

**CONFERENCE MEETING MINUTES
Pompton Lakes Board of Education
Tuesday, February 7, 2012
Board Conference Room – 7:30 P.M**

CALL TO ORDER

The Board President called the meeting to order at 7:30 p.m.

FLAG SALUTE

The meeting opened with a flag salute.

READING OF THE FOLLOWING STATEMENT

In accordance with the “New Jersey Open Public Meetings Law,” notice of this meeting, having the date, time and place, has been posted at the Borough Hall and at the Board of Education Offices. A list of the following meeting dates has been sent to the newspapers.

Conference Meetings	Regular Meetings
	July 12, 2011
	August 9, 2011
September 6, 2011	September 13, 2011
October 4, 2011	October 11, 2011
November 1, 2011	November 8, 2011
December 6, 2011	December 13, 2011
January 3, 2012	January 10, 2012
February 7, 2012	February 14, 2012
March 6, 2012	March 13, 2012
April 3, 2012	April 17, 2012
May 1, 2012 (Reorganization Mtg.)	May 8, 2012
June 5, 2012	June 12, 2012

ROLL CALL - The following members were present:

PRESENT:

Jose Arroyo
Catherine Brolsma
Raymond Keating III
Garry Luciani
Carl Padula
Thomas Salus
Nancy Schwartz
Timothy Troast

ABSENT:

Shawn Dougherty
Stephanie Shaw

ALSO PRESENT:

Superintendent Paul Amoroso
SBA/Board Secy. Nancy Ciavaglia
Borough Mayor Cole
Two Borough Council members
Seven members of the public

CORRESPONDENCE - None

HEARING OF PUBLIC (FIRST SESSION)

No member of the public was interested in making public comment. The Board President closed the Hearing of the Public (First Session).

PRESENTATION BY SUPERINTENDENT AMOROSO ON THE PROGRESS OF THE CREATION OF A NEW DISTRICT WEBSITE

ROUTINE MATTERS

RM-5

APPROVAL OF MINUTES

It is recommended that the following minutes be approved:

Regular Board Meeting & Executive Session January 10, 2012

Motion by Arroyo, second by Troast; carried 8-0 on a roll call vote

FINANCE

TUITION STUDENT

F-4

It is recommended by the Superintendent of Schools that a student whose name is on file with the Board Secretary who resides in Waldwick be accepted and enrolled into The Children's P.L.A.C.E. effective retroactively to January 30, 2012. The financial reimbursement from the Waldwick Board of Education will be in the form of tuition plus the costs for the services of a one-on-one aide.

Motion by Schwartz, second by Padula; carried 8-0

APPROVAL TO ATTEND CONFERENCE/SEMINAR/WORKSHOP

F-5

It is recommended by the Superintendent of Schools that the Board of Education approve the following personnel to attend the listed workshop/conference (and related expenses as outlined in the A5 School District Accountability Act).

Motion by Padula, second by Arroyo; carried 8-0

PERSONNEL

LEAVES OF ABSENCE

**MATERNITY LEAVE OF ABSENCE -
REVISED DATES – SCHOOL PSYCHOLOGIST –
SPECIAL SERVICES DEPARTMENT**

P-2-a

It is recommended by the Superintendent of Schools that the Board of Education approve the revised dates for the maternity leave of absence, Federal Medical Leave and NJ Family Leave for Lucille Verina, School Psychologist assigned to the Special Services Department, as follows:

From 11/1/11-5/4/12 to 11/1/11 – 1/31/12

Motion by Padula, second by Troast; carried 8-0

JOB DESCRIPTION

**SUPERVISOR OF BUILDINGS AND GROUNDS/
HEAD OF MAINTENANCE**

P-3

It is recommended by the Superintendent of Schools that the Board of Education approve the following job description for Supervisor of Buildings and Grounds/Head of Maintenance:

**TITLE: SUPERVISOR OF BUILDINGS AND GROUNDS/
HEAD OF MAINTENANCE**

QUALIFICATIONS:

1. Educational Facilities Manager Certificate* and Fireman's Black Seal License
2. Minimum experience as determined by the board
3. Ability to supervise and coordinate the activities of department staff
4. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status *Effective September 1, 2002 employment in the position of buildings and grounds supervisor requires certification as an educational facilities manager. Exemptions apply to individuals who have

served as a buildings and grounds supervisor continuously for the five years prior to September 1, 2002 or a code enforcement official licensed by the department of community affairs and employed by a district as a building and grounds supervisor on the effective date of the statute. A vacancy in the position may be filled on an interim basis by a non-certified individual for a period not to exceed two years from the date of the vacancy. (N.J.S.A. 18A:17-49)

REPORTS TO: School Business Administrator

SUPERVISES: All custodial, maintenance and grounds keeping staff.

JOB GOAL: To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds.
5. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
- 6. Recruits, screens, recommends for hiring and supervises all maintenance and grounds keeping staff.**
7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
8. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
9. Maintains schedules of work for each individual building and ensures that proper

supplies are on hand in each building.

10. Establishes and supervises summer cleaning programs and schedules.
11. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
12. Keeps abreast of new work methods, procedures and equipment.
13. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
14. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
15. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
16. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
17. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
20. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
21. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
22. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds.
23. Maintains all records that are required by board policy, statute or administrative code.

24. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

25. Assists in the completion of maintenance work as needed.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law, administrative code and the provisions of the board's policy on evaluation of central management staff.

APPROVED BY: _____ DATE: _____

REVISED: February 7, 2012

Legal References:

N.J.S.A. 13:1F-19 et seq. School Integrated Pest Management Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular
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contact with pupils; grounds for disqualification
from employment
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of
persons under tenure in public school systems
N.J.S.A. 18A:7F Comprehensive Educational Improvement and
Financing Act
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-49
through -52 Definitions relative to public school facilities
N.J.S.A. 18A:27-4 Power of boards of education to make rules
governing employment of teacher, etc.;
employment thereunder
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler
operators
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A.C. 6:24 Comprehensive maintenance plans
N.J.A.C. 6A:16-1.3 and 3.1 Prohibition of substance smoking and tobacco use
on school grounds
N.J.A.C. 6A:26 Educational facilities
See particularly:
N.J.A.C. 6A:26-12 Operation and maintenance of facilities

N.J.A.C. 6A:26-12.4 Safe drinking water
N.J.A.C. 6A:26-16.1 Certified educational facilities manager
N.J.A.C. 12:100-4.2 Adoption by reference
Bloodborne Pathogen Standard, 29 CFR 1910.1030
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
Manual for the Evaluation of Local School Districts (Revised September 2002) 7.6
Health and Safety, 7.7 Comprehensive Maintenance Plan, 7.8 Facilities Master
Plan

Motion by Troast, second by Schwartz; carried 8-0

APPOINTMENTS

SUPERVISOR OF BUILDINGS AND GROUNDS/ HEAD OF MAINTENANCE

P-4

It is recommended by the Superintendent of Schools that the Board of Education approve the appointment of Jim Curran as Supervisor of Buildings and Grounds/Head of Maintenance, effective approximately April 9, 2012 through March 31, 2013 pending fingerprinting. (\$79,500 prorated)

Motion by Padula, second by Arroyo; carried 8-0 on a roll call vote

APPOINTMENTS

SUBSTITUTES/VOLUNTEERS

P-4-c

It is recommended by the Superintendent of Schools that the Board of Education approve the following personnel to be added to the appropriate substitute/volunteer lists for the 2011-2012 school year:

POSITION	NAME
Substitute Teacher	Guy M. Casale Grace Decker Colleen Deyo Matthew Diglio Lisa Durling Andrew Lattanzi Tatiana Vlasova

Motion by Schwartz, second by Troast; carried 8-0

CURRICULUM & INSTRUCTION

FIELD TRIPS

C-2

It is recommended by the Superintendent of Schools that the Board of Education approve the following field trips:

Day/Date	School/Dept.	Grade/Club	Destination
Wed., 3/7/12	PLHS Spring Show Cast	Cast to see production of <i>Damn Yankees</i>	Papermill Playhouse Millburn, NJ
Wed., 3/14-Fri. 3/16	PLHS	FBLA Students State Competition	Hilton Hotel, East Brunswick, NJ
Fri., 3/16/12	Lincoln	Grade 4 Social Studies Curr.	Trenton, NJ
Fri., 3/16/12	Lincoln	Grade 1 Ringling Bros. Circus	IZOD Center East Rutherford, NJ
Fri., 3/23/12	PLHS	Coalition of Student Ambassadors	Paterson Eastside HS, Paterson, NJ
Thurs., 3/29/12	PLHS	Personal Law Classes Students participate in "Reality Check" program and view arraignment hearings	Passaic County Jail and Courthouse Paterson, NJ
Thurs., 4/5/12	PLHS & Lakeside	German Program	Bronx Zoo Bronx, NY
Thurs., 5/17/12	Lenox	Grades 2 Native American Study	Montclair Art Museum, Montclair, NJ
Mon., 5/21/12 Rain Date: Wed. 5/30/12	Lenox	Grade 5 5 th Grade Orientation	Lakeside School
Fri., 6/1/12 Rain Date: Mon. 6/4/12	Lenox & Lincoln	Grades 5 Annual event to introduce students from two elementary schools to one another	Hershfield Park
Wed., 6/6/12 Rain Date: Fri., 6/8/12	Lenox	Grade 5 Phys Ed Annual Recogni- tion Program	Hershfield Park

Motion by Padula, second by Troast; carried 8-0 on a roll call vote

HEARING OF THE PUBLIC (SECOND SESSION) – No member of the public was interested in making public comment. The Board President closed the Hearing of the Public (Second Session).

OLD BUSINESS - Superintendent Amoroso gave the Board an update on the following:

- Dark fiber initiative – sealed bid opening on February 22, 2012
- Parking lot land transfer

NEW BUSINESS -

- Board President Luciani, Superintendent Amoroso, and Business Administrator Ciavaglia gave the Board an overview of the recent law that allows the moving of the school Board Member election to November and the elimination of the vote on the school budget. Discussion will continue at the February Regular Meeting (2/14/12).
- Superintendent Amoroso asked for Board volunteers for the Teacher of the Year Selection Committee and members Brotsma, Salus, and Schwartz volunteered

MOTION TO ADJOURN AT 8:40 P.M.

E-1

Motion by Troast, second by Arroyo; carried 8-0

Respectfully submitted,

Nancy M. Ciavaglia

Nancy M. Ciavaglia, CPA
School Business Administrator/Board Secretary

