

PREPARING ALL LEARNERS TO EXCEL IN A CHANGING WORLD

**Morris Plains Board of Education
Public Meeting – February 23, 2016 - 7:00 p.m.
Meeting will be held in the Borough School Learning Center.**

District Goals 2015-2016

1. Improve student performance for ALL students through an intense focus on enhancing the teaching and instructional experience throughout the district; continuing to support the district's initiatives in 21st century learning, technology integration and Writer's Workshop.
2. Effectively utilize newsletters, social media, parent forums, parent workshops, and the school and district websites to keep the community informed about news, events, achievements, and initiatives underway in our district and schools.
3. Identify and implement programs and interventions designed to support the social and emotional needs of our students.
4. Analyze short and long-term facility needs, recognizing items that need immediate action, while maintaining fiscal responsibility. Develop a Long-Range Facility Plan with a projected five year action plan.

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"/> Scott Bober	<input type="checkbox"/> Cynthia Fetherston	<input type="checkbox"/> Francis Foley	<input type="checkbox"/> Anthony Galdi	<input type="checkbox"/> Lucia Galdi
<input type="checkbox"/> Terri Kaag	<input type="checkbox"/> Maria Manley	<input type="checkbox"/> Denise Rawding	<input type="checkbox"/> Ken Wilbur	Quorum? <input type="checkbox"/> yes <input type="checkbox"/> no

Amy Barkman Mark Maire Number of Public

IV. 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.

V. Presentation - 2016-2017 Preliminary School Budget

VI. Superintendent's Report – Mr. Mark Maire

VII. Business Administrator's Report - Ms. Amy Barkman

VIII. Correspondence

IX. Board Committee Status Reports

Finance

--Buildings and Grounds

Curriculum and Instruction

Legislative

Educational Services Commission of Morris County (ESC)

Morris School District

Personnel

Policy Updates

Liaison Committees (Reports if Available)

--Morris Plains Home and School Association (MPHSA)

--Morris Plains Municipal Alliance Committee (MPMAC)

--Education Foundation of Morris Plains (EFMP)

--Strategic Planning Committees

-- New Jersey School Boards

-- Morris County School Boards Association

Community Outreach

X. Board of Education Minutes

1. Approval of the Board of Education Minutes

On the motion of _____ seconded by _____, the Board approves the following Minutes: Public - February 9, 2016.

Roll Call: SB____ CF____ FF____ AG____ LG____ TK____ MM____ DR____ KW____

XI. Business Items Prepared for Official Action on February 23, 2016:

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

Note: Employment of personnel contained in these resolutions in this section are provisional, contingent upon a criminal record check in compliance with P.L.1986, C.116 and approval of the submission of the "Application for Emergent Hire."

1. Approval to Amend Salary Guide Step for Family Leave Replacement - Grade 6 - LAL Teacher

On the motion of _____ seconded by _____, the Board approves to amend the step on the salary guide for Kate Gillan as Family Leave Replacement Teacher for Lauren Degan, 6th Grade LAL Teacher at the Borough School through May 4, 2016 at a salary of \$51,230 (BA, Step 1) prorated. There are no benefits associated with this position.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

2. Approval to Accept Resignation - Classroom Aide - Mountain Way School

On the motion of _____ seconded by _____, the Board accepts the resignation of Sheri Votapek, Classroom Aide at the Mountain Way School, effective March 4, 2016.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

3. Approval to Amend a Family Leave Request - Kindergarten Teacher - Mountain Way School

On the motion of _____ seconded by _____, the Board approves to amend a family leave request for Nicole Dalton, Kindergarten Teacher at Mountain Way School as follows:

March 4, 2016 - April 22, 2016

Paid Sick Days

April 25, 2016 - June 30, 2016

NJ Family Leave Act (Unpaid)

Mrs. Dalton intends to return on September 1, 2016.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

4 Approval of Kindergarten Teacher (Family Leave Replacement) - Mountain Way School

On the motion of _____ seconded by _____, the Board approves Sherri Votapek as Kindergarten Teacher (Family Leave Replacement - Mrs. Dalton) effective March 4, 2016 through June 30, 2016 at a salary of \$51,230 (BA, Step 1) to be prorated. There are no benefits associated with this position.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

5 Approval of Classroom Aide (Mrs. Votapek Replacement) - Mountain Way School

On the motion of _____ seconded by _____, the Board approves Dawn Montesano (emergent hire) as Classroom Aide at Mountain Way School (Mrs. Votapek Replacement) effective March 14, 2016 through June 30, 2016 at a salary of \$16,248.73 (Step 5) to be prorated. (\$15.23/hr x 5.83 hrs/day x 183 days). (Excludes 60 minute unpaid lunch)

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

B. Finance/Buildings & Grounds/Purchasing/Contracts - *The following motions are of a routine nature, non controversial, 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 February 23, 2016 in the amount of \$1,058,019.54.

Roll Call: SB ___ CF ___ FF ___ AG ___ LG ___ TK ___ MM ___ DR ___ KW ___

2. Approve Payroll Distribution

On the motion of _____ seconded by _____, the Board approves the payroll distribution summarized below and directs that the payroll distribution be attached to and made part of these minutes

Payroll Date	Fund	Amount
2/15/16	General	\$301,190.00

Roll Call: SB ___ CF ___ FF ___ AG ___ LG ___ TK ___ MM ___ DR ___ KW ___

3. Approve the Board Secretary and Treasurer's Reports For The Period Ending 1/31/2016

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 NJSA 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 NJSA 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 January 31, 2016 to be approved.

Roll Call: SB ___ CF ___ FF ___ AG ___ LG ___ TK ___ MM ___ DR ___ KW ___

4. Approve Payment for Student - 8th Grade Trip to Washington, DC –

On the motion of _____ seconded by _____, the Board approves payment in the amount of \$355.00 for student #001017 to participate in the 8th Grade Trip to Washington, DC. Funds are to be taken from the student co-curricular account.

Roll Call: SB ___ CF ___ FF ___ AG ___ LG ___ TK ___ MM ___ DR ___ KW ___

5. Approve Line Item Transfers

On the motion of _____ seconded by _____, the Board approves line item transfers dated February 23, 2016.

Roll Call: SB ___ CF ___ FF ___ AG ___ LG ___ TK ___ MM ___ DR ___ KW ___

6. Approval of Submission of Capital Improvement Projects to the NJDOE

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

Be it resolved that the Morris Plains Board of Education authorizes Settembrino Architects to submit capital improvement projects at the following schools to the State of New Jersey Department of Education for review and approval:

<u>School Project</u>	<u>NJ DOE Project #</u>
New Secure Vestibule at Morris Plains Borough School	DOE #: 3380-020-16-1000
New Secure Vestibule at Mountain Way Elementary School	DOE #: 3380-030-16-1000

At Morris Plains Borough School, the main office shall be relocated in the existing building and a new secure vestibule shall be created. This project will also result in the relocation of small group instruction spaces (SGI) and office to the existing main office space. At Mountain Way School, a new secure vestibule shall be created in the existing main entrance corridor. Painting of school corridors at both schools shall also be included as part of these projects.

These projects are other capital projects. The Morris Plains Board of Education is not seeking any state funding for these projects.

Be it further resolved that the Morris Plains Board of Education authorizes amendment to the District's approved LRFP to include the following as capital improvement projects:

<u>School Project</u>	<u>NJ DOE Project #</u>
New Secure Vestibule at Morris Plains Borough School	DOE #: 3380-020-16-1000
New Secure Vestibule at Mountain Way Elementary School	DOE #: 3380-030-16-1000

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

C. Proposed School Budget - 2016-2017 - *The following motions are of a routine nature, non-controversial, and will be voted on in one motion.*

1. Approve Submission of the 2016-2017 School Budget

On the motion of _____, seconded by _____, the Morris Plains Board of Education approves the following resolution and submission of the 2016-2017 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 2016-2017 school district budget for submission to the county superintendent as follows:

General Fund	\$16,584,339
Special Revenue Fund	\$ 150,174
Debt Service Fund	\$ 533,350

and;

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$14,954,858 and Debt Service \$533,350 for the ensuing School Year (2016-2017); and

WHEREAS, the district has a taxing authority which is composed of \$118,633 for health benefits adjustment, \$0.00 for enrollment adjustment, \$0.00 for PERS Deferment, and \$118,210 banked levy from previous budgets are available to the district for the school budget for 2016-2017 in addition to the 2% cap increase over the prior year which totals \$293,233 resulting in a maximum district tax levy available of \$14,954,858.

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$14,954,858 for the ensuing School Year (2016-2017).

BE IT RESOLVED, that the Morris Plains Board of Education, in the County of Morris, New Jersey approves that the unused taxing authority of \$118,633 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 2016-2017 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2015-2016 school year was \$36,000; and

WHEREAS, travel and expense reimbursement has reached a total amount \$23,262 as of February 1, 2015;

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 2016-2017 school year at the sum of \$36,000; 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.

Roll Call: SB ___ CF ___ FF ___ AG ___ LG ___ TK ___ MM ___ DR ___ KW ___

1a. Approve Adoption of the 2016-2017 Tentative School Budget

On the motion of _____, seconded by _____, Morris Plains Board of Education approves the following resolution and submission of the 2016-2017 proposed budget to the County Office for approval.

BE IT RESOLVED that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 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
2016-2017 Total Expenditures	16,584,339	154,786	533,350	17,272,475
Less: Anticipated Revenues	1,629,481	154,786	0	1,784,267
Taxes to be Raised	14,954,858	0	533,350	15,488,208

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 March 28, 2016 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

1b. Travel and Related Expense Reimbursements

On the motion of _____, seconded by _____, 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 2016-2017 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 2016-2017 school year at a sum of \$36,000; 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.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

1c. Professional Expenses

On the motion of _____, seconded by _____, 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 2016-2017:

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	\$ 25,000
Auditor	\$ 29,500
Architect	\$ 7,500
Professional Development	\$ 30,000
Transportation	\$ 5,500
Other Services	\$ 297,294
Repair Services	\$ 141,631
Related Services	<u>\$ 504,744</u>
Total	\$1,041,169

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 2016-2017 school year.

Roll Call: SB____ CF____ FF____ AG____ LG____ TK____ MM____ DR____ KW____

1d. Tax Authority & Banked Cap:

On the motion of _____, seconded by _____, 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: 2016-2017 school year composed of \$118,633 for health benefits adjustment in addition to the 2% increase over the prior year which totals \$293,233 resulting in a maximum tax levy available of \$14,954,858.

BE IT RESOLVED, that there should be raised for the General Fund a tax levy of \$14,954,858 for the ensuing School Year (2016-2017).

BE IT FURTHER RESOLVED, that the unused taxing authority of \$118,210 will be banked for potential use in the subsequent three fiscal years.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

D. Field Trip Location - 2015-2016 - *The following motion is of a routine nature, non controversial, and will be voted on in one motion.*

1. Approval of Field Trip Location - 2015-2016

On the motion of _____ seconded by _____, the Board approves The United Nations Headquarters, New York, as a field trip location for the 2015-2016 school year.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

E. Superintendent’s Anti-Bullying Report - *The following motion is of a routine nature, non controversial, 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: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

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

1. Approval of Professional Development

On the motion of _____ seconded by _____, the Board approves the following list of requests for professional development and corresponding costs.

Professional Development – Request for Approval as per Accountability Regulations – February 23, 2016

Staff Member	Date	Workshop	Mileage	Fee	Sub	Total
Siobhan Cassidy	3/17/2016 and 3/18/2016	Social Thinking , Tarrytown, New York	\$ 76.38	\$ 347.20	N/A	\$ 423.58
Amy Barkman	June 7, 2016-June 10, 2016	NJASBO Annual Conference, Borgata Hotel, Atlantic City, NJ	257.6 miles x .31 = \$79.86	Fee - \$150.00 Hotel - \$315.00 Parking - \$5.00 Meals - \$224.00 Tolls - \$10.00	N/A	\$783.86

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Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

G. Special Education - *The following motions are of a routine nature, non controversial, and will be voted on in one motion.*

1. Approval of Home Instruction

On the motion of _____ seconded by _____, the Board approves Home Instruction for HS student 000070 effective November 7, 2015 through February 12, 2016 at a cost not to exceed \$3,360.00 (\$40.00 per hour * 6 hours per week * 14 weeks). Services to be provided by Morris School District, 31 Hazel Street, Morristown, NJ.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

XII. Discussion Items:

- **New Business**
- **Old Business**

XIII. Executive Session (Determined when the Board Meeting Opens)

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 _____.

The Board will not take action at the conclusion of executive session, and the minutes of this closed session will be made public when the need for confidentiality no longer exists.

Roll Call: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

XIV. 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: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___

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: SB___ CF___ FF___ AG___ LG___ TK___ MM___ DR___ KW___