

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
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**BOARD OF EDUCATION
 MINUTES
 BUDGET/REGULAR MEETING
 JANUARY 28, 2020**

DISTRICT GOALS - 2019-2020 SCHOOL YEAR

- *Increase academic performance, challenge, and rigor for all learners through targeted intervention, carefully selected learning goals and course placements, enhanced collaborative teaching dynamics, and a differentiated classroom experience.*
- *Increase student mathematics achievement at every level through enhanced teacher pedagogy, thoughtful implementation of 21st-century learning tools, specific data analysis, and a careful program review and replacement strategy.*
- *Continue to improve and increase student writing across the curriculum through elevated expectations, teacher and administrative training, and student supports.*
- *Explore all opportunities for District-wide cost efficiencies in order to maximize funding for District programs.*

Mrs. Lynda Van Dyk, Board President, called to order the Budget/Regular Meeting of the Board of Education at 7:00 p.m., on January 28, 2020, in the Westbrook School Media Center. Mrs. Van Dyk asked for a moment of silence, led the flag salute, read the Open Public Meetings Act Statement, and reminded everyone in attendance to silence or turn off their cell phones and note the locations of the emergency exits.

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the provisions of the Open Public Meetings Act, a public notice of this meeting has been sent to Board Members, all district schools, the Herald News, the Suburban Trends, the Record, the Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, and Cablevision of Warwick; and posted in the Administration Building. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

MS. BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Present	Mr. Ofshinsky	Present
Mrs. Stephenson	Present	Mr. Guarino	Present	Mr. Stillman	Present
Mr. Conklin	Present	Mrs. Fritz	Present	Mrs. Van Dyk	Present

Minutes for the Budget/Regular Meeting of January 28, 2020

MS. BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Alex Anemone	Superintendent of Schools	Present
Ms. Barbara Francisco	Board Secretary/Business Administrator	Present
Mr. Daniel Novak	Director of Education	Present
Dr. Elizabeth McQuaid	Director of Special Services	Present
Andrew Brown, Esq.	Board of Education Attorney	Present
Brian Renna	Student Representative	Present

There were approximately 70 members of the public in attendance.

VI. SUPERINTENDENT'S REPORT - Dr. Alex Anemone

Brian Renna, Student Representative, reported on student events in January and February. West Milford students are looking for ways to give back to those in need and are collecting donations for local food pantries for a fundraiser called "Fill the Bus," where an entire bus is filled with items to donate to the pantries. "Give a Goat Night" will be held at Macopin on January 31st, where students watch teachers compete in a series of events, and proceeds are donated to help support villages around the world. Brian also spoke about other events at West Milford High School: preparation for Empty Bowls to be held in March; Winter Open Mic Night; student testing and College Panel Night; Winter sports/athletes and recognitions; the Passaic County Wrestling Tournament; Indoor Color Guard Competition; and the DECA annual district competition at Ramapo College, where three students placed in the top of their events and qualified for the State competition.

Dr. Anemone spoke about monthly progress towards District goals. He indicated there are two Intervention Specialist positions on the agenda for approval, one teacher for Marshall Hill and one teacher for Upper Greenwood Lake, to be paid for with Title I funds. They will be dedicated to our "bubble kids" for passing state testing. They will have Star Math assessments, report cards, and LinkIt assessments, providing each teacher with ample data on these students.

Dr. Anemone spoke about after school sports and special events security. He indicated that a lot of time and money has been invested in security updates over the past two years. Some administrators have attended a state-wide seminar reviewing after school sports and special events security. During the school day security is in place regarding lockdowns, having a shelter in place, and what to do with students at recess or in physical education class. Very little is discussed about after school hours when events are taking place, particularly at the High School. He stated that the High School administration and the Athletic Department are planning to conduct a school security drill at an upcoming athletic event, with a date and time to be determined.

Dr. Anemone provided the Board and the community with an update on the Macopin Transition. He spoke about the sixth grade being scheduled for an early lunch period and a tentative Macopin schedule.

VI. SUPERINTENDENT'S REPORT - Dr. Anemone - Continued

Dr. Anemone recognized West Milford students that received perfect NJSLA scores (testing formerly known as NJASK and PARCC). He indicated these students took the NJSLA last year in Mathematics and English, and obtained a perfect score of 850 in one of these subjects. Dr. Anemone introduced each student by name and announced their perfect score. Mr. Novak presented them with a Certificate of Achievement. Dr. Anemone congratulated all of the students on their achievements.

VII. DIRECTOR OF EDUCATION'S REPORT - Mr. Dan Novak

Mr. Novak gave the Board an update on enhancing our Kindergarten through fifth grade elementary schools, with the transition of the sixth grade to Macopin School.

He explained that one enhancement is to reorganize and expand our Encore (basic skills) program. Teachers and schedules are being reviewed to identify what can be maximized and capitalized on with resources such as Star Math and LinkIt.

Mr. Novak spoke about working with Julie Cheshire, who teaches the Learning Unlimited program at Marshall Hill School. The Learning Unlimited program is currently for students in Grades K-6, with Ms. Cheshire working mainly with students in Grades 2-6. She will continue the program for Grades K-5 and will service students in Grades 1 and 2. He also spoke about working with the Macopin program to insure greater offerings for enrichment and differentiated opportunities in the middle school for the incoming sixth graders. The sixth grade students will be able to choose electives that they do not currently have access to in the elementary schools.

He also spoke about reviewing the K-5 Report Card and a Report Card Committee meeting held two weeks ago. The Committee will follow-up to adjust the Sixth Grade Report Card to be reflective of the move to Macopin, and to take a closer look at the K-5 Report Card to ensure all areas are in place to meet the needs for a traditional K-5 environment.

Mr. Novak discussed how the District will be ready for the sixth grade Macopin transition. He explained that committee meetings are being scheduled, curriculum plans for revision will be presented for approval at the February Board meeting, and preliminary meetings that have taken place with teachers who are potentially moving to Macopin.

Mr. Novak spoke about Fingertip Reports in LinkIt that he explained at a previous meeting. He indicated that second marking period report cards for Grades K-6 will be going home that will be inclusive of Star Math reports and LinkIt Fingertip reports. These reports will compare LinkIt benchmark assessment A, with LinkIt benchmark assessment B, our standards based assessments.

Mr. Novak also addressed plans to reorganize and capitalize on our current social workers, as they will have more time in their schedules with the removal of the sixth grade to meet the needs of a K-5 school.

VII. DIRECTOR OF EDUCATION'S REPORT - Mr. Novak - Continued

Dr. McQuaid spoke about the restructuring of counseling and mental health providers. The social workers at the elementary schools will not be moved to the middle school. This decrease in workload will allow them to use their time to better serve in the area of running more counseling groups, by having more structured groups that are proactive by grade level. Dr. McQuaid explained this will allow for all grades and all students to be covered, and all needs to be able to be addressed. She stated with the decrease of roughly 100 students per caseload, there will be more time to run these groups more consistently.

She also discussed school social workers being involved in I&RS more readily and will be meeting with school principals on this, as well as running school-wide workshops and training for different teachers to focus on mental health and screening for students. She is also hoping to run more social skills groups, adding friendship groups, stress management, mindfulness, coping skills, lunch bunches, organizational skills, and she is hoping to increase with executive functioning skills in certain groups, with all students having access.

Mrs. Fritz inquired about the sixth graders at Macopin and what their support will be for counselors. Dr. McQuaid explained that she met with the counselors at the middle school and the Child Study Team, and a Child Study Team social worker will be moved to the middle school, as well as restructuring our resources to service all of the students in the District.

Mrs. Stephenson asked if there was any discussion of implementing trimesters at the elementary schools. Mr. Novak responded to her inquiry and stated he would provide more information at the next Education Committee meeting.

Mrs. Van Dyk asked for clarification on the school social worker moving to Macopin servicing both general education and special education students. Mrs. Romeo also inquired on this. Dr. McQuaid responded to their inquiries and explained what the role of the position will be.

VIII. SPECIAL REPORTS AND CORRESPONDENCE - Ms. Barbara Francisco, Board Secretary/
Business Administrator

Ms. Francisco introduced Mr. Tom Ferry and Mr. Ryan Cleary from the auditing firm of Ferraioli, Wielkottz, Cerullo & Cuva, P.A. to present the Comprehensive Annual Financial Report, for the period ending June 30, 2019.

Mr. Ferry explained the two documents the Board received, the Comprehensive Annual Financial Report and the Auditors Management Report for the 2018-2019 school year. Mr. Ferry provided a schedule to the Board members showing a generalization of Exhibit C-1 with figures from June 2017, June 2018, and June 2019, to compare it with the 2017-2018 school year. Mr. Ferry explained the information on the schedule to the Board, and noted how excess surplus is used to support the next year's budget. He also provided a brief explanation of all of the accounts on the schedule, including the Cafeteria fund and the SACC program, showing the balance sheet and revenues. Mr. Ferry also explained the levels of auditing standards to the Board.

Mr. Cleary spoke to the Board about the level of audit looking at State and Federal programs. He explained that Extraordinary Aid was a major program that was reviewed with grant received and spent. He then explained how Extraordinary Aid works with students and when the application is submitted.

VIII. SPECIAL REPORTS AND CORRESPONDENCE - Ms. Barbara Francisco, Board Secretary/
Business Administrator - Continued

He stated the finding was that one student's aide was submitted at a dollar amount that did not agree with the aide's employment contract. He pointed out that the finding is in the Auditors Management Report, and while it is an immaterial compliance issue, they are required to report on.

Board members asked questions regarding how the error could have occurred. Dr. McQuaid explained that it was a minor error of \$306, and when her staff double checked it was there. She stated that going forward those contracts and figures will be double checked prior to submission.

Mrs. Van Dyk thanked Ms. Francisco and her staff for their hard work.

Mr. Ofshinsky commented that considering the size of the organization, having only one finding was impressive.

Ms. Francisco thanked the auditors for their presentation.

Motion by Mr. Ofshinsky, seconded by Mrs. Dwyer, to approve the following Board of Education meeting minutes:

- December 18, 2019 Workshop/Regular Meeting
- December 18, 2019 Executive Session

VOICE VOTE: Mr. Stillman, Mr. Conklin and Mrs. Stephenson "Abstained."

All Others in Favor.

MOTION PASSED.

IX. PRESIDENT'S REPORT - Mrs. Lynda Van Dyk

Mrs. Van Dyk spoke about the Highlander Pipers appearing at the Newton Theater with the Red Hot Chili Pipers. She stated it was a wonderful performance and encouraged everyone to go to the West Milford Arts website and watch the video. She also encouraged the community to attend a future Highlander Band event.

X. PUBLIC COMMENT - AGENDA ITEMS (PLEASE SIGN IN)

This portion of the meeting is open to members of the public for the purpose of addressing resolutions on this agenda only. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All members of the public speaking during this public comment period are asked to address topics listed in the agenda. All speakers are asked to sign the register provided and to give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

X. PUBLIC COMMENT - AGENDA ITEMS - Continued

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

Motion by Mrs. Fritz, seconded by Mr. Ofshinsky, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XI. MOTION BY MRS. ROMEO, SECONDED BY MR. OFSHINSKY, TO ADOPT THE AGENDA, AS PRESENTED, INCLUDING HAND CARRY.

VOICE VOTE: All in Favor. MOTION PASSED.

XII. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. Dwyer, seconded by Mrs. Fritz, to approve the following agenda items #1 through #4:

DISCUSSION: Mrs. Stephenson commented that having a receivable tuition at Highlander Academy is a great job done by the Special Education department. Dr. McQuaid gave credit for this to her staff at Highlander Academy.

- 1. The recommendation of the Superintendent to approve the following CURRICULUM REVISION for 2020-2021 school year:

HIGH SCHOOL

Art

AP Art History

- 2. The recommendation of the Superintendent to approve the following HIGH SCHOOL OVERNIGHT FIELD TRIP for the 2019-2020 school year:

Indoor Color Guard

Purpose of Trip: To compete and participate in the NASSP (National Association of Secondary School Principals) approved WGI (Winter Guard International) Championship plus visit educational facilities while in Dayton, Ohio. This experience would allow the members to compete with and meet many other top scholastic groups from across the country, as well as international teams. This is the highest level of competition for the color guard community. It is a competition that the West Milford High School indoor program has represented our school for many years and enables the team to retain national status as a contender in the Winter Guard International World Championships.

XII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

2. (Continued)

Location: Dayton, Ohio
 Dates of Trip: March 31 - April 5, 2020
 Number of Students: 7
 Cost of Trip to Students: \$1,260.00
 Names of Advisors: Peter Shaver, Trish O'Shea
 Number of School Days Missed: 3
 Number of Chaperones: 4
 Cost to District: \$0

NOTE: All transportation, student, and chaperone fees are included in the total cost of the trip.

(3.) The recommendation of the Superintendent to approve the following **SPECIAL EDUCATION TUITION RECEIVABLE CONTRACT** for the 2019-2020 school year (tuition prorated):

<u>District Placement</u>	<u>Tuition</u>	<u>Sending District</u>
BD/Highlander Academy Student #72953	Per diem rate of \$157.15	Lakeland Regional High School Wanaque, New Jersey

4. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Instructional and School Support Staff at the mileage rate established by the Board. (Documentation provided electronically.)

ROLL CALL FOR ITEMS #1 THROUGH #4:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	Mr. Stillman	Yes	Mr. Conklin	Yes
Mr. Guarino	Yes	Mr. Ofshinsky	Yes	Mrs. Fritz	Yes
Mrs. Stephenson	Yes	Mrs. Romeo	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

XIII. PERSONNEL/STUDENT AFFAIRS - Mrs. Nicole Fritz, Chairperson

NOTE: All appointees recommended for employment will meet the New Jersey State law requirements for the criminal history review prior to their start date.

Motion by Mrs. Fritz, seconded by Mrs. Dwyer, to approve the following agenda items #1 through #25:

(1.) The recommendation of the Superintendent to approve **an amendment to a previously approved resolution (December 2019)**, for the resignation of **TERRI ROCCO**, Data Systems Associate, Board Office, effective **February 21, 2020.**

XIII. PERSONNEL/STUDENT AFFAIRS - Mrs. Fritz, Chairperson - Continued

- (2.) The recommendation of the Superintendent to approve the appointment of **SUPANEE SACCOCCIA**, Data Systems Associate, Board Office (PC#70.98.S1.AXE), at the annual salary of \$52,000.00 (prorated), with health benefits, effective February 18, 2020, through June 30, 2020, per Board of Education/Unaffiliated Board Office Unit Agreement. (Replaces Rocco) Account: 11-000-252-110-10-10-000
- (3.) The recommendation of the Superintendent to approve the following additions to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2019-2020 school year, effective January 29, 2020, through June 30, 2020:

COLLEEN MURPHY (Teacher)
EMILY HAID (Teacher)
GINA EDMOND (Teacher)
KAITLYN KLOSZ (Teacher)
VALERIE MIKO (Teacher)

- (4.) The recommendation of the Superintendent to approve the following additions to the non-certified personnel list of **SUBSTITUTE SECRETARIES/BUILDING AIDES/CAFETERIA AIDES/SPECIAL CLASS AIDES/SACC AIDES/OPERATIONS/SCHOOL BUS/VAN/SPECIAL USE VEHICLE DRIVERS & VEHICLE AIDES** for the 2019-2020 school year, effective January 29, 2020, through June 30, 2020:

APRIL PROVENZANO (Building and Special Class Aide)
EMILY HAID (Special Class Aide)
GINA EDMOND (Special Class Aide)
MATTHEW GRIEVES (Operations)
VALERIE MIKO (SACC and Special Class Aide)

- 5. The recommendation of the Superintendent to approve the following **EMPLOYEE RETIREMENT/SICK DAY PAYMENTS**, for payment February 15, 2020, in accordance with the provisions of the Board of Education negotiated agreement - Account: 11-000-291-290-10-13-000:

<u>Employee/Agreement</u>	<u>Days</u>	<u>Unit Rate</u>	<u>Payment</u>
<u>WMCMA Agreement</u>			
JOHN HUGHES	76	\$60.00	\$4,560.00
KENNETH SOCHULAK	20	\$60.00	\$1,200.00

- (6.) The recommendation of the Superintendent to approve the following **FAMILY NUMERACY INSTRUCTORS**, for the 2019-2020 school year, at the hourly rate of \$34.00, not to exceed five (5) hours per staff member, per Board of Education/WMEA Agreement - Account: 11-401-100-110-10-10-000:

<u>Apshawa</u>	<u>Maple Road</u>
KELLEY VISAGGIO	DIANA BIVONA
CHRISTINA RODEK	STEPHANIE SCHWARZ
GEORGEAN COLEMAN	DEBORAH MALATAK
KAREN McCOURT	THOMAS ANTONUCCI
AMBER HARDEN	ALYSSA WILLIS
LAUREN YARMULA	TRICIA GRANAY

XIII. PERSONNEL/STUDENT AFFAIRS - Mrs. Fritz, Chairperson - Continued

(6.) (Continued)

Marshall Hill

ALICE SUSKA
ELLEN COMERFORD
ERIN BRANAGAN
KATHRYN HESS
JULIE CANGIALOSI
RACHEL LEHR
WENDY WITTMAN
JOELLE SARNELLA
PAMELA KURZ
SHAWN RHINESMITH

Paradise Knoll

SHANNON RICKER
TRICIA GINDER
JESSICA COHEN
KELLY FRASCA

Westbrook

LYNN DOHERTY
SUZANNE OESTERLE
STEPHANIE SANACORE
CHRISTINE ERRICHELLO

Upper Greenwood Lake

HOLLIE MILLER
DEENA ACCARDI
MELISSA BERGH
KELLY COMERFORD
ALYSSA HAUSMANN
JANE MERRITT

- 7. The recommendation of the Superintendent to approve the following staff to conduct a **2020 EIGHTH (8TH) GRADE PARENT NIGHT**, at the hourly rate of \$34.00, for two (2) hours, per Board of Education/WMEA Agreement - Account: 11-000-218-104-10-10-071:

Employee

MELISSA CSENGETO
MONIKA DRUCKER
DONALD HEANEY
DANA LAMBERT
JANICE GERISCH

- 8. The recommendation of the Superintendent to approve the following staff to conduct a **COLLEGE PANEL EVENING**, for students and parents, Grades 9-11, for two (2) hours, at the hourly rate of \$34.00, per Board of Education/WMEA Agreement - Account: 11-000-218-104-10-10-071:

Employee

DANA LAMBERT
DONALD HEANEY

- 9. The recommendation of the Superintendent to approve the following staff to conduct a **JUNIOR PARENT NIGHT**, for two (2) hours, at the hourly rate of \$34.00, per Board of Education/WMEA Agreement - Account: 11-000-218-104-10-10-071:

Employee

MELISSA CSENGETO
DANA LAMBERT
MONIKA DRUCKER
DONALD HEANEY

XIII. PERSONNEL/STUDENT AFFAIRS - Mrs. Fritz, Chairperson - Continued

- 10. The recommendation of the Superintendent to approve the following **HIGH SCHOOL GUIDANCE COUNSELORS** for the **2020 SCHOLARSHIP and DISTINGUISHED SCHOLARS AWARDS NIGHT**, at the hourly rate of \$34.00, for three (3) hours, per Board of Education/WMEA Agreement - Account: 11-000-218-104-10-10-071:

Employee

MELISSA CSENGETO
MONIKA DRUCKER
DONALD HEANEY
DANA LAMBERT

- 11. The recommendation of the Superintendent to approve the following **HIGH SCHOOL STUDENT ACTIVITY AFTER SCHOOL JOIN-IN CLUB, ADVISORS and HOURS**, at an hourly rate of \$34.00, for the 2019-2020 school year, per Board of Education/WMEA Agreement - Account: 11-401-100-110-10-10-000:

<u>Advisor</u>	<u>Club</u>	<u>Hours</u>	<u>Payment</u>
KATHLEEN MENDES	Cove	10	\$340.00
SAMANTHA FODOR	Cove	10	\$340.00

- 12. The recommendation of the Superintendent to approve **JENNIFER FEAR**, Chaperone, Macopin School, for the 2019-2020 school year, at a stipend of \$72.00, per Board of Education/WMEA Agreement. (Replaces Kaczor) Account: 11-401-100-110-10-10-000

NOTE: Retroactive from the Winter Concert

- 13. The recommendation of the Superintendent to approve **KAREY ELLARD**, Advisor, Paradise Knoll School, **AFTER SCHOOL STUDENT ACTIVITY CLUB - FRIENDS AND FUN**, for the 2019-2020 school year, at the hourly rate of \$34.00, not to exceed six (6) hours, for a payment of \$204.00, per Board of Education/WMEA Agreement. (Replaces Hogue)

NOTE: Funded through the PTA

- 14. The recommendation of the Superintendent to approve the following **MAPLE ROAD AFTER SCHOOL STUDENT ACTIVITY, PLAY UNIFIED CLUB and ADVISORS**, at the hourly rate of \$34.00, not to exceed 13.5 hours, for a payment of \$459.00 for each staff member, for the 2019-2020 school year, per Board of Education/WMEA Agreement - Account: 20-066-100-101-10-50-000:

Advisor

KRISTI CLAVE
ERIN BRANAGAN
MICHAEL KOGER
JUSTIN RUNNE

NOTE: Funded through the Play Unified Grant

XIII. PERSONNEL/STUDENT AFFAIRS - Mrs. Fritz, Chairperson - Continued

15. The recommendation of the Superintendent to approve the following **NURSES/ATC CERTIFIED PERSONNEL and CLERICAL SERVICES** for **WINTER STUDENT ATHLETIC PHYSICALS** - February 2020, not to exceed four (4) hours per Board of Education/WMEA Agreement - Account: 11-402-100-104-10-10-000:

<u>Employee</u>	<u>Position</u>	<u>Hourly Rate</u>
JOANNA REILLY	Nurse	\$33.00
AIMEE VIZZI	Clerical	\$21.28

- (16.) The recommendation of the Superintendent to approve the following **INTERVENTION SPECIALISTS**, for Title I Elementary Schools, effective February 2020, through April 2020, at the per diem rate of \$175.00, not to exceed \$9,300.00 per school, without health benefits, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-103 - ESEA Title I Grant:

<u>Employee</u>	<u>School</u>
ARIANNA MCGUINNESS	Marshall Hill
KRISTINE RALICKI	Upper GreenwoodLake

NOTE: Funded through the ESEA Title I Grant

17. The recommendation of the Superintendent to approve the following **STUDENT ACTIVITY CLUBS and ADVISORS**, for the 2019-2020 school year at the hourly rate of \$34.00, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-XXX - ESEA Title I Grant:

<u>Advisor</u>	<u>School</u>	<u>Club</u>	<u>Hours</u>	<u>Payment</u>
ROSEMARY JANSEN	Aphsawa	Sunset Scholars	22	\$748.00
JULIANNE McCALL-BRAMLEY	Aphsawa	Sunset Scholars	22	\$748.00
DANIELLE POST	UGL	Reading Stars	6	\$204.00
MINDY TURNER	UGL	Reading Stars	4	\$136.00

NOTE: Funded through ESEA Title I Grant

18. The recommendation of the Superintendent to approve the following **APSHAWA SCHOOL FAMILY LITERACY NIGHT and ADVISORS**, for the 2019-2020 school year, at the hourly rate of \$34.00, not to exceed 4.5 hours, for a payment of \$153.00 to each staff member, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-XXX - ESEA Title I Grant:

<u>Employee</u>
KAREN McCOURT
KRISTA DeHAAS
JULIANNE McCALL-BRAMLEY
GEORGEAN COLEMAN
AMY METT
AMBER HARDEN

NOTE: Funded through ESEA Title I Grant

19. The recommendation of the Superintendent to approve the following **HIGH SCHOOL STUDENT ACTIVITY ASSIGNMENT and STIPENDS** for the **SPRING 2020 ATHLETIC SEASON**, per Board of Education/WMEA Agreement - Account: 11-402-100-110-10-10-000:

XIII. PERSONNEL/STUDENT AFFAIRS - Mrs. Fritz, Chairperson - Continued

19. (Continued)

<u>Employee</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
CHRISTOPHER JONES	0.5 Asst. Girls Track	A	\$2,515.00
STEPHEN MASLANEK	0.5 Asst. Girls Track	C	\$3,542.00

(20.) The recommendation of the Superintendent to approve a payment to **JOANNA REILLY**, Chaperone School Nurse, in the total amount of \$1,800.00, for services rendered on April 10, 2020, through April 19, 2020, for the High School band trip to Scotland. Account: 11-401-100-110-10-10-000

NOTE: Funded by students through the overall trip cost.

21. The recommendation of the Superintendent to **ABOLISH** the following position:

DRIVER/MESSENGER - WMCMA Agreement

22. The recommendation of the Superintendent to approve the position of **COURIER**, District-wide, effective January 2020, per Board of Education Agreement.

23. The recommendation of the Superintendent to approve the following **JOB DESCRIPTION:** (Documentation provided electronically.)

COURIER (New)

(24.) The recommendation of the Superintendent to approve the appointment of **GEMMA SAUM**, Special Class Aide, Apshawa School (PC#60.01.S5.BWD), at the annual salary of \$23,422.00 (Step 1) (prorated), with health benefits, effective March 2, 2020, through June 30, 2020, per Board of Education/WMTAA Agreement. (Replaces Gangi) Account: 11-209-100-106-10-10-000

(25.) The recommendation of the Superintendent to approve the appointment of **JESSICA HUTNICK**, Special Education Teacher (Resource Center), Westbrook School (PC#90.07.40.CAO, 90.07.40.ASL), at the annual salary \$58,600.00 (MA/1)(prorated), with health benefits, effective February 19, 2020, through June 30, 2020, per Board of Education/WMEA Agreement. (Replaces Simons) Account: 11-213-100-101-10-10-000

ROLL CALL FOR ITEMS #1 THROUGH #25:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Fritz	Yes	Mr. Ofshinsky	Yes	Mrs. Dwyer	Yes
Mrs. Stephenson	Yes	Mrs. Romeo	Yes	Mr. Stillman	Yes
Mr. Guarino	Yes	Mr. Conklin	Yes	Mrs. Van Dyk	Yes*

*Mrs. Van Dyk "Abstained" on item #6.

The **MOTION PASSED.**

XIV. OPERATIONS & FINANCE, Mr. Raymond Guarino - Chairperson

Motion by Mr. Guarino, seconded by Mrs. Romeo, to approve the following agenda items #1 through #2:

- (1.) The recommendation of the Superintendent to approve the establishment of an **ESIP (ENERGY SAVINGS IMPROVEMENT PROGRAM) ESCROW CHECKING ACCOUNT:**

RESOLVED, that the following accounts be designated as depositories (banks) and designated signatories shall be used by the Board for its accounts and records:

Sterling National Bank

ESIP Escrow Checking Account 2 signatures/#1

Signatories:

#1 - Board Secretary/Escrow Agent, Sterling National Bank

- (2.) The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Operations and Transportation Staff, at the mileage rate established by the Board. (Documentation provided electronically.)

ROLL CALL FOR ITEMS #1 THROUGH #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mrs. Fritz	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mr. Stillman	Yes	Mr. Conklin	Yes
Mr. Ofshinsky	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED**.

Motion by Mr. Guarino, seconded by Mrs. Dwyer, to approve the following agenda item #3:

- 3. The recommendation of the Superintendent to approve the **LIST OF BILLS/ VENDORS** for the period ending **January 28, 2020**, in the amount of \$2,769,048.99. (Documentation provided electronically.)

ROLL CALL FOR ITEM #3:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mrs. Fritz	Yes	Mrs. Dwyer	Yes
Mr. Stillman	Yes	Mr. Ofshinsky	Yes	Mr. Conklin	Yes
Mrs. Stephenson	Yes	Mrs. Romeo	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #4:

XIV. OPERATIONS & FINANCE - Mr. Guarino, Chairperson - Continued

4. The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending **January 28, 2020**:

BE IT RESOLVED, by the Board of Education of the Township of West Milford that the following transfers made on the financial records of the Board affecting the **2019-2020** budget be affirmed and approved. (See folder insert.)

Total transfers in the amount of \$223,654.20.

ROLL CALL FOR ITEM #4:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mrs. Fritz	Yes	Mrs. Romeo	Yes
Mr. Ofshinsky	Yes	Mr. Stillman	Yes	Mr. Conklin	Yes
Mrs. Stephenson	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #5:

5. The recommendation of the Superintendent to approve the **PAYROLL** of December 31, 2019, and January 15, 2020, in the amount of \$4,363,533.42. (Documentation provided electronically.)

ROLL CALL FOR ITEM #5:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Abstain	Mrs. Dwyer	Yes	Mr. Conklin	Yes
Mrs. Stephenson	Yes	Mr. Stillman	Yes	Mrs. Romeo	Abstain
Mr. Ofshinsky	Yes	Mrs. Fritz	Yes	Mrs. Van Dyk	Abstain

The **MOTION PASSED**.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #6:

6. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, the Agenda file of **January 28, 2020** Regular Meeting of the Board contains the A148 Report of the Secretary and the A149 Treasurer's Monthly Report; and

WHEREAS, both the A148 and A149 are in agreement with the cash balance in the Governmental Funds of:

\$16,262,460.26 as of November 30, 2019; therefore

BE IT RESOLVED, that the Report of the Secretary and the Treasurer's Monthly Report be accepted. (Documentation provided electronically.)

XIV. OPERATIONS & FINANCE - Mr. Guarino, Chairperson - Continued

ROLL CALL FOR ITEM #6:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. Fritz	Yes	Mr. Stillman	Yes	Mrs. Dwyer	Yes
Mrs. Stephenson	Yes	Mr. Conklin	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #7:

7. The recommendation of the Superintendent to approve the following Resolution:

RESOLVED, that the Board certify as of November 30, 2019, after review of the Secretary’s Monthly (A-148) Report and Treasurer’s Monthly Report (A-149), and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over-expended in accordance with N.J.A.C. 6A:23A-13.3 and 6A:23A-16.10, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

ROLL CALL FOR ITEM #7:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mr. Stillman	Yes	Mrs. Dwyer	Yes
Mr. Conklin	Yes	Mrs. Fritz	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #8:

8. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, the Agenda file of the **January 28, 2020** Regular Meeting of the Board contains the A148 Report of the Secretary and the A149 Treasurer’s Monthly Report; and

WHEREAS, both the A148 and A149 are in agreement with the cash balance in the Governmental Funds of:

\$17,347,914.38 as of December 31, 2019; therefore

BE IT RESOLVED, that the Report of the Secretary and the Treasurer’s Monthly Report be accepted. (Documentation provided electronically.)

XIV. OPERATIONS & FINANCE - Mr. Guarino, Chairperson - Continued

ROLL CALL FOR ITEM #8:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mr. Stillman	Yes	Mr. Conklin	Yes
Mr. Ofshinsky	Yes	Mrs. Fritz	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #9:

- The recommendation of the Superintendent to approve the following Resolution:

RESOLVED, that the Board certify as of December 31, 2019, after review of the Secretary’s Monthly Report (A-148) and Treasurer’s Monthly Report (A-149), and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over-expended in accordance with N.J.A.C. 6A:23A-13.3 and 6A:23A-16.10, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

ROLL CALL FOR ITEM #9:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mrs. Fritz	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mr. Ofshinsky	Yes	Mr. Conklin	Yes
Mr. Stillman	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

XV. POLICY - Mrs. Kate Romeo, Chairperson

Motion by Mrs. Romeo, seconded by Mrs. Fritz, to approve the following agenda item #1:

- The recommendation of the Superintendent to approve the first reading of a **revised POLICY** entitled “Commercial Driver’s License Controlled Substance and Alcohol Use Testing.” (Code 4219) (Documentation provided electronically.)

ROLL CALL FOR ITEM #1:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Romeo	Yes	Mr. Guarino	Yes	Mr. Conklin	Yes
Mrs. Dwyer	Yes	Mr. Ofshinsky	Yes	Mr. Stillman	Yes
Mrs. Stephenson	Yes	Mrs. Fritz	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

Minutes for the Budget/Regular Meeting of January 28, 2020

XVI. COMMITTEE REPORTS/LIAISONS

Parks & Recreation - Mr. Guarino/Mr. Stillman - No report.

Safety - Mrs. Van Dyk stated there will be a meeting on Friday, January 31, 2020, at the West Milford Library.

Superintendent's Roundtable - Mrs. Dwyer/Mrs. Van Dyk/Mrs. Fritz - Mrs. Fritz spoke about items discussed at the meeting. She stated that one item was clarification on snow routes with better communication to parents, and the other item discussed was the timing of the Fingertip LinkIt reports. She also spoke about security and how consistent and uniform practices are throughout the District, and a follow-up conversation with Dr. McQuaid regarding snacks and food items in the classroom and approved snack lists. Mrs. Fritz also indicated there was discussion about the District website and branding efforts to be looked at for this year. The next meeting will be on Thursday, January 30, 2020.

Dr. Anemone followed-up and advised the Board that Transportation forms are being reviewed for the next year, and that a regular route and a snow route will be included for everyone on their bus pass to eliminate any confusion.

Passaic County School Boards Association - Mrs. Van Dyk/Mrs. Dwyer - The next meeting will be on Thursday, February 13, 2020, at 6:00 p.m. Mrs. Van Dyk asked if Board members are interested in attending, they are welcome to do so.

New Jersey School Boards Association - Mrs. Van Dyk/Mrs. Dwyer - Mrs. Van Dyk spoke about Kathy Helewa of New Jersey School Boards Association, and the Ethics presentation.

Legislative - Mr. Ofshinsky spoke about recent legislation brought before the Governor related to school districts that were not signed. He also reported to the Board on legislation related to school districts and students that were recently signed by the Governor.

Technology Oversight - Mr. Guarino discussed the cell booster installations at Apschawa, Marshall Hill, and Maple Road.

Township/Board of Education Joint Committee - Mrs. Dwyer/Mrs. Van Dyk - Mrs. Dwyer stated the next meeting is scheduled for Monday, February 3, 2020.

CASA - Mrs. Romeo/Mrs. Stephenson - Mrs. Stephenson stated that CASA is now called the West Milford Municipal Alliance, and she is very grateful to be on this committee. She explained they are running great programs for the Township and youth, such as a fifth and sixth grade program that will be changed to "LEAD" next year. She also spoke about a program called "DIRT" for the High School students. Mrs. Romeo explained there will be an assembly at the High School on April 3, 2020. Mrs. Stephenson spoke about upcoming programs, such as a recognition dinner for committee members and students, and other ideas for programs that are in the works. Mrs. Romeo spoke about a Shop-Rite Pharmacist, Mr. Chris High, who is a resident of West Milford. He gave a presentation and passed out flyers on "20 for 20," which is 20 minutes for \$20.00 to anyone who wants to quit smoking, or for families who have someone to help them quit smoking. She also spoke about Rutgers graduate students doing a presentation on February 10, 2020, at 7:00 p.m., on Opioid Addiction. These students are creating a flyer and inviting everyone in the community to the presentation. Mrs. Stephenson also discussed a vaping program to be done at Highlander Academy entitled, "Don't Get Vaped In."

XVII. OLD BUSINESS

Motion by Mr. Ofshinsky, seconded by Mrs. Romeo, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XVIII. NEW BUSINESS

Ms. Francisco discussed Board members receiving the 2020-2021 preliminary budget book, which is a rough draft of all expenditures that were asked for by the administrative staff. She indicated she will be making changes and asked the Board to feel free and comfortable to ask any questions. She stated that revenues are still in the process of being formulated, and that over 1 million dollars was lost in excess fund balance that is used to support this year's budget. She stated we are expecting a reduction in state aid of \$1.5 million dollars, and with a tax levy increase of 2%, there is \$1.1 million dollars that must be trimmed from the budget. She explained that the first meeting in March is the Preliminary Budget Hearing meeting with a budget presentation, and a tentative budget must be approved and be sent to the County. The Board then has six (6) weeks to continue to review and tweak that tentative budget. She indicated it is unknown at this time where a health benefits increase will come in because of changes and claims experience. Ms. Francisco feels there will be a lot of questions to consider on this budget over the next couple of months, and welcomed Board members to discuss it with Dr. Anemone and herself.

Board members had questions regarding the budget, and Ms. Francisco provided information to their inquiries. The Board continued to discuss various areas of the budget, such as tuitions for PCTI students, employee salaries/health benefits, an inquiry as to possibly appealing a state aid reduction, looking more closely at the elementary school budgets with the Macopin transition in September 2020, and reducing legal fees.

Motion by Mr. Ofshinsky, seconded by Mrs. Dwyer, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XIX. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS (PLEASE SIGN IN)

This portion of the meeting is open to members of the public having a legitimate interest in the actions of the Board for the purpose of addressing any subject matter pertinent to and/or directly related to the operation of the West Milford Public School District. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All speakers are asked to sign the register provided and give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

XIX. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS - Continued

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

Motion by Mr. Ofshinsky, seconded by Mrs. Romeo, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. EXECUTIVE SESSION

At 8:31 p.m., Mrs. Dwyer made a motion, seconded by Mr. Guarino, to go into Executive Session for the purpose of discussing personnel appointments, resignations, current litigation matters, special education matters, negotiations, HIBs and matters of attorney/client privilege.

The executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

VOICE VOTE: All in Favor. MOTION PASSED.

The Board returned to the public meeting at 8:55 p.m.

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Present	Mr. Ofshinsky	Present
Mrs. Stephenson	Present	Mrs. Fritz	Present	Mr. Conklin	Present
Mr. Stillman	Present	Mr. Guarino	Present	Mrs. Van Dyk	Present

XII. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. Dwyer, seconded by Mrs. Fritz, to approve the following agenda item #5:

- The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, in accordance with the requirements set forth in P.L. 2010, Chapter 122, the West Milford Board of Education has received results of HIB investigative reports on **January 28, 2020**; therefore,

BE IT RESOLVED, that the West Milford Board of Education approves issuance of written decisions affirming, rejecting or modifying the Superintendent's determination in the following HIB investigations:

XII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

5. (Continued)

<u>Incident Report Number</u>	<u>Board Determination</u>
2020/E-7	Substantiated
2020/E-8	Substantiated

ROLL CALL FOR ITEM #5:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mrs. Fritz	Yes	Mr. Stillman	Yes
Mr. Guarino	Yes	Mr. Conklin	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

XXI. ADJOURNMENT

Motion by Mr. Guarino, seconded by Mrs. Romeo, to adjourn the meeting at 8:57 p.m.

VOICE VOTE: All in Favor. MOTION PASSED.

Respectfully submitted,

**Barbara Francisco
Board Secretary**