

**FRANKLIN LAKES BOARD OF EDUCATION
FRANKLIN LAKES, NEW JERSEY**

REGULAR BUSINESS MEETING MINUTES

Wednesday, December 03, 2014

Franklin Avenue Middle School
755 Franklin Avenue, 8:00 PM
Instrumental Music Room

1. **CALL TO ORDER BY THE PRESIDENT**

2. **FLAG SALUTE**

3. **PUBLIC ANNOUNCEMENT**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. This does not extend to Board discussions of pending or active litigation, contract negotiation, and matters involving the confidentiality and privacy rights of students and employees. In accordance with the provisions of the Act, the Franklin Lakes Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted on the School website; published in the Board's designated newspapers: *The Ridgewood News* and *The Record*; and mailed to all persons, if any, who have requested said notice. In addition, please be aware that employees of this School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools and, therefore, are not public meetings, but meetings held in public. As a reminder, the Board of Education has a "BOE Suggestion Box" located on the District Website under "Board of Education." The Board welcomes your questions, input and suggestions.

4. **ROLL CALL**

Ms. Christine Christopoul, Mr. Laurence Loprete, Ms. Susan McGowan, Mr. Robert Medeiros, Ms. Shirley O'Reilly, Mr. Craig Urciuoli. Mr. Michael Ben-David, Ms. Kathie Schwartz and Ms. Jackie Veliky were absent.

5. **APPROVAL OF MINUTES**

Motion by Mr. Loprete	Seconded by Ms. O'Reilly
To approve Minutes from the meetings on November 11, 2014	On roll call. Motion carried unanimously.

6. **MOTION TO APPROVE BOARD SECRETARY AND TREASURER'S REPORTS**

Motion by Mr. Loprete	Seconded by Mr. Urciuoli
To approve Board Secretary and Treasurer's Report for October 2014	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

7. **APPROVAL OF MONTHLY BUDGET STATUS CERTIFICATION**

The Board Secretary certifies that for the month ending October, 2014, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education pursuant to N.J.A.C. 6A:23A-16.10(c)3.

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that as of October, 2014, the Board Secretary’s monthly financial report (appropriations section) did not reflect an over-expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

Motion by Mr. Loprete	Seconded by Mr. Urciuoli
To approve Monthly Budget Status Certification ending October 2014	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

8. **PUBLIC WORK SESSION**

- CRS Environmental Issue – Dr. Furnari and Mr. Solokas updated the Board.
- Annual Board Agenda Discussion – Dr. Furnari
- Report of Committees
 - Curriculum – Ms. Christopoul updated the Board
 - Finance – Mr. Urciuoli updated the Board
 - Operations – Ms. Christopoul updated the Board
 - Negotiations – Ms. O’Reilly updated the Board
 - Personnel – Ms. McGowan updated the Board
 - Policy – Ms. McGowan updated the Board
 - Technology – N/A
- Presentation of 2013-14 Audit by Ms. Kathryn Mantell, Partner, Nisivoccia & Company – auditor arrival delayed until 8:45 p.m.

9. **QUESTIONS AND COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS**

Motion by Mr. Loprete	Seconded by Ms. O’Reilly
To approve motion to open the meeting to public discussion on agenda items	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

None

Motion by Mr. Loprete	Seconded by Ms. O’Reilly
To approve motion to close the public discussion and re-enter the regular public meeting.	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

10. **RESOLUTIONS**

RESOLUTION #	TOPIC
COMMITTEE OF THE WHOLE	
1CW	APPROVAL OF 2014-15 PROGRESS TARGETS ACTION PLAN
Motion by Ms. O'Reilly To Discuss 1CW	Discussion ensued. Seconded by Mr. Urciuoli. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
Motion by Mr. Loprete To Approve 1CW	Seconded by Ms. McGowan. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
BUILDINGS, GROUNDS AND OPERATIONS	
	NONE
CURRICULUM & INSTRUCTION	
1CUR	APPROVAL OF FIELD TRIPS
Motion by Ms. Christopoul To Approve 1CUR	Seconded by Mr. Loprete. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
FINANCE	
1F at 8:50 p.m.	APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT AND CORRECTIVE ACTION PLAN
1F-A Motion by Mr. Urciuoli To Table 1F	Seconded by Mr. Loprete. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
1F-B Motion by Mr. Urciuoli To reconsider 1F	Seconded by Mr. Loprete. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
1F-C Motion by Mr. Urciuoli To Approve 1F	Seconded by Mr. Loprete. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
2F	APPROVAL OF LINE ITEM TRANSFERS - NOVEMBER 2014
3F	APPROVAL OF CURRENT BILLS LISTS

4F	APPROVAL OF CONTRACT STIPENDS
5F	APPROVE HIBster REPORTING SYSTEM SETUP AND ANNUAL CONTRACT AND TRAINING SESSION
Motion by Urciuoli To approve 2-5F	Seconded by Ms. O'Reilly. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
PERSONNEL	
1P	APPROVAL OF STAFF TRIPS AND CONFERENCES
2P	RETIREMENT OF JOY DEPHILLIS, PARAEUCATOR, HIGH MOUNTAIN ROAD SCHOOL
3P	ADJUST CONTRACT OF LAURA WARREN TO INCLUDE ZERO PERIODS
4P	APPROVAL OF PART-TIME LUNCH COVERAGE
5P	APPOINTMENT OF MELISSA MICHELMAN AS PART-TIME SPECIAL EDUCATION MATH TEACHER AT FRANKLIN AVENUE MIDDLE SCHOOL
6P	APPOINTMENT OF SUBSTITUTE TEACHERS
Motion by Ms. McGowan To approve 1-6P	Seconded by Mr. Urciuoli. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.
POLICY	
1POL	FIRST READING OF REVISED POLICY #5113: ATTENDANCE, ABSENCES, AND EXCUSES
2POL	FIRST READING OF REVISED POLICY #5120: ASSESSMENT OF INDIVIDUAL NEEDS
3POL	FIRST READING OF REVISED POLICY #3542.1: LOCAL WELLNESS/NUTRITION
4POL	FIRST READING OF REVISED POLICY #9113: FILLING VACANCIES
5POL	FIRST READING OF REVISED POLICY #4112.6/4212.6: PERSONNEL RECORDS
Motion by Ms. McGowan To approve 1-5POL	Seconded by Ms. O'Reilly. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

COMMITTEE OF THE WHOLE

#1CW

RESOLUTION NO. 11584

APPROVAL OF 2014-15 PROGRESS TARGETS ACTION PLAN

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2014-15 Progress Targets Action Plan for Franklin Avenue Middle School as outlined on the attached summary.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

BUILDINGS, GROUNDS AND OPERATIONS

RESOLUTION NO. NONE

CURRICULUM & INSTRUCTION COMMITTEE

#1CUR

RESOLUTION NO. 11585

APPROVAL OF FIELD TRIPS

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Board of Education approves the field trips listed on the attached summary.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

FINANCE

#1F

RESOLUTION NO. 11586

**APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT AND
CORRECTIVE ACTION PLAN**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education authorizes the Superintendent to accept the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2014 as prepared by Nisivoccia & Company and the Corrective Action Plan associated with the audit.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

#2F

RESOLUTION NO. 11587

APPROVAL OF LINE ITEM TRANSFERS – NOVEMBER, 2014

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Board approves the line item transfers for the months of November, 2014. In order to accomplish the aforesaid purpose the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedule.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

#3F

RESOLUTION NO. 11588

APPROVAL OF CURRENT BILLS LIST

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the payment of claims on the current bills list in the amount of \$3,017,403.83 for November, 2014.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

#4F

RESOLUTION NO. 11589

APPROVAL OF CONTRACT STIPENDS

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Board approves the stipends listed on the attached spreadsheet for the 2014-15 school year.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

#5F

RESOLUTION NO. 11590

APPROVE HIBster REPORTING SYSTEM SETUP AND ANNUAL CONTRACT AND TRAINING SESSION

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the HIBster Reporting System Setup and Annual Contract (includes: Maintenance, Support and Hosting). Also training session for up to 30 people (2 hours) in the amount of \$2,000.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

PERSONNEL

#1P

RESOLUTION NO. 11591

APPROVAL OF STAFF TRIPS AND CONFERENCES

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the attendance of staff members at the conferences listed on the attached summary.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

#2P

RESOLUTION NO. 11592

**RETIREMENT OF JOY DEPHILLIS,
PARAEDUCATOR, HIGH MOUNTAIN ROAD SCHOOL**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education accepts the request for retirement of Joy DePhillis, ParaEducator at High Mountain Road School, effective December 31, 2014.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

#3P

RESOLUTION NO. 11593

ADJUST CONTRACT OF LAURA WARREN TO INCLUDE ZERO PERIODS

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education authorizes the Superintendent to adjust the contract of Laura Warren to include five zero periods per week at the rate of \$1,600 each for a total of \$8,000, prorated, effective October 14, 2014.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

#4P

RESOLUTION NO. 11594

APPROVAL OF PART-TIME LUNCH COVERAGE

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves daily lunch coverage, for a total of one hour per day at a rate of \$18.00, for Danielle Sarney for lunch-time coverage for a ParaEducator at Woodside Avenue School during the 2014-15 school year, effective September 30, 2014.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

#5P

RESOLUTION NO. 11595

APPOINTMENT OF MELISSA MICHELMAN AS PART-TIME SPECIAL EDUCATION MATH TEACHER AT FRANKLIN AVENUE MIDDLE SCHOOL

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education hereby approves the appointment of Melissa Michelman as part-time Special Education Math Teacher at Franklin Avenue Middle School for the remainder of the 2014-15 school year, to be placed at Step 12, Class BA (.30 FTE) at a prorated salary of \$19,608.00, effective December 8, 2014 – June 30, 2015.

BE IT FURTHER RESOLVED that this appointment is expressly contingent upon Melissa Michelman executing the Board’s customary employment contract, containing a sixty (60) day termination clause.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

#6P

RESOLUTION NO. 11596

APPOINTMENT OF SUBSTITUTE TEACHERS

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the following as Substitute Teacher(s):

Taryn Abella

BE IT FURTHER RESOLVED that that above appointment(s) are subject to proof of compliance with the provisions of N.J.S.A. 18A:6-7.1b, Criminal History Records Checks for Substitutes.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

POLICY

#1POL

RESOLUTION NO. 11597

**FIRST READING OF REVISED POLICY #5113: ATTENDANCE,
ABSENCES, AND EXCUSES**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a first reading for revised Policy #5113: Attendance, Absences, and Excuses.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014
Attachment

#2POL

RESOLUTION NO. 11598

FIRST READING OF REVISED POLICY #5120: ASSESSMENT OF INDIVIDUAL NEEDS

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a first reading for revised Policy #5120: Assessment of Individual Needs.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014
Attachment

#3POL

RESOLUTION NO. 11599

FIRST READING OF REVISED POLICY #3542.1: LOCAL WELLNESS/NUTRITION

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a first reading for revised Policy #3542.1: Local Wellness/Nutrition.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014
Attachment

FIRST READING OF REVISED POLICY #9113: FILLING VACANCIES

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a first reading for revised Policy #9113: Filling Vacancies.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

FIRST READING OF REVISED POLICY #4112.6/4212.6: PERSONNEL RECORDS

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a first reading for revised Policy #4112.6/4212.6: Personnel Records.

Motion by _____ Seconded by _____
Passed _____ Failed _____

DATED: December 03, 2014

Attachment

- 11. **SUSPENSION REPORT** - None
- 12. **ENROLLMENT REPORT** - Increase of 2 students
- 13. **REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Vision Statement:

In pursuit of our district’s vision to build a learning environment where all children and adults take ownership to become imaginative, reflective, information age explorers and contributors to society, by developing in students a life-long commitment to learning, a sense of personal and social responsibility, healthy self-esteem, and a respect and appreciation of diversity, I offer the following update on our progress toward District Goals.

Our first goal speaks to the importance of Student Achievement, assessment and program evaluation.

- My visits to schools continue to provide insight into the wonderful learning experiences in which our students are engaged. I had the opportunity to sit in on a rehearsal of the FAMS 6th grade Hand Bell Choir, who, under the direction of Mrs. Hartman, demonstrated a tremendous amount of dedication and precision in their preparations for their upcoming performances. 6th and 8th grade students were actively engaged in using their individual laptops to work on lessons in Social Studies, while other groups of students began their new cycle courses in Technology, working on airplane design and digital flip book design. Finally, I had the chance to visit with a group of 8th grade students during their Italian class, who applied their understanding of past tense verb usage to the creation

of dialogues and brief stories. To staff and students I say "Bravi, e grazie per avermi permesso di visitare con voi." Or, Great job, and thanks for letting me visit with you."

- As you know, the Partnership for College and Career Readiness or PARCC assessment is scheduled to take place in March and May, 2015. The district will hold Curriculum & Coffee events focused on Preparing for PARCC at each school, during the month of January. I encourage parents to attend these informative sessions, in order to learn more about the assessment. Dates are posted on the District Calendar. We will continue to provide information about the upcoming PARCC administration to families as it becomes available.
- On tonight's agenda is a resolution addressing the submission of a School Progress Target Action Plan for FAMS. All schools in the state of New Jersey that missed any of the progress target indicators based on Spring 2014 data, are required to submit an action plan. The plan informs NJDOE about the strategies schools are using to address growth in the area or areas missed. The FAMS plan addresses only one progress target indicator, and was created by Mr. Keiser in collaboration with both our curriculum and special education offices. All District elementary schools met the progress targets for Spring 2014.
- Just a reminder, Parent / Teacher conferences began today and continue through Friday, December 5th.
- FAMS Living Lessons program was recognized by The Character Education Partnership's "Schools of Character" program as a "National and International Promising Practice" award winner for 2014. Congratulations to Mr. Keiser, his staff, FLEF, FLEA, the FAMS PTA, and the Municipal Alliance, who working together, made Living Lessons possible.
- Its official, the Think Station is now operational as High Mountain Road School. This wonderful learning environment, that is build around the way the brain learns, is the conception of Mrs. Jaclyn Bazjath, HMR's principal. With the assistance of her staff and support of HMR families, the Think Station boasts stability balls for seating, standing desks as well as regular height work areas, a 3-D printer, and much more. You can read about the Think Station in the next issue of School News & Views.

Our second goal speaks to the professional development of administrators and staff in support of teaching and learning.

- FAMS teachers had a professional development opportunity on November 17th, which followed elementary school PD opportunities that took place earlier in the month. Staff engaged in a variety of activities including those related to the use of technology in the classroom.
- Administrators are well into the second cycle of teacher observations. School Improvement Panels, or ScIP committees continue to work with administrators in each school to ensure that professional development for staff members is reflective of school and district goals, teacher professional growth plans, and recommendations made during the evaluation process. All of this is in compliance with AchieveNJ regulations required by the New Jersey Department of Education.

Our third goal is about communication.

- We continue to work on the possible implementation of full day Kindergarten. In response to inquiries made by several community members asking to take the district Kindergarten survey, we posted the survey on the District website. Analysis of these new survey results indicates that 88% of respondents favor a full day Kindergarten program. To date, when all of the survey data is combined, 87% of the total respondents indicate that they would consider sending their child to a full day Kindergarten program, should the district implement full day programming in the fall of 2015. We anticipate a recommendation regarding programming for the 2015-2016 to be made to the Board in the very near future.
- As you know, our district is one of approximately 204 school districts in our state that may receive a QSAC visit this year. Mr. Solokas and I will attend a meeting with

the Bergen County Superintendent on Monday, December 8th, and hope to have more definitive information, which I will share at our next meeting.

Finally, Our fourth goal is related to Financial & Resource Management.

- As you know from our earlier discussion, the matter related to environmental testing at Colonial Road School provided us with extremely positive news just before the Thanksgiving recess. I want to thank Mr. Solokas, and the entire district administrative team for all of their efforts in preparing for all possible outcomes. In addition, the Bergen County Superintendent’s Office staff, as well as our local officials, were extremely supportive and helpful to us as we dealt with this issue. I thank each and every one of you.
- We continue to make progress in the development of budget scenarios for the 2015-2016 school year. Information will be shared regarding these scenarios at future meetings. Please know that we will make every effort to provide you with comprehensive information at our upcoming meetings.

This concludes tonight’s update. I am happy to address any questions you may have. Thank you.

13. **BOARD COMMENTS/NEW BUSINESS** - None

14. **QUESTIONS AND COMMENTS FROM THE AUDIENCE ON ANY TOPIC OF CONCERN – 30 MINUTES**

Motion by Mr. Loprete	Seconded by Ms. O’Reilly
To approve motion to open the meeting to public discussion on any topic of concern.	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

None

Motion by Mr. Loprete	Seconded by Ms. O’Reilly
To approve motion to close the public discussion and re-enter the regular public meeting,	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

15. **PRIVATE WORK SESSION TIME:**

WHEREAS, the Open Public Meetings Act and the Franklin Lakes Board of Education reserve the right within the constraints of State Law to sit in Private Session; and WHEREAS, there now exists a need for this Board of Education to meet in Private Session;

NOW, THEREFORE, BE IT RESOLVED, that the Franklin Lakes Board of Education recess into Private Work Session to discuss exempt matters pertaining to personnel, legal matters and any such matters that may come before the Board; and

BE IT FURTHER RESOLVED that the public will be informed regarding the topics discussed in Private at a later date undetermined at this time.

OFFERED BY _____ SECONDED BY _____

16. **ADJOURNMENT**

Motion by Mr. Loprete	Seconded by Ms. O'Reilly
To approve motion to adjourn meeting at 8:50 p.m.	On roll call. Motion carried unanimously. Mr. Ben-David, Ms. Schwartz and Ms. Veliky were absent.

Respectfully submitted,

Michael Solokas
Business Administrator/Board
Secretary