

MORRIS SCHOOL DISTRICT  
Minutes of September 17, 2018  
MORRISTOWN HIGH SCHOOL

The regular meeting of the Board of Education of the Morris School District, of Morris County, New Jersey was held in the Learning Commons of Morristown High School, Morristown, New Jersey 07960 on Monday evening September 17, 2018 at 6:38 p.m.

Anthony LoFranco, Board Secretary, called the meeting to order and made the following announcement: The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act the Board of Education of the Morris School District in the County of Morris has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Daily Record, and to those persons or entities requesting notification, posted on the district website and posted at the Administration Center, 31 Hazel Street, Morristown, New Jersey.

A regular business meeting of the Morris School District Board of Education will be held Monday, September 17, 2018. The board will open the meeting at 6:30 p.m. and immediately go into executive session until 7:30 p.m. when open public session will begin. The meeting will be held in the Learning Commons of Morristown High School, 50 Early Street, Morristown, New Jersey.

Action will be taken.

At the Roll Call, the following Board Members were present: Mrs. Meredith Davidson, Ms. Lucia Galdi, Morris Plains Representative, Dr. Peter Gallerstein, Ms. Prim Minchello, Mrs. Ann Rhines, Ms. Melissa Spiotta, Ms. Jeanette Thomas, Mrs. Nancy Bangiola, Vice-President and Ms. Lisa Pollak, President.

\*Votes by Ms. Galdi pertain to the items outlined under statute N.J.S.A. 18A:38-8.1

Mr. Posey arrived at 6:51 p.m.

Also present were Mr. Mackey Pendergrast, Superintendent, and Mr. Anthony LoFranco, Business Administrator/Board Secretary.

Ms. Jennifer Adkins, Community School Coordinator, Ms. Lora Clark, Director of Human Resources, Personnel & Equity, Ms. Deb Engelfried, Supervisor of Social Emotional Learning (SEL) and Information Management, Mrs. Joan Frederick, Assistant Business Administrator, Ms. Josephine Noone, Director of Curriculum and Instruction, and Ms. Suzanne Olimpio, Assistant Superintendent of Pupil Services, arrived at 7:30 pm.

Ms. Kelly Harte, Assistant Superintendent of Curriculum and Instruction, Ms. Erica Hartman, Directory of Technology, Instructional, and Dr. Jessica Neu, Director of Pupil Services were absent.

There were approximately 15 people from the public, press and staff in attendance.

At 6:39 p.m, Dr. Gallerstein moved to go into closed session to discuss legal and confidential matters.

Ms. Pollak seconded the motion which carried unanimously with Mr. Posey absent.

At 7:24 p.m. Mr. Posey moved to go into open session. Ms. Thomas seconded the motion, which carried unanimously.

### **PLEDGE OF ALLEGIANCE**

*Ms. Pollak led the Board in the Pledge of Allegiance.*

### **SUPERINTENDENT'S REPORT**

*Mr. Pendergrast gave a presentation on District Priorities, Action Steps, & Strategies.*

*Following the presentation, Mr. Pendergrast entered a dialogue with the Board based on their comments on Parent Education regarding Social Emotional Learning, utilizing the Naviance Assessment to promote positive psychology, the depth of research for data on Social Emotional Learning, timeline for future goals to be met within the Equity Inclusion Plan .*

### **PRESIDENT'S REPORT**

*None*

### **PUBLIC COMMENT**

*Members of the public came forward on the following topics:*

- Inquiry on a challenging curriculum for students in Beginner Spanish that speak Spanish fluently*
- Substitute Bus Driver rate of pay*
- Timeline of receiving communications of HSA sponsored After School Clubs at the start of the school year*
- Diversity Recruiting Fair, metrics of employment stemming from fair, goal of diverse employment*

### **STUDENT REPRESENTATIVES**

*Ms. Vargas and Ms. Baskin introduced themselves, informing the Board that their school year has started off well so far and reported the following:*

- 9/19 - Schools Closed*
- 9/25 - Senior Night 7 pm*
- 9/28 - Mini College Fair 8 am*

### **MORRIS PLAINS**

*Ms. Galdi reported the following:*

- Projects from the referendum are completed: windows, floors, roof*
- Library updated to a STEM lab*
- Heroine Awareness Presentation for parents and students 10/15*

### **COMMITTEE REPORTS**

#### **Human Resources**

*Ms. Michello reported the following was discussed:*

- New appointments*
- Revised Job Description for Director of Curriculum and Instruction*
- Review of Superintendent Merit Goals*

## **Curriculum**

*Ms. Rhines reported the following was discussed:*

- *Bilingual Newcomers program*
- *Bilingual outreach teachers*
- *DOE Grant for Preschool*
- *Partnering with Community Advisors to expand Preschool enrollment*
- *Dr. Neu's presentation about Transitions Skills Program to the committee*

## **Finance**

*Dr. Gallerstein reported the following was discussed:*

- *New SRO contract*
- *Student Parking Lot finished*
- *Boiler Replacement completed*
- *MHS Graphics/Photo room renovations is just about complete and currently in use*
- *HSA Fundraisers*
- *Hazardous Walking Routes*
- *Comprehensive Maintenance Plan*
- *Non-invasive mold remedied; confirmed students/staff not at risk*

## **NEW BUSINESS BROUGHT BEFORE THE BOARD**

*Ms. Bangiola mentioned the passing of a 2013 Morristown High School graduate, Myles Mislavsky, stating he was charming, funny, smart, clever and talented and will be missed.*

*Mr. Posey informed the Board of the recent illness of William Johnson, a former bus driver, grandparent of district students and a regular board meeting attendee.*

*Mrs. Davidson responded to a previous public comment from this evening regarding the Equity Inclusion Plan, confirming the district will report data annually.*

**BUSINESS PORTION OF THE MEETING**

**MINUTES**

Motion #1 that upon the recommendation of the Superintendent, the Board of Education, approve executive session minutes from the regular business meeting of:

August 27, 2018

Motion #2 that upon the recommendation of the Superintendent, the Board of Education, approve minutes from the regular business meeting of:

August 27, 2018

**MINUTES(Motions #1-2)**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Mr. Posey (Motion #1), Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Ms. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey (Motion #2)

ABSENT: None

**POLICY**

***ABOLISH REGULATION***

Motion #1 that upon the recommendation of the Superintendent, the Board of Education abolish the following:

R5512- Harassment, Intimidation and Bullying (Abolish)

***EXPLANATION:*** The regulation is to be abolished in accordance with direction from Strauss Esmay as all the legal requirements are included in revised Policy 5512 which was previously approved by the Board of Education on August 27, 2018 under Policy Motion #4 .

***SECOND READING***

Motion #2 that upon the recommendation of the Superintendent, the Board of Education approve for second reading the following new/revised bylaws/policies/regulations:

P3125.1 Employment of Substitute Teachers

P8561 Procurement Procedures for School Nutrition Programs

3125.1 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay. **All substitutes must agree to and execute the “Substitute Exclusion Policy for all Substitute Categories” attached hereto.**

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9-6.5. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the New Jersey State Board of Examiners and working in an area authorized by their credentials for a total amount of time exceeding sixty school days. The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to

hire an appropriately certified teacher for the vacant position within the original sixty-day time limit. In the event that one individual employed pursuant to this provision is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A16-1.1c., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding twenty school days. The Executive County Superintendent of Schools may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a., a vacant teaching position shall not be filled in any school year by one or more individuals holding a substitute credential issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for a total amount of time exceeding twenty school days. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;  
18A:16-1.1c.; 18A:16-1.1d.

*Human Resources*

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**SUBSTITUTE EXCLUSION POLICY FOR ALL SUBSTITUTE  
CATEGORIES**

The Morris School District has implemented a new policy regarding all substitute categories. A substitute who has a performance issue and has been excluded by one of the K-5 schools throughout the district, he/she will no longer be permitted to substitute in any K-5 school.

Furthermore, if a substitute has a performance issue and has been excluded by either Frelinghuysen Middle School or Morristown High School, that substitute will no longer be permitted to substitute in either building.

Please note that the building principal has the right to choose which substitutes work in their building.

A substitute will be removed from the substitute list permanently if the substitute fails to work in any given school year. The Morris School District reserves the right to permanently exclude a substitute from the substitute list for any performance issue.

The decision of the district is final.

I have read and understand the policy above.

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(Name)

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(Signature)

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(Date)

**M**

[See **POLICY ALERT Nos. 215 and 216**]

8561 PROCUREMENT PROCEDURES FOR SCHOOL  
NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws. ~~FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.~~

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-326 and any State and local procurement code and



regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/Frequency
Food Service Management	Over \$40,000 (with QPA)	Formal	Most advantageous bidder/offer with price as the primary factor, other factors considered	Competitive Contracting	One Year with options for four (4) one (1)-year renewals
Repairs to Equipment	Below \$3,500	Informal using Sound Business Practices	Lowest responsible price	Fixed Price or Time and Material	One Year
Repairs to Equipment	\$3,500 to \$39,999 (with QPA)	Quotes	Lowest responsible quote	Fixed Price or Time and Material	One Year
Replacement of Equipment	Below \$3,500 (with QPA)	Informal using Sound Business Practices	Lowest responsible price	Fixed Price	As Needed
Replacement of Equipment	\$3,500 to \$39,999 (with QPA)	Quotes	Lowest responsible quote	Fixed Price	As Needed
Misc. Supplies	Below \$3,500 (with QPA)	Informal using Sound Business Practices	Lowest responsible price	Fixed Price	As Needed
Misc. Supplies	\$3,500 to \$39,999 (with QPA)	Quotes	Lowest responsible quote	Fixed Price	As Needed
Renovation of Serving Line	\$3,500 to \$39,999 (with QPA)	Quotes	Lowest responsible quote	Fixed Price	As Needed
Renovation of Serving Line	Over \$40,000	Formal	Lowest responsible bidder with price as the primary factor	Request for Bids	As Needed

**Micro-Purchases:**

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed \$3,500 as defined by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

**[Choose one or more of the following:**

- centralized system;
- individual school;
- multi-school system; and/or
- State contract.]

4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

**B. Formal Procurement**

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;

- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve minority and small business;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;

- s. Method of shipment or delivery upon contract award;
  - t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
  - u. Description of process for enabling vendors to receive or pick up orders upon contract award;
  - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
  - w. Signed statement of non-collusion;
  - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.
- a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

#### C. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.

4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

D. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.

2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)

4. Specifications will be updated as needed.

5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

F. Emergency Purchases

If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

G. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.

2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:

- a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

#### H. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

- a. Written rationale for the method of procurement;
- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;



- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

I. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

J. Food Service Management Company (FSMC)

1. In the operation of the school district’s food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district’s Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.

3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$3,500 *	Micro - purchases 2 CFR 200.320(a)	Sound Business Practice *
	SINGLE TRANSACTION AGGREGATE COST LESS THAN \$3,500	
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
SMALL PURCHASE PROCEDURES		
\$3,501 up to \$29,000/\$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING \$3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		

NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$3,500 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$3,500	Sound Business Practice *
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
\$3,501 - \$149,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
<b>FORMAL PROCUREMENT</b>		
\$150,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

State Agency Form #358 - July 2017

***STIPULATION OF SETTLEMENT***

Motion #3 that, upon the recommendation of the Superintendent, the Board of Education approve a Stipulation of Settlement resolving a dispute pertaining to student #613058 which is on file in the office of the Business Administrator.

**POLICY (Motions #1-3)**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

**EDUCATIONAL MATTERS**

***CURRICULUM 2018-2019***

Motion #1 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following curriculum revisions:

<b>Date</b>	<b>Content</b>	<b>Grade Level</b>	<b>Revisions/Additions</b>	<b>Funding</b>
9/2018	Physical Education	Gr. 6-8	Revise curriculum to align with standards with a focus on identifying updated assessments, resources that develop life-long healthy behaviors within the context of self, family, school and the local global communities. Integrate social emotional competencies and digital literacy where applicable.	Local
9/2018	Health	Gr. 6-8	Revise curriculum to align with standards with a focus on identifying updated assessments, resources that develop life-long healthy behaviors within the context of self, family, school and the local global communities. Integrate social emotional competencies and digital literacy where applicable.	Local
9/2018	ELA Writing Unit 2	Kdg.	Curriculum writing to reflect teacher feedback on K-5 ELA Units of Study.	Local
9/2018	Newcomer courses: English 1; Environmental Science; World History; Algebra	9-12	To revise content of course as a result of the Newcomers teacher/student feedback from 2017-2018 school year	Local

***K-5 STUDENT CODE OF CONDUCT***

Motion #2 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the K-5 Student Code of Conduct.  
(See attached Educational folder)

***BILINGUAL OUTREACH TEACHERS***

Motion #3 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve certificated staff to the Bilingual Outreach Program:

Program: Bilingual Outreach Teachers  
 Description: Serve as sister school liaison and community outreach worker for Title III (EL, Immigrant) students and their families at school-based, district-wide and community based locations.  
 Dates: September, 2018 – June, 2019  
 Funding Source: Title III

***GROW IT GREEN PARTNERSHIP & CURRICULUM***

Motion #4 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the Grow it Green partnership and curriculum.

**EXPLANATION:**

Grow it Green has partnered with the Morris School District to provide in-classroom and on-farm instruction in local food systems, plant science and healthy eating to the second grade classrooms in the K-2 schools within the Morris School District.

***PRESCHOOL EDUCATION EXPANSION AIDE (PEEA) GRANT APPLICATION***

Motion #5 that, upon the recommendation of the Superintendent, the Board of Education accept the funds for the Preschool Education Expansion Aide (PEEA) submitted on August 1, 2018, in the amount of \$927,795.

***MORRIS ARTS RESIDENCY GRANT***

Motion #6 that, upon the recommendation of the Superintendent, the Board of Education accept the Morris Arts Plus Residency Grant from the Lauren and Emily Failla Foundation for the 2018-2019 school year.

**EXPLANATION:**

Alexander Hamilton School has been selected to receive a Morris Arts Residency Grant. This gift is in memory of Lauren and Emily Failla who were students at Alexander Hamilton School several years ago. The value of this grant is \$5,500 which will be paid to Morris Arts at the conclusion of the residency.

***MEF DONOR GRANT***

Motion #7 that, upon the recommendation of the Superintendent, the Board of Education accept monies received from a private donor for the following Morris Educational Foundation donor grant:

<u>Amount</u>	<u>School</u>	<u>Project</u>
\$5,000	MHS	Mindfulness

***MEF GRANTS***

Motion#8 that upon the recommendation of the Superintendent, the Board of Education accept monies from the Morris Educational Foundation for the following grants:

<u>Amount</u>	<u>School</u>	<u>Project</u>
\$980	Normandy Park	Books 4Kids Literacy Program-Winter Reading Challenge

During the Winter Reading Challenge, students are invited to participate in a reading challenge and are awarded a book at successful completion. The challenge will take place over a five- week period, with one of those weeks being Mid-Winter Break, and the intent is to encourage students to read over the break. A bulletin board outside the main office is used to track the participant's progress. The student will travel across the board, making five stops in order to complete the challenge. In order to move from one stop to the next, students will be required to read a set number of books. Intermediate and Senior students will receive a list of authors/books to choose from to complete the challenge. This will help to ensure the students are reading sufficiently challenging books. Parents will be engaged as well. Hopefully, there will be interesting discussions at home about the books. The program will culminate at a school wide assembly.

\$10,000	FMS	Battle of the Books
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*(This is to cover the cost for 5 years. Each year, \$2000 will be required.)*

The annual Frelinghuysen Battle of the Books was established in 2013. For the first year, there were 25 participants. Last year, 60 students battled. The Battle of the Books is a voluntary reading incentive opportunity. The program offers a sense of belonging and teamwork for students. The teams are from all three grade levels. Many of the 7<sup>th</sup> and 8<sup>th</sup> grade students are repeat competitors. In order to ensure that all students have the opportunity to participate, the actual Battle of the Books takes place after all spring sports and activities have ended. After the books are read, the battle day takes place. Teams compete against other teams. There are judges who ask the questions. The two teams with the most points then compete for the Championship Title.

\$373.75	MHS	Bouncy Bands for freshman physics
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These bands affix to student desks and allow students to expend extra energy, helping them focus. Hopefully, these bands will encourage wellness, mindfulness, and reduce the stress and anxiety that freshman students experience. Based on research conducted nationally on the effects of Bouncy Bands, students report feeling more relaxed, more apt to be able to focus in class, and calmer during tests. This should facilitate better classroom behavior and more on-task time for students, raising student achievement in physics. These will be used by 125 physics students, plus 15 nanoscale science and engineering students.

<u>Amount</u>	<u>School</u>	<u>Project</u>
\$1,500	MHS	Physics Investigation of Light and Information Transfer

Students will conduct an investigation of Light and Information Transfer in their physics classes. This is a laboratory investigation developed by the National Science Teachers Association to meet Next Gen science standards in the area of wave and information transfer. Students will study information theory – which is the study of information, how to represent it and transfer it. Information theory is the underpinnings of much of the technology our students use today – internet, smart phones, and cable/satellite TV. The funds requested will be used to purchase light sensors used in the study of light as a wave/communication device. In this lab, students will apply what they have learned about light waves to their use in information transfer. There will be 500 students and 4 staff members involved.

\$4,900	LLC	Reading Readiness: Preschooler-Parent Shared Reading
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The project provides opportunities to increase parent involvement in preschool learning. Literacy programs will be created and designed to establish family reading routines for Spanish and English- speaking parents and their children. Age-appropriate books will help in establishing daily reading routines. These books will teach parents how to use books to teach their children early literacy skills. There will be a Bilingual Book Club that will meet once a month. These meetings will include a reading and a discussion of a book. There will be a follow-up literacy and/or math activity during each session.

### **EDUCATIONAL MATTERS (Motions #1-8)**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines (Motions #1-6), Ms. Spiotta (Motions #1-6), Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: Mrs. Rhines (Motion #7-8), Ms. Spiotta (Motions #7-8)

ABSENT: None

**PUPIL SERVICES**

***OUT OF DISTRICT/HOME INSTRUCTION ROSTER***

Motion #1 that, upon the recommendation of the Superintendent, the Board of Education approve placements and instructional services for students with disabilities, including those received by the district and those attending schools for which tuition is charged, for the month of September 2018, as noted in the detailed listing attached herein and maintained on file in the Board Secretary's office.

**EXPLANATION:**

Students with IEPs whose needs cannot be met in the programs that exist within the district are placed in outside private and public schools approved by the New Jersey Department of Education for students with disabilities. Attendance is monitored monthly in order to ensure students are enrolled as agreed and the state-mandated contract with each school states that two weeks' notice is required for removal of a student. Case managers make at least two visits per school year for each student enrolled in one of these schools, including one visit that involves the convening of an IEP Team to complete an annual review of the student's IEP.

In order to preserve confidentiality, all students are identified only by their local and/or state identification numbers in any listing that is maintained outside the Office of Pupil Services.

***SPECIAL OLYMPICS PROJECT UNIFY GRANT PROGRAM***

Motion #2 that, upon the recommendation of the Superintendent, the Board of Education approve the acceptance of a grant not to exceed \$5000 for the Special Olympics Project Unify Grant Program. This three year grant is offered to schools to promote unified sport activities, positive school climate and culture, and engage all students in inclusive activities.

**EXPLANATION:**

Project Unify will be reimbursing the Morris School District for the cost of coaches, lifeguards, and snacks/drinks. They will be providing equipment such as bocce ball sets, swimsuits, and banners.

***STIPULATION OF SETTLEMENTS***

Motion # 3 that, upon the recommendation of the Superintendent, the Board of Education approve Stipulation of Settlement resolving a dispute pertaining to student #604300. The Stipulation of Settlement is on file in the office of the Assistant Superintendent of Pupil Services.

Motion # 4 that, upon the recommendation of the Superintendent, the Board of Education approve Stipulation of Settlement resolving a dispute pertaining to student #607966. The Stipulation of Settlement is on file in the office of the Assistant Superintendent of Pupil Services.



***COMMUNITY BASED INSTRUCTION (CBI) 2018-2019***

Motion #5 that, upon the recommendation of the Superintendent, the Board of Education approve the provision of instruction in the community that involve specific individualized student learning objectives, in order to meet the needs of students with disabilities who require Community Based Instruction for the 2018-2019 school year. Part of the program involves off-site experiences at community environments. Parents are informed of each of these off-site experiences in advance. Community Based Instruction is not a field trip as directed by NJDOE.

**EXPLANATION**

**Community Based Instruction** facilitates the transition to adult life for students with disabilities through sustained and repeated instruction that takes place in the community and provides “real life” opportunities to teach components of NJ Core Curriculum Content Standards and Common Core State Standards. Based on age-appropriate transition assessments, transition planning also addresses post- secondary goals including self-help, health, housing, independent living, finances, other daily living skills, and postsecondary education or employment and career development. List of sites is on file in the Business Administrator’s office, updated as necessary.

***STRUCTURED LEARNING EXPERIENCES (SLE) 2018-2019***

Motion #6 that, upon the recommendation of the Superintendent, the Board of Education approve the provision of instruction in the community that involve specific individualized student learning objectives, in order to meet the needs of students with disabilities who require Structured Learning Experiences for the 2018-2019 school year. Part of the program involves off-site internships and job sampling at job sites and other community partnerships. Parents are informed of each of these off-site experiences in advance. Structured Learning Experience is not a field trip as directed by NJDOE. The list of community partnerships is as follows:

5 Below  
Beyer Ford  
Century 21  
Frelinghuysen Arboretum  
Grow it Green (Early Street, Urban Farm and College St. Elizabeth)  
Metlife  
Morris County Courthouse  
Morristown Car Wash  
Panera Bread  
Verilli’s Bakery  
Whitson’s Food Services

**EXPLANATION**

**Structured Learning Experiences**, such as job sampling and internships, give students an opportunity to utilize their skills in the real world in integrated community business settings with the guidance of a job coach/SLE instructor. A formal training plan will be written as part of the student’s IEP and overseen by a Structured Learning Coordinator for any type of SLE.

**PUPIL SERVICES (Motions #1-6)**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

**HUMAN RESOURCES**

***ESTABLISH POSITION(S) 2018-2019***

Motion #1 that, upon the recommendation of the Superintendent, the Board of Education establish the following position(s) for the 2018-2019 school year:

(2) 1.0 Assistant Behavior Specialist, PS

***RESIGNATION(S)/TERMINATION(S)/RETIREMENT(S) 2018-2019***

Motion #2 that, upon the recommendation of the Superintendent, the Board of Education approve the resignation(s), termination(s) and/or retirement(s) of the following staff according to the effective date and reason shown:

Berdecia, Antonio	September 5, 2018
1.0 Social Studies, FMS	Resignation <i>(revised date)</i>

Pruden, Patricia	October 1, 2018
0.3 LR/PG Aide, WD	Resignation

Velasco-Garcia, Alexander	September 22, 2018
1.0 Custodial Floater, B&G	Resignation

***APPOINTMENT(S) 2018-2019 \*/\*\*/\*\****

Motion #3 that, upon the recommendation of the Superintendent, the Board of Education approve the appointment of the following to the position/s stated at the annual salary rates and effective date/s shown, and further that the Board of Education approve the submission to the County Superintendent applications for emergency hiring, pending approval of all Human Resource documents and/or requirements and each applicant's attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18a6-7.1 et seq.; 18:39-17 et seq.; 18A:6-4.13 et seq.:

Bakaev, Esther	\$22,759	<u>In place of:</u> 09/01/18-06/30/19	Baldonado, L. Internship Completed
1.0 CABAS Trainee, HC			

Ballard, Martha	\$4,320	09/11/18-06/30/19	Harris-Wilson, M.
0.3 LR/PG Aide, AV	\$12/hr, 2 hrs. Day, 180 days		Resigned

Chambliss, Barron 1.0 Security Monitor, MHS	\$35,000	<b>09/07/18-06/30/19</b>	Est. 06/04/18
Hanczyk, Victoria 1.0 CABAS Trainee, AH	\$22,759	09/01/18-06/30/19	Chang, H. Internship Completed
Heiman, Carli 1.0 CABAS Trainee, AH	\$22,759	09/01/18-06/30/19	Davis, E. Internship Completed
Kaczorowska, Daria 1.0 CABAS Trainee, AH	\$22,759	09/01/18-06/30/19	Forrester, S. Internship Completed
Kim, Ji Young 1.0 CABAS Trainee, HC	\$22,759	09/01/18-06/30/19	Bie, J. Internship Completed
Lewis, Abigail 1.0 CABAS Trainee, AH	\$22,759	09/01/18-06/30/19	Hwang, J. Internship Completed
Mantone, Jerald 1.0 Security Monitor, MHS	\$35,000	09/06/18-06/30/19	Est. 06/04/18
Pedrero-Davila, Gabriela 1.0 CABAS Trainee, HC	\$22,759	09/01/18/06/30/19	Chiu, W. Internship Completed
Pepkin, Sara 1.0 CABAS Trainee, AH	\$22,759	09/01/18-06/30/19	Naresh, A. Internship Completed
Qiu, Yimin 1.0 CABAS Trainee, LLC	\$22,759	09/01/18-06/30/19	Ishikawa, N. Internship Completed
Tierney, Kaleigh 1.0 CABAS Trainee, HC	\$22,759	09/01/18-06/30/19	Kuriyama, L. Internship Completed
Valinoti, Kayla 1.0 Social Studies, FMS	\$50,312 BA, Step 1	09/04/18-06/30/19	Berdecia, A. Resigned
Yoo, Jamie 1.0 CABAS Trainee, LLC	\$22,759	09/01/18-06/30/19	Phu, W. Internship Completed
Zhi, Hui 1.0 CABAS Trainee, HC	\$22,759	09/01/18-06/30/19	Wong, K. Internship Completed

- \* Pending probationary period
- \*\* Pending completion of paperwork
- \*\*\* Salaries to be adjusted pending successful contract negotiations

***SUBSTITUTE APPOINTMENTS 2018-2019***

Motion #4 that, upon the recommendation of the Superintendent, the Board of Education approve the following name(s) be added to the list of substitutes, and approve all Morris School District Substitute Teachers to also provide service as Teacher Assistant, ABS, and Lunchroom Playground Aide as assigned for the 2018-2019 school year, and further that the Board of Education approve submission to the County Superintendent application for emergency hiring and each applicant's attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A 18A:6-7.1 et seq., 18A:6-4.13 et seq.:

**Buildings & Grounds**

Loaiza, Gustavo – effective 9/14/18

**LR/PG Aide**

Brown, Joanna (\$12.00 pr/hr) effective 9/7/18

Wilson, Kizzy (\$12.00 pr/hr)

**Teacher**

DePoortere, Jennifer

^ Pending completion of paperwork

**EXPLANATION:** Upon the submission of approved timesheets, the staff will be compensated at approved substitute rates.

***SUBSTITUTE RE-APPOINTMENTS 2018-2019***

Motion #5 that, upon the recommendation of the Superintendent, the Board of Education approve the following name(s) be added to the list of substitutes, and approve all Morris School District Substitute Teachers to also provide service as Teacher Assistant, ABS, and Lunchroom Playground Aide as assigned for the 2018-2019 school year, and further that the Board of Education approve submission to the County Superintendent application for emergency hiring and each applicant's attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A 18A:6-7.1 et seq., 18A:6-4.13 et seq.:

**Athletic Volunteer**

Chegwidden, James (Basketball – Girls)

***LUNCH MONITORS - MHS 2018-2019***

Motion #6 that, upon the recommendation of the Superintendent, the Board of Education approve the following Morristown High School staff to provide supervision during lunch as deemed necessary and approved by the Principal for the 2018-2019 school year.

Bodnarchuk, John  
Campbell, Michael  
DiGioacchino, Gregory  
Goss, Kyle

Hull, Christopher  
Losada, Castor  
Kiernan, Brian  
Power, John  
Rooney, Kevin  
Serra, Michael

**EXPLANATION:** Upon the submission of approved timesheets, the staff will be compensated per contract language.

***LEAVE(S) OF ABSENCE 2017-2018***

Motion #7 that, upon the recommendation of the Superintendent, the Board of Education approve a leave of absence to the following staff members under the conditions stated and effective dates shown:

Mahony, Sarah	04/02/18-05/28/18 * - Maternity
Grade 4 / 5, NP	5/29/18- <b>06/30/18</b> ** - FMLA

***(Revised dates)***

- \* Accumulated sick leave may be used up to a period of eight weeks (four weeks before and four weeks after the birth of the baby) – with pay/with benefits.
- \*\* Without pay/with benefits
- \*\*\* Without pay/without benefits
- \*\*\*\* With pay/with benefits

***LEAVE(S) OF ABSENCE 2018-2019***

Motion #8 that, upon the recommendation of the Superintendent, the Board of Education approve a leave of absence to the following staff members under the conditions stated and effective dates shown:

<b>Employee #3641</b>	<b>1 day - ** - Administrative</b>
Curcio, Rachel	09/04/18-09/30/18 * - Maternity
1.0 Grade 3, SX	10/01/18-01/01/19 ** - FMLA
	<b><i>(revised dates)</i></b>
Folkes, Caitlin	02/19/19-04/22/19 * - Maternity
1.0 Science, FMS	04/23/19-06/30/19 ** - FMLA
Kemp, Christiana	09/04/18-09/30/18 * - Maternity
1.0 Mathematics, MHS	10/01/18-11/11/18 ** - FMLA
	<b><i>(revised dates)</i></b>

- \* Accumulated sick leave may be used up to a period of eight weeks (four weeks before and four weeks after the birth of the baby) – with pay/with benefits.
- \*\* Without pay/with benefits
- \*\*\* Without pay/without benefits
- \*\*\*\* With pay/with benefits

**TRANSFER(S), CHANGE(S) OF ASSIGNMENT, TITLE AND OR/SALARY 2018-2019**

Motion #9 that, upon the recommendation of the Superintendent, the Board of Education approve the change(s) of assignment and/or salary for the following certified and non-certificated staff:

Employee	Former Assignment	New Assignment	Salary	Effective	In Place of
Barry, Nancy	0.5 Assistant Behavior Specialists, PS	1.0 Assistant Behavior Specialist, PS	\$25,760 \$20/hour, 184 days/year, 7 hrs per day	09/01/18	Est. 09/17/18
Gaynor, Alison	0.5 Assistant Behavior Specialists, PS	1.0 Assistant Behavior Specialist, PS	\$25,760 \$20/hour, 184 days/year, 7 hrs per day	09/01/18	Est. 09/17/18

**EXTRA PAY REVISION 2018-2019**

Motion #10 that, upon the recommendation of the Superintendent, the Board of Education approve the following extra-pay positions (**revisions in bold**) for the 2018-2019 school year:

<b>MORRISTOWN HIGH SCHOOL ATHLETICS</b>					
<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>YR EXP.</b>	<b>SALARY</b>	<b>INC</b>	<b>TOTAL SALARY</b>
<b>ATHLETICS – MHS</b>					
<b>Football</b>					
Assistant Coach	Flynn, Casey	2	<b>\$5,989</b>		<b>\$5,989</b>
Assistant Coach	Jacobus, Scott	6	<b>\$5,740</b>		<b>\$5,740</b>
Assistant Coach	Olajuwon, Salako	1	<b>\$5,740</b>		<b>\$5,740</b>
<b>Indoor Track</b>					
Head Coach – Boys	Kiernan, Brian <b>(rescind)</b>	<b>15</b>	<b>\$9,046</b>	<b>4</b>	<b>\$10,526</b>
Assistant Coach – Boys	Ranawat, Surina <b>(rescind)</b>	<b>7</b>	<b>\$5,204</b>		<b>\$5,204</b>

<b>MORRISTOWN HIGH CO-CURRICULAR</b>					
<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>YR EXP.</b>	<b>SALARY</b>	<b>INC</b>	<b>TOTAL SALARY</b>
<b>CO-CURRICULAR</b>					
Model U.N – Co-Advisor	Rooney, Kevin <b>(resigned)</b>	<b>2</b>	<b>\$661</b>		<b>\$661</b>
Peer Group Connection Advisor	Bosworth, Connor <b>(resigned)</b>	<b>1</b>	<b>\$1,800</b>		<b>\$1,800</b>
Helping Teacher – WD	Biller, Heidi <b>(resigned)</b>	<b>4</b>	<b>\$7,629</b>		<b>\$7,629</b>

***EXTRA PAY 2018-2019***

Motion #11 that, upon the recommendation of the Superintendent, the Board of Education approve the following extra-pay positions for the 2018-2019 school year:

<b>MORRISTOWN HIGH SCHOOL ATHLETICS</b>					
<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>YR EXP.</b>	<b>SALARY</b>	<b>INC</b>	<b>TOTAL SALARY</b>
<b>ATHLETICS – MHS</b>					
<b>Baseball</b>					
Head Coach	Collins, Edward	7	\$7,111		\$7,111
Assistant Coach	Componile, Joseph	8	\$5,475		\$5,475
Assistant Coach	Murphy, Kyle	8	\$5,475		\$5,475
<b>Football</b>					
Assistant Coach	Flynn, Casey	2	\$5,740		\$5,740
Assistant Coach	Jacobus, Scott	6	\$5,989		\$5,989
Assistant Coach	Salako, Olajuwon	1	\$5,740		\$5,740
<b>Ice Hockey</b>					
Head Coach	Jones, Robert	10	\$7,111		\$7,111
<b>Lacrosse</b>					
Assistant Coach – Girls	Lee, Catherine	3	\$4,887		\$4,887

<b>MORRISTOWN HIGH CO-CURRICULAR</b>					
<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>YR EXP.</b>	<b>SALARY</b>	<b>INC</b>	<b>TOTAL SALARY</b>
<b>CO-CURRICULAR</b>					
Model U.N. Advisor	Diamond, Paige	1	\$1,321		\$1,321

Peer Group Connection Advisor	Flynn, Casey	1	\$1,800		\$1,800
<u>Helping Teacher – WD</u>	<u>Artiga, Monica</u>	<u>±</u>	<u>\$3,815</u>		<u>\$3,815</u>
<u>Helping Teacher – WD</u>	<u>Paul, Liane</u>	<u>±</u>	<u>\$3,815</u>		<u>\$3,815</u>

<b>FRELINGHUYSEN MIDDLE SCHOOL ATHLETICS</b>					
<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>YR EXP.</b>	<b>SALARY</b>	<b>INC</b>	<b>TOTAL SALARY</b>
<b>ATHLETICS – FMS</b>					
<b>Basketball</b>					
Head Coach – Girls	Cahill, Jacob	4	\$3,520		\$3,520
<b>Cheerleading</b>					
Head Coach	Leidy-Stauffer, Laura	3	\$2,696		\$2,696
<b>Drill Team Coach</b>	Green, Devan	11	\$1,347	3	\$1,726
<b>Field Hockey</b>					
Assistant Coach	Green, Devan	9	\$1,866		\$1,866
<b>Soccer</b>					
Assistant Coach – Boys	Scheerer, Harrison	1	\$1,673		\$1,673
Head Coach – Girls	Cahill, Jacob	3	\$3,042		\$3,042
<b>Track &amp; Field</b>					
Head Coach	Green, Devan	5	\$3,629		\$3,629

<b>FRELINGHUYSEN MIDDLE SCHOOL - CO-CURRICULAR</b>					
<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>YR EXP.</b>	<b>SALARY</b>	<b>INC</b>	<b>TOTAL SALARY</b>
<b>Model U.N. Advisor</b>	Lefkovits-Callaghan, Alexandria	2	\$1,321		\$1,321
<b>Model U.N. Advisor</b>	Thelemaque, Katina	2	\$1,321		\$1,321
<b>Select Chorus Advisor</b>	Erlenborn, Gillian	1	\$1,357		\$1,357
<b>Student Council Advisor 6-8</b>	Abrahamsen, Brynn	1	\$1,809		\$1,809
<b>Student Council Advisor 6-8</b>	Rodrigues, Erin	1	\$1,809		\$1,809

**COMMUNITY SCHOOL 2018-2019 \***

Motion #12 that, upon the recommendation of the Superintendent, the Board of Education approve the following Sunrise/Sunset staff:

Ballard, Martha *	Assistant	\$13.00/hr.
Berres, Nicole	Assistant	\$13.00/hr.
Glynn, Maricela	Substitute Assistant	\$18.05/hr.
Mendez, Samantha*	Aide	\$ 9.00/hr.
Walker, Marc	Assistant	\$13.00/hr.



**EXPLANATION:** Salaries to be paid out of collected tuitions.

\* Effective 09/07/18

**CDL TRAINING**

Motion #13 that, upon the recommendation of the Superintendent the Board of Education approve the following revision:

Program: CDL License  
Description: Training to obtain CDL License  
Staff Member: Joshua Mercer and Jonathan Mestell  
Dates: July 1, 2018 – August 31, 2018  
Funding Source: Local Funds  
Rate: \$27.50/hour, each not to exceed 30 hours

**EXPLANATION:** Both employees are ABSs, responsible for job coaching. They trained for and obtained their CDL bus license so that they can transport students to various job sites and activities. Upon submission of an approved timesheet, staff member will be compensated as outlined above.

**MISCELLANEOUS**

Motion #14 that, upon recommendation of the Superintendent, the Board of Education approve the following individuals (**revisions in bold**) for the purpose of conducting formal teacher observations for the 2018-2019 school year at the rate of \$200 per completed observation:

Cardinale, Mario, Interim Administrator  
Effective 10/1/2018 to 4/30/2019

**Memoli, James, Interim Administrator**  
**Effective 10/1/2018 to 4/30/2019**

Spina, Thea , Interim Administrator  
Effective 10/1/2018 to 4/30/2019

**EXPLANATION:** Upon submission of an approved timesheet, Interim Administrator will be compensated as outlined above.

**SPECIAL OLYMPICS PROJECT UNIFY GRANT PROGRAM 2018-2019**

Motion #15 that, upon the recommendation of the Superintendent the Board of Education approve the following:

Program: Special Olympics Play Unified Grant Program  
Description: To promote unified sport activities, positive school climate and culture, and engage all students in inclusive activities  
Staff Members: Componile, Bernadette (\$1,500) MHS Track  
Prevete, Kathleen (\$1,000) MHS Swimming  
Weller, Michael (\$1,000) MHS Swimming  
Veteramo, Vincent (\$750) FMS Track  
Dates: September 1, 2018 through June 30, 2019  
Funding Source: Unified Special Olympics Project Unify Grant Program

**EXPLANATION:** Project Unify will be reimbursing the Morris School District for the cost of swim coach (MHS), track coaches (FMS and MHS), t shirts, banners and equipment.

**HUMAN RESOURCES/CURRICULUM**  
***CURRICULUM DEVELOPMENT (Revised)***

Motion #16 that upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following curriculum development (***revisions in bold***):

Program: K-12 Physical Education and Health  
Description: Revise curriculum to align with standards with a focus on identifying updated assessments, resources that develop life-long healthy behaviors within the context of self, family, school and the local global communities.  
Dates: June, 2018  
July, 2018 – June, 2019  
Funding Source: Local  
Rate: As per contract language; up to 20 hours each

DiGioachino, Gregory  
Goss, Margaret  
Izsa, Robert  
Minerowicz, Carly (**additional 1.5 hours**)  
Vena, Nicholas (**additional 16 hours**)

***WIDA MODEL TESTING (Revision)***

Motion #17 that, upon the recommendation of the Superintendent, the Board of Education approve MSD staff to administer the WIDA Model test to EL students upon registration when school is not in session (***revision in bold***)

Program: WIDA Model testing  
Description: ESL teachers to administer the WIDA Model test to EL students upon registration when school is not in session.  
Dates: June, 2018  
July, 2018 – September, 2018  
Funding Source: Local, **Title III**  
Rate: As per contract language  
Staff: All certificated ESL teachers approved by building administrator

***SPANISH TRANSLATORS 2018-2019***

Motion #18 that, upon the recommendation of the Superintendent, the Board of Education approve the appointment of Spanish Translators for the 2018-2019 school year:

Program: Spanish Translators  
Description: Translation services  
Dates: September, 2018 – June, 2019  
Funding Source: Local

Bernal, Yeisson  
Bowman, Isabel  
Formoso, Alejandra  
Loaiza-Beltran, Eder  
Restrepo, Maria  
Vargas, Marco  
Vila Chave, Maria

**SUMMER 2018**

***ALL SUMMER EMPLOYMENT PENDING FUNDING AND ENROLLMENT***

***SUMMER ACADEMY PROGRAMS***

Motion #19 that, upon the recommendation of the Superintendent, the Board of Education approve the appointment of the following and payment upon submission of approved time sheets for the staff who will be involved with the 2018 summer curriculum programs, projects and employments as listed on the following pages, and further that the Board of Education approve the submission to the County Superintendent applications for emergency hiring and each applicant's attestation that s/he has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18a:6-7.1 et seq., 18:39-17 et seq.; 18A:6-4.13 at seq.:

**Posting:** #C4  
**Program:** Evaluation, Classification, and CST Services  
**Description:** Child Study Teams are needed during the summer for testing, IEP development, parent conferences, scheduling, and review of pupil records for compliance with state and federal regulations. Regular and special education teachers participate in eligibility and IEP meeting, as required by the state administrative code. State and federal regulations have increased the time needed for evaluation planning, compliance with procedural safeguards, meetings, and IEPs.  
**Dates:** June 25, 2018 – June 30, 2018  
July 1, 2018-August 31, 2018  
**Funding:** Local Funds  
**Hrs/Compensation:** Not to exceed 1150 hours total at 1/140<sup>th</sup>  
**Staff:** All MSD certificated and qualified non-certificated staff  
All MSD CST/evaluation staff

**Program:** Guidance Services – MHS  
**Description:** Guidance services are needed during the summer to complete and correct schedules. Counselors will be working with students and parents as they do this. In addition, counselors will be meeting with and scheduling new students. They will also be working on developing new programs to be offered next year to students and parents.  
**Dates:** June 25, 2018-August 31, 2018  
**Funding:** Local  
**Rate of pay:** 1/140<sup>th</sup> of monthly salary:  
not to exceed the allotted number of hours for each counselor.  
**Staff:**

**Counselors (10):**  
Barrera, Claudia - 77 hours (10 days)  
Caruso, Sandra - 42 hours (8 days)  
Cheikes, Ellen - 70 hours (10 days)  
Kenny, Kristina - 42 hours (6 days)  
Matthews, Craig - 63 hours (9 days)  
Miller, Robert - 56 hours (8 days)  
Norton, Michael - 77 hours (10 days)  
Tate, Monica - 77 hours (10 days)  
Streiff, Cheryl - 63 hours (10 days)  
Wolf, Karen - 63 hours (9 days)

**EXPLANATION:** Upon submission of approved timesheets, employees will be compensated at 1/140th their monthly salary.

**HUMAN RESOURCES (Motions #1-19)**

Moved by Mrs. Bangiola, seconded by Dr. Gallerstein

**AYES:** Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**BUSINESS MATTERS**

**Financial Reports**

Motion #1 **Financial Reports of the Secretary to the Board of Education**  
that the Board of Education approve the following financial reports as on  
file in the Business Administrator's office for the month of **July & August 2018.**

- Fund 10 -- General Fund
- Fund 20 -- Special Revenue Fund
- Fund 30 -- Capital Projects Fund
- Fund 40 -- Debt Service Fund

**Statement of Cash Balances**

that the Board of Education accept the Statement of Cash Balances for the month of  
**July & August 2018** which are reconciled with the Board Secretary's  
Reports by fund for that month.

Motion #2 Pursuant to N.J.A.C. 6A:23-2.11 (c) 3, we certify that as of **July & August 2018** after  
review of the Secretary's monthly financial report (appropriations section) and upon  
consultation with the appropriate district officials, 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(a)  
and that sufficient funds are available to meet the district's financial obligations for the  
remainder of the fiscal year.

Motion #3 Pursuant to N.J.A.C. 6A:23-2.11 (c) 4, I certify that as of **July & August 2018** no  
budgetary line item account has been over expended in violation of N.J.A.C.  
6A:23-2.11 (b).

\_\_\_\_\_  
Business Administrator/Board Secretary

**September 17, 2018**  
Date

**BUDGET TRANSFERS**

Motion #4 that upon the recommendation of the Superintendent, the Board of Education approve  
the Budget Transfers as on file in the Business Administrator's Office for the  
2018-2019 budget through **July & August 2018.**

**BILLS LIST 2018-2019**

Motion #5 that upon the recommendation of the Superintendent, the Board of Education approve  
the attached 2018-2019 bills list for the period ending:

- August 31, 2018 (payroll)**
- September 15, 2018 (payroll)**
- September 17, 2018**

***HSA FUNDRAISING 2018-2019***

Motion #6 that upon the recommendation of the Superintendent, the Board of Education approve the list of HSA/PTO fundraisers for the 2018-2019 school year as attached.

***COMPREHENSIVE MAINTENANCE PLAN***

Motion #7 WHEREAS, 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, and

WHEREAS, the required maintenance activities for the various school facilities of the Morris School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Morris School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Morris School District in compliance with the Department of Education requirements.

**EXPLANATION**

The plan was reviewed at the Finance Committee Meeting and is on file in the Business Administrator’s Office.

**BID**

***RFP #18-025 Providing after school enrichment and recreational programs for students in grades K-5***

Motion #8 that upon the recommendation of the Superintendent, the Board of Education approve pursuant to the provisions of N.J.S.A. 18A:18A-42, the RFP for Providing after school enrichment and recreational programs for students in grades K-5, #18-025, having been duly advertised and received on August 30, 2018, be awarded to AlphaBEST Education, Inc., Lewisville, NC, sole bidder, for the 2018-2019 school year. Expenses will be offset by program fees.

<u>Category</u>	<u>Vendor</u>	<u>Cost Per Student</u>
STEM	AlphaBEST Education, Inc.	\$90
Theater/Art	AlphaBEST Education, Inc.	\$90
Art	AlphaBEST Education, Inc.	\$90
Arts/Entertainment	AlphaBEST Education, Inc.	\$90
Language Arts	AlphaBEST Education, Inc.	\$90
World Language and Culture	AlphaBEST Education, Inc.	\$90
Sports and Fitness	AlphaBEST Education, Inc.	\$90

**CHANGE ORDER**

Motion #9 that upon the recommendation of the Superintendent, the Board of Education approve the following Change Order for GPC, Inc.:

Contract Amount	\$1,741,441.90
Allowance	\$ 17,222.90
Change Order GC-7 <i>Painting</i>	<u>(\$ 850.00)</u>
Remaining Allowance	\$ 16,372.90

**EXPLANATION**

There is no change to the contract amount. This was discussed at the Finance Committee Meeting.



**PAYMENTS**

Motion #10 that upon the recommendation of the Superintendent, the Board of Education approve Payment #4 to GPC, Inc. in the amount of \$969,850.37 for work done on the Morristown High School Phase 3B Interior Renovations through August 31, 2018.

Motion #11 that upon the recommendation of the Superintendent, the Board of Education approve Payment #2 to Wojchik Electric, Inc. in the amount of \$24,832.76 for work done on the Morristown High School Parking Lot Lighting through July 30, 2018.

Motion #12 that upon the recommendation of the Superintendent, the Board of Education approve Payment #3 to Wojchik Electric, Inc. in the amount of \$17,617.99 for work done on the Morristown High School Parking Lot Lighting through August 17, 2018.

**PROFESSIONAL SERVICES 2018-2019**

Motion #13 WHEREAS, there exists a need for professional services for 2018-2019 and funds are available for these purposes.

WHEREAS, the Public School Contracts Law (Chapter 114, Laws of 1977) requires that the Resolution authorizing the award of contracts for professional services without competitive bids be publicly adopted,

NOW THEREFORE BE IT RESOLVED by the Morris School District Board of Education that the following be engaged for professional services as described and in the amount not to exceed as follows:

Center for Psychological Assessment and Treatment, Loren Amsell, Ph.D.	Psychosexual Evaluation	\$1,800/evaluation
	Psychological Evaluation	\$1,800/evaluation
	Threat Assessment and School Violence Risk	\$1,800/evaluation
	Consultation (Policy / Assessment Development / Training)	\$185/hour

**PROFESSIONAL SERVICES 2018-2019 (Revised)**

Motion #14 WHEREAS, there exists a need for professional services for 2018-2019 and funds are available for these purposes.

WHEREAS, the Public School Contracts Law (Chapter 114, Laws of 1977) requires that the Resolution authorizing the award of contracts for professional services without competitive bids be publicly adopted,

NOW THEREFORE BE IT RESOLVED by the Morris School District Board of Education that the following be engaged for professional services as described and in the amount not to exceed as follows:

Behavior Analysts of NJ, LLC	Direct and Indirect Services	
	BCBA-D - Consultative Services	\$175/hour
	BCBA-D - Professional Development	\$150/hour
	BCBA	\$125/hour
	Direct Instructor	\$100/hour
	<b>Direct Intensive Instruction</b>	<b>\$75/hour</b>

**EXPLANATION**

Vendor originally approved on 6/4/2018. Item listed in bold is new to be approved 9/17/2018.

**TRAVEL & REIMBURSEMENT**

Motion #15 that upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

WHEREAS, employees are attending conferences, conventions, staff training seminars or workshops as depicted on attachment A: and

WHEREAS, the attendance at stated functions was previously approved by the chief school administrator as work related and within the scope of the work responsibilities of the attendees; and

WHEREAS, the attendance at the functions was approved as critical to the instructional needs of the school district or furthering the efficient operation of the school district; and

WHEREAS, the travel and related expenses particular to attendance at these functions are in compliance with the state travel payment guidelines established by the Department of Treasury and with guidelines established by the Federal Office of Management and Budget; be it

RESOLVED, that the board approves the travel and related expenses particular to attendance at these functions.

**BUSINESS MATTERS (Motions #1-16)**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

**NEW BUSINESS BROUGHT BEFORE THE BOARD**

*Mrs. Rhines informed the Board, the MEF's Morristown On Stage auditions are set to begin in December.*

*Dr. Gallerstein requested a policy for extra curricular programs not to operate on religious holidays in which school is closed, be put in place for the start of the 2019-2020 school year. Members of the Policy Committee confirmed that is currently on the agenda.*

**CLOSED SESSION (8:59 pm)**

Moved by Ms. Pollak, seconded by Mrs. Bangiola

AYES: Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

**OPEN SESSION**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Ms. Galdi, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

***SUPERINTENDENT'S GOALS 2018-2019***

Motion #16 **WHEREAS**, N.J.A.C 6A:23A-3.1, permits a board of education to include in its contract with the Superintendent of Schools, quantitative and qualitative criteria and associated merit salary bonuses in recognition of their achievement during the school year, and

**NOW, THEREFORE, BE IT RESOLVED THAT** The Board of Education establishes the following qualitative and quantitative criteria and merit salary bonuses for their achievement: and directs that these criteria and related bonuses be submitted to the Executive County Superintendent of Schools for approval before adding them to the contract:

As per the attached:

# MORRIS COUNTY MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

NAME OF INDIVIDUAL MACKEY PENDERGRAST TITLE Superintendent of Schools

QUANTITATIVE GOALS  PERCENTAGE 3.3% QUALITATIVE GOAL  PERCENTAGE \_\_\_\_\_

DOLLAR VALUE \$6,468.00 DOLLAR VALUE \_\_\_\_\_

**DESCRIPTION OF GOAL:**

**Implementation of the Equity and Inclusion Action Plan**

**Background:** In 2017-2018, the Morris School District undertook a comprehensive process to develop a multiyear Equity and Inclusion Action Plan under the guiding concept of sustaining and building a healthy community. The Equity and Inclusion Action Plan includes defined actions in five key areas: Curriculum & Instruction, Developing Capacity in Human Resources, Professional Development & Training, Relationships & Partnerships, and Social Networks/Capital.

**EVIDENCE OF COMPLETION:**

By July, 2019 in collaboration and consultation with administrators, faculty, BOE, and community members, the following Equity and Inclusion Actions Steps will be implemented:

- Create District Equity and Inclusion Leadership Team consisting of representatives from each school in the Morris School District. The group will meet three times in the 2018-2019 school year.
- Partner with CRT-L to train the District Equity and Inclusion Leadership Team in training Module 1 (The Meaning of Race and Culture) and Module 2 (Culture and Mindsets of Intelligence). The faculty and staff will be subsequently be trained in both modules in the 2018-2019 school year.
- Conduct an on-campus job fair to recruit faculty and administrators.
- Develop and organize interviewing and hiring demographic database.
- Conduct a student survey focusing on diversity, equity, and inclusion themes in partnership with Harvard University's RIDES program and Panorama Education.
- Create Equity and Inclusion Community Alliance and meet twice in the 2018-2019 school year. We will report out on the implementation of the district action plan, share data, and encourage feedback and dialogue.
- Create district-wide extra/co-curricular participation database in order to enhance programs, outreach, and create inclusion strategies for the 2018-2019 school year and beyond.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Mackey Pendergrast, Deb Engelfried, Lora Clark

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:**

July, 2019

\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT

DATE SENT TO  
ECS \_\_\_\_\_

SIGNATURE AND DATE APPROVED  
BY ECS \_\_\_\_\_

# MORRIS COUNTY MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

NAME OF INDIVIDUAL Mackey Pendergrast TITLE Superintendent of Schools

QUANTITATIVE GOALS

2

PERCENTAGE 3.3%

DOLLAR VALUE \$6,468.00

PERCENTAGE

DOLLAR VALUE \_\_\_\_\_

### DESCRIPTION OF GOAL:

#### CONTINUED DEVELOPMENT OF INTEROPERABILITY PROCESSES AND THE LEARNER POSITION SYSTEM

Background: The Morris School District has methodically been refining the integration of a variety of student data points into its information systems over the last several years. For 2018-2019, the Morris School District will also collect social and emotional learning analytics (3rd - 5th grade and possibly 6-8th grade) and integrate with academic achievement data and other types of data, titled Student Success Dashboard. One purpose of the dashboard is the ability to gain a more accurate and holistic understanding of the growth and needs of each student as well as to identify larger systemic patterns and trends so that we can continue to refine programs and practices. A comprehensive Student Success Dashboard is an important step in defining student achievement beyond grades and test scores, and, thus, incorporating important social and emotional learning components into the larger Morris School District learning experience. The Learner Positioning System will continue to be a multiyear strategic goal.

### EVIDENCE OF COMPLETION:

#### By July 2019,

**Social and Emotional Competencies Data** In the 2018-2019 school year in partnership with Panorama Education, the MSD will implement a student self-reflection and data system in relation to social emotional competencies for students in grades 3 5 / 6 -8. The first student SEL self-reflection survey will take place in January. Additional surveys will be given in April and June, tentatively. This learning experience and process coupled with additional action steps will foster dialogue, strategy development and ultimately student growth in social emotional learning. **SEL Competencies Focus:** Growth Mindset, Self-Efficacy, Self-Awareness **SEL Perception Focus:** Sense of Belonging, Teacher-Student Relationships

**Training in Social Emotional Learning** In partnership with Panorama Education, the MSD PK - 8 faculty will be trained on November 6th in the connection between student social and emotional competencies and student academic achievement and overall student growth. Specifically, we will focus on the SEL competencies of growth mindset, self-efficacy, and self-awareness. Student perception of their sense of belonging and teacher-student relationships will also be explored as critical SEL attributes in relation to student success.

**Training in Social Emotional Learning Analytics and Instructional Strategies** On February 19th, the MSD PK - 8 faculty will be trained in Panorama Education SEL data analytics and instructional strategies to promote student growth in the identified SEL competencies.

**Student Success Dashboard** The Student Success Dashboard will be created in the Fall of 2018. Central office administrators will be trained in the Fall. Building administrators will be trained in the platform in the Winter of 2019 and it will be introduced into data meetings, PLC meetings, or faculty meetings in the Spring of 2019.

### INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Mackey Pendergrast, Deb Engelfried

### TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:

July, 2019

\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT

DATE SENT TO  
ECS

SIGNATURE AND DATE APPROVED  
BY ECS

# MORRIS COUNTY MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

NAME OF INDIVIDUAL Mackey Pendergrast TITLE Superintendent of Schools

QUANTITATIVE GOALS	<input type="text" value="3"/>	PERCENTAGE	3.3%	<input type="text"/>	PERCENTAGE	_____
		DOLLAR VALUE	<u>\$6,468.00</u>		DOLLAR VALUE	_____

**DESCRIPTION OF GOAL:**

**Feasibility Study Interviews and Capital Project Timeline:**  
The Morris School District strives to promote the success of each student through ensuring access to positive & diverse human relationships & the development of social networks and social capital. Additionally, we strive to assure that our programs and facilities are “future-ready” learning spaces that facilitate innovative, collaborative learning experiences as well as an environment that encourages design thinking.  
The MSD is exploring various possibilities for expanding or reimagining learning spaces and facilities where true integration is most accessible - specifically STEM, arts, music, and media centers. The ultimate purpose of conducting interviews for the feasibility study is to explore the various possibilities for a capital campaign.

**EVIDENCE OF COMPLETION:**

By January, 2018, in partnership with the Morris Education Foundation leadership, the superintendent will meet with at least twenty-five community members (separately) to explore community values, potential funding sources, direction for programs, historical strengths of the district as well as areas for growth, overall public perceptions of the school district and feedback regarding the district’s vision for facility and program expansion. Using the conclusions drawn from the feasibility report as well as information ascertained via the interviews, the superintendent will make recommendations to the BOE in the Spring of 2019 regarding facility expansion concepts, budget proposals, and timelines.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Mackey Pendergrast

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2017-2018 SCHOOL YEAR:**

July, 2019

\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT

DATE SENT TO  
ECS \_\_\_\_\_

SIGNATURE AND DATE APPROVED  
BY ECS \_\_\_\_\_

# MORRIS COUNTY MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

NAME OF INDIVIDUAL Mackey Pendergrast TITLE Superintendent of Schools

QUANTITATIVE GOALS	<input type="text"/>	PERCENTAGE	QUALITATIVE GOAL	<input type="text" value="1"/>	PERCENTAGE
					2.5%
		DOLLAR VALUE			DOLLAR VALUE
					\$4900.0
					0

**DESCRIPTION OF GOAL:**

**COLLEGE OUTREACH AND COLLEGE COUNSELING PROGRAM**  
Background: Morristown High School graduates are attending some of the most prestigious universities in the nation. In fact, acceptance rates at “most competitive” or “highly competitive schools” by Morristown High School seniors is as strong as any other school district in Morris County. Yet, the college admissions process continues to become more complex and competitive with every year. Three important factors require our district to continue to refine our college counseling program. First, (1) MHS students continue to ascend academically and with co-curricular activities marked by original research, service, unique accomplishments and other standards of success. Relatedly, (2) our programs (STEM Academy, Broadcasting, Technology, Humanities, etc.) continue to reinvent themselves to meet the needs of our students who are entering a rapidly changing global society and economy. Finally, (3) colleges and universities as well as the college admissions process continue to change as well. To this end, a targeted effort to enhance colleges’ understanding of our vision, achievements and strengths as well as to build working relationships with colleges will enable the Morris School District to refine our system to meet the needs of each child.

**EVIDENCE OF COMPLETION:**

By July 2019, in consultation with administrators, counselors, Board of Education members, professional organizations, and colleges/universities, the Morris School District will take the following actions:

The Director of Guidance, Superintendent or other administrator(s) will meet with admission directors from 3-5 colleges to learn about their programs/requirements in different majors as well as to enhance their understanding of the Morris School District.

Morristown High School Profile: The superintendent, Director of Guidance, administrators and BOE members will redesign the MHS School Profile so that it accurately depicts the strengths and uniqueness of MHS programs and overall learning experience.

The Morris School District will provide training and support for teachers who write college recommendations.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Mackey Pendergrast, Dr. Jen Giordano

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:**

August, 2019

\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT

DATE SENT TO  
ECS \_\_\_\_\_

SIGNATURE AND DATE APPROVED  
BY ECS \_\_\_\_\_

# MORRIS COUNTY MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

NAME OF INDIVIDUAL Mackey Pendergrast TITLE Superintendent

QUANTITATIVE GOALS	<input type="text"/>	PERCENTAGE	QUALITATIVE GOAL	<input type="text" value="2"/>	PERCENTAGE
		DOLLAR VALUE			2.5%
					DOLLAR VALUE <u>\$4900.00</u>

### COMMUNICATIONS ACTION PLAN

In 2018, the most important currency for a public institution is trust. To this end, the development of a strategic action plan for relationship building and effective communication with all stakeholders is a fundamental component necessary for progress.

### EVIDENCE OF COMPLETION:

#### Community Relations and Communication Action Plan:

By July 2018, in consultation with faculty, parents, administrators, and the Board of Education, the superintendent will lead a process to develop a multilayered Community Relations and Communication Action Plan. The research phase will include an identification of our system's strengths, weaknesses, and opportunities as well as the identification of model programs or practices. Relatedly, assessment of communication needs will be examined from a district level, school level, and BOE level. The action plan will include a Statement of Purpose and steps for a variety of different audiences and priorities, including school website, digital communication, face-to-face dialogue, social media, among other communication platforms. Along with a coherency of communication strategies and groups (BOE, HSA, District, School), the action plan will include implementation objectives and timelines.

### INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

**Mackey Pendergrast, Anthony Lofranco**

### TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:

**July, 2019**

\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT

DATE SENT TO  
ECS

SIGNATURE AND DATE APPROVED  
BY ECS

### BUSINESS MATTERS (Motion #16)

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs. Rhines, Ms. Spiotta,  
Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: Ms. Galdi



**ADJOURNMENT**

Moved by Mrs. Bangiola, seconded by Ms. Thomas

AYES: Mrs. Davidson, Dr. Gallerstein, Ms. Minchello, Mr. Posey, Mrs.  
Rhines, Ms. Spiotta, Ms. Thomas, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: Ms. Galdi

Respectfully Submitted,

Anthony Lo Franco  
Business Administrator/  
Board Secretary