

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
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**BOARD OF EDUCATION
 MINUTES
 WORKSHOP/SPECIAL ACTION MEETING
 FEBRUARY 19, 2019**

Mrs. Van Dyk, Board President, called to order the Workshop/Special Action Meeting of the Board of Education at 7:30 p.m., 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 location 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 Trends, the Record, 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
Mrs. Romeo	Present	Mrs. Dwyer	Absent	Mr. Ofshinsky	Present
Mr. Cytowicz	Present	Mr. Guarino	Absent/Arr. 7:35 p.m.	Mrs. O'Brien	Present
Mr. Drew	Absent/Arr. 7:48 p.m.	Mrs. Fritz	Present	Mrs. Van Dyk	Present

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
Joanne Butler, 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 representatives from the local VFW who presented student award winners with certificates for the essay contests, "Voice of Democracy - Why My Vote Matters" - Audio Essay Contest, High School; and "Patriot's Pen - Why I Honor the American Flag" - Essay Contest, Elementary School. Mr. Pat Lachman from the local VFW spoke about the two essay contests and what the winners receive, and thanked the Board of Education. Mr. Lachman also recognized Karen Johnson, liaison for the High School. He then introduced the essay contest winners and presented them with their certificates of honor and merit. The winners read their essays for the Board and the public. Mr. Lachman thanked the parents and the public. Dr. Anemone congratulated all of the winners.

Dr. Anemone discussed the Harassment, Intimidation and Bullying Investigations, Trainings, and Protocols Report. He stated that there are two reporting periods for HIB-ITP every year, and the first reporting period is September through December; the second period is January through June. First reporting period: Apsahwa School had 0 investigations; Maple Road had 0 investigations; Marshall Hill had 1 investigation that was unsubstantiated; Paradise Knoll had 0 investigations; Upper Greenwood Lake had 3 investigations, and 0 were affirmed as HIBs; Westbrook School had 0 investigations; Macopin had 1 investigation, and 0 were affirmed as HIB; the High School had 8 investigations, and 2 were HIBs.

Dr. Anemone spoke about issues with the Honeywell reporting system and text messages regarding inclement weather, and stated that the problem was addressed.

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

Ms. Francisco introduced Mr. Ferry and Mr. Cleary, who provided a presentation of the results of the Comprehensive Annual Financial Report (CAFR) and the Audit Management Report (AMR), by the auditing firm of Ferraioli, Wielkocz, Cerullo & Cuva, P.A., for the period ending June 30, 2018. Mr. Ferry explained the audit was delayed this year by the State of New Jersey. Mr. Ferry also discussed a synopsis of Exhibit C-1, providing information and differences for two years, handing it out to the Board members. Mr. Cleary spoke about the Audit Management Report and the two comments that were included.

DISCUSSION: Mrs. Van Dyk thanked Ms. Francisco and Mr. Scholts for a great job and their hard work.

Mr. Drew commented it was remarkable to have only two audit comments and asked Mr. Ferry what is typical of audit findings in districts. Mr. Ferry responded. Mr. Drew asked questions regarding excess surplus and tax increases, and Ms. Francisco and Mr. Ferry provided him with the information.

Mr. Guarino inquired if there was a transfer of funds at the end of the last school year for the Maple Road roof as he did not see it in this report. Ms. Francisco responded.

Mr. Ofshinsky commented on his experience and the audit, and stated the audit report was commendable, given the size of the budget.

**VII. SPECIAL REPORTS AND CORRESPONDENCE - Ms. Francisco, Board Secretary/
Business Administrator - Continued**

The following minutes were presented for anticipated action at the Regular Meeting of February 26, 2019:

- January 3, 2019 Reorganization Meeting
- January 3, 2019 Executive Session
- January 22, 2019 Workshop/Regular Meeting
- January 22, 2019 Executive Session

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

Mrs. Van Dyk spoke about attending the NJSBA Governance training at Montville High School with Mrs. Fritz, Mr. Guarino and Mrs. Dwyer. She also indicated that she attended a leadership conference over the weekend with Mrs. Dwyer and Mr. Cytowicz. She informed the Board that a Montvale Board member was appointed to the New Jersey School Boards Association. She hopes that will bring more training opportunities to the northern part of the state.

Mrs. Van Dyk announced the rescheduling of the Ethics Training Workshop to February 26, 2019, with Kathy Helewa from NJSBA facilitating the workshop after the Regular Meeting.

Mrs. Van Dyk also relayed information from Councilman Pete McGuinness that election polling will be moved from Paradise Knoll School to The Freedom Church. That information came from the Board of Elections. She thanked Mr. Cytowicz for his hard work and the Mayor and Council of West Milford, and especially Councilman McGuinness for the effort that was put into making this change.

IX. PUBLIC COMMENT - AGENDA ITEMS

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 Public Comment are asked to address topics listed in the agenda. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

Jim Foody, 2 Kushaqua Trail, Hewitt, New Jersey. Mr. Foody spoke about the revision to Bylaw 0164 and Robert's Rules, and read information from New Jersey Schools Boards Association regarding conduct of meetings. Mr. Foody commented on the importance of Robert's Rules during Board meetings.

Glenn Huber, West Milford resident and parent of a Macopin student. Mr. Huber spoke about the revision to Bylaw 0164 and Robert's Rules of Order and making it optional.

Motion by Mrs. O'Brien, seconded by Mrs. Romeo, to close Public Comment.

VOICE VOTE:

All in Favor.

MOTION PASSED.

X. MOTION BY MRS. O'BRIEN, SECONDED BY MR. CYTOWICZ, TO ADOPT THE AGENDA, AS PRESENTED.

VOICE VOTE: All in Favor. MOTION PASSED.

SPECIAL ACTION

XI. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Raymond Guarino, Chairperson

Motion by Mr. Guarino, seconded by Mrs. O'Brien, to approve the following agenda items #1 through #4:

DISCUSSION: Mr. Cytowicz spoke about item #3 and thanked the administration for keeping the Field House replacement under budget.

Mr. Drew commented on and thanked Ms. Francisco's hard work on an alternative to the Field House, and feels it is an outstanding choice for the District. Ms. Francisco stated she would pass it along to Chris Kelly, Supervisor of Buildings and Grounds, who worked very hard on this.

Mrs. Van Dyk also thanked Ms. Francisco and Mr. Kelly for sticking with the project and getting it accomplished.

1. The recommendation of the Superintendent to accept the independent **COMPREHENSIVE ANNUAL FINANCIAL REPORT** for the period ending June 30, 2018, prepared by the firm of Ferraioli, Wielkocz, Cerullo & Cuva, P.C., in accordance with N.J.S.A. 18A:23-1 through 11.
2. The recommendation of the Superintendent to accept the **AUDITORS MANAGEMENT REPORT** for the period ending June 30, 2018, and approve the following **CORRECTIVE ACTION PLAN** prepared by the Business Administrator, in response to the 2017-2018 Comprehensive Annual Financial Report:

CORRECTIVE ACTION PLAN

School Food Service

Finding 2018-01: There were multiple instances where the Edit Check Worksheets used to claim meals for reimbursement under Federal and State programs did not agree to the Daily Sale Reports generated by the POS System.

Corrective Action: A new spreadsheet has been developed to cross check the reimbursement requests with the daily sales reports.

Method of Implementation: The spreadsheet will be used by the Assistant Business Administrator to cross check the reimbursement requests with the daily sales reports.

Person Responsible for Implementation: Assistant Business Administrator and Business Administrator

Completion Date: 12/31/2018

XI. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Guarino, Chairperson - Continued

2. (Continued)

Pupil Transportation

Finding 2018-02: Students being transported by district bus to a non-public school did not have the B8T certification of attendance.

Corrective Action: The District will obtain B8T certification of attendance as required by N.J.A.C. 6A:27-2.3 for all transported students attending non-public schools.

Method of Implementation: The Transportation Supervisor will contact non-public schools that are eligible for District transportation.

Person Responsible for Implementation: Transportation Supervisor and Business Administrator

Completion Date: 12/31/2018

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

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq., the Board of Education publicly advertised for sealed bids a second time for the modular Field House project (the "Project") after previously having advertised for bids and receiving one proposal which was rejected for being in excess of the budgeted project cost; and

WHEREAS, in response to the advertisement for a re-bid, one proposal was again received on the advertised specifications for a modular Field House, which was rejected a second time for being in excess of the budgeted cost; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-5(c), if bids are received on an advertised project and rejected on two occasions due to bid prices being in excess of the Board's budgeted project cost, the contract may be negotiated and may be awarded after adoption of a resolution approved by the Board by a two-thirds affirmative vote; and

WHEREAS, the Business Administrator has negotiated a contract price for the Project which satisfies the requirements set forth in New Jersey law for negotiated contracts subsequent to two bid advertisements where bids are received and rejected for being in excess of the budgeted project cost; and

WHEREAS, the Board has determined that the negotiated price is a reasonable price for the Project and is within the budgeted amount for the Project; and

WHEREAS, the negotiated work to be performed on the Project is not substantially different than the specifications as originally advertised for the modular Field House project;

XI. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Guarino, Chairperson - Continued

3. (Continued)

NOW, THEREFORE, BE IT RESOLVED, that the Board ratifies the Business Administration's actions in seeking alternate Project prices via negotiations with interested contractors pursuant to N.J.S.A. 18A:18A-5(c); and be it further

RESOLVED, that the Board of Education hereby awards a contract for the Project to **PIONEER POLE BUILDINGS, INC.**, Schuylkill Haven, Pennsylvania, at the negotiated sum of \$132,268.00, in accordance with the quote submitted by the contractor and the requirements of N.J.S.A. 18A:18A-5(c), subject to the Project's specifications and the District Architect's and Business Administrator's oversight of same, which the Business Administrator is authorized to sign upon approval of the form of same by Board Counsel. (Documentation provided electronically.)

4. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Board Office and Transportation 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
Mr. Guarino	Yes	Mrs. O'Brien	Yes	Mrs. Dwyer	Absent
Mrs. Romeo	Yes	Mrs. Fritz	Yes	Mr. Ofshinsky	Yes
Mr. Drew	Yes	Mr. Cytowicz	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

XII. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. O'Brien, seconded by Mr. Cytowicz, to approve the following agenda items # through #5:

DISCUSSION: Mr. Drew inquired about item #1. Dr. Anemone provided him with information on the memorandum of agreement.

Mrs. O'Brien spoke about the information provided on item #1, regarding the agreement.

1. The recommendation of the Superintendent to approve the **UNIFORM STATE MEMORANDUM OF AGREEMENT** between the West Milford Board of Education and the Law Enforcement Officials for the 2018-2019 school year. (Documentation provided electronically.)
2. The recommendation of the Superintendent to authorize the Affirmative Action Officer and Team to conduct a needs assessment, develop a **COMPREHENSIVE EQUITY PLAN**, and implement the plan over a three-year period of time, from 2019 through 2022.

XII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

3. The recommendation of the Superintendent to accept funds for the **2019 TARGET FIELD TRIP GRANT** for the Upper Greenwood Lake School in the amount of \$700.00, for the 2018-2019 school year.
4. The recommendation of the Superintendent to approve an **addition to a previously approved motion (May 2018)**, the following **HOSPITALS/MEDICAL CENTERS, CLINICS and AGENCIES** for the 2018-2019 school year:

Hospitals/Medical Centers, Consultants, Clinics and Agencies

The New England Center for Children, Autism Education and Research

5. 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 #5:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Absent	Mr. Ofshinsky	Yes	Mr. Cytowicz	Yes
Mrs. Fritz	Yes	Mrs. O'Brien	Yes	Mr. Guarino	Yes
Mr. Drew	Yes	Mrs. Romeo	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

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. O'Brien, to approve the following agenda items #1 through #16:

DISCUSSION: Mrs. Van Dyk spoke about items #1 through #5 for retirements in our District, and thanked them for all of their years of service. She spoke about how much they will be missed and acknowledged the retirees, wishing them the best in the years ahead.

1. The recommendation of the Superintendent to accept, with regret, the resignation of **DIANE CAMPANELLO**, Special Education Teacher (Resource Center), Maple Road School, effective June 30, 2019, for the purpose of retirement.
2. The recommendation of the Superintendent to accept, with regret, the resignation of **KAREN DeANGELIS**, Special Education Teacher (Behavioral Disabilities), Macopin School, effective July 1, 2019, for the purpose of retirement.
3. The recommendation of the Superintendent to accept, with regret, the resignation of **JEANNE RENNALLS**, Science Teacher, Macopin School, effective June 30, 2019, for the purpose of retirement.

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

4. The recommendation of the Superintendent to accept, with regret, the resignation of **LORRAINE ROSENBLATT**, Special Education Teacher (Resource Center), High School, effective June 30, 2019, for the purpose of retirement.
5. The recommendation of the Superintendent to accept the resignation of **CHARLOTTE KELLEY**, School Psychologist, Macopin School, effective March 28, 2019.

NOTE: School Psychologist will be released from 60 days' notice required per contract if a replacement is hired prior to March 28, 2019.

6. The recommendation of the Superintendent to approve the following addition to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2018-2019 school year, effective February 20, 2019, through June 30, 2019:

ERIC KAGDIS* (Coach & Teacher)

*Pending completion of Substitute Teacher Certification

7. 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 2018-2019 school year, effective February 20, 2019, through June 30, 2019:

CATHERINE DOHM (SACC Aide)
PATRICIA DUNHAM (Special Class Aide)
PEYTON PORCH (Special Class Aide)
LORETTA HAGEN (Vehicle Aide)
STEPHANIE KAMINSKYJ (Vehicle Aide)
SILENA HASS (Vehicle Aide)

8. The recommendation of the Superintendent to approve a leave of absence for **DIANE CAMPANELLO**, Special Education Teacher (Resource Center), Maple Road School, with pay using sick days effective April 1, 2019, through June 30, 2019. (Medical)
9. The recommendation of the Superintendent to approve a leave of absence for **ANTHONY PEREZ**, Custodian, Macopin School, without pay under the Family Medical Leave Act, retroactive from January 30, 2019, through February 7, 2019. (Medical)

NOTE: Employee may return prior to the above date, pending medical certification.

10. The recommendation of the Superintendent to approve a leave of absence for **CHRISTINE COSTANZA**, School Bus Driver, Transportation, with pay using sick days retroactive from January 22, 2019, through February 21, 2019 (1/2 day), then without pay under the Family Medical Leave Act, effective February 21, 2019 (1/2 day), through March 19, 2019. (Medical)

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

10. (Continued)

NOTE: Employee may return prior to the above date, pending medical certification.

- 11. The recommendation of the Superintendent to approve the following **ADDITIONS** to the list of Snow Removal Workers, to provide emergency snow removal from school vehicles, at the hourly rate of \$25.00, for the 2018-2019 school year, as established by the Board of Education - Account: 11-000-270-160-10-10-103:

Employee

**CRAIG CARMODY
DANIEL YOUNGBLOOD**

- 12. The recommendation of the Superintendent to approve the appointment of **DANIEL NOVAK**, Director of Education, as the **AFFIRMATIVE ACTION OFFICER** for the 2019-2020 school year.
- 13. The recommendation of the Superintendent to approve a **GRANT INCENTIVE PAYMENT** of \$175.00 to **KELLY COMERFORD**, Grade 4 Teacher, Upper Greenwood Lake School, for the **2019 TARGET FIELD TRIP GRANT**, for the 2018-2019 school year. Account: 11-000-221-102-10-10-143
- 14. The recommendation of the Superintendent to approve **MIRIAM MCCARTHY**, Special Class Aide, to attend Chorus/Band Rehearsals and Performances, at the hourly rate of \$34.00, for an additional 14 hours, for the 2018-2019 school year, per Board of Education/WMEA Agreement. Account: 11-401-100-110-10-10-000

NOTE: Approved for 14 Hours in October 2018.

- 15. The recommendation of the Superintendent to approve *an amendment to a previously approved resolution (June 2018)*, for the following **ELEMENTARY HOMEWORK COMMITTEE, 2018-2019 school year**, at the hourly rate of \$34.00, not to exceed **ten (10) hours**, per Board of Education/WMEA Agreement - Account: 11-120-100-101-10-10-000:

Employee

JODIE COMUNE	KAREN McCOURT
BRITTA ERESMAN	SHAWN RHINESMITH
JENNIFER HARRIS	KELLEY VISAGGIO
BRIAN LESLIE	

- 16. The recommendation of the Superintendent to approve the following for the purpose of clinical observation for the 2018-2019 school year, at no cost to the District:

<u>Observer</u>	<u>School District</u>	<u>Course</u>	<u>Timeframe</u>
DEBRA QUINLAN	Wanaque Teacher	Media Specialist	6 hours February 2019

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

ROLL CALL FOR ITEMS #1 THROUGH #16:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Fritz	Yes	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. O'Brien	Yes	Mr. Drew	Yes	Mr. Cytowicz	Yes
Mr. Guarino	Yes	Mrs. Dwyer	Absent	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

XIV. POLICY - Mrs. Debbie O'Brien, Chairperson

Motion by Mrs. O'Brien, seconded by Mr. Cytowicz, to approve the following agenda items #1 through #5:

DISCUSSION: Mrs. Fritz had a question regarding item #1 and CASA. Mrs. Van Dyk stated the committee decided to keep the liaisons.

Mr. Cytowicz spoke about item #2, and feels it will be disruptive to the Board.

Mr. Drew spoke about item #2 and order in conducting meetings. Mrs. Fritz asked for reiteration on item #2 and the reason for the change. Mrs. Van Dyk explained the reasoning for the revision. Mr. Ofshinsky spoke about rules or laws not being optional, and the reason for it. Mrs. Romeo spoke about the Board working together and making good decisions for the District, and that she reviewed the Strauss Esmay recommendation.

1. The recommendation of the Superintendent to approve the second reading of a revised **BYLAW** entitled "Board Committees." (Code 0155) (Documentation provided electronically.)
2. The recommendation of the Superintendent to approve the second reading of a revised **BYLAW** entitled "Conduct of Board Meetings." (Code 0164) (Documentation provided electronically.)
3. The recommendation of the Superintendent to approve the second reading of a revised **BYLAW** entitled "Public Participation in Board Meetings." (Code 0167) (Documentation provided electronically.)
4. The recommendation of the Superintendent to approve the second reading of a revised **POLICY** entitled "Organizational Chart." (Code 1110) (Documentation provided electronically.)
5. The recommendation of the Superintendent to approve the second reading of a revised **POLICY** entitled "School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting." (Code 7650) (Documentation provided electronically.)

XIV. POLICY - Mrs. O'Brien, Chairperson - Continued

ROLL CALL FOR ITEMS #1 THROUGH #5:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Drew	Yes*	Mrs. Dwyer	Absent	Mrs. O'Brien	Yes*
Mrs. Romeo	Yes*	Mr. Ofshinsky	Yes*	Mr. Cytowicz	Yes*
Mr. Guarino	Yes	Mrs. Fritz	Yes*	Mrs. Van Dyk	Yes

*Mr. Drew, Mrs. Romeo, Mr. Ofshinsky, Mrs. Fritz, Mrs. O'Brien, and Mr. Cytowicz voted "No" to item #2.

The **MOTION PASSED** on Items #1 and #3 through #5.

The **MOTION FAILED** on Item #2.

WORKSHOP/DISCUSSION

XV. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Raymond Guarino, Chairperson

The following items were presented for anticipated action at the Regular Meeting of February 26, 2019:

1. **RESOLVED**, that the Board of Education approve a **MEMBERSHIP** with the **NEW JERSEY SCHOOL PUBLIC RELATIONS ASSOCIATION (NJSPRA)**, for Dr. Alex Anemone, Superintendent of Schools, representative on behalf of the West Milford Township School District, in the amount of \$325.00, for the 2018-2019 school year.
2. The recommendation of the Superintendent to authorize the Business Administrator to procure Professional Development Service Proposals in the areas of English Language Arts through the **COMPETITIVE CONTRACTING PROCESS** for the 2019-2020 school year.
3. The recommendation of the Superintendent to approve a contract with **NAME OF COMPANY TBD**, an Energy Services Company (ESCO), to develop and implement an Energy Savings Improvement Plan (ESIP) for the West Milford School District, as per requests for proposals received on January 4, 2019.
4. The recommendation of the Superintendent to approve the **LIST OF BILLS/VENDORS** for the period ending **February 26, 2019**, in the amount of \$**TBD**. (Documentation provided electronically.)
5. The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending February 26, 2019:

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 **2018-2019** budget be affirmed and approved. (Documentation provided electronically.)

Total transfers in the amount of \$**TBD**.

XV. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Guarino, Chairperson - Continued

6. The recommendation of the Superintendent to approve the **PAYROLL** of January 31, 2019 and February 15, 2019, in the amount of **\$TBD**. (Documentation provided electronically.)

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

WHEREAS, the Agenda file of **February 26, 2019** 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:

\$TBD as of December 31, 2018; therefore

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

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

RESOLVED, that the Board certify as of December 31, 2018, 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.

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

WHEREAS, the Agenda file of **February 26, 2019** 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:

\$TBD as of January 31, 2019; therefore

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

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

WORKSHOP/DISCUSSION

XV. BUDGET & FINANCE/TRANSPORTATION/OPERATIONS/CAPITAL IMPROVEMENTS - Mr. Guarino, Chairperson - Continued

10. (Continued)

RESOLVED, that the Board certify as of January 31, 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.

WORKSHOP/DISCUSSION

XVI. EDUCATION - Mrs. Teresa Dwyer, Chairperson

The following items were presented for anticipated action at the Regular Meeting of February 26, 2019:

DISCUSSION: Mr. Drew commented on item #1, and acknowledged Mrs. Primavera and recognized what an outstanding job she has done.

1. The Superintendent and West Milford Board of Education, on behalf of the community, publicly acknowledges and expresses its sincerest appreciation to **STEPHANIE PRIMAVERA**, Principal, Apshawa School, for being named an Exemplary Elementary Educator by the State of New Jersey Department of Education.
2. The recommendation of the Superintendent to approve the submission of the **COMPREHENSIVE EQUITY PLAN** for the School Years 2019-2020 through 2021-2022.
3. The recommendation of the Superintendent to adopt the following resolution proclaiming March 2019 as **MUSIC IN OUR SCHOOLS MONTH**:

WHEREAS, the study of music contributes to young people's development through heightened skills in listening, reading, self-expression, and creativity; and

WHEREAS, music education in the schools includes a broad range of types of music and active musical experiences; and

WHEREAS, music and the other arts significantly enhance the morale and quality of the school environment; and

WHEREAS, it is the stated objective of the public school to prepare children for a productive role in our society; and

WHEREAS, NAFME: The National Association for Music Education has designated March as **MUSIC IN OUR SCHOOLS MONTH**, focusing on the theme **"All Music: All People!"**

NOW, THEREFORE, be it resolved, that the Board of Education of West Milford Township endorses the observance of **MUSIC IN OUR SCHOOLS MONTH** as an opportunity to support the purposes and practices of music education and encourages teachers, parents, students, and all citizens to participate.

XVI. EDUCATION - Mrs. Dwyer, Chairperson - Continued

3. (Continued)

The Board of Education of the West Milford School District, for its own part, rededicates itself to the maintenance of a music education program that will be relevant to the needs of the children placed in its care and will reach and positively influence each child and that this resolution be spread upon the minutes of the public meeting of the West Milford Board of Education held on February 26, 2019.

4. The recommendation of the Superintendent to adopt the following resolution proclaiming March 2019 as **YOUTH ART MONTH**:

WHEREAS, art education contributes powerful educational benefits to all elementary and secondary students including the following:

- * art education develops students' creative problem solving and critical thinking abilities;
- * art education teaches sensitivity to beauty, order, and other expressive qualities;
- * art education gives students a deeper understanding of world cultures, values, and beliefs;
- * art education reinforces and brings to life what students learn in other subjects; and
- * art education integrates student learning in art production, art history, art criticism and aesthetics, philosophy; and

WHEREAS, our national leaders have acknowledged the necessity of including arts experiences in all students' education;

THEREFORE, BE IT RESOLVED that support should be given to art educators as they attempt to strengthen art education in their schools and communities;

NOW, THEREFORE, it is proclaimed that March be observed as **YOUTH ART MONTH** focusing on the theme, "**Great New Day**" in the schools of the West Milford Township School District, and that this resolution be spread upon the minutes of the public meeting of the West Milford Board of Education held on February 26, 2019.

5. The recommendation of the Superintendent to approve the following **HIGH SCHOOL OVERNIGHT FIELD TRIP** for the 2018-2019 school year:

DECA

Purpose of Trip: State Career Development Conference

Location: Atlantic City, New Jersey
Dates of Trip: March 4 - 6, 2019

Number of Students:	1
Cost of Trip to Student:	\$300.00 (approximate)
Name of Advisor:	Samantha Fodor
Number of School Days Missed:	2
Number of Chaperones:	1 (pending fingerprint clearance)
Cost to District:	\$565.00 (transportation)

WORKSHOP/DISCUSSION

XVI. EDUCATION - Mrs. Dwyer, Chairperson - Continued

5. (Continued)

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

6. The recommendation of the Superintendent to approve an **amendment to a previously approved motion (November 2018)** to a professional development service agreement with Patricia Thrapp, Teacher of the Visually Impaired, to provide staff training and strategies for teaching visually impaired students, at an hourly rate of \$130.00, not to exceed **28 hours**, for the 2018-2019 school year. Account: 11-000-216-320-10-16-000
7. The recommendation of the Superintendent to approve an agreement with **COKELEY COMMUNICATIONS**, Manasquan, New Jersey, for Professional Services, in an amount not to exceed \$900.00, for July 11, 2019, for the purpose of Administrative Retreat Training. Account: 11-000-223-390-10-14-000
8. 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.)

WORKSHOP/DISCUSSION

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

The following items were presented for anticipated action at the Regular Meeting of February 26, 2019:

1. The recommendation of the Superintendent to approve the following additions to the certified personnel list of **SUBSTITUTE TEACHERS/ COACHES/NURSES/SPECIAL PROJECTS** for the 2018-2019 school year, effective February 27, 2019, through June 30, 2019.

NOTE: Names will be added prior to the Regular Meeting.

2. 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 2018-2019 school year, effective February 27, 2019, through June 30, 2019.

NOTE: Names will be added prior to the Regular Meeting.

3. The recommendation of the Superintendent to approve a leave of absence for **ERIN DiBARI**, Social Worker, District-wide, with pay using sick days effective April 22, 2019, through May 10, 2019, then without pay under the Family Medical Leave Act, effective May 13, 2019, through October 4, 2019. (Maternity/Child Rearing)

NOTE: Employee may return prior to the above date, pending medical certification.

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

4. The recommendation of the Superintendent to approve the following **ADDITIONS** to the list of **NJ MATH LEAGUE ADVISORS**, for the 2018-2019 school year, at the hourly rate of \$34.00, not to exceed four (4) hours per staff member, per Board of Education/WMEA Agreement - Account: 11-401-100-110-10-10-000:

Employee

**BRITTANY BRIGHT
JANE MERRITT
SUZANNE OESTERLE
DEBRA REDDING
LAUREN YARMULA**

5. The recommendation of the Superintendent to approve the following staff for the **DIGITAL CITIZENSHIP NIGHT**, for the 2018-2019 school year, to conduct a **PARENT PRESENTATION**, at the hourly rate of \$34.00, not to exceed five (5) hours, for the payment of \$170.00 to each staff member, per Board of Education/WMEA Agreement - Account: 20-280-200-101-10-50-000 - ESEA Title IV:

Employee

COLLEEN BEGLEY	LISA LYONS
JASON BENZ	LEIGH ANN MISIANO
MARY BOZENMAYER	SUSAN MORRIS
JULIANNE McCALL-BRAMLEY	SUSAN NEBIKER
COLLEEN OROHO-CZULADA	LAURA OAKES
JOSE ESTRADA	DEANA PEZZINO
TRICIA GRANAY	ALISON SCULLY
NANCY GRIDLEY	KELLEY VISAGGIO
NICOLE KLOSZ	MELISSA WELCH

NOTE: Funded through the ESEA Title IV Grant.

6. The recommendation of the Superintendent to approve the following **HIGH SCHOOL STUDENT ACTIVITY ASSIGNMENTS and STIPENDS** for the **SPRING 2019 ATHLETIC SEASON**, per Board of Education/WMEA Agreement - Account: 11-402-100-110-10-10-000:

<u>Employee</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
TIMOTHY McCLURG	Head Girls Golf	A	\$4,822.00
LEONEL ANDRADE	Assistant Boys Volleyball	A	\$5,030.00
ERIC KAGDIS*	Assistant Boys Lacrosse	A	\$5,030.00

*Pending completion of Substitute Teacher Certification

NOTE: Assistant Boys Volleyball and Assistant Boys Lacrosse Coaches are replacements.

7. The recommendation of the Superintendent to approve the following **VOLUNTEER** to the **STUDENT ACTIVITY PROGRAM** for the 2018-2019 school year:

WORKSHOP/DISCUSSION

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

7. (Continued)

<u>Name</u>	<u>School</u>	<u>Assignment</u>
DAVID GLUCKSTEIN	High School	Boys Lacrosse

WORKSHOP/DISCUSSION

XVIII. NEGOTIATIONS

The following item was presented for anticipated action at the Regular Meeting of February 26, 2019, and noted there will be discussion in closed session (it was also noted that an agreement with the SUV drivers will be discussed):

- BE IT RESOLVED**, that the West Milford Board of Education ratifies the Memorandum of Agreement and salary guides with the West Milford Principals and Supervisors Association, for the period from July 1, 2018, through June 30, 2021; and

BE IT FURTHER RESOLVED, that the Board President and Board Secretary are authorized to execute the final contract documents, once placed in a form satisfactory to Board Labor Counsel.

XIX. OLD BUSINESS

Motion by Mrs. O'Brien, seconded by Mr. Cytowicz, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. NEW BUSINESS

2019-2020 District Budget Discussion - Committee of the Whole

Mr. Cytowicz inquired about the Macopin Gym floor. He asked why it was not in the long-range facilities plan and how much is budgeted for this. Ms. Francisco responded. Ms. Francisco also stated that \$128,000 was budgeted for the floor resurfacing, and a hard wood floor would be preferred. Mr. Cytowicz commented about the stairs on the side of Westbrook School that needed repair.

Mr. Drew asked when the Board would vote on the preliminary budget. Ms. Francisco stated that March 12, 2019 is the Preliminary Budget Hearing.

Mr. Cytowicz inquired about future projects, new technology and phone systems needing replacement, and what steps are taking place to fund them. Ms. Francisco pointed out Robert Winston, our new Supervisor of Technology, and explained he will set up meetings to provide recommendations as to what options are available for the District.

Mrs. Romeo inquired as to additional staff being added to the budget and what the cost would be regarding the addition of full-time social workers in the Elementary schools. Ms. Francisco responded with approximate salary and benefits costs.

XX. NEW BUSINESS - Continued

Motion by Mrs. O'Brien, seconded by Mrs. Fritz, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XXI. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, 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 give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

Jim Foody, 2 Kushaqua Trail, Hewitt, New Jersey. Mr. Foody commended the Board for their decision on Robert's Rules. He spoke about the budget. He also spoke about the expenses associated with ethics charges filed against him. Mr. Foody commented on the duties of a Business Manager. He also questioned the adoption of the policy manual that is being used.

Glenn Huber, West Milford resident. Mr. Huber commented on the policies. He also spoke about the reduction in state aid, and does not think that raising taxes is the answer. He also stated that the District needs a long-term plan.

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

VOICE VOTE: All in Favor. MOTION PASSED.

XXII. EXECUTIVE SESSION

At 9:00 p.m., Mrs. O'Brien made a motion, seconded by Mr. Cytowicz, to go into Executive Session for the purpose of discussing personnel appointments, resignations, current litigation matters, special education matters, negotiations, including professional services and other contract 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 9:52 p.m.

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Absent	Mr. Ofshinsky	Present
Mr. Cytowicz	Present	Mr. Guarino	Present	Mrs. O'Brien	Present
Mr. Drew	Present	Mrs. Fritz	Present	Mrs. Van Dyk	Present

SPECIAL ACTION

XII. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. O'Brien, seconded by Mr. Cytowicz, to approve the following agenda item #6:

- 6. 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 **February 19, 2019**; 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>
2019/E-5	Unsubstantiated
2019/H-9	Substantiated
2019/E-6	Substantiated

ROLL CALL FOR ITEM #6:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Absent	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. O'Brien	Yes	Mrs. Fritz	Yes	Mr. Drew	Yes
Mr. Guarino	Yes	Mr. Cytowicz	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED** unanimously.

XXIII. ADJOURNMENT

Motion by Mr. Drew, seconded by Mr. Cytowicz, to adjourn the meeting at 9:54 p.m.

VOICE VOTE: All in Favor. MOTION PASSED.

Respectfully submitted,

Barbara Francisco
Board Secretary