

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Regular Public Meeting

November 12, 2012

East Hanover Middle School Auditorium

477 Ridgedale Avenue

MINUTES

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, Mr. Barisciano (arrived 6:45 p.m.), Mr. Hadley, Mrs. Mitchell,
Mrs. Pfund-Olsen, Mrs. Powers, Mr. Sullivan

Also Present: Dr. Ricca, Superintendent of Schools
Mrs. Muscara, Business Administrator/Board Secretary
Secretary, Staff-5, Citizens-13, Students-12

PUBLIC COMMENTS

Mr. Sullivan remarked that it is great to have the student council members at the board meeting. He also publically thanked the administration and staff for their time spent during the after effects of Hurricane Sandy.

PRESENTATIONS

**American Education Week
Board Member "For-a-Day"
Student Council Members**

Superintendent's Report – Dr. Joseph Ricca/Emily Seymour

Board President – Sean Sullivan/Joseph Scerbo

East Hanover Middle School Principal Report – Ms. Stacie Costello/Lindsey Schiffner

East Hanover Middle School Assistant Principal – Mr. Michael Calomino/Meghna Padmanabhan

Central Elementary School Principal Report - Ms. Melissa Falcone/Kaitlyn Huamani

Frank J. Smith Elementary School Principal Report – Ms. Kerry Quinn/Adriana Salzano

Director of the Department of Special Services Report – Dr. Karen Jacob/Olivia Sarrecchia

Business Administrator/Board Secretary Report – Mrs. Deborah Muscara/Abigail Erbes

Personnel Committee Report – Mr. Bruno Brunini/Bartolo Castano

Education Committee Report – Mrs. Catherine Pfund-Olsen/Sophia Foti

Policy/Public Relations Report – Mrs. Mary Powers/Adrianna Salerno

Finance Committee Report – Mr. Kenneth Hadley/Lizzie Pichowicz

Buildings & Grounds/Transportation Committee – Mr. Anthony Barisciano/John Luke Lembo

SUPERINTENDENT'S REPORT

Emily Seymour presented the report for Dr. Ricca:

- Welcomed everyone to the East Hanover Board of Education's 5th Annual American Education Week Student/Board Member Shadow Experience.
- Thanked all veterans for all their sacrifice for our country.
- EHMS student body has been chosen by Princeton University to participate in the "Root's Program." The program will support the school's climate and cultural development efforts.
- The Fall TALC meeting will be held on Tuesday. The Board of Education representatives will meet with the EHEA representatives to discuss issues related to the school district.
- The district continues to work to complete all curricular revisions. A special thanks was given to the faculty and staff for all their hard work. The district is nearing the conclusion of a major alignment of the Mathematics and English language arts curricular with the Common Core State Standards.

Dr. Ricca presented the following:

- Mr. Sullivan and Mr. Hadley were congratulated for their re-election to the Board.
- Welcomed the student council members and thanked Mrs. Pfund-Olsen for starting this annual event.
- Discussed the results of Hurricane Sandy and thanked everyone involved.
- HIB Report – Two reported incidents with zero confirmed. The Board members have the information in their board packets.
- Discussed Ms. Canova's cookbook project with the students of "18 Ways to Cook a Turkey."

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Abigail Erbes presented the following report for Mrs. Muscara:

- Thanked the staff for helping out with the effects of Hurricane Sandy with a particular thanks to the maintenance and custodial staff. The buildings did not sustain much damage with the exception of fallen trees damaging a few fences and loss of power which may be the result of a boiler leak at the Middle School. The existing boiler leak at Central School will soon be repaired.

Presentation of the 2011-2012 Annual Audit by Mr. Paul Lerch of Lerch, Vinci & Higgins, LLP:

- Mr. Lerch reviewed the financial transactions that run through the Board of Education to pay for the student's education. Particular attention was given to schedule C-1, the budgetary comparison, which consists of revenue and budget to actual expenditures. The Board of Education received an unqualified opinion which is the best opinion available. The June 20, 2012, actual fund balance was \$2,450,599 with restricted excess surplus of \$248K which is the excess surplus over the 2% allowed. Last year's excess surplus was \$44K. Funds were also placed in capital and maintenance reserve for future building projects. The assigned year end encumbrances not yet to be delivered at the end of the year were \$219,594, \$291,444 for subsequent year's expenditures and \$691,749 surplus.

Mr. Lerch presented the audit findings as follows:

Signatures of receipt need to be on all purchase orders, follow guidelines when purchase order changes occur, charge expenditures to the proper account classification, request the proper amount of reimbursements for federal grants, refunds and all vendor expenditures to be approved by the Board for After School Child Care Program, and the Student Activities Accounts should have pre-numbered deposits, two signatures on all checks and eliminate unrelated student activity changes.

COMMITTEE REPORTS

East Hanover Middle School – Lindsey Schiffner reported on School Violence Week, the celebration of Red Ribbon Week, the Halloween Dance, 8th grade students read speeches for President Obama, Governor Romney, Vice President Biden, and Congressman Ryan, the first marking period will end November 15th, and the boys and girls soccer teams are waiting to play the 2nd round of playoffs.

Central Elementary School – Kaitlyn Huamani reported on the activities for the Week of Respect, the completion of the mural residency which focused on inventors from the Garden State, American Education Week, the annual winter concert and the adoption of Highlands Elementary School. Donations will be received to provide supplies to the students.

Frank J. Smith School – Adriana Salzano reported on the Big Green Machine Assembly, the Ribbit Ribbit Read Program, the Thanksgiving Feast will occur November 16th and wished everyone a Happy Thanksgiving.

Special Services – Nicole Caracciolo reported on the celebration of National Inclusive Schools month, the opportunities provided by the EHSD to promote a quality education through a differentiated instructional approach and discussed the important aspect of learning for all students which is to have strong Executive Functioning Skills.

Personnel – None

Education/Technology – Mrs. Pfund-Olsen asked if there are procedures to follow regarding the Anti-Bullying teams. Dr. Ricca stated the specialists are trained to work with the students and staff.

Finance - None

Negotiations – Mr. Sullivan reported that a meeting will take place this week with the mediator in hopes of a settlement.

Policy/Public Relations – Dr. Ricca stated the East Hanover Middle School gym was declared a community Red Cross Shelter. The district worked in cooperation with the O.E.M. and the Mayor's office. The community was united with many members helping out at the shelter.

Buildings and Grounds/Transportation – None

MINUTES

1. Mrs. Mitchell moved and Mrs. Pfund-Olsen seconded the motion to approve the minutes of the October 15, 2012, Regular Public Meeting. (Doc. M-1)
Yes: Mr. Brunini, Mrs. Mitchell, Mrs. Powers, Mr. Sullivan
Abstain: Mr. Barisciano, Mr. Hadley, Mrs. Pfund-Olsen
2. Mrs. Mitchell moved and Mrs. Pfund-Olsen seconded the motion to approve the minutes of the October 15, 2012, Executive Session. (Doc. M-2)
Yes: Mr. Brunini, Mrs. Mitchell, Mrs. Powers, Mr. Sullivan
Abstain: Mr. Barisciano, Mr. Hadley, Mrs. Pfund-Olsen

PERSONNEL

1. Mr. Brunini moved and Mrs. Powers seconded the motion to approve the extended leave of absence request for Kimberly Neary, Grade 6-8 Physical Education/Health Teacher, East Hanover Middle School, from December 17, 2012, through March 1, 2013, as per the attached letter. Benefits will not be paid from January 1, 2013, through February 28, 2013. (Doc. P-1)

Unanimously approved by roll call vote.

2. Mr. Brunini moved and Mrs. Powers seconded the motion to approve to extend the appointment of Allison Cahill as leave replacement teacher for Kim Neary, Grade 6-8 Physical Education/Health Teacher at East Hanover Middle School, from December 17, 2012, through March 1, 2013, 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.

Unanimously approved by roll call vote.

3. Mr. Brunini moved and Mrs. Powers seconded the motion to approve the request for Michelle Scrocco, Grade 6-8 Self-Contained Teacher, East Hanover Middle School, for a leave of absence, having received doctor's certification, commencing April 8, 2013, under the Federal Family Leave Act (FMLA), ending after twelve (12) weeks through September 6, 2013, while utilizing thirty nine (39) sick days. (Doc. P-2)

Mr. Brunini moved and Mrs. Powers seconded the motion to approve twelve (12) weeks under NJ Family Leave Act (FLA) for Michelle Scrocco, Grade 6-8 Self-Contained Teacher, East Hanover Middle School, commencing on June 3, 2013, through October 25, 2013, with a return to work date on October 28, 2013, as requested in writing. Medical benefits will be paid.

Unanimously approved by roll call vote.

4. Mr. Brunini moved and Mrs. Powers seconded the motion to approve the appointment of the following people to be included on the district substitute list for the 2012-2013 school year, pending approval by the New Jersey State Department of Education following a Criminal History Check:

Hayley Davis	Substitute Teacher and Instructional Aide
Donna Drake	Substitute Instructional Aide and Kindergarten Wrap Around Aide
Irene Monteleone	Substitute Instructional Aide

Unanimously approved by roll call vote.

5. Mr. Brunini moved and Mrs. Powers seconded the motion to approve the appointment of Samantha Sorrentino as leave replacement teacher for Laurette Barstow, Grade 8 Mathematics Teacher at East Hanover Middle School, from November 30, 2012, through April 26, 2013, 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, pending approval by the New Jersey State Department of Education following a Criminal History Check.

Unanimously approved by roll call vote.

6. Mr. Brunini moved and Mrs. Powers seconded the motion to approve the request for Joanna Naccara, Grade K-2 Physical Education Teacher, Frank J. Smith School, for a leave of absence, having received doctor's certification, commencing February 27, 2013, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks through May 28, 2013, while utilizing thirty-six(36) sick days.

Mr. Brunini moved and Mrs. Powers seconded the motion to approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Joanna Naccara commencing on April 29, 2013, through June 30, 2013, with a return to work date on September 1, 2013, as requested in writing. Medical benefits will be paid.

Unanimously approved by roll call vote.

EDUCATION

1. Mrs. Pfund-Olsen moved and Mr. Brunini seconded the motion to approve the Superintendent's HIB/Discipline Report for October/November 2012.

Unanimously approved by roll call vote.

2. Mrs. Pfund-Olsen moved and Mr. Brunini seconded the motion to approve the Anti-Bullying Teams for 2012-13, as attached. (Doc. E-1)

Unanimously approved by roll call vote.

3. Mrs. Pfund-Olsen moved and Mr. Brunini seconded the motion to approve a revision to the 2012-2013 district calendar to include Thursday, November 8, and Friday, November 9, 2012, as regular school days for the students and staff of East Hanover Township School District.

Unanimously approved by roll call vote.

4. Mrs. Pfund-Olsen moved and Mr. Brunini seconded the motion to approve field trips for the Life Skills class at East Hanover Middle School, as attached. (Doc. E-2)

Unanimously approved by roll call vote.

5. Mrs. Pfund-Olsen moved and Mr. Brunini seconded 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>
Ashley Tufte Fairleigh Dickinson University	Student Teacher	Jennifer Nadel, Grade 4	1/28/13-5/3/13
Andrea Olsen Caldwell College	Classroom Observation	Andrea D'Arco, Resource Grades 6-8	11/13/12-12/20/12

Unanimously approved by roll call vote.

6. Mrs. Pfund-Olsen moved and Mr. Brunini seconded the motion to approve the following practicum assignment:

<u>Student/College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Colleen Brophy University of Scranton	Practicum Supervising	Kerry Quinn	11/13/12-6/21/12 150 hours

Unanimously approved by roll call vote.

7. Mrs. Pfund-Olsen 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 October 2012:

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>
Frank J. Smith School	10/11 & 22/2012	10/18/12
Central Elementary School	10/1 & 12/2012	10/9/2012
East Hanover Middle School	10/2 & 22/2012	

Unanimously approved by roll call vote.

FINANCE

1. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the attached travel and related expenses.

Unanimously approved by roll call vote. (Doc. F-1)

2. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the bills list dated November 12, 2012, for the 2012-13 school year for check #39125 through check #39201 in the total amount of \$266,943.31. (Doc. F-2)

Approve the payroll disbursement for September 28, 2012, in the total amount of \$539,320.73.

Approve the payroll disbursement for October 12, 2012, in the total amount of \$557,527.01.

Approve the payroll disbursement for October 26, 2012, in the total amount of \$539,954.25.

Approve check #2030 from the Unemployment Compensation Fund in the amount of \$14,243.10 for quarter ending September 30, 2012.

Approve payment to NJSHBP for health benefits for the month of October in the amount of \$170,015.62.

Unanimously approved by roll call vote.

3. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the transfer list dated September 30, 2012.
Unanimously approved by roll call vote. (Doc.F-3)
4. Mr. Hadley 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 September 30, 2012. (Doc. F-4)
Unanimously approved by roll call vote.
5. Mr. Hadley moved and Mr. Brunini seconded the motion to accept the certification of the Business Administrator/Board Secretary that as of September 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.
6. Mr. Hadley moved and Mr. Brunini seconded the motion to certify that as of September 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. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the 2008-2009 audited tuition adjustment for The Children's Therapy Center in the amount of \$8,718.00 for one student in accordance with N.J.A.C. 6A:23A-18.2(a)(2) and the attached letter. (Doc. F-5)
Unanimously approved by roll call vote.
8. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the purchase of the East Hanover Township District's experience rating from the NJ Division of Pensions and Benefits for the recent three years for the Horizon Blue Cross Blue Shield of New Jersey health plans at the cost of \$2,000.00.
Unanimously approved by roll call vote.
9. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the extended renewal agreement with NCS Pearson, Inc. to provide PowerSchool Hosting services in the amount of \$2,150.00 for the period of February 1, 2013 through June 30, 2013. This agreement will change the period of services to coincide with the fiscal year.
10. Mr. Hadley moved and Mr. Brunini seconded the motion to approve and accept the June 30, 2012, Comprehensive Annual Financial Report (CAFR) prepared by Lerch, Vinci & Higgins, LLP and the Corrective Action Plan, as per attached. (Doc. F-6)
Unanimously approved by roll call vote.

Mrs. Muscara reported on the Corrective Action Plan for the 2011-2012 Audit:

- Internal controls will be enhanced to ensure all purchase orders have all the required signatures before issuing payment.
- The district will adhere to the policy in place for increases to original purchase order amounts.
- The district will use the proper classifications for expenditure codes based on the 2008 Uniform Chart of Accounts.
- The district will apply excess funding received from Federal Grants towards future reimbursement requests. In addition, all reimbursement requests will be supported with expenditure detail.
- Refunds for the After School Child Care Program will be board approved and reflected in the minutes of the district.
- Expenditures of the After School Child Care Program should be processed through the business office and the overall method of processing of disbursements will be reviewed.
- The Student Activity accounts will utilize pre-numbered receipts or deposit request forms.

- The Student Activity account funds will be utilized for related student activities and all checks will have two authorized signatures.

11. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the contracts for services to East Hanover's Special Education as attached. (Doc. F-7)
Unanimously approved by roll call vote.
12. Mr. Hadley moved and Mr. Brunini seconded the motion to ratify/approve to authorize the submission of the IDEA Grant application on October 12, 2012, for the fiscal year September 1, 2012, through August 31, 2013.
Unanimously approved by roll call vote.
13. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the N.J. Non Public School Technology Initiative Program Conference/ Assurance Statement for the 2012-2013 School Year on behalf of the East Hanover Township School District between the ESC of Morris County and St. Rose of Lima Academy, as per the attached. (Doc. F-8)
Unanimously approved by roll call vote.
14. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the increase for services to East Hanover's Special Education extended-year program, as attached. (Doc. F-9)
Unanimously approved by roll call vote.
15. Mr. Hadley moved and Mr. Brunini seconded the motion to approve the revised Chapter 192/193 funding for the 2012-2013 school year, as per attached. (Doc. F-10)

Chapter 192	\$10,869.00
Chapter 193	\$44,028.00

Unanimously approved by roll call vote.

BUILDINGS & GROUNDS

1. Mr. Sullivan 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.

OLD BUSINESS - None

NEW BUSINESS

Mr. Sullivan thanked all the student council members for their participation in the board meeting this evening.

PUBLIC COMMENTS - None

Mr. Sullivan 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 may be necessary to meet in Executive Session on November 12, 2012, at 7:15 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 7:28 p.m.

ADJOURNMENT

Mr. Barisciano moved and Mr. Hadley seconded the motion to adjourn the meeting at 7:28 p.m.

Voice vote all yes.

Respectfully submitted,

Deborah Muscara

Business Administrator/Board Secretary

DM/cg