PUBLIC MEETING June 18, 2013

The Verona Board of Education of the Township of Verona, in the County of Essex, New Jersey, convened in regular session on June 18, 2013 in the Board Office Conference Room at 6:59 p.m. The meeting was called to order by Mr. Quattrocchi. A statement was made that the meeting had been properly advertised in the designated newspapers and the agendas were posted at the appropriate locations.

The following members of the Board were present: Mr. John Quattrocchi, President, Mr. Joseph Bellino, Vice President, Mr. Glenn Elliott and Mr. Michael Unis. Ms. Dawn DuBois was absent. Also present were: Mr. Steven Forte, Superintendent and Ms. Cheryl Nardino, Business Administrator/Board Secretary.

Resolved that the Board meet in private session, from which the public shall be excluded, to discuss the topics of negotiations and personnel or potential litigation which private discussion is being held pursuant to Section 7b and 8 of the Open Public Meeting Act. The matters under discussion will be disclosed to the public as soon as final decisions are made and voted upon.

Moved by: Mr. Bellino Seconded by: Mr. Unis

Ayes: 4 Nays: 0

The Board convened to a confidential session on June 18, 2013 in the Board Office Conference Room at 7:00 p.m.

The Regular meeting reconvened to the regular session, in the Verona High School Media Center, at 8:00 p.m.

Eleven citizens and two members of press were present.

Public Comment on Agenda Items- None

Presentations

- Mr. Gary Farishian- Spring Sports Wrap-up
- Mr. David Galbierczyk presented the Substance Abuse Policy and Regulations. Also presented the Pupil Discipline/Code of Conduct Policy and Regulations.
- Board of Education 2012-2013 Goals and Accomplishments and 2013-2014 Goal Setting

Committee Reports

Buildings and Grounds

- Referendum discussion
- Committee is recommending applying for a ROD Grant for September 4th deadline
- Setting timeline for milestones ending on September 4th.
- Committee will meet again in early July
- French & Parrello needs to finish their work on the football field so the information can be handed to EI for inclusion in the referendum paperwork

Superintendent's Report

- HBW Graduation at 9:30am and VHS 6:30pm June 21 at Caldwell College
- Last day of school June 21
- First day for staff 9/3/13, first day for students 9/6/13
- Super Essex Conference Cup award for our girls sports teams

Discussion

• Edward P. Wizda, a former Board of Education Member, passed away. Respects go to his wife and family.

RESOLUTIONS

The following resolutions have been recommended by the Superintendent to the Board of Education:

RESOLVED that the Board approve **Resolutions #1-61**

Moved by: Mr. Bellino Seconded by: Mr. Elliott

Ayes: 4 Nays: 0

APPROVAL OF MINUTES

#1 RESOLVED that the Board approve the minutes of the following meetings:

Confidential & Regular Public Meeting June 11, 2013

BOARD RENEWAL RESOLUTIONS

RESOLVED that the Board has read and discussed the Code of Ethics for School Board members in accordance with NJSA 18A-12-24.1. Specifically,

A school board member shall abide by the following Code of Ethics for School Board Members:

- I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who

will be affected by them.

- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.
- #3 **RESOLVED** that **Michael Unis** be appointed delegate to the New Jersey School Boards Association for one year.

BE IT FURTHER RESOLVED that the policy authorizing the duties of the delegate to the New Jersey Schools Boards Association be approved as follows:

- a. Represent the Board at meetings of the New Jersey School Boards Association.
- b. Study and report to the Board all proposed State and Federal Legislation of interest and relevance.
- c. At the direction of the Board, prepare a proposed resolution for submission to the State School Boards Association.

This policy shall not prohibit or discourage other Board Members from active participation in Legislative affairs.

#4 **RESOLVED** that the Verona Board of Education approve the establishment of the following Board of Education Committees. Appointments to the Committees will be made by the Board President:

Buildings and Grounds-Joe Bellino/Glenn Elliott
Finance-Joseph Bellino/Glenn Elliott
Education – John Quattrocchi/Dawn DuBois
Community Resources-John Quattrocchi/Michael Unis
Athletics & Co-Curricular-Dawn Dubois/Michael Unis

RESOLVED that the Board of Education appoint **Cheryl Nardino** as Board Secretary.

#6 **RESOLVED** that the Board of Education approve the appointment of **Michael J. Gross**, **Esq.** of the firm of **Kenney**, **Gross**, **Kovats & Parton** as Board Attorney for the 2013-2014 school year at a \$400 per month retainer. Additional time for Special Education will be billed at \$140 per hour and all other legal work will be billed at \$150 per hour.

RESOLVED that the Verona Board of Education approve the appointment of the firm of **Lerch, Vinci & Higgins,** to serve as School District Auditors for the 2013-2014 year, and

BE IT FURTHER RESOLVED that the firm be paid in amount of \$26,000 for the fiscal year ending June 30, 2014.

- #8 **RESOLVED** that the Board approve EI/Mylan Architects as Architect of Record for 2013-2014 school year,
- #9 **RESOLVED** that the official newspapers for the Board of Education be the Verona Cedar Grove Times, The Star Ledger and the Herald News.

BE IT FURTHER RESOLVED that the Secretary be permitted to use his/her discretion with regard to any and all publications required by law.

#10 **RESOLVED** that the following be and the same are hereby designated as depositories of The Board of Education:

Wells Fargo NJ/ARM

BE IT FURTHER RESOLVED that until further notice from the Board of Education, any funds of the Board deposited in said depositories may be subject to withdrawal at any time, or from time to time, upon checks or instruments or orders for payment of moneys when signed on behalf of the Board of Education by the following officers: President or Vice President, Secretary/Business Administrator or Superintendent of Schools and Treasurer of School Moneys.

- #11 **RESOLVED** that the Board of Education adopt all existing policies, curriculum and textbooks for the 2013-2014 school year which have been in effect during the present school year, subject to revision and constant review by the Board.
- #12 **RESOLVED** that the Board of Education appoint **Cheryl A. Nardino**, Business Administrator Board Secretary to act as Investment Agent and invest idle Funds for the Board of Education.
- **RESOLVED** that the Board of Education approve the facsimile signatures for the President, Board Secretary and Treasurer of School Funds to facilitate debt payments.
- **RESOLVED** that the Board of Education approve the 2013-2014 school year Reappointment of **Cheryl A. Nardino** Business Administrator, as follows:

- a. Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:-3a and N.J.A.C. 5:34-5 et seq.
- b. the Designated Public Agency Compliance Officer (P.A.C.O.)
- c. Custodian of Records
- #15 **RESOLVED** that the governing body of the Verona Board of Education, in the County of Essex in the State of New Jersey approve the \$36,000 bid threshold; and be it further

RESOLVED that the governing body hereby reappoint **Cheryl A. Nardino** as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary hereby authorized and directed to forward a certified copy of this resolution and copy of **Cheryl A. Nardino's** certification to the Director of the Division of Local Government Services.

#16 **RESOLVED** that the Board of Education approve the appointment of **Dorothy Trimmer** as Treasurer of School Funds for the 2013-2014 school year at a salary of \$6,200.

RESOLVED that the Board of Education establish Petty Cash Funds as listed below for The 2013-2014 school year. No single expenditure to exceed \$25.

Verona High School	\$200
H. B. Whitehorne Middle School	100
Board/Superintendent's Office	100
Brookdale Avenue School	25
F. N. Brown School	25
Forest AvenueSchool	25
Laning Avenue School	25
Special Services	100
Pre-School Intervention Program	50

- #17 **RESOLVED** that the Board approve the participation in the Public Employer Insurance
 Trust, and Brown and Brown as the Trust Brokers for the 2013-2014 health and dental plan.
- **RESOLVED** that the Board of Education approve the Tax Shelter Annuity Companies as listed below:

MetLife	Equitable
Valic	Prudential
Vanguard	

#20	RESOLVED	that the Board of Education approve Dr. Richard Cirello as the School Physician for 2013-2014 at a cost of \$25,000.
#21	RESOLVED	that the Board of Education approve the 2013-2014 school year reappointment of Paul McDevitt , Facilities Manager, as follows: a. District's Right-to-Know Coordinator b. District's Indoor Air Quality Coordinator c. District's Pest Management Coordinator d. Asbestos Management Officer e. AHERA Coordinator
#22	RESOLVED	that the Board of Education approve Libby Skinner as the District Affirmative Action Officer at a stipend of \$2,500 for the 2013-2014 school year.
<u>PERS</u>	ONNEL	
#23	RESOLVED	that the Board approve the payment of merit goals for Steven Forte in the amount of \$16,082.85.
#24	RESOLVED	that the Board approve 5 summer work days for Gary Farishian at a rate of \$658.92 not to exceed \$3,294.60.
#25	RESOLVED	that the Board accept, with regret, the retirement of Angela Serpico effective June 30, 2013.
#26	RESOLVED	that the Board approve an increment withholding for the following employees for the 2013-2014 school year:
		XXX-XX-2905 XXX-XX-8148
#27	RESOLVED	that the Board approve Steve Forte to mentor Kim Ferlauto for Caldwell College course ED 681 in order to obtain a Chief School Administrator Certificate July 1, 2013-December 30, 2013.
#28	RESOLVED	that the Board approve Brett Drozdowski and Joe Kubacki as summer technology help at a rate of \$10 per hour not to exceed a total of \$4,000 collectively.

RESOLVED that the Board approve the following salaries for staff members for the 2013-2014 school year.

Glenn Cesa	Principal - VHS	150,407
Yvette McNeal	Principal -HBW	141,389
Gary Farishian	Athletic Director/Supervisor	
	of Health and PE, K-12	138,372
Anthony Lanzo	Principal – FNB	126,894
Rich Rampolla	Principal – BRK	128,026
Jeff Monacelli	Principal - FOR	117,807
Kim Ferlauto	Director of Guidance	103,580
Dave Galbierczyk	Assistant Principal - VHS	112,231
Howard Freund	Assistant Principal - HBW	106,515
Nicole Santora	Supervisor of Math and Science	102,747
Sumit Bangia	Supervisor of Humanities	98,502
Gina Venezia	Supervisor for Special Ed. K-12	114,423
Paul McDevitt	Facilities Manager	97,584
Cindy Costanza	Technology Manager	66,000
Donna Cook	Payroll	49,330
Anna Marie Marzullo	Accounts Payable	38,619
Cheryl Sluberski	Secretary	51,375
Joseph Higgins	Technology Coordinator	59,572

- **RESOLVED** that the Board approve the attached 2013-2014 contract for **Cheryl Nardino**, School Business Administrator/Board Secretary.
- **RESOLVED** that the Board approve the attached 2012-2013 and 2013-2014 contract for **Libby Skinner**, Director of Special Education.
- **RESOLVED** that the Board approve Colleen Heiser, HBW Grade 7 Math, BA Step 1, \$46,062.

EDUCATION & SPECIAL EDUCATION

- #33 **RESOLVED** that the Board approve the Superintendent's Annual HIB Report for 2012-2013.
- #34 **RESOLVED** that the Board approve the Five Year Strategic Plan and the New Mission Statement beginning July 1, 2013.
- #35 **RESOLVED** that the Board approve **Mitch Roshong** to attend training July 7-12, 2013 at Syracuse University for Accounting II Dual Enrollment Program at a cost of \$500,

Hotel - \$5 nights 7/7-7/12/13 @ \$112/night \$560.00 mileage reimbursement is \$74.03

#36 **RESOLVED** that the Board approve Summer Curriculum Writing \$38 per hour: (if more than one person is listed, the total hours will be split).

History and the Hollywood Cinema (10 hours) - **Dave Fogel, Joe Carollo** Contemporary Issues (10 hours) - **Chris Tamburro**Discrete Math (20 hours) - Mark Russo
English III Honors/CP, Revision (10 hours) - **Tom White, Marie Meyer**US History I Honors, Revision (10 hours) - **Melissa Wallerstein, Chris Tamburro**

AP Spanish, Revision (10 hours) – **Christine Osborn** Consumer Math- (18 hours) Janan Maka

- #37 **RESOLVED** that the Board approve Janan Wehbeh to attend the AP Chemistry Summer Institute at Manhattan College, Riverdale, NY, August 5-9, 2013. Registration is \$1,290 and lodging is \$550.
- #38 **RESOLVED** that the Board approve the New AP Chemistry textbook:

 Chemistry (AP edition, 9th edition), 2014, Zumdahl, and Zumdahl, Houghton Mifflin
- **#39 RESOLVED** that the Board approve the Language Arts 5-8, Pilot
 - Prentice Hall: Literature (Pearson), This series will be piloted in Grades 6 Literacy, Grade 7
 English and Grade 8 English at HBW.
 - Grade Six: Mrs. Mary Anne Halbert
 - Grade Seven: Mrs. Lindsey Lagan
 - Grade Eight: Mrs. Jacqueline Miskinis
 - Reading Street (Pearson), This series will be piloted in Grade 5 Literacy.
 - Grade Five: Mrs. Marisa Albano
- **RESOLVED** that the Board approve **Charles Miller** to attend ASCD Conference on Teaching Excellence, Washington, DC, June 27 30, 2013.

Pre- Conference Registration \$249.00 Conference Registration \$429.00 Hotel \$657.00 Meals \$105.00 Travel \$144.90

- **RESOLVED** that the Board approve **Kara Passage** to provide home programming for student #100504 for up to 24 hours for the month of August 2013 at the rate of \$38.00 per hour, not to exceed \$912.00.
- **#42 RESOLVED** that the Board approve the following;

Mirja Paula- Home instructor Jessica Barner- Summer school teacher- \$2,560 Marissa Canova- Sub teacher/sub aide Courtney Jenkins- Aide- \$12.25 per hour Ben Petty- Aide- \$12.25 per hour Joshua Spellman- Aide- \$12.25 per hour

#43 RESOLVED that the Board approve the salaries listed below:

	Salary
Teacher Positions	
Teacher Substitutes	\$85.00 Per Diem
Home Instruction	\$38.00 Per Hour
Summer Curriculum Writing	\$38.00 Per Hour
NJ Ask	\$60.00 Per Hour
In-Service Instruction	\$60.00 Per Hour
Nurses	
Substitute Nurse	\$105.00 Per Diem
Substitute Nurse who is a Part-time Nurse	\$105.00 Per Diem
Part-time Nurse	\$38.00 Per Hour
Part Time Maintenance, Custodial & Technolog	<u>y</u>
<u>Help</u>	
Custodian, Part-time (School year)	\$18.00 Per hour
High School Students (Summer)	\$7.15 Per Hour
College Students (Summer)	\$10.00 Per Hour
Maintenance Man, Part-Time	\$14.50 Per Hour
Painters	\$14.00 Per Hour
Technology, High School Student	\$10.00 Per Hour
Technology, College Student	\$13.00 Per Hour
Secretaries	
Part-Time Secretaries (Extended coverage)	\$11.75 Per Hour
Substitute Secretaries (Daily)	\$9.75 Per Hour
Aides	
Classroom Aides	\$12.25 Per Hour
2 or more years with district	\$13.00 Per Hour
9 or more years with district	\$13.50 Per Hour
Library Aides	\$12.25 Per Hour
Lunchroom Aides	\$12.50 Per Hour
Lunchroom Head Aide	\$13.25 Per Hour

2013-2014

Bus Drivers

16-20 Passenger Vehicles \$21.00 Per Hour 54 Passenger Vehicle \$21.00 Per Hour

Athletic Contests & Field Trips

16-20 Passenger Vehicles\$92 per contest54 Passenger Vehicle\$92 per contestLayover Time (after 7 hours)\$11.00 Per Hour

CO-CURRICULAR/ATHLETICS

RESOLVED that the Board approve the following class advisors for the 2013-2014 school year:

Linda Barone - Sophomore Class Advisor Jennifer Errico - Freshmen Class Advisor

BUILDING AND GROUNDS

RESOLVED that the Board approve the EI proposal for Mechanical Assessment at Verona High School at a fee of \$8,800.

FINANCE

RESOLVED that the Verona Board of Education approve the tentative **Non-Resident Tuition Rates** for the 2013-2014 school year.

	2015-2014
<u>PROGRAM</u>	TUITION
Preschool Disabilities (Part-time)	\$21,577
Preschool Disabilities (Full-time)	\$21,232
EXTENDED-YEAR PROGRAM - (20 days)	
Preschool Disabilities (Part-time)- Summer	\$2,398
Preschool Disabilities (Full-time)- Summer	\$2,359
REGULAR NON-RESIDENT	
	42. 7 00
Kindergarten (1/2 day)	\$3,500
Grades 1-8	\$5,634
Grades 9-12	\$6,395

<u>EMPLOYEE RATE</u> - Board Policy, non-resident tuition for Verona Public School Employees is 20% of the cost of Regular Non-Resident tuition.

Kindergarten (1/2 day)	\$700
Grades 1-8	\$1,127
Grades 9-12	\$1,279

#47 RESOLVED

that the Board approve the 2013-2014 **Tax Payment Schedule** for monies due the school district and need to meet the obligations of this Board

BE IT FURTHER RESOLVED that the Board Secretary notify the Municipal Collector of this Tax Payment Schedule in order for the Tax Collector to Plan accordingly.

BE IT FURTHER RESOLVED that the Township of Verona is hereby requested to Place in the hands of the Treasurer of School Monies these amounts, Accordance with statutes relating thereto.

#48 RESOLVED

that the form of Cafeteria Plan including a Premium Expense Account

Health Care Reimbursement Plan and a Dependent Care Assistance Program established on July 1, 2005, and effective July 1, 2013 through June 30, 2014, presented to this meeting is hereby approved and adopted and that the proper officers of the Board are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Further resolved, that the Administrator shall be instructed to take such actions that are Deemed necessary and proper in order to implement the Plan, and to setup adequate accounting and administrative procedures to provide benefits under the Plan.

Further resolved, that the proper officers of the Board shall act as soon as

Possible to notify the employees of the Board of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

#49 RESOLVED

that the Premium Expense Account (voluntary waiver of medical insurance), should an employee elect to waive the applicable insurance coverage, the employee choosing to do so must provide written representation of alternate insurance coverage. If an employee chooses to waive the coverage, he or she will receive a payment the lesser of 25% of the cost of the plan or \$5,000, whichever is less. Employees who are not employed during the full year (September 1 – August 31) and choose the waiver shall have their payments prorated accordingly. This applies to new hires after September 1 and any employment termination that is effective prior to August 31. Employees who choose the waiver and are on unpaid leave of absence without medical benefits shall have their payments prorated as well. The employee retains the ability to opt back into the former plan at the next enrollment period or within thirty (30) days if any of the following occur:

- (a) termination of spouse's employment;
- (b) divorce;
- (c) death of spouse; or
- (d) termination of the other plan coverage.

#50	RESOLVED	that the Board approve the agreement for the Essex County Educational Services Commission to provide the following services for the 2013-2014 School year. Chapter 192-193 Nonpublic Nursing Public School Child Study Team Public School Home Instruction Idea-B				
#51	RESOLVED	that the Board approve Regional Cooperative t		2013-2014 Sussex County		
#52	RESOLVED	that the Board approve	Amerihealth to perform	the Cobra Benefit administration.		
#53	RESOLVED	that the Board approvamounts:	ve the enclosed check lis	ets for the following		
		Amount \$61,349.54 \$29,705.26 \$270,327.82	Description VSEA Checks Cafeteria Checks Vendor Checks	Check Register Date July 01, 2012-June 12, 2013 June 5 & 12, 2013 June 18, 2013		
#54	RESOLVED	all bills and claims, inc		rator/Board Secretary to pay period following June 18, 2013. Said lists will be ng.		
#55	RESOLVED	that the Board approve	the following canceled of	checks:		
		<u>Check #</u> 99577	<u>Amount</u> \$415.00			
#56	RESOLVED		the appropriation of function the Reserve in an amount	ds from General Fund to Capital not to exceed \$150,000.		
#57	RESOLVED			to provide E-rate services for of \$2,250, respectively.		
#58	RESOLVED	that the Board approve the donation of an iPad to the Verona School District from Aine Mansfield.				

PERSONNEL RESOLUTIONS

RESOLVED that the Board approve the following personnel recommendations pending the completion of pre-employment requirements:

59.1 <u>Substitute Teacher</u>

Name	Location	Assignment	Salary	Term of employment	Department Committee
Serpico, Angela					
Joan	District	Sub Teacher	\$85/day	SY 13-14	Education

59.2 New Staff

Name	Location	Assignment	Salary	Step on Guide	Term of employment	Department Committee	Replacing/Notes
Hirschmanner, Brian	District	Part time custodian	\$18/hr.		SY 13-14	Education	
Ellenbogen, Kristina	Laning	Grade 1	\$50,840	BA +30	SY 13-14	Education	salary negotiations pending
Heiser, Colleen	HBW	Math teacher	\$46,062	BA Step 1	SY 13-14	Education	salary negotiations pending
Livelli, Suzanne	Laning	77% Kdg.	\$37,796	BA Step 4	SY 13-14	Education	salary negotiations pending
Tripsas, Jenna	FNB	MLOA - Gr. 3	\$230.31/day		9/1/13- 1/20/14	Education	Megan Pellegrino

59.3 Attendance at Conference

Name	Location	Reason	Dates	Cost	Mileage Reimbursement
		Authentic Education,	7/23-		
Cesa, Glenn	VHS	Lambertville, NJ	24/13	\$599.00	\$38.44
		UbD - Explore the Big Ides of UbD and Dig Deep into Best	7/10-		
Miller, Charlie	Bd. Ofc.	Practices in Unit Design	12/13	\$799.00	\$113.40

Santora, Nicole	Bd. Ofc.	UbD - Authentic Feedback, Lambertville, NJ	7/25- 26/13	\$599.00	\$75.52
Venezia, Gina	VHS	UbD - Authentic Feedback, Lambertville, NJ	7/25- 26/13	\$599.00	\$75.65

BUILDING AND GROUNDS

RESOLVED that the Board approve the Phase III proposal from French & Parrello for engineering services on the VHS Football Field, not to exceed \$12,800.

EDUCATION

#61 RESOLVED that the Board approve the 2012-2013 tuition reimbursement as follows:

Fogel, David	\$ 341.25
Heckel, Amy	\$ 367.50
Hill, Robert	\$ 4,275.00
Jaruczyk, Jessica	\$ 3,191.22
Kelly, Danielle	\$ 2,250.00
Lijoi, Stephanie	\$ 5,983.55
Lopez, Sara	\$ 4,786.84
Mahr, Robert	\$ 2,393.42
Rusignuolo, Corrie	\$ 4,786.83
Russo, Mark	\$ 4,786.83
Slavin, Melissa	\$ 1,196.71
Smith, Jeremy	\$ 7,276.95
Solomon, Pamela	\$ 4,786.83
Tamburro, Chris	\$ 6,037.83

PUBLIC COMMENT

• Strategic Plan concerns

The Meeting adjourned at 10:30 p.m.

Respectfully submitted,

Cheryl A. Nardino Board Secretary