

Preparing all learners to excel in a changing world

**Morris Plains Board of Education
Minutes of the Public Meeting – March 18, 2014 – 7:30 p.m.
Borough School Learning Center**

District Goals - 2013-2014

Board Governance

- Self-improvement through workshops that relate to Strategic Plan and/or Board Goals.
- Commitment to Board obligations, Board meeting attendance and committee meeting attendance.
- Strengthen committee communication by publishing agendas and minutes.

Student Achievement

- Analyze data to determine where support is needed for administration and staff to improve student achievement.

Fiscal Responsibility

- Find alternative sources of funding to support activities - income or cost savings opportunities.
- Implement process to coordinate use of funds with outside groups

Call to Order and Reference to the Sunshine Law

In accordance with the requirements of the Open Public Meetings Act (Chapter 231, P.L. 1975), Mrs. Cynthia Fetherston, Board President, opened the meeting at 7:30pm and read the following: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Morris Plains School District Board of Education, in the County of Morris, New Jersey has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Offices, sent to the Clerk of the Borough of Morris Plains, the Morris Plains Library, the Daily Record, the Star Ledger, and the Morris News Bee.

Pledge of Allegiance

Roll Call

Present: Mr. Alan Albin, Mr. Scott Bober, Mrs. Cynthia Fetherston, Mr. Francis Foley (arrived at 7:34pm), Ms. Lucia Galdi, Mrs. Terri Kaag, Mrs. Maria Manley, Mr. Douglas McCabe and Ms. Denise Rawding

Also present: Mr. Mark Maire and Dr. Warren Ceurvels

Number of public attending: 1

Hearing of Citizens and/or Delegations - none

Superintendent's Report – Mr. Mark Maire reported the following:

- No Incidents of HIB to report
- PARCC Field Testing for two 3rd grade classes is scheduled for next week. Mrs. Vieira dedicated time last week to train staff to proctor the exam. On Thursday, we will conduct an infrastructure trial. We are excited to participate in the field test program.
- I would like to thank the HSA for sponsoring Science Night, which was held last Thursday. It was a pleasure to view the student projects and presentations. The evening was filled with exciting exhibits, and the event was extremely well attended. I would like to thank all those involved in this wonderful school-community activity.

- The Rockaway Mall Project is scheduled for this week. The annual Rockaway Mall Project is scheduled to run from March 17 - 23rd. It is a time to display the work of Morris County public school students in Morris Plains and throughout the county. Additionally, our chorus and jazz band are scheduled for a live performance tomorrow morning, from 10am – 11am.
- 2014-2015 Proposed Budget Update

Business Administrator's Report – Mr. Mark Maire and Dr. Warren Ceurvels presented the proposed 2014-2015 Budget. As each slide in the power point was presented and discussed, the Board made the following suggestions:

What percent of the student population are Morristown High School students? Mr. Doug McCabe responded – 16%.

Budget Facts add 18 additional students will be attending Morristown High School next year.

Proposed expenditures show a \$34,000 – decrease – this needs to be explained.

Tuition survey – change estimated tuition to actual – show certified rates?

Show audited per pupil costs for MHS

Shared Services – Amount saved? What would be our cost if we had to pay for these services?

How many leaders are participating in the teacher academies?

Slim down presentation

Correspondence – Dr. Warren Ceurvels reported that the district received a letter from Dr. Rosalie Lamonte, Interim Executive County Superintendent, approving our Caps Waiver.

Board Committee Status Reports

Finance/Buildings and Grounds – Mr. Douglas Mc Cabe reported (notes attached).

Curriculum and Instruction – Ms. Denise Rawding reported (notes attached).

Legislative – none

Educational Services Commission of Morris County (ESC) – Mr. Alan Albin reported that the Commission met on March 5, 2014 and discussed the budget and cutting back.

Morris School District – Ms. Lucia Galdi reported. Notes attached.

Personnel – Ms. Lucia Galdi reported. Notes attached.

Policy Updates – none

Liaison Committees (Reports if Available)

--Morris Plains Home and School Association (MPHSA) – Mrs. Karen Reily reported that the cubbies are almost all installed at Mt. Way and will be installed over Spring Break at Borough School.

--Morris Plains Municipal Alliance Committee (MPMAC) - none

--Education Foundation of Morris Plains (EFMP) - none

--Strategic Planning Committees - none

Approval of the Board of Education Minutes

On the motion of Mrs. Maria Manley seconded by Ms. Denise Rawding, the Board approves the following Minutes:

March 11, 2014 – Executive and Regular Sessions.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

Business Items Prepared for Official Action on March 18, 2014:

A. Personnel (upon the recommendation of the Superintendent) - *The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.*

1. Approval of Substitutes

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board approves the following substitutes for the 2013-2014 school year:

Rebecca Harris
Ellen Whalen

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

2. Approval of Professional Development Instructors

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board approves the following professional development instructors for professional development preparation and delivery as follows:

<u>Staff Member</u>	<u>Hourly Rate</u>	<u># of Hours</u>	<u>Total</u>
Lauren Degnan	\$32.00	8 hours	\$256.00
Jane Hurley Mead	\$32.00	8 hours	\$256.00
Darlene Koeck	\$32.00	8 hours	\$256.00

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

B. Finance/Buildings & Grounds/Purchasing/Contracts - *The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.*

1. Approve Bills and Claims Report

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board approves the attached bills and claims report dated March 11, 2014 in the amount of \$103,507.64.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

1. Approve Line Item Transfers

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board approves line item transfers for March, 2014 as per the attached.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

3. Approve Board Secretary and Treasurer’s Reports For The Period Ending February 28, 2014

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley Be It Resolved, that the Board of Education acknowledges receipt of the Certification from the Board Secretary that no line item

account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAS 18A:17-9, further that District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports upon consultation with the appropriate district personnel, certifies that no major account or fund has been over expended in violation of NJAS 18A:17-36, and that sufficient funds are available to meet the District Board of Education's financial obligations for the remainder of the fiscal year and that therefore it is recommended that the Secretary's and Treasurer's Reports for the period ending February 28, 2014 to be approved.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley - yes	Mrs. Terri Kaag - yes	Mrs. Maria Manley - yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe - yes	Ms. Denise Rawding - yes

4. Approve Author Visit Agreement

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Morris Plains Board of Education approves a fee and mileage for Author's Day Visit on Wednesday, May 21, 2014 in the amount of \$2,200 plus \$70.06 for mileage for a total cost of \$2,270.06. Services provided by Jordan Sonnenblick, Author.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley - yes	Mrs. Terri Kaag - yes	Mrs. Maria Manley - yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe - yes	Ms. Denise Rawding - yes

C. Proposed School Budget - 2014-2015

1. Approve Submission of the 2014-2015 School Budget

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Morris Plains Board of Education approves the following resolution and submission of the 2014 proposed budget to the County Office for approval.

BE IT RESOLVED that the Morris Plains School Board of Education, in the County of Morris, New Jersey approves the 2014-2015 school district budget for submission to the county superintendent as follows:

General Fund	\$16,049,702
Special Revenue Fund	\$ 136,700
Debt Service Fund	\$ 543,350
and;	

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$14,444,951 and Debt Service \$543,350 for the ensuing School Year (2014-2015); and

WHEREAS, the district has a taxing authority which is composed of \$118,210 for health benefits adjustment, \$0.00 for enrollment adjustment, \$0.00 for PERS Deferment, and \$34,113 banked levy from previous budgets are available to the district for the school budget for 2014-2015 in addition to the 2% cap increase over the prior year which totals 0 resulting in a maximum district tax levy available of \$14,597,274

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$14,444.951 for the ensuing School Year (2014-2015).

BE IT RESOLVED, that the Morris Plains Board of Education, in the County of Morris, New Jersey approves that the unused taxing authority of \$115,323.00 be banked for potential use in the subsequent three fiscal years.

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2014-2015 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2014-2015 school year was \$30,000; and

WHEREAS, travel and expense reimbursement has reached a total amount \$20,843.69 as of February 1, 2014;

BE IT RESOLVED, that the Morris Plains School Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2014-2015 school year at the sum of \$30,000; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley - yes	Mrs. Terri Kaag - yes	Mrs. Maria Manley - yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe - yes	Ms. Denise Rawding - yes

1a. Approve Adoption Submission of the 2014-2015 Tentative School Budget

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, Morris Plains Board of Education approves the following resolution and submission of the 2014-2015 proposed budget to the County Office for approval.

BE IT RESOLVED that the tentative budget be approved for the 2014-2015 School Year using the 2014-2015 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2014-2015 Total Expenditures	16,049,702	136,700	543,350	16,729,752
Less: Anticipated Revenues	1,604,751	136,700	0	1,741,451
Taxes to be Raised	14,444,951	0	543,350	14,988,301

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Borough School Learning Center, Morris Plains Borough School, Morris Plains, New Jersey on May 6, 2014 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2014-2015 School Year.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley - yes	Mrs. Terri Kaag - yes	Mrs. Maria Manley - yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe - yes	Ms. Denise Rawding - yes

1b. Travel and Related Expense Reimbursements

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board approves the following resolution:

BE IT RESOLVED, that in accordance with Board of Education Policy and N.J.A.C. 6A:23B-1.2(b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2014-2015 school year;

NOW, THEREFORE, BE IT RESOLVED, that the Morris Plains Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2014-2015 school year at a sum of \$30,000; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley - yes	Mrs. Terri Kaag - yes	Mrs. Maria Manley - yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe - yes	Ms. Denise Rawding - yes

1c. Professional Expenses

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board approves the following resolution:

BE IT RESOLVED, that the Morris Plains Board of Education, in the County of Morris, New Jersey approves Professional Services for the school year 2014-2015:

WHEREAS, N.J.A.C. 6A:23A-5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations

Legal	\$ 50,000
Auditor	\$ 27,000
Architect	\$ 7,500
Professional Development	\$ 15,000
Transportation	\$ 5,000
Other Services	\$133,663
Repair Services	\$ 99,381
Related Services	<u>\$652,038</u>
Total	\$989,582

WHEREAS, the administration needs to notice the board if there arises a need to exceed said maximums, upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE BE IT RESOLVED, that the Morris Plains Board of Education establishes maximums for professional services listed above at a level of 120% of the amounts listed for the 2014-2015 school year.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley - yes	Mrs. Terri Kaag - yes	Mrs. Maria Manley - yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe - yes	Ms. Denise Rawding - yes

1d. Tax Authority & Banked Cap:

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board approves the following resolution:

BE IT RESOLVED, that the Morris Plains Board of Education, in the County of Morris, New Jersey approves tax authority and banking of cap:
 2014-2015 school year composed of \$118,210 for health benefits adjustment and \$34,113 2014-2015 in addition to the 2% increase over the prior year which totals \$152,323 resulting in a maximum tax levy available of \$14,597,274.

BE IT RESOLVED, that there should be raised for the General Fund a tax levy of \$14,444,951 for the ensuing School Year (2014-2015).

BE IT FURTHER RESOLVED, that the unused taxing authority of \$152,323 will be banked for potential use in the subsequent three fiscal years.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

D. Special Education - The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.

1. Approval of Psychiatric Evaluation

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board approves a psychiatric evaluation for student 000126 effective April 20, 2014 at a cost of \$500.00. Services to be provided by Dr. Lee Suckno, 170 East Main Street, Suite 202, Rockaway, NJ 07866.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

2. Approval of Out of District Placement

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board approves an out of district placement for student 000288 at the Cornerstone Day School, 1101 Bristol Road, Mountainside, NJ 07092, effective March 17, 2014 - June 20, 2014 at a program cost of \$22,646.00 (\$338.00/day x 67 days).

Transportation to be bid through Morris County Educational Services Commission.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

E. Superintendent's Anti-Bullying Report - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.

1. Accept and Affirm the Superintendent's Anti-Bullying Report

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board accepts and affirms the Superintendent's monthly report of Harassment, Intimidation and Bullying.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

F. Workshops/Seminars/Conferences

1. Approve Professional Development

On the motion of Mr. Douglas McCabe, seconded by Mr. Scott Bober, the Board approves the attached list of requests for professional development and corresponding costs.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - yes
Mr. Francis Foley – yes	Mrs. Terri Kaag – yes	Mrs. Maria Manley – yes
Ms. Lucia Galdi - yes	Mr. Douglas McCabe – yes	Ms. Denise Rawding - yes

Discussion Items:

A. New Business – The Board will have a table at the Art Show on April 3, 2014.

B. Old Business- Mrs. Terri Kaag attended a workshop on Board goals – What do high achieving districts expect? High achievement=high goals.

Hearing of Citizens and/or Delegations - none

Adjournment

On the motion of Mrs. Terri Kaag, seconded by Ms. Lucia Galdi, BE IT RESOLVED that the Morris Plains Board of Education moves to adjourn the meeting at 9:35pm.

Motion carried by unanimous voice vote.

Respectfully submitted,



Dr. Warren S. Ceurvels
Board Secretary