

**HANOVER TOWNSHIP BOARD OF EDUCATION**

**MINUTES**

**Regular Public Meeting – May 16, 2017**

**I. Opening -**

- A.** The meeting was called to order by Mrs. Wolsky, Board Secretary at 7:30 p.m. in the Library/Media Center at Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey 07981.

Mrs. Wolsky read the following statement:

In accordance with P.L. 1975, Chapter 231, notice of this meeting was provided to the newspaper of record, appropriately posted and sent to the Township Clerk on January 4, 2017.

- B.** Present: Board Members
- |   |                                     |
|---|-------------------------------------|
|   | Mr. Douglas Petty                   |
|   | Mr. Glenn Yannotta                  |
|   | Ms. Rose McCauley                   |
|   | Mrs. Patricia Mattia                |
|   | Mrs. Carol Tognetti, Vice President |
|   | Mr. Steven Furda, President         |
| Superintendent                          | Mr. Michael J. Wasko                |
| Board Administrator/<br>Board Secretary | Mrs. Vanessa M. Wolsky              |

The following Board Members were absent: Mr. Salvatore A. Azzarello  
Mr. Brian Cahill  
Mr. Daniel Breen

**II. SPECIAL PRESENTATIONS**

**Morris County Superintendent's Middle School Leadership Award -**

Sayoni Bandyopadhyay was presented with a certificate in recognition of receiving the Morris County Superintendents' Middle School Leadership Award which is given annually to one graduating eighth grade student from each middle school in Morris County.

**MCCEA Poster Contest Winners –**

The following students were recognized for having their artwork chosen for the MCCEA Pride Poster Contest:

Carolyn Kao – Memorial Junior School  
Serena Shen – Memorial Junior School

Joshua Young – Salem Drive School  
Angelina Yu – Memorial Junior School

**Excellence in Service Award Recipients**

Janice Forfar, Win Ehrich, Adam Papa and Greg Matyola were presented with the Excellence in Service Award. The recipients received a golden apple from the Board of Education and a vacation day.

**Teacher of the Year Recipients**

Maryellen Adams, Jamie Enoch, Caitlin Vassoler and Eddie Cashen were presented with the Teacher of the Year award. The recipients received a golden apple from the Board of Education and \$250 to spend in the classroom.

**III. APPROVAL OF MINUTES**

**Regular Public Meeting                      4/25/17**

**Motion:** Mrs. Mattia                      **Second:** Mr. Yannotta                      **Approved:** 6 yes, 0 no

**IV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT**

Mrs. Wolsky read the cash balance as of April 30, 2017 was \$2,886,779.37. Fiscal year to date interest was \$2,181.19 in the General Fund and \$65.06 in the HTSACC Fund.

She also shared upcoming meeting dates including the annual goal setting meeting at 5:15 p.m. on Tuesday, June 13, followed by the regular board meeting at 7:30 p.m.

**V. SUPERINTENDENT'S REPORT –**

Mr. Wasko said, “As the end of this school year quickly approaches, members of our administrative team are busy screening resumes, conducting interviews, scheduling demonstration lessons, and conducting reference checks for a number of open positions for the 2017-2018 school year. These include candidates to replace retiring teachers, and teachers who have requested temporary leaves of absence as they await the birth of a child. Enrollment shifts will also likely lead to a few reassignments of teachers as we ensure that our schools are fully staffed with the best possible teachers in September. The process of determining staffing is complex, as teacher certification, tenure rights, and seniority must be considered when placing teachers. The administrative team has already met on several occasions on this topic and are planning to meet again next week to review our staffing needs based on the most recent information we have as we begin to finalize staffing assignments for September. That being said, please keep in mind, that there is always the possibility that additional staff members will decide to retire before the end of the school year....and if necessary, we will begin the process of finding replacements for those individuals as soon as

possible. Our goal....as always.....will be to fully staff our schools prior to the start of the new school year in September.

Finally, I hope my predication regarding the last day of school for this school year will be more accurate tonight then when I made my original predication back in March. Assuming that we will be able to finish the school year without the use of any additional emergency school closings, I would like to confirm that the last day of school will be Friday, June 23<sup>rd</sup>, and will be a half-day of school for students. Thursday, June 22<sup>nd</sup>, will also be a half-day of school for students and the last day of school for all 8<sup>th</sup> graders, and most importantly, the eighth grade graduation will take place later that evening at MJS in the Scott R. Pepper Theater at 7:00 PM.

## **VI. DIRECTOR OF CURRICULUM, INSTRUCTION & PROFESSIONAL DEVELOPMENT'S REPORT**

Mr. Wasserman thanked Mr. Wasko and the Board of Education for the opportunity to speak this evening and congratulated all of our award recipients. He said, "The accolades and speeches speak volumes of what it means to work with amazing talent in an environment where students come first. Congratulations to all of you on your accomplishment and continued devotion on behalf of the students of Hanover Township.

I would like to thank Darrin Stark our District Testing Coordinator along with all of the building principals and technology department for their time and attention to a seamless and successful administration of the PARCC Assessment. All four schools have administered the assessments; the NJ ASK Science will be administered on, May 31st, to grades 4 and 8.

There are a few curriculum items on this evening's agenda for approval. Most notably, I would like to acknowledge our Grade Level Chairs who have been working in collaboration with their respective teams to review materials. The review process was extensive and began in the fall. Happily we will be adopting Super-Kids as our primary materials for English Language Arts grades K-2. Hanover Township kindergarten classes have been using Super-kids as their resource for over five years. Our first and second grade teachers will join them to unify our K-2 reading program.

Lastly, the transition to the Next Generation Science Standards is a district goal and an initiative that we have been sharing with the Board over the past two years. We will continue to use the Full Option Science System or FOSS resource next generation edition. The hands on minds on FOSS investigations were and continue to be cutting edge and are a favorite of our students and teachers.

The collaborative contributions and efforts of the individuals recognized this evening is something we should all take pride in. Although, the day to day operations of a school system are challenging, tonight it was particularly nice to pause and reflect on the rewards of why Hanover Township continues to be a Community That Inspires Excellence. In the words of Mr. Camean 'It's about the people.' "

## **VII. COMMITTEE REPORTS**

**Personnel** – The Committee met this evening and discussed staffing requirements, leaves of absence, the approval of salaries and transfers, recent hires and enrollment.

**Curriculum & Instruction** – Ms. McCauley said the Committee met and in addition to the items Mr. Wasserman highlighted in his speech, discussed the approval of curriculum revisions, the adoption of textbooks, the adoption of a five year curriculum evaluation plan, the disposal of textbooks, the DEAC’s review of the Sgo process and summer curriculum projects.

**Finance/Transportation/Physical Plant** – Mr. Yannotta said the Committee met this evening and received a detailed technology update from Mike Schwab and how technology has evolved in the schools.

**Public Relations** – Mr. Petty shared some updates including the Steered Straight Assembly, the Stoney Brook garden lunch with the Mayor, the postponement of the grand opening for the garden, the 5K Run/Fun Walk sponsored by the Education Foundation on June 3, the HTEA dinner on May 25 and the MJS Award Assembly on June 14.

**Travel/Delegate Report** – Several Board members attended the 4/26 Morris County School Board’s meeting where Sal Azzarello was recognized as a Master Board Member. Ms. McCauley attended Governance III training on May 11.

**VIII. PUBLIC COMMENTS –**

In addition to the recognitions of our teachers and support staff, Mr. Furda expressed his appreciation to the Principals and Supervisors for everything they do to support what’s happening in the classrooms.

**IX. BOARD ACTIONS**

**A. PERSONNEL**

**Upon recommendation of the Superintendent, move to:**

1. Accept, with regret, the resignation of Karen Goldman, Teacher of Mathematics, Memorial Junior School, effective 7/1/17, for the purpose of retirement.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

2. Accept, with regret, the resignation of Joanne Iwicki, Teacher of Mathematics, Memorial Junior School, effective 7/1/17, for the purpose of retirement.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

3. Approve a medical leave of absence (maternity) for Krista Mittler, Teacher of English, Memorial Junior School, effective 9/5/17 through 11/1/17, with pay (depending on

availability of accrued sick and personal days), and 11/2/17 through 1/12/18 without pay, consistent with the terms of the Family Medical Leave Act, NJFLA and in accordance with the Agreement between the Board and the HTEA.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

4. Authorize the appointment and salaries of support staff members for the 2017-2018 school year, in accordance with the Board/HTEA Agreement as shown on **Attachment “A”**. Actual 2017-2018 salaries will be determined upon conclusion of negotiations between the Board of Education and the Hanover Township Education Association.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

5. Authorize the appointment and salaries of central office exempt confidential support staff members for the 2017-2018 school year, as shown on **Attachment “B”**. Actual 2017-2018 salaries will be determined at a later date.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

6. Appoint Maribella Hamlin to the position of Substitute Coverage Coordinator, to provide district-wide substitute calling services for the 2017-2018 school year, at a yearly stipend of \$8,000, effective 9/1/17 to 6/30/18.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

7. Appoint Mark DeMetro to the position of Maintenance Foreman, at a yearly stipend of \$6,500, effective 7/1/17 to 6/30/18.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

8. Approve the Substitute Rates for the **2017-2018** school year (same as 2016-2017) as outlined in **Attachment “C”**.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

9. Acknowledge the student suspensions as reported by the school principals for the month of April 2017, **Attachment “D”**.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

10. Accept the Harassment, Intimidation and Bullying report and affirm the Superintendent’s decisions for the period ending May 12, 2017, **Attachments “E”**.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

11. Amend the 2016-2017 employment for Loren Gambacorta-Florio as Lunch Recess Aide, Salem Drive School, from part time (.35 FTE) to part time (.42 FTE), at a salary of Step 2, \$6,685, prorated, effective 5/16/17 to 6/30/17, in accordance with the Agreement between the Board and the HTEA.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

12. Appoint Claudia Nelson to the position of part time (.35 FTE) Lunch Recess Aide, Salem Drive School, at a salary of Step 2, \$5,571, prorated, effective 5/17/17 to 6/30/17, in accordance with the Agreement between the Board and the HTEA. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

13. Appoint Selena Appel to the position of Administrative Assistant for the Hanover Township School Age Child Care Program at a salary of \$51,625 (40 hours per week), effective 7/1/17 to 6/30/18.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

14. Appoint Meg Bartholomew to the position of Bookkeeper for the Hanover Township School Age Child Care Program at the rate of \$26.05 per hour, not to exceed 12 hours per week, effective 7/1/17 to 6/30/18.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

15. Approve the 2017-2018 HTSACC Salary Guide as per **Attachment “L”**.

**Motion:** Mrs. Tognetti      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

**B. CURRICULUM & INSTRUCTION**

**Upon recommendation of the Superintendent, move to:**

1. Acknowledge the following fire drills, as reported by the school principals, for the month of April 2017:

<u>School</u>	<u>Date</u>
Memorial Junior School	4/28/17
Bee Meadow School	4/24/17
Mountview Road School	4/3/17
Salem Drive School	4/28/17

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

2. Acknowledge the following crisis management drills, as reported by the school principals, for the month of April 2017:

<u>School</u>	<u>Date</u>
Memorial Junior School	4/25/17
Bee Meadow School	4/26/17
Mountview Road School	4/28/17
Salem Drive School	4/26/17

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

3. Approve the addition of Somerset Patriots at TD Bank Ballpark in Bridgewater, NJ to the list of approved field trips.

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

4. Approve the recommended list of field trips for the 2017-2018 school year for preschool through eighth grade, as shown on **Attachment “F”**.

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

5. Approve the following curriculum revisions to include the New Jersey Learning Standards for the 2017-2018 school year:

- Social Studies
- Technology Education
- World Languages

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

6. Adopt courses of study and curriculum guides for the 2017-2018 school year in accordance with N.J.A.C. 6:8-3.5 as per **Attachment “G”**.

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

7. Approve the following instructional material for the 2017-2018 school year:

- Science
- K-5 – *Full Option Science System (FOSS) Next Generation*, Delta Education, 2017
- ELA – English Language Arts
- K-2 – *Superkids*, Zaner-Bloser, 2017

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

8. Adopt textbooks for all grades, for the 2017-2018 school year as **Attachment “H”**.

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

9. Approve the 5 Year Curriculum Evaluation Plan 2017-18 – 2021-22, as per **Attachment “I”**.

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

10. Approve the disposal of the following books:

- Scott Foresman Science*, Addison-Wesley, 2000 (#68)
- Our Communities*, Macmillan/McGraw Hill, 2005 (#52)

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no  
11. Approve the Director of Special Education’s recommendation to contract with Bergen County Special Services Educational Enterprises to provide a functional behavior assessment for Student CST #52-17. The total cost for this evaluation shall not exceed \$850.

**Motion:** Ms. McCauley      **Second:** Mrs. Mattia      **Roll Call:** 6 yes, 0 no

**C. FINANCE, TRANSPORTATION, PHYSICAL PLANT**

**I. FINANCE**

**Upon recommendation of the Business Administrator/Board Secretary, move to:**

1. Approve transfers in the 2016-17 Budget, **Attachment “J”**

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

2. Authorize the following payments:

<u>Bills List Dated</u>	<u>Amount</u>
Payroll 4/28/17	\$ 832,296.97
Payroll 5/15/17	\$ 866,018.59
Bills & claims 4/26/17 – 5/16/17	\$ 582,383.65

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

3. Accept the certification of the Business Administrator/Board Secretary that as of 4/30/17 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:23-2.11(a).

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

4. Certify that as of 4/30/17, 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. 6:20-2.10(b) and sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

5. Accept the report of the Secretary A-148 and the treasurer’s report A-149, for the month ended 4/30/17.

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

6. Approve the attendance of staff members and board members at workshops and travel expenses that are in accordance with the allowable room rate and meal reimbursement rate as outlined in the NJ OMB Circular 602B and mileage **at the state approved rate**, as per **Attachment(s) “K”**.



**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

7. Approve participation in cooperative bidding services with Educational Data Services, Inc. through the Morris County Educational Services Commission for purchases in the following categories: Art, Audio/Visual, Computer/Office, Copy Duplicator, Custodial, Elementary Science, Fine Art, General Classroom, Health & Trainer, Home Economics, Library, Physical Education, Science and Technology.

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

8. Approve the HTSACC Budget for 2017-2018.

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

9. Approve entering into a 60 month operating lease with Canon Financial Services for a model #6555i Canon copier (NJ State Contract No. A82707) at a monthly cost of \$199.00.

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

10. Approve entering into a 60 month service contract with United Business Systems for a Canon model #6555i at a monthly cost of \$100.00.

**Motion:** Mr. Yannotta      **Second:** Ms. McCauley      **Roll Call:** 6 yes, 0 no

**II. TRANSPORTATION**

**No items for Board consideration**

**III. PHYSICAL PLANT**

**No items for Board consideration**

**D. PUBLIC RELATIONS**

**No items for Board consideration**

**X. MOTION TO CONVENE IN EXECUTIVE SESSION – None**

**XI. PUBLIC COMMENTS - None**

**XII. ITEMS FOR DISCUSSION – None**

**XIII. ADJOURNMENT 9:26 p.m.**

**Motion:** Mr. Yannotta

**Second:** Mr. Petty

**Approved:** Unanimous

Respectfully submitted,

Vanessa M. Wolsky  
School Business Administrator/  
Board Secretary