

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Public Meeting, 6:30 p.m.

October 18, 2017

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. Ucci, Mr. Sullivan

Absent: Mr. Hadley, Mr. Troise

Also Present: Mrs. Bartlett, Superintendent
Mrs. Muscara, Business Administrator/Board Secretary
Staff - 6, Citizens - 12, Students - 12

PUBLIC COMMENTS- None

PRESENTATIONS

Central Elementary School 100 Club - Ms. Falcone recognized Nicholas Cirelli.

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

Grade 6 - Miranda Daly
Grade 7 - Colleen Sannito
Grade 8 - Vincent Rispoli

Frank J. Smith Elementary School Scholar-Athlete of the Month - Ms. Quinn recognized Brandon Politi.

East Hanover Middle School Student Council Representative Alexandra Allonardo gave the following report:

The Middle School is midway through the first marking period. The soccer and cross country teams are still competing against the area rivals. The students commemorated School Violence Awareness Week with the Don't Press Send assembly. A parent presentation will be held on November 2 at 7:00 pm. Representatives from Morris County Vo-Tech will be meeting with the 8th grade students on October 19 to review their program offerings. The PTA Book Fair is being held this week. October 20 is a Pink-Out Day in support of Breast Cancer Awareness Month. The PTA sponsored Steered Straight assemblies which will be held on October 26. The PTA was thanked for all their help.

SUPERINTENDENT’S REPORT

- This week was very productive.
- Special Olympics grant- Ms. Piombino was thanked for her efforts in obtaining this grant.
- The Middle School Car Wash Fundraiser to raise money for the two hurricanes in Texas and Puerto Rico is on the agenda for approval.
- Hanover Park Regional HS students were thanked for playing character education theme games with Frank J. Smith students. Ms. Quinn was thanked for organizing this event.
- Ms. Thompson- Schweer and students will be honored at the next board meeting for their appearance in the production of “It Takes a Rainbow” at the Midtown International Festival in New York City.
- HIB- There were 4 incidents since the last board meeting which were determined to be non-HIB.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

The process of developing the 2018-2019 budget has begun. Documents are being put together in response to the letter received from the EHEA for the start of negotiations.

COMMITTEE REPORTS

Personnel- None

Education/Technology – Ms. Pfund-Olsen would like to schedule a meeting soon.

Finance- None

Policy/Public Relations –

Buildings and Grounds/Transportation – Mr. Sullivan stated the committee met and reviewed capital projects for the 2018-2019 budget.

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 28

Education – Items 1 through 7

Policy – Items 1 through 5

Finance – Items 1 through 22

Buildings & Grounds – Item 1

Mrs. Mitchell moved and Mrs. Pfund-Olsen seconded the motion to move all items as a consent agenda.

Mr. Ucci moved and Mrs. Pfund-Olsen seconded the motion to Table Finance Item #21.

MINUTES

1. Approve the September 25, 2017, Regular Meeting. (Doc. M-1)
2. Approve the September 25, 2017, Executive Session. (Doc. M-2)

PERSONNEL

1. Approve the appointment of Betty DiFazio to the position of Part-Time Cafeteria Aide, Central Elementary School, at an annual salary of \$6,375.10, effective October 19, 2017, through June 20, 2018, pending approval by the New Jersey Department of Education following a criminal history review. (Doc. P-1)
2. Approve the appointment of Karen Barrasso to the position of Grade 2 Leave Replacement Teacher, at a per diem rate of \$274.48, Step 1 BA of the 2017-2018 Teacher's Salary Guide, from November 6, 2017, through November 22, 2017.
3. Accept the letter of resignation from Joseph Urso, Maintenance Worker, in order to accept the Assistant to Supervisor of Buildings and Grounds position, effective October 19, 2017. (Doc. P-2)
4. Approve the appointment of Joseph Urso to the position of Assistant to Supervisor of Buildings and Grounds, at an annual salary of \$51,531 effective October 19, 2017. (Doc. P-3)
5. Ratify/Approve Vanessa DeAngelo and Angela Klein to assist with Boys' Soccer team practice at a rate of \$32 per hour through October 13, 2017.
6. Ratify/Approve the Bus Aide salary for Ronnie Ann Giordano, for the 2017-2018 school year at 3.75 hours per day with a revised salary of \$11,694.86.
7. Approve the revised request for Francesca Lentini-Costello, Pre-K Teacher, Frank J. Smith School, for a leave of absence, having received doctor's certification, commencing September 18, 2017, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on December 8, 2017.
Approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Francesca Lentini-Costello commencing on October 26, 2017, through January 24, 2018, with a return to work date on January 25, 2018. Benefits will be paid by employer with health contributions paid by the employee.
8. Approve the request for Alyssa Peterkin, Grade 6-8 Spanish Teacher, East Hanover Middle School, for a revised extended leave of absence from December 12, 2017, through February 28, 2018, with a return to work date on March 1, 2018. Benefits will not be paid.
9. Accept a letter of resignation from Esther Canela, Preschool-Grade 5 Spanish Teacher, effective December 22, 2017, or sooner, if a replacement can be hired. (Doc. P-4)
10. Approve the appointment of Vanessa DeAngelo, Grade 7 Special Education Teacher, as the Play Unified Club Advisor for the 2017-2018 school year at East Hanover Middle School, to be funded by the Special Olympics grant, at a rate of \$32.00 per hour, not to exceed 29 hours.
11. Approve the appointment of Kim Neary, Grade 6-8 Physical Education Teacher, as the Play Unified Club Advisor for the 2017-2018 School year at Central Elementary School, to be funded by the Special Olympics grant, at a rate of \$32.00 per hour, not to exceed 29 hours.
12. Approve the appointment of Angela Klein, Grade 6 Special Education Teacher, as a substitute Play Unified Club Advisor for the 2017-2018 school year at East Hanover Middle School, to be funded by the Special Olympics grant, at a rate of \$32.00 per hour, as needed.
13. Approve the appointment of Kelly Rahill, Grade 3 Special Education Teacher, as a substitute Play Unified Club Advisor for the 2017-2018 school year at Central Elementary School, to be funded by the Special Olympics grant, at a rate of \$32.00 per hour, as needed.
14. Ratify/Approve all Part-time Instructional Aides, as before/after school student support for students attending East Hanover Township Public Schools extracurricular and non-academic activities at a rate of \$20.40 per hour, as needed, not to exceed a total of 29.5 hours per week.
15. Ratify/Approve all Full-time Instructional Aides, as before/after school student support for students attending East Hanover Township Public Schools extracurricular and non-academic activities at a rate of \$21.10 per hour, as needed.

16. Approve Daniele Gilroy, Grade 1 Teacher, to the extra-curricular position of Curriculum Council Member for the 2017-2018 school year at an annual stipend of \$750.00.
17. Approve the following teachers to teach the BEST program for up to 4 hours per week from October 2017-May 2018 at the contract hourly rate of \$32.00/hour.

Central Elementary School

Lisa Mangione
Theresa Dathe
Joanne DeGirolamo

18. Pending Title I grant approval, approve the following teachers to teach the BEST program for up to 4 hours per week from October 2017-May 2018 at the contract hourly rate of \$32.00/hour:

Frank J Smith School

Amanda Clarke
Rachel Horowitz

East Hanover Middle School

Joan Barone
Laurie Cacciabeve
Jennifer McDermott
Lisa McDonough
Lisa Treamont

19. Approve Michelle Kleinbaum as Central Elementary School BEST Coordinator and Teacher for the 2017-2018 school year at an hourly rate of \$32/hour.
20. Approve additional training for lunch aides at Central Elementary School on Monday, October 30. The training will be one hour, paid at the 2017-2018 Cafeteria Aide hourly rate for:

Ana Angelo
Susan Braunlich
Paula DeAngelo
Betty DiFazio
Bridget Gesauldo
Suzanne Macdougall
Marlene Malavarca

21. Approve the following teachers as Homework Club teachers, for the 2017-2018 school year at East Hanover Middle School at a rate of \$32 per hour:

Michelle Scrocco
Angela Klein
Domonique Scala
Joan Barone
Lisa McDonough
Katie Lauritsen

22. Approve Paula Liotta to be paid for four hours for planning and delivering mentor training at a rate of \$32/hour.
23. Approve the teachers listed below to be paid for two hours of mentor training at a rate of \$32/hour:

Amanda Clarke
Monica Turner
Joanna Naccara
Jackie Happich
Frank Biamonte
Leen Millheim

24. Ratify/Approve the appointment of the following individuals as district substitutes for the 2016-2017 school year, pending approval by the New Jersey Department of Education following a criminal history review:

Dana Cursi	Substitute Teacher and Substitute Instructional Aide
Brittany Funicelli	Substitute Teacher and Substitute Instructional Aide
Brigid McEvoy	Substitute Nurse
Mary Scott Parra	Substitute Teacher and Substitute Instructional Aide

25. Ratify/Approve the Bus Aide salary for Eileen Rogers, effective October 13, 2017, at 6 hours per day with a revised salary of \$18,608.38.
26. Approve the appointment of Michelle Kleinbaum as Part-Time Aide in the EHTASCC enrichment programs at Frank J. Smith Elementary School and Central Elementary School, subject to enrollment, at a salary of \$15.00 per hour, effective October 19, 2017, through June 30, 2018.
27. Approve Jillienne Cumming 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 per hour, not to exceed 29 hours/week, including training, effective October 19, 2017, through June 30, 2018.
28. Ratify/Approve the request for Daniela Petruzella, Italian Teacher-East Hanover Middle School, for a leave of absence, having received a doctor’s certification, commencing October 16, 2017 until further notice. Ms. Petruzella is not eligible for a leave under the Federal Family Medical Leave Act (FMLA) due to not fulfilling the required hours for eligibility. Benefits will be paid by employer for the month of November, if applicable, with contributions paid by employee.

EDUCATION

- Affirm and approve the Superintendent’s HIB Report for August 28, 2017, through September 25, 2017. (Doc. E-1)
- Approve the 2017-2018 Statement of Assurance Regarding the Use of Paraprofessional Staff, as attached. (Doc. E-2)
- Approve for the East Hanover Middle School to hold a car wash fundraiser on October 28, 2017, to send relief to schools in Florida and Texas affected by hurricanes.
- 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>
Harrington, Stacey	The College of New Jersey	EDIN 528 Skills for Building the Collaborative Classroom	10/13-29/2017	3
		EDIN 556 Motivation: The Art and Science of Inspiring Classroom Success	11/17-12/3/2017	3
Kennedy, Paige	Montclair State University	Read 501-Techniques of Reading Improvement in the Secondary School	9/6-12/21/2017	3
		Read 502-Administration and Supervision of Reading Programs	9/6-12/21/2017	3

5. Ratify/Approve the following field trips for the 2016-2017 school year:

<u>School</u>	<u>Destination</u>	<u>Grade Level</u>	<u>Proposed Date</u>
Frank J. Smith	MPAC Morristown	K	4/23/18

6. Approve the following student teaching/observation assignment:

Student/College	Purpose	Cooperating Teacher(s)	Dates
Brittany Funicelli Fairleigh Dickinson	Field Experience 10 days	Danielle Bocchiaro, Kindergarten	1/3/18-1/19/18
Heather Amling Fairleigh Dickinson	Field Experience 10 days	Marisa Smith, Grade 1	1/3/18-1/19/18
Stephanie Biase	Field Experience 5 days	Paula Liotta, Kindergarten	1/3/18-1/19/18
Juliana Menniti Fairleigh Dickinson	Field Experience 5 days	Paige Kennedy, Grade 1	1/3/18-1/19/18
Taylor Ross Fairleigh Dickinson	Observation 1 hour	Frank Biamonte, Grade 4	TBD
Melissa Rofrano Fairleigh Dickinson	Observation 1 hour	Jennifer Ekstowicz, Grade 4 or Ava Makris, Grade 3	TBD
Jenna Levine Fairleigh Dickinson	Observation 1 hour	Jennifer Ekstowicz, Grade 4 or Ava Makris, Grade 3	TBD
Kimberly Poulo Fairleigh Dickinson	Observation 1 hour	Jennifer Ekstowicz, Grade 4 or Ava Makris, Grade 3	TBD

7. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of September 2017:

<u>School</u>	<u>Fire Drill</u>	<u>Security Drill Evacuation</u>
Frank J. Smith Elementary School	9/8 & 9/19/2017	9/14/17 (Internal Lockdown)
Central Elementary School	9/8 & 9/12/2017	9/15/2017 (Active Shooter)
East Hanover Middle School	9/8 & 9/28/2017	9/12/17 (Lockdown)

POLICY

1. Approve the second reading to revise Policy 3160 Physical Examination, as attached. (Doc. PL-1)
2. Approve the second reading to revise Regulation 3160 Physical Examination, as attached. (Doc. PL-2)
3. Approve the second reading to revise Policy 4160 Physical Examination, as attached. (Doc. PL-3)
4. Approve the second reading to revise Regulation 3160 Physical Examination, as attached. (Doc. PL-4)
5. Approve the second reading to revise Policy 5514 Student Use of Vehicles on School Grounds, as attached. (Doc. PL-5)

FINANCE

1. Approve the attached travel and related expenses. (Doc. F-1)
2. Approve the following bills list dated September 30, 2017, to October 18, 2017, for the 2017-2018 school year in the amount of \$630,153.72: (Doc. F-2)

General Fund	\$578,108.88
Special Revenue	\$ 28,977.27
Capital Projects Fund	\$ 20,092.93
Enterprise Fund- EHTASCC	\$ 2,918.80
Enterprise Fund -Milk	\$ 55.84

Approve the payroll disbursement for September 29, 2017, in the total amount of \$589,439.73
 Approve the payroll disbursement for October 13, 2017, in the total amount of \$619,838.56
 Approve the Milk Account check #2150 in the amount of \$445.45 for free lunches for the month of October, 2017
 Approve the Milk Account check #2151 in the amount of \$95.10 for free lunch for October, 2017
 Approve the Milk Account check #2152 in the amount of \$915.16 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 August 31, 2017. (Doc. F-3)
4. Approve the list of transfers dated August 31, 2017. (Doc. F-4)
5. Certify that as of August 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 certification of the Business Administrator/Board Secretary that as of August 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).
7. Approve the submission of the Comprehensive Maintenance Plan and the Annual Maintenance Budget Worksheet (Form M-1) to the Interim Executive County Superintendent for the 2017-2018 school year and submits that the district's required maintenance activities are reasonable to keep the school facilities open and safe for use or in its original condition and that it maintains the validity of the warranties, as per attached. (Doc. F-5)
8. Acceptance of the donation from the East Hanover PTA for the purchase of mums and decorations for Frank J. Smith Elementary School in the amount of \$139.98.
9. Accept the NJ School Insurance Group Grant award in the amount of \$11,000 to be used for the purchase of cameras for each school. (Doc. F-6)
10. Approve the disposal of outdated Board Office phones that are no longer capable of receiving support and updates from Xtel. The district pursued the sale of phones from school districts statewide without success.
 - (4) Polycom Sound Point IP650
 - (4) Polycom Sound Point IP450
 - (6) Polycom Sound Point IP331
11. Approve Change Order #003 for the New Sidewalk Project at the Frank J. Smith Elementary School with Samson Concrete & Masonry, LLC. for a credit of \$2,485.00 which is the unused balance that will be paid back to the school district. (Doc. F-7)
12. Approve to accept a donation of two area rugs from Rich Santora to Frank J. Smith Elementary School. (Doc. F-8)
13. Ratify/Approve the Home/Bedside Instruction Services with St. Clare's Hospital of Denville, NJ for East Hanover Student #10409 for the 2017-2018 school year at the hourly rate of \$55.00 and not to exceed three hours for a total of \$165.00.
14. Ratify/Approve Home/Bedside Instruction Services with Silvergate Prep of Bridgewater, NJ for East Hanover Student # 2018288 for up to 5 hours per week effective October 3, 2017, through October 12, 2017, for a total of 8 hours at \$32 per hour for an amount not to exceed \$256.00.
15. Ratify/Approve the increase of \$287.50 (2.3 hours) for BCBA services with 123 ABA LLC of Livingston, NJ during the ESY summer 2017 program for a revised cost of \$6,287.50.
16. Approve ABLs evaluations with 123 ABA LLC of Livingston, NJ for student #TO-1423 not to exceed 12 hours at \$125 per hour for a total of \$1,500.00.
17. Approve the Teacher of the Deaf consultation with Bergen County ETTC School District of Paramus, NJ to determine services for student #10293 for the 2017-2018 school year for a maximum of 3 hours for a total of \$495.00.
18. Approve the Teacher of the Deaf consultation with Bergen County ETTC School District of Paramus, NJ to determine services for student #2022089 for the 2017-2018 school year for a maximum of 3 hours for a total of \$495.00.

- 19. Approve the revised Audiological Service Agreement with the Bergen County Special Services School District of Paramus, NJ for four (4) students for the 2017-2018 school year for an additional (15) hours for a total of (30) hours, as needed, at a rate not to exceed \$5,640.00.
- 20. Approve the payment of accumulated unused sick days for retiree, Susan Kowalski, based on the EHEA agreement for 157 days in the amount of \$7,850.00.
- 21. Approve entering into a tuition agreement with the Newark Public School District as the district of origin for student #10559 for the 2017-2018 school year effective September 11, 2017, with a prorated tuition fee of \$32,673.52 to be paid monthly by the Newark Public School District.
- 22. Ratify/Approve the following persons be authorized to sign checks through June 30, 2018, for the following accounts at TD Bank, and that the facsimile signature(s) be authorized:

East Hanover Middle School Activities Account (Acct. #7859699550)

Signatures: Ms. Stacie Costello, Principal, East Hanover Middle School
or Michael Calomino, Vice Principal, East Hanover Middle School

And Mrs. Deborah Muscara, Business Administrator/Board Secretary
or Mrs. Natalee Bartlett, Superintendent

BUILDINGS & GROUNDS

- 1. Approve the applications for building use, as per attached.

(Doc. B&G-1)

OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENTS - Mrs. Pfund-Olsen stated the Board shadowing with the students will take place at the November board meeting. She will work with the Middle School students on November 6th. She will also be attending the NJSBA workshop and will share the information learned.

Mr. Barisciano moved and Mrs. Pfund-Olsen seconded the motion to go into Executive Session at 6:50 p.m. Roll call vote all yes.

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 October 18, 2017, to discuss personnel issues.
- 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 7:15p.m.

Mrs. Mitchell moved and Mrs. Pfund-Olsen seconded the motion to approved Finance Item #21. Roll call vote all yes.

PUBLIC COMMENTS

Mr. Barisciano stated he would like the district to look into instituting some form of wood shop in to the curriculum.

ADJOURNMENT

Mrs. Mitchell moved and Mr. Barisciano seconded the motion to adjourn the meeting at 7:20 p.m.
Voice vote all yes.

Respectfully submitted,

Deborah Muscara
Business Administrator/Board Secretary

DM/cg