

EAST HANOVER TOWNSHIP BOARD OF EDUCATION
Public Meeting, 6:30 p.m.
July 13, 2015
Board of Education Conference Room
20 School Avenue
AGENDA

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 Common Core State Standards (CCSS) and the New Jersey Core Curriculum Content Standards (NJCCCS) 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 advanced 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

PUBLIC COMMENTS

PRESENTATIONS

Presentation – Act of heroism (EHTASCC program)

- Jennifer D'Aries
- Danielle Gilroy
- Anita Livesey
- Frank Biamonte

SUPERINTENDENT'S REPORT

District Updates

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

COMMITTEE REPORTS

Personnel
Education/Technology
Finance
Policy/Public Relations
Buildings and Grounds/Transportation

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

1. Approve the June 8, 2015, Regular Pubic Meeting. (Doc. M-1)
2. Approve the June 8, 2015, Executive Session. (Doc. M-2)

PERSONNEL

1. Accept a letter of resignation from Alyssa Grobarz, Grade 3 teacher, Central Elementary School, effective June 9, 2015. (Doc. P-1)
2. Accept a letter of resignation from Paola Bonanno, Grade 6-8 Italian Teacher, East Hanover Middle School, effective June 16, 2015. (Doc. P-2)
3. Accept a letter of resignation from Dawn Noelle Benton, School Psychologist, Central Elementary School, effective August 19, 2015. (Doc. P-3)
4. Accept a letter of resignation from Kathy Galdieri, part time Instructional Aide, effective June 30, 2015. (Doc. P-4)
5. Accept a letter of resignation from Patricia Markey, part time Instructional Aide, effective June 30, 2015. (Doc. P-5)
6. Approve the appointment of Angela DiCesare to the position of Grade 6-8 Italian teacher, East Hanover Middle School, at a yearly salary of \$56,760, Step 1 of the BA+30 2014-2015 Teacher's Salary Guide (pending settlement of the 2015-2016 EHEA agreement), effective September 1, 2015, through June 30, 2016, pending approval by the New Jersey Department of Education following a criminal history review. (Doc. P-6)
7. Approve the appointment of Kaitlyn Brueno to the position of Grade 8 Reading maternity leave replacement teacher, at a rate of \$271.05 per diem, Step 1 of the BA 2014-2015 Teacher's Salary Guide (\$54,210.00, pending settlement of the 2015-2016 EHEA agreement), for the period September 17, 2015, through February 12, 2016, pending approval by the New Jersey Department of Education following a criminal history review. (Doc. P-7)
8. Approve the appointment of Kathy Galdieri to the position of part time Grade 6-8 Basic Skills teacher, East Hanover Middle School, at a yearly salary of \$32,991.30, Step 1 of the MA+30 2014-2015 Teacher's Salary Guide (pending settlement of the 2015-2016 EHEA agreement), effective September 1, 2015, through June 30, 2016. (Doc. P-8)
9. Approve the appointment of Rachel Horowitz to the position of part time Instructional Aide, Frank J. Smith Elementary School, for 15 hours per week, at a yearly salary of \$10,542.74, (pending settlement of the 2015-2016 EHEA agreement), effective September 1, 2015, through June 30, 2016. (Doc. P-9)
10. Approve to increase the hours of Renate Gant, part time Instructional Aide, Frank J. Smith Elementary School, from 22.5 hours per week to 25 hours per week, at a yearly salary of \$17,370.06, (pending settlement of the 2015-2016 EHEA agreement), effective September 1, 2015, through June 30, 2016.
11. Approve to decrease the hours of Maria Maenza, part time Instructional Aide, Frank J. Smith Elementary School, from 27.5 hours per week to 20 hours per week, at a yearly salary of \$13,956.40, (pending settlement of the 2015-2015 EHEA agreement), effective September 1, 2015, through June 30, 2016.
12. Approve a change in placement for Michelle Chirichiello, part time Instructional Aide, Central Elementary School, from PM Grade 3 to AM Grade 3, effective September 1, 2015, through June 30, 2016.
13. Approve a change in placement for Carin Lassig, part time Instructional Aide, Central Elementary School, from AM, Central Elementary School to PM PreK, Frank J. Smith Elementary School, effective September 1, 2015, through June 30, 2016.
14. Approve a change in placement for Angeliki Petrov, part time Instructional Aide, from PM PreK, Frank J. Smith Elementary School to PM Grade 3, Central Elementary School, effective September 1, 2015, through June 30, 2016.
15. Approve the revision due to enrollment, for Stacey Harrington, Kindergarten Teacher, Frank J. Smith Elementary School, from full time to part time with an annual salary of \$25,749.75 (BA Step 1 of the 2014-15 BA Teacher's Salary Guide, pending settlement of the 2015-2016 EHEA agreement), effective September 1, 2015, through June 30, 2016.
16. Ratify/approve the appointment of Robert George DelGuidice to the position of substitute summer custodian, effective July 1, 2015, through September 4, 2015, at a rate of \$15.00 per hour.

17. Approve the appointment of Arielle Linn and Hal Mordkoff as a substitute teachers for the 2015-16 school year.
18. Approve Justin Dominguez as a Counselor in the EHTASCC Summer Camp Programs at Central Elementary School, subject to enrollment, at a salary of \$11.00 per hour, not to exceed 370 hours, including training and parent orientation participation, effective July 14, 2015, through August 21, 2015, pending approval by the New Jersey Department of Education following a criminal history review.
19. Approve the following individuals as Substitute Head Teachers in the EHTASCC S.M.A.R.T. (Summer Math And Reading Time) Program, subject to enrollment, at a salary of \$30.00 per hour, not to exceed 70 hours during the summer.
 - Lindsay Kaye
 - Michelle Kleinbaum
 - Jayme Yannuzzi
20. Approve the following individuals as Substitute Nurses in the EHTASCC Summer Camp Programs, subject to enrollment, at a salary of \$30.00 per hour, not to exceed 275 hours during the summer.
 - Suzanne Bierly
 - Melody Bjorklund
 - Cathleen Hutchison
 - Lauren Iervolino
 - Lauren Keller
 - Lisa Kindzierski
 - Laura Masino
 - Jacquelyn Smith
21. Approve Katherine Newburg as a Substitute Counselor in the EHTASCC Summer Camp Programs at Central Elementary School, subject to enrollment, at a salary of \$11.00 per hour, not to exceed 370 hours, including training and parent orientation participation, effective July 14, 2015, through August 21, 2015.
22. Approve the additional EHTASCC fundraising event for Summer Camp 2015 in support of Hemophilia research:
 - EHTASCC Movie Night

EDUCATION

1. Affirm and approve the Superintendent's HIB/Discipline Report for May 12, 2015, through June 19, 2015.
2. Approve the East Hanover Middle School Chromebook Responsible Use Policy, Procedure, and Information Handbook, as attached. (Doc. E-1)
3. Approve the district Acceptable Use Policy for Grades 6-8, as attached. (Doc. E-2)
4. Approve the following staff to revise the district Technology curriculum for up to 10 hours each at a rate of \$30 per hour:
 - Eve Caputo
 - Jessica Jamieson
 - Dana Cherna
 - Valoree DeAngelo
 - Lisa Harrison
5. Approve Paula Liotta, Kindergarten teacher, and Colleen Brophy, Grade 3 teacher to facilitate 2015-16 school year district mentorship training for a total of two hours each for training and one hour each for planning, at a rate of \$30.00 per hour.

6. Approve the following Grade 5 – Grade 8 Math teachers to attend three summer curriculum project sessions with Nancy Schulz from Conquer Math at a rate of \$30 per hour, for a total of 18 hours (\$540.00 per person):

6th grade- Jennifer McDermott, Christine Gilmore and Angela Klein
7th grade- Karla Hesse, Rosy Rinsky and Susan Kowalski
8th grade- Samantha Sorrentino, Lisa Treamont and Michelle Scrocco
Algebra I – Laurette Barstow
5th grade - Debi Wilson, Eve Caputo and Kelly Bozzi

7. Approve Kindergarten teachers to attend three New Jersey Kindergarten Entry Assessment (KEA) workshops developed by the New Jersey Department of Education NJKEA, at a rate of \$30 per hour, for a total of 18 hours (\$540.00 per person):

- Kathy Fitzsimmons
- Paula Liotta
- Christina Hammer
- Stacey Harrington

8. Approve the following field trips for the 2015-2016 school year:

<u>School</u>	<u>Destination</u>	<u>Grade Level</u>	<u>Proposed Date</u>
Central Elementary	Waterloo Village	4	10/19/15

9. Approve the following student teaching/observation assignment:

<u>Student/College</u>	<u>Purpose</u>	<u>Cooperating Teacher(s)</u>	<u>Dates</u>
Ashley Kinsella Caldwell University	Student Teacher	Suzanne Dolan, Grade 4	9/1/15-12/11/15

10. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of June 2015:

<u>School</u>	<u>Fire Drill</u>	<u>Security Drill</u>
Frank J. Smith Elementary School	6/9 & 18/2015	6/17/15 (Evacuation)
Central Elementary School	6/12 & 18/2015	6/15/15 (Lock Down) 6/17/15 (Evacuation)
East Hanover Middle School	6/4 & 17/2015	6/18/15 (Lockdown)

POLICY

1. Approve the first reading to revise Policy 7441 Electronic Surveillance in School Buildings and on School Grounds, as per the attached. (Doc. PL-1)
2. Approve the first reading to revise Regulation 7441 Electronic Surveillance in School Buildings and on School Grounds, as per the attached. (Doc. PL-2)

FINANCE

1. Approve the attached travel and related expenses. (Doc. F-1)
2. Approve the bills list dated June 26, 2015, to June 30, 2015, for the 2014-2015 school year in the amount of \$778,698.65. (Doc. F-2)

General Fund	\$734,908.09
Special Revenue Fund	\$ 18,287.46
Enterprise Fund -EHTSACC	\$ 25,411.81
Enterprise Fund -Milk Account	\$ 91.29

3. Approve the bills list dated July 01, 2015, to July 13, 2015, for the 2015-2016 school year in the amount of \$428,630.79. (Doc. F-3)

General Fund	\$291,035.99
Debt Service Fund	\$ 55,881.25
Enterprise Fund -EHTSACC	\$ 81,713.55

Approve the payroll disbursement for June 15, 2015, in the total amount of \$689,613.52.

Approve the payroll disbursement for June 19, 2015, in the total amount of \$556,805.46.

Approve the payroll disbursement for June 30, 2015, in the total amount of \$128,376.80.

Approve the Milk Account check #2109 in the amount of \$1,152.02 to Cream-O-Land Dairies.

4. Approve the report of the Secretary A-148 and the Treasurer's Report A-149 for the month ending May 31, 2015. (Doc. F-4)
5. Approve the certification of the Business Administrator/Board Secretary that as of May 31, 2015, 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).
6. Certify that as of May 31, 2015, after reviewing the Business Administrator/Board Secretary's financial report, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b) and sufficient funds are available to meet the District's financial obligations for the remainder of the year.
7. Approve the list of transfers dated May 31, 2015. (Doc. F-5)
8. Approve increasing the bid threshold of the Qualified Purchasing Agent:

WHEREAS, Deborah Muscara, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3(b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the East Hanover Township Board of Education, pursuant to N.J.S.A. 18A:18A-3(a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Deborah Muscara to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.
9. Ratify/Approve the purchase of district wide paper through W.B. Mason Co. of Secaucus, NJ for the 2015-2016 school year in the amount of \$13,795.51, based on pricing through the NJ State Contract # T0052 and the MRESC Cooperative Pricing System # 14/15-5. Quotes for white copy paper for Central Elementary School and Frank J. Smith Elementary School for the period of 1/2016-6/2016 will be obtained at a later date due to the State contract pricing changes in 2016.
10. Ratify/Approve the change in contracts for services to East Hanover's Special Education Programs for the 2014-2015 school year, as attached. (Doc. F-6)
11. Ratify/Approve the change in contracts for services to East Hanover's Special Education Extended School Year Program for the 2015-2016 school year, as attached. (Doc. F-7)
12. Approve the revised tuition cost for an Out of District placement for a Special Education student for the 2015-2016 school year, as attached. (Doc. F-8)
13. Approve to rescind the contract with Lisa Hatala to provide Speech/Language services for the regular 2015-2016 school year, as per attached. (Doc. F-9)
14. Ratify/Approve the petty cash disbursement for the EHTASCC for the 2015-2016 school year in the amount of \$10,000, the same as the prior year.
15. Ratify/Approve the professional software services/support and license for accounting, personnel and payroll for the 2015-2016 school year with Systems 3000 of Tinton Falls, NJ for the annual amount of \$18,366.00, an increase of 4% from the prior year.
16. Ratify/Approve the service agreement for the supply of toner cartridges, repairs and monitoring with ABC Cartridges of Somerville, NJ for the 2015-2016 school year in the amount of \$5,700, a zero increase from the current year. (Doc. F-10)

17. Approve the proposal for painting classrooms with Paint Worx, LLC. of Randolph, NJ in the amount of \$775.00 per classroom for Central Elementary School and \$775.00 per classroom for the A wing and \$850.00 per classroom for the B Wing in Frank J. Smith Elementary School for a total not to exceed \$10,000 to be funded by Maintenance Reserve for the 2015-2016 school year. Two proposals were received with Paint Worx, LLC. submitting the lowest quote as follows:

<u>Contractor</u>	<u>Price Per Classroom</u>
Paint Worx, LLC.	\$750.00/\$850.00
GL Group	\$1,000/\$877.50/\$1,188.00

18. Ratify/Approve the masonry work for Central Elementary School and Frank J. Smith Elementary School for the 2014-2015 school year due to safety concerns with Cifelli & Son General Construction, Inc. of Nutley, NJ in the amount of \$4,235.00 and \$3,100.00, respectively, for a total of \$7,335.00 based on the Ed Data Bid #6888 Masonry, Concrete #24B. (Doc. F-11)
19. Ratify/Approve the masonry work for the East Hanover Middle School for the 2015-2016 school year due to safety concerns with Cifelli & Son General Construction, Inc. of Nutley, NJ in the amount of \$19,740.00 based on the Ed Data Bid #6888 Masonry, Concrete #24B and funded by Maintenance Reserve. (Doc. F-12)
20. Ratify/Approve the purchase of 375 Chromebook cases for the East Hanover Middle School Chromebook Initiative for the 2015-2016 school year with Volume Cases of Boca Raton, FL in the amount of \$10,608.75 at \$28.29 per case. Two proposals were received with Volume Cases submitting the lowest quote as follows:

Volume Cases	\$10,608.75/\$28.29 per case
ePlus	\$10,687.50/\$28.50 per case

21. Approve the renewal contract for Maintenance and Repair Work, Inspections and Monitoring of the Fire Alarm, Security System and Elevator with Systems Electronics, Inc. of Prospect Park, NJ for the 2015-2016 school year in the amount of \$13,606.00. This agreement also includes the new wireless fire service, an addition from the prior year.
22. Approve the purchase of custodial supplies for the 2015-2016 school year for the following vendors:

Atra Janitorial Supply Co, Inc.	\$25,523.91
(MRESC # 14/15-34)	
All American Poly	\$ 1526.00
Jersey Paper	\$ 564.00

23. Approve the revised acceptance of the NCLB FY16 Grant allocations for the 2015-2016 school year in the amount of \$136,713.00 as follows:

Title I Part A	Basic	\$113,419.00
Title II Part A	Public	\$ 17,064.89
Title II Part A	Non-Public	\$ 1,731.11

24. Ratify/Approve the submission of the IDEA FY16 Grant allocations for the 2015-2016 school year in the amount of \$266,355 as follows:

IDEA Basic Public	\$235,129
IDEA Basic Non-Public	\$ 17,269
Total IDEA Basic	\$252,398
IDEA Preschool Public	\$ 13,957

25. Ratify/Approve the renewal agreement for the Backup Disaster Recovery Service with Peggnet Computers of Mendham, NJ for the 2015-2016 school year in the amount of \$12,984.
26. Approve the renewal of dental insurance with Delta Dental of New Jersey, Inc. effective August 1, 2015 to July 31, 2017 with a zero increase.
27. Ratify/Approve the renewal of prescription insurance with BeneCard Services Inc., a Public Employers Trust, effective July 1, 2015 to June 30, 2016 with a 12% increase.

28. Approve the temperature control service and maintenance agreement with A.T.C. Services, Inc. of Middlesex, NJ for the 2015-2016 school year in the amount of \$5,600. This agreement is considered proprietary in nature due to the current equipment which was installed by A.T.C. Services, Inc.
29. Approve the continuation of the Memorandum of Agreement (MOA) between the East Hanover Township Board of Education and the United Way of Northern New Jersey for the 2015-2016 school year, the third year of the initiative, to provide school climate and culture for all students. The fee for the 2015-2016 school year is \$2.00 per student and staff member for the estimated cost of \$2,452.00 less the amount of \$1,225.00 to be funded by the Municipal Alliance for a total estimated cost of \$1,227.00.
30. Approve the purchase of insurance for the Chromebook initiative through CDW-G of Chicago, IL, for an extended two year period plus the first year warranty in the amount of \$87.97 for 375 chrome books for a total of \$32,988.75. Two quotes were received with CDW-G providing the lowest quote as follows:

CDW-G	\$32,988.75
Worth Ave. Group, Inc.	\$34,125.00

31. Approve the replacement of two (2) student bathroom floors at Central School with GL Group of Bloomingdale, NJ, at the cost of \$8,900.00, based on the Ed Data Bid #EDS15-119.
32. Ratify/Approve the installation of a fence at East Hanover Middle School with GM Fence of East Hanover, NJ in the amount of \$3,990.00. The fence will be 200 feet long separating Ridgedale Avenue and the ballfield.
33. Approve the appointment of a Financial Advisor of Record for the East Hanover School District for the 2015-2016 school year with Phoenix Advisors, LLC of Bordentown, NJ. The service will include Continuing Disclosure Agent Services, Financial Advisor for the Energy Savings Improvement Program (ESIP) in addition to Financial Advisor of Record. Proposals were received as follows: (Doc. F-13)

<u>Continuing Disclosure Agent</u>	<u>ESIP</u>	
Phoenix Advisors, LLC	\$ 650.00	\$10,000.00
FW Financial Group LLC	\$1,500.00	\$ 7,500.00
		<u>\$ 2,500.00</u> POS
		\$10,000.00 + out of pocket exp.

34. Ratify/Approve the sale of used Journey Workbooks for Frank J. Smith Elementary School to Follett School Solutions at the cost of \$204.89.
35. Approve the Summer Curriculum Workshop proposal with Conquer Mathematics in Fairfield, NJ for East Hanover Middle School teachers, 6-8th grade and Algebra I, and Central Elementary School teachers, fifth grade, at the cost of \$1,500 per grade level for a total of \$7,500.00.

TRANSPORTATION

1. Approve the Joint Transportation Agreement between the East Hanover Board of Education and the Hanover Park Regional School District for Route E003 to New Beginnings for the regular 2015-2016 school year at the cost of \$14,210.36, as attached. (Doc. T-1)

BUILDINGS & GROUNDS

1. Ratify/Approve the applications for building use for the organizations listed on the attached. (Doc. B&G-1)

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENTS

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 may be necessary to meet in Executive Session on July 13, 2015, at ____ p.m. to discuss matters involving personnel.
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 ____ reconvenes the meeting at ____ p.m.

ADJOURNMENT

Move to adjourn the meeting at __ p.m.

Moved: Seconded:

Next Meeting: Monday, August 24, 2015, 6:30 p.m. – Board of Education Conference Room