

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Public Meeting, 6:30 p.m.

October 15, 2019

East Hanover Middle School Auditorium

477 Ridgedale Avenue

AGENDA

The mission of the East Hanover School District is to prepare our young people to be positive, contributing members of society. Our diversified curriculum incorporates the expectation that all students achieve or exceed the New Jersey Student Learning Standards (NJSLs) at all grade levels. The educational environment fosters self-esteem, independent thinking, and respect for individual differences. We provide our students with the skills and experience 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 ensure the right of the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

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

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

PRESENTATIONS

Statewide Assessment Reports from the Spring 2019 NJSLA- ELA and NJSLA-M administration

SUPERINTENDENT'S REPORT

District Updates

HIB Report

East Hanover Middle School Students of the Month:

Grade 6 - Jolie Casale

Grade 7 - Nicolette Peluso

East Hanover Middle School Student Council Representative:

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

COMMITTEE REPORTS

Personnel

Education/Technology

Finance

Policy/Public Relations

Buildings and Grounds/Transportation

CONSENT RESOLUTIONS

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

MINUTES

- 1. Approve the minutes of September 9, 2019, Regular Monthly Meeting. (Doc. M-1)
- 2. Approve the minutes of the September 9, 2019, Executive Session. (Doc. M-2)

PERSONNEL

- 1. Accept a letter of resignation from Kathleen Salemme, Assistant to the Coordinator of the EHTASCC Program, effective October 30, 2019. (Doc. P-1)
- 2. Approve the appointment of Carol Silberfein to the position of Basic Skills Teacher - Literacy and Math at Frank J. Smith Elementary School, at an annual salary of \$50,336 (MA+30, Step 1, prorated, of the 2019-2020 Teacher’s Salary Guide), from November 1, 2019, through June 30, 2020. (Doc. P-2)
- 3. Approve the appointment of Beatrice Vallario to the position of Library Media Specialist, Frank J. Smith and Central Elementary Schools, at a per diem rate of \$280.18 (BA Step 1 of the 2019-2020 Teacher’s Salary Guide), from November 14, 2019, through June 17, 2020.
- 4. Ratify/ Approve the revised salary for Marcelina Scafidi, Bus Aide, to \$11,963.38, effective September 5, 2019, through June 23, 2020.
- 5. Approve the increase in substitute pay rates for substitute Instructional Aide - Non-Certified from \$10.50/hour to \$11.00/hour to be effective January 1, 2020.
- 6. Ratify/ Approve the revised salary for Karen Ricciardi, Grade 1 Inclusion Teacher, Frank J. Smith Elementary School, as attached. (Doc. P-3)
- 7. Ratify/ Approve Iman Suleiman, Grade 8 Math Leave Replacement Teacher, East Hanover Middle School, at a per diem rate of \$299.30 (MA Step 1 of the 2019-2020 Teacher’s Salary Guide), from September 1, 2019, through November 30, 2019.
- 8. Ratify/ Approve the appointment of the following individuals as district substitutes for the 2019-2020 school year, pending approval by the New Jersey Department of Education following a criminal history review:

Taylor Auletto	Substitute Teacher and Instructional Aide
Theodore Bennett	Substitute Teacher and Instructional Aide
Stephanie Biase	Substitute Teacher and Instructional Aide
Stephanie Cordoso	Substitute Teacher and Instructional Aide
Steven Hoffman	Substitute Teacher and Instructional Aide
Sathya Viswanadhan	Substitute Teacher and Instructional Aide
- 9. Ratify/ Approve Dana Cherna as East Hanover Township Library Board representative for the 2019-2020 school year, at a stipend of \$34/hour.
- 10. Ratify/ Approve Elizabeth Minkowitz as East Hanover Township Library Board school district substitute representative for the 2019-2020 school year, at a stipend of \$34/hour.
- 11. Approve Kim Neary and Pat Algieri as try-out assistants for school sports for the 2019-2020 school year, at a rate of \$34.00 per hour.
- 12. Approve Jennifer McDermott to teach an additional Grade 8 Math (2/5) period at a rate of \$137.82 (at 2019-2020 salary guide rates) per day from October 28, 2019- November 27, 2019.
- 13. Approve Karla Hesse to teach an additional Grade 8 Math (1/5) period at a rate of \$100.36 (at 2019-2020 salary guide rates) per day from October 28, 2019-November 27, 2019.
- 14. Approve district nurses as before/ after school student support for students attending East Hanover Township School District extracurricular and non-academic activities at a rate of \$34.00 per hour, as needed.
- 15. Approve an additional assignment for Mary Beth Wingerter, Part-Time Instructional Aide, at East Hanover Middle School (10 additional minutes per day) at the revised annual salary of \$14,437.84 effective October 16, 2019.

16. Approve the appointment of Sarah Moore to the School Safety/School Climate Team at East Hanover Middle School for the 2019-2020 School Year.
17. Approve the creation of a job description for Clerk Typist - Superintendent's Office, as attached. (Doc. P-4)
18. Approve the appointment of Bret Leister, Physical Education Teacher, as STEM Club Leave Replacement, Central Elementary School, at an annual stipend of \$251.25, from November 15, 2019, through June 19, 2020.
19. Approve the appointment of Elizabeth Minkowitz, Part-Time Instructional Aide/Substitute Teacher, as Leaping Frog Readers Leave Replacement for at Frank J. Smith Elementary School, with an annual stipend of \$251.25, from November 15, 2019, through June 19, 2020.
20. Approve the appointment of Elizabeth Minkowitz, Part-Time Instructional Aide/Substitute Teacher, and STEM Club Leave Replacement for at Frank J. Smith Elementary School, with an annual stipend of \$502.50, from November 15, 2019, through June 19, 2020.
21. Approve the appointment of Madison Ball, Grade 4 Leave Replacement Teacher, as Leave Replacement for Page Turners at Central Elementary School, with an annual stipend of \$251.25 from November 15, 2019, through June 19, 2020.
22. Approve Andrew Newmark and Paige Kennedy for up to 4 hours each at the contract hourly rate of \$34.00/hour for professional development planning in Guided Reading and Fountas and Pinnell Benchmark Assessments.
23. Approve the following individual as Counselors in the EHTASCC Before-School and After-School Program at Frank J. Smith and Central Elementary Schools, subject to enrollment, at the following salaries per hour, not to exceed 29 hours/week, including training, effective October 16, 2019, through June 30, 2020, pending criminal history/background check approval:

Employee	Hourly Salary
Taylor Auletto	\$11.00
24. Approve the appointment of the following individuals as Substitute Enrichment Programs Teachers in the EHTASCC Enrichment Programs at Frank J. Smith Elementary School and Central Elementary School, subject to enrollment, at the following salaries per hour, effective October 16, 2019, through June 30, 2020.

Employee	Hourly Salary
Madison Ball	\$34.00
Theresa Rumsey	\$34.00
25. Approve the appointment of Patricia Lombardo as Assistant to the Coordinator in the EHTASCC Programs, at a prorated salary of \$23,621.00, effective October 16, 2019, through June 30, 2020.
26. Approve the appointment of Patricia Lombardo as PT clerk for the Superintendent's Office for 10 months effective October 16-June 30 at the prorated salary of \$9,243.00.
27. Ratify/Approve Nancy Napolitano to administer sports physicals during the summer for 2 days at a rate of \$358.92 per day.
28. Ratify/Approve the request for Michael Calomino, Vice Principal at Large, for a leave of absence, having received a doctor's certification, commencing September 12, 2019, under the Federal Family Medical Leave Act (FMLA) and ending after approximately twelve (12) weeks or sooner.

EDUCATION

1. Affirm and approve the Superintendent's HIB Report for September 10, 2019, through October 15, 2019. (Doc. E-1)
2. Approve the Code of Student Conduct for Frank J. Smith Elementary School, as attached. (Doc. E-2)
3. Approve the Code of Student Conduct for Central Elementary School, as attached. (Doc. E-3)

4. Approve the Code of Student Conduct for East Hanover Middle School, as attached. (Doc. E-4)
5. Approve the 2019-2020 Staff Handbook, as attached. (Doc. E-5)
6. Approve the 2019-2020 Uniform State Memorandum of Agreement between the East Hanover Township Board of Education and Law Enforcement Officials, as attached. (Doc. E-6)
7. Approve the submission of New Jersey Single Accountability Continuum (NJQSAC) District Performance Review Documents to the New Jersey Department of Education. (Doc. E-7)
8. Approve the 2019-2020 Nursing Services Plan, as attached. (Doc. E-8)
9. Ratify/ Approve the following course approval applications for potential reimbursement:

Staff Member	College	Course	Dates	Crs.
Gilroy, Danielle	Montclair State University	ELAD 540 Differentiated Supervision	9/2-10/27/19	3
		ELAD 622 School Finance	10/28-12/22/19	3
Harrington, Stacie	The College of NJ	Brain-Based Teaching and Learning	10/4/19-10/20/19	3
		Assessment Techniques: Assessing for Student Learning	11/1-11/17/19	3

5. Ratify/ Approve the following field trips for the 2019-2020 school year:

School	Destination	Grade Level	Proposed Date
Frank J. Smith	MPAC	Kindergarten	4/20/20

6. Ratify/ Approve the following student teaching/ observation assignment:

Student/College	Purpose	Cooperating Teacher(s)	Dates
Stephanie Cardoso Montclair State University	Observation	Frank Biamonte	10/24/19 3 hours
Angela Conforti Ramapo College	Internship	Anna Jackson, Contractor for Care Plus	10/2019-6/2020
Alexandra Lombardi Fairleigh Dickinson University	Student Teaching 2 day/week - 10 weeks 5 days/week	Jennifer Nadel, Grade 4	10/21-12/20/19
			1/20-4/30/20
Jessica Lukasiewicz Fairleigh Dickinson University	Field Experience	Paula Liotta, Kindergarten	1/2-1/17/20 5 days
Amanda Nisbet Fairleigh Dickinson University	Field Experience	Marie Bender, Grade 2	1/2-1/17/20 5 days
Mirna Patner Caldwell University	Observation	Linda Conley, Grade 7 Language Arts	9/23/19 60 Hours
Lauryn Patracuolla Fairleigh Dickinson University	Field Experience	Paige Kennedy, Grade 1 Teacher	1/2-1/17/2020 5 days
Brianna Surdi Moravian College	Internship	Lisa Hatala, Speech Therapist	11/4-12/9/19

7. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of September 2019:

<u>School</u>	<u>Fire Drill</u>	<u>Security Drill Evacuation</u>
Frank J. Smith Elementary School	9/11/19	9/19/19 Shelter In Place
Central Elementary School	9/11/19	9/23/2019 Shelter in Place
East Hanover Middle School	9/6/19	9/18/19 Lock Down

POLICY

1. Approve the first reading to revise Policy 3159 Teaching Staff Member/School District Reporting Responsibilities, as attached. (Doc. PL-1)
2. Approve the first reading to revise Policy 3218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-2)
3. Approve the first reading to revise Regulation 3218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-3)
4. Approve the first reading to revise Policy 4218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-4)
5. Approve the first reading to revise Regulation 4218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-5)
6. Approve the first reading to revise Policy 4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing, as attached. (Doc. PL-6)
7. Approve the first reading to revise Policy 5517 School District Issued Student Identification Cards, as attached. (Doc. PL-7)
8. Approve the first reading to revise Policy 6112 Reimbursement of Federal and Other Grant Expenditures, as attached. (Doc. PL-8)
9. Approve the first reading to revise Regulation 6112 Reimbursement of Federal and Other Grant Expenditures, as attached. (Doc. PL-9)
10. Approve the first reading to revise Policy 7440 School District Security, as attached. (Doc. PL-10)
11. Approve the first reading to revise Regulation 7440 School District Security, as attached. (Doc. PL-11)
12. Approve the first reading to revise Policy 8600 Student Transportation, as attached. (Doc. PL-12)
13. Approve the first reading to revise Regulation 8600 Student Transportation, as attached. (Doc. PL-13)
14. Approve the first reading to revise Policy 8630 Bus Driver/Bus Aide Responsibility, as attached. (Doc. PL-14)
15. Approve the first reading to revise Regulation 8630 Emergency School Bus Procedures, as attached. (Doc. PL-15)
16. Approve the first reading to revise Policy 8670 Transportation of Special Needs Students, as attached. (Doc. PL-16)
17. Approve the first reading to revise Policy 9210 parent Organizations, as attached. (Doc. PL-17)
18. Approve the first reading to revise Policy 9400 Media Relations, as attached. (Doc. PL-18)

FINANCE

1. Approve the attached travel and related expenses. (Doc. F-1)

2. Approve the bills list dated September 20, 2019, through October 15, for the 2019-2020 school year in the amount of \$904,904.69: (Doc. F- 2)

General Fund	\$842,214.81
Special Revenue Fund	\$ 59,457.98
Milk Account	\$ 49.95
Enterprise Fund - EHTASCC	\$ 3,181.95

Approve the Milk Account check #2193 in the amount of \$214.50 for free lunches for September 2019.
 Approve the Milk Account check #2194 in the amount of \$121.50 for free lunches for October 2019.
 Approve the payroll disbursement for September 13, 2019, in the total amount of \$629,653.11.
 Approve the payroll disbursement for September 27, 2019, in the total amount of \$621,394.54.
 Approve the payroll disbursement for October 15, 2019, in the total amount of \$645,744.91.

3. Approve the report of the Secretary A-148 and the Treasurer’s Report for the month ending August 31, 2019. (Doc. F-3)
4. Approve the certification of the Business Administrator/Board Secretary that as of August 31, 2019, pursuant to N.J.A.C.6A:23-2.11(c)3, no budgetary line item has been over expended in violation of N.J.A.C.6A:23-s.11(a).
5. Certify that as August 31, 2019, 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-s.11(b) and sufficient funds are available to meet the District’s financial obligations for the remainder of the year.
6. Approve the list of transfers dated August 31, 2019.
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 2019-2020 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-4)
8. Approve the Door Access Project with JCT Solutions of Kearny, NJ for all schools for the 2019-2020 school year in the amount of \$22,335.96 based on the Union County purchasing Coop # 8-UCCP Coop Bid # 42-2017 and partially funded by the FY19 Safety Grant. (Doc. F-5)
9. Ratify/Approve Change Order # 002 for the District Wide HVAC Improvements Project with Industrial Cooling Corp. of Metuchen, NJ in the amount of \$239.75 for overtime credits and the exhaust fan and motor bypass. (Doc. F-6)
10. Approve the disposal of World Book Encyclopedia sets from 2001, 2005 & 2007 for Central Elementary School that is outdated.
11. Approve the payment of unused sick days to the Estate of Colleen Casey Brophy for 73.5 days at \$50.00 per day in the amount of \$3,675. (Doc. F-7)
12. Approve the corrected hourly rate for the BCBA Agreement with The Uncommon Thread of Stirling, NJ for the 2019-2020 school year from \$130 per hour to the discounted rate of \$110 per hour for the revised total of \$87,780.00.
13. Approve the two (2) ABA Professional Development In-Service Training Sessions with The Uncommon Thread of Stirling, NJ for the 2019-2020 school year at \$800 per session for a total of \$1,600.00.
14. Approve Marilyn Zara from the Storybox Tales Program to assist three sessions of an enrichment program at Frank J. Smith Elementary School during the 2019-2020 school year.

TRANSPORTATION

