

MORRIS SCHOOL DISTRICT
MORRISTOWN HIGH SCHOOL, LEARNING COMMONS

REGULAR BUSINESS MEETING

November 25, 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
Mr. Alan Smith
Ms. Melissa Spiotta

MORRIS PLAINS REPRESENTATIVE

Ms. Lucia Galdi

STUDENT REPRESENTATIVES

Ms. Katherine Baskin
Ms. Briana Franco

EXECUTIVE SESSION

6:30 P.M.

OPEN SESSION

7:30 P.M.

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

English Language Arts Data Report

PRESIDENT'S REPORT

PUBLIC HEARING / PUBLIC COMMENT

Superintendent's Contract

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 November 25, 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:

November 04, 2019

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

November 04, 2019

Motion #3 that upon the recommendation of the Superintendent, the Board of Education, approve minutes from the special business meeting of:

November 11, 2019

POLICY

TEACHING, PRACTICE EVALUATION INSTRUMENT 2019-2020

Motion #1 that, upon recommendation of the Superintendent, the Board of Education approve the Teaching Practice Evaluation Instrument: The Morris School District Rubric for Excellence in Teaching.

EXPLANATION: The New Jersey Department of Education has approved The Morris School District Rubric for Excellence in Teaching as an official "Teaching Practice Evaluation Instrument" and as such has placed Morris School District on a list to be contacted as needed to act as a resource for school districts throughout the state.

AFFIRMATIVE ACTION TEAM

Motion #2 that, upon recommendation of the Superintendent, the Board of Education approve the following staff members to the District Affirmative Action Team.

Carmel, Matthew
Clark, Lora
Engelfried, Debora
Falk, Deirdre
Gold, Marc
Horton, Chester
LoFranco, Anthony
Casais-McBride, Belinda
Sumski, Gregory

EXPLANATION: The Affirmative Action Team will monitor the Comprehensive Equity Plan as approved by the Board of Education.

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, November 4, 2019.

PRESCHOOL EXPANSION GRANT SUBMISSION

Motion #2 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the submission of the Preschool Expansion grant application for the 2020-2021 school year. The approval of the grant will provide funding for increased preschool enrollment as reflected in table below.

Number of Eligible Children

Year	# children age 3	# children age 4	Total # of children	Overall % of Universe	# of classrooms In-district	# of classrooms Provider	# of classrooms Head Start
2018-2019	40	65	105	15%	6	0	3
2019-2020	72	153	225	31%	6	9	3
2020-2021**	232	233	465	77%	7	21	4

**universe was reduced to 602 as a result of 2018 ASSA first grade enrollment

2019-2020 FIELD TRIPS

Motion #3 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)

2020-2021 MHS PROGRAM OF STUDIES

Motion #4 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the MHS Program of Studies for the 2020-2021 school year.

[MHS Program of Studies Course Descriptions 2020-21](#)

PROFESSIONAL DEVELOPMENT (SHELTERED ENGLISH INSTRUCTION)

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

Program: Professional Development
 Description: Online PD for Sheltered English Instruction certification (15 hour course)
 Dates: November, 2019 - June, 2020
 Funding: Title II

EXPLANATION: The NJ DOE is offering online certification in the area of Sheltered English Instruction. Once approved by the Director of Bilingual Programs, teachers will sign up directly with the NJ DOE to complete the certification. Once completed and reviewed by administrator,

participants will receive a stipend of \$375.00 (equal to \$25/hour) to be paid through Title II funds. There will be a 10 person cap on completion.

DISTRICT PRIORITY:

In support of district priority for Professional Development & Training: MSD will provide all personnel with yearly sustained professional training that fosters a more inclusive and equitable learning community. In support of the MSD Equity & Inclusion Action Plan: The Morris School District will provide each student with culturally relevant learning experiences and access to rigorous instruction, high expectations & meaningful curricular programs-Sheltered English Instruction training provides teachers with techniques that increase student language development through targeted planning and instruction.

K-5 HEALTH PLANNING TEAM

Motion #6 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following:

Program:	K-5 Health
Description:	K-5 Health Planning Team
Dates:	November, 2019 - June, 2020
Funding:	Local

EXPLANATION: The K-5 Health Planning team will work with the Assistant Superintendent of Curriculum & Instruction to respond to teacher feedback as a result of the Health Curriculum roll-out. The team will create teacher FAQ, details on grade level lessons and parent communications about each of the four Health Curriculum units of study. The team will meet once during the school day and then each member of the team will be compensated at their contracted hourly rate for work outside of contractual hours up to five hours.

DISTRICT PRIORITY:

In support of the MSD Enduring Beliefs, Commitments & Aspirations: The MSD will develop curricular programs, instructional practice and seamless technology integration so each student will academically and emotionally ascend through our schools. In support of the MSD Equity & Inclusion Action Plan: The Morris School District will provide each student with culturally relevant learning experiences and access to rigorous instruction, high expectations & meaningful curricular programs.

COMMUNITY SCHOOL ADULT EDUCATION PROGRAM SPRING 2020

Motion #7 that, upon the recommendation of the Superintendent, the Board of Education approve the following additional classes to be offered by the Community School during the Spring semester of 2020. (See attached Educational folder)

COMMUNITY SCHOOL GREAT HORIZONS PROGRAM SPRING 2020

Motion #8 that, on the recommendation of the Superintendent, the Board of Education approve the additional courses and instructors for the Spring semester of the Community School **Great Horizons** program, to be offered January, 2020 through May, 2020. (See attached Educational folder)

MEF GRANTS

Motion #9 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(s)</u>	<u>Project</u>
\$10,000	AH, SX, TJ, NP	Special Needs Athletic Program (S.N.A.P.)

SNAP is comprised of two separate programs, the awareness program and the athletic program. The SNAP Awareness Goals are: Create a culture of acceptance for all children, increase awareness and knowledge of autism and other special needs, and motivate children to be accepting and inclusive. Volunteers have been teaching disability awareness and empathy to MSD 3rd graders for the past eight years. This is accomplished by using a group of chosen fifth graders who become SNAP Ambassadors. They assist the third graders. There is a defined program that is used. Conclusions are reached that we all need to treat others how we would like to be treated.

\$2,933.90	Woodland	The “Paw”fect Hallway
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The “Paw”fect Hallway is a sensory hallway that provides a safe place for students to explore their sensory input needs. This hallway would be intentionally designed to provide the right type of sensory needs for the K-2 population, including a sensory wall, wall stencils, and floor circles. The sensory wall would promote cognitive development by increasing brain function, improving hand/eye coordination, and facilitating problem solving skills. The inclusion of mindfulness activities and yoga poses supports our new health curriculum. The sensory floor would include sensory circles that focus on improving body awareness, safety, muscle tone, balance, and coordination. A sensory smart hallway can give students the tools needed to calm and organize their thoughts and emotions, allowing them to attend to learning throughout the day.

\$410.00	MHS	Cyberpatriot Games 2019
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CyberPatriot is the National Youth Cyber Education Program created by the Air Force Association to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics disciplines critical to our nation’s future. At the core of the program is the National Youth Cyber Defense Competition, the nation’s largest cyber defense competition that puts high school and middle school students in charge of securing virtual networks. There are more jobs being created in cybersecurity than in any other area of the economy. Allowing students to experience the job of an information security analyst while still in high school will inform their future choices of high school and college courses and majors. There are nine students registered for the competition. That will make three teams. The all-girl team will receive a waiver, but the two co-ed teams require a registration fee of \$205 each.

\$4,500	MHS	Raku Workshop
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Students will create ceramic pieces in class and investigate the ancient firing process with raku with Raku artist, Brett Thomas. He travels the country and teaches this method as well as provides glazing/texture techniques for a desired effect. The students will see that there are other ways to create effects in ceramics without the use

of an electric kiln or glaze. Students will investigate the shapes and forms of ancient Japanese pottery. They will create two to three pieces that reflect their knowledge of the culture. Students will understand the importance of teamwork. This is not a one-man show – all students will be required to participate in order to have a completed piece. Some of the jobs include timing reductions, ripping newspaper, pouring water on the pieces, and opening and closing lids. They will have to work together to make sure all pieces survive the firing. Students will explore the ancient firing method and discover common threads between the past and the present. They can use these threads for inspiration in creating pottery.

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 November, 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.

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 ABS, PS

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:

Brady, Kaitlyn 1.0 ELA, MHS	January 6, 2020 Resigned
Correa, Rosario 1.0 Teacher Assistant, LLC	January 1, 2020 Retirement
Lopez, Natalia 1.0 Elem/Bil, HC	January 4, 2020 Resigned
Mauro, Margaret 1.0 Confidential Secretary, HR	March 1, 2020 Retirement
Stewart, Elastine 0.5 Bus Aide, Transportation	November 12, 2019 Resigned

APPOINTMENT(S) 2019-2020 */**

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.:

Denny-Williams, Tracey .5 Bus Aide, Trans.	\$6,750	11/25/19-6/30-20	<u>In place of:</u> Alexander, Dawn Resigned
Merves, Harmony 1.0 Art Teacher, TJ/WD	\$65,747 MA, Step 9	TBD	McPeters, S. Retired
Phillips, Pamela 1.0 Science, FMS	\$54,307 BA, Step 3	01/02/20-06/30/20	Folkes, C. Leave Replacement
Schierer, Laura 1.0 Spec. Ed. Teacher, FMS	\$57,317 BA, Step 6	01/27/20-06/30/20	Crosbie, C. Resigned

Vesce, Victoria \$12,880 11/18/19-06/30/20 Rios-Vargas, D.
0.5 ABS, PS Reassigned

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

SUBSTITUTE APPOINTMENTS 2019-2020

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 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.:

Athletic Volunteer

Davis, John (Wrestling eff. 11/20/19)

Teacher

- Aguilar, Raul (eff. 11/18/19)
- Cantale, Lorna (eff. 11/13/19)
- Galati, Jessica
- O’Shea, Clare (eff. 11/14/19)
- Vesce, Victoria (eff. 11/18/19)
- Wisloff, Erin (eff. 11/20/19)

Volunteer

Quinn, Sydney (Music Marching Band eff. 11/14/19)

EXTRA PAY 2019-2020

Motion #5 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					
Head Coach – Girls	Ferrara, Allison	1	\$5,964		\$5,964
Assistant Coach – Girls	Jordan, Robert	1	\$4,887		\$4,887

MORRISTOWN HIGH SCHOOL - CO-CURRICULAR					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
Speech & Debate Club					
Advisor	Chamberlain, Bruce (10/1/19 - 6/30/20)	1	\$3,258		\$3,258

FRELINGHUYSEN MIDDLE SCHOOL – CO-CURRICULAR					
POSITION	STAFF MEMBER	YR EXP.	SALARY	INC	TOTAL SALARY
Drama					
Assistant Director	Brown, Renee	1	\$2,212		\$2,212

LEAVE(S) OF ABSENCE 2019-2020

Motion #6 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:

Lipari, Erin 1.0 Grade 1, HC	11/19/19-06/30/20 ** - FMLA (Intermittent)
Murphy, Kelly 1.0 Spanish, MHS	02/03/20-03/22/20 * - Maternity 03/23/20-06/30/20 ** - FMLA
Santiago, Susan 1.0 ABS, TJ	11/21/19-01/31/20**- Personal Leave

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

Employee	Former Assignment	New Assignment	Effective	Salary
Alejo, Mery	1.0 ABS, PS	N/A	07/01/19	\$48,869 <u>925</u> Longevity \$49,794 Total
Gamble, Lorenzo	1.0 ABS, PS	N/A	07/01/19	\$48,869 <u>925</u> Longevity \$49,794 Total

Hammond, Aatifa	1.0 ABS, PS	N/A	07/01/19	\$48,869 <u>925</u> Longevity \$49,794 Total
McCormack, Margaret	0.5 TA, LLC	1.0 ABS, PS	12/02/19	\$25,760 (\$20 per hour 7 hrs per day 184 days year

APPOINTMENT & SALARY 2019-2024

Motion #8 that, upon the recommendation of the Superintendent, the Board of Education desires to continue to employ Mackey Pendergrast as its Superintendent of Schools; and

WHEREAS, Mr. Pendergrast has agreed to continue to serve in the role of Superintendent of Schools; and

NOW, THEREFORE, BE IT RESOLVED, that the Morris School District Board of Education does hereby appoint Mackey Pendergrast as its Superintendent of Schools, effective July 19, 2019 through June 30, 2024, subject to the terms and conditions of the Contract of Employment; and

BE IT FURTHER RESOLVED that Mackey Pendergrast’s employment is subject to the terms and conditions of a Contract of Employment that has been approved by the County Superintendent and which is hereby approved by the Morris School District Board of Education as filed with the School Business Administrator/ Board Secretary and Human Resources office; and

BE IT FURTHER RESOLVED, that the Board President and Board Secretary are authorized and directed to execute the aforesaid Contract of Employment on behalf of the Morris School District Board of Education.

[Superintendent Contract 2019-2024](#)

JOB DESCRIPTION(S) 2019-2020

Motion #9 that, upon the recommendation of the Superintendent, the Board of Education approve the following job descriptions:

- Unified Coach – Middle & High School
- Speech and Debate Club (Formerly Forensics Advisor)

**MORRIS SCHOOL DISTRICT
Job Description**

Title: Unified Coach – Middle & High School
Reports To: Supervisor of Athletics Grades 9-12
Middle School Principal or designee

Qualifications:

- A permanent teaching certificate or an active Substitute Certificate issued by the State of New Jersey
- Must possess an adequate knowledge of the sport and prior playing or coaching experience
- Must be CPR, First Aid and Epi-pen certified
- Familiar with the rules and regulations of NJSIAA for High School and GMCJSCA for Middle School
- Must complete the NFHS/ACEP Coaching Principles Course and Sports First Aid within 1-year of hire if a first year NJSIAA coach

Responsibilities:

1. Provide students with an opportunity to participate in a competitive athletic program.
2. Recruit, organize, and train students to become part of a team.
3. Assist students in developing self-discipline and dedication to a goal.
4. Make team members aware of training rules, academic requirements and have team members adhere to them.
5. Plan and supervise scheduled workouts and games for assigned team, including out of season training sessions; instruct participants in the skills and techniques of the position played in the sport.
6. Have team members accept and conform to all rules which govern athletics in Morris School District schools and the New Jersey Interscholastic Athletic Association.
7. Support the academic performance of team members and work with teachers and administrators to encourage satisfactory academic performance.
8. Be responsible for the issue, care, maintenance, and return of all non-expendable supplies and equipment.
9. Supervise the health and safety of all team members.
10. Actively participate in activities that prevent damage to school facilities.
11. Perform scouting duties.
12. Perform duties and responsibilities to meet the requirements of the Board of Education and the administrators' policies, procedures, and requirements.
13. Perform all other duties as assigned by the appropriate Supervisor.
14. Work with case manager(s) to identify individual student needs to ensure appropriate supports are in place for the student to participate.

**MORRIS SCHOOL DISTRICT
JOB DESCRIPTION**

219.35

Position: Speech and Debate Club (Formerly Forensics Advisor)
Supervisor: Assistant Principal

The Forensics Team consists of students who present prepared speeches in organized interscholastic tournaments throughout the year. Individual and team awards are earned in a wide selection of topic categories. The team has weekly meetings and travels monthly to tournaments. The season runs from September to March.

Responsibilities:

- select and register all team members with N.J. Forensics League
- Supervise weekly club/team meetings
- Assist students in preparation, rehearsal, and presentation of pieces
- Supervise all meets and competitions
- Arrange transportation
- Select judges to attend meets (1 judge per 5 speakers)
- Supervise and manage point and rule book
- Document all results to National Forensics League
- Handle publicity for club
- Manage funds paying dues to National and State Associations, judges and Meet registrations
- Communicate with parent/community organizations to enhance school community relations
- Communicate with administration with class activities, events, and issues pertaining to the school
- Develop a budget and submit to supervisor
- Submit activity reports, meeting agendas and minutes to supervisor
- Implement and enforce all school and district policies and procedures
- Actively seek to recruit participation from a broad spectrum of MHS students
- Provide guidance and support to participants in specific club/activity.

HUMAN RESOURCES/CURRICULUM

PROFESSIONAL DEVELOPMENT - SHELTERED ENGLISH INSTRUCTION

Motion #10 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following Professional Development:

Program:	Professional Development
Description:	Online PD for Sheltered English Instruction certification (15 hour course)
Dates:	November, 2019 - June, 2020
Funding:	Title II
Rate:	Stipend - \$375
Staff:	Kelly, Donna (NP)

BILINGUAL OUTREACH PROGRAM (revision)

Motion #11 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following Morris School District certificated staff members to the Bilingual Outreach Program:

Program:	Bilingual Outreach Program
Description:	Serve as school liaison and community outreach worker for Title III immigrant students and their families across the district.
Dates:	October, 2019 – June, 2020

Funding Source: Title III
Rate: Stipend; ***indicates split stipend**
Staff: **Bernal, Yeisson* (FMS)**
Guglielmi, Yessenia (counselor)
Murphy, Kelly (MHS)
Pulgarin, Sandra (MHS)
Restrepo, Maria (K-2)
Vargas, Marco* (FMS)
Vila Chave, Maria (3-5)

EXPLANATION:

Upon submission/approval of Outreach Log, there will be two payments; half in December and half in June.

K-5 HEALTH PLANNING TEAM

Motion #12 that, upon the recommendation of the Superintendent, and the Board Curriculum Committee, the Board of Education approve the following:

Program: K-5 Health
Description: K-5 Health Planning Team
Dates: November, 2019 - June, 2020
Funding: Local
Rate: As per contract language; up to 5 hours
Staff: Archibald, Noreen (NP)
Brady, Dina (WD)
Camelotto, Sally (SX)
Jones, Robert (AH)
Jones, Steven (HC)
Lagos, Claudia (TJ)
Michel, Hailee (SX)

EXPLANATION:

Upon submission of an approved timesheet, staff member will be compensated as outlined above.

COMMUNITY SCHOOL 2019-2020

Motion #13 that, upon the recommendation of the Superintendent, the Board of Education approve the following Community School Ski Club staff:

Scheerer, Harrison	High School Ski	\$125.00/week
Villane, Kristen	High School Ski	\$125.00/week

EXPLANATION

Salaries to be paid out of collected tuitions.

Motion#14 that, upon the recommendation of the Superintendent, the Board of Education approve the following Community School staff for the Summer Music Academy:

Ocasio, Ariel	Coordinator	\$35.00/hr
Speers, Kimberlee	Aide	\$12.25/hr

EXPLANATION

Salaries to be paid out of collected tuitions.

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 **October 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
October 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 **October 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 **October 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 **November 25, 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 **October 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:

November 15, 2019 (payroll)
November 25, 2019

COMPREHENSIVE MAINTENANCE PLAN

Motion #6 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.

PAYMENTS

Motion #7 that upon the recommendation of the Superintendent, the Board of Education approve the following payments to USA Architects:

Project	Amount
MHS Broadcast Studio Upgrades	\$36,206.28
Woodland Facade Evaluation	\$10,800.00
FMS Softball Field Improvements	\$ 5,250.00
District Wide HVAC System Assessment	\$31,500.00

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #8 that upon the recommendation of the Superintendent, the Board of Education approve payment to DiCara Rubino Architects, in the amount of \$1,340.05 related to services for the Morristown High School Partial Window Replacement through September 24, 2019. (Invoice #0008619)

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #9 that upon the recommendation of the Superintendent, the Board of Education approve Payment #2 to M&M Construction in the amount of \$112,700.00 for work done on the Frelinghuysen Middle School Softball Field Improvements through August 31, 2019

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #10 that upon the recommendation of the Superintendent, the Board of Education approve Payment #3 to M&M Construction in the amount of \$153, 517.00 for work done on the Frelinghuysen Middle School Softball Field Improvements through November 15, 2019

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #11 that upon the recommendation of the Superintendent, the Board of Education approve Payment #3 to M&M Construction in the amount of \$134,650.77 for work done on the Morristown High School Broadcast Studio through September 30, 2019.

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #12 that upon the recommendation of the Superintendent, the Board of Education approve Payment #4 to M&M Construction in the amount of \$10,780.00 for work done on the Morristown High School Broadcast Studio through October 31, 2019.

EXPLANATION

This was discussed in Finance Committee Meeting.

CHANGE ORDERS

Motion #13 that upon the recommendation of the Superintendent, the Board of Education approve the following Change Orders for M&M Construction for work done on the Frelinghuysen Middle School Softball Field Improvements:

Original Contract Amount	\$454,000.00
Change Order #1 (Add'l drainage)	\$ 2,375.60
Change Order #2 (Permit Fees)	<u>\$ 3,615.00</u>
<i>Revised Contract amount</i>	<i>\$459,990.60</i>

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #14 that upon the recommendation of the Superintendent, the Board of Education approve the following Change Order for M&M Construction for work done on the Morristown High School Broadcast Studio:

Original Contract Amount	\$440,000.00
Change Order #1 (Add'l Materials)	<u>\$ 29,088.25</u>
<i>Revised Contract amount</i>	<i>\$469,088.25</i>

EXPLANATION

This was discussed in Finance Committee Meeting.

Motion #15 that upon the recommendation of the Superintendent, the Board of Education approve the following Change Order for Mark Construction for work done on the Morristown High School and Thomas Jefferson School Toilet Renovations:

<i>Allowance</i>	\$ 75,000.00
Change Order #1 (Add'l Framing)	(\$ 7,345.43)
Change Order #2 (Add'l Flooring)	(\$ 13,591.30)
Change Order #3 (Permit Fees)	(\$ 6,163.00)
Change Order #4 (Add'l Pipe)	<u>(\$ 4,910.80)</u>
<i>Remaining Allowance</i>	<i>\$42,989.47</i>

EXPLANATION

Change order #1 and #2 were originally approved July 22, 2019, Motion #27. Revisions are in bold. This was discussed in Finance Committee Meeting.

Motion #16 that upon the recommendation of the Superintendent, the Board of Education approve the following Change Order for Punjab Restoration Co, LLC for work done on the Morristown High School Masonry Repointing:

Original Contract		\$144,000.00
Allowance	(\$25,000.00)	
Change Order #1 (Canopy Repair)	\$ 3,100.00	
Change Order #2 (HVAC Repair)		(\$ 2,159.72)
Change Order #3 (Unused Allowance)		<u>(\$ 21,900.00)</u>
 Revised Contract Amount		 \$119,940.28

2019-2020 CAPITAL RESERVE WITHDRAWAL

Motion #17 that upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

RESOLVED that the Morris School District Board of Education requests the approval of a capital reserve withdrawal for the 2019-2020 budget in the amount of \$2,835,600. The district intends to utilize these funds for the:

<u>Project</u>	<u>Amount</u>
Elementary and High School Bathroom Renovation	\$677,000.00
High School Broadcasting Redesign	\$510,000.00
Transportation Building Stabilization	\$190,000.00
Electrical Upgrades - District Wide	\$600,000.00
High School Boiler Replacements	\$475,000.00
Morristown H.S. Expansion - Phase IV	<u>\$383,600.00</u>
	\$2,835,600.00

TRAVEL & REIMBURSEMENT

Motion #18 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.