

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

**REGULAR BUSINESS MEETING AGENDA**

Monday, August 11, 2014

Franklin Avenue Middle School  
755 Franklin Avenue, 7:30 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**

Mr. Michael Ben-David, Ms. Christine Christopoul, Mr. Laurence Loprete, Ms. Susan McGowan, Ms. Shirley O'Reilly, Ms. Kathie Schwartz, Mr. Craig Urciuoli, Ms. Jackie Veliky, Mr. Anthony Zolfo

5. **APPROVAL OF MINUTES**

- None

OFFERED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_

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

June, 2014

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

The Board Secretary certifies that for the month ending June, 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 June, 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.

8. **PUBLIC WORK SESSION**

- Anthony Zolfo Resignation – 5 minutes
- Discuss Job Description - Supervisor, Curriculum and Instruction – 10 minutes
- Report of Committees – 10 minutes (first meeting of the month)
  - Curriculum
  - Finance
  - Operations
  - Negotiations
  - Personnel
  - Policy
  - Technology

9. **QUESTIONS AND COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS (30 MINUTES)**

- Motion to open the meeting to public discussion on agenda items
- Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. The Board urges large groups to select one person to represent them. The Board utilizes a yellow and red color-coded system to reinforce the three (3) minute time allotment to ensure the best opportunity for the Board to hear from all members of the public who wish to speak. The Board reminds those individuals who take the opportunity to speak to please step up to the microphone, identify themselves by name and address, and to limit their comments to items listed on the agenda. The Board may or may not respond to issues raised by members of the public. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks all members of the public to be courteous and mindful of the rights of other individuals when speaking. Specifically, the Board discourages comments regarding students and employees and will not respond to such comments. Please note that after the public discussion is closed by the President, no other questions or comments from the audience will be permitted until the "Questions and Comments from the Audience on Any Topic of Concern" at the end of the agenda. At that time, questions do not have to be confined to agenda items.
- Motion to close the public discussion and re-enter the regular public meeting

10. **RESOLUTIONS**

**COMMITTEE OF THE WHOLE**

**#1CW**

RESOLUTION NO. 11498

**ACCEPT RESIGNATION OF ANTHONY ZOLFO**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education accepts the resignation of Anthony Zolfo as Board of Education Trustee, effective August 11, 2014.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: August 11, 2014

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**#2CW**

RESOLUTION NO. 11499

**APPROVE USE OF PARKING LOT**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board approves the use of the Franklin Avenue Middle School parking lot on the evening of September 19, 2014 and all day September 20, 2014 for the Franklin Lakes Town Fair.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: August 11, 2014

Attachment

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**BUILDINGS, GROUNDS AND OPERATIONS**

RESOLUTION NO. NONE

**COMMUNITY RELATIONS**

RESOLUTION NO. NONE

**CURRICULUM & INSTRUCTION COMMITTEE**

RESOLUTION NO. NONE

**FINANCE**

RESOLUTION NO. NONE

**PERSONNEL**

**#1P**

RESOLUTION NO. 11500

**APPROVAL OF JOB DESCRIPTION**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the following job description:

Supervisor of Curriculum and Instruction

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: August 11, 2014

Attachment

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#2P

RESOLUTION NO. 11501

**ACCEPT RESIGNATION OF SUE BARDZELL,  
SCHOOL SECRETARY, COLONIAL ROAD SCHOOL**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education accepts the resignation of Sue Bardzell, School Secretary, Colonial Road School, effective August 15, 2014.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Superintendent of Schools is hereby directed to forward a copy of this resolution to Sue Bardzell.

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: August 11, 2014

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#3P

RESOLUTION NO. 11502

**ACCEPT RESIGNATION OF ERIN NOLL,  
PLAYGROUND/LUNCH AIDE, HIGH MOUNTAIN ROAD SCHOOL**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education retroactively accepts the resignation of Erin Noll, Playground/Lunch Aide, High Mountain Road School, effective July 16, 2014.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Superintendent of Schools is hereby directed to forward a copy of this resolution to Erin Noll.

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: August 11, 2014

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#4P

RESOLUTION NO. 11503

**ACCEPT RESIGNATION OF GABRIELLE GIORDANO,  
PARAEDUCATOR, COLONIAL ROAD SCHOOL**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education retroactively accepts the resignation of Gabrielle Giordano, ParaEducator, CAPS Program, Colonial Road School, effective August 1, 2014.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Superintendent of Schools is hereby directed to forward a copy of this resolution to Gabrielle Giordano.

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: August 11, 2014

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**TERMINATION OF EMPLOYEE,  
FRANKLIN LAKES SCHOOL DISTRICT**

**WHEREAS**, an employee whose name is on file in the Board office was suspended with pay on or about July 25, 2014; and

**WHEREAS**, said employee has an individual employment contract with a sixty (60) day notice provision; and

**WHEREAS**, the Superintendent has recommended that the Board invoke the sixty (60) day notice provision to terminate said employee's individual employment contract; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby invokes the sixty (60) day notice provision of the above referenced employee's individual employment contract; and

**BE IT FURTHER RESOLVED** that said employee shall not be required to continue to perform his duties during the period between the giving of notice and the date of termination of his employment on October 11, 2014; and

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator shall provide the employee with notice of the Board's action as set forth in this Resolution forthwith.

ROLL CALL VOTES:

AYES:

NAYS:

ABSTENTIONS:

**CERTIFICATION**

I hereby certify that the within Resolution was adopted by the Franklin Lakes Board of Education by a majority vote at its duly authorized meeting on August 11, 2014.

\_\_\_\_\_  
MICHAEL J. SOLOKAS  
Board Secretary/School  
Business Administrator

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: August 11, 2014

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#6P

RESOLUTION NO. 11505

**APPOINTMENT OF MARITZA ITURRALDE AS 10-MONTH SCHOOL SECRETARY,  
HIGH MOUNTAIN ROAD SCHOOL**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education hereby approves the appointment of Maritza Iturralde as 10-Month School Secretary, High Mountain Road School, for the 2014-15 school year, at a salary of \*\$30,936.00, effective September 1, 2014;

**BE IT FURTHER RESOLVED** that this appointment is expressly contingent upon Maritza Iturralde executing the Board's customary employment contract, containing a thirty (30) day termination clause.

\*SALARY TO BE ADJUSTED UPON RATIFICATION OF SUCCESSOR BOARD/FLEA AGREEMENT

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: August 11, 2014

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#7P

RESOLUTION NO. 11506

**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: August 11, 2014

Attachment

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#8P

RESOLUTION NO. 11507

**SUMMER COMPUTER INTERN**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education agrees to hire a computer intern for the remainder of the summer as follows:

Joseph Donofrio \$9.00 per hour

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: August 11, 2014

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**ACCEPT RESIGNATION OF LISA GAYET,  
K-8 LANGUAGE ARTS/LITERACY STAFF DEVELOPER, FRANKLIN LAKES  
SCHOOL DISTRICT**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education accepts the resignation of Lisa Gayet, K-8 Language Arts/Literacy Staff Developer, Franklin Lakes School District, effective October 7, 2014.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Superintendent of Schools is hereby directed to forward a copy of this resolution to Lisa Gayet.

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: August 11, 2014

**POLICY**

RESOLUTION NO. NONE

- 11. **SUSPENSION REPORT**
- 12. **ENROLLMENT REPORT**
- 13. **REPORT OF THE SUPERINTENDENT OF SCHOOLS**
- 14. **BOARD COMMENTS/NEW BUSINESS**
- 15. **QUESTIONS AND COMMENTS FROM THE AUDIENCE ON ANY TOPIC OF CONCERN – 30 MINUTES**
  - Motion to open the meeting to public discussion
  - Please follow the guidelines as stated under "Questions and Comments from the Audience on Agenda Items"
  - Motion to close the public discussion and re-enter the regular public meeting
- 16. **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 \_\_\_\_\_

17. **ADJOURNMENT**

OFFERED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Michael Solokas  
Business Administrator/Board  
Secretary

## INDEX: AUGUST 11, 2014

<b>RESOLUTION #</b>	<b>TOPIC</b>
<b>COMMITTEE OF THE WHOLE</b>	
<b>1CW</b>	<b>ACCEPT RESIGNATION OF ANTHONY ZOLFO</b>
<b>2CW</b>	<b>APPROVE USE OF PARKING LOT</b>
<b>BUILDINGS, GROUNDS AND OPERATIONS</b>	
	<b>NONE</b>
<b>COMMUNITY RELATIONS</b>	
	<b>NONE</b>
<b>CURRICULUM &amp; INSTRUCTION</b>	
	<b>NONE</b>
<b>FINANCE</b>	
	<b>NONE</b>
<b>PERSONNEL</b>	
<b>1P</b>	<b>APPROVAL OF JOB DESCRIPTION</b>
<b>2P</b>	<b>ACCEPT RESIGNATION OF SUE BARDZELL, SCHOOL SECRETARY, COLONIAL ROAD SCHOOL</b>
<b>3P</b>	<b>ACCEPT RESIGNATION OF ERIN NOLL, PLAYGROUND/LUNCH AIDE, HIGH MOUNTAIN ROAD SCHOOL</b>
<b>4P</b>	<b>ACCEPT RESIGNATION OF GABRIELLE GIORDANO, PARAEDUCATOR, COLONIAL ROAD SCHOOL</b>

## INDEX: AUGUST 11, 2014

<b>5P</b>	<b>TERMINATION OF EMPLOYEE, FRANKLIN LAKES SCHOOL DISTRICT</b>
<b>6P</b>	<b>APPOINTMENT OF MARITZA ITURRALDE AS 10-MONTH SCHOOL SECRETARY, HIGH MOUNTAIN ROAD SCHOOL</b>
<b>7P</b>	<b>APPROVAL OF STAFF TRIPS AND CONFERENCES</b>
<b>8P</b>	<b>SUMMER COMPUTER INTERN</b>
<b>9P</b>	<b>ACCEPT RESIGNATION OF LISA GAYET, K-8 LANGUAGE ARTS/LITERACY STAFF DEVELOPER, FRANKLIN LAKES SCHOOL DISTRICT</b>
<b>POLICY</b>	
	<b>NONE</b>

# Borough of Franklin Lakes

2CW

COUNTY OF BERGEN  
480 DE KORTE DRIVE  
FRANKLIN LAKES, NEW JERSEY 07417  
201-891-0048 EXT. 1201  
FAX NO. 201-848-9453  
E-MAIL ghart@franklinlakes.org

**GREGORY C. HART, CPM, QPA**  
BOROUGH ADMINISTRATOR

**FRANKLIN LAKES BOE**

**AUG 06 2014**  
**RECEIVED**

August 4, 2014

Dr. Lydia E. Furnari  
Superintendent of Schools  
Franklin Lakes Board of Education  
490 Pulis Avenue  
Franklin Lakes, NJ 07417

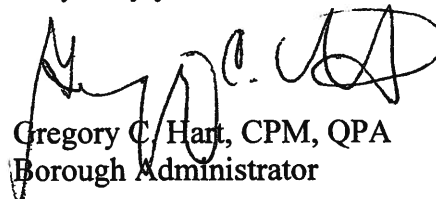
RE: 2014 Town Fair Parking  
Borough of Franklin Lakes

Dear Dr. Furnari:

We would like your permission to use the Franklin Avenue Middle School parking lot for the 2014 Franklin Lakes Town Fair on the evening of Friday, September 19, 2014 and all day Saturday, September 20, 2014. We would appreciate your consideration in this matter.

Please contact me if you have any questions.

Very truly yours,



Gregory C. Hart, CPM, QPA  
Borough Administrator

GCH/lis

**TITLE:** **Supervisor of Curriculum and Instruction**

- QUALIFICATIONS:**
1. New Jersey Standard Certificate for Teacher and either NJ Standard Certificate for Supervisor/Principal or School Administrator
  2. Masters Degree in related area (e.g., Curriculum and Instruction, Administration and Supervision) from an accredited college/university
  3. Administrative experience preferred
  4. Minimum of five years of exemplary teaching experience
  5. Deep understanding of NJ Core Curriculum Content Standards and Common Core State Standards
  6. Strong skill set in human relations, communications, problem solving and organization
  7. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

**REPORTS TO:** Director of Curriculum and Instruction

**SUPERVISES:** Certificated Staff

**JOB GOAL:** To provide supervision and coordination of the total educational program (i.e., curriculum, instruction and assessment and all related staff development) throughout the District as directed by the Director of Curriculum and Instruction and Principals

- PERFORMANCE RESPONSIBILITIES:**
1. **Coordination of Instructional Program**
    - a. Provide leadership in the development of a well articulated educational program that is current, comprehensive, and consistent with Franklin Lakes Public Schools philosophy and objectives and ensures the implementation of NJ Core Curriculum Content Standards and Common Core State Standards;
    - b. Participate in a curriculum review process that utilizes multiple measures of data in order to study, research, recommend, and evaluate existing and new programs for modification and implementation;
    - c. Chair District Level Curriculum Committees and Study Groups as required;
    - d. Work collaboratively with Principals to ensure the integration of all instructional programs with special emphasis on Pre-K-8 articulation and consistency;
    - e. Attend regular curriculum meetings with all professional staff and related groups to ensure healthy, collaborative processes in all aspects of curriculum, instruction and assessment;
    - f. Become well versed in all curriculum related technology based systems and support staff in planning for the effective integration of educational technology into the curriculum;
    - g. Support management and coordination of curriculum, textbook, and instructional media selection and adoption processes, including submission to the Superintendent for subsequent Board approval; and
    - h. Support the development and coordination of the sections of the budget that pertain to curriculum and instruction.
  2. **Instructional Supervision**
    - a. Support the Director of Curriculum and Instruction and Principals in

**Board Approval**

Agenda Date:		Resolution No.:	
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- the evaluation, development, and delivery of the various areas of general educational program;
- b. Support the Director of Curriculum and Instruction and Principals in the review of the day-to-day performance, observation, and evaluation of professional staff; and
  - c. With the Superintendent, Director of Curriculum and Instruction, and Principals, oversee the District's and Schools' instructional improvement plans.
- 3. Assessment and Reporting**
- a. Collaborate with the Director of Curriculum and Instruction, Supervisor of Special Services and Counseling and Principals on the development and implementation of a comprehensive K-8 assessment program, the selection of testing instruments, the design of alternative assessments, and the use of testing data to drive instruction;
  - b. Work collaboratively with Principals and Director of Curriculum to analyze and interpret assessment data to improve instruction;
  - c. Analyze data and facilitate discussions about student/school/district data with school leadership and content/grade level teams;
  - d. Work closely with teachers using district data to guide instruction to meet identified school/student needs;
  - e. Prepare reports to assist the school and district in evaluating the effectiveness of support; and
  - f. Coordinate the standardized testing and NJASK/PARCC assessments at the building level as may be required.
- 4. Staff Development**
- a. With the Superintendent and Director of Curriculum and Instruction, develop and implement in-service programs and professional/staff development experiences for all professional staff based on district and school priorities for instructional improvement;
  - b. Meet regularly with individual teachers and teams to collaborate, refine curriculum, develop lessons and support the delivery of instruction;
  - c. Provide content knowledge and resources for instructional staff, including teaching strategies, assessment techniques, interpretation of assessment results, etc.;
  - d. Provide information and guidance to staff in the form of demonstration lessons, study groups, staff meetings, professional development and in-service courses; and
  - e. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning.
- 5. School and Community Relations**
- a. Promote on-going, two-way communications with students, school personnel, parents and others to enhance the educational program and the District;
  - b. Plan and participate in information sessions for the Board and public as required;
  - c. Support the preparation and dissemination of program-related literature and publications (e.g., ES and MS programs of study);
  - d. Participate in related administrative and curriculum meetings for administrators and supervisors as appropriate;
  - e. Facilitate articulation experiences for instructional and other staff; and
  - f. Participate in relevant administrative meetings conducted by the Superintendent as appropriate.

**6. Professional Development**

- a. Continue own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities;
- b. Stay up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences; and
- c. Represent the District at relevant local (e.g., the District Evaluation and Advisory Committee, the Franklin Lakes Instructional Council, the FLOW Instructional Council), Bergen County and NJ State meetings.

**7. Other**

- a. Perform other related duties as may be assigned by the Superintendent or Director of Curriculum and Instruction.

**TERMS OF  
EMPLOYMENT:**

Ten-month position; salary to be determined by the Board of Education  
10 Summer Work Days; Additional days as needed with approval by the  
Franklin Lakes Board of Education at per diem rate

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with statute  
and Board policy.

**STAFF TRIPS AND CONFERENCES  
BOARD AGENDA of August 11, 2014**

<b>First Name</b>	<b>Last Name</b>	<b>School</b>	<b>Conference/Class</b>	<b>City, State</b>	<b>Date(s)</b>	<b>Cost Not to Exceed</b>
Kate	Lenart	CRS	The Phoenix Center Evidence Based Strategies for Working with Individuals on the Autism Spectrum	Nutley, NJ	10/13/14	\$188.02
Kate	Lenart	CRS	Autism NJ	Atlantic City, NJ	10/23/14- 10/24/14	\$616.78
Sanielle	McGlynn	CRS	Autism NJ	Atlantic City, NJ	10/23/14- 10/24/14	\$500.00
Jennifer	Tannucilli	CRS	Autism NJ	Atlantic City, NJ	10/23/14- 10/24/14	\$500.00