

MORRIS SCHOOL DISTRICT
MORRISTOWN HIGH SCHOOL, LEARNING COMMONS

REGULAR BUSINESS MEETING

September 23, 2019 – 6:30 P.M

CALL TO ORDER STATEMENT
ROLL CALL

OPEN PUBLIC MEETING

Mrs. Nancy Bangiola
Mrs. Meredith Davidson
Dr. Peter Gallerstein
Ms. Linda K. Murphy
Mr. Vij Pawar
Ms. Lisa Pollak
Mrs. Ann Rhines
Ms. Melissa Spiotta
Ms. Lucia Galdi

MORRIS PLAINS REPRESENTATIVE

STUDENT REPRESENTATIVES

Briana Franco
Katherine Baskin

EXECUTIVE SESSION

6:30 P.M.

OPEN SESSION

7:30 P.M.

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

PreK Expansion

PRESIDENT'S REPORT

PUBLIC COMMENT

1 Hour (3 minutes per person)

COMMITTEE REPORTS

BUSINESS AGENDA

Communications

All correspondence to the board must be
addressed through the board secretary. Copies
are available in the Board
Secretary's Office

Minutes

Policy

Educational Matters

Pupil Service

Human Resources

Business Matters

NEW BUSINESS BROUGHT BEFORE THE BOARD

EXECUTIVE SESSION

ADJOURNMENT

EXECUTIVE SESSION

Motion #1 AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Morris School District Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," without the public being permitted to attend, and

WHEREAS, the Board has determined that three (3) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on September 23, 2019 at 6:30 P.M, and

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written:

☒ "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The nature of the matter, described as specifically as possible without undermining the need for confidentiality are: Student Matters

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

☐ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed are between (1) the Board and the Morris School District Administrators Association.

☐ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are:

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall (select one) reconvene and immediately adjourn or reconvene and proceed with business where formal action will be taken.

NOW, THEREFORE, BE IT RESOLVED that the Morris School District Board of Education will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

MINUTES

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

September 9, 2019

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

September 9, 2019

POLICY

OFFICE STAFF CALENDAR 2020-2021

Motion # 1 that upon the recommendation of the Superintendent, the Board of Education approve the Office Staff Calendar for the 2020-2021 school year as per the attached.

MAINTENANCE AND CUSTODIAL STAFF STAFF CALENDAR 2020-2021

Motion # 2 that upon the recommendation of the Superintendent, the Board of Education approve the Maintenance and Custodial Staff Calendar for the 2020-2021 school year as per the attached.

SCHOOL CALENDAR 2019-2020 (revised)

Motion #3 that upon the recommendation of the Superintendent, the Board of Education approve the revisions to the school calendar for the 2019-2020 school year:

[2019-2020 School Calendar \(Revised\)](#)

BOARD OF EDUCATION GOALS

Motion #4 that upon the recommendation of the Superintendent, the Board of Education approve the 2019-2020 Board of Education Goals:

**MORRIS SCHOOL DISTRICT
2019-2020 Board of Education Goals**

Goal 1: Improve and Enhance Board of Education Performance and Effectiveness	
Action Item	Standard of Achievement
Establish and maintain a comprehensive orientation process for on-boarding and mentoring new appointed/elected Board members.	<p>Annually – Provide all new BOE members with ready access to pertinent orientation materials.</p> <ul style="list-style-type: none"> ● As identified within local District (MSD). ● As identified by NJSBA Governance I and II. <p>Annually – Update orientation materials, as needed.</p> <p>Periodically – Use a ‘reflective tool’ to determine the efficacy of BOE orientation process/materials.</p>
Build a resilient and unified BOE team that works together consistently as a cohesive team.	<p>Annually – Participate in a minimum of three (3) Board Retreats as scheduled by BOE leadership.</p> <p>Annually – Complete the NJSBA self-evaluation process for Boards of Education.</p> <p>Annually – Complete credit hours of group training necessary to maintain NJSBA certification.</p>
Connect Board action(s) to District goals and academic achievement at BOE meetings.	<p>Each BOE Meeting – Note agenda item relationship to District goals and student achievement.</p> <p><i>Ongoing with aid from Superintendent/MSD staff.</i></p>
Develop and maintain BOE leadership skills by attending individual/group training to achieve	<p>Each BOE Member – Complete state-mandated BOE training per recommended schedule.</p>

<p>certification through New Jersey School Boards Association (NJSBA).</p>	<ul style="list-style-type: none"> ● Track individual Board member progress. ● Proactively identify future NJSBA training opportunities. <p>Full Board – Achieve and maintain NJSBA certification year-over-year by completing:</p> <ul style="list-style-type: none"> ● State-mandated training for each BOE member ● Required credit hours of group training. ● Self-evaluation process with NJSBA. ● NJSBA check on MDS BOE policies.
<p>Review, update, and adopt BOE operational practices and procedures.</p>	<p>Annually – Review and update, as needed (<i>Ad Hoc Goals Committee</i>)</p> <p>Annually – Present, move/second, and adopt at January BOE meeting of the full Board.</p>

Goal 2: Improve Board of Education Members’ Accessibility and Visibility With School, District, and Community Stakeholders	
Action Item	Standard of Achievement
<p>Attend a variety of scheduled School, District, and Community events to create a greater BOE presence with intentional and equitable outreach to MSD stakeholders and the public-at-large.</p>	<p>Annually – Proactively identify School, District, and Greater Morristown community events and keep an up-to-date calendar of same for BOE members to attend, as their schedules allow.</p> <ul style="list-style-type: none"> ● Ensure BOE involvement in important events through tracking of ‘opt-in’ participation. ● Use a ‘reflective tool’ to determine the efficacy of more BOE presence at events. <p>Annually – Participate in pertinent MSD-scheduled outreach sessions designed to educate partners and the public-at-large.</p> <p>Per Event – Use BOE business cards, identifying name plates, and ‘formal’ introductions to ensure the presence of BOE members is acknowledged.</p>
<p>Establish and maintain ‘willing and capable’ BOE members’ as MSD Ambassadors (i.e., key communicators) as an extension of the District’s plan for strategic use of partnerships and networks.</p>	<p>Annually – Purposefully leverage the knowledge base (i.e., key messages and talking points) developed by the District among BOE networks and circles of influence.</p> <p>Annually – Proactively participate as MSD advocates for the District, acting as a conduit of accurate and timely information to the Superintendent.</p>
<p>Collaborate with MSD’s ‘Know Your Board’ initiative to enhance the public’s understanding of the Board of Education’s role, responsibilities, and governance actions.</p>	<p>Annually – Schedule a public NJSBA presentation on Board Governance and Code of Ethics at one of the regularly scheduled MSD Board meetings.</p> <p>Annually or Periodically, as needed – Provide updated BOE information for use on the District website.</p>

	<p>Per Board Meeting – Participate in identifying MSD and/or community achievements to be celebrated.</p> <p>Per Board Meeting - Provide BOE input to meeting summaries, as needed.</p>
--	---

EDUCATIONAL MATTERS

2019-2020 FIELD TRIPS

Motion #1 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following field trips for the 2019-2020 school year: (See attached Educational folder)

MEF GRANT PLANNING TEAM

Motion #2 that, upon the recommendation of the Superintendent, the Board of Education approve the following MEF Grant Planning Team:

Program: MEF Grant Planning Team
Description: Grade 2 Parent Series
Dates: September, 2019 - June, 2020
Funding: Local

EXPLANATION:

The MEF Grant Planning team will be made up of one teacher representative from each K-2 school and Normandy Park. The teachers will work directly with the MEF and a private donor to organize and facilitate a Grade 2 Family Literacy Series for the 2019-2020 School Year.

WIDA MODEL TESTING

Motion #3 that, upon the recommendation of the Superintendent, the Board of Education approve MSD staff to administer the WIDA Model test to students who may be eligible for English language services.

Program: WIDA Model testing
Description: ESL & Bilingual teachers to administer the WIDA Model test to students during their lunch/prep periods.
Dates: September, 2019 - June, 2020
Funding Source: Local funds

PERKINS CTE TUTORING SERVICES 2019-2020

Motion #4 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following:

Program: After School Tutoring and Skill Enrichment Services for CTE Students
Description: Implement district outreach and extension programs utilizing staff and guidance to connect students to CTE programs. These outreach programs will support both participation and graduation students for traditional and non-traditional learners with developmental skill sets and reinforcing of CTE pathways for participation and completion. The enlisted staff will conduct focus groups targeting high school students across 9th-12th grade levels linking them to CTE pathways, programs, and careers.
Dates: October 1, 2019 – May 1, 2020

Funding Source: Federal Perkins Grant

PERKINS ACE MENTORING SERVICES 2019-2020

Motion #5 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following:

Program: ACE Mentorship
Description: After school tutoring and skill enrichment services for CTE programs including the Architecture-Construction-Engineering mentorship for the CTE program.
Dates: October 1, 2019 - May 1, 2020
Funding Source: Federal Perkins Grant

MEF DONOR GRANTS

Motion #6 that, upon the recommendation of the Superintendent, the Board of Education accept monies received from private donors for the following Morris Educational Foundation donor grants:

<u>Amount</u>	<u>School</u>	<u>Project</u>
\$300	MHS	Chemistry Department

\$15,000	NP, AV, SX	Flexible Seating
----------	------------	------------------

Creating a classroom environment that allows all students to feel comfortable is a key component in helping students ascend to their potential academically and socially. Incorporating flexible seating options in an elementary classroom will help students. The flexible seating will be for Normandy Park, Alfred Vail, and Sussex Avenue schools. The benefit of having the options of various forms of flexible seating in the classroom is huge. Students will have options to sit in chairs that allow for more movement and help stabilize their core. Students will be able to have more choice which helps them with their problem-solving skills.

MEF GRANTS

Motion #7 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>
\$1,200	FMS	Creating Active and Informed Citizens

The eighth grade Social Studies curriculum now focuses on Civics. A large part of the course is an action research problem which empowers students to change the world in small or large ways. They identify an issue in the world that is important to them, research the issue, identify and contact key people involved with the issue, and develop a plan for addressing the issue. This grant is for books that are all focused on activism for children and written in a way that will be accessible to the students. In

addition, students study our legal system and learn about landmark cases that changed the shape of our nation. One of the books deals with cases that involve teens, like themselves.

\$4,900 LLC Reading Readiness:
Preschooler-Parent Shared Reading

This 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 at the LLC Preschool. There also will be a Bilingual Book Club that will meet once a month. This will serve as an extension program for the graduates of the Latino Literacy Project now supported by the district and include any family of an LLC Preschool student. Lastly, there will be a Reading Readiness Book Drive that will provide one new bilingual book to each student in addition to the gently used books collected throughout the year. This grant is funded by a private donor.

\$ 6,000 MHS Physics Investigations of
Acceleration and Magnetic Field
Strength

The purpose of this grant is to purchase Vernier Go Direct Sensors to enable all the freshman Physics students to study Force, Acceleration, Velocity, Position, and Magnetic Fields. Students love that the sensors connect directly with by cable or Bluetooth to their chrome books. With the new sensors, labs that used to take three days can be complete in one day because less time is spent by teachers explaining and troubleshooting issues. The sensors connect and display the lab results on chrome books which make it simple for students to analyze the data and to visualize the concepts taught in class. The force/acceleration carts enable the students to study and analyze the motion of a cart and study Newton's laws. This equipment will be used by all the Physics teachers of freshman Physics.

\$2,792 MHS Office Partitions for TeenPride
Counseling

This project will include adding partitions to the TeenPride space at the high school in an effort to provide a quiet and confidential environment for students to meet with their TeenPride counselors to discuss personal and sensitive issues. TeenPride currently meets with most of their students in the atrium, media center, learning commons, and even outside on a bench. This lack of privacy takes away a student's right to confidentiality when discussing his/her sensitive and personal issues. Providing a private, quiet space will be very beneficial.

\$15,000 AH, HC, WD, TJ Flexible Seating

In the interest of equity and the fact that flexible seating is a growing trend, the MEF is allocating \$15,000.00 for the four schools upon receipt of an application for up to \$3,750.00 each.

\$10,188 MHS Marching Band & High School Band
This grant will purchase three new keyboard percussion instruments: a marimba, a vibraphone, and a xylophone. This will begin the process of overhauling the instruments used by the front ensemble section of the marching band. These instruments will be complete with field frames and made from synthetic materials for use outdoors. They can be used inside as well. Currently, the high school marching band uses the same percussion instruments as the curricular band classes. This creates difficulties because the instruments are not designed to go outside and are deteriorating.

COMMUNITY SCHOOL HOLIDAY CARE 2019-2020

Motion #8 that, upon the recommendation of the Superintendent, the Board of Education approve the Morris School District Community School to hold Holiday Care on November 7, 2019 from 7:00am – 6:00pm at Alfred Vail School. Holiday Care will be open to Morris School District Kindergarten through 5th grade students that are currently enrolled in the Sunrise/Sunset programs. A minimum of 20 registered children per day will be required for the program to run and maximum enrollment will be based on staff availability.

EXPLANATION:

Expenses to be paid from collected tuitions.

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, as noted in the detailed listing 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.

STRUCTURED LEARNING EXPERIENCES (SLE) 2019-2020 AMENDMENT

Motion #2 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 2019-2020 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 (Urban Farm and College of St. Elizabeth)
High End Barber Shop
I Do I Do
IHOP Restaurant
Iron Culture Gym
Metlife
Morris County Court House
Morris County Sheriff's Office
Morristown Carwash
Morristown/Morris Township Public Library
Panera Bread
Staples

Tito's Burritos Commissary Kitchen
Verilli's Bakery
Whitsons Food Services

EXPLANATION

Structured Learning Experiences were approved on August 26, 2019, motion #3. Business listed in **bold** is new.

HUMAN RESOURCES

ESTABLISH POSITION(S) 2019-2020

Motion #1 that, upon the recommendation of the Superintendent, the Board of Education establish the following position(s) for the 2019-2020 school year:

- (1) 1.0 Assistant Behavior Specialist, PS
- (1) 1.0 Bilingual/Elementary Teacher, HC

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

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:

Watson, John	January 1, 2020
0.5 Assistant Dispatcher, Trans.	Resignation
	<i>(revised date)</i>

SUBSTITUTE APPOINTMENTS 2019-2020

Motion #3 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 2019-2020 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

Pineros, Carlos (eff. 9/16/19)

Bus Aide

Dutton, Sonia (eff. 9/1/19)

LR/PG Aide

Angulo, Yamilet (eff. 9/11/19)

Teacher Assistant

Holstein, Barbara (eff. 9/17/19)

EXTRA PAY 2019-2020

Motion #4 that, upon the recommendation of the Superintendent, the Board of Education approve the following extra-pay positions for the 2019-2020 school year:

MORRISTOWN HIGH SCHOOL ATHLETICS					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
ATHLETICS – MHS					
Lacrosse					
Assistant Coach - Boys	Purdy, Michael	15	\$5,622		\$5,622
Softball					
Assistant Coach – Girls	Costa, Kelli	1	\$5,037		\$5,037

MORRISTOWN HIGH SCHOOL - CO-CURRICULAR					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
CO-CURRICULAR – MHS					
All In Club Advisor	Brady, Kaitlyn	2	\$3,000		\$3,000
American Sign Language Advisor	Catalano, Kelly	1	\$1,809		\$1,809
F.B.L.A	William, Connolly	4	\$1,357		\$1,357
F.B.L.A	Ednie, Lisa	1	\$1,357		\$1,357
Jazz Ensemble Director	Beadle, Timothy	1	\$1,809		\$1,809

FRELINGHUYSEN MIDDLE SCHOOL - CO-CURRICULAR					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
Positive Behavior Intervention System Advisor (PBIS)	Crosbie, Caroline	1	\$1,809		\$1,809

PUPIL SERVICES - CO-CURRICULAR					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
Special Education State Reporting & Grant Designee	Hall, Paola	2	\$2,500		\$2,500
Special Education State Reporting & Grant Designee	Rudiger, Kristen	2	\$2,500		\$2,500

EXTRA PAY REVISION 2019-2020

Motion #5 that, upon the recommendation of the Superintendent, the Board of Education approve the following extra-pay positions (**revisions in bold**) for the 2019-2020 school year:

MORRISTOWN HIGH SCHOOL - ATHLETICS					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
ATHLETICS – MHS					
Lacrosse					
Assistant Head Coach – Girls (REVISED)	Mager, Evan	10	\$6,347		\$6,347

MORRISTOWN HIGH SCHOOL - CO-CURRICULAR					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
CO-CURRICULAR – MHS					
Academic Decathlon Coaches					
National Society of Black Engineers – Co-Advisor	Kersey, Warren (RESIGNED)	1	\$905		\$905

JOB DESCRIPTION(S) 2019-2020

Motion #6 that, upon the recommendation of the Superintendent, the Board of Education approve the following job descriptions:

- (1) 1.0 MSD Title III Outreach Teacher

MSD Title III Outreach Teacher

Reports to: Director of Bilingual/ELL Programs K-12

JOB DUTIES:

Serve as grade cluster (K-5, 6-8, 9-12) liaison and community outreach worker for Title III immigrant students and their families at school-based, district-wide, and community-based locations. Collaborate with the Director of Bilingual/ELL Programs K-12, principals, supervisors, and building-based staff to plan outreach events to be held at home school, district-wide schools and community-based locations as needed. Become informed about, facilitate access to, and communicate about the variety of district services and community resources available to families and students.

QUALIFICATIONS:

Teacher certification. Experience working with the Latinx community and/or equivalent educational coursework; oral and written fluency in Spanish and English; ability to work with people of all ages and backgrounds; experience working with schools or social service agencies; valid driver's license.

Essential Duties and Responsibilities *The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required-- other duties may be assigned by supervisors:*

School Liaison for Families:

- Facilitate welcome activities for families new to/entering the school at any point during the school year
- Reach out to families to assist with school required forms/paperwork.
- Assist with phone communication between home and school.
- Serve as the point of contact for families who request translation and interpretation services to communicate with school personnel
- Hold at least three meetings, outside of contractual commitments, over the course of the school year to orient parents to school procedures, including Back To School Night and two more meetings to be determined based on need.
- Facilitate and document frequent and timely parent/guardian contact with teachers, counselors and school administration. Identify and document outcomes related to parent/guardian support and engagement at school.
- Create and/or translate school outreach informational documents.
- Implement strategies aimed at eliminating barriers to parent/guardian engagement in school.
- Publicize and provide regular weekly office hours for family assistance.
- Co-create virtual family workshops, orientations, and informational videos.

Community Outreach:

- Assist with and participate in the District Parent Advisory Committee, including the design, implementation, and evaluation of parent education programs.
- Work in conjunction with building administrators, I&RS and/or CST (if applicable) teams to assist families in accessing needed services and develop needed support systems.

General:

- Model, promote and support professional discretion and respect in all communications with and about families.
- Submit timely documentation and follow all documentation protocols.
- Collect, analyze and report data related to school/district liaison efforts.
- Provide feedback regarding obstacles to overall program as well as specific projects.

LEAVE(S) OF ABSENCE 2019-2020

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:

McDonald, Sharon 09/01/19-06/30/20 ** - FMLA (Intermittent)
1.0 School Nurse, FMS

Ortiz-Davis, Ana 01/02/20-02/05/20 * - Maternity
1.0 Bilingual Grade 2/3, NP 02/06/20-05/07/20 ** - FMLA

* 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

TRANSFER(S), CHANGE(S) OF ASSIGNMENT, TITLE AND OR/ SALARY 2019-2020

Motion #8 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	Effective	Salary
Rios-Vargas, Daniela	0.5 ABS, PS	1.0 ABS, PS	09/23/19	\$25,760 \$20 pr/hr; 7 hrs/day 184 days per year

CHANGE OF LEVEL OF PROFESSIONAL PREPARATION 2019-2020

Motion #9 that, upon the recommendation of the Superintendent, the Board of Education approve a change of salary for the following certificated staff members that have successfully satisfied the requirements for a change of level of professional preparation:

Employee	School/Dept.	19-20 Level	19-20 Salary	19-20 Level	19-20 Salary
Korman, Kari	Grade 1, AV	BA, Step 6	\$57,312	MA, Step 6	\$60,917
McLain, Carolyn	1.0 Science Teacher, AH	MA, Step 14	\$76,822	MA, Step 15	\$79,037

EXTRA SERVICES - 2019-2020 - ADJUNCT MUSIC INSTRUCTION

Motion #10 that, upon the recommendation of the Superintendent the Board of Education approve the following extra services positions:

Program: Adjunct Music Instruction at Frelinghuysen Middle School
 Description: Instrumental Band Music Instruction at Frelinghuysen Middle School to be on a rotational basis during the school day
 Staff Member: Chu, Ross
 Dates: September 1, 2019 through June 30, 2020
 Funding Source: Local Funds
 Rate: \$43.00/hr - not to exceed 10 hours per week
 (excluding field trips, concerts and afterschool activities)

Program: Adjunct Music Instruction at Morristown High School
 Description: Instrumental Band Music Instruction at Morristown High School to be held during the school day
 Staff Member: Chu, Ross
 Dates: September 1, 2019 through June 30, 2020
 Funding Source: Local Funds
 Rate: \$43.00/hr - not to exceed 5 hours per week
 (excluding field trips, concerts and afterschool activities)

FRELINGHUYSEN SPECIAL EDUCATION AFTER SCHOOL

Motion #11 that, upon the recommendation of the Superintendent the Board of Education approve the following program:

Program: Special Education After School Science and Social Studies Support Program
 Description: Provide Science and Social Studies Instruction after school at Frelinghuysen Middle School
 Staff Member: Verteramo, Vincent

Carey, Susan
 Dates: October 1, 2019 through June 24, 2020
 Funding Source: Local Funds
 Rate: Per contract language, 1/140th, not to exceed 16 hours instruction and 5 hours of prep time for each employee

EXPLANATION: Upon submission of an approved timesheet, staff members will be compensated as outlined above.

PROVISIONAL/NOVICE TEACHER MENTORS – 2019-2020

Motion #12 that, upon the recommendation of the Superintendent, the Board of Education approve the following named certificated staff to serve as mentors to provisional/novice teachers as indicated below as required by N.J.A.C. 6A:9B-8 for the 2019-2020 school year. (*Revisions/Additions in bold*)

Provisional/Novice Teacher	Staff Member/Mentor	School
Bonilla, Armida	Bautista, Adora	LLC
Bullock, Jessica	Sanders, Michelle	FMS
Cardona, Daniela	Velez-Manning, Vilma	NP/TJ
Cortez, Lindsey	Leidy-Stauffer, Laura	FMS
Ekstroem Knudsen, Jonathan	Doyle, Christina	MHS
Heiman, Carli	Patten, Kelly	HC
Jimenez, Cristal	Restrepo, Maria	WD
Kaczorowska, Daria	Nair, Rajashree	AH
Kim, Ji Young	Graziano, Brittany	HC
Landy, Sarah	Abrahamsen, Brynn	FMS
Masotti, Adrianna	Forman, Annmarie	FMS
McDonald, Emilie	Satkowski, Sarah	FMS
Parisi, Kelly	Verrengia, Karyn	FMS
Pedrero-Davila, Gabriela	Harpaul, Celia	HC
Perez, Stefanie	Jackson, Avelyn	LLC
Roth, Alexandra	Pecoraro, Emma	MHS
Stern, Megan	Nally, Ryan	TJ

SPECIAL EDUCATION ENABLE PROGRAM

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

Program: ENABLE Program Coordinator
 Description: Coordinator of the ENABLE Pre-Employment Transition Services grant
 Staff Member: Rudiger, Kristen
 Dates: September 9, 2019 through June 30, 2020
 Funding Source: Local Funds
 Rate: \$5000 (\$2500 to be paid in December and \$2500 to be paid in June)

EXPLANATION: Employee will be compensated as outlined above.

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

Motion #14 that upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following curriculum development/revisions (**revisions in bold**):

Program: Health
Description: K-5 Health
Dates: June, 2019 – June, 2020
Funding Source: Local
Rate: As per contract language

**Michel, Hailee (up to 8 hours Health; up to 20 hours prep/presentation Y4C)
Ruta, Linda (up to 8 hours Health)**

Program: K-5 Art
Description: Align Art curriculum to the NJSLs and current NCCAS standards.
Dates: June, 2019 - June, 2020
Funding Source: Local
Rate: As per contract language

Polcaro, Catherine (additional 8 hours)

MEF GRANT PLANNING TEAM

Motion #15 that, upon the recommendation of the Superintendent, the Board of Education approve the following MEF Grant Planning Team:

Program: MEF Grant Planning Team
Description: Grade 2 Parent Series
Dates: September, 2019 - June, 2020
Funding: Local
Rate: As per contract language

Beinhaker, Marylynn
Mitevski, Amy
Patten, Kelly
Vena, Michelle

WIDA MODEL TESTING

Motion #16 that, upon the recommendation of the Superintendent, the Board of Education approve MSD staff to administer the WIDA Model test to students who may be eligible for English language services.

Program: WIDA Model testing
Description: ESL & Bilingual teachers to administer the WIDA Model test to students during their lunch/prep periods.
Dates: September, 2019 - June, 2020
Funding Source: Local funds
Rate: As per contract language
Staff: All certificated ESL & Bilingual teachers approved by building administrator

PERKINS CTE TUTORING SERVICES 2019-2020

Motion #17 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following:

Program: After School Tutoring and Skill Enrichment Services for CTE Students
Description: Implement district outreach and extension programs utilizing staff and guidance to connect students to CTE programs. These outreach programs will support both participation and graduation students for traditional and non-traditional learners with developmental skill sets and reinforcing of CTE pathways for participation and completion. The enlisted staff will conduct focus groups targeting high school students across 9th-12th grade levels linking them to CTE pathways, programs, and careers.
Dates: October 1, 2019 – May 1, 2020
Funding Source: Federal Perkins Grant
Rate: \$40.00 per hour, not to exceed 60 hours total

Doyle, Christina
Kolker, Mariel

PERKINS ACE MENTORING SERVICES 2019-2020

Motion #18 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following:

Program: ACE Mentorship
Description: After school tutoring and skill enrichment services for CTE programs including the Architecture-Construction-Engineering mentorship for the CTE program.
Dates: October 1, 2019 - May 1, 2020
Funding Source: Federal Perkins Grant
Rate: \$40.00 per hour, not to exceed 40 hours

Rizzo, Jacques

COHORTS 2019-2020

Motion #19 that, upon the recommendation of the Superintendent, the Board of Education approve the appointment of the following staff (**revisions in bold**) to the position of Cohort staff:

Program: 9th Grade Learning Experience
Description: Transition program for incoming freshmen
Dates: September, 2019 - June, 2020
Funding Source: Local
Rate/Hours: \$1,000

Bosworth, Connor

Botsakos, Sara (to be adjusted as per approved Leave of Absence)

Bouchard, Judson

Caruso, Michael

Componile, Joseph

Componile, Bernadette

Cora, Angel

Disch, Kaitlynn

Drewery, Gordon

Emma, Dave

Flynn, Casey

Hargrave, Dave

Hull, Christopher

Hall, Kathy

Jordan, Robert

~~**Kolker, Erin**~~

Kolker, Mariel

Martinez, David

Matro, Brian

McGrover, Jessica

O'Rourke, Kaitlin

Petrucci, Debora

Spencer, Debra

Wilpert, Marya

Villane, Kristen

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 2019.**

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 2019 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 2019**
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 2019** 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 23, 2019**
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
2019-2020 budget through **July 2019.**

BILLS LIST 2019-2020

Motion #5 that upon the recommendation of the Superintendent, the Board of Education approve
the attached 2019-2020 bills list for the period ending:

September 15, 2019 (payroll)
September 23, 2019

HSA FUNDRAISING 2019-2020

Motion #6 that upon the recommendation of the Superintendent, the Board of Education
approve the list of HSA/PTO fundraisers for the 2019-2020 school year as attached.

CHANGE ORDERS

Motion #7 that upon the recommendation of the Superintendent, the Board of Education approve the following Change Orders for AB Contracting, LLC for the Transportation Building Renovations:

Original Contract Amount:		\$139,000.00
Current Construction Allowance:	(\$ 6,638.55)	
Current Permit Allowance:	(\$ 5,000.00)	
Change Order #2 (Trace Circuits)	\$ 2,621.52	
Change Order #3 (Install New Electrical)	\$ 21,453.15	
Change Order #4 (Permits)	<u>\$ 1,252.00</u>	
Net Addition to Contract	\$ 13,688.12	\$ <u>13,688.12</u>
New contract amount		\$152,688.12

PAYMENTS

Motion #8 that upon the recommendation of the Superintendent, the Board of Education approve Payment #3 to AB Contracting, Inc., in the amount of \$72,093.85 for work on the Transportation Building Renovations through August 28, 2019.

Motion #9 that upon the recommendation of the Superintendent, the Board of Education approve Payment #2 to Mark Construction, Inc., in the amount of \$128,314.60 for work on the Morristown High School and Thomas Jefferson School Toilet Renovations through September 03, 2019.

PROFESSIONAL SERVICES 2019-2020

Motion #10 that upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

WHEREAS, there exists a need for professional services for 2019-2020 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 an amount not to exceed as follows:

NBD Training Zone	Physical Therapy in Morristown High School Athletics weight room	\$31,666.67 (annual)
NPS Learning Consulting, LLC	Educational Evaluations Travel Fee	\$450/evaluation \$75/one way
Dr. Jane A. Petrozzino, Ph.D.	Educational Evaluations	\$450/evaluation
ABC Speech and Language Therapy, LLC	Bilingual Speech and Language Evaluations	\$350/evaluation
Somerset County Educational Services Commission	Child Study Team Services	Per rate sheet

TRAVEL & REIMBURSEMENT

Motion #11 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: 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.