

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Regular Public Meeting

June 11, 2012

East Hanover Middle School Auditorium

477 Ridgedale Avenue

AGENDA

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

PUBLIC COMMENTS

PRESENTATIONS

- Recognition of retiring District employees:
 - Mr. Patrick Palmieri, 43 years
 - Ms. Kathleen Picarello, 33 years
 - Ms. Kimmerly Ricciardi-Pomerance, 33 years
- Presentation of Teacher Recognition Program recipients:
 - Miss Amanda Clarke, Preschool Teacher
 - Miss Jennifer Goudreau, Grade 3 Inclusion Teacher
 - Mrs. Lisa Treamont, Grade 8 Teacher
- Recognition by East Hanover PTA
- Recognition for years of service: Katine Slunt
- Recognition for years of service: Charles A. Grau

SUPERINTENDENT'S REPORT

Monthly HIB Update

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

COMMITTEE REPORTS

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

MINUTES

1. Approve the minutes of the May 14, 2012, Regular Public Meeting. (Doc. M-1)
2. Approve the minutes of the May 23, 2012, Special Meeting. (Doc. M-2)

PERSONNEL

1. Approve authorizing the Superintendent of Schools to post, advertise, and appoint personnel, pending board approval, during the summer months to staff the schools for the 2012-13 school year.
2. Approve the appointment of staff to the extended year program, July 1, 2012, through August 31, 2012, as per attached. (Doc. P-)
3. Ratify/Approve Laurie Cacciabeve as I & RS Coordinator for East Hanover Middle School for the 2011-2012 school year.
4. Rescind the appointment of Jennie Duffy-Focario as an Instructional Aide for the 2012 extended school year, appointed at the April 16, 2012, Board of Education meeting.
5. Approve the appointment of Rachel Newburg as a part time summer clerk and substitute in the Board Office at the rate of \$10.00 per hour, to be used when necessary, effective July 1, 2012, through June 30, 2013.
6. Approve the appointment of Robert Ventola to the position of summer help and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$15.00 per hour.
7. Approve the appointment of Robert Gaeta to the position of summer facilities worker and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$15.00 per hour.
8. Approve the appointment of Jonathan Hemenway to the position of summer facilities worker and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$15.00 per hour.
9. Approve the appointment of Bruce D'Amato, Jr. to the position of summer facilities worker and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$15.00 per hour.
10. Approve the appointment of James Vecharello to the position of summer facilities worker and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$10.00 per hour.
11. Approve the appointment of Anthony Vitale to the position of summer facilities worker and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$15.00 per hour, pending approval by the New Jersey State Department of Education following a Criminal History Check.
12. Approve the appointment of Calvin Bell to the position of summer facilities worker and substitute, effective July 1, 2012, through June 30, 2013, at a rate of \$15.00 per hour.
13. Approve the following individual as Head Teacher in the EHTASCC Summer S.A.L.A.D. Program, subject to enrollment, at a salary of \$30.00 per hour, not to exceed 78 hours during the summer.
 - Emily Schweer
14. Approve the following individuals as Substitute Head Teachers in the EHTASCC Summer S.A.L.A.D. Program, subject to enrollment, at a salary of \$30.00 per hour, not to exceed 78 hours during the summer.
 - Jessica Abend
 - Kelly Paff
 - Liane Swan
15. Approve the following individuals as Counselors 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, pending fingerprinting/criminal history background check approval.
 - Jennifer D'Aries
 - Brandon Krueger
 - Joseph Maltino

16. Approve the following individuals as a Substitute Counselor 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, pending fingerprinting/criminal history background check approval.

- Alexandra Paglia

EDUCATION

1. Approve the Harassment, Intimidation, and Bullying District Report as presented by the Superintendent of Schools, for May 14, 2012, through June 11, 2012.
2. Ratify/Approve a field trip for the 5th Grade to East Hanover Middle School on June 1, 2012.
3. Ratify/Approve a field trip for the 5th Grade to the East Hanover Pool on June 8, 2012.
4. Ratify/Approve a field trip for East Hanover Middle School Peer Leaders to Frank J. Smith Elementary School to assist with Field Day, Friday, June 8, 2012.
5. Revise the motion made at the January 9, 2012, Board of Education meeting to approve stipends for the chaperones supervising the Grade 8 Washington, DC field trip May 22-24, 2012, as per the attached. (Doc. E-1)
6. Approve the following Field Observation & Student Teacher assignments:

<u>Student/College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Lauren Keller Seton Hall University	Practicum	Nancy Napolitano/Nurse	9/6/12-12/21/12 1 day per week

7. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of May 2012:

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>
Frank J. Smith School	5/17 & 23/2012	5/30/2012
Central Elementary School	5/11 & 23/2012	5/7/2012
East Hanover Middle School	5/8 & 17/2012	5/11/2012

POLICY

1. Approve the second reading to revise Policy 2361 Acceptable Use of Computer Networks/Computers and Resources. (Doc. PL-1)
2. Approve the second reading to revise Regulation 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES. (Doc. PL-2)

FINANCE

1. Approve the bills list dated June 11, 2012, for the 2011-2012 school year for check #38570 through check #38636 in the total amount of \$261,928.99. (Doc. F-1)
Approve the payroll disbursement for May 14, 2012, in the total amount of \$604,179.16.
Approve the payroll disbursement for May 24, 2012, in the total amount of \$526,459.10.
3. Approve the additional extraordinary aid in the amount of \$338,897.00 that was received for the 2011-12 school year be entered as additional State Aid and transferred to the expenditures for Special Education Tuition for the 2012-2013 school year.
4. Approve authorizing the Business Administrator/Board Secretary to periodically invest Board funds in bonds or other obligations of the U.S. Treasury or obligations guaranteed by the U.S. Treasury in accordance with Title 18A:20-37.
5. Approve authorizing the Business Administrator/Board Secretary to proceed with all necessary adjustments to close the books for the 2011-2012 school year and opening entries necessary for the 2012-2013 school year; including the cancellation of purchase orders, stale dated checks, transfers, compliance with Public Contract Law and award of bids, and other such actions as may be required by statute, code and policy. Any action taken shall be confirmed by the East Hanover Board of Education at its next regular public meeting.

6. Approve the attendance incentives for the 2011-12 school year, list to be ratified at the July 16, 2012, regular board meeting.
7. Approve the payment for accrued sick leave and vacation for employees who are leaving as of June 30, 2012. The list to be ratified at the July 16, 2012, regular board meeting.
8. Approve the Cooperative Pricing System Agreement with The Middlesex Regional Educational Services Commission for the period of July 1, 2012, through June 30, 2013.
9. Approve the Cooperative Pricing Agreement with the Hunterdon County Educational Services for the period July 1, 2012, through June 30, 2013.
10. Accept the report of the Board Secretary A-148 and the Treasurer's Report A-149 for the month ending April 30, 2012. (Doc. F-2)
11. Accept the certification of the Business Administrator/Board Secretary that as of April 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).
12. Certify that as of April 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.
13. Approve a contract with Strauss Esmay Associates for the 2012-2013 school year in the amount of \$3,990.00 for policy services. This is the same amount that was approved for the 2011-2012 school year.
14. Approve the transfer list dated June 31, 2012, as per attached. (Doc. F-3)
15. Approve the C.W. Bollinger Company as agent for the voluntary school accident insurance program at no cost to the Board. Approve the C.W. Bollinger Company as agent for the Annual Athletic Program for all interscholastic sports in the amount of \$2,638.00, for the 2012-2013 school year.
16. Approve a contract with Peggnet Computers to provide district technology support services from July 1, 2012, through June 30, 2013, at the rate of \$6,000.00 per month.
17. Approve a contract with Integrated Micro Systems, Inc. as per bid for the purchase and installation of technology/software in the amount of \$41,229.00, as per attached. (Doc. F-4)
18. Approve the acceptance of the Safety Grant in the amount of \$15,400.00 from the NJSBAIG/Eric West 2012 Safety Program.
19. Approve the contracts for services for East Hanover's Special Education extended year program, as per attached. (Doc. F-5)
20. Approve a transfer of monies into maintenance reserve for the 2011-2012 school year, as per the attached. (Doc. F-6)
21. Approve a transfer of monies into capital reserve for the 2011-2012 school year, as per attached. (Doc. F-7)
22. Approve the following appointments through June 30, 2013:
 - A. Board Secretary – Mrs. Deborah Muscara
 - B. Public Agency Compliance Officer – Mrs. Deborah Muscara
 - C. Treasurer of School Monies – Dr. Joseph Ricca
 - D. Purchasing Agent – Mrs. Deborah Muscara
23. Approve the following persons be authorized to sign checks through January 3, 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)
 - After-School Activities Club Account (Acct. #7859599519)
 - Long-Range Facility Account (Acct. #7859699501)
 - Capital Projects Account (Acct. #7859699584)
 - Referendum Account (Acct. #7859699592)

Signatures: 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

24. Approve that the following persons 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

B) East Hanover Middle School Activities Account (Acct. #7859699550)

Signatures: Ms. Stacie Costello, Principal, East Hanover Middle School
and Mrs. Paula Petrillo, Secretary, East Hanover Middle School
or Mr. Michael Calomino, Assistant Principal, East Hanover Middle School

C) Milk Account (Acct. #7859699485)

Signatures: Dr. Joseph Ricca, Superintendent
or Mrs. Deborah Muscara, Board Secretary

D) Central School Student Account (Acct. #785969943)

Signatures: Dr. Joseph Ricca, Superintendent
or Ms. Melissa Falcone, Principal, Central School
and Mrs. Linda Cusmano, Secretary, Central School
or Mrs. Lucille Carsillo, Clerk-Typist, Central School

E) Frank J. Smith School Student Account (Acct. #7859699527)

Signatures: Dr. Joseph Ricca, Superintendent
or Ms. Kerry Quinn, Principal, Frank J. Smith School
and Mrs. Debra Manno, Secretary, Frank J. Smith School
or Mrs. Victoria Satriano, Clerk-Typist, Frank J. Smith School

F) Summer Programs Account (Acct. #7863524596)

Signatures: Mr. Sean Sullivan, Board President
Mrs. Deborah Muscara, Board Secretary
Dr. Joseph Ricca, Superintendent

G) Petty Cash Account (Acct. #7869312103)

Signatures: Mr. Sean Sullivan, Board President
Mrs. Deborah Muscara, Board Secretary
Dr. Joseph Ricca, Superintendent

H) After School Child Care Program - EHTASCC (Acct. #424-7522314)
(Two of the four 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

25. Approve the acceptance of a donation from Novartis in the amount of \$15,000.00, to support the 2012 Proyecto Science Program at East Hanover Middle School.

