

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
Regular Public Meeting
July 16, 2012
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. Sullivan

Absent: Mr. Barisciano, Mr. Hadley

Also Present: Dr. Ricca, Superintendent of Schools
Mrs. Muscara, Business Administrator/Board Secretary
Mr. Croot, Board Attorney

PUBLIC COMMENTS - None

PRESENTATIONS

Governor Richard Codey was unable to attend the board meeting. Assemblywoman Jasey and Assemblyman McKeon will attend the September meeting.

SUPERINTENDENT'S REPORT

Dr. Ricca updated the Board on the following:

- Welcomed Mrs. Muscara.
- Upcoming Committee meetings.
- Interviewing updates.
- Facilities-good progress; EHMS sign forthcoming.
- NJASK (August).
- EHTSD CNR 2012 (October 3rd).
- HIB Work: Annual NJDOE twice and Update (case in EHTASCC) - 17 reported incidents through the year. The district was compliant in each case.
- EHEA Connection - meetings and planning.
- New Faculty Orientation & Professional Development.

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-One-Day-One School 2012.

-2012-13 District Goals.

-2011-12 Goals Update.

-School Boards Convention (Registration & We are presenting).

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mrs. Muscara stated the board office is working on closing the books for 2011-12 and the tentative date for the audit is September 10, 2012. She presented an update on the maintenance projects and noted that the cleaning of the schools is going well and on schedule. The final determination letter for the Long Range Facility Plan was received.

COMMITTEE REPORTS

Personnel – A meeting is scheduled after the board meeting.

Education/Technology – Mrs. Pfund-Olsen discussed Proyecto Science 2012, Anti-Bullying Team Progress, NJASK will be discussed at the August meeting, Teachscape 2012, EE4NJ and reviewed the proposed 2012-2013 district, building and professional goals.

Finance – None

Negotiations – Mr. Sullivan stated the next negotiation's meeting is scheduled for September 6th with the mediator.

Policy/Public Relations – We are hopeful that First Readings of updated policies will be on the August 13th agenda.

Buildings and Grounds/Transportation – Mrs. Muscara previously updated the Board during her report.

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

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

Roll call vote all yes.

MINUTES

1. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the minutes of the June 11, 2012, Regular Public Meeting. (Doc. M-1)
Unanimously approved by roll call vote.
2. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the minutes of the June 11, 2012, Executive Session. (Doc. M-2)
Unanimously approved by roll call vote.

PERSONNEL

1. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Kristin Jermyn to the position of Basic Skills Mathematics Teacher (Grades 3-8) at Central Elementary School and East Hanover Middle School for the 2012-2013 school year, at an annual rate of \$52,785.00, Step 1 of the BA 2011-2012 Teacher's Salary Guide, effective September 1, 2012, through June 30, 2013, pending approval by the New Jersey State Department of Education following a criminal history check. (Doc. P-1)
Unanimously approved by roll call vote.

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2. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Lisa McDonough to the position of Grade 6 Language Arts Literacy/Reading Teacher at East Hanover Middle School for the 2012-2013 school year, at an annual rate of \$52,785.00, Step 1 of the BA 2011-2012 Teacher's Salary Guide, effective September 1, 2012, through June 30, 2013, pending approval by the New Jersey State Department of Education following a criminal history check. (Doc. P-2)
Unanimously approved by roll call vote.
3. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Dana Cherna to the position of Library Media Specialist at Central Elementary School and East Hanover Middle School for the 2012-2013 school year, at an annual rate of \$56,610.00, Step 1 of the MA 2011-2012 Teacher's Salary Guide, effective September 1, 2012, through June 30, 2013, pending approval by the New Jersey State Department of Education following a criminal history check. (Doc. P-3)
Unanimously approved by roll call vote.
4. Mr. Brunini moved and Mrs. Mitchell seconded the motion to ratify/approve the appointment of Maureen Dorney to the position of ESY substitute staff for the 2012 extended school program, effective July 1, 2012, through August 31, 2012, at a rate of \$28.50 per hour.
Unanimously approved by roll call vote.
5. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the reassignment of Christina Hammer from Kindergarten Inclusion Teacher to AM Kindergarten In-Class Support Teacher and PM Preschool Disabled Teacher for the 2012-2013 school year.
Unanimously approved by roll call vote.
6. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Maria Fuentes to the position of Grade 6-8 Spanish Maternity Leave Replacement Teacher at East Hanover Middle School, for Ingrid Dotegowski, 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 October 11, 2012, through March 12, 2013, pending approval by the New Jersey State Department of Education following a criminal history check. (Doc. P-4)
Unanimously approved by roll call vote.
7. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Allison Cahill 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 September 4, 2012, through December 27, 2012, pending approval by the New Jersey State Department of Education following a criminal history check. (Doc. P-5)
Unanimously approved by roll call vote.
8. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Allison Cahill to the extracurricular position of Girls' Soccer Coach for the East Hanover Middle School, for the 2012-2013 school year at an annual stipend of \$3,240.
Unanimously approved by roll call vote.
9. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Brett Leister to the extracurricular position of Cross Country Coach for the East Hanover Middle School, for the 2012-2013 school year at an annual stipend of \$3,240.
Unanimously approved by roll call vote.
10. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Angela Greco to the extracurricular position of Specials Team Leader at East Hanover Middle School, for the 2012-2013 school year at an annual stipend of \$1,873.
Unanimously approved by roll call vote.
11. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Kathleen Salemme to the position of Assistant to the Director of the EHTASCC for the 2012-13 school year, at an annual rate of \$36,450.00, prorated to \$34,950.00, effective July 17, 2012, through June 30, 2013, pending approval by the New Jersey State Department of Education following a criminal history check. (Doc. P-6)
Unanimously approved by roll call vote.

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12. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve to accept the resignation of Maria Kaufman, EHTASCC Head Counselor, effective June 14, 2012.
Unanimously approved by roll call vote.
13. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Francesca Lentini as an aide in the EHTASCC Summer Camp Programs, subject to enrollment, at a salary of \$10.00 per hour, not to exceed 370 hours during the summer, including training and parent orientation participation, effective June 20, 2012, through August 30, 2012.
Unanimously approved by roll call vote.
14. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the appointment of Danielle Gilroy as Head Counselor in the EHTASCC Summer Camp Programs, subject to enrollment, at a salary of \$12.00 per hour, not to exceed 370 hours during the summer, including training and parent orientation participation, effective July 17, 2012, through August 30, 2012.
Unanimously approved by roll call vote.
15. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the following individuals as chaperones for the EHTASCC camping trip to Club Getaway in Kent, CT on August 12, 2012, through August 14, 2012, at a stipend of \$350.00 each:
 - Matthew Bardi
 - Frank Biamonte
 - Victoria Carlucci
 - Danielle Gilroy
 - Michael MarianoUnanimously approved by roll call vote.
16. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the following individuals as Substitute Head Counselors in the EHTASCC Summer Camp Programs, subject to enrollment, at a salary of \$12.00 per hour, not to exceed 370 hours during the summer, including training and parent orientation participation, pending fingerprinting/criminal history background check approval.
 - Douglas Naccara
 - Joanna NaccaraUnanimously approved by roll call vote.

EDUCATION

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

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>	<u>Evacuation (Bomb Threat)</u>
Frank J. Smith School	6/6 & 6/15/12		6/13/12
Central Elementary School	6/6 & 6/15/12	6/8/12	6/11/12
East Hanover Middle School	6/5 & 11, 2012	6/15/12	

Unanimously approved by roll call vote.

FINANCE

1. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the attached travel and related expenses. (Doc. F-1)
Unanimously approved by roll call vote.
2. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the bills list dated June 30, 2012, for the 2011-12 school year for check #38637 through check #38780 in the total amount of \$285,413.22. (Doc. F-2)
Approve the bills list dated July 16, 2012, for the 2012-13 school year for check #38781 through check #38807 in the total amount of \$235,990.30. (Doc. F-3)
Approve the payroll disbursement for June 14, 2012, in the total amount of \$612,725.34.
Approve the payroll disbursement for June 18, 2012, in the total amount of \$536,258.69.
Approve the payroll disbursement for June 29, 2012, in the total amount of \$101,141.53.

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Approve the payment to NJSHB for July 2012 in the amount of \$169,986.99.

Approve check #2077 in the amount of \$1197.23 and check #2078 in the amount of \$327.06 to Cream-O-Land Dairies.
Unanimously approved by roll call vote.

3. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the transfer list dated May 31, 2012.
(Doc. F-4)
Unanimously approved by roll call vote.
4. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the attendance incentives for the 2011-2012 school year, as per attached.
(Doc. F-5)
Unanimously approved by roll call vote.
5. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the sick leave payments, as per attached.
(Doc. F-6)
Unanimously approved by roll call vote.
6. Mr. Brunini moved and Mrs. Mitchell seconded the motion to accept the report of the Secretary A-148 and the Treasurer's Report A-149 for the month ending May 31, 2012.
(Doc. F-7)
Unanimously approved by roll call vote.
7. Mr. Brunini moved and Mrs. Mitchell seconded the motion to accept the certification of the Business Administrator/Board Secretary that as of May 31, 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.
8. Mr. Brunini moved and Mrs. Mitchell seconded the motion to certify that as of May 31, 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.
9. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the purchase of a four (4) PowerEdge T620 servers from Dell for the East Hanover School District at the cost of \$17,104.48, based on the national cooperative contract through WSCA #70256.
Unanimously approved by roll call vote.
10. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the increase of 4.81% for dental insurance with Delta Dental of New Jersey for the period beginning August 1, 2012, through July 31, 2013.
Unanimously approved by roll call vote.
11. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve a purchase order to Green Mountain Services in the amount of \$19,726.40 for the purchase of carpeting in the Administration Building. Three proposals were received with Green Mountain Services being the lowest quote as follows:

Green Mountain Services	\$19,726.40
Everlast Floors Inc.	\$19,990.00
Commercial Interiors Direct	\$27,002.70

Unanimously approved by roll call vote.

12. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the following amended resolution to appoint Deborah Muscara, School Business Administrator/Board Secretary, as Qualified Purchasing Agent for the 2012-2013 school year.

WHEREAS, N.J.S.A. 18A:18A-3a, permits boards of education to grant authorization to its appointed purchasing agent the right to negotiate and award contracts below the bid threshold; and

WHEREAS, East Hanover Township Board of Education desires to do the above pursuant to this resolution,

RESOLVED, that the governing body of the East Hanover Township Board of Education, in the County of Morris, in the State of New Jersey hereby establishes its bid threshold pursuant to 18A:18a 3, at \$36,000; and be it further,

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RESOLVED, that the governing body hereby appoints Deborah Muscara, School Business Administrator, as the Board's Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A, et. Seq. and grants authority, responsibility, and accountability of the purchasing activity of the East Hanover Township Board Education for the 2012-2013 school year.

Unanimously approved by roll call vote.

13. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the acceptance of the following FY2013 IDEA Grant allocations for the 2012-2013 school year:
- \$257,352 (Basic public @ \$236,976, and non-public, St. Rose @ \$20,349)
 - \$14,411 (Preschool public)
- Unanimously approved by roll call vote.
14. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the contracts for services to East Hanover's Special Education extended year program, as per attached. (Doc. F-8)
Unanimously approved by roll call vote.
15. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the contracts for services to East Hanover's Special Education program, as per attached. (Doc. F-9)
Unanimously approved by roll call vote.
16. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the agreement with KMS Consulting for accounting services to close the East Hanover Township School District financial books for the 2011-12 school year, as per attached. (Doc. F-10)
Unanimously approved by roll call vote.
17. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the following Resolution:
- Pursuant to the requirements of NJPL 2011 Chapter 78, the East Hanover Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program effective July 1, 2012, through June 30, 2013, as follows:
1. Pursuant to their electronic proposal of September 21, 2011, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board's FSA administrator.
 2. The Board appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.
 3. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.
- Unanimously approved by roll call vote.
18. Mr. Brunini moved and Mrs. Mitchell seconded the motion to ratify/approve the following persons to be authorized to sign checks as of July 1, 2012, through January 3, 2013, for the following accounts at TD Bank and that the facsimile signature(s) be authorized:
- A) 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
- B) 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
- C) Central 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

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D) Frank J. Smith 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

E) 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

Unanimously approved by roll call vote.

BUILDINGS & GROUNDS

1. Mr. Brunini moved and Mrs. Mitchell 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.
2. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the Facility Agreement with the American Red Cross for use of Central Elementary School and East Hanover Middle School as emergency shelter facilities, as per attached. (Doc. B&G-2)
Unanimously approved by roll call vote.

TRANSPORTATION

1. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the 2012-2013 Joint Transportation Agreement with Hanover Park Regional High School for (58) district routes in the amount of \$566,019.20.
Unanimously approved by roll call vote. (Doc. T-1)
2. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the Joint Transportation Agreement with Hanover Park Regional High School for (10) ESY routes to Frank J. Smith School from July 5, 2012, through August 8, 2012, in the amount of \$19,211.20. (Doc. T-2)
Unanimously approved by roll call vote.
3. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the 2012-2013 Joint Transportation Agreement with Hanover Park Regional High School for (3) special education routes in the amount of \$58,248.29. (Doc. T-3)
Unanimously approved by roll call vote.
4. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the 2012-2013 Joint Transportation Agreement with Hanover Park Regional High School for Related School Activities at the rate of \$56.00/hour.
Unanimously approved by roll call vote. (Doc. T-4)
5. Mr. Brunini moved and Mrs. Mitchell seconded the motion to approve the Joint Transportation Agreement with Hanover Park Regional High School for East Hanover Township to provide special education transportation for the 2012-2013 school year in the amount of \$13,658.56. (Doc. T-5)
Unanimously approved by roll call vote.

OLD BUSINESS – Discussion of the East Hanover Middle School and Central School sign.

NEW BUSINESS – Dr. Ricca thanked the Board for another great year and successful commencement.

PUBLIC COMMENTS – None

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Mr. Brunini moved and Mrs. Mitchell seconded the motion to go into closed 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 July 16, 2012, at 6:48 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.

President Sullivan reconvened the meeting at 7:05 p.m.

ADJOURNMENT

Mr. Brunini moved and Mrs. Mitchell seconded the motion to adjourn the meeting at 7:05 p.m.

Voice vote all yes.

Respectfully submitted,



Deborah Muscara

Business Administrator/Board Secretary

DM/cg