

MADISON BOARD OF EDUCATION

Leslie Lajewski, *Board President*
Heather Reddy, *Vice President*



Mark Schwarz, *Superintendent of Schools*
Eulalia Gillis, *Acting Board Secretary*

PUBLIC MEETING AGENDA

Date: **March 19, 2019**
Time: **7:00 p.m.** Executive Session
7:30 p.m. Public Session
Location: Alice Perlaw Library Media Center, 170 Ridgedale Avenue, Madison, New Jersey 07940
Public WiFi: Network ID: **MPS_Guest2**; Password: **boardtemp**

1. CALL TO ORDER:

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Dr. Piskula	
Mrs. Reddy		Mrs. Yousey		Mr. Singh		Ms. Lajewski	

2. RECESS TO CLOSED SESSION

Moved by _____, seconded by _____, to approve as follows:

Resolved: that the Board of Education move into closed executive session for the purpose of discussing confidential student matters. It is anticipated that the Board will be in closed session for up to 0.5 hour and action may be taken in public session afterward. Discussion conducted in closed executive session shall be disclosed to the public to the extent permitted by law that making such matters public shall not be inconsistent with the Open Public Meeting Act.

VOICE VOTE: _____

Time: _____

3. RECONVENE TO PUBLIC SESSION

Time: _____

4. FLAG SALUTE

5. NOTICE OF MEETING

In compliance with the Open Public Meetings Act, Chapter 231, Laws of New Jersey, 1975, notice of this meeting has been sent to the Madison Eagle, the Daily Record and has been posted in the Board of Education Office, the Borough Hall, the Madison Railroad Station, the YMCA, the Madison Library, all school buildings and on the district's website. The public is invited to attend. This evening's meeting constitutes an official Public Meeting of the Board of Education. Action may be taken.

If needed, the Board will convene into Executive Session to discuss matters permitted pursuant to NJSA 10:4-12. Upon conclusion of the Executive Session, the Board will return to Regular Session at which time public action may be taken.

6. ROLL CALL

Ms. Fischer		Mrs. Habib		Mr. Irwin		Dr. Piskula	
Mrs. Reddy		Mrs. Yousey		Mr. Singh		Ms. Lajewski	

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7. REPORT OF THE BOARD PRESIDENT

8. OPEN TO THE PUBLIC *Open: _____ Closed: _____*

9. SUPERINTENDENT DISCUSSION ITEMS

- a. Superintendent Report
- b. Preliminary Budget Presentation for the 2019-2020 School Year
- c. Education Report
- d. Technology Report
- e. Facilities Report
- f. Finance Report

10. OPEN TO THE PUBLIC *Open: _____ Closed: _____*

11. EDUCATION AGENDA – Discussion Items

a. Education Committee Report

12. EDUCATION AGENDA – Action Items

Moved by _____, seconded by _____, at the recommendation of the superintendent, approve the following:

a. Travel

Approve the school district travel

b. Field Trips

Approve school field trips:

Sch	Gr.	# of Students	Class/Group	Field Trip	Date	Location	Trans.	Cost/Student
CAS/ KRS/ TJS	4 & 5	180	Chorus	Prudential Center	6/7/19	Newark, NJ	Hanover Park Bus	\$5
CAS/ KRS/ TJS	5	13	OT & PT Students	MJS	4/17/19	Madison, NJ	District Bus	\$0
TJS	2	47	2nd Grade	Reeves-Reed Arboretum	5/23/19	Summit, NJ	Vendor Bus	\$35
MJS	8	55	French 8	Classic Thyme Cooking School	4/26/19	Westfield, NJ	2 District Buses	\$54

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MHS	9-12	15	Band	CAS, KRS, TJS Music Assembly	4/22/19	Madison, NJ	District Bus	\$0
MHS	9-12	21	Holocaust & Genocide	Museum of Jewish Heritage	5/16/19	Battery Park Place, NY	District Bus	\$12
MHS	9-12	10	AMC Theatre	Life Skills	3/28/19	Morristown, NJ	District Bus	Cost of train ticket & counter order
MHS	9-12	29	Creative Writing	CAS	3/27/19	Madison, NJ	District Bus	\$0
MHS	9-12	1	DECA	Orange County Convention Center	4/27/19 to 5/1/19	Orlando, FL	Arranged Separately	\$453.14

c. Harassment, Intimidation and Bullying Report

Approve the following HIB reports:

Investigation Number	Unconfirmed/Confirmed
MJS1819:3	Confirmed
MJS1819:4	Confirmed
MHS1819:9	Unconfirmed

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Dr. Piskula	
Mrs. Reddy		Mrs. Yousey		Mr. Singh		Ms. Lajewski	

13. HUMAN RESOURCES AGENDA – Discussion Items

a. Human Resources Committee Report

b. Retirees and Resignees

The Madison Board of Education accepts with regret the retirement of Barbara Neto (21 years of service) and the resignation of Kara Waybright (2 years of service). On behalf of the Madison Public School community, we thank each of you for your commitment to our students. We wish you the happiest and most fulfilling future possible.

14. HUMAN RESOURCES AGENDA – Action Items

Moved by _____, seconded by _____, at the recommendation of the superintendent, approve the following:

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a. Retirements/Resignations

Approve the following retirements and resignations:

#	Action	Name	Position	Location	Effective Date
1	Retirement	Barbara Neto	World Language Teacher	MHS	7/1/19
2	Resignation	Kara Waybright	French Teacher	MJS	5/10/19

b. New Hires and Other Personnel Actions

Approve the following new hires and other personnel actions:

#	Action	Name	Position	Replacing/ New	Location	Effective Dates	Salary/Rate	Account #
1	New Hire	Andrea Thompson	Teacher Assistant	Pam Gennaro	CAS	3/20/19 to 6/21/19	TA/1 \$22,579 (to be prorated)	11-000-217-100
2	New Hire	Eric Tripp	Leave Replacement Teacher	Felicia Fellows	MHS	3/11/19 to 6/21/19	Day 1-20: \$100 per day; Day 21+:MA/1 \$57,933 (to be prorated)	11-140-100-101
3	Salary Correction	Catherine Drury	Leave Replacement Teacher	Kimberly Baron	CAS	3/4/19 to 6/21/19	BA/1 \$53,083 (to be prorated)	11-120-100-101

c. Extra-Curricular Appointments/Revisions

Approve the following extra-curricular appointments/revisions:

#	Position - Additions/Revisions	Last Name	First Name	18-19 Step	18-19 Stipend	Longevity
1	MJS Team Leader 8A (replacing Caitlin Young from 3/25/19 to 6/21/19)	Ferris	Kathryn	N/A	\$601 (\$1,966 prorated for 3/25/19 to 6/21/19)	N/A
2	MJS Team Leader 8A (rescind appointment as of 3/22/19)	Young	Caitlin	N/A	\$601 (\$1,966 prorated for 3/25/19 to 6/21/19)	N/A
3	MHS Volunteer Baseball Coach	Capozzi	Justin	N/A	N/A	N/A

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d. Leave of Absence

Approve the following leave of absence:

#	Name	Position/ School	Paid Leave	Unpaid Leave/FML/NJFL	Return Date
1	Employee #1036	Teacher/MHS	2/28/18 to 6/21/19	n/a	8/28/19
2	Caitlin Young (Revised Dates)	Teacher/MJS	3/25/19 to 6/21/19	8/28/19 to 10/27/19	10/28/19
3	Caitlin Manley	Teacher /CAS	5/20/19 to 9/20/19	9/21/19 to 8/31/20 (approximate date)	9/1/20

e. Additional Compensation

Approve additional compensation:

#	Staff Name	Type of Work	Dates	Cost/hr	Total Hours	Total Pay
1	Anne Wessel-Dwyer	Home Instruction for Student #8970243572	3/10/19 to 4/3/19	\$46/hr	2 hours per week for 4 weeks	not to exceed 8 hours or \$368
2	Leslie Barry	Assist Student #8772159339 at Spring Musical Play Practice	2/25/19 to 2/18/19	\$18/hr	2.75 hours per day for 4 days	not to exceed 11 hours or \$198
3	Alexander Lopez	Chaperone Student #8675101784 at MJS Spring Social	3/8/19	\$46/hr	2 hours	not exceed \$92
4	Erin O'Dowd	Training in Applied Behavior Analysis	3/19-6/21/19	\$18/hr	10 hours (not to exceed)	not to exceed \$180
5	Erika Thomasen	Training in Applied Behavior Analysis	3/19-6/21/19	\$18/hr	10 hours (not to exceed)	not to exceed \$180
6	Madeline Smith	Training in Applied Behavior Analysis	3/19-6/21/19	\$18/hr	10 hours (not to exceed)	not to exceed \$180
7	Barbara Mansfield	Substitute Teacher ESL After School Program (Title III)	2/20/19 to 6/14/19	\$46/hr	not to exceed 20 hours	not to exceed \$920
8	Debbie Mantone	Substitute Teacher ESL After School Program (Title III)	2/20/19 to 6/14/19	\$46/hr	not to exceed 20 hours	not to exceed \$920
9	Madeline Smith	Substitute Teacher ESL After School Program (Title III)	2/20/19 to 6/14/19	\$46/hr	not to exceed 20 hours	not to exceed \$920

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10	Erika Thomasen	Substitute Teacher ESL After School Program (Title III)	2/20/19 to 6/14/19	\$46/hr	not to exceed 20 hours	not to exceed \$920
11	Mary Jane Skordinsky	Prepare and teach CPR class to MJS staff	2/19/19	\$46/hr	3 hours	\$138
12	Jill Tyburczy	Prepare and teach CPR class to MJS staff	2/19/19	\$46/hr	3 hours	\$138
13	Karen Bessin	Prepare and teach App Smashing & Critical Thinking Workshops to MJS staff	2/19/19	\$46/hr	6 hours	\$276

f. Substitute Teachers for 2018-19 School Year

Approve the following substitute teachers at a rate of \$100/day:

Name
Stacey Prince
Michelle Morris
Michael Lebwohl

* Pending NJ Criminal history review for fingerprinting.

g. Practicum - Student Observation

Approve the following student teachers through 4/30/20:

Name	School	Type of Work	Anticipated Dates	Mentor/School
Alexandra Lombardi	Fairleigh Dickinson University	Student Teacher	9/3/19 to 12/20/19 (2 days/week); 1/20/20 to 4/30/20 (5 days/week)	Anthony Cyrana/CAS
Justin Cordero	Fairleigh Dickinson University	Classroom Observation and 1 Lesson	50 hours between 3/20/19 and 5/30/19	Anthony Finn/KRS
Olivia Lanza	Fairleigh Dickinson University	Student Teacher	9/3/19 to 12/20/19 (2 days/week); 1/20/20 to 4/30/20 (5 days/week)	Michelle Brennan/MJS

h. Extended Summer Year (ESY) Program

Approve the staffing for the Extended Summer Year (ESY) program for the summer of 2019, as per the contracted MEA agreement.

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Dr. Piskula	
Mrs. Reddy		Mrs. Yousey		Mr. Singh		Ms. Lajewski	

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15. OPERATIONS AGENDA – Discussion Items

- a. Operations Committee Report
- b. Final Northeastern Interior Services Payment

16. OPERATIONS AGENDA – Action Items

Moved by _____, seconded by _____, at the recommendation of the superintendent, approve the following:

- a. Transfers
Approve transfers dated March 19, 2019.
- b. Bills List
Approve bill list dated March 19, 2019.
- c. Minutes
Approve the Open and Closed Session Minutes from February 21, 2019.
Approve the Open and Closed Session Minutes from February 26, 2019
Approve the Open Session Minutes from March 5, 2019
- d. Substance Abuse Testing
Approve the agreement for Quest Diagnostics to provide substance abuse testing for newly hired Madison School District employees until December 31, 2019 according to the fee schedule outlined in the agreement.
- e. Madison Community House
Approve the Madison Community House Before and After School Program (BASCC) for the 2019-2020 school year for use of the three elementary schools at a rental fee of \$1,650/month
- f. Shared Service Agreement
Approve the Shared Service Agreement with the Borough of Madison for the Special Law Enforcement Officer II for the 2018-19 school year. Compensation to the Borough of Madison shall not exceed \$50,220 annually.
- g. Phoenix Advisors LLC
Approve Phoenix Advisors LLC, 625 Farnsworth Avenue, Bordentown, NJ 08508 to provide continuing disclosure agent services on behalf of the Board of Education for the 2019-2020 school year for a fee of \$1,000
- h. Drew University Memorandum of Agreement
Approve an update to the Memorandum of Agreement between the Madison Public School District and the Drew University Master of Arts in Teaching Program for a period of three (3) years commencing with the 2018-19 school year, with a change noted in section 3.M.

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i. Donations

Approve the following donations:

	Organization/Person	Donation	Location
1	Madison Educational Foundation (MEF)	Kindergarten Leveled Readers - total value \$1,977	CAS
2	Madison Educational Foundation (MEF)	3rd Grade Series Books for Classroom Libraries - total value \$5,600	CAS
3	Madison Educational Foundation (MEF)	4th Grade Beefing Up Book Clubs - total value \$1,860	CAS
4	Madison Educational Foundation (MEF)	Math Museum - total value \$1,054	KRS
5	Madison Educational Foundation (MEF)	Student-created Bilingual Books - total value \$300	KRS/TJS
6	Madison Educational Foundation (MEF)	Fountas and Pinnell Leveled Literacy Program - total value \$5,396	TJS
7	Madison Educational Foundation (MEF)	StarLab Dome - total value \$375	MJS
8	Madison Educational Foundation (MEF)	Microscope Mania - total value \$3,900	MJS
9	Madison Educational Foundation (MEF)	Project Memoir - total value \$5,700	MJS
10	Madison Educational Foundation (MEF)	Headphones - total value \$567	MJS
11	Madison Educational Foundation (MEF)	Teaching Learning Model - Swivl - total value \$1,250	MHS
12	Madison Educational Foundation (MEF)	Picture Perfect Part 2 - total value \$4,788	MHS
13	KRS PTO	Purchase and Installation of two new pieces of playground equipment on the KRS playground area - total value \$70,700.45	KRS
14	Mary & Mark Piacenti 16 Cedar Avenue Madison, NJ 07940	1 - ½ size violin with bow and case 1 - ½ size bow 1 - violin case 1 - ¾" violin with bow 1 - shoulder rest total value - \$1,200	Orchestra

j. Partial Northeastern Payment

Approve payment of 75% of application #13 - Final Payment - from Northeastern Interior Services for the Madison HS Renovation and Addition. Application #13 total amount is \$141,273.34. The 75% payment amount to be paid is \$105,955.

k. Preliminary Budget Adoption for the 2019-2020 School Year

Be it resolved that the 2019-20 Tentative School District Budget be approved for submission to the Executive County Superintendent of Schools as follows, which includes \$1,698,371 in General Fund Aid and \$539,143 in State Debt Service and further, that the Business Administrator be authorized to provide such and make any necessary detail changes including the use of available Health Care waivers in the amount of \$290,956 for the purpose of

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addressing district needs in the area of special education and said need must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time in accordance with NJAC 6A et seq., which shall be included in the base and the need thereto shall be completed as applicable in order to submit same in accordance with the statutory forms and deadline.

Adoption of Tentative Budget – 2019-20

BE IT RESOLVED that the tentative budget be approved for the **2019-20** School Year using the **2019-20** state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICES	TOTAL
2019-20 Total Expenditures	\$47,429,986	\$903,578	\$2,628,478	\$50,962,042
Less: Anticipated Revenues	\$5,516,072	\$903,578	\$539,143	\$6,958,793
Local Tax Levy	\$41,913,914	\$0	\$2,089,335	\$44,003,249

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held, in accordance with statute, at Madison High School Alice Perlaw Media Center, [170 Ridgedale Avenue, Madison, New Jersey](#) on **April 25, 2019 at 7:30 p.m.** for the purpose of conducting a public hearing on the budget for the **2019-20** School Year

Capital Reserve & Maintenance Reserve Account Withdrawal

Capital Reserve

RESOLVED that the Madison Board of Education requests the approval of a Capital Reserve withdrawal in the amount of **\$500,000**. Statement of purpose: *The district intends to utilize these funds to install and replace ceiling tiles at Madison High School.*

Maintenance Reserve

RESOLVED that the Madison Board of Education requests the approval of a Maintenance Reserve withdrawal in the amount of **\$500,000**. Statement of purpose: *The district intends to utilize these funds for flooring improvements.*

Travel and Related Expense Reimbursement – 2019-20

WHEREAS, the Madison Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for

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travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member per occurrence where prior Board approval shall not be required unless the threshold for a staff member of \$1,500 is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A et seq, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

WHEREAS, school district policy 6471 School District Travel and NJAC 6A:23A-7.3(a) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the **2019-20** school year; and

WHEREAS, travel and expense reimbursement has reached a total of **\$41,216.55** as of March 1, 2019 (encumbrances and expenditures);

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A et seq., as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A et seq., to a maximum expenditure of \$50,000 for all staff and board members.

Professional Services

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3c14

NOW, THEREFORE, BE IT RESOLVED, that the Madison Board of Education hereby establishes the following maximums for the **2019-20** school year as follows:

• Architecture/Engineering	\$55,000
• Legal	\$150,000
• Audit	\$50,000
• Physician	\$15,000
For a total amount of	\$270,000

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

The School District has proposed programs and services in addition to the Core Curriculum Content Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available from your local school district.

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I. **Epic Management**

Approve the Fee Proposal dated March 1, 2019 from Epic Management, 136 Eleventh Avenue, Piscataway, N.J. for Construction Management Services for the additions and alterations at the Madison High School Team Room Complex/PE Complex.

Construction Phase	Proposed Schedule	Service Fees
<u>Pre-Construction</u> - review of bid documents prior to release, support during bid process and award	March 20, 2019 - May 12, 2019	\$6,642
<u>Construction</u> - full-time on Site Manager, part-time support from Project Executive, periodic visits from Safety Director	May 13, 2019 - October 31, 2019	Monthly Lump Sum \$20,894
<u>Closeout</u> - part-time on site/off site visits to ensure completion in accordance with district requirements	November 1, 2019 - November 30, 2019	\$17,866

m. **Submission of Documentation for Athletic Facilities Project**

Approve Design Resources Group, 200 Franklin Square Drive, Somerset, NJ 08873, to submit Approved Final Drawings and Educational Specifications to the New Jersey Department of Education for the Athletic Facility Alterations/Renovations/Additions at the Madison High School for Final Educational Adequacy. Also approve the Amended Long Range Facilities Plan. The district is not seeking additional state aid for the completion of this project.

n. **Submission of Documentation for Full Day Kindergarten**

Approve Gianforcaro Architects, Engineers and Planners, 555 East Main Street, Chester, NJ 07930, to submit Drawings, Educational Specifications, and the Amended Long Range Facilities Plan to the New Jersey Department of Education for district-wide full day Kindergarten for Educational Adequacy. The district is not seeking additional state aid for the completion of this project.

o. **Disposal of Materials**

Approve disposal of the following items:

Item	Quantity
Wooden Chairs	30
Square Tables	6
Round Tables	4
Plastic Cart	1
Metal Book Cart	2
Metal Student Desks	2

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Teacher Desks	2
Wooden Table	1
Cushion Chair	1
Table Tops - No Legs	2

ROLL CALL:

Ms. Fischer		Mrs. Habib		Mr. Irwin		Dr. Piskula	
Mrs. Reddy		Mrs. Yousey		Mr. Singh		Ms. Lajewski	

17. OLD BUSINESS

18. NEW BUSINESS

19. OPEN TO THE PUBLIC *Open:* _____ *Closed:* _____

20. CLOSED EXECUTIVE SESSION (If Necessary)

Moved by _____, seconded by _____, to approve as follows:

Resolved: that the Board of Education move into closed executive session for the purpose of discussing personnel/legal issues. It is anticipated that the Board will be in closed session for _hour(s) and action may be taken in public session afterward. Discussion conducted in closed executive session shall be disclosed to the public to the extent that making such matters public shall not be inconsistent with the Open Public Meeting Act.

VOICE VOTE:

Time:

21. RECONVENE TO PUBLIC SESSION Time:

22. ADJOURNMENT

Moved by _____, seconded by _____,

VOTE:

Time: