

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Public Meeting, 6:30 p.m.

February 12, 2018

East Hanover Middle School Auditorium

477 Ridgedale Avenue

MINUTES

The meeting commenced at 6:30 p.m.

The mission of the East Hanover School District is to prepare our young people to be positive, contributing members of society. Our diversified curriculum incorporates the expectation that all students achieve or exceed the New Jersey Student Learning Standards (NJSLS) at all grade levels. The educational environment fosters self-esteem, independent thinking, and respect for individual differences. We provide our students with the skills and experiences necessary to assist them in achieving their fullest potential as unique individuals and to meet the challenges of life.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-887-2112 (x100).

CALL TO ORDER OPEN PUBLIC MEETING STATEMENT

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the East Hanover Township Board of Education has caused notice of this meeting to be forwarded to the Hanover Eagle and Daily Record as official newspapers of the East Hanover Township Board of Education and posted in the Board Office, 20 School Avenue, and forwarded to the Township Clerk.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mr. Barisciano, Mrs. Mitchell, Mrs. Pfund-Olsen, Mr. Troise, Mr. Ucci, Mr. Sullivan

Absent: Mr. Hadley

Also Present: Mrs. Bartlett, Superintendent
Mrs. Muscara, Business Administrator/Board Secretary
Staff - 9, Citizens - 34, Students - 31

PUBLIC COMMENTS

PRESENTATIONS

SUPERINTENDENT'S REPORT

-Frank J. Smith Elementary School Kindness Crew-The Great Kindness Challenge-January 22-26: Ms. Quinn reviewed the Kindness Initiative and Ms. Parker recognized the 2nd grade students participating in the project to help the school and community.

-East Hanover Middle School-8th Grade ELA class collection for the Bridge of Books Foundation-Ms. Barone reviewed the initiative.

-East Hanover Middle School-Middle School Puppeteers-Ms. Shott recognized the students involved in the project and each student showcased their puppets and theme.3

-Frank J. Smith Elementary School Scholar-Athlete of the Month: Ms. Quinn recognized Angela Krawczuk.

-Central Elementary School 100 Club: Ms. Falcone recognized Alexa Mellage.

-East Hanover Middle School Students of the Month: Mr. Calomino recognized the following students:

Grade 6 - Thomas Callanan

Grade 7 - Rieley Biondi

Grade 8 - Katherine Nigro

-East Hanover Middle School Student Council Representative: Iris Chang provided the following report:

The 2nd marking period ended and grades have been finalized in PowerSchool. The Lady Eagles Basketball Team was congratulated for their great season and second place finish in the county championship tournament. The wrestlers finished another great season. Vin Rispoli and Joe Sciarrone were champions of their weight class in the County Tournament. The boys and girls volleyball season has begun. The EHPTA Philly Pretzel Day will be on February 16th. The EHPTA is also sponsoring two raffles for tickets and parking at the EHMS production of Into the Woods.

- District Updates-Ms. Bartlett thanked all involved in the 2nd snow video.
- The girls' basketball game was a great success.
- The wrestlers participated in the Tri-county tournament with many students placing.
- HIB- There were four incidents of which none were determined to be HIB.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

The preliminary 2018-2019 budget was reviewed by the Finance Committee. A list of highlights were reviewed that includes some increases, decreases, initiatives, capital and maintenance projects and tax implications. Insurance increases for property casualty and workers compensation are estimated to be from 6-9% with RX increases at 8%. Because the district moved to a private medical insurance plan rates are lower than the SEHBP, but are still higher than the current year. There are some staff changes in regards to stipends for new clubs, Trades Program, hiring a few part time staff and a Resource Officer. Other increases are related to Technology to replace district wide Chromebooks for testing and new Chromebooks for the incoming 6th grade class, Special Education, Trades Program and the purchase of a new maintenance truck. There are some decreases in supplies, related services and professional development. Initiatives include the Trades Program at the Middle School, the Foundations Phonics program at Frank J. Smith School, Big Ideas Math for the Middle School, STEM and Safety projects. The Capital and Maintenance projects were reviewed which will be funded by Capital and Maintenance Reserves. Revenue will be based on the 2% tax levy cap plus banked cap bringing the tax levy increase for the General Fund to approximately 3.52% which equates to a \$92.00 increase for the average assessed house. The tax levy increase is only preliminary since it can be changed based on the State Aid numbers received from the Governor.

The next step is to input the proposed budget into the DOE software program. The Governor's Address was extended to mid- March which is when the State Aid numbers will be known. The Board will approve the submission of the proposed budget to the county office at the March 19 board meeting. The budget will then be reviewed in detail by the county office. The public hearing and approval of the budget will take place at the April 25 board meeting.

The Combined Heat and Power Unit at the Middle School had a post inspection for rebate purposes. The district is still reviewing the additional gym lighting needed to be included on the panel for the unit for emergency purposes. A proposal from the electrician who worked on the ESIP project is expected soon.

COMMITTEE REPORTS

Personnel - None

Education/Technology - None

Finance - The Board met on January 31 to review the preliminary 2018-2019 budget. Mr. Sullivan explained the use of banked cap for a previous enrollment adjustment and how the district had a history of keeping the tax levy at a minimum. Banked cap is used to help maintain the current programs and facility needs.

Policy/Public Relations - None

Buildings and Grounds/Transportation - None

Negotiations - The first meeting will be set up soon.

CONSENT RESOLUTIONS

All matters are considered to be routine in nature and will be enacted by one motion. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining items on the Consent Agenda. A motion or a second is not required to remove an item(s) from the Consent Agenda. All resolutions acted upon at this meeting are available to be viewed this evening and copies can be obtained by contacting the School Board Secretary's Office.

Minutes – Items 1 & 2

Personnel – Items 1 through 16

Education – 1 through 8

Finance – 1 through 19

Mrs. Mitchell moved and Mr. Barisciano seconded the motion to move all items as a consent agenda, all yes except Mr. Sullivan abstained on Minutes items 1 & 2.

Notes:

Mr. Sullivan thanked Ms. Bartlett for reaching out to Mr. Rubano to help out with the temporary leave replacement position for the Central School Principal. Mr. Rubano must have appreciated all the hard work of administration. Mr. Sullivan questioned the certified tuition adjustments on the agenda for approval. Ms. Muscara reviewed the process of out of district auditors comparing the actual costs to the expenses originally charged. The county office is reviewing the process since there appears to be an increase of these adjustments in many districts. Ms. Pfund-Olsen stated she is very excited about the Teacher Ready Schools initiative and mentioned this is a big topic among NJSBA and other districts.

MINUTES

1. Approve the January 22, 2018, Regular Minutes. (Doc. M-1)
2. Approve the January 22, 2018, Executive Session. (Doc. M-2)

PERSONNEL

1. Accept, with regret, a letter of retirement from Bill Gialanella, Custodian, Central Elementary School, effective March 30, 2018. (Doc. P-1)
2. Ratify/approve the appointment of Thomas Silkowski to the position of Preschool-Grade 5 Music Teacher, Frank J. Smith and Central Elementary Schools, at a prorated salary of \$26,349.60, BA Step 1 of the 2017-2018 Teacher's Salary Guide, effective February 8, 2018, through June 30, 2018. (Doc. P-2)
3. Approve the revised date of resignation for Jayme Yannuzzi, Grade 1 Teacher, to be February 28, 2018.
4. Approve the appointment of Danielle Butler to the position of Grade 1 Teacher, Frank J. Smith Elementary School, at a prorated salary of \$21,958.00, BA Step 1 of the 2017-2018 Teacher's Salary Guide, effective March 1, 2018, through June 30, 2018. (Doc. P-3)
5. Approve the appointment of Rachel Horowitz to the position of Grade 2 Leave Replacement Teacher, Frank J. Smith Elementary School, at a per diem rate of \$274.48, BA Step 1 of the 2017-2018 Teacher's Salary Guide, effective March 1, 2018, through April 30, 2018.
6. Approve Kristen Kearney, Supervisor of Curriculum & Instruction as the Title I Coordinator for the 2017-2018 school year at an annual rate of \$5,863.00.
7. Approve the request for Melissa Falcone, Principal, Central Elementary School, for a leave of absence, having received doctor's certification, commencing April 27, 2018, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on July 19, 2018.
Approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Melissa Falcone commencing on June 27, 2018, through September 18, 2018. Benefits will be paid by employer with health contributions paid by the employee. (Doc. P-4)
8. Approve the request for Melissa Falcone, Principal, Central Elementary School, for an extended leave of absence from September 19, 2018, through November 30, 2018, with a return to work date on December 3, 2018, while utilizing (47) vacation days.
9. Approve the appointment of Flavio Rubano as Leave Replacement Principal, Central Elementary School, at a per diem rate of \$450 per day, effective April 9, 2018.

10. Approve the request for Kathryn Vagell, School Counselor, Central Elementary School, for a leave of absence, having received doctor's certification, commencing May 21, 2018, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on October 19, 2018.

Approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Kathryn Vagell commencing on September 4, 2018, through November 23, 2018. (Doc. P- 5)

11. Approve the request for Kathryn Vagell, School Counselor, Central Elementary School, for an extended leave of absence from November 26, 2018, through December 14, 2018, with a return to work date on December 17, 2018.
12. Ratify/Approve the revised appointment of Joseph Urso to the position of Part Time Maintenance Staff, to work 2 days per week at a prorated salary of \$7,171.85, Step 1 of the 2017-2018 Maintenance Salary Guide, effective February 1, 2018.
13. Ratify/approve the advancement on the 2017-2018 Teacher's Salary Guide for Joan Barone, Grade 8 ELA teacher, to MA+15, effective January 1, 2018.
14. Approve the following staff stipends as chaperones for the East Hanover Middle School field trip to Washington, D.C. May 15-17, 2018:
- Pat Algieri- \$505
 - Joan Barone- \$505 plus DC Coordinator \$675
 - Laurie Cacciabeve- \$505
 - Michael Colasurdo- \$505
 - Chris Crowley- \$505
 - Nicholas Dorey- \$505
 - Gregory Gruzdis- \$505
 - Karla Hesse- \$505
 - Brett Leister- \$505
 - Lisa McDonough- \$505
 - Elizabeth Duarte- Sub nurse (stipend - \$505 plus \$190/day)
 - Dominique Scala- \$505
 - Catherine Shott- \$505
 - Lisa Treamont- \$505
 - Michael Calomino- Administrator- \$1,000

15. Approve the appointment of the following individuals as district substitutes for the 2017-2018 school year, pending approval by the New Jersey Department of Education following a criminal history review:

Alexa Gallagher Substitute Teacher & IA

16. Approve Liliana Sanchez as a Leader in the EHTASCC Before-School and After-School Program at Frank J. Smith Elementary School and Central Elementary School, subject to enrollment, at \$11.00 per hour, not to exceed 29 hours/week, including training, effective February 13, 2018, through June 30, 2018, pending approval by the New Jersey Department of Education following a criminal history review.

EDUCATION

1. Affirm and approve the Superintendent's HIB Report for January 22, 2018, through February 12, 2018. (Doc. E-1)
2. Approve the creation of a job description for the position of Literacy Specialist, as attached. (Doc. E-2)
3. Whereas— The East Hanover Board of Education first seeks to support the identification of a Future Ready Schools – New Jersey district team lead and create a team of FRS-NJ specialists that infuse Digital Learning across multiple disciplines including: math, technology, media, arts, science, language arts, and Career and Technical Education.

Whereas— The East Hanover Board of Education will support and promote the development of individual school Future Ready teams that infuse Digital Learning across multiple disciplines including: math, technology education, media, arts, science, language arts, and Career and Technical Education.

Therefore, it is resolved that the East Hanover Board of Education agrees to participate in the Future Ready Schools – New Jersey.

We hereby appoint Kelly Hart to be the district’s liaison to the Future Ready Schools – New Jersey, who will report to the board upon the completion of tasks for the certification program.

We do hereby recognize that Kelly Hart will be the responsible agent at the district level to carry out the district’s commitment for its schools to participate in Future Ready Schools – New Jersey.

We agree to follow through with the district’s commitment and support our schools achieve certification through the Future Ready Schools – New Jersey Certification Program. (Doc. E-3)

4. Approve the mentor relationship for the following:

| <u>Novice Teacher</u> | <u>Mentor</u> |
|---|---|
| Joseph Minniti, Grade 8 Science Teacher | Laurie Cacciabeve, Grade 8 Inclusion Team Teacher |
| Thomas Silkowski, Preschool-Grade 5 Music | Emily Thompson-Schweer, Gifted & Talented Teacher |

5. Ratify/ Approve the following course approval applications for potential reimbursement:

| <u>Staff Member</u> | <u>College</u> | <u>Course</u> | <u>Dates</u> | <u>Crs.</u> |
|---------------------|---------------------|--|--------------|-------------|
| Domonique Scala | Caldwell University | Adaptive Tech Students with Disabilities | 1/22-5/15/18 | 3 |
| | | Diag. and Corr. Of Reading Differences | 1/22-5/15/18 | 3 |

6. Approve the following assignments for Tomorrow’s Teachers from Hanover Park Regional:

| <u>Student</u> | <u>Teacher</u> |
|----------------|-----------------------|
| Karly Saran | Sara Legaspi, Grade 4 |

7. Ratify/ Approve the following field trips for the 2017-2018 school year:

| <u>School</u> | <u>Destination</u> | <u>Grade Level</u> | <u>Proposed Date</u> |
|---------------|------------------------|--------------------|----------------------|
| Middle School | Costco | 6-8 | 2/13/18 |
| Central | Middle School Play | 5 | 3/8/18 |
| Central | Liberty Science Center | 5 | 3/23/18 |

8. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of January 2018:

| <u>School</u> | <u>Fire Drill</u> | <u>Security Drill Evacuation</u> |
|----------------------------------|-------------------|----------------------------------|
| Frank J. Smith Elementary School | 1/11 & 23/18 | 1/19/18 (Lockdown) |
| Central Elementary School | 1/11 & 1/22/18 | 1/30/18 (Active Shooter) |
| East Hanover Middle School | 1/11 & 22/18 | 1/30/18 (Lockdown) |

FINANCE

1. Approve the attached travel and related expenses. (Doc. F-1)
2. Approve the following bills list dated January 30, 2018, through February 12 , 2018, for the 2017-18 school year in the amount of \$570,598.31: (Doc. F-2)

| | |
|-------------------------|---------------|
| General Fund | \$ 526,371.35 |
| Special Revenue Fund | \$ 13,123.89 |
| Capital Projects | \$ 4,450.00 |
| Enterprise Fund-EHTASCC | \$ 26,653.07 |

Approve the payroll disbursement for January 30, 2018, in the total amount of \$583,361.02.

Approve the Milk Account check #2159 in the amount of \$49.95 to M&J Frank, Inc.

Approve the Milk Account check #2160 in the amount of \$677.30 to the East Hanover PTA for free lunches for the month of February, 2018.

Approve the Milk Account check #2161 in the amount of \$1,308.24 to Cream-O-Land Dairies.

3. Approve the report of the Secretary A-148 and the Treasurer's Report A-149 for the month ending December 31, 2017. (Doc. F-3)
4. Approve the certification of the Business Administrator/Board Secretary that as December 31, 2017, pursuant to N.J.A.C. 6A:23-2.11(c)3, no budgetary line item has been over expended in violation of N.J.A.C. 6A:23-s.11(a).
5. Certify that as of December 31, 2017, after reviewing the Business Administrator/Board Secretary's financial report, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b) and sufficient funds are available to meet the District's financial obligations for the remainder of the year.
6. Approve the list of transfers dated December 31, 2017. (Doc. F-4)
7. Approve Assistive Technology Training services with Assistive Tek, LLC of Port Murray, NJ for student #2021086 for the 2017-2018 school year at a cost not to exceed 4 hours at \$200.00 per hour for a total of \$800.00.(Doc. F-5)
8. Approve Teacher of the Deaf consultation to determine services with Bergen County ETTC of Paramus, NJ for student # 10560 for the 2017-2018 school year at a cost not to exceed 3 hours at \$165 per hour for a total of \$495.00.
9. Approve the Professional Development services agreement for (2) workshops on Dynamic & Effective Co-Teaching and In-Classroom Coaching with NJ Teacher to Teacher, LLC of New Brunswick, NJ for grades 2-5 at the cost of \$3,600.00. (Doc. F-6)
10. Approve the termination of the Consulting Agreement with Brown & Brown Benefit Advisors of Roseland, NJ, effective March 1, 2018, as the result of moving to a private health plan with Horizon Blue Cross Blue Shield of NJ.
11. Approve Brown & Brown Benefit Advisors of Roseland, NJ as Broker of Record for medical insurance effective March 1, 2018.
12. Approve a third-party administrator for COBRA Services with Office of Compliant Administration (OCA) of Mercerville, NJ effective March 1, 2018 at the cost of \$.45 per eligible employee per month. (Doc. F-7)
13. Approve the purchase of (7) MacBook Pro Computers, AppleCare+ and adapters for administrators with Apple Inc. of Cupertino, CA based on the Hunterdon ESC Purchasing Co-op #34HUNCCP and Bid #HCESC-TEC-16-01 (Apple CCN 1049259) at the total cost of \$18,522.00.
14. Approve the Certified Audited Tuition Adjustment for ECLC of NJ of Newark, NJ for the 2016-2017 school year in the amount of \$1,614.00, in accordance with N.J.A.C. 6A:23-4.2.
15. Approve the Certified Audited Tuition Adjustment for Montgomery Academy of Basking Ridge, NJ for the 2016-2017 school year in the amount of \$28.86, in accordance with N.J.A.C. 6A:23-4.2. (Doc. F-8)
16. Approve the Certified Audited Tuition Adjustment for P.G. Chambers of Cedar Knolls, NJ for the 2016-2017 school year in the amount of \$4,754.40, in accordance with N.J.A.C. 6A:23-4.2.
17. Approve the Certified Audited Tuition Adjustment for Glenview Academy of Fairfield, NJ for the 2016-2017 school year in the amount of \$3,491.64, in accordance with N.J.A.C. 6A:23-4.2.
18. Approve the Certified Audited Tuition Adjustment for Cerebral Palsy of North Jersey, Inc. of Livingston, NJ for the 2016-2017 school year in the amount of \$12,535.00, in accordance with N.J.A.C. 6A:23-4.2. (Doc. F-9)
19. Approve the Online Ticket Service Agreement with Brown Paper Tickets of New York City, NY to provide online ticket purchases for the East Hanover Township Middle School Play at the purchasers cost of \$.99 plus 3.5% of the face value of the ticket and with no fee for the school district for the 2017-2018 school year.

OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENTS

Mrs. Mitchell moved and Mr. Barisciano seconded the motion to go into closed session at 7:23 p.m. All yeas.

EXECUTIVE SESSION

WHEREAS, C.231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session:

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE EAST HANOVER TOWNSHIP SCHOOL DISTRICT:

1. That it does hereby determine that it is necessary to meet in Executive Session on February 12, 2018, to discuss Operations.
2. That the matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

Formal action may be taken upon return from Executive Session.

President Sullivan reconvened the meeting at 8:32 p.m.

ADJOURNMENT

Mrs. Mitchell moved and Mr. Ucci seconded the motion to adjourn the meeting at 8:32 p.m.

Voice vote all yes.

Respectfully submitted,



Deborah Muscara
Business Administrator/Board Secretary

DM/cg