

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
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**BOARD OF EDUCATION
 MINUTES
 PRELIMINARY BUDGET HEARING/SPECIAL ACTION MEETING
 TUESDAY, MARCH 10, 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 Preliminary Budget Hearing/ Special Action Meeting of the Board of Education at 7:00 p.m., on March 10, 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 on the district’s website. 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
Mr. Stillman	Present	Mrs. Dwyer	Absent	Mr. Ofshinsky	Present
Mr. Conklin	Present	Mr. Guarino	Present	Mrs. Romeo	Present
Mrs. Stephenson	Present	Mrs. Fritz	Present	Mrs. Van Dyk	Present

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

There were approximately 25 members of the public in attendance.

VI. SUPERINTENDENT'S REPORT - Dr. Alex Anemone

Dr. Anemone introduced two Eagle Scouts to present a brief explanation of their Eagle Scout Projects to the Board, and how they can help our school District.

Ryan Cooper, a Life Scout from Troop #119 at St. Joseph's Church, addressed the Board and spoke about his participation and love for the sport of baseball. He spoke about the lessons he has learned from the sport, how it has improved his character, and his desire to give back to it. His project will be creating two (2) new dugouts at Dygos Field behind Macopin School, and improvements to a memorial behind that area for the community. The dugouts will protect players from inclement weather and excessive sun, and he feels this project will be a very good improvement to the community. He thanked the Board for their support.

Mark Keeser, a Life Scout from Troop #151 in Oak Ridge, provided a handout on his Eagle Scout project and addressed the Board. He explained his proposal is to build a pavilion at McCormack Field for sporting events and clubs to shield students, community members, and vendors selling items at events from the sun and other weather elements. He stated that the structure size will be 14 feet x 14 feet. He plays lacrosse and football for the High School and feels this would be a great way to give back to his community and improve the turf field area. He also stated the structure will be located to the right of the gate entrance to the turf field, where there are storage containers that will be removed. He provided the Board with a picture of what it will look like and thanked the Board for their support.

Dr. Anemone provided the Board and the community with an update on the Coronavirus (COVID-19) and the most recent information. He spoke about receiving a memorandum from the Department of Education indicating if the school district was forced to close by the New Jersey Department of Health or the local health officer, a plan for distance learning must be approved by the County. If approved by the County and if the school district closed, the days can be counted towards the 180 minimum amount of days for the school year. Early dismissal days were used to meet with staff to develop a long-term plan if the District does close. He explained we are looking at two weeks of planning to start with and go from there, depending on how severe the outbreak becomes or, hopefully, does not become. The plan has been sent to the County office for approval. He also provided a brief explanation of the plan at all grade levels.

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

Mr. Ofshinsky addressed the Board and the community on the additional almost 2 million dollar cut in our State Aid this year, which is a half million dollars more than anticipated originally. He read a letter sent to the Commissioner of Education regarding these cuts to our State aid, and how it negatively effects our District and the West Milford Township community. Copies of the letter were also sent to Governor Murphy, our New Jersey legislative representatives, the local media, and the West Milford Township Mayor and Council.

Mrs. Van Dyk thanked Mr. Ofshinsky and stressed the importance of discussion on this matter as a group. She indicated that she, Dr. Anemone, Ms. Francisco, Mr. Conklin and Mr. Stillman met with Senator Pennacchio in his office, and he has taken on the fight for West Milford to help bring our District's needs to light. She encouraged the community to write letters to our Senators, the Senate President, and the Governor to let them know what is happening to West Milford.

Dr. Anemone provided the Board with the West Milford Township Public Schools 2020-2021 Preliminary Budget Presentation. He spoke about a fiscally conservative budget, with the total budget decreasing by 0.28%, the general fund decreasing by 0.38%, and administrative costs being lower than the regional limit.

Mr. Novak spoke about curriculum highlights and what is proposed in the budget for English Language Arts, Mathematics, Science, Social Studies, Fine and Performing Arts, and Data Analysis, with continued use of multiple measures of student achievement to measure progress.

Dr. Anemone explained the budget timeline with dates and administrative budget meetings, including schools and departments. He further presented on budget basics, explaining the budget is split into two parts - revenues and expenses - showing declines in revenues, but expenses rising. He also spoke about cumulative State Aid reductions, State Aid as a percentage of the budget, and explained the local tax levy and increases, with a nine year average increase of 1.49%.

Dr. Anemone then presented the 2020-2021 Preliminary Budget, general fund revenues and the changes from 2019-20 to 2020-21. Ms. Francisco pointed out a correction to be made to the budgeted fund balance for 2020-21. The actual audited amount was \$1,475,765 that will be corrected. She explained the difference between 2019-20 and 2020-21 is a million dollar gap. She then went on to further explain costs and revenues used to support the budget, including reimbursements, tuition, fees, and withdrawal from reserves.

Dr. McQuaid spoke about tuitions and the CLIMB program, the benefits of the program, and how we will be receiving tuitions from students in the program from other Districts. She referenced the Education resolution on this agenda.

Dr. Anemone presented the change in the tax levy from 2019-20 to 2020-21 showing the average increase of school taxes on the median assessed home is \$9.97 per month. He also spoke about capital projects, proposed cuts, what the future looks like with declining State Aid, and the next steps with key dates.

Board members asked questions, and Dr. Anemone and Ms. Francisco provided the information to their inquiries. Ms. Francisco asked the Board to contact her with any additional questions they may have.

VII. 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.

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.

VIII. MOTION BY MRS. ROMEO, SECONDED BY MR. OFSHINSKY, TO ADOPT THE AGENDA, AS PRESENTED.

VOICE VOTE: All in Favor. MOTION PASSED.

SPECIAL ACTION

IX. EDUCATION - Mrs. Teresa Dwyer, Chairperson

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

- 1. 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>
Maple Road/CLIMB	\$199.70/diem	Ringwood Public Schools
	\$135.87/diem	Ringwood, New Jersey
Student#: 73037	1:1 Aide	

- 2. The recommendation of the Superintendent to approve THE PARENT TRAIN, LLC, to provide an Independent Evaluation for student #68532, for the 2019-2020 school year.

SPECIAL ACTION

IX. EDUCATION - Mrs. Dwyer, Chairperson - Continued

ROLL CALL FOR ITEMS #1 AND #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Absent	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** unanimously.

SPECIAL ACTION

X. 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 Mr. Stillman, to approve the following agenda items #1 through #9:

DISCUSSION: Mrs. Stephenson spoke about item #2, and how Mrs. Boyle is one of her children's most favorite classroom aides, and wishes her a wonderful retirement.

1. The recommendation of the Superintendent to accept, with regret, the resignation of **DORIS-KAY MONROE**, Child Study Team - Physical Therapist, District-wide, effective July 1, 2020, for the purpose of retirement.
2. The recommendation of the Superintendent to accept, with regret, the resignation of **ELIZABETH BOYLE**, Special Class Aide, Westbrook School, effective July 1, 2020, for the purpose of retirement.
3. The recommendation of the Superintendent to approve an **EXTENSION** to a leave of absence for **JAMIE HOLLICK**, Grade 2 Teacher, Maple Road School, with pay using sick days, effective March 12, 2020, through June 30, 2020. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

4. The recommendation of the Superintendent to approve an **EXTENSION** to the appointment of **CAITLIN STANICH**, Replacement Grade 2 Teacher, Maple Road School, at the per diem rate of \$150.00, with health benefits, effective March 12, 2020, through May 3, 2020, then at the annual salary \$54,700.00 (BA/1) (prorated), effective May 4, 2020, through June 30, 2020, per Board of Education Agreement. (Replaces Hollick) Account: 11-120-100-101-10-10-103

NOTE: The duration of the position is based on the date of the employee's return to work.

5. The recommendation of the Superintendent to approve a leave of absence for **AGNES FATTORUSSO**, Cafeteria Aide, Marshall Hill School, with pay using sick days retroactive from March 2, 2020, through March 11, 2020, then without pay under the Family Medical Leave Act, effective March 12, 2020, through May 5, 2020. (Medical)

SPECIAL ACTION

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

5. (Continued)

NOTE: The employee may return prior to the above date pending medical certification.

6. The recommendation of the Superintendent to approve a leave of absence for **AGNES FATTORUSSO**, Head SACC Facilitator, Marshall Hill School, with pay using sick days retroactive from March 2, 2020, through April 6, 2020, then without pay under the Family Medical Leave Act, effective April 7, 2020, through May 5, 2020. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

7. The recommendation of the Superintendent to approve a leave of absence for **KATE BABULA**, Bus Driver, Transportation, without pay under the Family Medical Leave Act, effective March 20, 2020, through June 25, 2020. (Maternity)

8. The recommendation of the Superintendent to approve a payment to **AMANDA PTAK**, Substitute Nurse, in the total amount of \$1,400.00, for services rendered on March 12, 2020, through March 16, 2020, for the Lacrosse trip, High School.

NOTE: Funded through the proceeds of the trip.

9. The recommendation of the Superintendent to approve the addition of **KRISTA DeHAAS**, Family Numeracy Instructor, Apshawa School, for the 2019-2020 school year, at the hourly rate of \$34.00, for 3.25 hours, at a total payment of \$110.50, per Board of Education/WMEA Agreement. Account: 11-401-100-110-10-10-000

ROLL CALL FOR ITEMS #1 THROUGH #9:

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

The **MOTION PASSED.**

SPECIAL ACTION

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

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda item #1:

1. The recommendation of the Superintendent to approve the following resolution:

BE IT RESOLVED, by the West Milford Township Board of Education, County of Passaic, that the **2020-2021 DISTRICT PRELIMINARY BUDGET** be approved as follows:

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

1. (Continued)

General Fund	\$ 73,605,761
Special Revenue	\$ 1,174,663
Debt Service	\$ <u>605,625</u>
TOTAL BUDGET	\$ 75,386,049

BE IT FURTHER RESOLVED, that the following **GENERAL FUND AND DEBT SERVICE TAX LEVIES** be approved to support the 2020-2021 Preliminary Budget:

General Fund	\$ 57,515,848
Debt Service	\$ <u>299,710</u>
TOTAL	\$ 57,815,558

BE IT FURTHER RESOLVED, that included in the budget line 100, Local Tax Levy, is utilization of banked cap in the amount of \$280,566 to help support the higher than anticipated increase in health insurance benefits. The implementation of this cost center will be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

BE IT FURTHER RESOLVED, that included in budget line 620, Budgeted Withdrawal from Capital Reserve for Other Capital Projects is \$504,551, to be used towards the District's share of the turf field and running track replacement, and for the replacement of a new well for Macopin School.

BE IT FURTHER RESOLVED, that included in budget line 630, Budgeted Withdrawal from Maintenance Reserve for Budgeted Required Maintenance is \$100,000.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the West Milford Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded.

BE IT FURTHER RESOLVED, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by Federal, State and local funds.

BE IT FURTHER RESOLVED, the Board of Education had previously established a maximum amount for the pre-budget year 2019-2020 as \$308,595.

BE IT FURTHER RESOLVED, the Board of Education has expended \$56,947 of the maximum amount for the pre-budget year to date.

BE IT FURTHER RESOLVED, that the West Milford Board of Education hereby establish the maximum travel expenditure amount for the 2020-2021 school year as \$179,698.

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

1. (Continued)

BE IT FURTHER RESOLVED, that this Board of Education approved "tentative" budget is being presented for advertising prior to Executive County Superintendent approval. The budget will be approved by the Executive County Superintendent prior to the public hearing.

BE IT FURTHER RESOLVED, the budget is in conformity with regulations promulgated by the Department of Education and the Board of Education has submitted supporting documents to the state for maximum professional services.

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator to make any adjustments to the budget submission to bring it in conformity with state regulations. Adjustments will be reviewed and approved by the Board at the Public Budget Hearing.

ROLL CALL FOR ITEM #1:

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

The **MOTION PASSED** unanimously.

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda items #2 through #4:

2. The recommendation of the Superintendent to approve a **PUPIL TRANSPORTATION JOINTURE AGREEMENT** with **RINGWOOD BOARD OF EDUCATION**, Ringwood, New Jersey, to transport one (1) Ringwood student from the **PENTA SCHOOL** to **MAPLE ROAD SCHOOL**, West Milford, New Jersey (Route #PMR-1), with an aide, retroactive from February 21, 2020, through June 30, 2020, for 79 days, for a total route cost to Ringwood of \$10,254.99.
3. The recommendation of the Superintendent to approve a service agreement with **THE NATIONAL WEATHER STATION**, Lodi, New Jersey, in the amount of \$1,850.00, effective May 1, 2020, through April 30, 2021.
4. The recommendation of the Superintendent to approve payments to the following employees for participation in the **HEALTH BENEFITS INCENTIVE PROGRAM** - Account: 11-000-291-270-10-13-000:

<u>Employee</u>	<u>December 2019</u>	<u>June 2020</u>
AMI HOGUE	\$ 0.00	\$ 666.68
SUPANEE SACCOCCIA	\$ 0.00	\$ 333.34
JOELLE SARNELLA	\$ 0.00	\$ 833.35
TIMOTHY MICKENS	\$ 666.66	\$1,000.00

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

ROLL CALL FOR ITEMS #2 THROUGH #4:

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

The **MOTION PASSED** unanimously.

XII. 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.

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. Fritz, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XIII. EXECUTIVE SESSION

At 8:06 p.m., Mrs. Romeo 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 8:40 p.m.

XIII. EXECUTIVE SESSION - Continued

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

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

SPECIAL ACTION

IX. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. Romeo, seconded by Mrs. Fritz, to approve the following agenda item #3:

- 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 **March 10, 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:

<u>Incident Report Number</u>	<u>Board Determination</u>
2020/H-12	Unsubstantiated

ROLL CALL FOR ITEM #3:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Absent	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** unanimously.

XIV. ADJOURNMENT

Motion by Mr. Guarino, seconded by Mrs. Romeo, to adjourn the meeting at 8:41 p.m.

VOICE VOTE: All in Favor. MOTION PASSED.

Respectfully submitted,

Barbara Francisco
Board Secretary