

**Morris Plains Board of Education Meeting  
October 15, 2013  
Executive Session Begins at 7:00 p.m.  
Public Meeting Begins at 7:30 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), Mrs. Cynthia Fetherston, Board President, opened the meeting at 7:07pm 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. Scott Bober (via Skype – not available first roll call), Mrs. Lee Connor, Mrs. Cynthia Fetherston, Ms. Lucia Galdi, Mrs. Terri Kaag, Mrs. Maria Manley, Mr. Douglas McCabe and Ms. Denise Rawding

*Absent:* Mr. Alan Albin

*Also present:* Mr. Mark Maire, Dr. Warren Ceurvels

*Number of public attending:* 0

**Executive Session**

Motion by Mrs. Terri Kaag seconded by Ms. Lee Connor to approve 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 7:07pm to discuss pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;

**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.

**Return to Regular Session from Closed Session** - On the motion of Mrs. Maria Manley seconded by Ms. Denise Rawding, 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 7:32pm.

**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 7:32pm 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. Scott Bober (via Skype), Mrs. Lee Connor, Mrs. Cynthia Fetherston, Ms. Lucia Galdi, Mrs. Terri Kaag, Mrs. Maria Manley, Mr. Douglas McCabe and Ms. Denise Rawding

*Absent:* Mr. Alan Albin

*Also present:* Mr. Mark Maire, Dr. Warren Ceurvels

*Number of public attending:* 6

### **Hearing of Citizens and/or Delegations - none**

### **Student Council Activities and Events - Maria Diaz, Advisor**

#### **Student Council Officers:**

Fiona Palumbo

Meghan Crowley

Joseph Swiontkowski

Dominic Palumbo

The Student Council addressed the Board to discuss their upcoming activities and events. Ms. Connor asked the Student Council about the number of students who participate (about 60). Mr. Douglas McCabe commented how impressed he was with the Officers. Mrs. Maria Manley thanked all of students for setting a good example for the younger students.

### **Superintendent's Report – Mr. Mark Maire reported that:**

- There were no incidences of HIB to report.
- He is currently working with HSA and principals to target projects for the HSA to support for the 2013-2014 school year. The following projects have been identified: cubbies (grades K-4), recess enrichment (K-5), & additional technology devices.
- The District made several recent school safety advancements to highlight:
  - o Security cameras at Borough School and Mountain Way (28 indoor cameras/19 outdoor cameras).
  - o Purchase of walkie-talkies to enhance communication.
  - o Creation of Emergency School Closing Flow Chart.
- We will test our emergency school closing communication tools shortly; sending a message to members of the school community, through School Brains (phone, text, and email) on October 28<sup>th</sup> to remind parents about the upcoming conferences, early dismissals, and school closings during the week of November 4<sup>th</sup>.
- The Administration is preparing to begin staff observations, following the New Teacher Evaluation model:
  - o Tenured and non-tenured staff will be observed (announced and unannounced) 3 times a year.
  - o Observations will vary from long (40 minutes) to short (20 minutes).
- Recently, Morris Plains administration participated in several Morris School District articulation meetings. This included: 9th Grade Cohort Meeting, Curriculum Council Meeting, and Principals' Meeting.
- Looking ahead, principals and selected staff members will be participating in MSD Science & Language Arts/Literacy (LAL) Task Force meetings scheduled for October 25th. We are excited to continue collaborating across districts.
- I will be hosting 4 Superintendent Parent Forums throughout the year to provide parents an informal venue to communicate openly with me regarding pertinent district-related information.
- Administration will present 2013 NJASK results at the November 12<sup>th</sup> Board of Education meeting.

Mrs. Terri Kaag thanked Mr. Maire for fostering communications with the Morris School District.

**Business Administrator's Report** – Dr. Warren Ceurvels reported that the district is planning for the ASSA report. Dr. Ceurvels also attended a Systems 3000 workshop for budget preparation. In addition, he is currently working on the Audit Schedules.

**Correspondence** – Letter submitted by Vocal Music Teacher, Ms. Laura Lewis, acknowledging a donation of Choral Folders from the Frost Family.

**Minutes**

**1. Approval of Minutes**

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

- September 10, 2013 – Board Retreat
- September 24, 2013 – Executive Minutes
- September 24, 2013 – Public Meeting
- October 8, 2013 – Board Retreat

Mr. Alan Albin – absent	Mr. Scott Bober – yes	Ms. Lee Connor - yes
Mrs. Cynthia Fetherston – 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 October 15, 2013:**

**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. Creation of New Position – Part-time Instructional Aide**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves the creation of a part-time instructional aide, 20 hours per week at an hourly rate of \$12.50 (Step 1) to assist with instruction for a special education student and to assist with lunchroom and recess.

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

**2. Approve Family Leave Request – Karen Penkoski – First Grade Teacher – Mt. Way**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves a Family Leave request for Karen Penkoski, Grade 1 Teacher at Mountain Way School, effective Monday, December 2, 2013 through Friday, March 7, 2014 as follows:

December 2, 2013 – January 24, 2014	40 Paid Sick Days
January 27, 2014 – March 7, 2014	Unpaid - NJ Family Leave Act

Mrs. Penkoski anticipates returning on March 10, 2014.

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

**3. Approve Family Leave Request – Lorey Deeb – Special Education Teacher – Borough School**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves a Family Leave request for Lorey Deeb, Special Education Teacher at Borough School effective Wednesday, January 8, 2014 through Tuesday, May 27, 2014 as follows:

January 8, 2014 – February 21, 2014	32 Paid Sick Days
February 24, 2014 – May 23, 2014	Unpaid - NJ Family Leave Act

Mrs. Deeb anticipates returning on May 27, 2014.

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

**4. Approve Family Leave Request – Jessica Hendershot – Third Grade Teacher – Borough School**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves a Family Leave request for Jessica Hendershot, Grade 3 Teacher at Borough School effective Monday, March 17, 2014 through June 20, 2014 as follows:

March 17, 2014 – April 21, 2014                      20 Paid Sick Days  
April 22, 2014 – June 20, 2014                      Unpaid - NJ Family Leave Act

Mrs. Hendershot anticipates returning on September 1, 2014.

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

**5. Appointment of Substitutes – 2013-2014**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves the following substitutes for the 2013-2014 school year:

Garrett Orr  
Anne Long  
Jonathan Leroux  
Roseanne Fleming

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

**6. Approval of Assigner Fees**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves the following Assigner Fees for the 2013-2014 school year:

Doug Richards              \$115.00      Soccer Season (Boys/Girls)  
Lee Hendrix                 \$110.00      Basketball Season (Boys/Girls)  
Lee Hendrix                 \$110.00      Baseball/Softball

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

**7. Approval of Referees – 2013-2014 Soccer Season**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves Christopher Henwood and Mike Fesinstine as referees for the 2013-2014 soccer season at a cost of \$55.00/game.

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

**8. Approval of a One-time Hourly Rate Adjustment for a Custodian**

On the motion of Mrs. Maria Manley seconded by Ms. Lucia Galdi, the Board approves a one-time hourly rate adjustment for Vanaldo Grant to \$20.00/hour x 5 hours/day x 260 days for a total salary of \$26,000 effective July 1, 2013 thru June 30, 2014 subject to the execution of a Memorandum of Agreement between the Board of Education and the Morris Plains Education Association.

Mr. Alan Albin – absent	Mr. Scott Bober – yes	Ms. Lee Connor - yes
Mrs. Cynthia Fetherston – 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 Mrs. Maria Manley seconded by Ms. Denise Rawding, the Board approves the attached bills and claims report/disbursement journal dated October 15, 2013 in the amount of \$599,179.35.

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

**2. Approve Payroll Distribution**

On the motion of Mrs. Maria Manley seconded by Ms. Denise Rawding 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
9/30/2013	General Fund	\$257,366.98

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

**3. Approval of Food Service Biosecurity Management Plan – 2013-2014**

On the motion by of Mrs. Maria Manley seconded by Ms. Denise Rawding, the Board approves the Food Service Biosecurity Management Plan for the 2013-2014 school year.

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

**C. Morris Plains Board of Education Goals – 2013-2014 - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.**

**1. Approval of Morris Plains Board of Education Goals – 2013-2014**

On the motion by of Mrs. Terri Kaag seconded by Mrs. Maria Manley, the Board approves the following Board of Education Goals for the 2013-2014 school year:

**1. Board Governance:**

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

**2. Student Achievement**

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

**3. Fiscal Responsibility**

- a. Find alternative sources of funding to support activities - income or cost savings opportunities.

b. Implement process to coordinate use of funds with outside groups

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

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

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

On the motion of Mrs. Terri Kaag seconded by Mrs. Lee Connor, the Board accepts a donation from the Morris Plains Home & School Association, in the amount of \$2,089.55 for the purchase of Additional Wall Mats with Graphics for the Borough School Gymnasium.

Mr. Alan Albin – absent	Mr. Scott Bober – yes	Ms. Lee Connor - yes
Mrs. Cynthia Fetherston – 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 The Frost Family**

On the motion of Mrs. Terri Kaag seconded by Mrs. Lee Connor, the Board accepts a donation from the Frost Family for the purchase of 50 choir folders for the select chorus and the vocal music program.

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

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

**1. Approval of Pediatric Audiological Examination**

On the motion of Mrs. Terri Kaag seconded by Mrs. Lee Connor, the Board approves a pediatric audiological examination for student 200013680 effective October, 2014 at St. Clare's Dover General Hospital, 400 W. Blackwell Street, Dover, NJ 07901 at a cost not to exceed \$700.00.

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

**F. 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 Mrs. Terri Kaag seconded by Mrs. Lee Connor, the Board accepts and affirms the Superintendent's monthly report of Harassment, Intimidation and Bullying.

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

**G. 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 Mrs. Terri Kaag seconded by Mrs. Lee Connor, the Board approves the attached list of requests for professional development and corresponding costs.

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

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

**1. Approve 6<sup>th</sup> Grade Camping Trip Fund Raiser – Pie and Cookie Sale**

On the motion of Mrs. Terri Kaag seconded by Mrs. Lee Connor, the Board approves a pie and cookie sale (6<sup>th</sup> Grade Fund Raiser) to be held from October 16, 2013 – November 1, 2013 at the Community Center on Jim Fear Drive in Morris Plains.

Mr. Alan Albin – absent	Mr. Scott Bober – yes	Ms. Lee Connor - yes
Mrs. Cynthia Fetherston – 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 - none**
- B. Old Business - none**
- C. Committee Reports:**

**ESC – Mrs. Terri Kaag attended the meeting.**

**Finance/Building and Grounds – Mr. Douglas McCabe reported that the telephone voicemail issue has been resolved. There is an issue with the Security Cameras in hooking up access for the Morris Plains Police. There are issues with the ESC contract concerning the Child Study Team charges. The issue is in accordance with an opinion letter issued by our attorney (Dennis McKeever) in consultation with the ESC Superintendent. The issue will not be resolved until next year’s contract is reviewed. Buildings and Grounds is looking into an additional piece of equipment to maintain the ball fields.**

**Personnel – Ms. Lee Connor reported that the committee has met twice and the discussions included additional aides. The committee also discussed special education staffing issues and need for personnel for 2014-2015 budget.**

**Policy – Ms. Denise Rawding reported that the committee did not meet.**

**Education – Ms. Denise Rawding reported on the Silver Strong training, SGO's and benchmarks. NJ Ask in November. ARC Testing for 3<sup>rd</sup> Grade, Walk- thru, and observations by Administrators were discussed. In addition, Mango Language (Spanish) was discussed for 4<sup>th</sup> grade. Clickers will be used by all teachers at Mt. Way and 4<sup>th</sup> Grade at Borough to measure student accuracy to response and presentations.**

**Morris School District – Ms. Lucia Galdi reported on the Anti-bullying Seminar on October 23, 2013.**

**Morris Plains Home and School Association – Mrs. Terri Belles reported (see attached report).**

Mrs. Lee Connor wanted to know how we are deciding between iPads or Chrome Books. Mr. Maire discussed the priority for the MPHSA are the cubbies. Mr. Maire is looking to establishing technology at the building level. Mr. Douglas McCabe remarked that there are a lot of pros and cons when using iPads (Tablets). There is a lack of tying the technology to student achievement.

**Hearing of Citizens and/or Delegations - none**

**Adjournment**

On the motion of Mrs. Denise Rawding, seconded by Mrs. Maria Manley, BE IT RESOLVED that the Morris Plains Board of Education moves to adjourn the meeting at 8:40pm.

Respectfully submitted,

*Warren S. Ceurvels*

Dr. Warren S. Ceurvels  
Board Secretary