

**Morris Plains Board of Education
Minutes of the Public Meeting - January 28, 2014 – 7:00 p.m.
Borough School Learning Center**

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), Ms. Denise Rawding, Board Vice-President, opened the meeting at 7:00pm 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, Mr. Francis Foley, Ms. Lucia Galdi, Mrs. Terri Kaag, Mrs. Maria Manley (arrived at 7:25pm), Mr. Douglas McCabe and Ms. Denise Rawding

Absent: Mrs. Cynthia Fetherston

Also present: Mr. Mark Maire, Dr. Warren Ceurvels, Mr. Sean Dolan and Ms. Lindsay Vieira

Number of public attending: 3

Executive Session

On the motion of Mr. Scott Bober, seconded by Mr. Douglas McCabe, 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 at 7:01pm to discuss specific prospective or current employees unless all who could be adversely affected request an open session;

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.

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

Return to Regular Session from Closed Session

On the motion of Mr. Scott Bober, seconded by Mrs. Maria Manley, **BE IT RESOLVED** by the Board of Education to return to the regular session of the Board of Education meeting from the closed session at 7:30pm.

Motion carried by unanimous voice vote.

Hearing of Citizens and/or Delegations - none

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

- This month, there was one confirmed incident of HIB.

- The current school calendar has been adjusted 6 times due to inclement weather. School has been cancelled 3 times. As it stands, the last day of school for students is June 24th (originally June 19th).
- Currently drafting the 2014 – 2015 calendar, including professional development days. Working with staff input and regional input to evaluate current professional development schedule.
- Administration has started second round of staff observations. This year, every staff member will be observed three times.
- PARCC Field Test Update (3rd grade – 2 classes). We are excited to participate in the field test. We plan to utilize this time to gauge assessment questions and test our technology devices and infrastructure against the assessment. Student tests will not be scored, and the state is working on a communication template for parents, which we will use as our communication tool for third grade parents.
- I am thankful for our outstanding community support. Specifically, tonight we plan to accept a donation from the HSA to equip grades 1-4 with cubbies. Additionally, we graciously accept a financial donation from the EFMP to support a visiting author program at Borough School. We look forward to continuing our collaborative relationship, sharing our vision with the school community to support our efforts to provide an optimal learning experience for students.
- January was National School Board Recognition Month and I would like to express to the members of our Board and to our community my sincere thanks for the work, talent and time that each member gives. During my time in this wonderful district, I have had the pleasure of working with a group of individuals who, collectively, share ideas, debate issues and work very hard to be a supportive and caring unit. I would like to express a sincere thank you for your time and contributions to this district.

Business Administrator's Report – Dr. Warren Ceurvets discussed the budget development process. Dr. Ceurvets reported that he provided staff data and a scattergram to the Board Attorney. In addition, he prepared information for Worker's Compensation and a Budget Calendar .

Correspondence - none

Board Committee Status Reports:

Finance/Buildings and Grounds – Dr. Warren Ceurvets reported on the agenda from the Finance Meeting (see attached). Mr. Douglas McCabe spoke to the issue of Morristown High School tuition being lower but not as low as anticipated.

Curriculum and Instruction - Ms. Denise Rawding reported (see attached report)

Legislative – none

Educational Services Commission of Morris County (ESC) - Mr. Alan Albin reported on the meeting of January 8, 2014 (see attached report).

Morris School District – Ms. Lucia Galdi reported (see attached report)

Personnel – Ms. Lucia Galdi reported on staffing needs for the upcoming year

Policy Updates – Ms. Denise Rawding reported on retention and promotion, per diems and placing limitations MPEA travel.

Liaison Committees:

–**Morris Plains Home and School Association (MPHSA)** – Ms. Karen Riley presented a report of the MPHSA's activities and talked about the \$11,000 donation for Open Lockers.

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

--**Education Foundation of Morris Plains (EFMP)** – Ms. Suzanne Skalski reported that The Foundation is working on the next week's fundraiser. Ms. Skalski also spoke about grant opportunities for teachers in the amount of \$1000.

--**Strategic Planning Committees** - none

Minutes

1. Approval of Minutes

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

December 17, 2013 – Public and Executive; January 6, 2014 – Public and Executive

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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 January 28, 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 to Rescind the Contract- Instructional/Bus Aide – Mountain Way School – 2013-2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves to rescind the contract of Laurie Rafuse as an Instructional/Bus Aide at Mountain Way School effective January 14, 2014:

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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 to Amend Contract- Instructional Aide – Borough School – 2013-2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves the revised contract for Laurie Rafuse, Instructional Aide at Borough School for the 2013-2014 school year effective January 14, 2014. The number of hours and salary will remain the same as the original contract:

9:00am – 3:15 pm (not including 30 minute lunch) \$20.00/hour (Off-guide) 5.75 hrs./day x \$20.00 = \$115.00/day x 183 days = \$21,045.00 prorated.

Mr. Francis Foley inquired how the rates are established. Mr. Mark Maire responded that rates are established based on experience.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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. Approval to Amend Contract- Lunch/Recess/Bus Aide – Mountain Way School – 2013-2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves the revised contract for Jennifer Thorne, Lunch/Recess/Bus Aide at Mountain Way School for the 2013-2014 school year effective January 14, 2014:

Current Hours/Salary:

11:30 am-1:00 pm – Lunch/Recess Aide – \$12.50/hour (Step 1)

1.5 hrs./day x \$12.50 x 183 days (maximum) = \$3,431.00

Additional Hours/Salary:

1:00 pm-3:15 pm – Bus Aide - \$12.50/hour (Step 1)
 2.25 hrs./day x \$12.50 x183 days (maximum) = \$5,147.00 pro-rated.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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. Approval to Revise Hours – Instructional Aide – Mountain Way School – 2013-2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves the revised hours for Lauren Klener, Instructional Aide at Mountain Way School for the 2013-2014 school year effective January 29, 2014:

Previous Hours: 8:00 am – 2:00 pm (not including 30 minute lunch)
 \$14.00/hour (Step 4) 5.5 hrs./day x \$14.00 =\$77.00/day x 183 days = \$14,091.00

New Hours: 8:30 am – 2:45 pm (not including 30 minute lunch) Hours include preschool bus assistance p.m.
 \$14.00/hour (Step 4) 5.75 hrs./day x \$14.00 =\$80.50/day x 183 days = \$14,731.50 pro-rated

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

5. Approval to Revise Hours – Instructional Aide – Mountain Way School – 2013-2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves the revised hours for Caitlin Cosgrove, Instructional Aide at Mountain Way School for the 2013-2014 school year effective January 29, 2014:

Previous Hours: 8:00 am – 2:00 pm (not including 30 minute lunch)
 \$14.50/hour (Step 5) 5.5 hrs./day x \$14.50 =\$79.75/day x 183 days = \$14,594.25

New Hours: 7:45 am – 2:00 pm (not including 30 minute lunch) Hours include preschool bus assistance a.m.
 \$14.50/hour (Step 5) 5.75 hrs./day x \$14.50 =\$83.38/day x 183 days = \$15,258.54 prorated

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

6. Approval of Basketball Officials – 2013-2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves the following basketball officials for the 2013-2014 school year at a cost of \$55.00 per game:

Peter Kahn
 Vincent Galgano

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

7. Approval of Substitutes – 2013-2014

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

John Conheeny Usha Srinivasan
 Gaye McVeigh Deepti Srinivasan

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

8. Approval of Payment for Leading Professional Development for Staff

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves payment to Maria Laboy for leading after school workshops for staff which took place in September and October.

The total cost is \$256.00 (\$32.00/hour x 8 hours).

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

9. Approval of Unpaid Day – Classroom Aide – Mountain Way School

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves an unpaid day for Caitlin Cosgrove, classroom aide at Mountain Way School, on December 20, 2013.

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

10. Approval of Home Instructor

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves Darlene Howell as Home Instructor for the 2013-2014 school year at an hourly rate of \$33.00.

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

11. Movement on the Guide – February 1, 2014

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves Movement on the Guide for the following staff member, effective February 1, 2014:

Staff Member	Current Column/Step	Salary	New Column/Step February 1, 2014	Salary (Adjusted)
Siobhan Cassidy	BA+30/MA, Step 3-4	\$54,055	MA+15, Step 3-4	\$55,585

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

12. Approval of 4th Grade Teacher (Family Leave Replacement) – Borough School

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves Matthew Gottilla (emergent hire, pending criminal history background clearance) as 4th Grade Teacher at the Borough School (family leave replacement – Mrs. Schonmann), effective February 24, 2014 through June 30, 2014 at a salary of \$50,395 (BA, Step 1 – to be prorated). There are no benefits with this position. The Board also approves Matthew Gottilla as substitute teacher for two days on February 20 and February 21, 2014 at a per diem rate of \$100.00.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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/Disbursement Journal

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves the attached bills and claims report/disbursement journal dated January 28, 2014 in the amount of \$580,379.63.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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. Approve Line Item Transfers

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley, the Board approves line item transfers dated January 28, 2013 in the amount of \$50,000.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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 Payroll Distribution

On the motion of Mr. Douglas McCabe seconded by Mrs. Maria Manley 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
January 15, 2014	General Fund	\$261,512.79

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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 Board Secretary and Treasurer’s Reports For The Period Ending December 31, 2013

On the motion of Mr. Douglas McCabe 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 December 31, 2013 to be approved.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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. School Board Recognition Month – January, 2014 - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.

1. Adoption of Resolution

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley the Board of adopts the attached resolution proclaiming January, 2014 as School Boards Recognition Month.

Ms. Denise Rawding read the resolution.

Mr. Alan Albin – yes	Mr. Scott Bober – yes	Mrs. Cynthia Fetherston - absent
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. 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. Scott Bober seconded by Mrs. Maria Manley, 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 - absent
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. Workshops/Seminars/Conferences - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.

1. Approval of Professional Development

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

Mr. Douglas McCabe asked for an explanation of acronyms.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - absent
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. Donations - The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.

1. Accept a Donation From The Morris Plains Home & School Association

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board accepts a donation from the Morris Plains Home & School Association, in the amount of \$11,016.00 for the purchase of Open Lockers for Mountain Way and Borough School.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - absent
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. Accept a Donation from a Resident - Children's Books for Mountain Way School

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board accepts a donation from Nancy Mirabelle for children's books for Mountain Way School in the amount of \$3,000.00.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - absent
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. Accept a Donation From The Education Foundation of Morris Plains

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board accepts a donation from the Education Foundation of Morris Plains in the amount of \$1,000.00 for Author's Day.

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

G. Policy - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.

1. Adoption of Policy #6171.4 - Special Education

On the motion of Mr. Scott Bober seconded by Mrs. Maria Manley, the Board adopts, on second reading Policy #6171.4 - Special Education.

Mr. Alan Albin - yes	Mr. Scott Bober - yes	Mrs. Cynthia Fetherston - absent
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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 – Mr. Alan Albin asked who Nancy Mirabelle is. She is a citizen of Morris Plains. Mrs. Terri Kaag expressed her desire that STEM be offered in grades 1-5. Mr. Douglas McCabe informed the Board that today was Senior Day at Morristown High School. Morris Plains had a good representation of students for the event. Mr. Francis Foley asked what percent of Morris Plains students are in the Stem Program. Mr. Maire will follow up with the Morris School District for the answer.

B. Old Business - none

Hearing of Citizens and/or Delegations - Ms. Karen Riley (154 Sun Valley Way, Morris Plains) asked if the students will have the opportunity to practice with the computers before the PAARC testing. Mr. Mark Maire responded that students would have opportunities for practice.

Adjournment

On the motion of Mrs. Maria Manley, seconded by Mrs. Terri Kaag, BE IT RESOLVED that the Morris Plains Board of Education moves to adjourn the meeting at 8:44pm.

Motion carried by unanimous voice vote.

Respectfully submitted,



Dr. Warren Ceurvels
Board Secretary