

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Public Meeting, 6:30 p.m.

November 18, 2019

East Hanover Middle School Auditorium

477 Ridgedale Avenue

MINUTES

The meeting commenced at 6:30 p.m.

The mission of the East Hanover School District is to prepare our young people to be positive, contributing members of society. Our diversified curriculum incorporates the expectation that all students achieve or exceed the New Jersey Student Learning Standards (NJSLs) at all grade levels. The educational environment fosters self-esteem, independent thinking, and respect for individual differences. We provide our students with the skills and experiences necessary to assist them in achieving their fullest potential as unique individuals and to meet the challenges of life.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-887-2112 (x100).

CALL TO ORDER OPEN PUBLIC MEETING STATEMENT

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the East Hanover Township Board of Education has caused notice of this meeting to be forwarded to the Hanover Eagle and Daily Record as official newspapers of the East Hanover Township Board of Education and posted in the Board Office, 20 School Avenue, and forwarded to the Township Clerk.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mr. Barisciano, Mr. Filippone, Mrs. Mitchell, Mrs. Pfund-Olsen, Mr. Troise, Mr. Ucci, Mr. Sullivan

Also Present: Mrs. Bartlett, Superintendent
Mrs. Muscara, Business Administrator/Board Secretary
Mr. Lerch, Auditor
Staff – 9, Citizens – 37, Students – 38

PUBLIC COMMENTS – Mr. Sullivan thanked the students and stated the value of them participating in the community is huge. He thanked Mrs. Pfund-Olsen and the schools for allowing the students to participate.

SUPERINTENDENT'S REPORT

-Ms. Pfund-Olsen, Mr. Barisciano and Mr. Troise were congratulated for being re-elected to the board.

-One Day One School-All were thanked for participating in this event with a special thanks to the PTA and the EHEA. Approximately \$60K worth of projects were completed at Central School.

-County Superintendent Visit-There was a special visit by Dr. McMillan who remarked about the cleanliness, and passion of the teachers and administration.

-Ms. Pfund-Olsen was thanked for putting together the board shadowing. Ms. Shott were thanked for all her decorations. A special thanks was given to those who helped raise funds for Halos for Angels.

-HIB Report-There were six reports of which none were considered to be HIB.

PRESENTATIONS

-Congratulations to the East Hanover Middle School Girls' Soccer Team-Morris County Champions:
Ms. Costello and Coach Malzahn recognized the following team members:

Arianna Allonardo – Captain
Nadia Castaneda – Captain
Isabella Califano – Captain
Mikayla Newell – Captain
Emma Park
Abby Liebhauser
Savannah Tenore
Nicolette Peluso
Faith Gibbons

Julia Wisniewski
Sophia Durante
Isabella Prestia
Jamie Hoffman
Allesandra Marzullo
Alexis Langereis
Jiana Casale
Brianna Andre
Samantha Larena

-East Hanover Middle School Students of the Month: Ms. Costello recognized the following students:

September, 2019:

Jolie Casale, Grade 6
Nicolette Peluso, Grade 7
Vincenzo LaValle, Grade 8

October, 2019:

Angelo Chirichiello, Grade 6
Julian Serra, Grade 7
Brandon Cohen, Grade 8

-Principal Reports

Middle School-Giovindi Ramcheran provided the following report:

Today marks the beginning of National Education Week. The Educational Community was thanked for providing an amazing education for the students. Ms. Shott was thanked for the beautiful decorations. The Girls' Soccer Team was congratulated for their third consecutive Morris County Championship. Parent teacher conferences will be held November 20 and 21. Fall Spirit Week will begin next week. The Pep Rally will be held on November 27th. All fall and winter sports teams will be recognized with the cheer leaders showing off their talents. All were wished a Happy Thanksgiving.

Central School-Alyssa Andre, Student Council President, provided the following report:

The year started off to a good start with many clubs such as the Student Council, Climate and Culture Team, STEM Club and Page Turners. Author, Ralph Fletcher, visited in October and talked about how he came up with ideas for the books the students read in 3rd, 4th and 5th grades. The PTA was thanked for supporting the program. The 5th grade is preparing for the holiday concert on December 3. Tryouts were completed for the 5th grade play in February and practice will begin in December. Parent-teacher conferences will occur on November 20 & 21.

Frank J. Smith School-Gianna Filippone provided the following report:

Parent-Teacher conferences will be held this week. Our Kindergarten students will celebrate Thanksgiving at their annual feast on November 22. December will be a busy month and we will be honoring many of the traditions at Frank J. Smith School including Pajama Day and the annual sing-a-long. Follow all events on Facebook, Twitter and take a look in the Parent Backpack.

-Audit Presentation, June 30, 2019-Paul Lerch of Lerch, Vinci and Higgins, LLP provided the following report of the annual audit:

The audit provided is an unmodified opinion and the best type of opinion to be received. It includes a single audit with no significant deficiencies. Districts are subject to a single audit when they receive more than \$750K in grants or state funds. The audit report includes a footnote disclosure measuring post-employment benefits which is the result of GASB #75. The BOE is not responsible for the post-employment benefit liability, but the State is responsible.

Fund equity ended the year at \$3.6M which is made up of 2% of expenses of \$697,000, \$58,000 for year-end encumbrances, \$498,000 of restricted maintenance reserve with \$166,000 designated for the current year, \$2M for capital reserve with \$755K designated for the current year, \$143K of excess surplus for the current year and \$140K excess surplus designated for the 2020-2021 budget. The final report includes the CAFR which was just discussed and the Management Report on compliance. There was one comment regarding Student Activities account. Receipts should be deposited in a more timely basis.

Celebrating American Education Week

Board Member “For-a-Day”

Mission Statement: Anna Larsen

Superintendent of Schools: Natalee Bartlett/Emma Park

Board President: Mr. Sean Sullivan/Isabella Kowalski

Board Vice President: Mrs. Catherine Pfund-Olsen/Thomas Callanan

Director of Special Services: Alexis Piombino/Anna Larsen

East Hanover Middle School Principal Report – Ms. Stacie Costello/Govindi Ramcheran

Central Elementary School Principal Report - Ms. Melissa Falcone/Alyssa Andre

Frank J. Smith Elementary School Principal Report – Ms. Kerry Quinn/Gianna Filippone

Business Administrator/Board Secretary Report – Mrs. Deborah Muscara/Krish Sarah

Education Committee Report – Mrs. Stephanie Mitchell/Thomas Callanan

Policy Committee Report – Mr. Joe Troise/Anna Larsen

Finance Committee Report – Mr. Michael Filippone/Charlize Zhong

Buildings & Grounds/Transportation Committee – Mr. Anthony Barisciano/Ryan Carrell

Personnel Committee – Mr. Vincent Ucci/Isabella Kowalski

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Krish Sarah provided the following report:

The budget season started and the administrators are working on creating their department or school budgets. The mid-year budget review for the current year is scheduled for January 10.

COMMITTEE REPORTS

Personnel-Isabella Kowalski stated the committee establishes and reviews the evaluation systems for staff, assists in the review and development of policies related to staff, assists as needed in the interviewing process of administrators, reviews the hiring of the Superintendent, assists in the creation and elimination of district positions and reviews and approves job descriptions.

Education/Technology-Thomas Callanan stated the committee reviews matters to existing or new curriculum and educational programs. The committee also reviews standardized test and evaluation results, monitors curriculum, instruction and assessment of the Superintendent. The committee informs and directs the Board’s annual approval of learning goals, guides the Board in assessments of progress toward achievement of these goals and holds information meetings with staff members dealing with curriculum items.

Finance-Charlize Zhong stated the committee reviews and discusses the financial needs of the district to insure it is running efficiently while providing the best resources within budget for the students and staff. The committee will meet to review the budget goals and the overall projected budget for the 2020-2021 school year. Funding options will also be discussed for capital and maintenance projects.

Policy/Public Relations-Anna Larsen stated the committee oversees policy and regulations and works with the Superintendent to review, update or create policies and mandated regulations. Most policies are mandated by statute or suggested by the NJ Department of Education, NJ Schools Boards Association or Strauss Esmay Associates Policy and

Regulation Manual Development Consultants. Proposed policies are presented to the Board for discussion, First Reading, and tentative action takes place at the second reading.

Buildings and Grounds/Transportation-Ryan Carrell stated the committee meets to review facility projects and transportation issues that affect the health and safety of the students and staff. The committee met today to review the anticipated maintenance and capital reserve projects needed for the 2020-2021 school year. The committee also reviewed the projects needed this school year to provide a safe environment.

CONSENT RESOLUTIONS

All matters are considered to be routine in nature and will be enacted by one motion. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining items on the Consent Agenda. A motion or a second is not required to remove an item(s) from the Consent Agenda. All resolutions acted upon at this meeting are available to be viewed this evening and copies can be obtained by contacting the School Board Secretary's Office.

Minutes – Item 1

Personnel – Items 1 through 29

Education – Items 1 through 8

Policy – Items 1 through 18

Finance – Items 1 through 13

Buildings & Grounds – Item 1

Agenda Approvals:

Minutes: Mr. Sullivan moved and Mrs. Pfund-Olsen seconded the motion, all ayes with Mr. Barisciano abstaining.

Personnel: Mrs. Pfund-Olsen moved and Mr. Sullivan seconded the motion. All ayes.

Education: Mrs. Pfund-Olsen moved and Mr. Sullivan seconded the motion. All ayes.

Policy: Mrs. Mitchell moved and Mr. Filippone seconded the motion. All ayes.

Finance: Mrs. Mitchell moved and Mr. Filippone seconded the motion. All ayes.

Discussion- Item # 13-Ms. Muscara reviewed the corrective action plan for the June 30, 2019 annual audit. It is recommended that deposits for the Student Activities account be made in a more timely basis of twice per week.

Buildings and Grounds: Mrs. Mitchell moved and Mr. Barisciano seconded the motion. All ayes.

MINUTES

1. Approve the minutes of October 15, 2019, Regular Monthly Meeting. (Doc. M-1)

PERSONNEL

1. Ratify/Approve Monica Turner, Grade 6-8 Spanish Teacher, to teach additional Spanish periods, as needed, at a rate of \$180.65 per day (2.5/5 of 2019-2020 Teacher salary guide rates) effective October 21, 2019, through March 31, 2020, or until needed.
2. Approve Valoree DeAngelo, Grade 6-8 Media Specialist, to teach additional Library Media classes at Frank J. Smith and Central Elementary Schools, as needed, at a rate of \$204.14 per day (2/5 daily rate of 2019-2020 Teacher salary guide rates) effective November 18, 2019, through June 23, 2020).
3. Ratify/Approve Iman Suleiman, Grade 8 Math Leave Replacement Teacher, East Hanover Middle School, at a per diem rate of \$299.30 (MA Step 1 of the 2019-2020 Teacher's Salary Guide), for revised employment dates of September 1, 2019, through October 25, 2019.

4. Ratify/Approve the salary revision for Carol Silberfein, PT BSI Teacher, Frank J. Smith Elementary School, to correct hours from full-time to part-time at an annual salary of \$28,188.16, (MA+30 Step 1 of the 2019-2020 Teacher's Salary Guide), for 19.5 hours per week from November 1, 2019, through June 30, 2020.
5. Ratify/Approve Jenna Bucco, District Anti-Bullying Specialist, as tryout assistant for school sports/performing arts for the 2019-2020 school year at a rate of \$34/hour.
6. Ratify/Approve Christopher Crowley, Grade 8 Language Arts Teacher, as tryout assistant for school sports/performing arts for the 2019-2020 school year, at a rate of \$34/hour.
7. Ratify/Approve Nick Dorey, Grade 8 Resource Teacher, as tryout assistant for school sports for the 2019-2020 school year, at a rate of \$34/hour.
8. Ratify/Approve Pat Algeri, Grade 6 Math Teacher, as Asst. Wrestling Coach for the 2019-2020 school year at an annual stipend of \$1,854.
9. Ratify/Approve Pat Algieri, Grade 6 Math Teacher, to hold a Coaches Clinic, on October 25, 2019.
10. Ratify/Approve Agata Gorski, Preschool-Grade 5 Art teacher, for 30 hours of mural painting at Central Elementary School at a rate of \$34/hour.
11. Ratify/Approve Anita Livesy, School Nurse, Central Elementary School, to provide before care services as needed at a rate of \$34/hour.
12. Ratify/Approve the revised salary of \$22,750.01 for Salvatore Ciullo, part-time Instructional Aide, Central Elementary School, for 28.75 hours per week, effective September 3, 2019.
13. Ratify/Approve the revised salary of \$23,414.23 for Renee Davino, part-time Instructional Aide, Frank J. Smith Elementary School, for 29.6 hours per week, effective September 3, 2019.
14. Ratify/Approve Madison Ball, Grade 4 Leave Replacement Teacher, as the leave replacement for Central Elementary School Page Turners book club at a rate of \$502.50, for the period November 18, 2019, through June 18, 2020.
15. Ratify/Approve Elizabeth Minkowitz, Instructional Aide/Substitute Teacher, as the leave replacement for Frank J. Smith Elementary School Leap Frogs book club at a rate of \$502.50 November 18, 2019, through June 18, 2020.
16. Ratify/Approve Dana Cherna, Library Media Specialist, as STEM club advisor at Frank J. Smith Elementary School for a rate of \$83.75, for the period September 5, 2019, through November 15, 2020.
17. Ratify/Approve Elizabeth Minkowitz, Instructional Aide/Substitute Teacher, as the leave replacement for the STEM club at Frank J. Smith Elementary School, at a rate of \$251.25, for the period November 18, 2019, through June 18, 2020.
18. Approve Tom Correa as District Technical Support for the 2019-2020 school year with an annual stipend of \$1,096.
19. Approve MaryBeth Wingerter as part-time Bus Aide effective November 19, 2019 for 1.75 hours per day at the prorated salary of \$3,641.40.
20. Approve Carma Maccario as part-time Bus Aide effective November 19, 2019, for 1.75 hours per day at the prorated salary of \$3,855.60.
21. Approve the teachers listed below to serve as Program Coordinators for the S.O.A.R. After-School Title I program. Teachers will be paid at the contract hourly rate of \$34.00/hour not to exceed two hours/week from December 2019-May 2020.

Frank J. Smith Elementary School - Amanda Clarke
Central Elementary School-Andrew Newmark
East Hanover Middle School-Laurie Cacciabeve

22. Approve the individuals listed below to serve as teachers for the S.O.A.R. After-School Title I program. Teachers will be paid at the contract hourly rate of \$34.00/hour not to exceed three hours/week from December 2019-May 2020.

Frank J. Smith Elementary School

- Amanda Clarke
- Jennifer Gutierrez
- Angela Klein
- Stephanie Gruskin
- Lori Tartaglia

Central Elementary School

- Andrew Newmark
- Alexis Zammataro
- Theresa Dathe
- Theresa Rumsey

East Hanover Middle School

- Lisa McDonough
- Joan Barone
- Jennifer McDermott
- Laurie Cacciarave
- Lisa Treamont
- Vanessa DeAngelo

23. Approve Lisa Margolis to serve as a substitute for the S.O.A.R. After-School Title I program at Frank J. Smith and Central Elementary School as needed. Substitutes will be paid at the contract hourly rate of \$34.00/hour.
24. Approve the revised request for Francesca Lentini-Costello, Kindergarten Teacher, Frank J. Smith Elementary School, for a leave of absence, having received doctor's certification, commencing October 1, 2019, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on December 20, 2019.

Approve twelve (12) weeks under the NJ Family Leave Act (FLA) for Francesca Lentini-Costello commencing on November 11, 2019 through February 7, 2020, with a return to work date on February 10, 2020. Benefits will be paid by employer with health contributions paid by the employee.

Approve the request for, for Francesca Lentini-Costello, Kindergarten Teacher, Frank J. Smith Elementary School, an extended leave of absence from February 10 through March 2, 2020, with a return to work date on March 3, 2020.

25. Approve the request for Colleen Malzahn, Grade 6-8 Physical Education and Health Teacher, East Hanover Middle School, for a leave of absence, having received doctor's certification, commencing February 24, 2020, under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on May 22, 2020.

Approve nine and one half weeks (9.5) weeks under the NJ Family Leave Act (FLA) for Colleen Malzahn commencing on April 1, 2020, through June 12, 2020, with a return to work date on June 15, 2020. Benefits will be paid by employer with health contributions paid by the employee.

(Doc. P-1)

26. Approve the appointment of the following individuals as Junior Assistants in the EHTASCC Before-School and After-School Program at Frank J. Smith School and Central School, subject to enrollment, at the following salaries per hour, not to exceed 29 hours/week, including training, effective November 19, 2019, through June 30, 2020, pending criminal history/background check approval:

Employee	Hourly Salary
Anna Marina Accumanno	\$8.00
Veronica Zielonka	\$8.00

27. Approve the change in position and increase in compensation of the following individuals from Junior Assistant to Counselor in the EHTASCC Before-School and After-School Program at Frank J. Smith and Central School, effective the following dates.

Employee	Hourly Salary	Effective Date
Anna Marina Accumanno	\$11.00	December 2, 2019
Connor DuBeau	\$11.00	April 20, 2020
Annabel Ellis	\$11.00	May 18, 2020
Kevin Gilroy	\$11.00	December 16, 2019
Ashley Martorelli	\$11.00	April 20, 2020
Veronica Zielonka	\$11.00	February 16, 2020

28. Approve the appointment of the following individuals as district substitutes for the 2019-2020 school year, pending approval by the New Jersey Department of Education following a criminal history review:

Danielle Alfano	Substitute Instructional Aide and Teacher
Lauren Guaimano	Substitute Instructional Aide and Teacher
Kristina Lombardo	Substitute Instructional Aide and Teacher
Tamar Rotchstein	Substitute Instructional Aide and Teacher
Rabbab Shah	Substitute Instructional Aide and Cafeteria Aide
Sophie Spagnuolo	Substitute Instructional Aide and Cafeteria Aide
Jennifer Spatola	Substitute Cafeteria and Instructional Aide
Giancarlo Visentin	Substitute Instructional Aide and Teacher
Gianna Zarra	Substitute Instructional Aide and Teacher

29. Approve the termination of employee #4812, effective January 15, 2019.

EDUCATION

- Affirm and approve the Superintendent's HIB Report for October 16, 2019, through November 18, 2019. (Doc. E-1)
- Approve the 2020-2021 District calendar, as attached. (Doc. E-2)
- Approve Danielle Gilroy, Grade 1 teacher as the mentor to Carol Silberfein, part-time BSI Teacher.
- Ratify/ Approve Jennifer Goudreau and Elizabeth Vanderhoof to attend Wilson training for the 2019-2020 school year through the Banyan School, at a rate of \$2,000.00.
- Ratify/ Approve the following course approval applications for potential reimbursement:

Staff Member	College	Course	Dates	Crs.
Joseph Urso	Rutgers State University	Management Supervision & Human Resources	9/10-10/8/19	N/A
		Structural and Mechanical Systems	11/5-11/19/19	N/A

5. Ratify/ Approve the following field trips for the 2019-2020 school year:

<u>School</u>	<u>Destination</u>	<u>Grade Level</u>	<u>Proposed Date</u>
Middle	Eastmont Orchards	6-8	10/29/19
	Garden Club-Farmers Against Hunger		
Middle	McCarter Theater, Princeton	7	10/30/19
	Frankenstein		

Central	East Hanover Public Library	PreK PM	11/22/19
Central	Morristown Unitarian Fellowship NJCGTP STEM/STEAM	3-5 G&T	12/5/19
Middle	Morristown Unitarian Fellowship Workshop on the Arts	6-8 G&T	1/8/20
Middle	Morristown Unitarian Fellowship Workshop on the Arts	6-8 G&T	1/9/20
Central	Morristown Unitarian Fellowship NJCGTP Brain Bowl	3-5 G&T	1/23/20
Middle	Mayhem Poets Mayo Performing Arts Center	6	1/28/20
Smith	South Orange Performing Arts Ctr. Stone Soup	2	5/15/20
Middle	Calvary Temple, Allentown, PA High Note Music Festival Dorney Park	6-8 Band	6/3/20
Middle	JA Biztown Edison, NJ	6	6/17/20

6. Approve the following student teaching/observation assignment:

Student/College	Purpose	Cooperating Teacher(s)	Dates
Taylor Franklin Montclair State University	Observation 2-3 Hours	Ava Gorlick, Grade 5	11/20/19
Jeff McCarthy Wm. Paterson University	Principal Intern	Melissa Falcone, Principal	12/2/19
Brianna Surdi Moravian College	Internship	Lisa Hatala, Speech Therapist	Extended through 12/13/19
Melanie Muir Rowan University	Clinical Practice	Geraldine Gubitosa, Grade 1 Inclusion Teacher	1/2-2/14/2020
Gianna Trapasso County College of Morris	Observation	Alexa Martin, Grade 2	12/9/19 1 hour

7. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of October 2019:

<u>School</u>	<u>Fire Drill</u>	<u>Security Drill Evacuation</u>
Frank J. Smith Elementary School	10/18/19	10/23/19 Lock Down
Central Elementary School	10/10/19	10/30/19 Bomb Threat
East Hanover Middle School	10/7/19 & 10/24/19	10/23/19 Shelter in Place

8. Approve the following field trip for the 2019-2020 school year:

<u>School</u>	<u>Destination</u>	<u>Grade Level</u>	<u>Proposed Date</u>
Central	Mayo Performing Arts Center Harriet Tubman	4	2/18/20

POLICY

1. Approve the second reading to revise Policy 3159 Teaching Staff Member/School District Reporting Responsibilities, as attached. (Doc. PL-1)
2. Approve the second reading to revise Policy 3218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-2)
3. Approve the second reading to revise Regulation 3218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-3)

4. Approve the second reading to revise Policy 4218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-4)
5. Approve the second reading to revise Regulation 4218 Use, Possession, or Distribution of Substances, as attached. (Doc. PL-5)
6. Approve the second reading to revise Policy 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing, as attached. (Doc. PL-6)
7. Approve the second reading to revise Policy 5517 School District Issued Student Identification Cards, as attached. (Doc. PL-7)
8. Approve the second reading to revise Policy 6112 Reimbursement of Federal and Other Grant Expenditures, as attached. (Doc. PL-8)
9. Approve the second reading to revise Regulation 6112 Reimbursement of Federal and Other Grant Expenditures, as attached. (Doc. PL-9)
10. Approve the second reading to revise Policy 7440 School District Security, as attached. (Doc. PL-10)
11. Approve the second reading to revise Regulation 7440 School District Security, as attached. (Doc. PL-11)
12. Approve the second reading to revise Policy 8600 Student Transportation, as attached. (Doc. PL-12)
13. Approve the second reading to revise Regulation 8600 Student Transportation, as attached. (Doc. PL-13)
14. Approve the second reading to revise Policy 8630 Bus Driver/Bus Aide Responsibility, as attached. (Doc. PL-14)
15. Approve the second reading to revise Regulation 8630 Emergency School Bus Procedures, as attached. (Doc. PL-15)
16. Approve the second reading to revise Policy 8670 Transportation of Special Needs Students, as attached. (Doc. PL-16)
17. Approve the second reading to revise Policy 9210 parent Organizations, as attached. (Doc. PL-17)
18. Approve the second reading to revise Policy 9400 Media Relations, as attached. (Doc. PL-18)

FINANCE

1. Approve the attached travel and related expenses. (Doc. F-1)
2. Approve the bills list dated October 31, 2019 through November 18, 2019, for the 2019-2020 school year in the amount of \$778,254.20: (Doc. F-2)

General Fund	\$696,237.92
Special Revenue Fund	\$ 30,909.56
Enterprise Fund-EHTASCC	\$ 51,106.72

Approve the Milk Account check #2195 in the amount of \$746.67 to Cream-O-Land Dairies for milk for September, 2019.

Approve the Milk Account check #2196 in the amount of \$262.30 to the East Hanover PTA for free lunches for the month of November, 2019.

Approve the payroll disbursement for October 30, 2019, in the total amount of \$622,362.80.

Approve the payroll disbursement for November 15, 2019, in the total amount of \$661,707.23.

Approve the Unemployment Compensation check #2063 in the amount of \$394.09 to the New Jersey Unemployment Compensation Fund for the quarter ending September 30, 2019.

3. Approve the report of the Secretary A-148 and the Treasurer's Report for the month ending September 30, 2019. (Doc. F-3)
4. Approve the certification of the Business Administrator/Board Secretary that as of September 30, 2019, pursuant to N.J.A.C.6A:23-2.11(c)3, no budgetary line item has been over expended in violation of N.J.A.C.6A:23-s.11(a).

5. Certify that as September 30, 2019, after reviewing the Business Administrator/ Board Secretary's financial report, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23-s.11(b) and sufficient funds are available to meet the District's financial obligations for the remainder of the year.
6. Approve the list of transfers dated September 30, 2019. (Doc. F-4)
7. Approve the renewal lease agreement for the upgrade of district phones with Xtel of Marlton, NJ effective January 1, 2020 for 36 months at \$2,297.00 per month, based on cooperative pricing of ESC of NJ, #ESC NJ 17/18-45.
8. **Whereas**, upon the recommendation of the Superintendent, the East Hanover Board of Education (District) acknowledges the emergent circumstances requiring the installation of a new Intercom System at Frank J. Smith Elementary School for the safety of the students and staff, and

Whereas, emergent circumstances is defined as a circumstance that must be addressed expeditiously to avoid peril to the health and safety of students and/or staff and/or to avert an operating deficient from the required implementation of the thoroughness standards N.J.A.C. 6A:26-1.2, and

Whereas, the county office was notified of the decision made to ensure the health and safety of the students and staff and approved the emergent project, and

Whereas, it was necessary for the District to invoke N.J.S.A. 18A: 18A-7 which permits contracts to be negotiated without public advertising for bids and bidding therefore, notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services, and

Whereas, the district received proposals from various contractors as follows;

Bingham Communications, Inc.	\$16,775.00
J & R Sound Communication	\$17,077.20
JCT Solutions	\$28,710.21
ACT	\$43,754.81

Whereas, the district will approve the contract with the lowest contractor, Bingham Communications, Inc. of Cedar Grove, NJ in the amount of \$16,775, and

Whereas, the project will be funded by a withdrawal from capital reserve, and

Now Therefore Be It Resolved, that the District approves the contract with Bingham Communications, Inc. in the amount of \$16,775.00 for the installation of a new Intercom System for the Frank J. Smith Elementary School.

(Doc. F-5)

9. Approve the NJ School Insurance Group (NJSIG) Safety Committee for the 2019-2020 school year with the following members:

Natalee Bartlett
Deborah Muscara
Joseph Urso
Michael Calomino
Kerry Quinn
Melissa Falcone
Stacie Costello
Alexis Piombino
Kristen D'Anna
Kelly Hart

10. Ratify/ Approve the submission of the FY20 ESEA Amendment Grant Application to include the carry-over funds from the prior year as follows:

<u>Title</u>	<u>Carry Over</u>	<u>Revised Amount</u>
Title IA	\$17,633	\$132,512
Title IIA	\$ 8,829	\$ 29,526
Title IV	\$ 7,807	\$ 15,307

11. Accept the donation for safety supplies for the schools from the East Hanover PTA at the cost of \$2,300.
12. Approve and accept the June 30, 2019, Comprehensive Annual Financial Report (CAFR) prepared by Lerch, Vinci and Higgins, as per attached. [\(Doc. F-6\)](#)
13. Approve and accept the Corrective Action Plan for the 2018-2019 Audit with the following recommendation:

Student Activity Fund

It is recommended that the schools make their deposits on a more timely basis such as twice per week. [\(Doc. F-7\)](#)

BUILDINGS & GROUNDS

1. Approve the applications for building use, as per attached. (Doc. B&G-1)

OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENTS - Mr. Sullivan thanked the students again for volunteering to take part in shadowing the Board which is a valuable and rewarding experience. Ms. Pfund-Olsen also thanked the students who participated. They did a great job.

Mrs. Mitchell moved and Mrs. Pfund-Olsen seconded the motion to go into closed session at 7:20 p.m. All ayes.

EXECUTIVE SESSION

WHEREAS, C.231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session:

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE EAST HANOVER TOWNSHIP SCHOOL DISTRICT:

1. That it does hereby determine that it is necessary to meet in Executive Session on November 18, 2019.
2. That the matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

Formal action may be taken upon return from Executive Session.

President Sullivan reconvened the meeting at 7:58 p.m.

ADJOURNMENT

Mrs. Mitchell moved and Mrs. Pfund-Olsen seconded the motion to adjourn the meeting 7:58 p.m.

Voice vote all yes.

Respectfully submitted,

Deborah Muscara
Business Administrator/Board Secretary

DM/cg