

PEQUANNOCK TOWNSHIP BOARD OF EDUCATION
Pequannock Township High School Auditorium
85 Sunset Road, Pompton Plains, NJ 07444
MEETING AGENDA
Monday, November 27, 2017
7:00 pm

I. Call to Order

II. Statement of Compliance – Open Public Meeting Act

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the Daily Record and Suburban Trends, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

Roll Call:

Mr. Sam Ciresi	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

FLAG SALUTE

III. Board President Report – *Kimberley Quigley*

IV. Superintendent Report – *Brett Charleston, Ed.D.*

- Student Representative Report - *Abby Pownall*
- Audit report - *Kathi Mantell, Nisivoccia, LLP*
- Declining Enrollment Presentation - *Ted Loeffler - Committee Co-Chair*

V. School Business Administrator/Board Secretary Report - *Kateryna W. Bechtel, CPA*

VI. 2017-2018 Upcoming Committee Meetings

- | | |
|--|------------------|
| • Curriculum, Instruction, and Special Services | January 17, 2018 |
| • Policy | January 17, 2018 |
| • Personnel, Management, and Community Relations | January 16, 2018 |
| • Finance, Facilities, and Athletics | January 16, 2018 |

VII. Open to Public Agenda Items Only

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on **any agenda item** during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name and sign in before you begin.

VIII. Approval of Minutes: November 13, 2017

Motion by:	Second by:	Roll Call Vote:
Mr. Sam Ciresi	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

IX. Approval of Action Items

*denotes new item on the agenda
bold print denotes change

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS
Committee Report of November 21, 2017 - Dr. Richard Thumann, Chair

- PMC-97-18 Accept Resignation - 2017-2018 School Year
- PMC-98-18 Approval of Transfer of Staff - 2017-2018 School Year
- PMC-99-18 Approval of Appointment - 2017-2018 School Year
- PMC-100-18 Approval to Amend Appointments - 2017-2018 School Year (PMC-37-18, 93-18, 291-17)
- PMC-101-18 Approval to Rescind Appointment - 2017-2018 School Year (PMC-27-18)
- *PMC-102-18 Approval of Medical Leave of Absence - 2017-2018
- PMC-103-18 Approval of Personnel for Sporting Event Coverage - 2017-2018 School Year
- PMC-104-18 Approval of District Substitutes - 2017-2018 School Year

Motion by:	Second by:	Roll Call Vote:
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Mr. Sam Ciresi	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

RESOLUTION NO. PMC-97-18
ACCEPT RESIGNATION

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following resignation:

NAME	POSITION	EFFECTIVE DATE
Gillert, Toni-Lyn	School Secretary North Boulevard Elementary School	On or about 1/5/2018
Larranaga, John	.7 Classroom Aide Hillview Elementary School	On or about 1/22/2018

RESOLUTION NO. PMC-98-18
APPROVAL OF TRANSFER OF STAFF - 2017-2018 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the transfer of the following personnel in the Pequannock Township School District:

NAME	FROM	TO	SALARY	EFFECTIVE DATE
Aug, Karin	School Secretary Pequannock Valley Middle School	School Secretary North Boulevard Elementary School	Step 9 \$39,975	On or about 1/2/2018- 6/30/2018

RESOLUTION NO. PMC-99-18
APPROVAL OF APPOINTMENT - 2017-2018 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following personnel in the Pequannock Township School District, **pending full satisfaction of requisite New Jersey Department of Education and District employment criteria and results from post-offer physical and drug-test as per Policies 3160 & 4160.

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bold print denotes change

NAME	ASSIGNMENT	EFFECTIVE DATES	SALARY	CERTIFICATION
McBurney, Jonathan	Volunteer - Basketball Coach Pequannock Valley Middle School	11/28/2017-6/30/2018 Winter Season	N/A	

RESOLUTION NO. PMC-100-18

APPROVAL TO AMEND APPOINTMENTS -2017-2018 SCHOOL YEAR (PMC-93-18)

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to amend the appointments of the following personnel in the Pequannock Township School District, **pending full satisfaction of requisite New Jersey Department of Education and District employment criteria and results from post-offer physical and drug-test:

NAME	ASSIGNMENT	EFFECTIVE DATES	SALARY	CERTIFICATION/ LICENSE
Johnson, Michelle PMC-37-18	.7 Special Education Aide Stephen J. Gerace Elementary School	9/18/2017-6/30/2018	Step 3, \$12,750	CEAS, Elem. K-6
Johnson, Michelle (PMC-93-18)	PM Bus Duty Aide Stephen J Gerace Elementary School (As needed, not to exceed 20 minutes per day)	10/24/2017-6/30/2018	\$15.18/hour	
Judy, Jessica (PMC-291-17)	Color Guard Advisor Pequannock Township High School	9/1/2017-6/30/2018 Fall Season	\$2,601	

RESOLUTION NO. PMC-101-18

APPROVAL TO RESCIND APPOINTMENT - 2017-2018 SCHOOL YEAR (PMC-27-18)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the rescission of the appointment of the following personnel in the Pequannock Township School District:

NAME	ASSIGNMENT	EFFECTIVE DATES	SALARY
Shuttlesworth, Steven	Wrestling Coach-Winter Season Pequannock Valley Middle School	9/1/2017-6/30/2018	Step M, \$5,368

RESOLUTION NO. PMC-102-18

APPROVAL OF MEDICAL LEAVE OF ABSENCE

RESOLVED that Heather LaCognata (“LaCognata”) be granted one week of leave under the federal Family Medical Leave Act (“FMLA”) and the New Jersey Family Leave Act (“NJFLA”) to care for an immediate family member with a serious health condition. This leave shall be without pay but with a continuation of medical benefits.

BE IT FURTHER RESOLVED that the dates of this leave shall be Friday, December 1, 2017 through Friday, December 8, 2017.

BE IT FURTHER RESOLVED that LaCognata’s anticipated return to work day shall be Monday, December 11, 2017.

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RESOLUTION NO. PMC-103-18

APPROVAL OF PERSONNEL FOR SPORTING EVENT COVERAGE - 2017-2018 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following personnel to fill various positions at all home sporting events such as chains, site manager, parking/crowd control/security, clock operators, ticket takers, ticket sellers, and announcers for the Fall, Winter and Spring seasons for the 2017-2018 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association (Article 32, Paragraph A6-u), at a rate of \$67.00 per event:

Pequannock Township High School

Jonathan McBurney

RESOLUTION NO. PMC-104-18

APPROVAL OF DISTRICT SUBSTITUTES - 2017-2018 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following district substitutes for the 2017-2018 school year at the approved rate for each category:

NAME
Aileen Esposito - Teacher
Kimberly Gabelmann - Teacher
Luljeta Beqiri - Teacher, Aide
James Smith - Teacher

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CURRICULUM, INSTRUCTION AND SPECIAL SERVICES
Committee Report of November 20, 2017 - Dr. Doug Muzzio, Chair

- CIS-36-18 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
 CIS-37-18 Approval of Student Field Trips
 CIS-38-18 Approval of Guidance Intern

Motion by:	Second by:	Roll Call Vote:
Mr. Sam Ciresi	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

RESOLUTION NO. CIS-36-18
APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES

WHEREAS, the attendance at stated functions was previously approved by the Superintendent of Schools, as work related and within the scope of the work responsibilities of the attendees and the school district’s professional developmental plan; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

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

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, that the Pequannock Township Board of Education approves these attendances; and

THEREFORE, BE IT FURTHER RESOLVED, that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines. These are “not-to-exceed” amounts:

Date(s)	Employee/ Board Member	Conference/ Workshop Location	Registra- tion	Travel	Sub Cost	Estimated Total Expense
11/28/17	C. Dunn	NGSS Bio Round Table Kinnelon HS	\$-0-	\$4.09	\$95.00	\$99.09
12/7/17	C. Garlasco	NGSS Chem Round Table Kinnelon HS	\$-0-	\$4.09	\$95.00	\$99.09
12/5/17	B. Crocker	SLE Regional Workshop Paramus	\$-0-	\$12.33	n/a	\$12.33
3/9/18	F. Klump	NJIT Counselor Workshop	\$-0-	\$13.20	n/a	\$13.20

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RESOLUTION NO. CIS-37-18
APPROVAL OF STUDENT FIELD TRIPS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following student field trips:

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
11/28/17	S.J. Gerace School	E. Honig	PTHS/-/10	Marketing II Lip Dub	\$-0-	\$95.00 Substitute
12/5/17	Zeris Inn Mountain Lakes	J. McBurney	PTHS/-/3	All County Awards, Girls Soccer	\$-0-	\$95.00 Substitute
12/7/17	North Boulevard School	E. Honig	PTHS/-/10	Marketing II Lip Dub	\$-0-	\$95.00 Substitute
12/8/17	Pequannock Valley School	E. Honig	PTHS/-/20	Marketing II Lip Dub	\$-0-	\$95.00 Substitute
3/21/18	Mayo Performing Arts Center Morristown	J. Budd A.Shaw	HV/3/50	Ellis Island: Gateway to a Dream	\$8.00	\$-0-
3/21/18	Mayo Performing Arts Center Morristown	S. McKenna D. VanNess	NB/3/46	Ellis Island: Gateway to a Dream	\$10.62	\$-0-
3/21/18	Mayo Performing Arts Center Morristown	S. Martinez K. Barrows L. Dowd	SJG/3/67	Ellis Island: Gateway to a Dream	\$19.00	\$-0-

RESOLUTION NO. CIS-38-18
APPROVAL OF GUIDANCE INTERN

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves School Counselor Intern Jessica Cavaliere from Montclair State University for the spring semester at Pequannock Valley School under the Supervision of Mrs. Terri Praschak in the Guidance office.

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FINANCE, FACILITIES, AND ATHLETICS

Committee Report of November 21, 2017 - Vincent Siracusa, Chair

- FFA-49-18 Transfer of Funds - September 2017
- FFA-50-18 Payment of Bills – October 24, 2017 to November 13, 2017
- FFA-51-18 Approval of Financial Reports/Monthly Certification for September 2017
- FFA-52-18 Monthly Reports from Schools and Programs for September 2017
- FFA-53-18 Approval to Accept Donations to the Pequannock Township School District
- FFA-54-18 Approval to Accept and Submit School Bus Emergency Evacuation Drill Reports
- FFA-55-18 Approval to Submit Grant Application for A+ Challenge
- FFA-56-18 Acceptance of 2016-2017 Comprehensive Annual Financial Report and Auditor's' Management Report
- FFA-57-18 Approval of Settlement Agreement

Motion by:	Second by:	Roll Call Vote:
Mr. Sam Cirese	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

RESOLUTION NO. FFA-49-18
TRANSFER OF FUNDS FOR SEPTEMBER 2017

RESOLVED, that the Board of Education approves the transfer of funds within the 2017-2018 budget from September 1, 2017 through September 30, 2017, in accordance with the attached list, which shall become a part of the record.

RESOLUTION NO. FFA-50-18
PAYMENT OF BILLS – NOVEMBER 14, 2017 TO NOVEMBER 27, 2017

RESOLVED, that the Board of Education approves the Bills List, from November 14, 2017 to November 27, 2017, submitted by the School Business Administrator/Board Secretary, as attached:

FUND	AMOUNT
General Funds 10, 20, 40	\$2,012,310.91
Capital Projects Fund 30	\$7,500.00
Food Service Fund 6x	\$44,886.06

RESOLUTION NO. FFA-51-18
APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR SEPTEMBER 2017

RESOLVED, that the Board of Education approves the attached Board Secretary's and Treasurer's Monthly Financial Reports for September 2017.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of September 2017, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1; therefore be it

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RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education does certify that as of September 2017, the Board Secretary's Monthly Financial Report, did not reflect an over expenditure in any Major Account or Fund, and based on the Appropriation Balances reflected on this report and on the advice of District Officials, that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

RESOLUTION NO. FFA-52-18

MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS FOR SEPTEMBER 2017

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of September 2017 for the High School Activities Account, the High School Interscholastic Athletic Account, and the Pequannock Valley School Student Activities Account; and Pomptonian Food Service.

RESOLUTION NO. FFA-53-18

APPROVAL TO ACCEPT DONATIONS TO THE PEQUANNOCK TOWNSHIP SCHOOL DISTRICT

RESOLVED, that the Board of Education, in accordance with Policy 7230 and upon recommendation of the Superintendent, accepts the following donations to the Pequannock Township School District.

DONATION	TO	DONATED BY
Swim Team T-Shirts Value \$500	PTHS	PTHS Swim Parents Association
Poster Machine/Laminator Paper Value \$500	SJG	SJG HSA

RESOLUTION NO. FFA-54-18

APPROVAL TO ACCEPT AND SUBMIT SCHOOL BUS EMERGENCY EVACUATION DRILL REPORTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent and School Business Administrator, approves to accept and submit the school bus emergency evacuation drill reports as per attached.

RESOLUTION NO. FFA-55-18

APPROVAL TO SUBMIT GRANT APPLICATIONS FOR A+ CHALLENGE

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the submittal of grant applications for the A+ Challenge: Actions for Healthy Schools in order to obtain resources from a school health specialist and funding in the amount of \$300 for the "School Garden Initiative" and \$100 for the "Physical Activity Fair" at Pequannock Township High School and \$300 for the "School Garden Initiative" and \$350 for the "Active Classrooms" at North Boulevard Elementary School.

RESOLUTION NO. FFA-56-18

ACCEPTANCE OF 2016-2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDITORS' MANAGEMENT REPORT

RESOLVED, that the Board of Education accepts the "Comprehensive Annual Financial Report" and the "Auditors' Management Report on Administrative Findings – Financial Compliance and Performance for the Fiscal Year Ended June 30, 2017," which was submitted by Nisivocchia, LLP, the district's auditors, having been presented and reviewed at the public meeting. A copy of the Audit Synopsis, which was distributed at the meeting, shall be attached to and made a part of the record of this meeting. A Corrective Action Plan is not required as no audit recommendations were included in the reports.

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RESOLUTION NO. FFA-57-18
APPROVAL OF SETTLEMENT AGREEMENT

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, hereby approves and accepts the Settlement Agreement File No. 6/114 dated 11/22/17 (Student G.G.), as per attachment.

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POLICY

Committee Report of November 20, 2017 - Ann Maier, Chair

P-06-18 Approval of New and Revised Board Policies for First Reading

Motion by:	Second by:	Roll Call Vote:
Mr. Sam Ciresi	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

RESOLUTION NO. P-06-18

APPROVAL OF NEW AND REVISED BOARD POLICIES FOR FIRST READING

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves new and revised Board policies as listed for first reading:

MANUAL SECTION	POLICY
<i>Programs</i>	2415.04 - District-Wide Parental Involvement
<i>Finances</i>	6330 - Environmentally Preferable Purchasing Purpose
<i>Property</i>	7241 - Air Quality Standards
	7461 - District Sustainability Policy
<i>Operations</i>	8429 - Environmentally Sustainable Practices
	8505 - Local Wellness Policy/Nutrient Standards for Meals and Other Foods

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X. Open to Public Any Topic

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any topic during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and the complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name and sign in before you begin.

XI. Old Business

RESOLUTION NO. OB-04-18
APPROVAL OF HIB INVESTIGATION DECISION

RESOLVED, that the Pequannock Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in the following HIB Investigations and directs the Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

INVESTIGATION NO.
NB-02-18

Motion by:	Second by:	Roll Call Vote:
Mr. Sam Cirese	Mrs. Ann Maier	Dr. Douglas Muzzio
Mrs. Tiffany Osmanski	Mr. Robert Singer	Mr. Vincent Siracusa
Mr. Leonard Smith	Dr. Richard Thumann	Mrs. Kimberley Quigley

XII. New Business

XIII. **CONSIDERATION OF EXECUTIVE SESSION**

RESOLVED, that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to legal, personnel, negotiations, attorney – client privilege, and/or student matters. Said matters will be made public upon their disposition.

Motion by:	Second by:	Voice Vote:	Time:
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XIV. Adjournment

Motion by:	Second by:	Voice Vote:	Time:
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FUTURE PUBLIC BOARD MEETINGS

December 11, 2017	PTHS	7:00 pm
January 3, 2018 (Wed.) Organization Meeting	PTHS	7:00 pm

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