

**Morris Plains Board of Education**  
**Public Meeting – May 13, 2014 - 7:30 p.m.**  
**Meeting will be held in the 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

**I 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), I wish to announce that: 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.

**II Pledge of Allegiance**

**III Roll Call**

<input type="checkbox"/> Alan Albin	<input type="checkbox"/> Scott Bober	<input type="checkbox"/> Francis Foley	<input type="checkbox"/> Cynthia Fetherston	<input type="checkbox"/> Lucia Galdi
<input type="checkbox"/> Terri Kaag	<input type="checkbox"/> Maria Manley	<input type="checkbox"/> Douglas McCabe	<input type="checkbox"/> Denise Rawding	Quorum? <input type="checkbox"/> yes <input type="checkbox"/> no

Warren Ceurvels     Mark Maire     Number of Public

**IV Executive Session**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approves the following resolution:

**WHEREAS:** The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

**RESOLVED:** The Board of Education adjourns to closed session to discuss: (select one or more)

- 1) a matter rendered confidential by federal or state law;
- 2) a matter in which release of information would impair the right to receive government funds;
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy;
- 4) a collective bargaining agreement and/or negotiations related to it;
- 5) a matter involved the purchase, lease, or acquisition of real property with public funds;
- 6) protection of public safety and property and/or investigations of possible violations or

violations of law;

7) pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;

8) specific prospective or current employees unless all who could be adversely affected request an open session;

9) deliberation after a public hearing that could result in a civil penalty or other loss;

**RESOLVED**, the Board may take action at the conclusion of executive session, and be it further, **Resolved**, The minutes of this closed session will be made public when the need for confidentiality no longer exists.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**V Return to Regular Session from Closed Session (if necessary)**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, BE IT RESOLVED by the board of education to return to the regular session of the Board of Education meeting from the closed session.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**VI Hearing of Citizens and/or Delegations**

Public comment is welcome. Time limit for topics is three minutes. Letters or memos are helpful. Please state your name and address for the record.

**VII Student Council Presentation - Maria Diaz, Advisor  
--Student Council Officers**

**VIII Technology Presentation - SmartResponder  
--Debbie Drake  
--Susan McKinlay  
--Mary Ellen Sullivan**

**IX Superintendent's Report - Mr. Mark Maire**

**X Business Administrator's Report - Dr. Warren Ceurvels**

**XI Correspondence**

**XII Approval of the Board of Education Minutes**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following Minutes: May 6, 2014 - Public Meeting.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**XIII Business Items Prepared for Official Action on May 13, 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 Tenured Instructional Staff for the 2014-2015 School Year**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves tenured instructional staff for the 2014-2015 school year as per the attached list.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Approval of Non-Tenured Instructional Staff for the 2014-2015 School Year**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves non-tenured instructional staff for the 2014-2014 school year as per the attached list.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Approval of Tenure for Instructional Staff – 2014-2015**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves tenure for the following non-tenured staff members on dates as listed:

Lauren Degnan	October 29, 2014
Michelle Kelly	September 2, 2014
Carly Siber	September 29, 2014

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**4. Approval of Family Leave - Gifted and Talented Teacher**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves a family leave request for Caitlin Hamill, Gifted and Talented Teacher as follows:

September 12, 2014 - November 3, 2014	36.5 Paid Sick Days
November 4, 2014 - February 10, 2015	Family Leave Act (Unpaid Days)
February 11, 2015 - June 30, 2015	Unpaid Leave

Mrs. Hamill anticipates returning in September, 2015.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**5. Approval of Substitute Teachers**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following substitute teachers for the 2014-2015 school year: Robin Rosamond and Ellessa Effner.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**6 Approval of Unpaid Days – Classroom Aide – Mountain Way**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves unpaid days for Lauren Klener on April 8 and April 9, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**7. Accept Resignation of Title I Afterschool Program Coordinator - Mountain Way**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board accepts the resignation of Jane Hurley-Mead as Title I Afterschool Program Coordinator at the Mountain Way School, effective April 21, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**8. Approval of Title I Afterschool Program Coordinator - Mountain Way**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves Lindsey Irwin as Title I Afterschool Program Coordinator at the Mountain Way School, effective April 21, 2014 through May 30, 2014 at a stipend of \$2034, to be prorated.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**9. Approval to Eliminate Two (2) Positions at the Mountain Way School**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the elimination of the following positions at the Mountain Way School, effective September 1, 2014:

School Library Media Specialist (Full-time)  
Part-time Basic Skills Teacher (Language Arts/Math)

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**10. Approval to Create New Positions - Instructional Staff**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the creation of the following positions, effective September 1, 2014:

School Library Media Specialist (Part-time) - Mountain Way School  
Basic Skills Teacher - Math (Part-time 19.4 hours/week) - K-4, Mountain Way and Borough School  
Basic Skills Teacher -Language Arts (Full-time) - K-4 - Mountain Way and Borough School  
Two Special Education Teachers - Part-time - Borough School

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**11. Approval of Job Descriptions - New Positions - Instructional Staff**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following job descriptions for newly created positions, effective September 1, 2014

School Library Media Specialist (Part-time) - Mountain Way School  
Basic Skills Teacher - Math (Part-time 19.4 hours/week) - K-4, Mountain Way and Borough School  
Basic Skills Teacher -Language Arts (Full-time) - Mountain Way and Borough School

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**12. Approval Lunch/Recess Aide/Dismissal Aide - Mountain Way School**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves Kara Pagan as lunch/recess/dismissal aide at the Mountain Way School, effective May 14, 2014 through June 26, 2014, 3.75 hours per day (11:30-3:15), , at an hourly rate of \$14.00.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**13. Accept Resignation - Classroom Aide - Borough School**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board accepts the resignation of Michelle Latsch, classroom aide at the Borough School, effective May 30, 2014.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**14. Approval of Professional Development Instructor - April - May, 2014**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following professional development instructor for professional development preparation and delivery on April 23, 30, 2014; May 7 and 21, 2014:

<u>Staff Member</u>	<u>Hourly Rate</u>	<u># of Hours</u>	<u>Total</u>
Beth Shepard	\$32.00	8 hours	\$256.00

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**15. Approval of Spring Concert Accompaniment**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves Douglas Yingling as pianist to provide Spring Concert Accompaniment at a total cost of \$250.00 as follows:

- 3 hours - Dress Rehearsal Time - End of May/Early June, 2014
- 1 hour - 3<sup>rd</sup> and 4<sup>th</sup> Grade Spring Concert - May 29, 2014
- 1 hour - 5<sup>th</sup> Grade and Select Chorus Spring Concert - June 12, 2014

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**16. Approval of Baseball Umpires/Referees/Assigners**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the following umpires, referees, and assigner and costs:

**Umpires/Referees (\$55.00/game):**

- Brenda Payne
- Shawn Thomas
- Willie Floyd
- Peter Kahn
- Bill Dortch

**Assigner (\$110.00 per season)**

Lee Hendrix

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**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 \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the attached bills and claims report dated April 21, 2014 in the amount of \$633,627.98 and dated May 13, 2014 in the amount of \$259,709.73.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**2. Approve Payroll Distribution**

Motion by \_\_\_ seconded by \_\_\_ RESOLVED that the Board of Education approves the payroll distribution summarized below and directs that the payroll distribution be attached to and be made part of these Minutes.

Payroll Date	Fund	Amount
4/15/14	General Fund	\$267,016.74
4/30/14	General Fund	\$260,552.60

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**3. Approve Line Item Transfers**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves line item transfers dated May 13, 2014 as per the attached.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**4. Approve Board Secretary and Treasurer’s Reports For The Period Ending March 31, 2014**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_ 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 March 31, 2014 to be approved.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**5. Approve Board of Education Calendar of Annual Meetings - July, 2014 - June, 2015**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the Board of Education of Annual Meetings as per the attached.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**6. Approve Sale of the District School Bus**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the Bill of Sale (see attached) for the transfer of ownership of the District School Bus to the Gloucester Township Board of Education in the amount of \$42,500.

Roll Call: AA \_\_\_ SB \_\_\_ FF \_\_\_ CF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**7. Accept a Donation From the Terhune Family**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board accepts a donation of a park bench from the Terhune Family in memory of Robert "Bob" Terhune for the Mountain Way School.

Roll Call: AA \_\_\_ SB \_\_\_ FF \_\_\_ CF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**8. Approve Payment for Student - 6<sup>th</sup> Grade Camping Trip to Fairview Lake YMCA**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves payment in the amount of \$100.00 for student 621186 to participate in the 6<sup>th</sup> Grade Camping Trip to Fairveiw Lake YMCA. Funds are to be taken from the student co-curricular account.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**C. Special Education - Contracts - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.**

**1. Approve 2014 Extended School Year Program**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the 2014 Extended Year School Program from July 7, 2014 to August 1, 2014 from 8:30 a.m. – 11:30 a.m.

Occupational Therapy	\$99/hr; up to 7 hrs/wk	\$ 2,772
Physical Therapy	\$99/hr; up to 5 hrs/wk	\$ 1,980
Speech	\$99/hr; up to 11hrs/wk	\$ 4,356
PSD Teacher (one)	\$38/hr; 3.5 hrs/day x 20 days	\$ 2,660
Grade K-2 Teacher (one)	\$38/hr; 3.5 hrs/day x 20 days	\$ 2,660
Grade 3 Teacher (one)	\$38/hr; 3.5 hrs/day x 20 days	\$ 2,660
Grade 4 & 5 Teacher (one)	\$38/hr; 3.5 hrs/day x 20 days	\$ 2,660
Grade 6 Teacher (one)	\$38/hr; 3.5 hrs/day x 20 days	\$ 2,660
Grade 7 & 8 (one)	\$38/hr; 3.5 hrs/day x 20 days	\$ 2,660
PSD Aides (two)	\$16/hr; 3.0 hrs/day x 20 days	\$ 1,920
K-2 Aide (one)	\$16/hr; 3.0 hrs/day x 20 days	\$ 960
Nurse (one)	\$150/day x 20 days	\$ 3,000
<b>Total:</b>		<b>\$30,948</b>
Substitute Teacher Rate:	\$38/hr.	Substitute Aide Rate: \$16/hr.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**D. 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 \_\_\_\_\_ seconded by \_\_\_\_\_, the Board accepts and affirms the Superintendent's monthly report of Harassment, Intimidation and Bullying.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**E. Workshops/Seminars/Conferences - *The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.***

**1. Approve Professional Development**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board approves the attached list of requests for professional development and corresponding costs.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**F. Policies - *The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.***

**1. Adopt Policies - Second Reading**

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, the Board adopts the following policies for second reading:

- **Policy 2130 - Principal Evaluation**
- **Regulation 2130 - Principal Evaluation**
- **Policy 2131-Chief School Administrator**
- **Policy 4112.2 - Certification**
- **Policy 4116 - Evaluation of Teaching Staff Members**
- **Regulation 4116 - Teacher Evaluation**
- **Policy 4131/4131.1 - Staff Development: Inservice Education/Visitations/Conferences**
- **Policy 6142.10 - Internet Safety and Technology**
- **Policy 9111 - Qualifications and Requirements of Board Members**

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_

**XIV Discussion Items:**

- A. New Business**
- B. Old Business**

**XV Hearing of Citizens and/or Delegations**

Public comment is welcome. Time limit for topics is three minutes. Letters or memos are helpful. Please state your name and address for the record.

**XVI Adjournment**

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, BE IT RESOLVED that the Morris Plains Board of Education moves to adjourn the meeting.

Roll Call: AA \_\_\_ SB \_\_\_ CF \_\_\_ FF \_\_\_ LG \_\_\_ TK \_\_\_ MM \_\_\_ DMc \_\_\_ DR \_\_\_