

**Morris Plains Board of Education  
Minutes of the Public Meeting – November 11, 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 7:07pm 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, Mr. Francis Foley, Ms. Lucia Galdi, Mrs. Terri Kaag, Mrs. Maria Manley, Mr. Douglas McCabe and Ms. Denise Rawding

**Absent:** Mr. Alan Albin and Mrs. Cynthia Fetherston

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

**Number of public attending:** 0

**Executive Session**

On the motion of Mrs. Maria Manley, seconded by Mrs. Terri Kaag, 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 7:08pm 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.

Motion carried by unanimous voice vote.

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

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 7:25pm.

Motion carried by unanimous voice vote.

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

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

- No incidences of HIB to report at this time
- October Enrollment:
  - MW – 207

- Borough – 408
- Total – 615
- Morristown High School - 216
- The principal transition plan for Borough School continues to go well. I would like to thank Mr. Looney and Mrs. Vieira for their leadership services thus far.
- Veteran’s Day Celebration – Borough School. A special thank you to Mrs. Hendershot and Mrs. Hussey for coordinating this wonderful school-wide program designed to honor our veterans. The veterans had an opportunity to eat breakfast with the 3<sup>rd</sup> grade students. Additionally, there was a school-wide assembly where children wrote and recited poems, presentations, and essays expressing their thanks and respect for all veterans. Students sang, and Borough School alumni/veterans were recognized. It was truly a memorable experience for all.
- Thank you, Mr. Foley, for your service to our country, serving as a merchant marine during the Persian Gulf War.
- Law Adventure – there will be a Mock Trial opportunity for 7<sup>th</sup> and 8<sup>th</sup> grade students sponsored by the NJ Bar Association. The program will run once a week during the children’s lunch period.
- AchieveNJ Update
  - Finishing first round of staff observations.
  - Feedback (Teachers are utilizing technology, varying their resources, and using assessments to drive their instruction).
- PARCC Readiness – Plan to focus on PARCC for the December 3<sup>rd</sup> Professional Development Day.
- MSD Articulation – PARCC (Math), and MHS Media Resources (8<sup>th</sup> grade Social Studies) have been scheduled with the Morris School District.
- My first Superintendent Parent Forum Meeting is scheduled for Thursday at 7pm in the Borough School Library.
- I am currently working with the EFMP on future projects. I have identified future projects to support digital communication.
- Mrs.Vieira and I will be presenting on our NJASK 2014 scores at the next board meeting.

**Business Administrator’s Report – Dr. Warren Ceurvels reported the following facility issues:**

1. Mr. Kevin Beattie has been addressing the heating needs at Mountain Way School. He has made a number of improvements in recirculating heat to classrooms.
2. The sidewalks at Mountain Way are scheduled to be installed tomorrow.
3. The roof punch list was received and the contractor will be addressing those items.
4. The footings will be installed for the preschool playground. Paving at Mountain Way to fix the drainage issues in the rear of the building will be happening as well.
5. The P.A. system at Borough School will be integrated with the phone system.

**Correspondence - none**

**Approval of the Board of Education Minutes**

On the motion of Mr. Francis Foley seconded by Mrs. Maria Manley, the Board approves the following

**Minutes:**

**October 21, 2014, Public Meeting and Executive Session.**

Mr. Alan Albin - absent	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 November 11, 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.***

Mrs. Maria Manley asked about the payment of the Aide at Morristown High School. The District pays \$28,000 and the Morris School District reimburses Morris Plains \$25,000.

**1. Approval of Teacher Salaries - 2014-2015**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Teacher Salaries for the 2014-2015 school year as per the attached.

Mr. Alan Albin - absent	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 of Union Custodian/Secretary Salaries - 2014-2015**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Union Custodian/Secretary salaries for the 2014-2015 school year as per the attached.

Mr. Alan Albin - absent	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 of Aides - Salaries and Assignments - 2014-2015**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Aide salaries and assignments for the 2014-2015 school year as per the attached.

Mr. Alan Albin - absent	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 of Non-Union Staff Salaries - 2014-2015**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Non-Union Staff salaries for the 2014-2015 school year (July 1, 2014 - June 30, 2015) as per the attached.

Mr. Alan Albin - absent	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 of Contract - Borough School Principal**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves the contract of Mr. Andrew Kramar, Borough School Principal, effective December 1, 2014 through June 30, 2015, as per the attached.

Mr. Alan Albin - absent	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 Resignation - Lunchroom Aide - Borough School**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves the resignation of Tracy Scanlon, lunchroom aide at the Borough School, effective November 3, 2014.

Mr. Alan Albin – absent	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 Volunteer Assistant Softball Coach**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Shannon Prisco as Volunteer Assistant Softball Coach for the 2014-2015 school year.

Mr. Alan Albin – absent	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 Volunteer Basketball Coach**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Shannon Prisco as Volunteer Coach/Statistician for the Girls Basketball Team for the 2014-2015 school year.

Mr. Alan Albin – absent	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 to Create a New Stipend Position - Select Chorus**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves the creation of a Select Chorus Stipend position for the 2014-2015 school year.

Mr. Alan Albin – absent	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 Job Description for Select Chorus Stipend Position**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves the job description for the Select Chorus Stipend Position as per the attached.

Mr. Alan Albin – absent	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. Approval to Amend the Motion for Home Applied Behavior Analysis Instruction and Consult Services**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board amend a previously approved motion approving Michele Gould to provide Home Applied Behavior Analysis Instruction and Consult Services at a total cost not to exceed \$7,470.00 (Therapy: \$45.00/hour x 2 hours per session x 2 times per week x 39 weeks = \$7,020; Consult: 1 time/month x 1 hour per session x 10 months = \$450.00)

Mr. Alan Albin – absent	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 Payment to School Nurse - Physicals - Summer, 2014**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves payment to Debbie Greik, School Nurse for conducting physicals (summer 2014) in a total amount of \$1,274.59 (\$41.79 per hour x 30.5 hours)

Mr. Alan Albin – absent	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

**13. Approval to Amend Family Leave - Gifted and Talented Teacher**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves to amend family leave for Caitlin Hamill as follows:

September 12, 2014 - November 4, 2014  
November 5, 2014 - June 30, 2015

Paid Sick Days  
Unpaid Leave of Absence

Mr. Alan Albin - absent	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

**14. Approval of Family Leave Replacement (Caitlin Hamill)**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves Matt Gotilla as family replacement for Caitlin, effective December 1, 2014 at a salary of \$51,200 (BA, Step 2) to be prorated.

This position includes benefits.

Mr. Alan Albin - absent	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

**15. Approval of Aide Salary Guides**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves the aide salary guide for the 2014-2015 school year as per the attached.

Mr. Alan Albin - absent	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

**16. Approval to Approve Family Leave - Michelle Leibrecht, Grade 1 Teacher - Mountain Way School**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves a family leave for Michelle Leibrecht, Grade 1 Teacher at the Mountain Way School as follows (Mrs. Leibrecht intends to return on May 4, 2015:

February 9, 2015 - March 20, 2015  
March 23, 2014 - May 1, 2015

Paid Sick Days  
Unpaid Family Leave

Mr. Alan Albin - absent	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

**17. Approval for Payment for Consortium Spelling Bee Activity**

On the motion of Mrs. Maria Manley seconded by Mr. Scott Bober, the Board approves a stipend of \$166.00 for Larissa Wilczak as Spelling Bee Advisor. She is replacing Lauren Degnan who was previously approved.

Mr. Alan Albin - absent	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**

On the motion of Mrs. Maria Manley seconded by Mr. Douglas McCabe, the Board approves the attached bills and claims report dated November 11, 2014 in the amount of \$608,190.47

Mr. Alan Albin - absent	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
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## **2. Approve Payroll Distribution**

Motion by Mrs. Maria Manley seconded by Mr. Douglas McCabe 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
10/30/2014	General Fund	\$274,501.01

Mr. Alan Albin - absent	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. Anti-Bullying - 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. Maria Manley seconded by Mr. Douglas McCabe, the Board accepts and affirms the Superintendent's monthly report of Harassment, Intimidation and Bullying.

Mr. Alan Albin - absent	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. Policy - Second Reading - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.**

### **1. Approval of Policy #6145 - Second Reading**

On the motion of Mrs. Maria Manley seconded by Mr. Douglas McCabe, the Board adopts, on second reading, Policy #6145 Extracurricular Activities.

Mr. Alan Albin - absent	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. Approve Professional Development**

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

Mr. Alan Albin - absent	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. Curriculum - - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.**

### **1. Approval to Revise Library Media Curriculum**

On the motion of Mrs. Maria Manley seconded by Mrs. Lucia Galdi the Board of Education approves a revision to the Library Media curriculum. An additional activity was added to the Middle School suggested activity list as per NJA3292.

Mr. Alan Albin - absent	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 of Study Skills Handbook Curriculum**

On the motion of Mrs. Maria Manley seconded by Mrs. Lucia Galdi the Board of Education approves the Study Skills Handbook Curriculum as per the attached.

Mr. Alan Albin - absent	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. Field Trip/School Programs - The following motions are of a routine nature, noncontroversial, and will be voted on in one motion.**

Mrs. Lucia Galdi inquired about the field trip to the Prudential Center in Newark.

### **1. Approval of Field Trip Location**

On the motion of Mrs. Maria Manley seconded by Mrs. Lucia Galdi the Board of Education approves the Prudential Center in Newark as a field trip location.

Mr. Alan Albin - absent	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

### **1. Approval of Mock Trial Program - Borough School 7<sup>th</sup> and 8<sup>th</sup> Grade Students**

On the motion of Mrs. Maria Manley seconded by Mrs. Lucia Galdi the Board of Education approves a Mock Trial Program for Borough School students in Grades 7 and 8. All interested students are able to participate during lunch periods on Wednesdays. This program will promote the student's understanding of the law and our justice system and well as engage students in creative and argumentative writing and public speaking skills. The program is centered on the *Law Adventure* mock trial writing contest sponsored by the New Jersey State Bar Foundation. Deb Clark, Karen Riley, and Becca Swope are the parent facilitators for this program.

Mr. Alan Albin - absent	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

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

### **1. Approval of Instructional Aide**

On the motion of Mrs. Maria Manley seconded by Mrs. Lucia Galdi the Board of Education approves an instructional aide for student 621357 at the Mountain Way School, effective November, 2014 - June, 2015.

Mr. Alan Albin - absent	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

## **I. District Goals - 2014-2015 - The following motion is of a routine nature, noncontroversial, and will be voted on in one motion.**

### **1. Approval of District Goals - 2014-2015**

On the motion of Mrs. Terri Kaag seconded by Mr. Douglas McCabe the Board of Education approves 2014-2015 District Goals as per the attached.

Mr. Alan Albin - absent	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

**Discussion Items:**

- A. New Business** – Mrs. Maria Manley stated that the Veteran's Day program was wonderful. Mrs. Terri Kaag invited the Board to her house on December 5, 2014.
- B. Old Business**- none

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

**Adjournment**

On the motion of Mrs. Maria Manley, seconded by Mr. Scott Bober, BE IT RESOLVED that the Morris Plains Board of Education moves to adjourn the meeting at 7:57pm.

Motion carried by unanimous voice vote.

Respectfully submitted,



Warren S. Ceurvels  
Board Secretary