

HANOVER TOWNSHIP BOARD OF EDUCATION

MINUTES

Regular Public Meeting – October 18, 2016

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 14, 2016.

- B. Present: Board Members:
- | | |
|---|-------------------------------------|
| | Mr. Salvatore A. Azzarello |
| | Mr. Brian Cahill |
| | Mrs. Catherine Slattery |
| | Mr. Daniel Breen |
| | Mr. Glenn Yannotta |
| | Ms. Rose McCauley |
| | Mrs. Carol Tognetti, Vice President |
| | Mr. Steven Furda, President |
| Superintendent | Mr. Michael Wasko |
| Board Administrator/
Board Secretary | Mrs. Vanessa M. Wolsky |

The following Board Member was absent: Mr. Douglas Petty

II. SPECIAL PRESENTATIONS

2015-16 Comprehensive Annual Financial Report

Audit Report – Mr. Raymond Sarinelli, District Auditor, reviewed the Comprehensive Annual Financial Report for the 2015-16 school year. He talked about the process which includes a thorough review of central office records and transactions. He said the financial statement information is always ready and in good shape in Hanover and the financial results were as expected. There was one minor recommendation with regards to timeliness of deposits in the student activities account. The District has continued to maintain its 2% fund balance and pay down its debt - bonds will be paid off in 2022 and the energy savings capital lease goes out to 2027.

Mr. Wasko thanked Vanessa Wolsky and her staff for all of their hard work and also thanked the Administrators for their fiscal responsibility.

2015-16 District Testing Report

Mr. Darrin Stark, Principal, Bee Meadow School, gave a very comprehensive report regarding the District Testing Report for the 2015-2016 school year. He reviewed the test of Cognitive Skills, the 2016 PARCC results, the NJ ASK Science and reviewed the testing schedule for 2016-17. Mr. Stark answered questions from Board Members. Mr. Wasko thanked Mr. Stark for his presentation.

III. APPROVAL OF MINUTES

Regular Public Meeting 9/20/16

Motion: Mrs. Slattery **Second:** Mr. Azzarello **Approved:** 6 yes, 0 no
Abstained Mr. Cahill, Mr. Breen

IV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

Mrs. Wolsky read the cash balance as of September 30, 2016 was \$4,054,741.59. Fiscal year to date interest was \$862.35 in the General Fund and \$20.02 in the HTSACC Fund. She said schools would be closed on Tuesday, November 8 for Election Day and Thursday and Friday November 10 and 11 for the NJEA Convention and the next regular public meeting is scheduled for Tuesday, November 15.

V. SUPERINTENDENT'S REPORT –

Mr. Wasko said, “I would like to begin my report tonight by bringing your attention to Item #9 on the Curriculum portion of tonight's agenda, which is a resolution to accept and approve the submission of the QSAC "Statement of Assurance" to the New Jersey Department of Education. School districts throughout New Jersey are formally monitored by the Department of Education every three years. On the years when a school district is not “formally” monitored we must conduct a self-evaluation of specific indicators and submit a "Statement of Assurance" to the Department of Education that “states” we are in compliance with all the indicators contained in the SOA. Once again, I am required to formally present the information contained in the Statement of Assurance to the Board.

Board members have been provided a complete copy of the SOA and for the purpose of my report I will summarize some of the highlights.

In the category of **Instruction and Program** we must certify that the district publicly reports student performance on standardized assessments and ensure that our curricula aligns with the New Jersey Common Core Curriculum Standards and the Common Core State Standards. We are in 100% compliance in this area.

In the category of **Fiscal Management** the district must certify that we follow a budget calendar that complies with all legal requirements, base budget appropriations for capital

projects on the Comprehensive Maintenance Plan and Long Range facilities Plan, conduct trend analysis of the budget, properly implements transfers and grant programs, maintain separate accounts for federal funds, and only approve the payment of purchase orders which have been properly executed. We are in 100% compliance in this area.

In the category of **Governance**, the district must certify that we have policies in place for the provision of educational programs and services, that we have a separate nepotism policy, that we follow legal requirements for conducting meetings, recording of minutes, comply with legal requirements regarding the appointment, transfer, and non-renewal of faculty and staff, and that we conduct a formal hearing on our proposed budget. We are in 100% compliance in this area.

In the category of **Personnel** we must certify that we have job descriptions in place for all positions, that all employees undergo criminal background checks, that all employees are annually evaluated, and that we utilize data sources to inform professional development. We are in 100% compliance in this area.

In the category of **Operations** where there are 20 indicators we must certify that the school district completes all required trainings, maintains a student code of conduct, annually reports on violence, vandalism, substance abuse, maintains an HIB policy and procedures for investigation, meets all the requirements of safely transporting students, provides health screening services to students, provides guidance and counseling services, maintains intervention and referral services teams, maintains safety and security plans, and implements a Comprehensive Equity Plan designed to eliminate discrimination based on race, religion, age, gender, national origin, disability or any of the other protected classes. We are 100% compliant in this area.

So with the approval of the Board of Education the SOA indicating 100% compliance in all five categories will be submitted to the Department of Education.

This past Saturday along with Board Members Mr. Furda and Mr. Cahill, I attended the “One Day One School” Event that was held at SDS. It was the largest One Day One School event ever held. Tree professionals representing 9 tree companies removed over 40 hazardous trees and several tree branches were trimmed to make our walking paths and fields around the school much safer. In addition, many volunteers (parents, students, school employees, and community members) planted seasonal flowers and spread mulch in various flower beds around the school. Roy Aull estimated that the improvements would have cost the school district in excess of \$100,000 to complete. On behalf of the Board of Education, administration, parents, and students I want to thank all those who contributed and participated in this year’s event. A special thanks to Ace Gallagher, for his time and expertise in organizing such a success event for our school district and community.

Finally, I would like to wish Mr. Anderson, and all of our sixth grade students, staff, and parent volunteers, luck as they get ready to spend the next three days “roughing it” in the wilderness at Fairview Lakes YMCA for the annual 6th grade Outdoor Education Trip.”

VI. DIRECTOR OF CURRICULUM, INSTRUCTION, & PROFESSIONAL DEVELOPMENT’S REPORT

Mr. Wasserman said, "Congratulations Mr. Stark on a providing us all with such a comprehensive testing report. The administrative team and teachers have spent countless hours sifting through the data and making deductions on best practices to assist with student achievement and instruction.

I am happy to report that all district teachers and administrators participated in a Professional Development Day on Monday, October 10, 2016. This year's theme was Opening our Doors to Learning and feedback of the day was extremely positive. After beginning the day in the MJS Auditorium for a brief overview of the program, teachers attended three breakout sessions. During the first two sessions, teachers and administrators participated in a number of workshops conducted by in house members of our professional teaching staff. Topics included: PowerSchool Pro, Podcasts and iMovie Making, Reading and Writing Strategies, Google Apps for Education, Newsela, Raz Kids, Strategies for ELL Students, etc. During the final session of the day, teachers spent the time with their grade level and subject area colleagues working on Student Growth Objectives, reviewing NJASK and PARCC scores by conducting "Data Walk" activities, etc.

A schedule of the day was shared with the Board members, as was the feedback collected through an evaluation yielding positive outcomes to help guide future professional development.

Finally, I am happy to report that our K-5 report cards are in the final stages and teachers have been working together to make the document a success. A minor change to the format occurred where English Language Arts will be reported using both Reading and Writing subheadings. This will allow for more concise and accurate data and is the way we have always reported Reading and Writing progress in the past.

I'd like to recognize our Technology Department led by the Director of Technology Michael Schwab, his assistant Greg Matyola, our Educational Technology Specialists, and Grade Level Chairs for taking initiative and working towards the common goal of the successful implementation of our K-5 report cards.

In closing, I am happy to report that Hanover Township teachers are operating under a shared vision. This vision was observed on October 10th where teachers collaborated in a collegial environment. Sharing best practices will only foster teachers to continue to connect with their students to engage in learning. That concludes my report for this evening."

VII. COMMITTEE REPORTS

Personnel – Mr. Breen said the Committee did not meet and congratulated Justin Toomey on his upcoming appointment as Assistant Principal.

Curriculum & Instruction – Mrs. Slattery said the Committee met this evening and discussed the 2016-2019 Technology Plan, the October 10, 2016 Professional Development Day, received an update on K-5 Report Cards and PowerSchool Consultant's suggestions, and reviewed the QSAC Statement of Assurances.

Finance/Transportation/Physical Plant – Mr. Yannotta said the Committee met this evening and talked about the audit results, the Comprehensive Maintenance Plan, the final grant payment from the SDA for the HVAC project, a donation from the Ed Foundation, repair of sidewalks at MJS, the 2017-18 budget, health benefit renewals and the district goal for facilities.

Public Relations – Ms. McCauley said the Committee met this evening and discussed the google calendar, the One Day One School event and the NY Jets Stomp Out Bullying Program at MJS. Mr. Wasko also acknowledged Roxi Williams and the donation from the 3M Corporation.

Travel/Delegate Report – Mr. Azzarello reported on his attendance at the Morris County School Boards Association meeting on September 28th. The main agenda program “School Funding in New Jersey: The Good – The Bad – The Confusing” was presented by John Burns, NJSBA, Counsel and Christopher Jones, NJSBA, Legislative Advocate.

VIII. PUBLIC COMMENTS

Justin Toomey expressed his gratitude for being selected for the Assistant Principal position and is looking forward to beginning the new role in January. Mr. Anderson, Principal, Memorial Junior School, said he looks forward to working with Mr. Toomey who he said clearly stood out among the candidates who interviewed for the position.

IX. BOARD ACTIONS

A. PERSONNEL

Upon recommendation of the Superintendent, move to:

1. Accept, with regret, the resignation of Jan Sibik, Custodian, Bee Meadow School, effective 4/1/17, for the purpose of retirement.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

2. Accept, with regret, the resignation of Susan DeMuro, Lunch Recess Aide, Mountview Road School, effective 10/10/16, for personal reasons.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

3. Accept, with regret, the resignation of Claudia Nelson, Lunch Recess Aide, Salem Drive School, effective 10/24/16, for personal reasons.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

4. Amend the previously approved medical leave of absence for Kimberly Mullooly, Speech/Language Specialist, Mountview Road School, from *effective 9/22/16*

through 10/19/16, to be **effective from 9/29/16 through 10/26/16**, with pay (depending on availability of accrued sick days), in accordance with the Agreement between the Board and the HTEA.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

5. Amend the appointment of Diana D’Addozio as full time (1.0 FTE) Learning Disabilities Teacher Consultant, at a salary of MA+30 Step 18, \$91,284, prorated, from the previously approved *effective 10/24/16 or sooner to 6/30/17*, to be **effective 10/25/16 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: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

6. Appoint Justin Toomey to the administrative position of Assistant Principal, Memorial Junior School, at a salary of \$96,143, prorated, effective 1/1/17 to 6/30/17, in accordance with the Agreement between the Board and the HTAA.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

7. Authorize the following graduate course tuition reimbursement applications for the **2016-2017** school year, in accordance with the Agreement between the Board and the HTEA.

<u>Teacher</u>	<u>Credits</u>
George Dakak	11
Daniel Diaz	6
Katharine Keyser	3
Aimee Niemysk	6

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

8. Approve the **2016-2017** extra-compensation hours for **Club Advisors** at Bee Meadow School, with payments in accordance with the Agreement between the Board and the HTEA, as outlined below:

<u>Club</u>	<u>Advisor</u>	<u>Budgeted Hours</u>
Spanish Club	Laurie Klauber	10

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

9. Approve Carl Sabatino, Whippany Park High School Instrumental Music Teacher, as 2016-2017 Co-Advisor to the Honors Band for 10 hours.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

10. Approve the following people for temporary/provisional positions in the Hanover Township School Age Child Care Program, effective October 19, 2016 to June 30,

2017. Final staff appointments will be pending ratio needs based on enrollment of children in the program. Staff will be paid an hourly rate based on hours worked.

<u>Name</u>	<u>Position</u>	<u>Est. Hours/ week</u>	<u>Step</u>	<u>Hourly Rate</u>
Hanrahan, Ann	Sub Program Assistant as needed		12	\$15.85

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

11. Acknowledge the student suspensions as reported by the school principals for the month of September 2016, **Attachment "A"**.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

12. Accept the Harassment, Intimidation and Bullying report and affirm the Interim Superintendent's decisions for the period ending October 14, 2016, **Attachment "B"**.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

13. Authorize the following graduate course tuition reimbursement applications for the **2016-2017** school year, in accordance with the Agreement between the Board and the HTEA.

<u>Teacher</u>	<u>Credits</u>
Jennifer Lavalette	9

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 yes, 0 no

14. Accept, with regret, the resignation of Gina Masone, HTSACC Program Assistant, effective 10/14/16, for personal reasons.

Motion: Mr. Breen **Second:** Mr. Cahill **Roll Call:** 8 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 September 2016:

<u>School</u>	<u>Date</u>
Bee Meadow School	9/13/16
Mountview Road School	9/9/16
Salem Drive School	9/13/16
Memorial Junior School	9/8/16

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

2. Acknowledge the following crisis management drills, as reported by the school principals, for the month of September 2016:

School	Date
Bee Meadow School	9/15/16
Mountview Road School	9/13/16
Salem Drive School	9/14/16
Memorial Junior School	9/16/16

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

3. Approve the addition of the Morristown Unitarian Fellowship to the list of Approved Field Trips for students in grades K-8 for the 2016-2017 school year.

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

4. Approve the addition of City Green Farm Eco-Center in Clifton to the list of Approved Field Trips for the Special Education Classes for the 2016-2017 school year.

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

5. Approve the Director of Special Education’s recommendation for the implementation of an Extended School Year program to meet the needs of our special education students per their IEPs.

The Extended School Year will run during the following dates:

Self-Contained Class Programs: 6/27/17-8/4/17*

***Closed 7/3/17 and 7/4/17 in observance of the July 4th holiday**

Resource Center Students: 7/5/17-8/4/17

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

6. Approve the Director of Special Education’s recommendation to contract with Education, Inc. for bedside tutoring on Student CST #28-11, for 10 hours per week at \$49 per hour, effective 9/23/16 until medically cleared.

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

7. Approve the following outside vendors to provide programming for the HTSACC After School Kids program.

- Rizzo’s Wildlife
- Miss Amy’s Fitness and Rock & Roll
- Mr. Sam the Colorful Person

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

8. Approve the Hanover Township Public Schools 2016-2019 Technology Plan.

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

9. Accept the NJQSAC Statement of Assurance (SOA) as presented by the Superintendent, and approve its submission to the New Jersey Department of Education.

Motion: Mrs. Slattery **Second:** Ms. McCauley **Roll Call:** 8 yes, 0 no

C. FINANCE, TRANSPORTATION, PHYSICAL PLANT

I. FINANCE

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

1. Approve line item transfers for the 2016-2017 Budget, **Attachment “C”**.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

2. Accept the certification of the Business Administrator/Board Secretary that as of 9/30/16, 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:** Mr. Breen **Roll Call:** 8 yes, 0 no

3. Accept the report of the Secretary A-148, and the treasurer’s report A-149, for the month ended 9/30/16.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

4. Certify that as of 9/30/16, 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 fiscal year.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

5. Authorize the following payments:

<u>Bills List Dated</u>	<u>Amount</u>
Payroll 9/30/16	\$ 831,638.97
Payroll 10/14/16	\$ 856,274.06
Bills & Voids 9/21–10/18/16	\$ 968,101.45

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 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) “D”, “E”, “F”, “G”, “H”, “I” and “J”**.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

7. Accept the 2015-16 Comprehensive Annual Financial Report.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

8. Adopt the Corrective Action Plan relating to the 2015-2016 Auditor's recommendations in the Comprehensive Annual Financial Report, **Attachment "K."**

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

9. Accept additional 2016-2017 funding for Chapter 192 Compensatory Education in the amount of \$4,479.00.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

10. Accept Additional Funding for Non Public Nursing in the amount of \$485.00.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

11. Accept Additional Funding for Non Public Technology in the amount of \$764.00

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

12. 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) "L"**.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

II. TRANSPORTATION

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

1. Approve a 2016-2017 School Year Joint Transportation Agreement for one student to Bankbridge Developmental Center (Route BBS-1), in the amount of \$4,854.60.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

2. Acknowledge that Bus Evacuation Drills were performed on 10/14/16 for all grades in the Hanover Township School District including Academy 360, Sage Day at Boonton, Institute for Educational Achievement, Developmental Learning Center, Assumption, and Our Lady of Mercy Schools.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

3. Acknowledge that State of New Jersey Department of Transportation Motor Vehicle Commission Inspections were performed on 10/6/16 and 10/12/16 for all district

school bus fleet vehicles. All Hanover Township School vehicles have been passed until April 2017.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

III. PHYSICAL PLANT

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

1. Approve the request of My Special Spot Child Care Center to use Mountview Road School as an evacuation location in the event of an emergency.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

2. The Department of Education requires New Jersey school districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities. It is requested that the Board of Education approve the submission of the Comprehensive Maintenance Plan, and the M-1, for the years 2015-16, 2016-17, and 2017-18.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

3. Approve contracting with Always Safe Sidewalks, LLC through the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System #65MCESCCPS Trip Hazard Removal Services Bid #MRESC 14/15-48 for sidewalk repair in front of Memorial Junior School at a cost of \$6,612.

Motion: Mr. Yannotta **Second:** Mr. Breen **Roll Call:** 8 yes, 0 no

D. PUBLIC RELATIONS

1. Accept with appreciation the donation of school supplies, valued at \$3,038, to Bee Meadow School from 3M Corporation.

Motion: Ms. McCauley **Second:** Mrs. Tognetti **Approved:** Unanimous

2. Accept with appreciation the donation of school supplies, valued at \$3,038, to Memorial Junior School from 3M Corporation.

Motion: Ms. McCauley **Second:** Mrs. Tognetti **Approved:** Unanimous

X. MOTION TO CONVENE IN EXECUTIVE SESSION

1. Move to adopt the following resolution:

"BE IT RESOLVED THAT the Hanover Township Board of Education will convene in executive session immediately following the close of this meeting to undertake discussions

concerning 2016-17 salaries for certain staff and,

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public when the reasons for nondisclosure no longer exist."

Motion: Mr. Breen

Second: Mr. Azzarello

Approved: Unanimous

XI. PUBLIC COMMENTS - None

XII. ITEMS FOR DISCUSSION - None

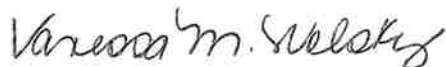
XIII. ADJOURNMENT: 8:36 p.m.

Motion: Mrs. Tognetti

Second: Mr. Azzarello

Approved: Unanimous

Respectfully submitted,



Vanessa M. Wolsky

School Business Administrator/
Board Secretary