

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
Regular Public Meeting
February 11, 2013
Board of Education Conference Room
20 School Avenue
MINUTES
6:30 p.m.

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

Also Present: Dr. Ricca, Superintendent of Schools
Mrs. Muscara, Business Administrator/Board Secretary
Staff-6, Student Council Representative Joseph Wisniewski, Citizens-1

PUBLIC COMMENTS - None

PRESENTATIONS

East Hanover Middle School Student Council Representative, Joseph Wisniewski, gave the following report:

- The Third marking period just began and report cards were issued on February 7th for the second marking period. Paper report cards will not be issued next year unless requested, but can be obtained from Power School on the school's website.
- Valentine's Day Carnation Sale was a success with 200 carnations to be delivered on Valentine's Day.
- March 8th Lock-In will be featuring many activities and tickets are on sale now.
- Sports Watch - The Girls' Basketball Team is undefeated finishing 21-0; the Boys' Basketball Team had a great season, but lost in the second half of the tournament; the Wrestling Team finished 10-2 and the Boys' and Girls' Volleyball season will be starting soon.

SUPERINTENDENT'S REPORT

Dr. Ricca presented the following report:

- Budget discussion will take place during the School Business Administrator's Report.
- Cocoa & Conversation on January 23rd was well attended. Dr. Ricca appreciates the information and constructive criticism and shares the information with the administrative team to make any necessary changes.
- Homework concerns for Grade 5 - Ms. Falcone makes sure the amount of homework is appropriate based on the Board's expectations and insuring it is educationally sound. Ms. Falcone and the staff have ongoing conversations regarding the homework given.

- The Volleyball game on January 24th was a success raising approximately \$5,000.
- Congratulations were given to all winter sports with a special recognition to the Girls' Basketball Team and also the Boys' Basketball and Wrestling Teams.
- The visitors at the Central Elementary School from China presented a great educational opportunity for the students to interact with each other. A donation of approximately \$5,000 was received and appreciated.
- Congratulations were given to Ms. Hagerman who was identified as "Teacher Who Rocks."
- Hanover Park Regional High School was commended for being named New Jersey State School of Character. Also, congratulations was extended to Ms. Costello, Mr. Calomino, the faculty and students of East Hanover Middle School for becoming one of the five schools in the State of New Jersey to receive Honorable Mention.
- The play "Cupid's Bow" will be presented at Central Elementary School this week.
- A School Safety and Security Summit will take place on February 26th.
- The proposed Academic Calendar changes for 2013-2014 will occur for professional development opportunities.
- The Personnel Committee Meeting, which took place today, will be discussed during the committee reports.
- Superintendent's Evaluation – Board members were thanked for submitting the evaluations.
- HIB – two incidents were reported and zero was confirmed as HIB.
- NJSBA Salary Cap survey results were distributed emphasizing that districts are being put in a difficult situation.
- Many Special Education code changes are being reviewed by the State Board of Education.
- Commissioner of Education meeting – discussion of standardized testing, Common Core Standards, and PARCC testing. There will be no diversions from the initial time line.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Both Dr. Ricca and Mrs. Muscara discussed the preliminary budget for 2013-2014. Dr. Ricca emphasized that over the past few years the budget remained austere and programs flourished. He reviewed the programs and projects available in the budget including security projects and shared services. The district is proposing a 2% General Fund Tax Levy increase with an \$11.00 increase per year on the average assessed home. The budget includes a 20% decrease in State Aid. If the State Aid announced on February 28th is higher, than the tax levy increase may be lowered to approximately 1.3%.

Ms. Muscara discussed the resolutions on the Board agenda regarding travel and legal budgets and closing out the Frank J. Smith School Capital Project with the balance offsetting the Debt Service Tax Levy over the next few years. She also reviewed the budget process, increases, decreases and level expenditures. The revenue side of the budget was reviewed with an emphasis on the reduced State Aid, Excess Surplus, and Special Revenue Debut Service. Ms. Muscara then discussed the tax impact in addition to the lower net taxable valuation and requested the Board's informal approval of the proposed budget.

Mr. Sullivan stated the preliminary budget is a good, sound budget with the necessary programs for the students.

COMMITTEE REPORTS

Personnel – Mr. Brunini stated the committee discussed the budget items in the preliminary budget and two staff resignations.

Education/Technology – No report.

Finance – Mr. Sullivan thanked the administration and staff for doing more with less and maintaining the programs. He also stated it will be a great addition to the district to add an Educational Technology Specialist.

Negotiations – Mr. Sullivan stated the committee is waiting for a vote from the EHEA and the Administrator’s Association will be meeting after the Board meeting this evening.

Policy/Public Relations – Dr. Ricca stated the Board will be receiving a packet to review policies in the near future.

Buildings and Grounds/Transportation – Mr. Barisciano stated the committee reviewed the projects in the preliminary budget.

MINUTES

1. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the minutes of the January 14, 2013, Regular Public Meeting. (Doc. M-1)
Unanimously approved by roll call vote.
2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the minutes of the January 14, 2013, Executive Session. (Doc. M-2)
Unanimously approved by roll call vote.

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

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

Unanimously approved by roll call vote.

PERSONNEL

1. Mrs. Mitchell moved and Mr. Brunini seconded the motion to 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 February 15, 2013, through April 15, 2013, or sooner, pending district staffing requirements.
Unanimously approved by roll call vote.
2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Irene Monteleone to the position of Life Skills 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 April 8, 2013, through June 30, 2013. (Doc. P-1)
Unanimously approved by roll call vote.
3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to ratify/approve to accept a letter of resignation from Frank Noborine III, full-time district maintenance worker, effective January 25, 2013. (Doc. P-2)
Unanimously approved by roll call vote.
4. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve to accept a letter of resignation from Lori Marzella, part-time instructional aide at Central Elementary School, effective March 31, 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 Theodore Serritella as a part-time (.5) maintenance worker for the 2012-2013 school year, at an annual rate of \$20,092.50, prorated to \$6,697.50 (.5 of Step 1 of the 2011-2012 Maintenance Salary Guide) effective March 1, 2013, or sooner, through June 30, 2013, pending approval by the New Jersey Department of Education following a criminal history check. (Doc. P-4)

Unanimously approved by roll call vote.

- 6. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the extended leave of absence for Laurette Barstow, Grade 8 Mathematics teacher, East Hanover Middle School, from May 4, 2013, through June 30, 2013, without pay and without medical benefits, as per the attached. (Doc. P-5)

Unanimously approved by roll call vote.

- 7. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Samantha Sorrentino to the position of Grade 8 Mathematics 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 April 26, 2013, through June 30, 2013.

Unanimously approved by roll call vote.

- 8. Mrs. Mitchell moved and Mr. Brunini seconded the motion to ratify/approve the transfer of Barbra Chayka, part-time instructional aide at East Hanover Middle School to Frank J. Smith Elementary School, effective Monday, February 4, 2013, maintaining her current schedule of 15 hours per week.

Unanimously approved by roll call vote.

- 9. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Katharine Lauritsen, Grade 8 Science teacher, East Hanover Middle School, as a Homework Club teacher, effective February 12, 2013, through June 30, 2013.

Unanimously approved by roll call vote.

- 10. 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:

Gabryelle Brooks	Substitute: Teacher, Instructional Aide, K-Wrap Program Aide
Laura Cowhig	Substitute: Teacher, Instructional Aide
Greg Flora	Substitute Teacher
Laura Halen	Substitute Teacher
Noemi Gargiulo	Substitute Teacher
Jessica Gatti	Substitute: Teacher, Instructional Aide, K-Wrap Program Aide; Before/ After School Aide
Lauren Iervolino	Substitute Nurse
Frank Noborine III	Substitute Maintenance/Custodial

Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the appointment of Frank Noborine III to be included in the Substitute List for Custodial/Maintenance for 2012-2013, effective February 1, 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 15, 2013, through February 11, 2013.

Unanimously approved by roll call vote.

- 2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve revisions to the 2013-2014 district academic calendar, as per the attached. (Doc. E-1)

Unanimously approved by roll call vote.

- 3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the revision of the Electronic Violence, Vandalism, and Substance Abuse Incident Report Form and the Report of Suspension of Students with Disabilities Form. (Doc. E-2)

Unanimously approved by roll call vote.

4. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the voluntary participation of the principal and faculty members of East Hanover Middle School in an online research study concerning their perspectives on technology, conducted by a graduate student.

Unanimously approved by roll call vote.

5. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the following Grade 6 field trips:
 - April 10th- Museum of Natural History, NYC
 - May 20th- Chambers Theater- Union City, NJ

Unanimously approved by roll call vote.

6. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the following student teacher assignment:

<u>Student/College</u>	<u>Purpose</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Jacquelyn Pador Centenary College	Observation 10 hours per teacher	Pat Preblich – Grade 4 Theresa Dathe – Resource Room	2/12/13- 4/30/13
Nicole Lazzaro Caldwell College	Observation (6 hours)	Jen Doherty	2/19/13

Unanimously approved by roll call vote.

7. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the following high school intern assignments:

<u>Student</u>	<u>Co-op Teacher</u>
Samantha Maenza	Amanda Clarke – Preschool
Stephanie Levine	Maureen Dorney – Grade 2
Amanda Cassady	Kathy Fitzsimmons - Kindergarten

Unanimously approved by roll call vote.

8. 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 January 2013:

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>
Frank J. Smith School	1/24 & 30/2013	1/31/2013
Central Elementary School	1/7 & 30/2013	1/4/2013
East Hanover Middle School	1/8 & 10/2013	1/15/2013

Unanimously approved by roll call vote.

FINANCE

1. 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.

2. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the bills list dated February 11, 2013, for the 2012-13 school year in the total amount of \$334,361.04.

(Doc. F-2)

General Fund	\$278,579.32
Special Revenue	\$ 55,047.76
Enterprise Fund	\$ 733.96

Approve the payroll disbursement for January 14, 2013, in the total amount of \$574,479.26.

Approve the payroll disbursement for January 28, 2013, in the total amount of \$535,960.01.

Approve check #2031 in the amount of \$1,770.89 from the Unemployment Compensation Account for the quarter ending December 31, 2012.

Approve check #2083 in the amount of \$1,333.45 from the Milk Account for Cream-O-Land Dairies.

Approve hand check #1232013 in the amount of \$1,141.28 for the DCRP Employer's Contribution for January 2013.

Approve voiding check #39331 and replacing it with check #39441 payable to the Treasurer, State of New Jersey in the amount of \$14, 018.00.

Unanimously approved by roll call vote.

3. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the transfer list dated December 31, 2012. (Doc. F-3)

Unanimously approved by roll call vote.

4. 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 December 31, 2012. (Doc. F-4)

Unanimously approved by roll call vote.

5. Mrs. Mitchell moved and Mr. Brunini seconded the motion to accept the certification of the Business Administrator/Board Secretary that as of December 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.

6. Mrs. Mitchell moved and Mr. Brunini seconded the motion to certify that as of December 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.

7. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve WHEREAS, the school district policy and N.J.A.C. 6A:23B-1.2 provides that the East Hanover Township Board of Education shall establish in its annual budget a maximum expenditure amount that may be allotted for travel and expense in the 2012-2013 school year, and

WHEREAS, the East Hanover Township Board of Education allotted \$8,000 for travel and expense reimbursements for the 2012-2013 school year, and

WHEREAS, funds for travel registration are included in non-travel accounts and should be part of travel expenditures as confirmed by the district's auditor,

THEREFORE BE IT RESOLVED, that the East Hanover Township Board of Education approves an increase in the travel budget for the 2012-2013 school year for a revised allotted total up to and not to exceed \$23,000.

Unanimously approved by roll call vote.

8. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve WHEREAS, the 2012-2013 budget includes the maximum cost for legal professional services in the amount of \$25,000, and

WHEREAS, due to unusual circumstances in the 2012-2013 school year, the maximum budget may need to increase,

THEREFORE BE IT RESOLVED, that the East Hanover Township Board of Education approves the revised budget for legal services in the amount up to \$60,000.

Unanimously approved by roll call vote.

- 9. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve WHEREAS, the unexpended bond proceeds from the Frank J. Smith Elementary 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 portion of the estimated available balance of bond proceeds in the current year in the amount of \$100,000,

THEREFORE BE IT RESOLVED, that the East Hanover Township Board of Education approves the transfer of a portion of the unexpended balances in the amount of \$100,000 to be transferred into the Debt Service, Fund 40, as "Revenue and Other Financing Sources" to fund the principal payments in the 2013-2014 school year.

Unanimously approved by roll call vote.

- 10. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve the contracts for services to East Hanover's Special Education program, as attached. (Doc. F-5)

Unanimously approved by roll call vote.

- 11. Mrs. Mitchell moved and Mr. Brunini seconded the motion to approve to accept a donation from AACE Academy Inc. in the amount of \$5,000.00 to the Central Elementary School student activity account, as per the attached. (Doc. F-6)

Unanimously approved by roll call vote.

- 12. Mrs. Mitchell moved and Mr. Brunini seconded the motion to authorize the submission of the IDEA Grant Amendment for the fiscal year September 1, 2012, through August 31, 2013.

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 - Mrs. Pfund-Olsen stated that the visit from the Chinese students was a rewarding event and a benefit to all and she was glad she was a part of it.

NEW BUSINESS - Dr. Ricca thanked the Finance, Buildings and Grounds and Personnel Committees for believing in the district and allowing us to move forward with the proposed budget. Mrs. Brophy was also acknowledged for attending the Board meeting for her graduate class in Administration.

PUBLIC COMMENTS - None

Mrs. Mitchell moved and Mr. Brunini 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 February 11, 2013, at 7:10 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 will not be taken upon return from Executive Session.

President Sullivan reconvened the meeting at 7:25 p.m.

ADJOURNMENT

Mrs. Mitchell moved and Mr. Barisciano seconded the motion to adjourn the meeting at 7:25 p.m.

Voice vote all yes.

Respectfully submitted,



Deborah Muscara

Business Administrator/Board Secretary

DM/cg