

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
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BOARD OF EDUCATION
MINUTES
WORKSHOP/REGULAR MEETING
DECEMBER 18, 2012

Mr. David Richards, Board President, called to order the Workshop/Regular Meeting of the Board of Education on December 18, 2012, at 7:35 p.m. The meeting was held in the Westbrook School Media Center. He led the flag salute, read the Open Public Meetings Act Statement and asked for a moment of silence in remembrance of those who lost their lives in the Sandy Hook Elementary School. Mr. Richards reminded everyone in attendance to silence or turn off their cell phones and note the locations of the emergency exits. The Board reserved the right to act on any and all agenda items.

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the provisions of the Open Public Meetings Act, a public notice of this meeting has been sent to Board Members, all district schools, the Herald News, the Trends, the Record, Aim West Milford, the Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, and Cablevision of Warwick; and posted in the Administration Building with a copy in the district's monitoring files. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mr. Babbitt	Present	Mr. Foody	Present	Mr. Richards	Present
Mr. Bailey	Absent	Mr. Gottlieb	Present	Mrs. Richards	Present
Mr. Conlon	Present/Arr. 8:50 p.m.	Mrs. Koeppe	Present	Mrs. Schultz	Present

ADMINISTRATION	POSITION	ATTENDANCE
Dr. James V. McLaughlin	Superintendent of Schools	Present
Ms. Barbara Francisco	Board Secretary/Business Administrator	Present
Ms. Iris Wechling	Director of Education	Present
Mrs. Alice Steinheimer	Director of Special Services	Present
Joseph L. Roselle, Esq.	Board of Education Attorney	Present
Katie Schiller	Student Representative	Present

There were approximately 35 members of the public in attendance.

VI. EXECUTIVE SESSION RESOLUTION

Motion by Mr. Gottlieb, seconded by Mrs. Schultz, to approve the following Resolution:

RESOLVED, that the Board go into Executive Session at approximately 9:00 p.m., for approximately 30 minutes, for the purpose of discussing student matters and a grievance hearing.

The executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

VOICE VOTE:

All in Favor.

MOTION PASSED.

VII. SUPERINTENDENT'S REPORT - Dr. James V. McLaughlin

- Dr. McLaughlin reported that Stone Gate Associates, specialists in school crisis response, conducted meetings with each school principal, met with members of the school safety team and representatives of the West Milford Police Department. A clipboard has been developed and being sent for printing. Each classroom will have a crisis clipboard with appropriate directions for emergency scenarios. Training by Stone Gate for district staff has been planned for January.
- Katie Schiller, Student Representative, reported on the Highlander Band Winter Concert, the door decorating contest, the DECA food drive, and Stuff the Bus drive to aid needy families. She also reported that the Student council is working to publicize the coffee house.

Dr. McLaughlin thanked Katie for her thorough report.

- Dr. McLaughlin introduced Inga Koeppel in her role as Board liaison to the West Milford Education Foundation. She reported that the Foundation received 60 grant applications and awarded 24 grants.

Dr. McLaughlin thanked the Foundation for being a strong part of the school community.

- Dr. McLaughlin introduced Edmond Nolan, Quartermaster of VFW Post 178, who confirmed that 27 students participated in the Voice of Democracy Essay Contest. The winners were: Patrick Kirsten, First Place; Patrick Van Dyne, Second Place; and Sophia Metcalf, Third Place.
- Ms. Wechling introduced Michael McCormick, Principal, Marshall Hill School and Daniel Novak, Principal, Upper Greenwood Lake School, who spoke about the PRIDE questionnaire for Grades 6-12. The funds were received from CASA to support the survey.
- Dr. McLaughlin spoke of the hand-carried agenda item to adopt the principal evaluation system.

VIII. SPECIAL REPORTS AND CORRESPONDENCE - Ms. Barbara Francisco, Board Secretary/
Business Administrator

- Ms. Francisco introduced Mr. Chuck Ferraioli and Mr. Tom Ferry, from the auditing firm of Ferraioli, Wielkotz, Cerullo & Cuva, who presented the Comprehensive Annual Financial Report for the period ending June 30, 2012.

VIII. SPECIAL REPORTS AND CORRESPONDENCE - Ms. Francisco, Board Secretary/ Business Administrator - Continued

Mr. Ferraioli spoke about the interest rates being low. He reported that the State has taken control of 30 towns affected by Super Storm Sandy and he does not think state aide is going to change.

Mr. Ferry reviewed the comments in the audit. Mr. Ferraioli spoke about surplus. Any excess surplus must be used in the next budget cycle.

The auditors responded to questions from the Board members.

IX. PRESIDENT'S REPORT - Mr. David Richards

Mr. Richards wished everyone a safe and joyful holiday.

Mr. Foody asked Mr. Richards where he received the information regarding the percentage of drug use in the school.

X. **MOTION BY MR. CONLON, SECONDED BY MRS. SCHULTZ, TO ADOPT THE AGENDA, AS AMENDED.**

VOICE VOTE: All in Favor. MOTION PASSED.

XI. PETITIONS & REQUESTS

Petitioners who have requested to speak prior to the meeting will be first with five (5) minutes for each petitioner, for a period of thirty (30) minutes; and then time permitting, other petitions and requests limited to five (5) minutes per petitioner will be allowed, until the thirty (30) minute period transpires; and at the conclusion of the meeting for another period of thirty (30) minutes with a maximum of five (5) minutes for each petitioner. Petitioners speaking during the first session of the Petitions & Requests are asked to address topics listed in the agenda. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Petitions and Requests.

Motion by Mr. Conlon, seconded by Mrs. Schultz, to close Petitions and Requests.

VOICE VOTE: All in Favor. MOTION PASSED.

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Gregory Bailey, Chairperson

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda item:

1. The recommendation of the Superintendent to approve a **revision** to **RESOLUTION #7 - MEETING PROTOCOL** for the life of this Board of Education during the 2012-2013 school year as follows:

RESOLVED, that the Workshop, Regular, and Special Meetings shall be conducted in a manner consistent with Resolution #1 using the following meeting protocols; and

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

1. (Continued)

BE IT FURTHER RESOLVED, that all Board Trustees will adhere to the following protocols for Board Public Meetings and Executive Sessions:

- ❖ Trustees will hold confidential all matters discussed in Executive Session and other confidential matters pertaining to the School District.
- ❖ Trustees' debate will be conducted through the Chair; address all questions and comments to the Chair who will acknowledge your turn to comment.
- ❖ Individual comments from the audience, with the exception of Petitions and Requests, are inappropriate and will be addressed by the Chair. Additionally, it would be inappropriate for Trustees to make comments directly to individuals in the audience.
- ❖ State statute requires all meetings to start no later than 8:00 p.m. Trustees are asked to inform the Board Secretary or Board President if they anticipate any lateness, absence, or the need to leave the meeting early. This will help ensure that a quorum will be present, and that business can be acted upon.
- ❖ The Board President will make every effort to move the agenda in a quick and efficient manner while providing a balance for the individual Trustees to express their views. However, if the meeting runs late, Trustees are expected to remain at the meeting until adjournment.
- ❖ Whenever possible, Trustees may direct questions and comments regarding the Agenda to the appropriate Administrator prior to the meeting so that questions can be answered and/or necessary backup can be brought to the meeting, keeping in mind the public's right to know. Additional questions may be raised at the meeting.
- ❖ Trustees should address an issue no more than twice during a discussion for no more than three minutes per discussion. Time may not be donated to other speakers.
- ❖ Board meetings will automatically end at midnight. (Note: Good judgment fades as the members become exhausted.)
- ❖ Trustees should refrain from contacting the Board attorney directly without approval of the Board President.
- ❖ Trustees should preface public comments made outside of public Board meetings to specify that they are not speaking on behalf of the Board, but as a citizen.

BE IT FURTHER RESOLVED that general rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda; and

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

1. (Continued)

BE IT FURTHER RESOLVED that pursuant to Board Bylaw No. 0166, the Board Trustees shall place utmost importance upon confidentiality related to matters discussed in Executive Session and to written documentation provided to Board Trustees, which is not for public distribution. Breach of confidentiality by a Board Trustee shall be considered grounds for action by the Board.

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	No	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED:** 7 Yes; 1 No

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda items:

2. The recommendation of the Superintendent to accept the independent **COMPREHENSIVE ANNUAL FINANCIAL REPORT** for the period ending June 30, 2012, prepared by the firm of Ferraioli, Wielkocz, Cerullo & Cuva, P.C., in accordance with N.J.S.A. 18A23-1 through 11. (Report provided.)
3. The recommendation of the Superintendent to approve the **CORRECTIVE ACTION PLAN** prepared by the Business Administrator in response to the 2011-2012 Comprehensive Annual Financial Report.

Recommendation #	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date
1 - Proper billing adjustments to the sending districts for the increase in special education per pupil costs were not made.	That proper billing adjustments to the sending district for increases in special education per pupil costs be made in a timely manner.	A process to implement billing adjustments upon receipt of state certified tuitions will be established.	Special Services Supervisor Business Administrator	3/31/2013
2 - The adult school had an operating deficit at year end.	Review salary expenditures and continue to share events with the Township Recreation Committee.	Reduce office expenditures and continue to eliminate program duplication.	Adult Community School Director Business Administrator	1/31/2013

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

3. (Continued)

3- In two cases, special education students were over reported, and 4.5 low income students were over reported on the Application for State School Aid. (ASSA)	Every effort will be made to ensure that the student count on the Application for State School Aid will be accurate.	Data will be taken from our student information system and reviewed for accuracy by the appropriate supervisors.	Special Services Supervisor Food Service Supervisor Business Administrator	1/31/2013
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4. The recommendation of the Superintendent to approve an agreement with **PASSAIC COUNTY EDUCATION SERVICES COMMISSION** to provide **COTA THERAPY SERVICES** in an amount not to exceed \$62,740.18, retroactive from September 1, 2012, through June 30, 2013.

5. The recommendation of the Superintendent to approve **an amendment to a previously adopted resolution** (July, 2012) to approve the following **CAFETERIA LUNCH PRICES** for the 2012-2013 school year: \$2.50 for elementary school lunch; \$2.75 for the middle school lunch; \$2.75 for the high school lunch; an adult lunch price of \$4.50, and **revise** a la carte items **for the high school and middle school, effective December 19, 2012.** (Documentation provided electronically.)

NOTE: The U.S.D.A. has eliminated the maximums for grains and proteins in school lunches for the remainder of the 2012-2013 school year, thus restoring lunch entrees back to their traditional sizes.

6. The recommendation of the Superintendent to approve payments to the following employees for participation in the **HEALTH BENEFITS INCENTIVE** program - Account: 11-000-291-270-10-13-000:

<u>Employee</u>	<u>December 2012</u>	<u>June 2013</u>
BIVONA, DIANA	\$1,000.00	\$1,000.00
DOTSON, MAUREEN	\$1,000.00	-0-
FITZSIMMONS, JOHN	\$1,000.00	\$1,000.00
GREINER, WILLIAM	\$1,000.00	\$1,000.00
SISCO-SMITH, JENNIFER	-0-	\$1,000.00

7. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Operations Staff at the mileage rate established by the Board. (Documentation provided electronically.)

8. The recommendation of the Superintendent to **rescind a previously approved resolution** to approve an agreement with **OPTIMUM LIGHTPATH** to provide a Managed Cisco Router at no cost to the district along with increased bandwidth to 150Mb at an additional cost of \$150.00 per month.

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

ROLL CALL VOTE FOR ITEMS #2 THROUGH #7:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

ROLL CALL VOTE FOR ITEM #8:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	No	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED**: 7 Yes; 1 No

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda item:

- The recommendation of the Superintendent to approve the **LIST OF BILLS/VENDORS** for the period ending **December 18, 2012**, in the amount of \$2,291,996.95. (Documentation provided electronically.)

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	No	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED**: 7 Yes; 1 No

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda item:

- The recommendation of the Superintendent to approve the **PAYROLL** of **November 30, 2012**, and **December 14, 2012**, in the amount of \$3,899,841.38. (Documentation provided electronically.)

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Abstained	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED**: 7 Yes; 1 Abstention

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda item:

11. The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending **December 18, 2012**:

BE IT RESOLVED, by the Board of Education of the Township of West Milford that the following transfers made on the financial records of the Board affecting the **2012-2013** budget be affirmed and approved. (See folder insert.)

Total transfers in the amount of \$28,359.00.

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	No	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED**: 7 Yes; 1 No

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda items:

12. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, the Agenda file of **December 18, 2012**, Workshop/Regular Meeting of the Board contains the A148 Report of the Secretary and the A149 Treasurer's Monthly Report; and

WHEREAS, both the A148 and A149 are in agreement with the cash balance in the Governmental Funds of:

\$7,949,863.65 as of October 31, 2012; therefore

BE IT RESOLVED, that the Report of the Secretary and the Report of the Treasurer's Monthly Report be accepted. (Documentation provided electronically.)

13. The recommendation of the Superintendent to approve the following Resolution:

RESOLVED, that the Board certify as of October 31, 2012, after review of the Secretary's Monthly (A-148) Report and Treasurer's Monthly Report (A-149), and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over-expended in accordance with N.J.A.C. 6A:23A-13.3 and 6A:23A-16.10, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda items:

- (14.) The recommendation of the Superintendent to approve an agreement with **OPTIMUM LIGHTPATH** to provide a Managed Cisco Router at no cost to the district along with increased bandwidth to 150Mb at an additional cost of \$220.00 per month.
- (15.) The recommendation of the Superintendent to approve the award of a contract for the purchase of one (1) 2013 Nissan Frontier KC 4-Wheel Drive Pick-Up Truck, to **ROUTE 23 AUTOMALL**, Butler, New Jersey (Contract #15-C, Utility Vehicles, 2013 Models, Item #5A) through our participating membership with the **MORRIS COUNTY COOPERATIVE PRICING COUNCIL** (contract period 11/1/12 - 10/31/13), at a total purchase price of \$24,696.00. (Documentation provided electronically.)
- (16.) The recommendation of the Superintendent to approve **GL GROUP**, Bloomingdale, New Jersey, **EDS Bid #4466**, for removal of asphalt and concrete, raise and form a new sidewalk and install a curb at the front entrance of the Macopin School in the amount of \$20,800.00.
- (17.) The recommendation of the Superintendent to approve a professional services agreement with **LEARNER-CENTERED INITIATIVES (LCI)** for a principal evaluation online instrument and training in an amount not to exceed \$5,000, from January 2013 through June 2014.
- (18.) The recommendation of the Superintendent to approve a professional services agreement with **TEACHSCAPE, INC.**, San Francisco, California, to implement a user interface for the principal evaluation from **LEARNER-CENTERED INITIATIVES (LCI)** in an amount not to exceed \$1,800 from January 2013, through June 2014.

ROLL CALL VOTE FOR ITEMS #14 AND #15:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	No	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED:** 7 Yes; 1 No

XII. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Bailey, Chairperson - Continued

ROLL CALL VOTE FOR ITEMS #16 THROUGH #18:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

Mr. Conlon made a motion, seconded by Mrs. Schultz, to delay executive session for five minutes.

VOICE VOTE: All in Favor. MOTION PASSED.

Mr. Gottlieb made a motion, seconded by Mrs. Schultz, to delay executive session for 10 minutes.

VOICE VOTE: All in Favor. MOTION PASSED.

At 9:15 p.m., the Board went into executive session for the purpose of discussing student matters and a grievance hearing.

The Board returned to the public meeting at 10:10 p.m. with the following roll call vote:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

XIII. EDUCATION - Mrs. Marilyn Schultz, Chairperson

Motion by Mrs. Schultz, seconded by Mr. Conlon, to approve the following agenda items:

1. The recommendation of the Superintendent to approve **an amendment to a previously approved resolution, October 22, 2012**, for the following High School **OVERNIGHT FIELD TRIP** for the 2012-2013 school year:

WEST MILFORD HIGH SCHOOL DANCE CLUB

Purpose of Trip: NDA National Championship

Location: Hard Rock Live
Orlando, Florida
Dates of Trip: March 7-11, 2013
Number of Students: 13

XIII. EDUCATION - Mrs. Schultz, Chairperson - Continued

1. (Continued)

Cost of Trip to Students: \$500.00 (approximate)
 Names of Advisors: Haley Gott, Lynn Doherty
 Number of School Days Missed: 2
 Number of Chaperones: 2 Haley Gott, Lynn Doherty
 Nurse: TBD

NOTE: All transportation, lodging, meals, and student fees are included in the total cost of the trip. There is no additional cost to the Board other than the overnight salary rate for the accompanying nurse, as well as substitute nurse coverage, if necessary.

2. The recommendation of the Superintendent to approve the following **CHANGES TO THE SECONDARY PROGRAMS** for the 2013-2014 school year:

High School World Language

<u>Name of Course</u>	<u>Type of Change</u>
French 3C	New Adoption
German 3C	New Adoption
Italian 3C	New Adoption
Spanish 3C	New Adoption
On-Line Mandarin Chinese 1	New Adoption
On-Line Latin 1	New Adoption

3. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Instructional and School Support Staff at the mileage rate established by the Board. (Documentation provided electronically.)

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

Motion by Mrs. Schultz, seconded by Mr. Conlon, to approve the following agenda item:

(4.) The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, in accordance with the requirements set forth in P.L. 2010, Chapter 122, the West Milford Board of Education has received results of HIB investigative reports on **December 18, 2012**; therefore,

XIII. EDUCATION - Mrs. Schultz, Chairperson - Continued

(4.) (Continued)

BE IT RESOLVED, that the West Milford Board of Education approves issuance of written decisions affirming the Superintendent's determination in the following HIB investigations:

<u>Incident Report Number</u>	<u>Board Determination</u>
2013/M-8	Unsubstantiated
2013/M-10	Unsubstantiated
2013/E-11	Unsubstantiated
2013/E-12	Unsubstantiated

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

Motion by Mrs. Schultz, seconded by Mr. Conlon, to approve the following agenda item:

(5.) The recommendation of the Superintendent to approve the administration of the **PRIDE QUESTIONNAIRE TO GRADES 6, 8, 9, AND 11**, for the 2012-2013 school year.

DISCUSSION: Mr. Foody questioned the PRIDE survey.

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Wayne Gottlieb, Chairperson

Please Note: All appointees recommended for employment have met the New Jersey State law requirements for the criminal history review. However, due to the time necessary to complete the process prior to the needed start date, some appointees are recommended on an emergent basis under the exception provision of the Board Policy (Code 4112.5). Those appointees are indicated with an asterisk (*). Candidates with (**) have completed the criminal history review through a previous employer.

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Gottlieb, Chairperson - Continued

Motion by Mr. Gottlieb, seconded by Mrs. Schultz, to approve the following agenda items:

1. The recommendation of the Superintendent to accept the resignation of **TRACY LYNCH**, Cafeteria Aide, Westbrook School, effective December 19, 2012.
2. The recommendation of the Superintendent to approve the appointment of, **TRACY LYNCH**, 0.5 Building Aide, Marshall Hill School (PC#66.04.SE.AZE), at the prorated salary of \$12,300.00, without health benefits, effective December 19, 2012, through June 30, 2013, per Board of Education/WMESA Agreement. (Replaces Dygos) Account: 11-000-240-105-10-10-080

NOTE: Salary may be adjusted pending the completion of contract negotiations.

3. The recommendation of the Superintendent to accept the resignation of **STEPHEN MASLANEK**, Assistant Boys Track Coach (Spring), retroactive from October 25, 2012.
4. The recommendation of the Superintendent to approve the appointment of **STEPHEN MASLANEK**, Assistant Boys Lacrosse Coach, at the stipend of \$4,600.00 (Step A), for the **SPRING 2012 ATHLETIC SEASON**, per Board of Education/WMEA Agreement. Account: 11-402-100-110-10-10-000

NOTE: Stipend may be adjusted pending completion of contract negotiations.

5. The recommendation of the Superintendent to approve the appointment of **LAUREN ROGLER (**)**, 0.5 Resource Center Teacher, Apshawa School (PC#90.01.40.BTN), at the prorated salary of \$26,265.00 (MA/2), without health benefits, effective January 2, 2013, through June 30, 2013, per Board of Education/WMEA Agreement. (New Position) Account: 11-213-100-101-10-10-000

NOTE: Salary may be adjusted pending the completion of contract negotiations.

6. The recommendation of the Superintendent to approve the appointment of **DAVID GEROLD**, Special Class Aide, Upper Greenwood Lake School (PC#60.06.55.BTM), at the prorated salary of \$22,296.00 (Step 1), with health benefits, effective December 19, 2012, through June 30, 2013, per Board of Education/WMEA Agreement. (New Position) Account: 11-190-100-106-10-10-000

NOTE: Salary may be adjusted pending the completion of contract negotiations.

7. The recommendation of the Superintendent to approve the appointment of **CONSIGLIA BARRY**, Lead Teacher for the **SUMMER READING and LITERACY PROGRAM**, to coordinate program development, implementation and reporting, at a total cost not to exceed \$4,500.00. Account: 20-231-100-101-10-50-00X (NCLB Title I)

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Gottlieb, Chairperson - Continued

8. The recommendation of the Superintendent to approve the appointment of **MARCEL RAOUL**, School Bus/Van Driver, Transportation (PC#25.18.T1.BFK), at the prorated salary of \$18,433.59, without health benefits, retroactive from December 9, 2012, through June 30, 2013, per Board of Education/WMBDA Agreement. (Replaces Petsch) Account: 11-000-270-160-10-10-100

NOTE: Salary may be adjusted pending the completion of contract negotiations.

9. The recommendation of the Superintendent to approve the following additions to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2012-2013 school year, effective December 19, 2012, through June 30, 2013:

SEAN BEGLEY (Teacher)
BARBARA BREEMAN (Teacher)
KELLY COMERFORD (Teacher)
AMANDA KOHLSAAT (Teacher)
PAMELA ROCCISANO (Teacher)
EILEEN SHERRY (Teacher)

10. The recommendation of the Superintendent to approve the following additions to the non-certified personnel list of **SUBSTITUTE SECRETARIES/BUILDING AIDES/CAFETERIA AIDES/SPECIAL CLASS AIDES/OPERATIONS/SCHOOL BUS/VAN/SPECIAL USE VEHICLE DRIVERS** for the 2012-2013 school year, effective December 19, 2012, through June 30, 2013:

DEBRA WELLER (School Bus/Van/Special Use Vehicle Driver)

11. The recommendation of the Superintendent to approve a leave of absence under the Family Medical Leave Act, for **AMY METT**, Reading Specialist, Apshawa School, with pay using sick days, effective March 7, 2013, through June 3, 2013, then without pay effective June 4, 2013 through June 6, 2013. (Maternity/Child Rearing)

NOTE: The employee may return prior to the above date, pending medical certification.

12. The recommendation of the Superintendent to approve an extension to a leave of absence for **BRYNN CARROLL**, Guidance Counselor, High School, with pay using sick and personal days, retroactive from December 10, 2012, through December 21, 2012, then without pay, effective January 2, 2013, through June 30, 2013. (Medical)

NOTE: Pending medical certification. The employee may return prior to the above date, pending medical certification.

13. The recommendation of the Superintendent to approve an extension to the appointment of **DR. RHONDA COOPERSTEIN**, Leave Replacement Guidance Counselor, High School (PC#99.09.00.BIN), at the prorated annual salary of \$65,450.00 (MA+60/4) and prorated stipend of \$1,900.00 Doctorate, with health benefits, retroactive from December 10, 2012, through June 30, 2013. (Replaces Carroll) Account: 11-000-218-104-10-10-071

NOTE: The duration of the position is based on the date of the employee's return to work.

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Gottlieb, Chairperson - Continued

14. The recommendation of the Superintendent to approve the appointment of **GLENN WAGNER**, Math Advisor, for The Verizon Innovative App Challenge for the 2012-2013 school year, at the contracted hourly rate of \$28.00, for 10 hours, per Board of Education/WMEA Agreement. Account: 11-000-223-890-10-33-000

NOTE: Funded through the Mathematics Department.

15. The recommendation of the Superintendent to approve the following **TITLE I SCHOOL PARENT INVOLVEMENT EVENTS AND STAFF** for the 2012-2013 school year, at the contracted hourly rate of \$28.00, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-000 (NCLB Title I):

<u>Employee</u>	<u>School</u>	<u>Program</u>	<u>Hours</u>	<u>Payment</u>
PAMELA BARKER	Marshall Hill	Family Literacy	2	\$ 56.00
COLLEEN MANGAN	Marshall Hill	Family Literacy	2	\$ 56.00
MERJEME DUFFY	Marshall Hill	Family Literacy	2	\$ 56.00
PHYLLIS BLAU	Marshall Hill	Family Literacy	2	\$ 56.00
JULIE CANGIALOSI	Marshall Hill	Family Literacy	2	\$ 56.00
JULIE CHESHIRE	Marshall Hill	Family Literacy	2	\$ 56.00
ELLEN COMERFORD	Marshall Hill	Family Literacy	2	\$ 56.00
DENISE DREXLER	Marshall Hill	Family Literacy	2	\$ 56.00
MAXINE FARRELL	Marshall Hill	Family Literacy	2	\$ 56.00
TARA GUARINO	Marshall Hill	Family Literacy	2	\$ 56.00
RHONDA HACKETT	Marshall Hill	Family Literacy	2	\$ 56.00
RACHEL LEHR	Marshall Hill	Family Literacy	2	\$ 56.00
KELLY MONGELLI	Marshall Hill	Family Literacy	2	\$ 56.00
KARYN REINHOLD	Marshall Hill	Family Literacy	2	\$ 56.00
SHAWN RHINESMITH	Marshall Hill	Family Literacy	2	\$ 56.00
CATHY SANTONACITA	Marshall Hill	Family Literacy	2	\$ 56.00
MELISSA VARIAN	Marshall Hill	Family Literacy	2	\$ 56.00
ANN DARLING	Maple Road	Family Literacy	4	\$112.00
DEBORAH MALATAK	Maple Road	Family Literacy	4	\$112.00
TRICIA KANE	Maple Road	Family Literacy	4	\$112.00
TINA PEREIRA	Maple Road	Family Literacy	4	\$112.00
MELISSA ALBRO	Maple Road	Family Literacy	4	\$112.00
JAMIE HOLLICK	Maple Road	Family Literacy	4	\$112.00
KRISTEN ROSIMINI	Maple Road	Family Literacy	4	\$112.00
DEBRA REDDING	Maple Road	Family Literacy	4	\$112.00
JENNIFER HIGGINS	Maple Road	Family Literacy	4	\$112.00
KRISTI MASONE	Maple Road	Family Literacy	4	\$112.00
ROSEMARY RESCIGNO	Maple Road	Family Literacy	8	\$224.00
KIMBERLY WALKER	UGL	Family Literacy	5	\$140.00
JANE MERRITT	UGL	Family Literacy	3	\$ 84.00
HELEN REMINGTON	UGL	Family Literacy	3	\$ 84.00
JENNIFER MAGNOTTA	UGL	Family Literacy	3	\$ 84.00
CHRISTINE WITT	UGL	Family Literacy	3	\$ 84.00
JOHANNA ARCHER	UGL	Family Literacy	3	\$ 84.00
DAVID GEROLD	UGL	Family Literacy	3	\$ 84.00
KAREN FUSCO	UGL	Family Literacy	3	\$ 84.00
JOSHUA COHEN	UGL	Family Literacy	3	\$ 84.00
HEATHER TERRY-EGLI	UGL	Family Literacy	3	\$ 84.00
JOANN BERRIAN	UGL	Family Literacy	3	\$ 84.00
DEENA ACCARDI	UGL	Family Literacy	3	\$ 84.00

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Gottlieb, Chairperson - Continued

15. (Continued)

<u>Employee</u>	<u>School</u>	<u>Program</u>	<u>Hours</u>	<u>Payment</u>
STACEY CONKLIN	UGL	Family Literacy	3	\$ 84.00
MICHELE HAMMELL	UGL	Family Literacy	3	\$ 84.00
JENNIFER HARRIS	UGL	Family Literacy	3	\$ 84.00
DONNA STRIANSE	UGL	Family Literacy	3	\$ 84.00
STACEY CONKLIN	UGL	Family Math	3	\$ 84.00
DEENA ACCARDI	UGL	Family Math	3	\$ 84.00
MICHELE HAMMELL	UGL	Family Math	3	\$ 84.00
JENNIFER HARRIS	UGL	Family Math	3	\$ 84.00
CHRISTINE WITT	UGL	Family Math	3	\$ 84.00

NOTE: Hourly rate may be adjusted pending the completion of contract negotiations.

16. The recommendation of the Superintendent to approve the following **TITLE I SCHOOL BEFORE/AFTER-SCHOOL TUTORING PROGRAMS AND STAFF**, for the 2012-2013 school year at the contracted hourly rate of \$28.00, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-000 (NCLB Title I):

<u>Employee</u>	<u>School</u>	<u>Program</u>	<u>Hours</u>	<u>Payment</u>
ERIN BRANAGAN	Maple Road	Mustang Movers	14	\$392.00
EILEEN SHERRY	Maple Road	Mustang Movers	14	\$392.00
TRICIA KANE	Maple Road	Mustang Movers	14	\$392.00
JUSTIN RUNNE	Maple Road	Mustang Movers	14	\$392.00
CHRISTINE WITT	UGL	Jumpstart for Success	10	\$280.00
MICHELE HAMMELL	UGL	Jumpstart for Success	10	\$280.00
JANE MERRITT	UGL	Jumpstart for Success	10	\$280.00
HELEN REMINGTON	UGL	Jumpstart for Success	10	\$280.00
JENNIFER MAGNOTTA	UGL	Jumpstart for Success	10	\$280.00
MINDY TURNER	UGL	Jumpstart for Success	10	\$280.00
DAVID GEROLD	UGL	Jumpstart for Success	10	\$280.00
CHRISTINE WITT	UGL	5 TH Grade Boot Camp	4	\$112.00
DAVID GEROLD	UGL	5 TH Grade Boot Camp	4	\$112.00
DEBORAH KRUEGER	UGL	5 TH Grade Boot Camp	4	\$112.00
JENNIFER HARRIS	UGL	5 TH Grade Boot Camp	4	\$112.00
MICHELE HAMMELL	UGL	5 TH Grade Boot Camp	4	\$112.00
DONNA STRIANSE	UGL	5 TH Grade Boot Camp	4	\$112.00
JANE MERRITT	UGL	5 TH Grade Boot Camp	4	\$112.00
LAUREN MASLANEK	Apshawa	Sunrise Scholars	21	\$588.00
KELLEY VISAGGIO	Apshawa	Sunrise Scholars	21	\$588.00
RICHARD ANDERSON	Apshawa	Sunrise Scholars	21	\$588.00

NOTE: Hourly rate may be adjusted pending the completion of contract negotiations.

17. The recommendation of the Superintendent to approve the following **STUDENT TEACHERS/PRACTICUM TEACHERS/INTERNS**, for the Spring semester for the 2012-2013 school year, at no cost to the district:

<u>Student Teacher</u>	<u>College</u>	<u>Subject/Grade</u>
BETHANY MCMINN	William Paterson	English Grades 6-8 Elementary Special Education

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Gottlieb, Chairperson - Continued

18. The recommendation of the Superintendent to approve the following **MENTOR TEACHER PAYMENTS** for the 2012-2013 school year:

<u>Provisional Teacher</u>	<u>Mentor Payment</u>	<u>Mentor Teacher</u>
ERIN BRANAGAN	\$305.55	Rosemary Rescigno
DANIELLE BURTON	\$183.33	Sharon Piecuch
ASHLEY CARTER	\$244.45	Alison Perry
KELLY MONGELLI	\$244.45	Shawn Rhinesmith

NOTE: The payment is made by the Provisional Teacher to the Mentor Teacher. There is no cost to the Board.

- (19.) The recommendation of the Superintendent to approve the appointment of **JENNIFER WALLIN (**)**, Speech-Language Specialist, Upper Greenwood Lake School (PC#90.06.42.AOS), at the prorated salary of \$54,110.00 (MA/3), with health benefits, effective February 1, 2013, through June 30, 2013, per Board of Education/WMEA Agreement. (Replaces Barron)
Account: 11-000-216-101-10-10-000

NOTE: Salary may be adjusted pending the completion of contract negotiations.

- (20.) The recommendation of the Superintendent to approve the appointment of **BLAKE VISCONTI (**)**, Resource Center Teacher, Upper Greenwood Lake School (PC#90.06.40.ASY), at the prorated salary of \$49,000.00 (MA/1), with health benefits, effective January 2, 2013, through June 30, 2013, per Board of Education/WMEA Agreement. (Replaces Schofield) Account: 11-213-100-101-10-10-000

NOTE: Salary may be adjusted pending the completion of contract negotiations.

- (21.) The recommendation of the Superintendent to approve the appointment of **DARNISS FUCCI**, School Bus/Van Driver, Transportation (PC#25.18.T1.BEC), at the prorated salary of \$17,348.40, without health benefits, effective January 2, 2012, through June 30, 2013, per Board of Education/WMBDA Agreement, pending contract negotiations. (Replaces Weller)
Account: 11-000-270-160-10-10-100

NOTE: Salary may be adjusted pending the completion of contract negotiations.

- (22.) The recommendation of the Superintendent to approve the appointment of **JARRETT VAN OLLEFFEN (**)**, Long Term Substitute English Teacher, High School (PC#99.09.00.BJL), at the salary of \$150.00 per day, without health benefits, effective January 2, 2013, through May 15, 2013. (Replaces Guenter) Account: 11-140-100-101-10-10-103

NOTE: The duration of the position is based on the date of the employee's return to work.

XIV. PERSONNEL/STUDENT AFFAIRS - Mr. Gottlieb, Chairperson - Continued

(23.) The recommendation of the Superintendent to approve the following addition to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2012-2013 school year, effective December 19, 2012, through June 30, 2013:

JARRETT VAN OLLEFFEN (Teacher)

(24.) The recommendation of the Superintendent to approve the following **VOLUNTEERS**, for the **HIGH SCHOOL STUDENT ACTIVITY PROGRAMS**, for the 2012-2013 school year, at no cost to the district:

<u>Volunteer</u>	<u>Assignment</u>
CONNOR HEALY	Boys Basketball
JEFFREY BROWN	Music Program

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

XV. POLICY - Mr. Matthew Conlon, Chairperson

Motion by Mr. Conlon, seconded by Mrs. Schultz, to approve the following agenda item:

1. The recommendation of the Superintendent to approve the Second Reading and Adoption of the revised **BYLAW** entitled, "Organization Meeting." (Code #0151) (Documentation provided electronically.)

ROLL CALL VOTE:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Babbitt	Yes	Mr. Foody	Yes	Mr. Richards	Yes
Mr. Bailey	Absent	Mr. Gottlieb	Yes	Mrs. Richards	Yes
Mr. Conlon	Yes	Mrs. Koeppe	Yes	Mrs. Schultz	Yes

The **MOTION PASSED** unanimously.

XVI. SPECIAL COMMITTEES/LIAISON REPORTS

Parks & Recreation - Mr. Conlon reported that there was no December meeting.

Safety - Mr. Babbitt had nothing to report. Mr. Citro and Mr. Kane have taken steps to prepare information for the district staff.

XVI. SPECIAL COMMITTEES/LIAISON REPORTS

Superintendent's Roundtable - Mrs. Schultz reported on the Parent Portal. Mrs. Gretina will update WMPA on the E-books pilot. The Teen Coffee House is open on weekends.

Passaic County School Boards Association - Mr. Gottlieb had no report.

New Jersey School Boards Association/Legislative - Mr. Gottlieb reported the the NJSBA Executive Director is addressing Newtown. He believes the legislature will address school security.

Technology - Mr. Richards/Mr. Conlon/Mrs. Koeppe/Mrs. Richards had no report.

West Milford Education Foundation - Mrs. Koeppe reported on the Honor A Teacher (HAT) program, where donations could be made to the Foundation in lieu of teacher holiday gifts.

XVII. OLD BUSINESS

Mr. Foody wanted to clarify the revised meeting protocol.

Motion by Mr. Conlon, seconded by Mrs. Schultz, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XVIII. NEW BUSINESS

Mr. Finke was recognized for his 30th basketball win.

Motion by Mrs. Schultz, seconded by Mr. Conlon, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XIX. PETITIONS & REQUESTS

Petitioners who have requested to speak prior to the meeting will be first with five (5) minutes for each petitioner, for a period of thirty (30) minutes; and then time permitting, other petitions and requests limited to five (5) minutes per petitioner will be allowed, until the thirty (30) minute period transpires. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Petitions and Requests.

Motion by Mrs. Schultz, seconded by Mr. Conlon, to close Petitions and Requests.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. ADJOURNMENT

Motion by Mrs. Schultz, seconded by Mr. Conlon, to adjourn the meeting at 10:38 p.m.

VOICE VOTE:

All in Favor.

MOTION PASSED.

Respectfully submitted,

Barbara Francisco
Board Secretary/Business Administrator

tc