

MORRIS SCHOOL DISTRICT  
Minutes of Monday, October 22, 2007  
LAFAYETTE LEARNING CENTER

The regular business meeting of the Board of Education of the Morris School District, of Morris County, New Jersey was held in the 2<sup>nd</sup> floor conference room of Lafayette Learning Center, 31 Hazel Street, Morristown, New Jersey 07960 on Monday evening October 22, 2007 at 6:30 p.m.

Susan Young, the Board Secretary, called the meeting to order and made the following announcement:. The New Jersey Open Public Meeting Law was enacted to insure 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 Board of Education of the Morris School District in the County of Morris has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Daily Record, the Star Ledger, and to those persons or entities requesting notification, filed with the municipal clerks of Morris Plains, Morristown and Morris Township, and posted at the Administration Center, 31 Hazel Street, Morristown, New Jersey.

At the Roll Call, the following Board Members were present: Mrs. Marie Fornaro, Ms. Theresa Kaag, Morris Plains Representative, Ms. Lynn Horowitz, Mrs. Teresa Murphy, Mrs. Ann Rhines, and Mrs. Nancy Bangiola, President. Dr. Angela Rieck, Vice-President arrived at 6:33 p.m.; Ms. Sandra McNeil arrived at 6:35 p.m. and Dr. Peter Gallerstein arrived at 6:37 p.m. Ms. Lisa Pollak was absent.

At 6:31 p.m. Mrs. Fornaro moved to go into closed session to discuss negotiation and litigation matters. Mrs. Murphy seconded the motion which carried unanimously with Dr. Gallerstein, Ms. McNeil, Ms. Pollak and Dr. Rieck absent.

Also present were Dr. Thomas Ficarra, Superintendent; Dr. Patricia Camp, Director of Curriculum and Instruction; Mr. Andrew Williams, Director of Curriculum and Instruction; Mr. John Christian, Manager of Human Resources; and Mr. William VanTassel, Assistant Board Secretary. Mr. James McCreedy from Wiley, Malehorn. Sirota & Raynes and Mr. Damian Sahammas from Porzio, Bromberg and Newman also were in attendance.

At 7:26 p.m. Dr. Gallerstein moved to go into open session. Dr. Rieck seconded the motion which carried unanimously with Ms. Pollak absent. Student Representatives, Gareth Brown, Avi Jayaraman and approximately 15 members of the public, press and staff were now present.

When the Board reconvened, Mrs. Bangiola announced that the Board had been meeting in closed session for the purpose of discussing negotiation and litigation matters.

#### PLEDGE OF ALLEGIANCE

Mrs. Bangiola asked a member of the public to lead the audience in the Pledge of Allegiance.

#### TRIBUTE TO BRIAN FLEURY

Mrs. Fornaro paid tribute to Brian Fleury, the athletic director of Delbarton School. Mr. Fleury a graduate of Morristown High School, died after a twenty year battle with cancer. Mrs. Fornaro praised him as a man, who influenced so many young men he coached, mentored and befriended. Mrs. Fornaro stated “This community has lost a really great person they don’t come around that often someone like Brian.”

#### MORRISTOWN HIGH SCHOOL SEED COMMITTEE

Ms. Linda Murphy updated the board on the SEED COMMITTEE. She discussed the status of several of the major initiatives the committee is looking into such as:

- Block Scheduling Initiative
- Tardy Initiative
- Professional Learning Community
- Academic Enhancement Period

#### CHINA PRESENTATION

Mr. Williams presented a slide show on his recent visit to Beijing, China. He was accompanied by Mark Manning and David Emma. The purpose of the trip was preliminary research for a possible exchange program with China. The program would provide students with a cultural experience including a typical school day, and visits to cultural and historic sites. It has been suggested that the students might possibly be housed in western style hotels.

#### PUBLIC COMMENT

Members of the public spoke this evening regarding

Cost of Education .

- Senior Citizens and the school tax impact.

- School tax is 15% above the municipal tax.

- Cost of living adjustment less than teacher’s raises.

- Teacher salaries.

- Impact of negotiations.

Fiscal Policy (Handout attached).

Plea to Morristown representatives to the board to vote no on any budget that would raise the tax rate for Morristown residence.

Another member of the public spoke regarding

Program changes within the school district.

Use of computers versus student’s writing skills.

- When are we going to teach rather than instruct.

Members of the public also spoke:

In praise for the school district and course curriculum being taught.

Stating an understanding of why the school taxes are what they are.

## COMMITTEE REPORTS

Morristown High School

Avi and Gareth reported on:

### SPORTS

The girl's hockey team is a runner-up in the county tournament.

Football team won 33-0 over Mount Olive.

### HOMECOMING

Spirit Week preceded it.

Pep Rally on Friday.

Homecoming game and dance on Saturday.

Progress Reports have been mailed.

### UPCOMING EVENTS

October 25            8<sup>th</sup> grade curriculum night

October 29 & 30    Half Days

November 1        PAC Meeting

November 3        SAT's

Mid-Terms approaching faster than we think.

### Finance Committee

Mrs. Fornaro reported they met and discussed:

Transportation (high school walking areas).

TQM (negotiation).

Comprehensive Maintenance Plan.

Dogs on school property.

Turf.

### Curriculum

Mrs. Murphy reported they met and discussed:

Web Design Course Proposal & Curriculum Map.

Flash Animation Course Proposal & Curriculum Map.

Family Literacy Night.

Five-Year Curriculum Planning & Evaluation Schedule.

Literacy Coach.

Potential exchange visit to China by MHS students.

### MORRIS PLAINS

Ms. Kaag reported:

Everything is going well in Morris Plains.

Many of their staff attended the Jim Grant workshop.

New Guidance counselor has started and is making a difference already.

The new administration is working on redefining Curriculum Mapping as well as instructing staff on Differentiated Learning.

FRELINGHUYSEN SEED (VPB)

Mrs. Rhines reported:

The VPB is made up of dedicated parents, teachers and administrators.

Three Goals this year:

Continue Assessment

Learning Community

Affective Domain dealing with atmosphere at school

Continuing to fine tweak issues as they come up to make the houses work better.

By-Laws almost complete

MINUTES

Motion #1 that upon the recommendation of the Superintendent, the Board of Education approve executive minutes from the regular business meeting of:

October 1, 2007

Motion #2 that upon the recommendation of the Superintendent, the Board of Education approve minutes from the regular business meeting of:

October 1, 2007

MINUTES (Motions #1-2)

Moved by Dr. Rieck, seconded by Mrs. Murphy

AYES: Mrs. Fornaro, Dr. Gallerstein, Ms. Horowitz, Ms. McNeil, Mrs. Murphy, Mrs. Rhines,  
Dr. Rieck

NOES None

ABSTAIN: Ms. Kaag, Mrs. Bangiola

ABSENT Ms. Pollak

EDUCATIONAL MATTERS

Motion #1 that the Board of Education acknowledge receipt of the Quality Assurance Annual Report for the 2006-07 school year as submitted by the Superintendent of Schools.

EXPLANATION:

New Jersey Administrative Code requires each public school district to provide a Quality Assurance Annual Report to the Board of Education at a regular public meeting by the end of October.

Motion #2 on the recommendation of the Superintendent, the Board of Education approve, in a public hearing, the violence and vandalism incidents from the 2006-2007 school year. (See section in the QAAR Report).

Motions #3 on the recommendation of the Superintendent, the Board of Education accept monies for the No Child Left Behind Act FY 2007 from the New Jersey State Department of Education in the amount of \$826,128.

Title I	\$523,425
Title I SIA	\$10,911
Title II, Part A	\$192,008
Title II, Part D	\$2,145
Title III	\$70,566
Title IV	\$18,656
Title V	\$8,417

EXPLANATION:

The grant incorporates the following programs:

- Title I, Part A: *Improving Basic Programs Operated by Local Education agencies*
- Title I, Part A: *School Improvement*
- *Title I: SIA*
- Title I, Part D: *Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk*
- Title II, Part A: *Teacher and Principal Training and Recruiting Fund*
- Title II, Part D: *Enhancing Education Through Technology*
- Title III, Part A: *Grants and Subgrants for English Language Acquisition and Language Enhancement*
- Title IV, Part A: *Safe and Drug-Free Schools and Communities Act*
- Title V, Part A: *Innovative Programs*
- Title VI, Part B: *Rural and Low-Income School Program*

Motion #4 that, upon the recommendation of the Superintendent, the Board of Education approve the attendance of the following student in the Morris School District listed, for the 2007-2008 school year, under the terms of Policy 5118, Non-Residents, governing the attendance of students of non-resident full time staff members.

<u>Student</u>	<u>Staff Member</u>	<u>Grade</u>	<u>School</u>
BC	0807	10	MHS

Motion #5 that, upon the recommendation of the Superintendent, the Board of Education approve the following curricula for the Morris School District for the 2007-2008 school year:

- Flash Animation Curriculum
- Web Design Curriculum

EXPLANATION:

The curricula was reviewed by the Curriculum Council and the Board Curriculum committee. Both were approved and recommended for Board approval.

Motion #6 on the recommendation of the Superintendent, the Board of Education accept monies from the Morris Education Foundation for the following grants:

<u>Amount</u>	<u>School</u>	<u>Project</u>
\$500	HC	<p>Penguin Pointers</p> <p>Penguin Pointers will enable Jenkinson’s Aquarium to bring a penguin to Hillcrest for students to watch. Students will learn about their biology, geography, care and feeding, and conservation. As a result of this grant, the students will experience the ultimate introduction to an exciting thematic unit.</p>
\$1,914	NP	<p>Brain Gym for All</p> <p>Brain Gym is a series of simple and enjoyable movements preformed in an intentional way which optimize functioning of the brain. These movements help to stimulate and integrate neural pathways within the brain to remove stress that has been associated with specific learning situations. The teachers will receive two Brain Gym posters and the Brain Gym Teachers edition so they can refer to the integrative movements on a daily basis.</p>

EDUCATIONAL MATTERS (Motions #1-6)

Moved by Dr. Rieck, seconded by Dr. Gallerstein

AYES: Mrs. Fornaro, Dr. Gallerstein, Ms. Horowitz, Ms. McNeil Mrs. Murphy, Mrs. Rhines, Dr. Rieck, Mrs. Bangiola, Ms. Kaag as it pertains to the high school.

NOES None

ABSENT Ms. Pollak

PUPIL SERVICES

ACCEPTANCE OF IDEA GRANT FUNDING FOR 2007-2008

Motion #1 On the recommendation of the Superintendent , the Board of Education accept the following Individuals with Disabilities Education Improvement Act of 2004 (IDEA-04) Part B grant funding, to be expended for appropriate purposes between September 1, 2007 and August 31, 2008.

	Entire Grant	Proportionate Share for Nonpublic Students
Preschool Grant:	\$ 51,369.00	\$ 0.00
Basic Grant:	\$1,335,751.00	\$ 70,163.00

EXPLANATION:

The district will expend funds for special education tuition, related services, supplies and salaries. Fifteen percent of the grant must be expended for services to students who are struggling educationally, as a means of preventing the disproportionate classification of minority students. A proportionate amount of the federal IDEA-04 funding provided for special education is set aside and reserved for students with disabilities who are parentally placed in nonpublic schools. Nonpublic schools have been consulted to determine needs and this money will be expended, on a first come, first served basis, for extra instruction, related services, and supplies.

ADMISSION OF AN EXCHANGE STUDENT

Motion #2 On the recommendation of the Superintendent, that the Board of Education approve the admission of an exchange student from the following country, with tuition waiver. The student will be sponsored through the Center for Cultural Interchange and will be living with a Morris School District resident family for the 2007-2008 school year.

<u>Student's Initials</u>	<u>Grade</u>	<u>Home County</u>
MM	11	Germany

EXPLANATION

Information was submitted indicating that the student has sufficient proficiency in English to benefit from academic instruction at Morristown High School and that he/she is in good standing in his/her current program. The student will not be eligible for a diploma through Morristown High School and is admitted for only one year.

PUPIL SERVICES (Motions #1-2)

Moved by Dr. Rieck, seconded by Ms. Horowitz

AYES: Mrs. Fornaro, Dr. Gallerstein, Ms. Horowitz, Ms. McNeil Mrs. Murphy, Mrs. Rhines, Dr. Rieck, Mrs. Bangiola, Ms. Kaag as it pertains to the high school.

NOES None

ABSENT Ms. Pollak

HUMAN RESOURCES  
*RESIGNATION/TERMINATION 2007-2008*

Motion #1 that, upon the recommendation of the Superintendent, the Board of Education approve the resignation and/or termination of the following staff according to the effective date and reason shown:

Schmeding, Kerry ABS, PS	November 22, 2007 Resigned
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*APPOINTMENTS 2007-2008*

Motion #2 that, upon the recommendation of the Superintendent, the Board of Education approve the appointment of the following to the position/s stated at the annual salary rates and effective date/s shown, and further that the Board of Education approve the submission to the County Superintendent applications for emergency hiring and each applicant's attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18a6-7.1 et seq.; 18:39-17 et seq.; 18A:6-4.13 et seq.:

			<u>In Place Of:</u>
Cheikes, Ellen *	\$61,625	12/03/07-06/30/08 **	Garcia-Cunha, K.
Guidance Counselor, MHS	MA30, Step 7		Resigned
Denninger, Deborah	\$20,382	10/16/07-06/30/08	Piasek, A.
Clerk, MHS	Cl. I-182 days, Step 2		Reassigned
Gentile, Christine	\$ 6,341	10/23/07-06/30/08	Gentile, C.
Food Service Worker, FMS	\$9.90/hr, 3-½ hrs/day		Resigned
Hardwick, Joyce *	\$35,000	10/08/07-06/30/08	Established
Educational Computer Specialist, AH/HC			Agenda: 06/04/07
Koenek, Conrad	\$56,841	10/08/07-06/30/08	Established
Bilingual Math, MHS	DOC, Step 3		Agenda: 06/04/07
Miller, Michael ®	\$ 4,320	10/08/07-06/30/08	Drake, D.
LR/PG Aide, TJ	\$12/hr, 2 hrs/day		Resigned
Vagnini, Brian	\$47,641	10/01/07-06/30/08	Prairie, R.
Industrial Arts, MHS	BA, Step 3		Retired

\* Pending completion of paperwork.  
 \*\* Starting date determined.

*CHANGE OF ASSIGNMENT AND/OR SALARY 2007-2008*

Motion #3 that, upon the recommendation of the Superintendent, the Board of Education approve the 2007-2008 change of assignment and/or salary for the following staff:

<u>New Assignment</u>	<u>Former Assignment</u>		<u>In Place Of:</u>
Blaney, Maria Food Service Worker, SX \$6,085 (\$9.50/hr, 3-½ hrs/day)	LR/PG Aide, SX	11/01/07-06/30/08	Kline, P. Resigned
O'Donnell, Kathleen College Counselor, MHS	Guidance Counselor	12/03/07-06/30/08	Established Agenda: 06/04/07

*LEAVES OF ABSENCE 2007-2008*

Motion #4 that, upon the recommendation of the Superintendent, the Board of Education approve a leave of absence to the following staff members under the conditions stated and effective dates shown:

Capote, Alice Tchr Asst, LLC	10/24/07-10/31/07 ** 11/26/07-12/05/07 ** Personal Leave
Hogg, Gina .5 Speech Therapist, PS	01/14/08-03/02/08 Maternity *
Rescorla, Betsy Spec Ed, SX	10/15/07-10/31/07 FMLA ** Personal
Tulli, Nicole Grade 4/5, NP	10/01/07-11/28/07 Maternity * 11/29/07-03/02/08 FMLA Revised dates

\* Accumulated sick leave may be used up to a period of eight weeks (four weeks before and four weeks after the birth of the baby).

\*\* Without pay.

*SUBSTITUTES 2007-2008*

Motion #5 that, upon the recommendation of the Superintendent, the Board of Education approve that the following names be added to the list of substitutes for the 2007-2008 school year, and further that the Board of Education approve submission to the County Superintendent applications for emergency hiring and each applicant's attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18a:6-7.1 et seq., 18A:6-4.13 et seq.:

Teacher, Degreed

Errico, Alberto  
Ferdinand, Peter  
Hirschklau, Jeannine

Marcelliano, Rebecca  
Sehgal, Neal

*SUBSTITUTES 2007-2008*

Teacher, Non-Degreed

DiBrienza, Rebecca

Bedside Instructor

Braun, Maura

Teacher Assistant

Arakelian, Allison (effective 9/26/07)

Bangiola, Donna (effective 9/28/07)

Sehgal, Neal

Teacher – Own Classroom – Currently Teacher Assistant

Ginsberg, Laurel (effective 9/20/07)

Related Services Long-Term

Hammell, Celeste (effective 9/10/07)

Luik, Jennifer (effective 10/17/07)

Lunchroom/Playground Aide

Covington, Janet (effective 9/24/07)

*CHANGE OF LEVEL OF PROFESSIONAL PREPARATION 2007-2008*

Motion #6 that, upon the recommendation of the Superintendent, the Board of Education approve a change of salary for the following certificated staff member that has successfully satisfied the requirements for a change of level of professional preparation, effective the 2007-2008 school year:

Employee	School/Dept.	'06-07 Level	'07-08 Level
Fiore, Pamela	AH	BA, Step 4	MA, Step 5
Kelly, Maria	AH	BA, Step 8	MA, Step 9

*JOB DESCRIPTION REVISION: SCHOOL BUSINESS ADMINISTRATOR/  
BOARD SECRETARY 2007-2008*

Motion #7 that, upon the recommendation of the Superintendent, the Board of Education approve the following revised job description for the position of School Business Administrator/Board Secretary:

MORRIS SCHOOL DISTRICT  
Job Description

Title: School Business Administrator/Board Secretary

Reports To: Superintendent of Schools

Qualifications:

- Valid NJ School Business Administrator Certificate;
- Minimum experience as determined by the Board of Education;
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements;
- Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management and purchasing;
- Demonstrated organizational, communication and interpersonal skills.

Responsibilities:

1. Assists the Superintendent of Schools in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as general accountant for the Board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the Board, presents them for Board approval and submits them to the Treasurer of School Moneys for payment.
4. Collects tuition fees and other moneys due to the Board not payable directly to the Treasurer of School Moneys and transmits such funds to the treasurer.
5. Serves as the official purchasing agent of the Board and is responsible for establishing procedures for the acquisition of supplies and equipment for the District in accordance with law and Board policies.
6. Administers the District's insurance/risk management program.
7. Acts as the agent of the Board in site acquisition and sale/lease of property.
8. Oversees the preparation of the District payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Responsible for implementing hospitalization, major medical and other types of Board-approved employee benefit plans.
9. Responsible for investment of Board funds in accordance with statute and Board policy.
10. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.
11. Safeguards and maintains all records and papers of the Board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings contracts, communications and publications, and such other documents as the Board may place in the secretary's custody.

Job Description: School Business Administrator/Board Secretary – continued

12. Responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the District's records management officer.
13. Notifies all Board members of regular and special meetings. Calls special meetings whenever requested by the Board President or by a petition signed by the majority of the Board. Attends all Board meetings.
14. Records all proceedings of Board meetings, prepares the official meeting minutes and handles all correspondence of the Board.
15. Performs duties related to school elections as required by law and works cooperatively with the County Board of Elections, the County Clerk and District Board of Elections in facilitating all regular and special school elections.
16. Presides at the annual reorganization meeting of the Board until such time as a president is elected.
17. Administers the oath of office to newly elected Board members.
18. Annually develops and transmits to the County Superintendent of Schools, on or before February 1<sup>st</sup>, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
19. Notifies the County Superintendent of Schools of the names of newly elected or appointed Board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the County Superintendent of Schools of new administrators or supervisors appointed after the April 30<sup>th</sup> filing date.
20. Prior to the annual submission to the County Superintendent of Schools, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
21. Provides to the County Superintendent of Schools the names of all persons on the February 1<sup>st</sup> list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
22. Notifies the New Jersey School Boards Association of the names of newly elected or appointed school Board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
23. Performs such other duties as may be prescribed by law or assigned by the Superintendent of Schools.

Contract Terms  
Of Employment:

12-month Position

*CHANGE OF JOB TITLES 2007-2008*

Motion #8 that, upon the recommendation of the Superintendent and approval of the Human Resources Committee, the Board of Education approve the following change of job titles:

From: Assistant Business Administrator/Assistant Board Secretary  
To: Manager of Operations/Assistant Board Secretary

From: Project Director: Medical Science Academy  
To: Non-Supervisory Coordinator of Special Project

*JOB DESCRIPTION REVISION: MANAGER OF OPERATIONS/ASSISTANT BOARD SECRETARY  
2007-2008*

Motion #9 that, upon the recommendation of the Superintendent, the Board of Education approve the following revised job description for the position of Manager of Operations/Assistant Board Secretary (formerly Assistant Business Administrator/Assistant Board Secretary):

MORRIS SCHOOL DISTRICT  
Job Description

Title: Manager of Operations/Assistant Board Secretary

Reports To: Superintendent of Schools

Qualifications:

- Experience in field of operations
- College degree preferred
- Ability to supervise and coordinate the activities of department staff
- Such alternatives to the above as the Board may find appropriate and acceptable

Responsibilities:

1. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds, maintenance services and computer operations. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
2. Responsible for the efficient operation of the District's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
3. Responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of District-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
4. Assists the Superintendent of Schools in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
5. Responsible for the management of scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.
6. Assists the Superintendent of Schools in the development and implementation of a multi-year (3 - 5 years) comprehensive maintenance plan and the District's long-range facilities master plan.
7. Monitors and/or implements all Board actions of an operational manner.
8. Acts as the Board Secretary and perform all duties and be subject to all of the obligations of the Board Secretary during the Board Secretary's absence.
9. Assists in the recruitment of authorized staff.
10. Files with the County Superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
11. Perform such other duties as assigned by the Superintendent of Schools.

Contract Term  
Of Employment: 12-month Position

*JOB DESCRIPTION: SUPERVISOR OF INSTRUCTION - MHS 2007-2008*

Motion #10 that, upon the recommendation of the Superintendent and after review by the Human Resources Committee, the Board of Education approve the following job description for the position of Supervisor of Instruction – MHS:

MORRIS SCHOOL DISTRICT  
Job Description

Title: Supervisor of Instruction – MHS

Reports To: High School Principal

Qualifications: Appropriate NJ Teacher Certification  
Appropriate NJ Supervisor and/or Principal Certification  
Experience in curriculum & professional development  
Five (5) years teaching experience  
Effective communication skills & strong organizational skills

Responsibilities:

1. Supervise instructional activities, student assessments, and academic support programs.
2. Participate in curriculum development; monitor and assist in improving curriculum pacing, instructional effectiveness, and student performance in assigned program areas.
3. Lead and/or coordinate student support programs (Core Team, 504, I&RS, etc.).
4. Supervise regular subject area articulation meetings.
5. Assist principal with the observation and evaluation of teaching staff in accordance with NJ regulation and BOE policy.
6. Assist the principal with the preparation of the instructional budget, program proposals, evaluation reports, and grant applications.
7. Recruit, orient and support new teachers, assigned in conjunction with administrative and teaching staff.
8. Participate in the development of a master schedule and assist guidance staff in the assessment and placement of students in academic programs.
9. Participate in administrative meetings.
10. Assist principal in maintaining student and building safety and security.
11. Participate in district committees/meetings (District initiatives, S.E.E.D., Technology Committee, etc.).
12. Attend evening activities when necessary.
13. Perform such other duties as assigned by the principal.

Contract Terms  
Of Employment:

12-Month Position

*JOB DESCRIPTION: NON-SUPERVISORY COORDINATOR OF SPECIAL PROJECT  
REVISION 2007-2008*

Motion #11 that, upon the recommendation of the Superintendent and after review by the Human Resources Committee, the Board of Education approve the following revised job description for the position of Non-Supervisory Coordinator of Special Project (formerly Project Director: Medical Science Academy):

MORRIS SCHOOL DISTRICT  
Job Description

Title: Non-Supervisory Coordinator of Special Project

Reports To: Supervisor of Instruction - MHS

Qualifications:

- BS/BA required
- Background in Medical Science preferred
- Teaching certificate, license, or other legal credential required by the State of New Jersey
- Minimum of 2 years experience as instructor in related fields
- Minimum of 2 years experience managing LAN and WAN
- Proficient in Windows
- Creativity and excellent problem-solving skills
- Strong communication and organizational skills
- Effective collaboration skills

Responsibilities:

1. Serve as a member of the Medical Science Academy Program Steering Committee and curriculum planning committees;
2. Coordinate the development and implementation of a Career Academy Program in Medical Science;
3. Collaborate with administrators, subject area coordinators, and teachers to facilitate the integration of technology into curriculum and instruction;
4. Collaborate with building administrators and guidance counselors to develop program guidelines, requirements, and procedures for the Medical Science Academy;
5. Collaborate with the career/vocational counselor to facilitate shadow programs, mentors, field experiences, and work-based learning agreements in related fields;
6. Provide professional development in the utilization of instructional technology;
7. Manage the daily operation of the Pathways and Synergistics operating systems in the Medical Science Laboratory at Morristown High School;
8. Coordinate computer-mediated and teacher-centric instruction within the Medical Science Academy Program;

Non-Supervisory Coordinator Of Special Projects – continued

9. Provide staff and student orientation to the Medical Science Academy Program and new instructional technology;
10. Provide parent and community workshops
11. Provide technical assistance to district staff on the utilization of technology;
12. Submit grant proposals for federal, state, and corporate funding of educational programs;
13. Manage the program budget; and
14. Other duties as required to attain established performance objectives and to ensure program effectiveness.

Contract Terms  
Of Employment:

12-Month, Full-Time Position

*JOB DESCRIPTION: HEAD GROUNDSKEEPER 2007-2008*

Motion #12 that, upon the recommendation of the Superintendent and after review by the Human Resources Committee, the Board of Education approve the following job description for the stipend position of Head Groundskeeper:

MORRIS SCHOOL DISTRICT  
Job Description

Title: Head Groundskeeper

Reports To: Director of Facilities

Qualifications:

- Must possess a valid Class A CDL license
- Requires basic ability to use hand tools, machine tools, sheet metal, cleaning supplies, power equipment, garden tools, welding equipment, jackhammer, compressor, and scaffolding
- Must be able to plan work and organize journeymen, materials and equipment for specific projects
- Must be skilled in oral and written communications and interpersonal relations
- Must be able to lift up to 100 lbs

Responsibilities:

1. Responsible for transmitting instructions and work specifications from the Director of Facilities and Assistant to the Director of Facilities to the grounds crew.
2. Supervise, train and direct groundskeepers and temporary workers.
3. Responsible for installation and replacement of turf/landscaping, soil seed transplanting, maintaining and pruning trees and shrubs.
4. Supervise workers and operate, repair and maintain tractors, trucks, lawnmowers and snow removal equipment.
5. Supervise and assist in planting, fertilizing, trimming, and maintaining lawns and shrubs.
6. Prepare cost estimates and material lists and assist in ordering material for various jobs such as fencing and landscaping.
7. Perform layout work, installation and repair for fences and backstops.
8. Supervise debris cleanup and disposal.
9. Coordinate the mowing of lawns throughout the District.
10. Install signs, handrails and backstops.
11. Remove snow and salt District sidewalks and parking lots.
12. Maintain vacant lots owned by the District.
13. Maintain continuity of department in absence of the Director of Facilities and the Assistant to the Director of Facilities.
14. Train employees on safety equipment.
15. Assist in maintaining appropriate quantities of parts and equipment to minimize project delays.
16. Maintain work orders, invoices, inventories, etc. as directed by the Director of Facilities.
17. Assure that journeymen are following through on area cleanliness and safety.

Job Description: Head Groundskeeper – continued

18. Supervise and inspect work being performed by the Grounds department employees and contract service providers, as directed by the Director of Facilities and the Assistant to the Director of Facilities, assuring that work is done properly and within a reasonable time frame.
19. Ensure safe working conditions and procedures.
20. All other duties as assigned by the Director of Facilities and Assistant to the Director of Facilities.

Contract Terms

Of Employment: 12-Month Stipend Position

*SRA ESSAY GRADING 2007-2008*

Motion #13 that, upon the recommendation of the Superintendent, the Board of Education approve compensation, for up to 30 hours, to the following MHS teachers for grading SRA essays:

Ansari, Bilqis  
Barnicle, Katharyn  
Cabezas, Patricia

Dabinett, Kelly  
Janosy, Allison  
O'Connor, Marily

EXPLANATION: Upon submission of approved timesheets, they will be compensated at a rate of 1/140<sup>th</sup> of their monthly salary.

*MHS MATH/LAL AFTER SCHOOL PROGRAM 2007-2008*

Motion #14 that, upon the recommendation of the Superintendent and Board Curriculum Committee, the Board of Education approve the following staff members for the new Math and LAL support program for MHS:

Program: Math/LAL MHS After School Support Program  
Description: After school support for identified students.  
Dates: October 2007 – June 2008  
Participating Staff: 4 teachers; up to 180 hours total/per teacher  
1 coordinator; up to 140 hours total  
Funding Source: NCLB Title III & IDEA  
Rate: 1/140<sup>th</sup> of monthly salary  
Math/LAL MHS After School Support Program Coordinator:  
Priola, Claudine

Math/LAL MHS After School Support Program Teachers:  
Delimon Julie  
Furphey, Jennifer  
Nowetner, Rachel

Math/LAL MHS After School Support Program Substitutes:  
Bandola, Marya  
Brown, Victoria

EXPLANATION: Morristown High School has recently developed a 7 year improvement plan which includes objectives that address improving academics and personalizing students' experience at the high school. In an effort to move those two objectives forward, we feel that our proposal for an after school tutoring program will decrease the numbers of failing grades that students earn in their classes, and provide students with an opportunity to feel more comfortable and accepted as a member of the MHS community. To help improve HSPA performance this program will target those student groups that need additional support in Math and LAL.

*EXTRA SERVICES 2007-2008*

Motion #15 that, upon the recommendation of the Superintendent, the Board of Education approve compensation to the following teachers for work outside the school day with students with disabilities from 10/01/07 through 6/30/08:

Majorossy, Stephanie, Special Education Teacher, MHS - up to 1 hr per wk  
Weber, Adrienne, Grade K/1 Teacher, NP - two 30 min sessions per wk

EXPLANATION: These additional services are being provided to address needs that cannot be met within the school day. Upon submission of approved timesheets, they will be compensated at 1/140<sup>th</sup> of their monthly salary

Motion #16 that, upon the recommendation of the Superintendent, the Board of Education approve compensation to Marisa Marrano, Assistant Behavior Specialist assigned to AV, for up to 2 hours per week from 10/01/07 through 6/30/08 for work outside the school day to provide a home program for students with disabilities.

EXPLANATION: A student with disabilities requires a limited home program to address issues that are affecting his ability to benefit from the program he receives in school. Upon submission of approved timesheets, Ms. Marrano will be compensated at her hourly rate.

*AFTER SCHOOL HOMEWORK CLUB REVISION 2007-2008*

Motion #17 that upon the recommendation of the Superintendent, the Board of Education approve the appointment of the following additional staff members (in bold) for the Homework Club as indicated for the 2007-2008 school year:

Alexander Hamilton School

Belmonte, Lauren

Kelly, Maria

Kelly, Vanessa

Monetti, Lori

Sandelli, Barbara D.

Skrod, Christine

Normandy Park School

Castello, Jennifer

Cole, William

Fascia, Tracey

Pollock-Gilson, Wendy

Ginsberg, Laurel

Jackson, Mikal

Rosso, Nicole

Ward, Sarah

Sussex Avenue School

Bohan, Margaret

Bruno, Kimberly

Gutierrez, Lauren

Koch, Genevieve

Macchia, Michelle

Pentz, Elizabeth

Rescorla, Betsy

Russell, Kate

Thomas Jefferson School

Arnette, Shani

Babula, John

Back, Hae In

Bittens, Judith

Blumstein, Randee

Brown, Jeffrey

Butler, Stephanie

Clancy, Kelly

Considine, Elaine

Curtiss, Sally

Dale, Gail

Fluck, Mark

Frazzano, Cristina

Kenny, Joan

Lucignani, Megan

Maline-Kessler, Andrea

Meier, Carol

Menendez, Noemi

Meyer, Gabrielle

Miller, Karle

Palumbo, Joanne

Russino, Heather

Sparano, Nanette

Sparano, Margaret

Still, Naomi

Thompson, Karen

Tsonopoulos, Helen Nelly

Vesceri, Chastity

Woodland School

LaVigna, A. Francesca

Tudorowsky, Nina

*AFTER SCHOOL HOMEWORK CLUB REVISION 2007-2008*

EXPLANATION: This is a pre-established annual position. Homework Club provides homework assistance to students in Grades 3, 4 and 5 who do not have other resources to meet this need. Approximately 20 students are served in each school. The program meets 3 afternoons per week until 4:30 p.m. Transportation is provided. Upon submission of approved timesheets, they will be compensated at the rate of \$25 per session. Local funds are used.

*EXTENDED DAY PROGRAM REVISION 2007-2008*

Motion #18 that, upon the recommendation of the Superintendent, the Board of Education approve the following teachers and substitutes (in bold) for the “Extended Day” Program for the 2007-2008 school year:

K-5 Elementary Schools: 10/16/07-03/7/08 – Teachers will be paid 1 hour per session for a maximum of 40 hours each.

K-5 Elementary Teachers:

Allan, Theresa	Kilkenny, Ramona
Arnold, Barbara	Kraskouskas, Ellen
Back, Hae In	LaBarre, Julie
Baxter, Jennifer	LaVigna, A. Francesca
Belmonte, Lauren	Lucignani, Megan
Castello, Jennifer	Miller, Karle
Cole, William	Moore, Debra
Fascia, Tracey	Nathan, Jodi
Ferrer, Mercy	Payne, Denise
Ferraiolo, Elizabeth	Pentz, Elizabeth
Folmar, Leslye	Perruso, Lisa
Gacki, Irene	Petescia, Diane
Garafano, Diane	Pollock-Gilson, Wendy
Gutierrez, Lauren	Richardson, Nicole
Hefter, Frederick	Roehrer, Patricia
Herrmann, Bevinn	Rosso, Nicole
Jackson, Mikal	Skrod, Christine
Kelly, Maria	Tudorowsky, Nina

*EXTENDED DAY PROGRAM REVISION 2007-2008*

FMS: 11/27/07-04/18/08 – teachers will be paid 1 hour, 50 minutes per session for a maximum of 70 hours each.

FMS Teachers:

Amsallen, Julie  
Bamert, Cheryl  
Darwin, Sheila  
Jenkins, Joy  
Kern, Tina  
Leeson, Janet

Liguori, Mary  
London, Karen  
Meslar, Mary Ellen  
Purcell, Cynthia  
Richards, Kimberly  
Scarpa, Sharon

EXPLANATION: This program will be funded through local funds. Upon submission of approved timesheets, teachers and substitutes will be compensated at a rate of 1/140<sup>th</sup> of their monthly salary.

*GRADES K-2 ELL AFTER SCHOOL SUPPORT PROGRAM REVISION 2007-2008*

Motion #19 that, upon the recommendation of the Superintendent and Board Curriculum Committee, the Board of Education approve the following additional staff (in bold) and deletion (*in italics*) for the ELL support program for the 2007-2008 school year:

Program: Grades K-2 ELL After School Support Program  
Description: After school support for identified ELL students in grades 1 & 2  
Dates: October 2007 – June 2008  
Participating Staff: 8 teachers and 8 paraprofessionals; 2 hours/wk x 32 weeks  
Funding Source: NCLB Title III  
Rate: 1/140<sup>th</sup> of monthly salary for certificated staff and hourly rate for non-certificated staff

K-2 ELL After School Support Program Teachers:

Araujo, Carolina  
Covington, Janet  
Fierro, Sharon  
Gonzalez, Mayra  
Jackson, Mikal (sub)  
Ortiz, Ana

Restrepo, Maria  
Salazar, Jennifer (sub)  
*Szamreta, Sarah*  
Sommer, Jeanette  
Widon, D. Johanna (sub)

K-2 ELL After School Support Program Paraprofessional:

Meza, Luz

Williams Lenora

*GRADES K-2 ELL AFTER SCHOOL SUPPORT PROGRAM REVISION 2007-2008*

**EXPLANATION:** Through a department-based needs assessment, it has been determined that early elementary LEP learners would benefit greatly from intensive English language classes provided after school hours, to supplement their regular academic program. Students in first and second grades are at a crucial time in their development of literacy and communication, and are able to acquire necessary skills more easily, if provided with appropriate English language input.

*MHS BLOCK SCHEDULING ADVISORY COALITION REVISION 2007-2008*

Motion #20 that, upon the recommendation of the Superintendent, the Board of Education approve the following additional teacher (in bold) for program development initiative(s) for the 2007-2008 school year:

Program/Course/Committee:	Block Scheduling Advisory Committee
Description:	To refine Block Scheduling work
Dates:	September 2007 – June 2008
Participating Staff:	MHS teachers for up to 35 hours each
Funding Source:	NCLB Title II
Rate of Payment:	1/140 <sup>th</sup> monthly salary

Block Scheduling Advisory Committee:

Boothby, James	Kostrowski, Linda
Browser, Lindsay	Mehta, Persis
Canzano, Lawrence	McNally, Barbara
Capik, Maria	Mistretta, Sharon
Clifford, Margaret	Morrison, Mira
Davis, Norma	Nowetner, Rachel
DeMartino, Dawn	O'Connor, Marily
Delimon, Julie	Omar, Ahlam
DiGiacchino, Gregory	Pryor, Sara
Emma, David	Pallis, B. Paris
English, Tamar	Reyes, Osvaldo
Franko, Kelvin	Sandonato, Ernest
Geary, Jennifer	Seavy, Lynda
Grabell, Rosalie	Spencer, Stacy
Hall, Kathy	Sugar, Harry
Horton, Chester	Wood, Kathleen
Jordan, Robert	Zalis, Eric
Kenny, Christopher	

**EXPLANATION:** Educational program development proceeds according to the District's first principles of program development; i.e., research-oriented inquiry, collaborative work, consensus building, opportunities for dialogue.

*MHS PROFESSIONAL LEARNING COMMUNITY REVISION 2007-2008*

Motion #21 that, upon the recommendation of the Superintendent, the Board of Education approve the following additional teacher (in bold) for Professional Learning Community planning, focusing on literacy for the 2007-2008 school year:

Program/Course/Committee: MHS Professional Learning Community  
Description: Professional Learning Community at MHS  
Dates: August 2007  
Participating Staff: MHS staff members  
Hours of Research Per Committee Member: Up to 24 hours each  
Local or Specific Grant: NCLB Title II Funds  
Rate of Payment: 1/140<sup>th</sup> of monthly salary

MHS Professional Learning Community Teachers:

Bandola, Marya	Kostrowski, Linda
Brown, Victoria	Magidson, Jill
Clifford, Margaret	Morrison, Mira
Colfax, Erin	O'Connor, Marily
Davis, Norma	Pallis, B. Paris
Emma, David	Mehta, Persis
English, Tamar	Priola, Claudia
Gottsleben, Debbie	Reyes, Osvaldo
Heiden, Marcia	Spencer, Stacy
Kelly, Nicole	Wood, Kathleen
Kievning, Brian	Young, Brian

EXPLANATION: Educational program development proceeds according to the District's first principles of program development; i.e., research-oriented inquiry, collaborative work, consensus building, opportunities for dialogue all focused on literacy.

*NCLB PAYROLL 2007-2008*

Motion #22 that, upon the recommendation of the Superintendent, the Board of Education approve the following NCLB payroll for the 2007-2008 school year:

No Child Left Behind (2007-2008)

Title/School	Name	Position	Salary Allocated
<u>Title I Part D</u>			
Morristown High Frelinghuysen	Violet Brown Kerri Lee Farrell	Neglected & Delinquent Teachers	\$18,810 (Timesheets)
Total for Title I Neglected and Delinquent Salaries			
<u>Title I</u>			Title I (T) 20%
Alfred Vail	Marilyn Niedziela	Basic Skills Teacher	16,923
Alfred Vail	Rosemary McAndrew	Reading Recovery	16,006
Alfred Vail	Diane McCormack (.5)	Reading Recovery	8,782
Hillcrest	Natalie Greisberg	Reading Recovery	16,923
Hamilton	Barbara Friedman	Basic Skills Teacher	17,123
Hamilton	Vilma Velez-Manning (.5)	Basic Skills Teacher	6,641
Sussex	Margaret Tuzzeo	Basic Skills Teacher	13,671
Sussex	Carolyn Green	Basic Skills Teacher	17,174
Normandy Park	Lora Clark	Basic Skills Teacher	13,420
Normandy Park	Nicole Richardson	Reading Recovery	13,282
Frelinghuysen	Joy Jenkins	LA Teacher	16,395
Frelinghuysen	Matthew Daly	LA Teacher	10,947
Total for Title I Basic Skills/Reading Recovery Teachers			\$167,287
<u>Title I TA</u>			Title I (TA) 14%
<u>ALFRED VAIL</u>	Deborah Ayres	Teacher Assistant	4,025
Alfred Vail	Laurie Flynn	Teacher Assistant	4,732
Alfred Vail	Elissa Gagliardi	Teacher Assistant	3,127
<u>ALFRED VAIL</u>	April Pruess	Teacher Assistant	4,247
Alfred Vail	Mary Sullivan	Teacher Assistant	4,732
Alfred Vail	Armida Martinez	TA Bilingual	3,870
Hillcrest	Linda Baker	Teacher Assistant	4,732
Hillcrest	Barbara Preziosi	Teacher Assistant	4,472
Hillcrest	Rosario Correa	Teacher Assistant	4,247
Hillcrest	Gloria Weiss-Allen	Teacher Assistant	5,111
Hillcrest	Betty Ford	TA Bilingual	1,320
Hillcrest	Maria Celis	Teacher Assistant	3,286
Hillcrest	Tehzeeb Ansari-Grossman	Teacher Assistant	2,829
Normandy Park	Louise DiDomenico	Teacher Assistant	4,472
Normandy Park	LuAnn Fabbo	Teacher Assistant	4,472
Normandy Park	Kristen Price	Teacher Assistant	3,081
Normandy Park	Laurel Ginsberg	TA Bilingual	2,829
Normandy Park	Barbara Mayer	Teacher Assistant	3,513
Total for Title I Teaching Assistants			\$69,097
<u>Title IIA</u>	Teacher Timesheets	Teachers	\$108,000
<u>Title III</u>	Teacher Timesheets	Teachers	\$51,462
<u>Title V</u>			
Morristown High	Jill Magidson	Medical Science	5,315
Total for Title V Salaries			\$5,315

*SECOND YEAR TENURE TRACK REVISION 2007-2008*

Motion #23 that, upon the recommendation of the Superintendent, the Board of Education approve the following additional second year teachers (in bold) to meet as a group for up to two hours each during September 2007 through June 2008:

Second Year Tenure Track Teachers

Araujo, Carolina	Marigliano, Nicholas
Bigas, Jeffrey	Moffatt, Tara
Cantu, Maureen	Nowetner, Rachel
Caprioli, Betiana	Pastorius, James
Cirrotti, Cathleen	Ricucci, Giovanna
Crews, Anita	Rotella, Kathleen
Curtiss, Sally	Scarpa, Sharon
DiBenedetto, Marcella	Scola, Kristy
DuPre-Burns, Mary Ellen	Scorsune, Marietta
Esposito, Elizabeth	Skrod, Christina
Flynn, Ashley	Sparano, Robert
Forman, Annemarie	Stierch, Denise
Gutierrez, Lauren	Streiff, Cheryl
Hong, Lei-Han	Sutton, Patricia
Jackson, Mikal	Vernackas, Colleen
Kenny, Christopher	Vissers, Dana
Maldonado, Santiago	Viteri, Paola
Marasco, Cathie	Ward, Sarah

EXPLANATION: Upon submission of approved timesheets, they will be compensated at a rate of \$25 per hour.

*EXTRA PAY APPOINTMENTS 2007-2008*

Motion #24 that, upon the recommendation of the Superintendent, the Board of Education approve the appointments of the following extra-pay positions for the 2007-2008 school year:

POSITION	STAFF MEMBER	YRS		SALARY	INCR	TOTAL SALARY
		SVC	PTS			
<b>CO-CURRICULAR - MHS</b>						
<b>Drama</b>						
Director - Spring	LaVigne, George	3	14	\$5,726	1	\$6,096
Director – Fall	LaVigne, George	3	8	\$3,272	1	\$3,642
National Art Honor Society Adv.	Hackney, Theresa	1	3	\$1,227		\$1,227
Webmaster Advisor	Boothby, James	3	8	\$3,272	1	\$3,642

**ATHLETICS - FMS**

Basketball

Assistant Coach – Boys	Bigas, Jeffrey	1	6	\$2,454	\$2,454
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*COMMUNITY SCHOOL APPOINTMENTS 2007-2008*

Motion #25 that, upon the recommendation of the Superintendent, the Board of Education approve the appointment of the following to the position/s stated at the annual salary rates and effective date/s shown, and further that the Board of Education approve the submission to the County Superintendent applications for emergency hiring and each applicant’s attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18a6-7.1 et seq.; 18:39-17 et seq.; 18A:6-4.13 et seq.:

Arias, Nathalia	Aide	\$ 9.00/hr.
Bellardino, Danielle	Aide	\$11.00/hr.
Meza, Ingris®	Aide	\$12.00/hr.
Nodoro, Gertrude	Aide	\$12.00/hr.

EXPLANATION: Salary to be paid from collected tuitions.

*COMMUNITY SCHOOL STAFF 2007-2008*

Motion #26 that, upon the recommendation of the Superintendent, the Board of Education approve the following Community School staff:

Sunrise/Sunset

Covington, Janet	\$19.00/hr	(retroactive to 10/8/2007)
Mistretta, Sharon	\$20.00/hr	(retroactive to 10/4/2007)
Kenny, Christopher (Substitute)	\$16.00/hr	(retroactive to 10/4/2007)
Landi, Sally	\$13.00/hr	(retroactive to 10/9/2007)
Underhill, Marilyn	\$13.00/hr	(retroactive to 10/9/2007)
Underhill, Marilyn (Substitute Teacher)	\$16.00/hr	

Ski Club

Majorossy, Stephanie	Advisor	\$720.00*
O’Dell, Caitlin	Advisor/Coordinator	\$770.00
Rosso, Keith	Advisor	\$720.00*
Ryans, Ericka	Advisor	\$720.00*
Thomas, Dorota	Advisor/Coordinator	\$770.00

(\* \$120/week)

Adult School

Priola, Claudine (retroactive to 10/13/2007)	PSAT Instructor	\$137.50
Terhune, Courtney ®	Lifeguard	\$15.00/hr

EXPLANATION: Salary to be paid from collected tuitions.

*COMMUNITY SCHOOL SALARY REVISION 2007-2008*

Motion #27 that, upon the recommendation of the Superintendent, the Board of Education approve the following rate changes:

McElwee, Jermaine from \$17.00/hr to \$18.00/hr

*MORRIS SCHOOL DISTRICT ACADEMY FOR PROFESSIONAL DEVELOPMENT 2007-2008*

Motion #28 that, upon the recommendation of the Superintendent, the Board of Education approve the instructors listed below for the Morris School District Academy for Professional Development for the 2007-2008 school year:

Bliven, Kathleen	McCormack, Diane
Boothby, James	Morrison, Mira
Brink-Grant, Jamie	O'Connor, Marily
Capik, Maria	Olivier, Joanne
Clifford, Margaret	Pollock-Gilson, Wendy
Dammeyer, Susan	Reis, Patricia
Farrell, Kerri Lee	Reuther, Karen
Grossman, Suzanne	Santana, Socorro
Kenny, Joan	Sparano, Margaret
Leslie, Jan	Toye, Crystal
Levine, Sharon	Vesceri, Chastity
Lucignani, Megan	Wallace, Dawn M.
Macchia, Michelle	Weber, Adrienne
Magidson, Jill	Weitz, Rachelle

EXPLANATION: Upon submission of an approved timesheet, presenters will be compensated at a rate of \$100 (flat fee per session) or 1/140 of their monthly salary for the duration of the presentation (the greater of the two amounts shall be given). The Board reserves the right to cancel classes due to low enrollment in which case no remuneration would be forthcoming and, therefore, that individual's appointment(s) would be automatically rescinded.

HUMAN RESOURCES (Motions #1-28)

Moved by Dr. Rieck, seconded by Mrs. Murphy

AYES: Mrs. Fornaro, Dr. Gallerstein, Ms. Horowitz, Ms. McNeil Mrs. Murphy, Mrs. Rhines,  
Dr. Rieck, Mrs. Bangiola, Ms. Kaag as it pertains to the high school.

NOES None

ABSENT Ms. Pollak

**BUSINESS MATTERS**

***FINANCIAL REPORTS***

Motion #1 Financial Reports of the Secretary to the Board of Education that the Board of Education acknowledges receipt of the following financial reports in Appendix A for the month of September, 2007.

Fund 10 -- General Fund  
Fund 20 -- Special Revenue Fund  
Fund 30 -- Capital Projects Fund  
Fund 40 -- Debt Service Fund

Financial Reports of the Treasurer of School Monies that the Board of Education accepts the Board Treasurer's Report for the month of September, 2007, which is reconciled with the Board Secretary's Reports by Fund for that period.

Financial Reports of the Treasurer of School Monies that the Board of Education accept the Board Treasurer's Report for the months of September 2007 which is reconciled with the Board Secretary's Reports by fund for that period.

Motion #2 Pursuant to N.J.A.C. 6A:23-2.11 (c) 3, we certify that as of September, 2007, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11 (a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion #3 Pursuant to N.J.A.C. 6A:23-2.11 (c) 4, I certify that as of September 30, 2007 no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-2.11 (b).

\_\_\_\_\_  
Business Administrator/Board Secretary

October 22, 2007  
Date

Motion #4 Financial Reports of the Treasurer of School Monies that the Board of Education accepts the Board Treasurer's Report for the month of July & August, 2007, which is reconciled with the Board Secretary's Reports by Fund for that period.

***HELD PURCHASE ORDER***

Motion #5 that upon the recommendation of the Superintendent, the Board of Education approve checks totaling \$ 8,797.29 as per the attached for expenses incurred as per policy #3320.1.

***BUDGET TRANSFERS***

Motion #6 that upon the recommendation of the Superintendent, the Board of Education approve Budget Transfers for the 2007-2008 budget through October 22, 2007.

*BILLS LIST*

Motion #7 that upon the recommendation of the Superintendent, the Board of Education approve the attached 2007-2008 bills list for the period ending:  
September 15 & 29 (Payroll)  
October 22, 2007

*FUND RAISERS*

Motion #8 that upon the recommendation of the Superintendent, the Board of Education approve fund raisers for the following schools:

Hillcrest (as per attached)  
Normandy Park (as per attached)

*DONATION*

Motion #9 that upon the recommendation of the Superintendent, the Board of Education accept a donation of \$6,072.00 from the United Way of Morris County for Frelinghuysen Middle School's Advisory Program. (See attached letter)

*COMPREHENSIVE MAINTENANCE PLAN*

Motion #10 WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Morris School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Morris School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Morris School District in compliance with the Department of Education requirements. (building evaluations are found in the QAAR Report)

*CONSTRUCTION CHANGE ORDER*

Motion #11 that upon the recommendation of the Superintendent, the Board of Education approve a change order in the amount of \$1600 to the Barrett Company for the following work on the Woodland Roof Replacement project

- A. Re-point corner of gym wall
- B. Install new caulking at perimeter of door and any wall projections within work area
- C. Remove existing caulking, clean joint surfaces and install backer rod as required

D. Fully seal prepared joints with Sonneborn NPI polyurethane type caulking compound

*CONSTRUCTION PAYMENTS*

- Motion #12 that upon the recommendation of the Superintendent, the Board of Education approve a payment to USA Architects Group in the amount of \$1,215.96 for professional services for the Woodland Roof upgrades from August 1, 2007 to August 31, 2007.
- Motion #13 that upon the recommendation of the Superintendent, the Board of Education approve a payment to Cubellis (formerly Seyffer & Koch) Architectural Group in the amount of \$ 1,595.49 for professional services for the Alfred Vail Fire Door Replacement project from August 11, 2007 to September 7, 2007.
- Motion #14 that upon the recommendation of the Superintendent, the Board of Education approve payment requisition #4 to Howard C. Storer L.L.C. in the amount of \$5,052.00 for work done on the Alfred Vail Fire Door Replacement project through September 30, 2007.
- Motion #15 that upon the recommendation of the Superintendent, the Board of Education approve a Final payment to CJ Vanderbeck & Son, Inc. in the amount of \$ 9,980.00 for work done on the Feed Water Tank Replacement at Morristown High School subject to the removal of the old tank

*WIRE TRANSFERS*

Motion #16 that upon the recommendation of the Superintendent, the Board of Education approve the following persons to individually initiate and execute wire transfers between the following pre-established accounts:

Provident General Operating Account #566000087	Bank of America MSD Payroll Account #4159009558	AUTHORIZED SIGNATURE Business Administrator Assistant Business Admin. Manager of Operations/Assistant Board Secretary
Provident General Operating Account #566000087	Provident Salary Redirection Account #564041174	Business Administrator Assistant Business Admin Manager of Operations/ Assistant Board Secretary
Provident General Operating Account #566000087	Provident Maintenance Reserve Account #355246525	Business Administrator Assistant Business Admin Manager of Operations/ Assistant Board Secretary
Provident General Operating Account #566000087	Bank of America Payroll Deduction Account #4159009566	Business Administrator Assistant Business Admin Manager of Operations/ Assistant Board Secretary

Provident General Operating Account #566000087	JP Morgan Chase Bank ABA #021000021Beneficial Depository . Trust Co. Redemption AC Account #066027306	Business Administrator Assistant BusinessAdmin Manager of Operations/ Assistant Board Secretary
Provident General Operating Account #566000087	JP Morgan Chase Bank ABA#021000021Beneficial Depository Trust Co. Dividend Account #066026776	Business Administrator Assistant Business Admin Manager of Operations/ Assistant Board Secretary
Provident Capital Reserve Account #355170568	Provident General Operating Account #566000087	Business Administrator Assistant Business Admin. Manager of Operations/ Assistant Board Secretary

The establishment of wire transfer accounts shall be approved by board resolution or by approval of the Superintendent and or Board President with ratification at the following board meeting. All other account access by district employees will be view only for accounts necessary within the individual's job function with the exception of stop payments which can be authorized by the Business Administrator or Accounts Payable supervisor.

*TRAVEL & REIMBURSEMENT*

Motion #17 that upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

WHEREAS, employees are attending conferences, conventions, staff training seminars or workshops as depicted on attachment A: and

WHEREAS, the attendance at stated functions was previously approved by the chief school administrator as work related and within the scope of the work responsibilities of the attendees; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at functions may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, that the board finds the travel and related expense and the excess expenses particular to attendance at these functions are necessary, unavoidable, justified and therefore reimbursable

#### BUSINESS MATTERS (Motions #1-17)

Moved by Dr. Rieck, seconded by Mrs. Fornaro

AYES: Mrs. Fornaro, Dr. Gallerstein, Ms. Horowitz, Ms. McNeil Mrs. Murphy, Mrs. Rhines,  
Dr. Rieck, Mrs. Bangiola, Ms. Kaag as it pertains to the high school.

NOES None

ABSENT Ms. Pollak

#### VIOLENCE & VANDALISM

Dr. Camp presented the annual Violence & Vandalism report to the board. The number and types of infractions occurring in the Morris School District during the 2006-2007 school year is included in the board agenda books. She explained that each October the schools devote a specific week to Anti-Violence Activities although many activities related to anti violence occur throughout the year. Below is a list of the activities and programs conducted at the schools.

#### Highlights of LLC Activities

- Blend the theme of friendship into every day.
- Keep the focus on positive behaviors, positive school rules, praise and reinforcement for acts of kindness.
- Friends, friendship and socially mediated learning are the foundations of our research-based curriculum and preschool practices.

#### Highlights of K-2 Activities

- TAG Program (tell, ask, get help) (HC)
- 'Give Me Five' to guide behavior (HC)
- 'Peace Area/Table' in each classroom; used for positive conflict resolution (HC)
- 'The Bank@Hillcrest' where students can deposit points for good character behavior.
- No More Bullies Program for students and staff (NP)
- Recognize 'Star Citizens' (WD)
- Kitchen Dialogs – monthly meetings in parents homes (WD)
- School Goal focuses on Mental and Physical Fitness (AV)
- Social interaction groups within the classroom facilitated by a behavioral specialist (AV)

#### Highlights of grade 3-5 Activities

- Color of Love Program (SX)
- Resource officer presentations (SX)
- Character Counts Program (TJ & SX)
- Caring majority lessons (TJ)
- Martin Luther King assembly (TJ)
- Monthly student mentoring lessons (AH, SX) covering pillars of character education.
- AH received both an MEF grant and an AH HSA grant to help build our school's character education library.
- Our Ongoing commitment to the "No More Bullies" character Education program (NP)
- "Say It Safely" forms available to students throughout the building as an anonymous way to report a safety concern (NP)

### Highlights of FMS Activities

- Resolving Conflict Creatively Program (RCCP) from Educators for Social Responsibility.
- 'Join Hands Against Violence' pledge signing in homeroom.
- House activities.

### Highlights of MHS Activities

- Peer Group Connection – guided discussion groups with 9<sup>th</sup> graders
- STYLE Club – addresses issues of diversity and tolerance on an ongoing basis during year.
- Class Meetings – with each class discussing behavioral expectations ( inclusive of harassment & bullying ).
- Deans of Students – proactive handling of disciplinary with consequences and counseling components

### NEW BUSINESS BROUGHT BEFORE THE BOARD

Dr. Ficarra reported he has reached out to those members of the public concerned with taxes and will continue to reach out to them to better explain the school district budget and spending.

#### Board Retreat

Topic

Dates

#### MRSA Infection

Ms. Horowitz thanked Dr. Ficarra for his pro-active dealing with this potential dangerous infection

### ADJOURNMENT (9:07 P.M.)

Moved by Dr. Rieck, seconded by Dr. Gallerstein

AYES: Mrs. Fornaro, Dr. Gallerstein, Ms. Horowitz, Ms. McNeil Mrs. Murphy, Mrs. Rhines,  
Dr. Rieck, Mrs. Bangiola, Ms. Kaag as it pertains to the high school.

NOES None

ABSENT Ms. Pollak

Respectfully Submitted

Susan Young  
Business Administrator/  
Board Secretary

