

HANOVER TOWNSHIP BOARD OF EDUCATION

MINUTES

Regular Public Meeting – October 30, 2018

I. Opening

- A. The meeting was called to order by Mrs. Wolsky, Board Secretary at 7:30 p.m. in the Library/Media Center at Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey 07981.

Mrs. Wolsky read the following statement:

In accordance with P.L. 1975, Chapter 231, notice of this meeting was provided to the newspaper of record, appropriately posted and sent to the Township Clerk on September 27, 2018.

- B. Present: Board Members:
- | | |
|---|-------------------------------------|
| | Mr. Salvatore A. Azzarello |
| | Dr. Douglas Petty |
| | Mr. Daniel Breen |
| | Mr. Glenn Yannotta |
| | Ms. Rose McCauley |
| | Mrs. Patricia Mattia |
| | Mrs. Gina Marie Winkler |
| | Mrs. Carol Tognetti, Vice President |
| | Mr. Steven Furda, President |
| Superintendent | Mr. Michael J. Wasko |
| Board Administrator/ Board Secretary | Mrs. Vanessa M. Wolsky |

There were no Board Members absent.

II. SPECIAL PRESENTATIONS

2017-18 District Audit Report Raymond Sarinelli Jr., District Auditor, gave a preliminary review of the Comprehensive Annual Financial Report for the 2017-18 school year. He said the District had a good year financially. He discussed the various components of the report and talked about the audit process which includes a thorough review of central office records and transactions. He said the financial statement information is always ready and in good shape in Hanover and the financial results were as expected. There are no recommendations included with this year's report.

2017-18 District Testing Report - Mr. Darrin Stark, Principal, Bee Meadow School, gave a very comprehensive report regarding the District Testing Report for the 2017-2018 school year. He reviewed the test of Cognitive Skills, the 2018 PARCC results, the NJ Student

Learning Assessment for Science and reviewed the assessments for 2019. Mr. Wasko thanked Mr. Stark for his presentation.

III. APPROVAL OF MINUTES

Special Public Meeting 9/25/18
Regular Public Meeting 9/25/18

Motion: Mrs. Mattia **Second:** Dr. Petty **Approved:** Unanimous

IV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

Mrs. Wolsky read that the cash balance as of September 30, 2018 was \$5,294,267.27 with fiscal year to date interest of \$5,049.66 in the General Fund and \$107.52 in the HTSACC Fund. She also shared that the next meeting for the Board of Education is scheduled for Tuesday, November 20 in the MJS Library/Media Center.

V. SUPERINTENDENT'S REPORT

Mr. Wasko said, "I would like to begin my report by congratulating Vanessa, the business office, as well as the administrative team, for another successful audit and for doing a fine job in managing the district's finances and assets. Congratulations Vanessa.

I would also like to thank Mr. Stark for his detailed explanation and analysis of our District Testing Data.....and to keep things in perspective, I want to remind everyone that our ultimate goal is to make sure that our overall educational programs are comprehensive and meet the highest instructional and educational standards so that when our students leave the Hanover Township Public School District at the end of eighth grade, they are well prepared for high school. As outlined in Mr. Stark's Report, our results are very encouraging and show that overall our students are doing well and continue to consistently demonstrate student growth, and that's due in large part to the great things that go on in each of our classrooms everyday by the great teachers and staff throughout our district.

I would also like to thank Mother Nature for dialing up great weather for this year's 6th Grade Outdoor Education Trip to Fairview Lakes YMCA. Mr. Furda and I had the opportunity to visit the camp and see our students, parents, staff, and our very own Hanover Township Police Officers participating in various activities, such as geo-caching, survival, and the swamp hike. We even received a guided tour by Mrs. Koch, MJS Science teacher, of the entire facility. On behalf of everyone who attended the trip, I would like to thank Mr. Toomey, MJS Assistant Principal, Mrs. Talbert, MJS Outdoor Education Advisor, for all of their hard work and effort in planning and managing such a successful outdoor education experience for our students. Although the weather was a bit chilly, a great time was had by all. Also, a very special thanks to the Hanover Township PBA for once again donating "hoodies" to all of our sixth grade students.

October 30, 2018

Speaking of weather, last week on Wednesday, October 23rd and Thursday, October 24th we conducted a “TEST” of the District’s Emergency Notification System via SwiftK12 and our Mobile Communications App. Based on system reports, the test notification was a success, indicating that our InfoSnap online registration program was also a success. All parents and staff registered in PowerSchool should have received the test message via email, text message, voice message, and/or through the mobile communications app. If anyone did not receive the test notification, please contact the main office of the school your child attends.

In closing, I am happy to announce that the new Morris County Interim Executive Superintendent, Angelica Allen-McMillan, will be visiting two schools in our district:

Wednesday, November 7th, Mountview Road School:
10:00 AM, Making Science Make Sense Program
Thursday, December 6th, Salem Drive School:
10:00 AM, K-1 Winter Concert

VI. DIRECTOR OF CURRICULUM, INSTRUCTION & PROFESSIONAL DEVELOPMENT’S REPORT –

Mr. Wasserman said, “Thank you Mr. Wasko and the Board of Education.

Thank you, Mr. Stark, for providing us all with such a comprehensive testing report. The PARCC Assessment has never defined us in Hanover Township but the reporting truly highlights the amount of attention we spend with the data to better our practices and assist in maximizing instruction as well as student achievement.

A few highlights that do not involve the PARCC assessment have been granted through our partnership with the Bayer Corporation. Two weeks ago, I had the distinct pleasure to accompany a group of 5th grade Salem Drive School PACT Students with Mr. Camean and their teacher Mrs. Cataliotti to the Bayer Headquarters where the students got to meet Dr. Mae Jemison the first African American Female Astronaut to go to space. The students were involved in a project called Look Up and students had an opportunity to ask Dr. Jemison questions while being part of a larger world-wide Skyfie application initiative. Thank you, Mr. Camean for working with Bayer and organizing this experience for our students at Salem Drive School.

Additionally, Bayer is bringing their scientists back to our 4th grade students throughout the district with their Making Science Make Sense Program. Bee Meadow School will be kicking off the program this Friday.

Lastly our teachers have been engaged in a tremendous amount of Professional Development. Miss Bellino who leads our Coordinated Services Teachers has been working on a K-2 Pilot to focus on phonics for readers who need assistance. The Soudy System is an Orton Gillingham based program that teachers will be receiving training on November 13th. Thank you, Miss Bellino for leading the charge on this initiative.

Additionally, a few trainings for teachers took place in the month of October and they included training on the Fountas and Pinnell Benchmark Assessment System 1, Journeys English Language Arts Program Grades 3-5, Superkids English Language Arts Program K-2 and finally our Columbus In-Service Professional Development Day. This year's theme was Being Mindful to Those Who Give the Most. The day consisted of three breakout sessions.

Breakout Session One was presented by Hanover Township's own, Mr. Margolis, Director of Special Services and Crisis Management Supervisor and Mr. Anderson Memorial Junior School Principal. They led a session on Options Based Approaches to Security Procedures. The presentation focused on introducing teachers to options during a crisis drill. It was well received and a credit to all of the work that Mr. Margolis and Mr. Anderson put into the presentation.

Breakout Session Two was titled The Full Value of Mindfulness in Education and was presented by a former educator and licensed Clinical Social Worker John Grund. The presentation's focus was on making sure that educators take time to focus on appropriate ways to stay healthy and presented techniques to achieve this goal. This was a follow up to last year's presentation which opened our minds to the various social and emotional issues both students and educators may bring to their everyday interactions.

Finally Session three was reserved for grade level and subject areas to collaborate, analyze student data, and articulate on curriculum and district level initiatives.

The feedback collected through an evaluation yielded positive outcomes to help guide future professional development. Overall the day was rated as an Effective day.

In closing, there are many things to be proud of when working within the Hanover Township Public School System. Tonight we have encountered just a few of the major accomplishments that have occurred in just the first seven weeks of school. This is a credit to our teachers and administrators and the amazing thing is that we are only beginning.”

VII. COMMITTEE REPORTS

Personnel Committee – Mr. Breen said the Committee met and discussed staffing issues. We are fully staffed with certificated staff and there are just a couple of non-certificated positions that are open.

Curriculum & Instruction Committee – Ms. McCauley said the Committee met this evening and in addition to the items Mr. Wasserman reviewed in his report, reviewed an articulation meeting Mr. Wasserman attended with Administrators from Florham Park, Hanover Park and East Hanover regarding preparation of eighth graders for the transition to high school.

Finance/Transportation/Physical Plant Committee –Mr. Yannotta said the Committee met and discussed the audit results, transportation updates and the upcoming budget review meeting with the County DOE.

Public Relations Committee – Mr. Petty said the Committee met this evening. He thanked 3M for the generous donation of school supplies to each school.

Travel/Delegate Report – Mr. Azzarello and Mr. Furda gave reports on their attendance at the NJSBA Workshop from 10/22-10/25.

VIII. PUBLIC COMMENTS – (Agenda Items Only) – None

IX. BOARD ACTIONS

A. PERSONNEL

Upon recommendation of the Superintendent, move to:

1. Appoint Christine Selitto to the position of part time (.42 FTE) Lunch Recess Aide, Salem Drive School, at a salary of Step 2, \$6,965, prorated, effective 10/15/18 to 6/30/19, in accordance with the Agreement between the Board of Education and the HTEA. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

2. Appoint Rodney A. Williams Jr. to the position of full time (1.0 FTE) Custodian, Salem Drive School, at a salary of Step 1, \$36,790, prorated, effective 11/1/18 to 2/28/19, (120 day probationary period), in accordance with the Agreement between the Board and the HTEA. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law, and successful completion of a physical examination.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

3. Amend the 2018-2019 employment contract for William McCabe from the previously approved position of full time (1.0 FTE), Music Teacher, to full time (1.04 FTE), Music Teacher, Bee Meadow, Salem Drive, and Mountview Road schools, at a salary of MA+30, Step 19, \$103,122, effective 9/1/18 to 6/30/19, in accordance with the Agreement between the Board and the HTEA.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

4. Authorize the following graduate course tuition reimbursement applications for the **2018-2019** school year, in accordance with the Agreement between the Board and the HTEA.

| <u>Teacher</u> | <u>Credits</u> |
|---------------------|----------------|
| Rosemary Cataliotti | 15 |
| Dana Frey | 9 |
| Matthew Pomel | 6 |

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

5. Approve Kathy Kelsey, part-time secretary to the school nurse, Memorial Junior School to work up to an additional 20 hours, to assist the school nurse, at her hourly rate in accordance with the Agreement between the Board and the HTEA.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

6. Approve the **2018-2019** extra-compensation hours for **Club Advisor(s)** at **Memorial Junior School**, with payments in accordance with the Agreement between the Board and the HTEA, as outlined below.

| <u>Club/Activity</u> | <u>Advisor</u> | <u>Budgeted Hours</u> |
|-------------------------|----------------------------|-----------------------|
| After School Study Club | Meghan Schenk (substitute) | as needed |

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

7. Approve the **2018-2019** extra-compensation hours for **Club Advisor(s)** at **Mountview Road School**, with payments in accordance with the Agreement between the Board and the HTEA, as outlined below.

| <u>Club/Activity</u> | <u>Advisor</u> | <u>Budgeted Hours</u> |
|----------------------------|-------------------|-----------------------|
| Upper Grade Kindness Group | Caitlin Vassoler | 8 |
| Debate Group | Caitlin Vassoler | 7 |
| Sign Language | Danielle Martucci | 7 |
| Smile Club | Gabriella Bracho | 8 |
| Smile Club | Deja Perpignan | 8 |
| Primary Reading Club 1 | Catherine Zysk | 7 |
| Primary Reading Club 2 | Catherine Zysk | 7 |
| Math Club | Amy Roos | 8 |

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

8. Approve Kayla Haynes, Whippany Park High School student enrolled in Dynamics of Healthcare in Society, to shadow Wendy Busby, School Nurse at Bee Meadow School, for 5 hours on November 5, 2018.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

9. Approve the following personnel for temporary/provisional positions in the Hanover Township School Age Child Care Program, effective 10/15/18 to 6/30/19. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law. Final staff appointments will be pending ratio needs based on enrollment of children in the program. Staff will be paid an hourly rate based on hours worked.

| <u>Name</u> | <u>Position</u> | <u>Est. Hours/ week</u> | <u>Step</u> | <u>Hourly Rate</u> |
|-----------------------|------------------|-----------------------------|-------------|--------------------|
| 1. Marcus, Kayla | Program Aide | 10 | 1 | \$9.00 |
| 2. Zarras, Lauren | Program Aide | 10 | 1 | \$9.00 |
| 3. Scalley, Megan | Sub Program Aide | 15 | 2 | \$9.35 |
| 4. Kaminski, Michaela | Program Aide Sub | as needed | 1 | \$9.00 |

| | | | | |
|----------------------|-------------------|-----------|---|---------|
| 5. Cahill, Alyssa | Program Aide Sub | as needed | 1 | \$9.00 |
| 6. Sobieski, Heather | Program Assistant | 20 | 2 | \$11.75 |
| 7. Davey, Nicole | Program Aide Sub | as needed | 1 | \$9.00 |

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

10. Approve Marisa Kingston, Whippany Park High School student working on her Gold Award for Girl Scouts, to provide volunteer activities to the HTSACC After School Kids programs at Mountview Road, Salem Drive, and Bee Meadow from November-June.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

11. Acknowledge that there were no student suspensions as reported by the school principals for the month of September 2018.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

12. Acknowledge that there were no incidents of Harassment, Intimidation and Bullying for the period ending October 26, 2018.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

13. Approve the termination of employment contract, effective 10/31/18, for the following employee: **Employee ID # 04526**

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

14. Accept, with regret, the resignation of Anne Hamtil, Lunch Recess Aide, Salem Drive School, effective 10/30/18, for personal reasons.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

15. Approve Nadia Swanson to work 1 additional hour per day at her hourly rate to provide bus supervision effective 11/5/18 for the remainder of the 2018-2019 school year.

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

16. Approve the following additions to the Substitute List for the **2018-2019** school year.

Teacher: Anna Colasuonno
Nurse: Christina Vitiello

Motion: Mr. Breen **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

B. CURRICULUM & INSTRUCTION

Upon recommendation of the Superintendent, move to:

1. Acknowledge the following fire drills, as reported by the school principals, for

the month of September 2018:

| <u>School</u> | <u>Date</u> |
|------------------------|-------------|
| Bee Meadow School | 9/17/18 |
| Mountview Road School | 9/12/18 |
| Salem Drive School | 9/17/18 |
| Memorial Junior School | 9/13/18 |

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

2. Acknowledge the following crisis management drills, as reported by the school principals, for the month of September 2018:

| <u>School</u> | <u>Date</u> |
|------------------------|-------------|
| Bee Meadow School | 9/20/18 |
| Mountview Road School | 9/17/18 |
| Salem Drive School | 9/14/18 |
| Memorial Junior School | 9/21/18 |

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

3. Approve the Director of Special Education's recommendation to contract with Bergen County Special Services to provide Educational Audiological direct services for students with hearing impairments attending in-district programs. This service will be available for a total of 10 hours during the 2018-2019 school year on a case-by-case basis, at a cost not to exceed \$1,880.

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

4. Approve the Director of Special Education's recommendation to contract with Bergen County Special Services to provide home-based ABA services to Student CST #5-11 during the 2018 extended school year at a cost not to exceed \$3,480.

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

5. Approve the Director of Special Education's recommendation to contract with Bergen County Special Services to provide home-based ABA services to Student CST #5-11 during the 2018-2019 school year at a cost not to exceed \$33,120.

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

6. Approve the Director of Special Education's recommendation to contract with Bergen County Special Services to provide additional behavior support services to students in the district's MD-I, MD-II, and Autism classes during the 2018 extended school year at a cost not to exceed \$12,600.

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

7. Approve the Director of Special Education's recommendation to contract with Bergen County Special Services to provide additional specialized behavior support services (BCBA) to students in the MD-I, MD-II, and MD-III classes during the 2018-2019 school

year at a cost not to exceed \$68,570.

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

8. Approve the addition of Madison Square Garden in New York City to the 2018-2019 Approved Field Trips for Grades 6-8.

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

9. Approve the following outside vendor to provide programming for the HTSACC After School Kids program in November 2018 and April 2019:
Rock Roots (Young Audiences)

Motion: Ms. McCauley **Second:** Mrs. Mattia **Roll Call:** 9 yes, 0 no

FINANCE, TRANSPORTATION, PHYSICAL PLANT

I. FINANCE

Upon recommendation of the Business Administrator/Board Secretary, move to:

1. Approve line item transfers for the 2018-2019 Budget, **Attachment “A”**.

Motion: Mr. Yannotta **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

2. Accept the certification of the Business Administrator/Board Secretary that as of 9/30/18, 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:23-2.11(a).

Motion: Mr. Yannotta **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

3. Accept the report of the Secretary A-148, and the treasurer’s report A-149, for the month ended 9/30/18.

Motion: Mr. Yannotta **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

4. Certify that as of 9/30/18, 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 fiscal year.

Motion: Mr. Yannotta **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

5. Authorize the following payments:

| <u>Bills List Dated</u> | <u>Amount</u> |
|--------------------------------|----------------------|
| Payroll 9/28/18 | \$ 864,274.37 |
| Payroll 10/15/18 | \$ 898,079.47 |
| Bills & Voids 9/26–10/30/18 | \$1,015,900.04 |

Motion: Mr. Yannotta **Second:** Mr. Azzarello **Roll Call:** 9 yes, 0 no

6. Approve the attendance of staff members and board members at workshops and travel expenses that are in accordance with the allowable room rate and meal reimbursement rate as outlined in the NJ OMB Circular 602B and mileage **at the state approved rate**, as per **Attachment(s) “B”, “C”, “D”, “E”, “F”, and “G”**.

Motion: Mr. Yannotta

Second: Mr. Azzarello

Roll Call: 9 yes, 0 no

II. TRANSPORTATION

No items for Board consideration

III. PHYSICAL PLANT

Upon recommendation of the Business Administrator/Board Secretary, move to:

1. The Department of Education requires New Jersey school districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities. It is requested that the Board of Education approve the submission of the Comprehensive Maintenance Plan, and the M-1, for the years 2017-18, 2018-19, and 2019-20.

Motion: Mr. Yannotta

Second: Mr. Azzarello

Roll Call: 9 yes, 0 no

D. PUBLIC RELATIONS

Upon recommendation of the Superintendent, move to:

1. Accept with appreciation the donation of school supplies, valued at \$4,400, to Bee Meadow School from 3M Corporation.

Motion: Dr. Petty

Second: Mrs. Mattia

Roll Call: 9 yes, 0 no

2. Accept with appreciation the donation of school supplies, valued at \$4,400, to Mountview Road School from 3M Corporation.

Motion: Dr. Petty

Second: Mrs. Mattia

Roll Call: 9 yes, 0 no

3. Accept with appreciation the donation of school supplies, valued at \$4,400, to Salem Drive School from 3M Corporation.

Motion: Dr. Petty

Second: Mrs. Mattia

Roll Call: 9 yes, 0 no

4. Accept with appreciation the donation of school supplies, valued at \$4,400, to Memorial Junior School from 3M Corporation.

Motion: Dr. Petty

Second: Mrs. Mattia

Roll Call: 9 yes, 0 no

X. PUBLIC COMMENTS – None

XI. ITEMS FOR DISCUSSION – None

XII. ADJOURNMENT – 8:20 p.m.

Motion: Mrs. Mattia

Second: Mrs. Tognetti

Approved: Unanimous

Respectfully submitted,

Vanessa M. Wolsky
School Business Administrator/
Board Secretary