

EAST HANOVER TOWNSHIP BOARD OF EDUCATION

Regular Public Meeting

December 9, 2013

Board of Education Conference Room

20 School Avenue

MINUTES

6:30 p.m.

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 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**

Present: Mr. Barisciano, Mr. Brunini, Mrs. Mitchell, Mr. Sullivan

Absent: Mrs. Pfund-Olsen, Mrs. Powers, Mr. Hadley

Also Present: Mr. Mooney, Interim Superintendent of Schools  
Mrs. Muscara, Business Administrator/Board Secretary  
Staff-4, Citizens-5

**PUBLIC COMMENTS** - None

**PRESENTATIONS**

Randy Raab Recognition – Mr. Mooney presented a power point presentation acknowledging Music Teacher, Randy Raab, for his accomplishments of being aired on NJ Classroom Close Up and being recognized as Teacher of the Year in the October edition of Think Teachers magazine. Mr. Mooney highlighted Mr. Raab's career at the East Hanover Township School District and summarized the article discussing his effective teaching techniques, quotes from students and then recognized all his efforts and all he does for the students. Mr. Raab thanked the Board for this acknowledgement.

NJ School Boards Association School Leader Award/Proyecto Science-Mr. Mooney discussed the Proyecto Science award that Mrs. Pfund-Olsen accepted at the NJSBA conference. The program involves the students at the East Hanover Township Middle School studying science and math related course work in the summer in conjunction with NY University. Mr. Mooney thanked the staff for all their efforts with this program.

East Hanover Middle School Student Council Representative/Megan Doherty- Ms. Doherty informed the Board that the winter sport season is underway with basketball and wrestling. The parent visitation and conferences took place, the eighth grade visit to Hanover Park Regional High School and the pep rally occurred on November 25, the High Honor Roll Breakfast and grade level Excellent Eagle Celebration will take place this week, the Italian Melting Pot dinner will take place on December 12 along with pictures with Santa and the winter concert will occur on December 19.

**SUPERINTENDENT'S REPORT**

Mr. Mooney presented the following reports:

HIB Semester/Monthly Report Review -Eight HIB cases were reported of which three cases were confirmed with two suspensions. Dr. Jacob was thanked for her monthly reports and Ms. Newburg was thanked for preparing the following power point presentation.

Common Core State Standards (CCSS) Presentation – Mr. Mooney and Ms. Quinn, Principal of Frank J. Smith School provided detailed information regarding the Common Core State Standards. These standards provide a shared vision of what students and teachers should know and be able to do. Common Core State Standards establish consistency across the states, preparing students for global competition.

States adopt the entire document; however, up to 15% of other academic content and skill may be added. Recently East Hanover did a “Gap Analysis” to compare what the district does include and exactly what the standards require. The administrator’s feel that the standards should encourage students to think in a more challenging and rigorous environment. Hopefully, nothing but good will result for the students and district.

In English Language Arts/Literacy, there are four strands: reading, writing, speaking and listening and language. The key shifts include a balance of literature and text with a greater focus on text complexity. Correct vocabulary will be modeled by the teacher and emulated by the students. There are no specific Common Core Standards for science and social studies, but the literatures standards are embedded throughout these subjects.

The Common Core Standards in K-5 Mathematics provide a solid foundation in whole numbers, addition, subtraction, multiplication, division, fractions and decimals, while the middle school grades describe robust learning in geometry, algebra and probability and statistics. The district purchased a new math series in grades K-8 designed to address these guidelines.

Next month the administrators will be presenting details related to the new Partnership for the Assessment of readiness for College and Careers (PARCC), which is the new test to be used statewide starting in 2014-15 school year.

Mr. Mooney thanked Ms. Quinn for all her efforts and being a great administrator.

Technology Updates-Licensing software was changed to an annual purchase, fifteen radios and two base stations were purchased for security purposes, two companies viewed the buildings in order to provide quotes for dark fiber, the municipal government will be included in the route which helps to provide teamwork during school closings, switches need updating which takes the impulse directly to the computers, a new telephone system may be installed using an extended hosted contract with X-tel, and security cameras may be updated after the network is in place. The project is expected to be funded by capital reserve. In addition, the district may lease approximately 80 desktop computers.

**BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

Mrs. Muscara stated the administrative budget meetings were held, requests for proposals for the Energy Audit through the NJ Clean Energy Program were sent out and the pre-bid meeting for the Board Office roof project will take place December 16 followed by the bid opening on January 7. The draft of the board meeting calendar for 2014 was reviewed with the board members to be approved at the January 6 Reorganization meeting.

**COMMITTEE REPORTS**

Personnel – Mr. Brunini stated the committee met virtually regarding the personnel items on the agenda. There will be a revised calendar for the Superintendent search posted on the website.

Education/Technology-Mr. Mooney stated that meetings were held regarding the technology updates.

Finance-Mr. Sullivan stated the committee met on November 11 and discussed the one audit finding with the objective of keeping the surplus down for the After School Child Care Program. Budget goals were discussed which included keeping the tax levy at a reasonable level and the possible change of the prescription drug plan. The committee also

met on November 18 to discuss the anticipated prescription plan change with the district’s Insurance Broker. All coverage will remain the same with the change of the prescription carrier.

Policy/Public Relations- First readings of policies are on the agenda.

Buildings and Grounds/Transportation – Mrs. Muscara stated that a meeting will be set up to discuss anticipated projects to be included in the budget for 2014-2015.

Mr. Sullivan informed the public that the expansion of the Basic Skills support is on the agenda for approval and he is glad to see this improvement. He also thanked Novartis for their support.

**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 – Items 1

Personnel – Items 1 through 17

Education – Items 1 through 11

Policy – Items 1 through 16

Finance – Items 1 through 13

Buildings & Grounds – Item 1

Transportation – Item 1

All resolutions- 1<sup>st</sup> motion- Mitchell, 2<sup>nd</sup> motion- Barisciano, all yes with exception of Mr. Brunini, who abstained on #2 of minutes. Due to Mr. Brunini abstaining on Minutes Item #2, this item was not approved due to lack of a quorum.

**MINUTES**

- 1. Approve the minutes of the November 11, 2013, Regular Public Meeting. (Doc. M-1)
- 2. **WITHDRAWN** -Approve the minutes of the November 11, 2013, Executive Session. (Doc. M-2)

**PERSONNEL**

- 1. Accept, with regret, a letter of resignation from Dolores Paliano, part-time Instructional Aide, Central Elementary School, effective December 10, 2013. (Doc. P-1)
- 2. Approve the creation of a new position of Part-Time Basic Skills Instructor, Grade 6-8 Mathematics.
- 3. Approve the appointment of David Hardin, Grade 6 Reading teacher, East Hanover Middle School, to the extracurricular position of Assistant Wrestling Coach for the 2013-2014 school year.
- 4. Approve to increase the hours of Robin Kavaja, Basic Skills Instructor, Grade 6-8 Language Arts, East Hanover Middle School, from 2.5 hours per day to 3.45 hours per day, with a salary increase of \$6,921.60, effective January 2, 2014, through June 30, 2014.
- 5. Approve the to extend the appointment of Donna Kerouac to the position of Gifted and Talented Leave Replacement Teacher at East Hanover Middle School, at a salary of \$289.50 per diem, Step 1 of the MA 2013-2014 Teacher’s Salary Guide (\$57,850), effective December 10, 2013, through January 6, 2014.
- 6. Approve the extended leave of absence for Michelle Scrocco, Grade 7 In-Class Support Teacher, East Hanover Middle School, from January 1, 2014, through February 28, 2014, as requested in writing, without pay and without medical benefits. (Doc. P-2)

7. Approve to extend the appointment of Irene Monteleone to the position of Grade 7 Inclusion Leave Replacement Teacher at East Hanover Middle School, at a salary of \$270.13 per diem, Step 1 of the BA 2013-2014 Teacher’s Salary Guide (\$54,025), effective January 2, 2013, through February 28, 2014.
8. Approve the increased hours for Carol Szalus, Bus Aide, from 2.5 to 3.5 hours per day at \$15.30 per hour due to increased special education transportation requirements for the 2013-2014 school year, effective December 1, 2013, through June 30, 2014.
9. Approve the reassignment of Carin Lassig, part-time Instructional Aide at Frank J. Smith Elementary School, to the ECC classroom, maintaining her current hours of 17.5 per week.
10. Approve the reassignment of Virginia Odenbrett, part-time Instructional Aide at Frank J. Smith Elementary School, to the multiple disabilities classroom, a Grade 1 classroom, as well as the afternoon preschool classroom, maintaining her current hours of 17.5 per week.
11. Ratify/approve increasing the hours of Christine Rello, part-time Instructional Aide at Frank J. Smith Elementary School, from 3 hours per day to 3.5 hours per day, with a total of 17.5 hours per week and a salary increase of \$1,193.25, effective December 1, 2013.
12. Ratify/approve increasing the hours of Paulette Guanci, part-time Instructional Aide at East Hanover Middle School, from 17.5 hours per week to 28 hours per week and a salary increase of \$5,009.07, effective December 1, 2013.
13. Ratify/approve increasing the hours of Maria Sazan, part-time Instructional Aide at East Hanover Middle School, from 17.5 hours per week to 24.5 hours per week and an increase of \$3,339.81, effective December 1, 2013.
14. Ratify/approve the appointment of Susan Kowalski as a home-bound instructor, as needed, at a rate of \$25.00 per hour for the 2013-2014 school year.
15. Approve the appointment of the following persons to be included on the district substitute list for the 2013-2014 school year, pending approval by the New Jersey State Department of Education following a criminal history check:

Rita Alfaro	Teacher
Gina Marie Nappi	Teacher and Instructional Aide
Traci Orlandino	Secretary
Erica Tavaglione	Teacher and Instructional Aide

16. Approve the appointment of Emily Schweer as Head Teacher in the EHTASCC Mad Scientists Enrichment Program at Central Elementary School, subject to enrollment, at a salary of \$30.000 per hour, not to exceed 20 hours, effective January 1, 2014, through June 30, 2014.
17. Approve the appointment of Victoria Carlucci as Substitute Head Teacher in the EHTASCC Mad Scientists Enrichment Program at Central Elementary School, subject to enrollment, at a salary of \$30.000 per hour, not to exceed 20 hours, effective January 1, 2014, through June 30, 2014.

**EDUCATION**

1. Approve the Superintendent’s HIB/Discipline Report for December 9, 2013, through January 6, 2014.
2. Approve the Grade 2 students to take a field trip to the East Hanover Senior Citizen Center, 96 Mt. Pleasant Avenue, East Hanover, on December 16, 2013.
3. Approve the Grade 3-5 Self Contained class to take a field trip to Hanover Lanes on January 10, 2014.
4. Approve the Grade 3-5 Self Contained class to take a field trip to The Morris Museum on December 12, 2013.
5. Approve the Gifted & Talented students from East Hanover Middle School to take a field trip to the Morristown Unitarian Fellowship in Morristown, New Jersey for a workshop on the Arts sponsored by NJCGTP, January 8 & 9, 2014.
6. Ratify/approve the 2013-14 District Performance Review for NJ QSAC, as per attached. (Doc. E-1)
7. Approve the Danielson Teachscape Framework as the district teacher and administrator evaluation instrument.
8. Approve the following course approval applications:

<u>Staff Member</u>	<u>College</u>	<u>Course</u>	<u>Dates</u>	<u>Credits</u>
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Angela Greco	University of San Diego Online	Intro. Common Core Standards	January-June, 2014	3.3
Angela Greco	University of San Diego Online	Designing a Virtual Field Trip	January-June, 2014	3.3
Angela Greco	University of San Diego Online	How to: Student Success	January-June, 2014	3.3

9. Approve the following course to be completed as required for Board of Education members:

<u>Board Member</u>	<u>Provider</u>	<u>Course</u>
Kenneth Hadley	NJSBA	Governance IV
Sean Sullivan	NJSBA	Governance IV

10. Approve the following student teacher/observation assignments:

<u>Student/College</u>	<u>Purpose</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Nick Santangelo County College of Morris	Classroom Observation - 2 hours	Liane Swan/Perri Fuhrmann, Grade 5	12/9/2013
Nick Santangelo County College of Morris	Classroom Observation - 2 hours	Jayme Yannuzzi, Grade 1	12/9/13
Danielle DeStaso Seton Hall University	Practicum - 72 hours	Danielle Bocchiaro, Grade 2 Inclusion	Beginning 1/21/2014

11. Acknowledge the following fire drills and school security drills, as reported by the school principals, for the month of November 2013:

<u>School</u>	<u>Fire Drill</u>	<u>Lockdown</u>
Frank J. Smith Elementary School	11/15 & 11/22/2013	11/21/2013
Central Elementary School	11/11 & 11/21/2013	11/18/2013
East Hanover Middle School	11/18 & 11/26/2013	11/13/2013

**POLICY**

1. Approve the first reading to revise Policy 1240 Evaluation of Superintendent, as per attached. (Doc. PL-1)
2. Approve the first reading to revise Regulation 1240 Evaluation of Superintendent, as per attached. (Doc. PL-2)
3. Approve the first reading to revise Policy 3142 Nonrenewal of Non-Tenured Teaching Staff Member, as per attached. (Doc. PL-3)
4. Approve the first reading to revise Regulation 3142 Nonrenewal of Non-Tenured Teaching Staff Member, as per attached. (Doc. PL-4)
5. Approve the first reading to revise Policy 3144 Certification of Tenure Charges, as per attached. (Doc. PL-5)
6. Approve the first reading to revise Regulation 3144 Certification of Tenure Charges, as per attached. (Doc. PL-6)
7. Approve the first reading to revise Policy 3221 Evaluation of Teachers, as per attached. (Doc. PL-7)
8. Approve the first reading to revise Regulation 3221 Evaluation of Teachers, as per attached. (Doc. PL-8)
9. Approve the first reading to revise Policy 3222 Evaluation of Tenured Teaching Staff Members, Excluding Teachers and Administrators, as per attached. (Doc. PL-9)
10. Approve the first reading to revise Regulation 3222 Evaluation of Tenured Teaching Staff Members, Excluding Teachers and Administrators, as per attached. (Doc. PL-10)
11. Approve the first reading to revise Policy 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals, as per attached. (Doc. PL-11)

- 12. Approve the first reading to revise Regulation 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals, as per attached. (Doc. PL-12)
- 13. Approve the first reading to adopt Policy 3224 Evaluation of Principals, Vice Principals, and Assistant Principals, as per attached. (Doc. PL-13)
- 14. Approve the first reading to adopt Policy 3224 Evaluation of Principals, Vice Principals, and Assistant Principals, as per attached. (Doc. PL-14)
- 15. Approve the first reading to revise Policy 4146 Nonrenewal of Non-Tenured Support Staff Member, as per attached. (Doc. PL-15)
- 16. Approve the first reading to revise Regulation 4146 Nonrenewal of Non-Tenured Support Staff Member, as per attached. (Doc. PL-16)

**FINANCE**

- 1. Approve the attached travel and related expenses. (Doc. F-1)
- 2. Approve the following bills list dated November 27, 2013, to December 9, 2013, for the 2013-2014 school year in the amount of \$565,055.05. (Doc. F-2)

General Fund	\$531,716.10
Special Revenue Fund	\$ 32,231.83
Enterprise Fund	\$ 1,107.12

Approve the payroll disbursement for November 15, 2013, in the total amount of \$610,576.54.

Approve the payroll disbursement for November 27, 2013, in the total amount of \$532,625.61.

- 3. Approve the transfer list dated October 31, 2013. (Doc. F-3)
- 4. Ratify/approve the acceptance of the donation from Novartis for office furniture consisting of three cubicles and desks to improve the efficiency of the business office.
- 5. Approve the revised funding from the State of New Jersey for Non-Public Services for the 2013-2014 school year as follows:
 

Chapter 192	\$ 13,696.00
Chapter 193	\$ 30,005.00

- 6. Approve the following resolution to terminate participation under the New Jersey State Health Benefits Program Act of the State of New Jersey for Prescription Drug Coverage only as follows:

The East Hanover Township Board of Education hereby resolves to terminate its participation in the Local Employee Prescription Drug Plan thereby canceling prescription drug coverage provided by the New Jersey State Health Benefits Program or the School Employees’ Health Benefits Program (N.J.S.A. 52:14-17.25 et seq.) for all its active employees.

We shall notify all active employees of the date of their termination of coverage under the program.

We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative prescription drug program.

We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or the School Employees’ Health Benefits Commission.

- 7. Approve the change to the East Hanover Township Board of Education’s group prescription drug insurance carrier, effective March 1, 2014;

Select Benecard Services, Inc. as its group prescription drug insurance carrier, via the Public Employer Trust, at the rates, benefits, terms, and conditions represented in Brown & Brown’s report dated November 5, 2013.

Designate Brown & Brown Benefit Advisors, Inc., as the Board's broker-of-record for the new Benecard group prescription drug insurance program. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs.

Brown & Brown Benefit Advisors, Inc.'s responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems.

Brown & Brown Benefit Advisors, Inc. is authorized to receive commission payment from Benecard, percentages for which are included in Benecard's proposed rates.

All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

8. Approve the following resolution:

Whereas, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2014-2015 budget year, and

Whereas, the East Hanover Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students OR participation in SEMI would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement for the 2014-2015 budget year, and

Whereas, the waiver request is based on the 2013-2014 Revenue report received from the NJ DOE, the free and reduced lunch count for special education students and pending the 2014-2015 Revenue Projection report from the NJDOE and

Now Therefore Be It Resolved that the East Hanover Township Board of Education hereby authorizes the Interim Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of N.J.A.C. 6A23A-5.3 for the 2014-2015 school year. (Doc. F-4)

9. Approve the agreement with Neil Brohm of Productive Software Systems and the East Hanover Township Board of Education for technology consulting services in the amount of \$125.00 per hour not to exceed 20 hours.
10. Approve the 2013-2014 agreement between the Reading and Writing Project Network and the East Hanover Township School District for ten on-site days of professional development services to be provided to staff at Central and Frank J. Smith Schools at the cost of \$40,000. This program is proprietary in nature and is only offered by Teacher's College.
11. Approve the report of the Secretary A-148 and the Treasurer's Report A-149 for the month ending October 31, 2013. (Doc. F-5)
12. Approve the certification of the Business Administrator/Board Secretary that as of October 31, 2013, 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).
13. Certify that as of October 31, 2013, 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.

### **BUILDINGS & GROUNDS**

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

### **TRANSPORTATION**

1. Ratify/approve the School Bus Emergency Evacuation Drills conducted on November 15, 2013, at 8:00 and 8:30 a.m. at the East Hanover Middle School and Central Elementary School, respectively and on November 19, 2013, at 9:00 a.m. at Frank J. Smith Elementary School for all transportation routes, supervised by principals, Ms. Costello, Ms. Falcone and Ms. Quinn in accordance with N.J.A.C. 6A:27-11.2. (Doc. T-1)

### **OLD BUSINESS** - None

**NEW BUSINESS**

Mr. Mooney discussed the possible attendance at the Techspo Conference in January.

**PUBLIC COMMENTS** - None

**EXECUTIVE SESSION** - None

**ADJOURNMENT**

Mrs. Mitchell moved and Mr. Brunini seconded the motion to adjourn the meeting at 7:40 p.m.

Voice vote all yes.

Respectfully submitted,

Deborah Muscara

Business Administrator/Board Secretary

DM/cg