

MORRIS SCHOOL DISTRICT
Minutes of January 2, 2019
MORRISTOWN HIGH SCHOOL

The regular/reorganization 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 Wednesday evening January 2, 2019 at 6:30 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 ensure 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.

OATH OF OFFICE

Anthony LoFranco administered the Oath of Office to Mrs. Linda K. Murphy of Morris Township, Ms. Ann Rhines of Morris Township and Mr. Vij Pawar of Morristown.

At the Roll Call, the following Board Members were present: Mrs. Nancy Bangiola, Mrs. Meredith Davidson, Dr. Peter Gallerstein, Mrs. Linda K. Murphy, Mr. Vij Pawar, Ms. Lisa Pollak, Mr. Leonard Posey, Mrs. Ann Rhines, Ms. Melissa Spiotta.

Ms. Lucia Galdi, Morris Plains Representative, was absent.

Also present were Mr. Mackey Pendergrast, Superintendent, Mr. Anthony LoFranco, Business Administrator/Board Secretary, and Ms. Lora Clark, Director of Human Resources, Personnel & Equity.

Ms. Jennifer Adkins, Community School Coordinator, Mr. Richard Ferrone, District Manager of Safety and Operations, Mrs. Joan Frederick, Assistant Business Administrator, Ms. Kelly Harte, Assistant Superintendent of Curriculum and Instruction, and Ms. Suzanne Olimpio, Assistant Superintendent of Pupil Services, arrived at 7:30 pm.

Ms. Deb Engelfried, Supervisor of Social Emotional Learning (SEL) and Information Management, Erica Hartman, Director of Technology, Instructional, Dr. Jessica Neu, Director of Pupil Services, and Ms. Josephine Noone, Director of Curriculum and Instruction were absent.

There were approximately 25 people from the public, press and staff in attendance.

At 6:41 p.m, Mrs. Bangiola moved to go into closed session to discuss legal and confidential matters.

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

At 7:27 p.m. Mr. Posey moved to go into open session. Mrs. Bangiola seconded the motion, which carried unanimously.

Mr. LoFranco announced that the Board had been meeting in closed session for the purpose of discussing legal and confidential matters. He announced that this meeting is the reorganization meeting and the board would be electing a President and Vice President at this time.

PLEDGE OF ALLEGIANCE

Mr. LoFranco led the Board in the Pledge of Allegiance.

ELECTION OF PRESIDENT

Mr. LoFranco opened the floor to nominations for President.

Motion to nominate Mrs. Pollak for President

Moved by Mr. Posey, seconded by Mrs. Bangiola

There were no other nominations.

Roll call vote for Ms. Pollak

AYES: Dr. Gallerstein, Ms. Murphy, Mr. Posey, Mrs. Rhines, Ms. Spiotta,
Mrs. Bangiola, Ms. Pollak
NOES: Mrs. Davidson, Mr. Pawar
ABSENT: None

Ms. Pollak was elected President

ELECTION OF VICE PRESIDENT

Ms. Pollak opened the floor to nominations for Vice President

Motion to nominate Mrs. Bangiola for Vice President

Moved by Ms. Pollak, seconded by Ms. Spiotta

There were no other nominations.

Roll call vote for Mrs. Bangiola

AYES: Dr. Gallerstein, Ms. Murphy, Mr. Posey, Mrs. Rhines, Ms. Spiotta,
Mrs. Bangiola, Ms. Pollak
NOES: Mrs. Davidson, Mr. Pawar
ABSENT: None

Mrs. Bangiola was elected Vice President

REORGANIZATIONAL

Appointment and Delegates

Motion #4 Appointment, by the President, of alternate delegate to the New Jersey School Boards Association and the Morris County School Boards Association.

Delegate	<u>Board President</u>
State Alternate	_____
County Alternate	<u>Nancy Bangiola</u>

Appointment, by the President, of a Member to the Morris County Educational Services Commission Board of Directors.

Member: **Meredith Davidson**

Appointment, by the President of a Representative of the Morris Educational Foundation.

Representative: **Ann Rhines & Melissa Spiotta**

REORGANIZATIONAL (Motion #4)

Moved by Mrs. Bangiola, seconded by Ms. Pollak

AYES: Mrs. Davidson, Dr. Gallerstein, Ms. Murphy, Mr. Pawar, Mr. Posey, Mrs. Rhines,
Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: Ms. Spiotta

ABSENT: None

5. **Attorney**
Motion that the firm, Wiley, Malehorn, Sirota and Raynes be appointed Board Attorneys for the period January 1, 2019 to June 30, 2019 at the rates of: Attorney \$165/hr.; Paralegal \$85/hr.
6. **Special Counsel**
Motion that the Firm of Porzio, Bromberg & Newman be appointed as Special Counsel for the period January 1, 2019 to June 30, 2019 at rates of: Attorney \$195/hr; Paralegal \$145/hr.
7. **Code of Ethics**
Motion, that the Board of Education adopt the “Code of Ethics for School Board Members” as per the attached.
8. **Parliamentary Procedures**
Motion that the Board of Education approve Robert’s Rules of Order as the official Guide for Parliamentary Procedure for the Morris School District.
9. **Policy**
Motion, that all policies, rules, regulations, handbooks and other legislative or regulatory action of this Board, in force immediately prior to this reorganization meeting, are hereby continued in force, as if the Board Year had not changed.
10. **Authorizations**
Motion, that the Assistant Board Secretary or in his/her absence, the President, or the Vice President, act as Board Secretary in the absence of the Board Secretary.
11. **Business Administrator Authorization**
Motion that the Board of Education approve the Business Administrator/Board Secretary to approve bids, approve account transfers, pay bills, approve construction change orders and approve travel in accordance with policies #0147, 0147A, 3440 and 4440, Board Member Travel Expenses; Staff Travel Expenses and N.J.S.A. 18A:11-12, in between board meetings on an emergency basis with list of such bids, transfers, payments, construction change orders and travel subject to presentation and ratification at the next business meeting of the board.
12. **Superintendent’s Authorization**
Motion that the Board of Education approve the Superintendent of Schools or his designee to employ school personnel to fill vacancies in existing job classifications as they may occur in between board meetings on an emergency basis with a list of those employed subject to presentation and ratification at the next business meeting of the board.

13. **Charges for Reproducing Public Documents**

Motion, that the Board of Education approves the following rates for photocopying of public documents in compliance with NJSA 47:1A-1

Letter size or smaller	\$0.05/page
Legal size or larger	\$0.07/page

14. **Meeting Dates Designation**

Motion, that the meetings of the Board of Education shall be held on Monday evenings. The meetings will open at 6:30 p.m. and immediately adjourn to closed session until 7:30 when the regular business meeting will begin. In the event that said schedule is hereafter revised, the Board Secretary is hereby directed to post and direct notice to The Daily Record at least 48 hours before the revised meeting date.

15. **Official Newspaper**

Motion, that the Daily Record be designated as the official newspaper of the Morris School District. Other notices, which require a broader circulation, shall also be published in The Star Ledger.

16. **Board Committees**

Motion, that upon the recommendation of the Superintendent, the Board of Education continue with existing committees of the Board of Education until such time as new Committees are chosen.

REORGANIZATIONAL (Motions #5-16)

Moved by Mrs. Bangiola, seconded by Ms. Spiotta

AYES: Mrs. Davidson, Dr. Gallerstein, Ms. Murphy, Mr. Pawar (Motions #7-16), Mr. Posey, Mrs. Rhines, Ms. Spiotta, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: Mr. Pawar (Motions #5-6)

ABSENT: None

SUPERINTENDENT'S REPORT

Mr. Pendergrast gave a presentation on STEM education, as well as the Budget process.

Following the presentation, Members of the Board thanked Mr. Pendergrast and Mr. Lo Franco for all they've done related to STEM and the Budget.

PUBLIC COMMENT

Members of the public came forward on the following topics:

- *President's of MHS Melanin Minds Club inquired about the approval of the requested trip to Washington D.C.*
- *Question regarding STEM education expanding to PreK - 5*
- *Request for tips on monitoring student's YouTube use on school devices brought home*

OLD BUSINESS

Mrs. Rhines announced the passing of a former teacher and district employee, Vicki Craig. Mr. Posey also expressed his close friendship with the Craigs and how active they were in the community.

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:

December 10, 2018

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

December 10, 2018

MINUTES (Motions #1-2)

Moved by Mrs. Bangiola, seconded by Dr. Gallerstein

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

NOES: None

ABSTAIN: Ms. Murphy, Mr. Pawar

ABSENT: None

POLICY

OFFICE STAFF CALENDAR 2019-2020

Motion # 1 that upon the recommendation of the Superintendent, the Board of Education approve the Office Staff Calendar for the 2019-2020 school year as per the attached.

MAINTENANCE & CUSTODIAL STAFF CALENDAR

Motion # 2 that upon the recommendation of the Superintendent, the Board of Education approve the Maintenance & Custodial Staff Calendar for the 2019-2020 school year as per the attached.

POLICY (Motions #1-2)

Moved by Mrs. Bangiola, seconded by Ms. Spiotta

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

NOES: Ms. Murphy

ABSTAIN: None

ABSENT: None

EDUCATIONAL MATTERS

HARASSMENT, INTIMIDATION, AND BULLYING REPORT

Motion #1 that, upon the recommendation of the Superintendent, the Board of Education accept the Harassment, Intimidation, and Bullying report for the period ending, December 10, 2018. The report is on file in the Business Administrator's Office.

EDUCATIONAL MATTERS (Motion #1)

Moved by Mrs. Bangiola, seconded by Ms. Spiotta

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

NOES: None

ABSTAIN: Ms. Murphy, Mr. Pawar

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:

- (1) 1.0 Assistant Behavior Specialist, PS
- (3) 1.0 Bus Driver, Transportation
- (1) 1.0 Master Teacher, LLC

RESCIND MOTION – APPOINTMENT(S) 2018-2019

Motion #2 that, upon the recommendation of the Superintendent, the Board of Education Rescind a portion of Human Resources Motion #3 which was approved on November 19, 2018 Board of Education Agenda.

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 (**revisions in bold**), 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. 18a6-7.1 et seq.; 18:39-17 et seq.; 18A:6-4.13 et seq.:

Employee #6606	\$20,700	12/17/18-06/30/19	<u>In place of:</u> Employee #6165
	\$23/hr, 5 hrs/day, 180 days		

EXPLANATION: The staff member listed above is being rescinded for the 2018-2019 school year.

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

Motion #3 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:

Riano, Johanna	December 31, 2018
1.0 Bus Driver, Transportation	Resignation

APPOINTMENT(S) 2018-2019 */**

Motion #4 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.:

Cobilich, Barbara	\$69,827	01/07/19-06/30/19	I <u>In place of:</u> Est. 01/02/19
1.0 Master Teacher, LLC	MA, Step 11		
Huerta, Mario	\$25,200	12/10/18-06/30/19	Est. 01/02/19

1.0 Bus Driver, Trans. \$28/hr., 5 hrs/day
 180 days/year

McNeal, Karee \$26,460 12/10/18-06/30/19 Est. 12/10/18
 1.0 Bus Driver, Trans. \$28/hr., 5 ¼ hrs/day
 180 days/year

- * Pending probationary period
- ** Pending completion of paperwork

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

Motion #5 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
Verma-Arora, Preeti	0.5 ABS, PS	1.0 ABS, PS	\$25,760	12/03/18	Est. 12/10/18
Waxgiser, Sandra	0.5 ABS, PS	1.0 Health/PE Teacher, FMS	\$52,832 BA, Step 1	12/17/18	Employee #1094 Leave Replacement

SUBSTITUTE APPOINTMENTS 2018-2019

Motion #6 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.:

Bus Driver

Riano, Joanna

Teacher

Babcock, Noel (eff. 12/12/18)

LEAVE(S) OF ABSENCE 2018-2019

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:

Employee #3065 12/17/18-02/04/19 *- Administrative

Bailey, Charles 11/29/18-01/01/19 *** - Personal
Security Monitor, FMS (Revised dates)

Daly, Kristyn 01/04/19-02/24/19 * - Medical
Grade 5, SX 02/25/19-03/17/19 ** - Maternity**
03/18/19-06/17/19 - ** - FMLA
06/18/19-06/30/19 * - Childrearing**
(Revised dates)

Tulli, Nicole 09/27/18-6/30/19 ** - FMLA
Grade K /1, NP

* With pay/with benefits.

** Without pay/with benefits

*** Without pay/without benefits

**** **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.**

JOB DESCRIPTION(S) 2018-2019

Motion #8 that, upon the recommendation of the Superintendent, the Board of Education approve the following job descriptions:

- **Communications and Community Relations Coordinator** ~~Administrative Assistant to the Superintendent: Public Information & Community Relations~~

MORRIS SCHOOL DISTRICT
Job Description

Title: **Communications and Community Relations Coordinator**

~~Administrative Assistant to the Superintendent:~~

~~Public Information & Community Relations~~

Supervisor: Superintendent

Qualifications:

- Bachelor's degree required; Master's degree in education or related field strongly preferred
- Superior communications skills required; demonstrated excellence in professional writing and editing
- Strong ability to comprehend, synthesize, and communicate educational theory, programs and initiatives to multiple stakeholders
- Previous experience in advertising, public relations, or other communications field
- Proven record of collaborating effectively in a team environment
- Technological skills required to support and oversee district website
- Proficiency in speaking Spanish

Job Summary:

Along with supporting the efficient workflow of the superintendent's office, the purpose of this position is to oversee, under the direction of the superintendent, the implementation of the Morris School District's community relations strategies and overall communications program.

Duties and Responsibilities:

- Support the efficient workflow of the school system relative to the responsibilities of the superintendent
- Under the direction of the superintendent, independently manage and align multiple facets of strategic communication and community relations development using all available mediums, including face-to-face key communicator meetings, HSA meetings, press releases, print content, newsletters and digital platforms such as the district website, social media integration, video, audio, and other digital forums and platforms
- Collaborate with the Director of Technology and technology department on the design of the district website and the coherency of digital platforms and social media
- Assist the superintendent, central office administrators, building principals and the Board of Education in assessing and interpreting public opinions, beliefs and attitudes relative to district actions and policies

- Contribute to the development of a Community Relations and Communication Action Plan through formal and informal research to determine district's communications needs and appropriate communication strategies
- Establish annual objectives for community relations programs and assess program outcomes through formal and informal research
- Seamlessly and accurately collect, synthesize, and report information to multiple stakeholders
- Provide counsel to and assist central office administrators, school principals and the Board of Education in messaging district/school vision and initiatives and fostering highly effective school-parent partnerships
- Media relations
 - Vigorously publicize student, faculty, and school achievements to faculty, parents, nonparent residents, and communities beyond the Morris School District boundaries
 - Inform the public of BOE actions, initiatives, budget information, meetings, presentations, and agenda
 - Ensure balanced representation of media coverage for all district schools
 - Field media inquiries and establish and maintain positive, professional relations with members of the media
 - Issue timely news releases on student, staff, and district activities and support the promotion of special events
 - Create and provide content of school news to local newspapers and media websites
 - Participate in the writing, designing, and preparation of all district publications
- Establish robust communications networks with parents and community members and serve as liaison to constituent groups, including HSA & parents, MEF, Key Communicators, local organizations and town officials
- Serve as web master and provide content to be published on the district's website
- Prepare written communication as directed by the superintendent
- Provide support for crisis communication
- Supervise and assist in the preparation of correspondence and reports emanating from the superintendent's office
- Provide information to realtors, families, and outside agencies regarding district structure, achievements, initiatives, direction, programs, etc.
- Organize school and program tours
- Provide secretarial support as assigned by the superintendent
- Attend certain school events, BOE meetings, and other student or school programs as necessary in order to develop press releases and news stories
- Perform other related duties as assigned by the superintendent

Contract Terms

Of Employment: Twelve-Month Position
Salary commensurate with credentials and experience

EXTRA PAY 2018-2019

Motion #9 that, upon the recommendation of the Superintendent, the Board of Education approve the following extra-pay positions for the 2018-2019 school year:

MORRISTOWN HIGH SCHOOL ATHLETICS					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
ATHLETICS – MHS					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
Swimming					
Assistant Coach	Componile, Bernadette	6	\$4,680		\$4,680

FRELINGHUYSEN MIDDLE SCHOOL - ATHLETICS					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
ATHLETICS					
Softball					
Head Coach	Coyne, Timothy	1	\$3,520		\$3,520

RESIGNATION(S)/TERMINATION(S)/RETIREMENT(S) 2019-2020

Motion #10 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:

Catanzaro, Dawn	July 1, 2019
1.0 Grade 2, HC	Retirement

HUMAN RESOURCES (Motions #1-10)

Moved by Mrs. Bangiola, seconded by Ms. Spiotta

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

NOES: None

ABSTAIN: Ms. Murphy

ABSENT: None

BUSINESS MATTERS

BILLS LIST 2018-2019

Motion #1 that upon the recommendation of the Superintendent, the Board of Education approve the attached 2018-2019 bills list for the period ending:

**December 15, 17 & 31 2018 (payroll)
January 2, 2019**

PAYMENT

Motion #2 that upon the recommendation of the Superintendent, the Board of Education approve Payment # 6 in the amount of \$473.51 to GPC, Inc. for the work done on Morristown High School Phase 3B Interior Renovations through October 31, 2018.

BUSINESS MATTERS (Motions #1-2)

Moved by Mrs. Bangiola, seconded by Mr. Posey

AYES: Mrs. Davidson, Dr. Gallerstein, Ms. Murphy, Mr. Pawar, Mr. Posey,
Mrs. Rhines, Ms. Spiotta, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

NEW BUSINESS BROUGHT BEFORE THE BOARD

Mr. Pendergrast updated the Board on the progress of the clean up and repair from the flood in the Broadcasting Suite.

The Board discussed attending a Martin Luther King, Jr. breakfast.

Ms. Pollak brought up dates to confirm for a February Board Retreat. Additionally, the Board discussed forming the board committees for 2019.

ADJOURNMENT (9:13 PM)

Moved by Dr. Gallerstein, seconded by Ms. Pollak

AYES: Mrs. Davidson, Dr. Gallerstein, Ms. Murphy, Mr. Pawar, Mr. Posey,
Mrs. Rhines, Ms. Spiotta, Mrs. Bangiola, Ms. Pollak

NOES: None

ABSTAIN: None

ABSENT: None

Respectfully Submitted,

Anthony Lo Franco
Business Administrator/
Board Secretary