

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Public Meeting, 6:30 p.m.

April 25, 2018

East Hanover Middle School Auditorium

477 Ridgedale Avenue

AGENDA

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**

**PUBLIC COMMENTS**

**PRESENTATIONS**

Central Elementary School 100 Club: Joseph Jacob

Frank J. Smith Elementary School Scholar-Athlete of the Month: Alanna Iannacone

East Hanover Middle School Students of the Month:

Grade 6 - Braeden Minkowitz

Grade 7 - Alexandra Figurelli

Grade 8 - Sophia Choliy

East Hanover Middle School Student Council Representative: Stephen Dorey

MCCEA Project Pride Poster Contest: Shiloh Colongon, Jasmine Krawczuk, Georgia Allin, Amelia Politi

**PUBLIC HEARING AND PRESENTATION OF 2018-2019 TENTATIVE BUDGET**

Adoption of the 2018-2019 Tentative Budget

- A. Approval upon the recommendation of the Superintendent, that the East Hanover Township Board of Education adopt the following resolution:

RESOLVED, that the East Hanover Township Board of Education, in the County of Morris, approves the 2018-2019 school district budget. This budget meets the requirements for providing the New Jersey Student Learning Standards and consists of appropriations as follows:

	General Fund	Special Revenues	Debt Service	Total
2018-2019 Total Expenditures	\$21,295,711	\$ 326,528	\$639,113	\$22,261,352
Less: Anticipated Revenues	<u>\$ 1,825,562</u>	<u>\$ 326,528</u>	<u>\$ 1</u>	<u>\$ 2,152,091</u>
Taxes to be Raised	\$19,470,149		\$639,112	\$20,109,261

B. Prebudget Year Tax Levy and Enrollment Adjustment

RESOLVED that the East Hanover Township Board of Education includes in the proposed budget the adjustment for health care costs in the amount of \$280,280.00. The additional funds are included in the base budget and will be used to pay towards the increase of health care costs.

C. Banked Cap Adjustment

WHEREAS, the district has a taxing authority of a 2% cap increase over the prior year which totals \$375,586 resulting in a maximum district tax levy of \$19,154,866 and,

WHEREAS, the district has the available increase in health care costs adjustment of \$280,280 and included in the proposed budget is the adjustment for increase in health care costs in the amount of \$280,280, and,

WHEREAS, the district has the available banked cap from prior years in the amount of \$443,530 and included in the proposed budget is the banked cap in the amount of \$35,003, and

WHEREAS, the proposed 2018-2019 tax levy is only \$19,470,149; and

THEREFOR, BE IT RESOLVED, that the East Hanover Township Board of Education, in the County of Morris, New Jersey approves that the unused taxing authority of \$408,526 to be banked for potential use in the subsequent fiscal year.

D. Capital Reserve Account Withdrawal-Excess Costs & Other Capital Projects

WHEREAS, included in budget line 620, Budgeted Withdrawal from Capital Reserve for Excess Costs and Other Capital Projects, is \$625,000.00 for other capital projects costs, and

WHEREAS, that the East Hanover Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$675,000.00, and

RESOLVED, that the district intends to replace the outdated clock system at the Frank J. Smith Elementary School for the cost of \$10,000 to provide an updated system, and

RESOLVED, that the district intends to install new ceiling tiles in the East Hanover Middle School gym for the cost of \$40,000. New lighting was installed during the ESIP project which affected the current ceiling tiles, and

RESOLVED, that the district install air conditioning at the Frank J. Smith Elementary School for the cost of \$575,000 to provide a better environment for the students and staff and complete the air conditioning in the entire district.

E. Maintenance Reserve Account Withdrawal

RESOLVED that the East Hanover Township Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$151,549.00. The district intends to utilize these funds for required maintenance for the district.

F. Travel and Related Expense Reimbursement-2018-2019

WHEREAS school district Policy 6471, School District Travel, and N.J.A.C. 6A:23A-7.1 et.seq., provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2018-2019 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2017-2018 school year was \$35,000; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$10,921 as of March 1, 2018;

NOW, THEREFORE, BE IT RESOLVED, that the East Hanover Township Board of Education hereby establishes the school district travel maximum for the 2018-2019 school year not to exceed \$50,000; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

G. Professional Service Expenses

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year, as defined in N.J.A.C. 6A:23A-9.3(c) 14; and

WHEREAS, the tentative budget includes the following appropriations

Legal Services	\$ 30,000
Accounting Services	\$ 32,500
Architect	\$ 8,000
School Physician	\$ 9,851
Financial Advisory	\$ 1,000
Technology Prof Svc	\$163,357; and

WHEREAS, the Administration needs to notice the Board if there arises a need to exceed said maximums. Upon which the Board may adopt a monetary increase in the maximum amount through formal Board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

THEREFORE, BE IT RESOLVED, that the East Hanover Township School District Board of Education establishes maximums for professional development in the areas listed above at a level of 120% of the amounts listed for the 2018-2019 school year. (Doc. F-1)

**SUPERINTENDENT’S REPORT**

District Updates

HIB Report

**BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

**COMMITTEE REPORTS**

- Personnel
- Education/Technology
- Finance
- Policy/Public Relations
- Buildings and Grounds/Transportation

**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**

1. Approve the March 19, 2018, Regular Meeting. (Doc. M-1)
2. Approve the March 19, 2018, Executive Session. (Doc. M-2)

**PERSONNEL**

1. Approve the appointment of Andrew Newmark to the position of Full-Time Literacy Specialist, Central Elementary School, at an annual salary of \$58,720, Step 1 of the MA 2017-2018 Teacher’s Salary Guide (pending settlement of the 2018-2019 EHEA agreement), for the period September 1, 2018, through June 30, 2019, pending proof of NJ residency, NJ certification and NJ DOE background check. (Doc. P-1)

2. Approve the appointment of Amy Quagliana to the position of Part-Time Literacy Specialist (20 hours per week), Central Elementary School, at an annual salary of \$33,470.40, Step 1 of the MA 2017-2018 Teacher’s Salary Guide (pending settlement of the 2018-2019 EHEA agreement), for the period September 1, 2018, through June 30, 2019, pending NJ DOE background check. (Doc. P-2)
3. Approve Rose Iannicelli, Guidance Counselor, Central Elementary School, to shadow Kathryn Vagell on April 26, and 27, at a rate of \$95 per day.
4. Approve the increase of hours for Instructional Aide at Frank J, Smith School, Virginia Odenbret, from 17.5 hours per week to 18 hours per week starting on May 1, 2018 at a revised salary of 13,555.80.
5. Approve Vanessa DeAngelo, Grade 6 Resource teacher, to the extracurricular assignment of East Hanover Middle School Mock Trial Advisor with an annual stipend of \$1,266.
6. Approve Melissa Natirboff, Grade 6 Science & Social Studies teacher, to the extracurricular assignment of East Hanover Middle School Mock Trial Advisor, September 2017-February 2018, with an annual stipend of \$759.60.
7. Approve the appointment of Elizabeth Minkowitz to the position of Part-Time Instructional Aide, Frank J. Smith and Central Elementary School, at an hourly rate of \$20.40, as needed, not to exceed 29 hours per week.
8. Approve the following staff members to teach in the Summer BEST Title I Program for 3 days per week from July 10, 2018-August 2, 2018, at a rate of \$32.00 per hour for a maximum of 10 hours, not to exceed \$320.00 per week, (pending student registration and settlement of the 2018-2019 EHEA Agreement):

- Marie Villani
- Allyson Sheehy
- Alexa Martin
- Jessica Schulte
- Jennifer Ekstowicz
- Eve Caputo
- Michelle Scrocco
- Lisa McDonough
- Joan Barone
- Jennifer McDermott

9. Approve the following staff members to be substitute teachers for the Sumer BEST Title I Program at a rate of \$32.00 per hour (pending student registration and settlement of the 2018-2019 EHEA Agreement):

- Colleen Brophy
- Lisa Mangione
- Alexis Zammataro

10. Approve the change in position and increase in compensation of Devin Sambogna from Jr. Assistant to Leader in the EHTASCC Before-School and After-School Program at Frank J. Smith Elementary School and Central Elementary School from a salary of \$9.50 per hour to a salary of \$11.00 per hour, not to exceed 29 hours/week, including training and Vacation/Holiday Full Day Programs, effective May 21, 2018, through June 30, 2018.

11. 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:

Sheela Alex	Substitute Nurse
Alexandra Keenan	Substitute Teacher and Instructional Aide
Bianca Libre	Substitute Teacher and Instructional Aide
Taylor Ross	Substitute Teacher and Instructional Aide

**EDUCATION**

1. Affirm and approve the Superintendent’s HIB Report for March 19, 2018, through April 25, 2018. (Doc. E-1)
2. Affirm and approve the Superintendent’s HIB Report for Period 1 (July 1-December 31, 2017). (Doc. E-2)
3. Approve the revised 2017-2018 district calendar, as attached. (Doc. E-3)

4. Approve the merit goals established for Natalee Bartlett, Superintendent of Schools, for the 2018-2019 school year. (Doc. E-4)
5. Approve the corrected dates for the 8<sup>th</sup> grade trip to Washington, D.C. from May 15-17, to May 22-24.
6. Approve the appointment of Joyce Newburg as the District Data Coordinator.
7. Approve the appointment of Natalee Bartlett as the district Affirmative Action Officer from April 27, 2018, through November 30, 2018.
8. Approve to appoint Rose-Marie Iannicelli, Central Elementary School School Guidance Counselor Leave Replacement, as the HIB Specialist for East Hanover Township Schools.
9. Approve to appoint Laura Parker, Guidance Counselor, Frank J. Smith School, as the 1-1 volunteer mentor for Rose-Marie Iannicelli, Central Elementary School Guidance Counselor Leave Replacement, May 22, 2018, through June 22, 2018.
10. Ratify/ Approve the following course approval applications for potential reimbursement:

<b>Staff Member</b>	<b>College</b>	<b>Course</b>	<b>Dates</b>	<b>Crs.</b>
DeAngelo, Vanessa	Marygrove College	ADHD: Focusing, Learning, Teaching	1/2/18-4/15/18	3
Makris, Ava	The College of New Jersey	The Kinesthetic Classroom: Teaching and Learning through Movement	5/29-7/23/18	3
		Assessment Techniques: Assessing for Student Learning	5/21-7/15/18	3
Piombino, Alexis	FEA	Expedited Certification for Educational Leadership Model 4	7/2/18-6/17/19	N/A

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

<b><u>School</u></b>	<b><u>Destination</u></b>	<b><u>Grade Level</u></b>	<b><u>Proposed Date</u></b>
FJS	Mayo Performing Arts Center	2	3/21/18
FJS	Ellis Island: Gateway to a Dream		
FJS	Central Elementary School	2	5/8/18
FJS	Central Elementary School	2	5/10/18
FJS	Essex County Environmental Center Roseland, NJ	K	6/12/18
FJS	Essex County Environmental Center Roseland, NJ	K	6/13/18
Central	Liberty Science Center	3	3/26/18
Central	Brainstorming Around the World		
Central	Band Rehearsal	5	5/7/18
Middle	East Hanover Middle School		
Middle	Picnic	6-8	4/30/18
Middle	Lurker Park		
Middle	Community Soup Kitchen	6-8	5/15/18
Middle	Morristown, NJ		
Middle	Jr. Solar Sprint Race	G & T	5/16/18
Middle	Ridgedale Middle School		
Middle	Washington, DC	8	5/22-24/18
Middle	JA Biztown	6	6/18/18
Middle	Edison, NJ		

12. Approve the following student teaching/ observation assignment:

Student/College	Purpose	Cooperating Teacher(s)	Dates
Graff, Nicole The College of New Jersey	Student Teaching	Paula Liotta – Kindergarten (7 weeks) Leen Millheim – Resource Room (7 weeks)	9/4-12/14/18
Miranda Van Orden	Clinical Internship	Gillian George – Guidance Counselor EHMS	9/1-12/21/18

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

School	Fire Drill	Security Drill Evacuation
Frank J. Smith Elementary School	3/23/18	3/26/18 External Active Shooter
Central Elementary School	3/20 & 28/18	3/29/18 Security Drill
East Hanover Middle School	3/23/18 & 3/27/18	3/29/18 Lock Down Drill

**FINANCE**

1. Approve the attached travel and related expenses. (Doc. F-2)
2. Approve the following bills list dated March 21, 2018, 2018, through April 25, 2018, for the 2017-18 school year in the amount of \$1,022,615.57: (Doc. F-3)

General Fund	\$ 999,490.12
Special Revenue Fund	\$ 22,613.85
Enterprise Fund-EHTASCC	\$ 511.60

3. Approve the payroll disbursement for March 15, 2018, in the total amount of \$622,686.04.  
Approve the payroll disbursement for March 29, 2018, in the total amount of \$586,014.19.  
Approve the payroll disbursement for April 13, 2018, in the total amount of \$648,512.72.  
Approve the Milk Account check #2164 in the amount of \$698.40 to the East Hanover PTA for free lunches for the month of March, 2018.  
Approve the Milk Account check #2165 in the amount of \$847.48 to Cream-O-Land Dairies for the month of March, 2018.
4. Approve the report of the Secretary A-148 and the Treasurer’s Report A-149 for the month ending February 28, 2018. (Doc. F-4)
5. Approve the certification of the Business Administrator/ Board Secretary that as February 28, 2018, 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).
6. Certify that as of February 28, 2018, 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.
7. Approve the list of transfers dated February 28, 2018. (Doc. F-5)
8. Approve the Resolution of the East Hanover Township Board of Education (BOE) authorizes the BOE to participate in the Union County Cooperative Pricing Agreement.

**WHEREAS, N.J.S.A. 40A:11-1 et. Seq.** authorizes contracting units to enter into Cooperative Pricing Agreements; and  
**WHEREAS,** the County of Union hereinafter referred to as “the Lead Agency” has offered voluntary participation in a renewal participation in a Cooperative Pricing System for the purchase of work, materials and supplies; and  
**WHEREAS,** the East Hanover Township Board of Education in the County of Morris desires to participate in the Union County Cooperative Pricing Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the East Hanover Township Board of Education, in the County of Morris, State of New Jersey, that the Board members authorize the East Hanover Township Board of Education to participate in the Union County Cooperative Pricing Agreement and execute a Cooperative Pricing Agreement with the County of Union upon its approval by the Division of Local Government Services; and

**BE IT FURTHER RESOLVED**, that the County of Union as Lead Agency is expected to comply with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. Seq. and all of the provisions of the revised statutes of the State of New Jersey). (Doc. F-6)

- 9. Approve the camera installation project with Johnston Communications Voice & Data of Kearny, NJ to include the replacement of two interior cameras damaged from the power outage of Storm Quinn and the installation of a video intercom/buzzer system at the Frank J. Smith Elementary School. The cost of \$9,075.62 which is based on the Hunterdon County Co-op, 8-UCCP Coop Bid # 42-2017, pending approval, will be funded by the FY17 Safety Grant award.
- 10. Approve the exterior pipe work with Hoimark & Lembo Paving, LLC of East Hanover, NJ to repair the drainage pipe at the front apron of Central Elementary School for the 2018-2019 school year in the amount of \$3,950.00. (Doc. F-7)
- 11. Approve the submission of the grant application for the 2018 Safety Grant Program through the NJ School Insurance Group’s ERIC West Subfund for the installation of cameras, in the amount of \$14,100.00 for the period July 1, 2018, to June 30, 2019, as attached. (Doc. F-8)
- 12. Approve the purchase of Reading Workshop Teacher’s Manuals, Grades 3-5, with Heinemann of Chicago, IL to support curriculum writing and reading instruction at the cost of \$7,111 plus shipping. Quotes were received with Heinemann providing the lowest cost as follows:

Heinemann	\$ 7,111.00 plus shipping
Schoolwide	\$26,179.20

- 13. Approve a Literacy Needs Assessment agreement for grades K-8 with Gravity Goldberg LLC of South Nyack, NY at the cost of \$4,000.00. This agreement will replace the use of Teacher’s College. (Doc. F-9)
- 14. Ratify/Approve Teacher of the Deaf Services with Bergen County ETTC of Paramus, NJ for student # 10560 effective March to June 2018 not to exceed 16 hours at \$165 per hour, for a total of \$2,640.00.
- 15. Ratify/Approve Speech Language Services with J and B Therapy of Augusta, NJ for in-district students effective April 9 to June 20, 2018 not to exceed 154 hours at \$84 per hour, for a total of \$12,936.00.
- 16. APPROVE THE FOLLOWING RESOLUTION AUTHORIZING execution of a Memorandum of Agreement with East Hanover Township

WHEREAS, the Superintendent of Schools, Natalee Bartlett; the President Board of Education, Sean Sullivan; the Chief of Police, Christopher Cannizzo; and the Township Administrator, Joseph Tempesta, Jr. reviewed legislation signed by the Governor that allows public and non-public schools and county colleges to hire retired law enforcement officers on a part-time basis to provide security on school grounds; and

WHEREAS, the Superintendent of Schools, Natalee Bartlett; the President Board of Education, Sean Sullivan; the Chief of Police, Christopher Cannizzo; and the Township Administrator, Joseph Tempesta, Jr. desire to enter into a Memorandum of Agreement, for the 2018-2019 school year, between the East Hanover Township School District and the Township of East Hanover Police Department, a copy of which is attached hereto and incorporated herein as if set forth at length, authorizing the Township of East Hanover Police Department to hire two (2) Class 3 School Law Enforcement Officers (SLEOIII); the Township of East Hanover Police Department will insure, arm and train the officers; and the East Hanover Township School District will pay \$30,000 per officer for salaries in monthly installments to the Township of East Hanover after receiving a monthly invoice.; and

WHEREAS, the East Hanover Board of Education has determined that it is in the best interest of the Township of East Hanover’s schools, children and residents to enter into this Memorandum of Agreement; and

**NOW, THEREFORE, BE IT RESOLVED**, by the East Hanover Township Board of Education, approves the Memorandum of Agreement, and the School Business Administrator is authorized to execute same. (Doc. F-10)

