brunini, Mrs. Mitchell, Mrs. Pfund-Olsen

Abstain: Mrs. Powers

PERSONNEL

- 1. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Megan Durkin to the position of Grade 6-8 Physical Education and Health Maternity Leave Replacement Teacher at East Hanover Middle School, for Kimberly Neary, at a rate of \$263.93 per diem, Step 1 of the BA (\$52,785) 2011-2012 Teacher’s Salary Guide, without benefits and without sick and personal days effective January 15, 2013, through March 1, 2013. (Doc. P-1)

Unanimously approved by roll call vote.

- 2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to ratify/approve the appointment of Nicole Mazzocchi to the position of Gifted & Talented Leave Replacement Teacher at East Hanover Middle School, at a rate of \$263.93 per diem, Step 1 of the BA (\$52,785) 2011-2012 Teacher’s Salary Guide, without benefits and without sick and personal days effective January 2, 2013, through February 15, 2013, or sooner, pending district staffing requirements.

Unanimously approved by roll call vote.

- 3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Ryan Logan-Magnusson to the position of Physical Education Maternity Leave Replacement at Frank J. Smith Elementary School, for Joanna Naccara, at a rate of \$263.93 per diem, Step 1 of the BA (\$52,785) 2011-2012 Teacher’s Salary Guide, without benefits and without sick and personal days effective February 27, 2013, through June 24, 2013.

Unanimously approved by roll call vote. (Doc. P-2)

- 4. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve to accept a letter of resignation from Joanna Naccara, Frank J. Smith Elementary School Physical Education teacher, for the extra-curricular positions of I&RS Coordinator and Teacher-in-Charge, effective February 12, 2013. (Doc. P-3)

Unanimously approved by roll call vote.

- 5. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Geraldine Gubitosa, Frank J. Smith Elementary School Resource Room teacher, to the extra-curricular position of I&RS Coordinator, at an annual rate of \$1,873.00, prorated to \$871.00, effective February 12, 2013.

Unanimously approved by roll call vote.

- 6. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Gail Canova, Frank J. Smith Elementary School Grade 2 teacher, to the position of Teacher-in-Charge, at an annual rate of \$313.00, prorated to \$146.00, effective February 12, 2013.

Unanimously approved by roll call vote.

- 7. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of the following persons to be included on the district substitute list for the 2012-2013 school year:

Tina Banta	Substitute: Teacher & Instructional Aide
Mario Caruso	Substitute Teacher
Vanessa DeAngelo	Substitute Instructional Aide
Chelsea Shapiro	Substitute Teacher
Noemi Gargiulo	Substitute: Instructional Aide, Cafeteria Aide, Bus Aide, Secretary/Clerk Typist, Before School Program and Kindergarten Wrap Around Program

Unanimously approved by roll call vote.

8. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Christine Hagerman, Grade 6 Language Arts & Social Studies teacher, as a Homework Club teacher at East Hanover Middle School at a rate of \$30.00 per hour for the 2012-2013 school year.

Unanimously approved by roll call vote.

9. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the revised request for Laurette Barstow, Grade 8 Mathematics Teacher, East Hanover Middle School, for a leave of absence, having received doctor's certification, commencing November 30, 2012, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks through February 28, 2013, while utilizing thirty-four (34) sick days.

Unanimously approved by roll call vote.

Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Laurette Barstow commencing on February 4, 2013, through May 3, 2013, with a return to work date on May 6, 2013. Medical benefits will be paid.

Unanimously approved by roll call vote.

10. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the request for Christina Hammer, Kindergarten Inclusion Teacher, Frank J. Smith Elementary School, for a leave of absence, having received doctor's certification, commencing June 11, 2013, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks through November 4, 2013, while utilizing ten (10) sick days.

Unanimously approved by roll call vote.

Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Christina Hammer, Kindergarten Inclusion Teacher, Frank J. Smith Elementary School, commencing on September 2, 2013, through November 22, 2013, as requested in writing. A prorated waiver of benefits will be paid.

Unanimously approved by roll call vote.

11. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the extended leave of absence request for Christina Hammer, Kindergarten Inclusion Teacher, Frank J. Smith Elementary School, from November 25, 2013, through June 30, 2014, as per the attached letter. A waiver of benefits will not be paid from December 1, 2013, through June 30, 2014.

Unanimously approved by roll call vote.

12. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Sofia Neves as Co Site-Leader in the EHTASCC Before-School and After-School Program at Frank J. Smith Elementary School and Central Elementary School, subject to enrollment, at a salary of \$12.00 per hour, not to exceed 34 hours/week, including training and Vacation/Holiday Full Day Programs, effective January 15, 2013, through June 30, 2013.

Unanimously approved by roll call vote.

EDUCATION

1. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the Superintendent's HIB/Discipline Report for January 4 - 14, 2013.

Unanimously approved by roll call vote.

2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the rubrics for the Multidimensional Principal Performance Rubric. (Doc. E-1)

Unanimously approved by roll call vote.

3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the final district academic calendar for the 2013-2014 school year, as attached. (Doc. E-2)

Unanimously approved by roll call vote.

- Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the following Teacher Cadet assignment:

<u>Student/School</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Nicole Bassolino Hanover Park High School	Field Experience	Jessica Jamieson, Grade 3	2/11/13-4/22/13

Unanimously approved by roll call vote.

- Mrs. Mitchell moved and Mr. Brunini seconded the motion to acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of December 2012:

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>
Frank J. Smith School	12/5 & 14/2012	12/21/12
Central Elementary School	12/5 & 19/2012	12/7/12
East Hanover Middle School	12/3 & 5/2012	12/20/12

Unanimously approved by roll call vote.

FINANCE

- Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the attached travel and related expenses. (Doc. F-1)
Unanimously approved by roll call vote.
- Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the bills list dated January 14, 2013, for the 2012-13 school year for check #39336 through check #39440 in the total amount of \$582,895.78. (Doc. F-2)

General Fund	\$516,376.77
Special Revenue	\$ 65,714.75
Enterprise Fund	\$ 804.26

Approve the payroll disbursement for December 14, 2012, in the total amount of \$625,595.01.
 Approve the payroll disbursement for December 21, 2012, in the total amount of \$534,770.99.
 Approve check #2081 in the amount of \$934.32 from the Milk Account to Cream-O-Land Dairies.
 Approve check #2082 in the amount of \$704.84 from the Milk Account to Cream-O-Land Dairies.
 Approve payment to NJSHBP for health benefits for the month of December in the amount of \$169,300.25.
 Approve payment to the Cede Company in the amount of \$475,000.00 for principal and \$70,481.25 for interest.
 Unanimously approved by roll call vote.

- Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the transfer list dated November 30, 2012. (Doc. F-3)
Unanimously approved by roll call vote.
- Mrs. Mitchell moved and Mr. Brunini seconded the motion to accept the report of the Secretary A-148 and the Treasurer’s Report A-149 for the month ending November 30, 2012. (Doc. F-4)
Unanimously approved by roll call vote.
- Mrs. Mitchell moved and Mr. Brunini seconded the motion to accept the certification of the Business Administrator/Board Secretary that as of November 30, 2012, pursuant to N.J.A.C. 6A:23-2.11(c)3, no budgetary line item has been over expended in violation of N.J.A.C. 6A:23-s.11(a).
Unanimously approved by roll call vote..
- Mrs. Mitchell moved and Mr. Brunini seconded the motion to certify that as of November 30, 2012, after reviewing the Business Administrator/Board Secretary’s financial report, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b) and sufficient funds are available to meet the District’s financial obligations for the remainder of the year.
Unanimously approved by roll call vote.

- 7. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the After School Child Care refunds for security deposits paid due to withdrawal from the program, as follows:

Mr. Praphon Pituvong	\$230.00
Mr. Deepa Joseph	\$225.00

 Unanimously approved by roll call vote.
- 8. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the agreement with American Appraisal for Fixed Asset Reporting for the period ending June 30, 2013, at the cost of \$1,040.00. Unanimously approved by roll call vote.
- 9. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the contract for services to East Hanover’s Special Education Program, as per attached. (Doc. F-5)
Unanimously approved by roll call vote.

TRANSPORTATION

- 1. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve and acknowledge the school bus emergency evacuation drills which were conducted on January 8, 2013, at the East Hanover Middle School and the Central Elementary School at 8:00 a.m. and 8:40 a.m., respectively, and on January 9, 2013, at 9:00 a.m., at the Frank J. Smith School, for all transportation routes, supervised by Principals Ms. Costello, Ms. Falcone and Ms. Quinn, and Vice Principal, Mr. Calomino, in accordance with N.J.A.C. 6A:27-11.2. Unanimously approved by roll call vote.
- 2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to ratify/approve the 2012-2013 Joint Transportation Agreement with Hanover Park Regional High School for an additional special education route, starting September 24, 2012, through June 24, 2013, in the amount of \$14,323.30. (Doc. T-1)
Unanimously approved by roll call vote.
- 3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to ratify/approve the summer field trip transportation costs with Hanover Park Regional High School District for the East Hanover Township After School Child Care Program, in the amount of \$30,729.63, as per attached. (Doc. T-2)
Unanimously approved by roll call vote.

BUILDINGS & GROUNDS

- 1. Mrs. Mitchell moved and Mr. Brunini seconded 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 Mrs. Mitchell seconded the motion to go into Executive Session.

Roll call 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 may be necessary to meet in Executive Session on January 14, 2013, at 6:55 p.m. to discuss matters involving negotiations, personnel, and/or litigation.

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.

Mrs. Pfund-Olsen reconvened the meeting at 7:46 p.m.

ADJOURNMENT

Mr. Brunini moved and Mrs. Mitchell seconded the motion to adjourn the meeting at 7:46 p.m.

Voice vote all yes.

Respectfully submitted,



Deborah Muscara

Business Administrator/Board Secretary

DM/cg

EAST HANOVER TOWNSHIP PUBLIC SCHOOLS
20 SCHOOL AVENUE
6:55 PM Meeting
EXECUTIVE SESSION MEETING MINUTES
JANUARY 14, 2013

- I. The Board entered into Executive Session at 6:55 p.m.
- II. ROLLCALL
Board Members Present: Mr. Sullivan (via speaker phone), Mrs. Pfund-Olsen, Mr. Brunini, Mrs. Mitchell, Mrs. Powers

Board Members Absent: Mr. Barisciano, Mr. Hadley
Others Present: Dr. Ricca, Superintendent and Mrs. Muscara, School Business Administrator, Dr. Jacob, Ms. Simon, Board Attorney
- III. Litigation
Ms. Simon stated they had a successful comprehensive IEP meeting. The family is prepared to accept the IEP with a full transition back to the district full time on February 13. They are accepting all related services but have not agreed to the settlement amount offered. The family would consider an offer of \$40K while waiving the legal costs. All board members agreed to a settlement of \$12,500 or go to trial.
- IV. Adjourned to Public Session
Moved by Mr. Brunini, seconded by Mrs. Mitchell to move to adjourn. The motion was approved by unanimous roll call vote.

The meeting adjourned at 7:46 p.m.

Respectfully submitted,



Deborah Muscara
Board Secretary