

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
46 Highlander Drive
West Milford, NJ 07480
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www.wmtps.org

BOARD OF EDUCATION MINUTES WORKSHOP/REGULAR MEETING MAY 26, 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 Workshop/Regular Meeting of the Board of Education at 7:03 p.m., on May 26, 2020, in the Westbrook School Media Center. Mrs. Van Dyk asked for a moment of silence, led the flag salute, and read the Open Public Meetings Act Statement.

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 in the Administration Building. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

Due to the public health emergency in the State of New Jersey, as declared in Executive Order 103, and as permitted by Assembly Bill 3850, the Board will be suspending its normal meeting procedures this evening and conducting a virtual meeting. Directions for accessing the virtual public meeting were posted on the District website: www.wmtps.org.

We very much welcome input from the public; because this is a virtual meeting, public comment will be handled as follows: during the meeting prior to Public Comment, instructions will be displayed on how to join the meeting by phone.

MS. BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

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

Minutes for the Workshop/Regular Meeting of May 26, 2020

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 no members of the public in attendance.

Motion by Mrs. Fritz, seconded by Mr. Conklin, to approve the following Resolution:

BE IT RESOLVED, that the West Milford Township Board of Education hereby approves the suspension of its normal meeting procedures pursuant to Bylaw 131, and authorizes this meeting to be conducted as a virtual meeting, as described in the Statement of Public Notice, due to the public health emergency declared in Executive Order 103, and as permitted by Assembly Bill 3850.

ROLL CALL:

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

The **MOTION PASSED.**

VI. EXECUTIVE SESSION RESOLUTION

Dr. Anemone advised the Board there would be no HIB parent appeal, as the parent called and declined to attend the appeal.

At 7:09 p.m., Mrs. Dwyer made a motion, seconded by Mr. Conklin, to go into Executive Session for approximately thirty (30) minutes for the purpose of discussing HIBs and personnel matters.

The executive session minutes will not be released until such time as the privilege or confidentiality is no long applicable.

VOICE VOTE: All in Favor. MOTION PASSED.

The Board returned to the public meeting at 7:29 p.m.

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

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

VII. SUPERINTENDENT'S REPORT - Dr. Alex Anemone

Dr. Anemone discussed the creation of a Restart Committee to plan for opening the 2020-2021 school year. He explained it will be split into two sub-groups. One will be led by Mr. Novak with Mrs. Stephenson and Mrs. Dwyer, as well as administrators, teachers and parents, focusing on what will happen if schools will not reopen in September and the continuance of virtual instruction. The other will be led by himself with Mrs. Van Dyk and Mrs. Romeo, and will focus on schools reopening in September, variable options that could be considered, including transportation. Dr. Anemone is waiting for additional guidance from the Department of Education.

Board members had questions and Dr. Anemone discussed several options that are being reviewed. Mrs. Van Dyk welcomed the Board to provide any suggestions they have for the committee sub-groups.

Dr. Anemone discussed Governor Murphy's original Executive Order banning in-person graduation ceremonies now being relaxed. In-person graduation can be held using social distancing no earlier than July 6th. The high school is currently working on multiple plans. Additional guidance for planning will be forthcoming from the Department of Education. Dr. Anemone indicated plans are being developed for the 12th, 8th, 5th and 6th Grades and more information will be provided to parents next week.

VIII. DIRECTOR OF EDUCATION'S REPORT - Mr. Dan Novak

Mr. Novak will discuss the Summer Curriculum writing with the Education Committee. The groups will meet to discuss new standards being written based on information from the State. Mr. Novak indicated he will provide the Board with a specific overview for the summer curriculum at the June Board meeting.

Mr. Novak provided a brief presentation to the Board of the NJSLA Science Assessment Result from the Spring 2019 tests. This is significantly different from the NJ ASK. He provided comparisons which included where the student's met and exceeded percentages by District and State, for Grades 5, 8 and 11.

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

Motion by Mr. Ofshinsky, seconded by Mr. Guarino, to approve the following Board of Education meeting minutes:

- April 28, 2020 Regular/Public Budget Hearing Meeting
- April 28, 2020 Executive Session

VOICE VOTE:

All in Favor.

MOTION PASSED.

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

Mrs. Van Dyk commented on the Governor's decision regarding graduation, her discussions with Dr. Anemone, and is confident the High School administration is doing everything possible for a safe and healthy celebration for graduation. She also thanked everyone for their hard work and for continuing to stay positive during this difficult time, and hopes everyone stays healthy.

XI. 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.

Mr. Winston, Technology Supervisor, confirmed no phone calls were received.

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

VOICE VOTE: All in Favor. MOTION PASSED.

XII. MOTION BY MRS. DWYER, SECONDED BY MR. CONKLIN, TO ADOPT THE AGENDA AS PRESENTED AND AMENDED.

VOICE VOTE: All in Favor. MOTION PASSED.

XIII. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. Dwyer, seconded by Mrs. Fritz, to approve the following agenda item #1:

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

WHEREAS, in response to the COVID-19 pandemic, the Governor has declared a state of emergency and a public health emergency, and ordered all schools closed for in-person instruction; and

WHEREAS, in response to the COVID-19 pandemic, the Legislature has revised N.J.S.A. 18A:7F-9 to permit the use of virtual (or remote) instruction to establish compliance with the 180 school day requirement during a public health emergency, subject to Board approval of virtual (or remote) instruction program;

XIII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

1. (Continued)

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the District's program of virtual (or remote) instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 11, 2020, and implemented since the District's closure on March 16, 2020.

ROLL CALL FOR ITEM #1:

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

The **MOTION PASSED.**

Motion by Mrs. Dwyer, seconded by Mrs. Fritz, to approve the following agenda items #2 through #9:

DISCUSSION: Mrs. Dwyer expressed her concern about taking field trips at this time. Mr. Novak explained this is just the approval of locations by the Board, and that all field trips will be reviewed to determine if they are necessary and if they are safe.

Mrs. Dwyer also inquired about a professional service listed in item #8. Dr. McQuaid explained Less Stress Instructional Services provides CPR and AED training.

Mrs. Romeo inquired about item #3 and the Cares Act. She asked if there will be discussion on what that grant will fund, and which committee will be discussing it. Dr. Anemone stated there is a list of allowable expenses which is broad and it can be discussed in every committee to decide where it will be best spent. Mrs. Romeo expressed the need for SLE and counseling. Mr. Novak acknowledged her comments and stated that acceptance of ESEA will also allow for SLE under Title I and Title IV, under item #4.

2. The recommendation of the Superintendent to approve an agreement with **RENAISSANCE**, Wisconsin Rapids, Wisconsin, for Educational Services, in an amount not to exceed \$17,750.00, for the period of July 1, 2020, through June 30, 2021.
3. The recommendation of the Superintendent to submit the **CARES ACT ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) GRANT** application **FY 2020-2022** in the amount of \$250,611.00.
4. The recommendation of the Superintendent to submit the **ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)** Consolidated Formula Subgrant Application **FY 2021** for the following amounts:

Title I	\$313,058.00
Title IIA	\$ 67,210.00
Title III	\$ 2,851.00
Title III Immigrant	\$ 1,564.00
Title IV	\$ 23,018.00
	<u>\$407,701.00</u>

XIII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

- 5. The recommendation of the Superintendent to approve the membership and dues in the amount of \$2,500.00 with the **NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)** for the 2020-2021 school year.
- 6. The recommendation of the Superintendent to approve the **FIELD TRIP LOCATIONS** for the 2020-2021 school year:

WHEREAS, the Board of Education (the "Board") recognizes that field trips, used as a device for teaching and learning, are integral to the curriculum, educationally sound and an important ingredient in the instructional program of the school; and

WHEREAS, a field trip is defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

WHEREAS, the Board of Education shall consider field trips which are included in curriculum guides to have been approved in advance and all trips not listed in the curriculum guide must be individually approved by the Board.

NOW THEREFORE, BE IT RESOLVED, that the Board directs the Administration to adopt the attached list of field trips. (Documentation provided electronically.)

- 7. The recommendation of the Superintendent to approve the following resolution:

RESOLVED, that the Township of West Milford Board of Education does hereby reaffirm and establish the following courses of study for the **KINDERGARTEN THROUGH GRADE 12 SCHOOL CURRICULUM** for the life of this Board of Education during the 2020-2021 school year. (Documentation provided electronically.)

- 8. The recommendation of the Superintendent to approve the following **GENERAL EDUCATION/SPECIAL EDUCATION DISTRICT CONSULTANTS, PHYSICIANS, HOSPITALS/MEDICAL CENTERS, CLINICS, AGENCIES** and listed fees for the 2020-2021 school year:

Psychiatrists - Evaluation

Platt Psychiatric Associates, LLC	\$700.00 per evaluation
+ additional	\$850.00 emergency
Richard A. Hahn, MD	\$1,000.00 office based
	\$1,200.00 school based
Bryan Fennelly, MD	\$700.00 per evaluation
	\$760.00 emergency
	\$300.00 missed evaluation/ last minute cancellation
Norman Ladov, MD	\$700.00 per evaluation

XIII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

8. (Continued)

Psychiatrists - Evaluation

Lee J. Suckno, MD \$700.00 per evaluation
Immedicenter \$159.00 per screening
(Documentation provided electronically.)

Neurodevelopmental Pediatrician, Pediatric Psychologists
and Speech Language Pathologist

Neuropsychologist

D.C. Fagan Psychological Services \$3,200.00 per evaluation
Morris Psychological Group
Daniel DaSilva, PhD. \$3,250.00 per evaluation
Lisa Hahn, PhD.

Hospitals/Medical Centers, Consultants, Clinics and Agencies

Advocare Pediatric Neurology
AHS Hospital Corp. MMH/Child Development Center
American Red Cross
American Tutor, Inc.
Assessments, Counseling and Educational Support (ACES)
Bayada Pediatrics (Bayada Home Health Care)
Bergen County Special Services Educational Enterprises
Bilingual Child Study Team
Brookfield Schools/Summit Oaks Program at Summit Oaks Hospital
Bryant, Gemza, Keenoy & Kozlik, LLP
Care Finders Total Care, LLC
Camden County Educational Services
Center for Children's Behavioral Health, Inc. (CCBH)
Children's Specialized Hospital
Commission for the Blind and Visually Impaired
Community Personnel Services, Inc.
Comprehensive Educational Services
Daytop, New Jersey Academy
Dr. L. Hanes and Associates, LLC
Education, Inc.
Educational Specialized Associates, LLC
Educere
Employment Horizons
First Aid & CPR, LLC
Four Winds Hospital
Hillmar, Inc. (Bilingual Evaluations)
Integrated Nursing Associates, Inc. d/b/a Team Select Home Care
Integrated Speech Pathology, LLC
Integrity, Inc.
J & B Therapy, LLC
Kid Clan, Inc.
Less Stress Instructional Services
Middlesex Regional Educational Services Commission
Milestones Integrated Services OT, PT, SLP
Miriam Skydell and Associates

XIII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

8. (Continued)

Hospitals/Medical Centers, Consultants, Clinics and Agencies (cont'd)

Morris County Educational Services Commission
 Newbridge Services, Inc.
 New England Center for Children (ACE)
 New Hope I.B.H.C.
 New Life Recovery
 New Pathway Counseling, Inc.
 Northern Region Educational Services Commission
 Passaic County Educational Services Commission
 Preferred Home Health Care and Nursing
 Professional Education Services, Inc.
 Region II
 Rutgers Biomedical and Health Sciences-University
 Behavioral Healthcare
 Saint Barnabas Medical Center, Pediatric Specialty Center
 Saint Barnabas Medical Center, Pediatric Psychiatry
 Saint Clare's Hospital
 Saint Joseph's Healthcare
 Silvergate Prep
 Speech & Hearing Associates
 Successful Solutions (CDA training)
 The Parent Train
 Trinitas Children's Therapy Services
 Union County Educational Services Commission
 Valley Hospital

9. 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 #2 THROUGH #9:

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

The **MOTION PASSED** unanimously.

Motion by Mrs. Dwyer, seconded by Mr. Guarino, to approve the following agenda item #10:

10. 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 **May 26, 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:

XIII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

10. (Continued)

<u>Incident Report Number</u>	<u>Board Determination</u>
2020/E-14	Substantiated

ROLL CALL FOR ITEM #10:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	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.**

XIV. 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 #13:

DISCUSSION: Dr. Anemone spoke about item #1 and thanked Mrs. Costello for her years of service to the District and being a valuable part of his team.

Mrs. Van Dyk also thanked Mrs. Costello and wished her health and happiness in her retirement.

Mrs. Dwyer spoke about item #10, the summer secretarial assignments, and understands the needs for the number of days this summer.

Mr. Guarino thanked Mrs. Costello for her years of service to the District.

Mrs. Stephenson also wished Mrs. Costello all the best. She also inquired about item #7, transfers of the teachers, if there will be any more transfers and if the teachers will be told. Dr. Anemone provided an explanation to her inquiries.

Mrs. Romeo inquired about item #8 and the Dispatcher positions. Ms. Francisco provided an explanation of both positions, the number of days for each, and what the responsibilities are for each position.

Dr. McQuaid commented that Special Class Aide transfers of assignment will be on the June Board agenda for approval, due to programs shifting slightly. Dr. Anemone indicated that all employees will be notified of these transfers.

1. The recommendation of the Superintendent to accept, with regret, the resignation of **DEBRA COSTELLO**, Administrative Assistant to the Superintendent, Board Office, effective July 1, 2020, for the purpose of retirement.

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

2. The recommendation of the Superintendent to approve a **TRANSFER OF ASSIGNMENT** for **TARA FITZGERALD**, from Administrative Assistant, Board Office, to Administrative Assistant to the Superintendent, Board Office (PC#70.10.S1.AXC), at the annual salary of \$80,000.00 and a stipend of \$1,000.00, with health benefits, effective July 1, 2020, through June 30, 2021, per Board of Education Agreement. (Replaces Costello)
Account: 11-00-230-105-10-10-110

3. The recommendation of the Superintendent to approve the following additions to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021:

NICHOLAS MUSIC (Coach/Special Projects)

4. The recommendation of the Superintendent to approve the following addition to the non-certified personnel list of **SUBSTITUTE SECRETARIES/BUILDING AIDES/CAFETERIA AIDES/SPECIAL CLASS AIDES/OPERATIONS/SCHOOL BUS/VAN/SPECIAL USE VEHICLE DRIVERS & VEHICLE AIDES** for the 2020-2021 school year effective July 1, 2020, through June 30, 2021:

FRANK YEVCHECK (Operations)

FRANK JONAS (School Bus/Van/Special Use Vehicle Driver)

5. The recommendation of the Superintendent to approve the reappointment of **LEON MOSKOWITZ**, School Bus/Van Driver, Transportation, for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021.

6. The recommendation of the Superintendent to approve a leave of absence for **PAMELA KURZ**, Special Education Teacher (Resource Center), Marshall Hill School, with pay using sick days effective September 1, 2020, through October 7, 2020, then without pay under the Family Medical Leave Act effective October 8, 2020, through December 26, 2020. (Maternity/Child Rearing)

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

7. The recommendation of the Superintendent to approve the following **TRANSFER OF ASSIGNMENTS** for the 2020-2021 school year, effective September 1, 2020, through June 30, 2021:

<u>Employee</u>	<u>From</u>	<u>To</u>
MELISSA BERGH (PC#90.06.40.BXA; 90.06.40.ASY) (Replaces Hausmann) Account: 11-213-100-101-10-10-000	Kindergarten Teacher Upper Greenwood Lake	Special Education Teacher (Resource Center) Upper Greenwood Lake
BRITTANY ECONOMOU (PC#90.06.08.ACU) (Replaces Stocchetti) Account: 11-120-100-101-10-10-000	Grade 4 Teacher Paradise Knoll	Grade 5 Teacher Upper Greenwood Lake
LINDSAY HEFFERON (PC#90.01.31.BWH) (Replaces Patiro) Account: 11-209-100-101-10-10-000	Special Education Teacher (Autism/Preschool) Maple Road	Special Education Teacher (BD) Aphshawa

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

7. (Continued)

<u>Employee</u>	<u>From</u>	<u>To</u>
ELIZABETH MESSANO (PC#90.03.39.ATX) Account: 11-216-100-101-10-10-000	Special Education Teacher (Preschool) Upper Greenwood Lake	Special Education Teacher (Preschool) Maple Road
SAMANTHA PATIRO (PC#90.06.34.BUA) (Replaces Catalioto) Account: 11-204-100-101-10-10-000	Special Education Teacher (BD) Aphawa	Special Education Teacher (LD) Upper Greenwood Lake
LORRAINE POAT (PC#90.08.10.CFM) (New Position) Account: 11-130-100-101-10-10-000	0.6 Art Teacher Paradise Knoll	0.6 Art Teacher Macopin
KRISTEN SEIBERT (PC#90.01.28.ANN) (Replaces Becker) Account: 11-230-100-101-10-10-000	Grade 5 Teacher Paradise Knoll	Encore Teacher Aphawa

8. The recommendation of the Superintendent to approve the following **UNAFFILIATED PERSONNEL CONTRACTS** for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021:

<u>Employee</u>	<u>Assignment</u>	<u>Salary</u>
MEGAN ALBANESE Account: 11-402-100-104-10-10-000	Athletic Trainer	\$59,400.00
MEAGHAN BRACCHITTA* Account: 11-000-219-104-10-10-142	Board Certified Behavioral Analyst	\$70,987.00
BRUCE CASBARRO* Account: 11-000-262-110-10-10-000	Door Attendant	\$12.00 per hr.
JANET CONLON Accounts: 11-000-230-105-10-10-110; 11-000-270-160-10-10-000 NOTE: Includes Confidential Stipend of \$1,000.00	Confidential Administrative Assistant to Business Administrator/Board Secretary	\$81,478.00
BARBARA FRANCISCO Accounts: 11-000-230-104-10-10-110, 11-000-251-104-10-10-000	Business Administrator/ Board Secretary	\$180,853.00
WALTER FRANKE Account: 11-000-270-160-10-10-000	Fuel Technician	\$16,045.00
DARNISS FUCCI Account: 11-000-270-160-10-10-000	Dispatcher	\$43,697.00

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

8. (Continued)

<u>Employee</u>	<u>Assignment</u>	<u>Salary</u>
JONATHAN HAMILTON Account: 11-000-252-110-10-10-000	Mobile Device Manager & Technician	\$47,122.00
JENNIFER HOOD (PT) Account: 11-42-100-104-10-10-000	Athletic Trainer	\$39,902.00
JOHN HUMMER Account: 11-000-252-110-10-10-000	Network Systems Engineer	\$121,865.00
CHRISTOPHER KELLY Account: 11-000-262-110-10-10-000	Supervisor of Buildings & Grounds	\$99,323.00
LAURIE KLIMEK** Account: 11-000-270-160-10-10-000	Dispatcher	\$43,671.00
DR. ELIZABETH McQUAID Account: 11-000-219-104-10-10-142 NOTE: Includes Doctorial stipend of \$2,100	Director of Special Services	\$148,226.00
DANIEL NOVAK Account: 11-000-230-104-10-10-110	Director of Education	\$150,958.00
WILLIAM NOWICKY Account: 11-000-252-110-10-10-000	Network Support Technician	\$49,331.00
WILLIAM SCHOLTS Account: 11-000-251-105-10-10-000	Assistant Business Administrator/ Assistant Board Secretary	\$94,372.00
DAVID STORER Account: 11-000-252-110-10-10-000	Senior Network Technician	\$80,228.00
KAREN WILM Account: 11-000-270-160-10-10-000	Supervisor of Transportation	\$73,042.00
ROBERT WINSTON Account: 11-000-252-110-10-10-000	Supervisor of Technology	\$119,646.00
MIGUEL DIAZ (PT)+ Account: 11-000-262-110-10-10-000	Courier	\$144.00 per diem

*Ten (10) Month Positions
**210 Days
+130 Days

9. The recommendation of the Superintendent to approve the following **UNAFFILIATED PERSONNEL CONTRACT** for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021:

<u>Employee</u>	<u>Assignment</u>	<u>Salary</u>
JACQUELINE MASSARO	Treasurer of School Monies	\$5,000.00

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

10. The recommendation of the Superintendent to approve the following **SUMMER SECRETARIAL ASSIGNMENTS** and payments for **JULY and AUGUST 2020**, at the contracted per diem rate per Board of Education/WMESA Agreement - Accounts: 11-000-240-105-10-10-700 (Principal's, Athletic, & Assistant Principal's Offices), 11-000-218-105-10-10-700 (Guidance Office) & 11-000-219-105-10-10-700 (Special Education Services):

<u>Employee</u>	<u>Assignment</u>	<u>Days</u>	<u>Daily Rate</u>
<u>High School</u>			
STEPHANIE MARQUARD	Principal's Office	23	\$291.79
MARYANN LANZO	Principal's Office	7	\$291.79
THERESA MURPHY	Principal's Office	0	\$291.79
DEBORA GABRIELE	Guidance Office	20	\$291.79
PAMELA FENNING	Guidance Office	20	\$291.79
CATHLEEN REDA	Athletic Office	10	\$291.79
LYNN HUSHON	Supervisor's Office	5	\$291.79
<u>Macopin School</u>			
ALFONSINA KULAK	Principal's Office	20	\$291.79
LINDA BEGLEY	Assistant Principal's Office	10	\$291.79
ANN HIGGINS	Principal's Office	10	\$291.79
<u>Elementary Schools</u>			
COLLEEN LESLIE	Principal's Office/ Aphawa School	5	\$291.79
KIMBERLY CHRISTIE	Principal's Office/ Maple Road School	5	\$291.79
KELLY TENHOEVE	Principal's Office/ Marshall Hill School	4	\$275.44
KAREN ROMER	Principal's Office Marshall Hill School	1	\$265.13
KAREN GRILL	Principal's Office/ Paradise Knoll School	4	\$291.79
DANA DOP	Principal's Office/ Paradise Knoll School	1	\$265.13
DIANNA HAGGETT	Principal's Office/ Upper Greenwood Lake School	2	\$291.79
RANDI PLATT	Principal's Office Upper Greenwood Lake School	3	\$265.13
DEBORAH VAN ZILE	Principal's Office/ Westbrook School	3	\$291.79
AMANDA MEINER	Principal's Office/ Westbrook School	2	\$265.13
<u>Special Education Services</u>			
MARILUZ ALONSO	CST - High School	10	\$291.79
TRACEY DEL COLLIANO	CST - High School	3	\$291.79
DEBRA VIDULICH	CST - Macopin	5	\$291.79
AMY POMEROY	CST - Elementary	14	\$291.79

Minutes for the Workshop/Regular Meeting of May 26, 2020

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

11. The recommendation of the Superintendent to approve **ALEXIS RIZZO**, Choreographer, Macopin School Student Activity Assignment (Musical), at a stipend of \$1,018.00, for the 2019-2020 school year.

NOTE: Paid through the proceeds of the play.

12. The recommendation of the Superintendent to approve the following **MENTOR TEACHER PAYMENTS** for the 2019-2020 school year:

<u>Provisional Teacher</u>	<u>Payment</u>	<u>Mentor Teacher</u>
REGAN DALBY	\$ 550.00	Janel Paton
MATTHEW WASELIK	\$1,000.00	Denise Flood
LAURA HARDEN	\$ 550.00	Beth Schaeffer
AMBER HARDEN	\$ 550.00	Lindsay Gardner-Dammers
DANIELLE MAURER	\$ 220.00	Stephanie Sanacore

NOTE: The payment is made by the Provisional Teacher to the Mentor Teacher. There is no cost to the Board.

13. The recommendation of the Superintendent to approve the following **COLLEGE STUDENTS** for the purpose of Clinical Practice I for the 2020-2021 school year, at no cost to the District:

<u>Student</u>	<u>College</u>	<u>Course</u>	<u>Timeframe</u>
CONNOR BROWN	William Paterson	Physical Education K-5	September 2020 - December 2020 3 days per week
CAROLINE READ	William Paterson	Physical Education K-5	September 2020 - December 2020 3 days per week

ROLL CALL FOR ITEMS #1 THROUGH #13:

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

*Mrs. Romeo and Mrs. Van Dyk "Abstained" on item #10.

The **MOTION PASSED.**

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

Motion by Mr. Guarino, seconded by Mr. Ofshinsky, to approve the following agenda items #1 through #37 and items #39 through #41:

1. The recommendation of the Superintendent to approve the following **PROFESSIONAL APPOINTMENTS** for the 2020-2021 school year:

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

1. (Continued)

WHEREAS, the State of New Jersey requires business entities to file C. 271 Political Contribution Disclosure forms (PCD) with public agencies for all contracts in excess of \$17,500 pursuant to the Pay-to-Play law (N.J.S.A. 19:44A-20.26); and

WHEREAS, the PCD has been received from the professionals listed below at least 10 days prior to award of the contract; and

WHEREAS, the Board has received the auditor's Peer Quality Report and meets the requirements of the quality control standards for an auditing practice established by the American Institute of Certified Public Accounts (AICPA);

NOW THEREFORE, BE IT RESOLVED that the Board appoints the following professional positions for the 2020-2021 school year:

Auditor	Wielkocz & Company, LLC Pompton Lakes, New Jersey
Architects/Engineers:	LAN Associates Midland Park, New Jersey
	FKA Architects Oakland, New Jersey
	Settembrino Architects Red Bank, New Jersey
Attorney (Special Education)	Scarinci Hollenbeck, LLC Lyndhurst, New Jersey
Attorney (General Counsel/Labor)	Adams, Gutierrez & Lattiboudere, LLC Newark, New Jersey
Attorney (Workers Compensation)	Capehart & Scatchard, P.C. Mt. Laurel, New Jersey
Attorney (Bond Counsel)	Rogut McCarthy, LLC Cranford, New Jersey
Flexible Spending Accounts:	American Family Life Assurance Company of Columbus (AFLAC) Fairfield, New Jersey
Third Party Administrator:	Plan Connect, LLC Syracuse, New York
Tax Shelter Annuity Companies:	AXA Equitable Syracuse, New York
	Lincoln Financial Group Paramus, New Jersey
	Lincoln Investment Planning Cranford, New Jersey

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

1. (Continued)

Tax Shelter Annuity Companies: MetLife
Short Hills, New Jersey

Valic
Berkeley Heights, New Jersey

Vanguard
Wayne, Pennsylvania

BE IT FURTHER RESOLVED, that each professional be retained at the rate established in their respective contract; and

BE IT FURTHER RESOLVED, that the Board acknowledges the receipt, review and evaluation of the external peer/quality report of the licensed public school accountant authorized to conduct the annual audit; and

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administrator shall evaluate the performance of each professional utilizing input from the appropriate committees.

2. The recommendation of the Superintendent to approve the following **BYLAWS, POLICIES, AND REGULATIONS** for the 2020-2021 school year:

RESOLVED, that there be continued in full force and effect of all bylaws, policies, regulations, and administrative directives of the District Policy Manual as of the date hereof. The Board reserves the right after review, to amend, supplement or rescind any said bylaws, policies, regulations and administrative directives. The Chief School Administrator is hereby responsible for the implementation of said bylaws, policies and regulations.

3. The recommendation of the Superintendent to approve the following **PLANS AND RULES** for the 2020-2021 school year:

RESOLVED, that there be continued in full force all rules, regulations, administrative directives, and plans, including, but not limited to, the Comprehensive Maintenance Plan, District Procedure Manual and Internal Controls, Technology Plan, 911 Emergency Plan, Sudden Loss Plan, School Emergency Management Plan, Code of Student Conduct (based on Core Ethical Values), Long Range Facility Plan, Five-Year Program Evaluations, Bloodborne Pathogens Exposure Control Plan and Food Service Biosecurity Management Plan in effect as of the date hereof. The Board reserving the right after review, to amend, supplement or rescind any of said rules, plans, policies, and administrative directives. The Chief School Administrator is hereby responsible for the implementation of the said plans.

4. The recommendation of the Superintendent to approve the following **CONTRACTS** for the 2020-2021 school year:

RESOLVED, that there be continued in full force and effect all Employment, Construction, Transportation, Lease/Purchase, and Special Service Contracts, heretofore approved by the Board of Education, and duly entered into, reserving unto the Board, the right after review, to amend, supplement, or rescind any previous action in compliance with state laws governing said contractual obligations.

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

5. The recommendation of the Superintendent to approve the following **DEPOSITORIES/SIGNATORIES** for the 2020-2021 school year:

RESOLVED, that the following depositories (banks) and designated signatories shall be used by the Board for its accounts and records:

Lakeland Bank

General Operating	Checking Account	2 signatures/#1
Payroll	Checking Account	2 signatures/#1
Payroll Agency	Checking Account	2 signatures/#1
Payroll Agency Medical	Checking Account	2 signatures/#2
Capital Reserve	Checking Account	2 signatures/#3
Capital Projects	Checking Account	2 signatures/#3
Cafeteria Services	Checking Account	2 signatures/#3
SUI Trust	Checking Account	2 signatures #3
SUI Trust	Certificate of Deposit	2 signatures/#3
H.S. Student Account	Checking Account	2 signatures/#5
Macopin Student Council	Checking Account	2 signatures/#5
SACC	Checking Account	2 signatures/#7
Petty Cash		
Administration	Checking Account	2 signatures/#3
Transportation	Checking Account	2 signatures/#9
Aphsawa	Checking Account	2 signatures/#10
Maple Road	Checking Account	2 signatures/#6
Marshall Hill	Checking Account	2 signatures/#6
Paradise Knoll	Checking Account	2 signatures/#6
Upper Greenwood Lake	Checking Account	2 signatures/#6
Westbrook	Checking Account	2 signatures/#6
Macopin	Checking Account	2 signatures/#5
High School	Checking Account	2 signatures/#5
H.S. Athletics Account	Checking Account	2 signatures/#8
Learning Unlimited	Checking Account	2 signatures/#4
John Wallisch Scholarship Fund	Checking Account	2 signatures/#3

Vanguard Group

Edward F. Vogel Memorial Fund	Money Market Fund	2 signatures/#3
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Sterling National Bank

ESIP Escrow Account	Checking Account	2 signatures/#11
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Signatories:

- #1 - Board President/Board Secretary
- #2 - Board Secretary/Third Party Administrator Authorization
- #3 - Board Secretary/Assistant Business Administrator
- #4 - Teacher/Director of Education/Principal
- #5 - Principal/Assistant Principal/Secretary
- #6 - Principal/Secretary/Business Administrator
- #7 - Board Secretary/Assistant Business Administrator/Coordinator/Supervisor
- #8 - Director/Secretary/Principal
- #9 - Board Secretary/Assistant Business Administrator/Supervisor of Department/Department Secretary

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

5. (Continued)

Signatories:

#10 - Board Secretary/Nurse/Principal/Secretary

#11 - Board Secretary/Lessor (Bank of America)

BE IT FURTHER RESOLVED, that wire transfers of funds are authorized to/from Lakeland Bank to facilitate the business of the Board; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to make payment of bills between Board meetings, as necessary, to ensure the operation of the District's facilities, programs, and financial standing. These payments shall be approved at the next regular meeting of the Board of Education.

6. The recommendation of the Superintendent to approve the following **FACSIMILE SIGNATURES** for the 2020-2021 school year:

WHEREAS, Lakeland Bank, hereafter referred to as Bank, is hereby authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the name of West Milford Board of Education, hereafter referred to as Board, including those payable to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature of the Board President and the Board Secretary.

WHEREAS, said Bank shall be entitled to honor and charge to the Board's account such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto; and

WHEREAS, the Board shall hold the Bank harmless for any loss, expenses, charges, or liability which may obtain by virtue of the use of such facsimile signature;

NOW THEREFORE, BE IT RESOLVED that the following terms and conditions shall govern all banking relationships with the aforesaid Bank:

Any and all instruments deposited by, or on behalf of, this Board with said Bank, for discount, credit, collection, or otherwise, whether payable to or to the order of the Board or any officer or signatory of the Board, may be endorsed by handwriting, stamp impression, or by any other means by any officer or signatory of this Board, as presented, or by any other person authorized or purporting to be authorized so to do, with or without specifying the person who made, affixed, or imprinted such endorsement or his authority so to do.

7. The recommendation of the Superintendent to approve **PETTY CASH** for the 2020-2021 school year as follows:

WHEREAS, pursuant to N.J.S.A. 18A:19-13, the West Milford Board of Education (the "Board") is required to establish petty cash accounts annually; and

WHEREAS, funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures; and

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

7. (Continued)

WHEREAS, no single expenditure shall exceed \$25, and all expenditures must be authorized by the purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the following petty cash accounts shall be established for the 2020-2021 school year:

Administration Office	\$400.00
Transportation	\$800.00
Apshawa School	\$375.00
Maple Road School	\$375.00
Marshall Hill School	\$375.00
Paradise Knoll School	\$375.00
Upper Greenwood Lake School	\$375.00
Westbrook School	\$375.00
Macopin School	\$750.00
West Milford High School	\$800.00
Highlander Academy	\$500.00

BE IT FURTHER RESOLVED, that all disbursements from petty cash shall be reported at the next regular monthly meeting of the Board.

BE IT FURTHER RESOLVED, that all petty cash funds shall be established by Board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

8. The recommendation of the Superintendent to approve the following **PURCHASE AUTHORIZATION** for the 2020-2021 school year:

RESOLVED, pursuant to N.J.S.A. 18A:18A-3(a), the Board designates Barbara Francisco, Board Secretary/Business Administrator as the Qualified Purchasing Agent (QPA) pursuant under N.J.A.C. 5:34-5.1 for the Board of Education and authorizes her to award contracts that do not exceed in the aggregate in a contract year the total sum of \$40,000 (bid threshold) as provided in N.J.S.A. 18A:8A-3 and 18A:8A-4.3 without public advertising for bids.

Furthermore, purchasing agent is authorized to solicit competitive quotations for purchases in excess of 15% of the bid threshold, pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

Preparation of Bid Advertisements

Pursuant to N.J.S.A. 18A:18A-2(b), the purchasing agent is designated to have the power to prepare advertisements, to advertise for and receive bids.

Purchase Order System Authorized Purchases

All purchases made by the Board of Education shall be done through the purchase order system. Pursuant to N.J.S.A. 18A:18A-2(V), a purchase order is a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide goods or to perform services.

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

8. (Continued)

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any goods and services without going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of State Law N.J.S.A. 18A:18A-2(v) and 18A:18A-3(a). Board employees making unauthorized purchases are subject to disciplinary action as outlined by the Superintendent.

Inspection of Goods and Services

Pursuant to 18A:18A-44, all goods and services provided or performed under any contract with the Board shall be inspected and reviewed by the purchasing agent and/or by the appropriate officer (administrator; supervisor) of the School District who initially recommended the award of contract.

Trade-in of Personal Property

The purchasing agent pursuant to N.J.S.A. 18A:18A-45(g) may include the sale of personal property no longer needed for school purposes as part of the specifications to offset the price of a new purchase.

9. The recommendation of the Superintendent to approve the following **AUTHORIZATION FOR PURCHASING GOODS AND SERVICES THROUGH STATE AGENCY** for the 2020-2021 school year:

WHEREAS, Title 18A:18A-10 provides that, a Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the West Milford Board of Education has the need on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the West Milford Board of Education desires to authorize its purchasing agent for the 2020-2021 school year to make any and all purchases necessary to meet the needs of the School District throughout the school year;

NOW THEREFORE, BE IT RESOLVED that the West Milford Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property and the Federal General Services Administration utilizing various vendors. (Documentation provided electronically.)

10. The recommendation of the Superintendent to approve the following **TRANSFER AUTHORIZATION** for the 2020-2021 school year:

WHEREAS, New Jersey Administrative Code 6A:23A-13.3 requires appropriate Board of Education action providing transfer of funds to current expenses, capital outlay, and debt service accounts prior to the line item account recording a deficit balance; and

WHEREAS, general compliance with this rule has been a consistent practice of the Township of West Milford Board of Education; and

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

10. (Continued)

WHEREAS, despite this frequent attention, some transfers have taken place after the account shows a deficit balance;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education directs the Administration to fully comply with the terms and intent of N.J.A.C. 6A:23A-13.3; and

BE IT FURTHER RESOLVED, that the Board orders transfers, at the state chart of accounts level, to be made by the Administration prior to the account being in deficit and, therefore, authorizes required transfers to be made in a timely fashion subject to ratification at the next Regular Meeting of the Board.

11. The recommendation of the Superintendent to approve the **CHART OF ACCOUNTS** for the 2020-2021 school year:

WHEREAS, the State of New Jersey has promulgated administrative code (N.J.A.C. 6A:23A-16 et seq.) to require Boards of Education to adopt a policy concerning the controls over appropriations for line item accounts which exceed the minimum level of detail; and

WHEREAS, general compliance with this rule has been a consistent practice of the Township of West Milford Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Township of West Milford Board of Education directs Administration to adopt the attached expanded chart of accounts pursuant to N.J.A.C. 6A:23A-16 et seq. (List of accounts provided electronically.)

12. The recommendation of the Superintendent to approve the following **GRANT AUTHORIZATION** resolution for the 2020-2021 school year:

RESOLVED, that the West Milford Board of Education authorizes the Superintendent, or designee, to make application for Federal, State, and other competitive grants as may meet with the district's objectives; and

BE IT FURTHER RESOLVED, that the Board shall authorize acceptance of successful grant awards by separate action.

13. **RESOLVED**, that the Board approves the settlement in the matter captioned P.P. v. West Milford Board of Education, Docket No. PAS-L-1241-19, in accordance with the terms and conditions therein; and

BE IT FURTHER RESOLVED, that the Business Administrator and/or Board President is authorized to sign the agreement on behalf of the Board. (Documentation provided electronically.)

14. The recommendation of the Superintendent to approve **an amendment to a previously approved resolution (April 2020)** for an agreement with **E-RATE CONSULTING, INC.**, Montclair, New Jersey, for consulting and process management services in the amount of \$5,000.00 for Category I applications and 3% of funding disbursed or the minimum of \$3,500.00 for Category II applications, for the 2020-2021 **and 2021-2022 school years**.

NOTE: This consulting agreement has been extended for a two (2) year period.

XV. OPERATIONS & FINANCE – Mr. Guarino, Chairperson – Continued

15. The recommendation of the Superintendent to renew an agreement with **HONEYWELL INTERNATIONAL**, Morris Plains, New Jersey, for the Instant Alert System, in the amount of \$12,855.00, for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021.
16. The recommendation of the Superintendent to renew an agreement with **COMPUTER SOLUTIONS, INC.**, Branchburg, New Jersey, for cloud-based storage and access software, in the amount of \$3,900.00.
17. The recommendation of the Superintendent to renew an agreement with **COMPUTER SOLUTIONS, INC.**, Branchburg, New Jersey, for Budgetary, Personnel, and Payroll Software Support Services, in the amount of \$11,760.00, for the 2020-2021 school year.
18. The recommendation of the Superintendent to renew an agreement with **EDUCATIONAL DATA SERVICES, INC.** of Saddle Brook, New Jersey, for bidding services for the acquisition of supplies at the established rate of \$12,380.00, during the 2020-2021 school year.
19. The recommendation of the Superintendent to approve an agreement with **STRAUSS ESMAY ASSOCIATES, LLP**, Toms River, New Jersey, for Policy Alert and Support Service (PASS) for the 2020-2021 school year, in the amount of \$2,640.00.
20. The recommendation of the Superintendent to renew an agreement with **FRONTLINE TECHNOLOGIES**, Malvern, Pennsylvania, for attendance, substitute management and placement (Aesop) subscription, and applicant tracking, in the amount of \$26,296.62, for the 2020-2021 school year.
21. The recommendation of the Superintendent to renew an agreement with **REALTIME INFORMATION TECHNOLOGY**, Toms River, New Jersey, for an Internet based Student Information System, including the Special Education Management/IEP Writer and 504 Student Manager, at an annual cost of \$48,360.00, effective July 1, 2020, through June 30, 2021.
22. The recommendation of the Superintendent to renew an agreement with **REALTIME INFORMATION TECHNOLOGY**, Toms River, New Jersey, for Food Service Management/POS Module support services, at an annual cost of \$7,055.00, effective July 1, 2020, through June 30, 2021.
23. The recommendation of the Superintendent to approve an agreement with **IBOSS, INC.** (Cyber Security), Boston, Massachusetts, for equipment upgrades to existing devices and renewal of content filters for the High School and Marshall Hill School, at an annual cost of \$15,068.90, for the 2020-2021, 2021-2022 and 2022-2023 school years.
24. The recommendation of the Superintendent to renew an agreement with **GLOBAL COMPLIANCE NETWORK (GCN)**, Lansing, Michigan, for the internet-based staff training in the amount of \$1,400.00, effective September 1, 2020, through August 31, 2021.
25. The recommendation of the Superintendent to renew an agreement with **EDUCATOR SOFTWARE SOLUTIONS**, Dayton, Tennessee, for **T-EVAL**, the teacher evaluation system, in the amount of \$6,400.00, for the 2020-2021 school year.
26. The recommendation of the Superintendent to approve the following Resolution:

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

26. (Continued)

BE IT RESOLVED, that the West Milford Board of Education "SFA" approves the renewal of a Food Service Management contract with **POMPTONIAN FOOD SERVICES** (The Pomptonian, Inc. "FSMC"), Fairfield, New Jersey, for the food service operation for the 2020-2021 school year.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of **\$0.1087** per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by **\$1.00** to arrive at an equivalent meal count.

The per meal administrative/management fee of **\$0.1087** will be multiplied by total meals.

The FSMC guarantees the SFA a minimum return of ninety six thousand two hundred and fifty dollars (\$96,250.00) for school year 2020-2021.

27. The recommendation of the Superintendent to approve the following **CAFETERIA KINDERGARTEN/ELEMENTARY SCHOOL STUDENT BREAKFAST/LUNCH PROGRAM** for the 2020-2021 school year: \$1.75 for full breakfast, including milk; \$3.10 for full lunch, including milk; and \$.75 for milk only. (Cafeteria lunch prices provided electronically.)
28. The recommendation of the Superintendent to approve the following **CAFETERIA MIDDLE SCHOOL/HIGH SCHOOL STUDENT BREAKFAST/LUNCH PRICES** for the 2020-2021 school year: \$2.50 for middle school breakfast and \$3.10 for middle school lunch; \$2.75 for high school breakfast and \$3.10 for high school lunch; \$3.60 for high school student featured favorite lunch; an adult breakfast price of \$3.50 and an adult lunch price of \$4.85; and a la carte items. (Cafeteria lunch prices provided electronically.)
29. The recommendation of the Superintendent to approve the award of a contract for the purchase of one (1) 2021 19/3 Wheelchair Van, two (2) 2021 24-Passenger School Buses, and five (5) 2021 Type "C" 54-Passenger School Buses, to **H.A. DE HART & SON, INC.**, Thorofare, New Jersey, through membership with the **HUNTERDON EDUCATIONAL SERVICES COMMISSION**, Cooperative Purchasing Agreement, School Bus Bid #19-17, for a total purchase price of \$747,936.02, and to finance said purchase through **MUNICIPAL CAPITAL FINANCE**, Allentown, Pennsylvania, with a five (5) year lease/purchase term. (Documentation provided electronically.)
30. The recommendation of the Superintendent to approve the renewal of a **STUDENT TRANSPORTATION CONTRACT** for **IN-DISTRICT COMBINATION ROUTES**, per Bid Code 08-10, taken on July 15, 2008 (Renewal #12), with **ARTHUR JORDAN TRANSPORTATION, INC.**, Butler, New Jersey, for 22 routes: 11 Macopin/Westbrook; 6 Apshawa; 4 Maple Road; and 1 Westbrook for the 2020-2021 school year, effective September 1, 2019, through June 30, 2020, at the C.P.I. increase of 1.7%, for a total per diem cost of \$3,862.98, and an annual total cost of \$695,336.40. (Individual routes and costs are attached to the official minutes of this meeting.)

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

31. The recommendation of the Superintendent to approve a **JOINT TRANSPORTATION AGREEMENT** with **SUSSEX COUNTY REGIONAL COOPERATIVE** to provide transportation services for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021.
32. The recommendation of the Superintendent to approve a **JOINT TRANSPORTATION AGREEMENT** with **WARREN COUNTY SPECIAL SERVICES SCHOOL DISTRICT** to provide transportation services for the 2020-2010 school year, effective July 1, 2020, through June 30, 2021.
33. The recommendation of the Superintendent to approve a **JOINT TRANSPORTATION AGREEMENT** with **SOMERSET COUNTY EDUCATIONAL SERVICES** to provide transportation services for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021.
34. The recommendation of the Superintendent to approve a **JOINT TRANSPORTATION AGREEMENT** with **JEFFERSON TOWNSHIP BOARD OF EDUCATION** to provide transportation services for the 2020-2021 school year, effective July 1, 2020, through June 30, 2021.
35. The recommendation of the Superintendent to approve hourly **FIELD TRIP TRANSPORTATION RATES** for the 2020-2021 school year: \$39.00 in-county, \$43.00 out-of-county, and \$47.00 out-of-state (Warwick, New York, will be charged at the out-of-county rate).
36. The recommendation of the Superintendent to approve a Memorandum of Agreement between the **TOWNSHIP OF WEST MILFORD** and the **WEST MILFORD BOARD OF EDUCATION** to provide a 54-passenger bus for use in connection with Bubbling Springs Day Camp, from June 29, 2020, through August 14, 2020, at a fee of \$10.00 per day, plus fuel and maintenance repair costs.
37. The recommendation of the Superintendent to approve the following Resolution:

BE IT RESOLVED, that the West Milford Township Board of Education approves the award of a contract for **Other Capital Projects** to **HYGRADE INSULATORS, INC.**, Phillipsburg, New Jersey, for the Roof Restoration Projects for Apshawa, Paradise Knoll, and Upper Greenwood Lake Schools, as per bids taken on May 7, 2020, at 11:00 a.m., in the amount of \$588,715.00; and

BE IT FURTHER RESOLVED, the West Milford Township Board of Education approves a **Withdrawal from Capital Reserve** for **Other Capital Projects** - Roof Restoration Projects for Apshawa, Paradise Knoll, and Upper Greenwood Lake Schools, in the amount of \$588,715.00.
39. In accordance with the requirements of the Affordable Care Act and upon the recommendation of the Superintendent of Schools, the Board approves the **ADVANTAGE EPO PCMH HEALTHCARE POLICY**, effective July 1, 2020, through June 30, 2021, with the following premium schedule:

Single	\$ 667.16
2 Adults	\$1,442.30
Family	\$1,645.03
Parent/Child	\$ 940.42

XV. OPERATIONS & FINANCE – Mr. Guarino, Chairperson – Continued

40. The recommendation of the Superintendent to approve the following Resolution authorizing the purchase of natural gas supply services for public use on an online auction website:

WHEREAS, West Milford Board of Education has determined to move forward with the EMEX Reverse Auction in order procure natural gas for West Milford Board of Education; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorizes the purchase of natural gas supply service for public use through the use of an online auction service; and

WHEREAS, West Milford Board of Education will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.5445/therm or less for a 12 month term, a price of \$0.5542/therm or less for an 18 month term, a price of \$0.5349/therm or less for a 24 month term, a price of \$0.5182/therm or less for a 36 month term; West Milford Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT RESOLVED, that the Business Administrator of the West Milford Board of Education be and she hereby is authorized to execute on behalf of the West Milford Board of Education any natural gas contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.5445/therm or less for a 12 month term, a price of \$0.5542/therm or less for an 18 month term, a price of \$0.5349/therm or less for a 24 month term, a price of \$0.5182/therm or less for a 36 month term; West Milford Board of Education may award a contract to the winning supplier for the selected term.

41. The recommendation of the Superintendent to approve payment to the following employee 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>
CAITLIN STANICH	\$ 0.00	\$1,000.00

ROLL CALL FOR ITEMS #1 THROUGH #37 AND ITEMS #39 THROUGH #41:

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

The **MOTION PASSED**.

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

Motion by Mr. Guarino, seconded by Mrs. Fritz, to approve the following agenda item #38:

38. The recommendation of the Superintendent to accept the following renewal rates with Horizon Blue Cross/Blue Shield of New Jersey for **HEALTH INSURANCE SERVICES**, effective July 1, 2020:

Traditional/PPO - Family (\$400/\$800)	\$3,509.57
Traditional/PPO - 2 Adults (\$400/\$800)	\$3,077.16
Traditional/PPO - P/C (\$400/\$800)	\$2,006.41
Traditional/PPO - Single (\$400/\$800)	\$1,423.45
Direct Access - Family (\$15 co-pay; \$100 ER)	\$3,160.14
Direct Access - 2 Adults (\$15 co-pay; \$100 ER)	\$2,770.80
Direct Access - P/C (\$15 co-pay; \$100 ER)	\$1,806.62
Direct Access - Single (\$15 co-pay; \$100 ER)	\$1,281.65

ROLL CALL FOR ITEM #38:

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

The **MOTION PASSED.**

Motion by Mr. Guarino, seconded by Mr. Conklin, to approve the following agenda item #42:

42. The recommendation of the Superintendent to approve the **LIST OF BILLS/ VENDORS** for the period ending **May 26, 2020**, in the amount of \$3,195,794.29. (Documentation provided electronically.)

ROLL CALL FOR ITEM #42:

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

The **MOTION PASSED.**

Motion by Mr. Guarino, seconded by Mrs. Fritz, to approve the following agenda item #43:

43. The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending **May 26, 2020**:

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 **2019-2020** budget be affirmed and approved. (See folder insert.)

Total transfers in the amount of \$202,918.48.

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

ROLL CALL FOR ITEM #43:

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

The **MOTION PASSED.**

Motion by Mr. Guarino, seconded by Mrs. Dwyer, to approve the following agenda item #44:

44. The recommendation of the Superintendent to approve the **PAYROLL** of April 30, 2020 and May 15, 2020, in the amount of \$4,166,016.91. (Documentation provided electronically.)

ROLL CALL FOR ITEM #44:

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

The **MOTION PASSED.**

XVI. OLD BUSINESS

Mrs. Dwyer inquired about enrollment figures that were sent out showing a decline at the High School and if it is a trend. Dr. Anemone advised he will look more closely at these figures.

Motion by Mrs. Dwyer, seconded by Mrs. Romeo, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XVII. NEW BUSINESS

Mrs. Stephenson spoke about the Cares Act and the Title funds that will be received, and asked if the Board can see how the money is being spent. Dr. Anemone and Mr. Novak provided examples of how the Title money is used to offset and fund teacher salaries and for programs and clubs. Dr. Anemone and Ms. Francisco also spoke about potential state aide cuts that may appear in August/September, and will review how it affects the budget at that point.

Mrs. Romeo inquired about the Summer Literacy program and asked Mr. Novak for more information. Mr. Novak provided the Board with the most current information. He indicated he be will meeting with staff to determine if there is still interest with distance learning and put a detailed plan in place.

Mrs. Romeo inquired about the lunch program and how it was going. She thanked the administration about opening it up to the entire community.

XVII. NEW BUSINESS - Continued

Dr. Anemone explained that the number of meals served has increased dramatically, with meals being picked up twice per week.

Motion by Mrs. Romeo, seconded by Mrs. Dwyer, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XVIII. 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.

Mr. Winston, Technology Supervisor, confirmed no phone calls were received.

Motion by Mrs. Romeo, seconded by Mrs. Fritz, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XIX. EXECUTIVE SESSION

At 8:33 p.m., Mrs. Romeo made a motion, seconded by Mrs. Dwyer, 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, and to adjourn the meeting from Executive Session, as no action will be taken.

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.

Respectfully submitted,

Barbara Francisco
Board Secretary