

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Public Meeting, 6:30 p.m.

July 16, 2018

Board of Education Conference Room

20 School 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. Hadley, Mr. Troise, Mr. Ucci, Mr. Sullivan

Absent: Mr. Barisciano, Mrs. Mitchell, Mrs. Pfund-Olsen

Also Present: Mrs. Bartlett, Superintendent
Mrs. Muscara, Business Administrator/Board Secretary

PUBLIC COMMENTS - None

PRESENTATIONS - None

SUPERINTENDENT'S REPORT

- Administrators are preparing for the new school year.
- Trauma Response Team training will take place tomorrow at the Morris County OEM.
- ESY program is going very well.
- BEST program has started.
- Teacher resignation is on the addendum for approval.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Projects - Frank J. Smith Air Conditioning project is going well and should be completed early. The Middle School gym ceiling tile installation is also going well.
- Research has started regarding the need for a demographer and architect for the housing project to provide enrollment and facilities studies. This will not start until there are final numbers.
- School Funding-The district received the final funding notice from the State which is the same amount anticipated prior to budget completion.

COMMITTEE REPORTS

Personnel - None

Education/Technology - None

Finance - None

Policy/Public Relations - None

Buildings and Grounds/Transportation – None

Negotiations – Mr. Sullivan stated a Memorandum of Agreement was signed and the committee is waiting to review the draft salary guides.

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

Mr. Hadley moved and Mr. Ucci seconded the motion to approve the Minutes. Roll call vote all ayes.

Personnel – Items 1 through 34

Education – Items 1 through 10

Finance – Items 1 through 29

Transportation – Item 1

Mr. Ucci moved and Mr. Hadley seconded the motion to move the above items as a consent agenda. Roll call vote all ayes.

MINUTES

1. Approve the June 11, 2018, Regular Meeting. (Doc. M-1)
2. Approve the June 11, 2018, Executive Session. (Doc. M-2)

PERSONNEL

1. Approve the appointment of Emily Gibbons to the position of Grade 3 Teacher, Central Elementary School, effective September 1, 2018, through June 30, 2019, at an annual salary of \$58,720, MA Step 1 of the 2017-2018 Teacher's Salary Guide (pending settlement of the 2018-2019 EHEA Agreement). (Doc. P-1)
2. Approve the appointment of Jenna Bucco to the position of district Anti-Bullying Specialist, effective September 1, 2018, through June 30, 2019, at an annual salary of \$61,780, MA+30 Step 1 of the 2017-2018 Teacher's Salary Guide (pending settlement of the 2018-2019 EHEA Agreement). (Doc. P-2)
3. Approve the appointment of Alison Gagliolo to the position of part-time Speech Therapist, Frank J. Smith Elementary School, effective September 1, 2018, through June 30, 2019, at an annual salary of \$37,176, MA Step 5 of the 2017-2018 Teacher's Salary Guide (pending settlement of the 2018-2019 EHEA Agreement). (Doc. P-3)
4. Approve the appointment of Salvatore Ciullo to the position of part-time Instructional Aide, Frank J. Smith Elementary School, effective September 1, 2018, through June 30, 2019, at an annual salary of \$9,496.20 (pending settlement of the 2018-2019 EHEA Agreement). (Doc. P-4)
5. Approve the appointment of Renee Davino to the position of part time Instructional Aide, Frank J. Smith Elementary School, effective September 1, 2018, through June 30, 2019, at an annual salary of \$9,496.20 (pending settlement of the 2018-2019 EHEA Agreement). (Doc. P-5)
6. Approve the appointment of Rachel Horowitz to the position of Grade 1 Leave Replacement Teacher, Frank J. Smith Elementary School, from September 4, 2018, through November 21, 2018, at a per diem rate of \$274.48, BA Step 1 of the 2017-2018 Teacher's Salary Guide (pending settlement of the 2018-2019 EHEA Agreement).

7. Approve the revised 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 August 20, 2018, through November 9, 2018. Benefits will be paid by employer with health contributions paid by the employee.

Approve the request for Melissa Falcone, Principal, Central Elementary School, for an extended leave of absence from November 12, 2018, through January 29, 2019, with a return to work date on January 30, 2019, while utilizing (47) vacation days.
8. Approve the revised salary for Eileen Rodgers, Bus Aide, to work 6 hours per day at the annual salary of \$18,711.78.
9. Ratify/Approve the appointment of Robert Ventola, Summer Custodian to the position of summer facilities worker, at a rate of \$15.00 per hour, not to exceed 4 hours per day, effective June 20, 2018 through September 1, 2018.
10. Approve Jacqueline Happich to write/revise Grade 3 Language Arts/Literacy curriculum for up to 5 hours at a rate of \$32.00 per hour with a project completion date of August 17, 2018 (pending settlement of the 2018-2019 EHEA Agreement).
11. Rescind the approval for Danielle Gilroy to write/revise the Grade 1 Science curriculum.
12. Ratify/Approve Danielle Butler to write/revise the Grade 1 Science curriculum for up to 5 hours at a rate of \$32.00 per hour with a project completion date of August 10, 2018 (pending settlement of the 2018-2019 EHEA Agreement)
13. Ratify/Approve Danielle Gilroy to revise Standards Based Report Cards for up to 10 hours at a rate of \$32.00 per hour with a project completion date of August 10, 2018 (pending settlement of the 2018-2019 EHEA Agreement).
14. Approve Colleen Brophy and Eve Caputo to write/revise Grade 5 mathematics curriculum for an additional 10 hours at a rate of \$32.00 per hour with a project completion date of August 10, 2018(pending settlement of the 2018-2019 EHEA Agreement).
15. Approve the appointment of Lisa Hatala to conduct initial speech and language evaluations, on an as needed basis, during the summer of 2018, as approved by the Director of Special Services, at a per diem rate of \$299.98 per day, not to exceed six full days.
16. Approve the appointment of Lisa Hatala to attend initial planning meetings for Early Intervention Referrals at the rate of \$42.85 per hour.
17. Approve the appointment of Michelle Scrocco and Monica Turner to attend IEP meetings in the summer at the rate of \$32.00 per hour.
18. Approve the appointment of Michelle Scrocco as a substitute teacher for the extended school year program at the rate of \$32.00 per hour.
19. Approve the appointment of Amanda Clarke, Francesca Lentini-Costello and Lisa Mangione for one hour to attend the preschool open house in the month of August 2018, at \$32.00 per hour.
20. Approve the increase in instructional aide hours for Robin Bielski from 15 hours per week to 17.5 hours per week, effective September 1, 2018, with a revised annual salary of \$13,188.60.
21. Approve the increase in instructional aide hours, and change of placement to Central Elementary School, for Lora Rose from 17.5 hours per week to 20 hours and 50 minutes per week, effective September 1, 2018, with a revised annual salary of \$15,662.51.
22. 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.

23. 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.
24. Approve the change in position for Matthew Pateiro from Substitute Counselor to Counselor in the EHTASCC Summer Camp Programs at Central Elementary School, subject to enrollment, at the salary of \$11.50 per hour, not to exceed 370 hours, including training and parent orientation participation, effective July 19, 2018, through August 10, 2018.
25. Approve Sean Conley as Counselor in the EHTASCC Summer Camp Programs at Central Elementary School, subject to enrollment, at \$11.00 per hour, not to exceed 370 hours, including training and parent orientation participation, effective June 25, 2018, through August 10, 2018, pending criminal history/background check approval.
26. Approve Lauren Ficara as Substitute EHTASCC Nurse in the Summer Camp Programs at Central Elementary School, subject to enrollment, at the hourly salary of \$32.00, effective July 17, 2018, through August 10, 2018.
27. Approve the following individuals as chaperones for the EHTASCC overnight trip to Hershey Lodge in Hershey, PA on August 7, 2018, through August 8, 2018, at a stipend of \$400 each:

Patrick Colligan
 Sean Conley
 Anthony D'Aries
 Bailey Dominguez
 Stephanie Dominguez
 Meredith Franco
 Alexandra Lombardi
 Jenna McCarthy
 Matthew Pateiro
 Charles Polk
 Zackary Smith
 Carli Snyder
 Dimitri Victor

28. Approve Frank Biamonte as Administrator Chaperone for the EHTASCC overnight trips at the following stipends:

Trip	Dates	Stipend
Hershey Park, Hershey, PA	8/7/18 – 8/8/18	\$500.00

29. Approve Nancy Napolitano as EHTASCC Nurse for the EHTASCC overnight trips at the following stipends:

Trip	Dates	Stipend
Hershey Park, Hershey, PA	8/7/18 – 8/8/18	\$950.00

30. Ratify/Approve Danielle Gilroy as Assistant Supervisor in the EHTASCC Summer Camp Programs at Central Elementary School, subject to enrollment, at \$20.00 per hour, not to exceed 5 hours of curriculum development and 420 hours during the summer program, including training and parent orientation participation, effective April 25, 2018, through August 10, 2018.
31. Ratify/Approve the following individuals as Head Counselors in the EHTASCC Summer Camp Programs at Central Elementary School, subject to enrollment, at the following salaries per hour, not to exceed 5 hours each of curriculum development and 370 hours during the summer program, including training and parent orientation participation, effective April 25, 2018, through August 10, 2018.

Employee	Hourly Salary
Caitlyn Bardi	\$16.50
Danielle Butler	\$16.50
Patrick Colligan	\$15.00
Brittany Giordano	\$15.00
Carli Snyder	\$16.50

32. Accept a letter of resignation from Devin Sambogna, EHTASCC Counselor, effective July 6, 2018. (Doc. P-6)
33. Approve the following employees to attend Trauma Response Team training on July 17, 2018, at the Morris County Office of Emergency Management, at \$32.00 per hour:

Danielle Dyjeczynski
Danielle Gilroy
Francesca Lentini-Costello
Joanna Naccara
Marie Villani
John Alfano
Norma Brzozowski
Jenn Gutierrez
Leen Millheim
Christine Rello
Vicki Satriano
Anita Livesy
Colleen Brophy
Suzanne Dolan
Jen Goudreau
Brett Leister
Kasey Kaisershot
Gillian George
Nick Dorey
Joseph Minitti
Nancy Napolitano
Colleen Malzahn
Joan Barone
Laurie Cacciabeve
Alyssa Peterkin
Erin Sweeney

34. Approve to accept a letter of resignation from Laura Giason, Part-Time ELA Resource Teacher at Frank J. Smith School, effective July 16, 2018, as per attached. (Doc. P-7)

EDUCATION

1. Affirm and approve the Superintendent's HIB Report for June 11, 2018, through July 16, 2018. (Doc. E-1)
2. Approve the attached District and School Professional Development Plans for the 2018-19 school year. (Doc. E-2)
3. Approve the appointment of the Anti-Bullying Specialists for the 2018-2019 school year to conduct harassment, intimidation and bullying investigations throughout the district:
Frank J. Smith Elementary School: Jenna Bucco, Laura Parker
Central Elementary School: Jenna Bucco, Rebecca Kurtz, Rose-Marie Iannicelli, Kathryn Vagell
East Hanover Middle School: Jenna Bucco, Erin Sweeney, Gillian George
4. Approve to establish the following Special Education Programs or Services effective September 1, 2018, based on the needs of students with disabilities enrolled in the East Hanover Township School District: Frank J. Smith Elementary School: One (1) Self-Contained Preschool Program.
5. Approve the 2017-2018 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, as per attached. (Doc. E-3)
6. Approve Public Reporting Period 2 for the HIB report/EVVRS report which includes all acts of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses that occurred. (Doc. E-4)

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

Staff Member	College	Course	Dates	Crs.
Peterkin, Alyssa	Marygrove	Lost in Translation	6/15-7/13/18	3
Leister, Brett	Emporia State University	PE 738 Advanced technology in HPER	8/20-12/7/18	3

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

School	Destination	Grade Level	Proposed Date
Middle	Livingston Mall Barnes & Noble	6-8	6/15/18

9. Approve the following student teaching/ observation assignment:

Student/College	Purpose	Cooperating Teacher(s)	Dates
Valerie Hengemuhle	Field Work	Becky Tate, OT	9/17-12/7/18

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

School	Fire Drill	Security Drill Evacuation
Frank J. Smith Elementary School	6/12 & 14/2018	6/4 & 20/2018 Shelter in Place
Central Elementary School	6/7 & 15/2018	6/12/18 Bomb Threat
East Hanover Middle School	6/14 & 15/2018	6/21/18 Lockdown

FINANCE

- Approve the attached travel and related expenses. (Doc. F-1)
- Approve the following bills list dated June 11, 2018, through June 30, 2018, for the 2017-18 school year in the amount of \$490,559.95: (Doc. F-2)

General Fund	\$437,208.52
Special Revenue Fund	\$ 15,481.59
Capital Projects Fund	\$ 13,002.52
Cafeteria Account	\$ 474.97
Enterprise Fund -EHTASCC	\$ 24,392.35

- Approve the following bills list dated July 1, 2018, through July 16, 2018, for the 2018-19 school year in the amount of \$765,749.06: (Doc. F-3)

General Fund	\$632,070.03
Special Revenue Fund	\$ 27,000.00
Debt Service Fund	\$ 39,556.25
Enterprise Fund -EHTASCC	\$ 67,122.78

Approve the payroll disbursement for June 15, 2018, in the total amount of \$771,107.87.

Approve the payroll disbursement for June 22, 2018, in the total amount of \$597,278.96.

Approve the payroll disbursement for June 29, 2018, in the total amount of \$91,338.84.

Approve the payroll disbursement for June 30, 2018, in the total amount of \$1,600.45.

Approve the Milk Account check #2169 in the amount of \$1,056.11 and check #2170 in the amount of \$614.93 to Cream-O-Land Dairies.

Approve the Milk Account check #2172 in the amount of \$269.66 to Cream-O-Land Dairies.

Approve the Unemployment Compensation Fund check #2056 in the amount of \$552.00 for Catastrophic Illness Fund Assessment for year end 12/2017.

4. Approve the report of the Secretary A-148 and the Treasurer's Report A-149 for the month ending May 31, 2018. (Doc. F-4) (Doc. F-5)
5. Approve the certification of the Business Administrator/Board Secretary that as May 31, 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 May 31, 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 May 31, 2018. (Doc. F-6)
8. Ratify/Approve the revised purchase of a Groundskeeper Field Machine with Storr Tractor Company of Somerville, NJ for the 2017-2018 school year in the amount of \$36,122.63 to include a recycling deck. The cost is based on the ESC of NJ Bid #MRESC 15/16-08.
9. Approve the purchase of custodial supplies for the 2018-2019 school year as follows:

Atra Janitorial Supplies (ESC of NJ 17/18-47)	\$18,884.44
Joseph Gartland Inc.	\$ 4,796.00
All American Poly	\$ 1,450.00
10. Approve the purchase of a 2019 Ford F-250 with Beyer Ford of Morristown, NJ for the 2018-2019 school year with the amount of \$35,470.50 based on State Contract # A88727. (Doc. F-7)
11. Approve therapeutic services with The Center for Creative Lifestyles of Caldwell, NJ for the 2018-2019 school year for prior student # 2017174 for approximately one session per week at \$175 per session.
12. Approve the boiler repairs with United Welding & Plumbing of Caldwell, NJ for Central School and Frank J. Smith School in the amount of \$11,735 and \$2,895.00, respectively, for a total of \$14,630.00. Proposals were requested with United Welding & Plumbing providing the lowest quote as follows: (Doc. F-8)

United Welding & Plumbing	\$14,630
CJ Vanderbeck and Sons, Inc.	\$18,340
13. Ratify/Approve the Tuition Agreement for the 2018-2019 ESY Program with EPIC School of Paramus, NJ for student #TO-1665 for 27 days in the amount of \$13,848.03.
14. Ratify/Approve the Tuition Agreement for the 2018-2019 ESY Program with Horizon Lower School of Livingston, NJ for student #TO-1940 in the amount of \$12,065.40 for tuition and \$5,250.00 for the Instructional Aide for a total of \$17,315.40.
15. Ratify/Approve the Tuition Agreement for the 2018-2019 ESY Program with Montgomery Academy of Basking Ridge, NJ for student #TO-1527 in the amount of \$6,771.40.
16. Ratify/Approve the Tuition Agreement for the 2018-2019 ESY Program with ECLC of Chatham, NJ for student #TO-1947 for 20 days in the amount of \$5,826.60.
17. Approve the Tuition Agreement for the 2018-2019 school year with EPIC School of Paramus, NJ for student #TO-1665 in the amount of \$93,858.87.
18. Approve the Tuition Agreement for the 2018-2019 school year with Horizon Lower School of Livingston, NJ for student #TO-1940 in the amount of \$72,392.40 for tuition and \$31,500.00 for the Instructional Aide for a total of \$103,892.40.
19. Approve the Tuition Agreement for the 2018-2019 school year with Montgomery Academy of Basking Ridge, NJ for student #TO-1527 in the amount of \$60,942.60.

- 20. Approve the Tuition Agreement for the 2018-2019 school year with ECLC of Chatham, NJ for student #TO-1947 in the amount of \$52,439.40.
- 21. Approve Level 1 services with the NJ Commission of the Blind for the 2018-2019 school year for students #10386 & 2024004 for the total amount of \$3,800.00.
- 22. Approve the software license renewal with Learning Ally of Princeton, NJ for the 2018-2019 school year for Central and Frank J. Smith Elementary Schools in the amount of \$799.50 each and a total of \$1,599.00.
- 23. Accept the donation from Novartis Pharmaceutical for the 2018 Proyecto Science Program in the amount of \$17,000.00.

- 24. Ratify/Approve the revised Elevator Maintenance Service Agreement with Kencor Elevator of Glen Rock, NJ for the 2018-2019 school year for the monthly service for the elevators and chair lift and annual inspections at the cost of \$4,824.00 based on the Ed Data Co-op bid #8411. Proposals were received with Kencor Elevator providing the lowest cost as follows:

Kencor Elevator	\$4,824.00
Elevator Maintenance Corp.	\$6,000.00
Morris Elevator	Monthly Maintenance not available.

- 25. Ratify/Approve the acceptance of the award and submission of the FY19 ESEA Grant application on 6/29/2018 in the amount of \$148,475. The district is a member of a consortium for Title III with Hanover Park Regional High School District, Florham Park and Madison.

Title I, Part A	\$117,554
Title II, Part A	\$ 18,255
Title III	\$ 2,666
Title IV	\$ 10,000

- 26. Ratify/Approve the acceptance of the award and submission of the FY19 IDEA Grant application on 7/9/2018 in the amount of \$237,866 as follows:

Basic	\$223,929
Preschool	\$ 13,937

- 26. Approve the disposal of the attached Project Read Materials from the Special Services Department.
- 27. Approve the following district service agreements with Frontline Education of Philadelphia, PA for the 2018-2019 school year:

Frontline Central	\$2,525.02
Professional Learning Management	\$2,328.27
Absence & Substitute Management	\$5,738.04
Employee Evaluation Management	\$4,687.17
Applicant Tracking	\$1,157.56

- 28. Approve the Hospital Services Agreement between the East Hanover Township Board of Education and Saint Clare's Hospital, Inc. Denville, NJ to provide Central Evaluation and Referral (CES) Services, effective July 1, 2018 through June 30, 2019, at the cost of \$222.00 per CER evaluation when no medical coverage exists or at a discounted rate of 80.83% off St. Clare's usual billable charges.

- 29. Approve the renewal of the Microsoft Open Value Subscriptions (OVS) Agreements with Peggnet Computers of Mendham, NJ, for the 2018-2019 school year for the following services in the amount of \$9,031.12:

Microsoft Office Professional Plus License	\$4,032.00
Microsoft Windows Education License	\$3,358.32
Microsoft Windows Server License	\$ 420.00
Microsoft Windows Server Datacenter License	\$1,220.80

TRANSPORTATION

1. Ratify/ Approve the School Bus Emergency evacuation drills were conducted on June 6, 2018 at Frank J. Smith Elementary School at 9:00 a.m. for all transportation routes, supervised by school staff, Transportation personnel and principal Ms. Quinn in accordance with NJAC 6A:27-11.2. (Doc. T-1)

OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENTS - None

EXECUTIVE SESSION - None

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 July 16, 2018, to discuss personnel.
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 ____ reconvenes the meeting at ____ p.m.

ADJOURNMENT

Mr. Hadley moved and Mr. Ucci seconded the motion to adjourn the meeting at 6:50 p.m.

Voice vote all yes.

Respectfully submitted,



Deborah Muscara
Business Administrator/Board Secretary

DM/cg