



TOWNSHIP OF PEQUANNOCK  
BOARD OF EDUCATION

MEETING MINUTES  
OCTOBER 10, 2017

**CALL TO ORDER**

The October 10, 2017 Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the Pequannock Township High School Auditorium, 85 Sunset Road, Pompton Plains, NJ 07444, at 7:00 pm by Kimberley Quigley, Board President. The following statement of compliance with the Open Public Meetings Act was read:

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 the Suburban Trends, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

**ROLL CALL**

PRESENT: Sam Ciresi Ann Maier  
Tiffany Osmanski Leonard Smith  
Richard Thumann Kimberley Quigley

ABSENT: Douglas Muzzio Robert Singer  
Vincent Siracusa

ALSO PRESENT: Brett Charleston, Ed.D., Superintendent of Schools  
Rosalie Winning, Ed.D., Assistant Superintendent  
Kateryna W. Bechtel, CPA, School Business Administrator/Board Secretary

**FLAG SALUTE**

Board President Report – Kimberley Quigley

- Congratulated Art Festival participants and Ms. Munro for being a published author.
- Congratulated the PTHS Marching Band on an outstanding competition.
- Congratulated Dr. Charleston on his accomplishment of receiving his doctoral degree.

Student Recognitions – Richard Hayzler, PV Principal

- Stomp Out Bullying Upstanders of the Week
  - Molly Shay
  - Abigail Carmichael
  - Raymond Goetz
  - Julian Evanchik
  - Ava Guardino
- All Eastern Honor Choir
  - Lexi Thibodeau

Superintendent Report – Brett Charleston, Ed.D.

- Reported that the 3<sup>rd</sup> Annual Tech Summit was a success.
- Attended the PTHS Band Competition and announced that it was a first class event that provided area schools and communities the opportunity to observe all that is good in the school district.

- Reported the following School News:
  - The district bonfire is scheduled for October 11 from 7:00 to 9:00 pm on the PTHS JV baseball field.
  - North Boulevard had a great turnout for International Walk and Bike to School Day.
  - Hillview's Girl Scouts met with Mr. Portas to plan painting projects and Media Specialist Valerie Munro will be conducting a speaking tour to promote her new book.
  - SJG recognized students for good behavior at their first blue and gold assembly.
  - PV is starting a school garden in conjunction with the NJ Department of Health. PV culminated the first Week of Respect by working on activities that focus on the power of kindness.
  - PSAT testing, hall decorating, and the Homecoming football game is upcoming.

**2017-2018 UPCOMING COMMITTEE MEETINGS**

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| • Curriculum, Instruction, and Special Services  | October 16, 2017 |
| • Policy   | October 16, 2017 |
| • Personnel, Management, and Community Relations | October 17, 2017 |
| • Finance, Facilities, and Athletics             | October 17, 2017 |

**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, municipality of residence, and, if applicable, group affiliation and sign in before you begin.

None

**APPROVAL OF MINUTES**

September 25, 2017

Motion by: Ciresi	Second by: Thumann	Roll Call Vote: 6-0-0 Abstain on Executive Session: Maier, Smith
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**APPROVAL OF ACTION ITEMS**

**PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS**

**Dr. Richard Thumann, Chair**

- PMC-71-18 Acceptance of Reports
- PMC-72-18 Approval of Appointments - 2017-2018 School Year
- PMC-73-18 Approval to Rescind Appointment - 2017-2018 School Year (PMC-58-18)
- PMC-74-18 Approval to Amend Medical Leave of Absence - 2017-2018 School Year (PMC-250-17)
- PMC-75-18 Approval to Amend Medical Leave of Absence - 2017-2018 School Year (PMC-41-18)
- PMC-76-18 Approval of Elementary School Lunch Aides - 2017-2018 School Year
- PMC-77-18 Approval of Extra-Curricular Stipend Positions - 2017-2018 School Year
- PMC-78-18 Approval to Amend Interscholastic Sports Stipend Position - 2017-2018 School Year (PMC-64-18)

**RESOLUTION NO. PMC-71-18**  
**ACCEPTANCE OF REPORTS**

- Enrollment Report
- Suspension Report

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-72-18**  
**APPROVAL OF APPOINTMENTS - 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:

NAME	ASSIGNMENT	EFFECTIVE DATES	SALARY
Witte, Richard	Substitute Custodian Pequannock Township School District	10/11/2017-6/30/2018	\$16.00/hour As Needed
Breen, Matthew	Volunteer-Boys Basketball Pequannock Township High School	10/11/2017-6/30/2018 Winter Season	N/A
Kohle, Benjamin	Volunteer-Boys Basketball Pequannock Township High School	10/11/2017-6/30/2018 Winter Season	N/A
VandeVrede, David	Volunteer-Boys Basketball Pequannock Township High School	10/11/2017-6/30/2018 Winter Season	N/A

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-73-18**

**APPROVAL TO RESCIND APPOINTMENT - 2017-2018 SCHOOL YEAR (PMC-58-18)**

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
Ingenito, Matthew <i>Replacement for S. Hayes</i>	Night Custodian Stephen J. Gerace Elementary School	10/1/2017-6/30/2018	Step 1, \$36,465

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-74-18**

**APPROVAL TO AMEND MEDICAL LEAVE OF ABSENCE - 2017-2018 SCHOOL YEAR (PMC-250-17)**

RESOLVED that Candace McCaffrey (“Ms. McCaffrey”) be granted a maternity disability leave from **August 31, 2017 through October 26, 2017 in connection with the birth of her child on August 31, 2017. During this time, Ms. McCaffrey will use 37 days of accumulated sick leave.**

RESOLVED that Ms. McCaffrey be granted a child-rearing leave under the FMLA and the New Jersey Family Leave Act (“NJFLA”) **from October 27, 2017 through December 22, 2017.** During this leave, which shall be without pay but with a continuation of medical benefits, Ms. McCaffrey will use 8 weeks leave under the FMLA and the NJFLA.

RESOLVED that pursuant to her request, Ms. McCaffrey’s anticipated return to work date shall be January 2, 2018.

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-75-18**

**APPROVAL TO AMEND MEDICAL LEAVE OF ABSENCE - 2017-2018 SCHOOL YEAR (PMC-41-18)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to amend medical leave of absence for Employee #0146, whose name is on file in the Superintendent’s office, for the period of **October 3, 2017 through on or about November 10, 2017, using 3 sick days, 20 vacation days and 5 personal days returning to work on or about Monday, November 13, 2017.**

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-76-18**

**APPROVAL OF ELEMENTARY SCHOOL LUNCH AIDES - 2017-2018 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following elementary school lunch aides on an as needed basis to be determined by each building principal for the 2017-2018 school year at the rate of \$8.44 per hour, pending full satisfaction of requisite New Jersey Department of Education and District employment criteria:

Hillview Elementary School	North Boulevard Elementary School
Noblett, Jill	Perrotta, JoAnn

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-77-18**

**APPROVAL OF EXTRA-CURRICULAR STIPEND POSITIONS - 2017-2018 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following stipends for the 2017-2018 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

**Stephen J. Gerace Elementary School**

NAME	ASSIGNMENT	STIPEND
Arnold, William	Band	\$1,122

**Pequannock Valley Middle School**

NAME	ASSIGNMENT	STIPEND
Callaghan, Rose	Math Counts Advisor	\$1,122

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**RESOLUTION NO. PMC-78-18**

**APPROVAL TO AMEND INTERSCHOLASTIC SPORTS STIPEND POSITION - 2017-2018 SCHOOL YEAR (PMC-64-18)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an amendment to the appointment of the following district personnel as coaches for the 2017-2018 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

**WINTER, 2017**

NAME	ASSIGNMENT	SCHOOL	SALARY
Green, Daniel	Assistant Boys Basketball Coach	Pequannock Township High School	Step 1, \$3,210

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 6-0-0
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**CURRICULUM, INSTRUCTION AND SPECIAL SERVICES**

Douglas Muzzio, Chair

- CIS-25-18 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
- CIS-26-18 Approval of Student Field Trip
- CIS-27-18 Approval of Title I Tutoring Program and Facilitators
- CIS-28-18 Approval of District Mentors for the 2017-2018 School Year

**RESOLUTION NO. CIS-25-18**

**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
10/12/17	T. Loeffler	Sustainable NJ Trenton	\$-0-	\$-0-	n/a	\$-0-
10/12/17	A. Scelso	Sustainable NJ Trenton	\$-0-	\$-0-	n/a	\$-0-
10/12/17	M. Reiner	Sustainable NJ Trenton	\$-0-	\$-0-	n/a	\$-0-
10/16/17	F. Klump	Coll. Adm. Collaborative Highlighting Engineering & Technology NY, NY	\$-0-	\$28.00	n/a	\$28.00
10/17/17	A. Escudero	Univ. of Maine Ridgewood	\$-0-	\$10.04	n/a	\$10.04
10/19/17	M. Ruggiero	Try Engineering NJIT, Newark	\$-0-	\$20.60	\$95.00	\$115.60
10/19/17	C. Valero	Try Engineering NJIT, Newark	\$-0-	\$10.00	\$95.00	\$105.00
10/19/17	J. Rentas	Try Engineering NJIT, Newark	\$-0-	\$12.40	\$95.00	\$107.40
10/19/17	K. Flanagan	Try Engineering NJIT, Newark	\$-0-	\$-0-	n/a	\$-0-
10/19/17	L. Diglio	Try Engineering NJIT, Newark	\$-0-	\$8.06	\$95.00	\$103.06

10/19/17	K. Kopacz	Try Engineering NJIT, Newark	\$-0-	\$12.71	\$95.00	\$107.71
10/19/17	R. Lockett	Try Engineering NJIT, Newark	\$-0-	\$4.77	\$95.00	\$99.77
10/19/17	B. Rescigno	Try Engineering NJIT, Newark	\$-0-	\$14.2	\$95.00	\$109.20
10/19/17	P. Kobliska	Try Engineering NJIT, Newark	\$-0-	\$9.92	n/a	\$9.92
10/20/17	L. Corbett	Youth Suicide Prevention Wayne	\$-0-	\$-0-	n/a	\$-0-
10/20/17	P. Kobliska	NJ Technology & Engineering Educators Assoc. WPU, Wayne	\$150.00	\$4.22	n/a	\$154.22
10/20/17	R. Murek	NJ Technology & Engineering Educators Assoc. WPU, Wayne	\$150.00	\$4.96	\$95.00	\$249.96
10/25/17	A. Escudero	Boston Univ. Teaneck	\$-0-	\$17.85	n/a	\$17.85
10/26, 10/27/17	E. Scillieri	AMTNJ Conference E. Windsor	\$295.00	\$76.88	n/a	\$371.88
11/1/17	L.A. Brensinger	Echoes & Reflections Elie Wiesel's Night Morristown	\$-0-	\$12.71	\$95.00	\$107.71
11/13-15/17	D. Carr	Book Clubs/The Art of Engaging Teens Columbia Univ.	\$650.00	\$53.94	n/a	\$703.94
12/1/17, 1/19, 3/2, 4/27/18	N. Pearsall	NJAPSA New Director's Cohort Monroe Twp.	\$2,500.00	\$166.66	n/a	\$2,666.66
12/8/17	F. Klump	Montclair Counselor Montclair	\$-0-	\$8.37	n/a	\$8.37
4/23 - 4/25/18	C. Cogavin	Lehigh Valley College Tour Bethlehem, PA	\$75.00	\$49.6	n/a	\$124.60

Motion by: Maier	Second by: Thumann	Roll Call Vote: 6-0-0
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**RESOLUTION NO. CIS-26-18**  
**APPROVAL OF STUDENT FIELD TRIP**

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

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
12/18/17	District Schools	W. Arnold	PTHS/9-12/60	Holiday Choir Tour	N/A	N/A

Motion by: Maier	Second by: Thumann	Roll Call Vote: 6-0-0
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**RESOLUTION NO. CIS-27-18**  
**APPROVAL OF TITLE I TUTORING PROGRAM AND FACILITATORS**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the Title I Tutoring Program and Facilitators for the 2017-2018 school year to take place at Pequannock Township High School during unit lunch, and Pequannock Valley School, Hillview School, and S.J. Gerace School before or after regular school hours, at \$30 per 30 minute session/\$25 per 25 minute session for Language Arts and Math. Funding for this program is provided through Every Student Succeeds Act (ESSA) Title I funds.

<u>NAMES</u>		
Patricia Livesey	Joshua Belardo	Shannon McKenna
Sarah Diver	Erin Westdyk	Nicole Kuser
Alexa Trattou	Melissa Luterzo	Yvette McBain
Kathleen Iraggi	Jacqueline Stringer	Jeffrey Lindsay
Christina Marks	James Zichelli	Michele D'Angelo
Deborah Thomas	Jacquilyn Oschell	Catherine Pascarella
Gemma Rodriguez	Krista Munoz	Meghan Lapone
Ellen Italiano	Heather Lamer	

Motion by: Maier	Second by: Thumann	Roll Call Vote: 6-0-0
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**RESOLUTION NO. CIS-28-18**  
**APPROVAL OF DISTRICT MENTORS FOR THE 2017-2018 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following new staff informal mentors as assigned for the 2017-2018 school year.

<u>MENTEE</u>	<u>TYPE/CERTIFICATE</u>	<u>MENTOR</u>	<u>SCHOOL</u>
<u>No Fees Apply</u>			
Jacquilyn Oschell	Standard	Patrick Cooper	PTHS
Christine Heinicke	Standard	Julie Carlson	PTHS

Motion by: Maier	Second by: Thumann	Roll Call Vote: 6-0-0
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**FINANCE, FACILITIES, AND ATHLETICS**

Vincent Siracusa, Chair

- FFA-32-18 Payment of Bills – September 26, 2017 to October 10, 2017
- FFA-33-18 Declaration of Obsolete Equipment
- FFA-34-18 Approval of Donations Trust Account
- FFA-35-18 Approval of Submission of Capital Projects to the DOE

**RESOLUTION NO. FFA-32-18**

**PAYMENT OF BILLS – SEPTEMBER 26, 2017 TO OCTOBER 10, 2017**

RESOLVED, that the Board of Education approves the Bills List, from September 26, 2017 to October 10, 2017, submitted by the School Business Administrator/Board Secretary, as attached:

FUND	AMOUNT
General Funds 10, 20, 40	\$1,433,713.37
Capital Reserve Fund 12	\$0.00
Capital Projects Fund 30	\$0.00
Food Service Fund 6x	\$63,242.92

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 6-0-0
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**RESOLUTION NO. FFA-33-18**

**DECLARATION OF OBSOLETE EQUIPMENT**

RESOLVED, that the Board of Education authorizes the Business Administrator/Board Secretary, to declare the following items to be obsolete and will dispose of them as deemed appropriate. (Attachment)

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 6-0-0
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**RESOLUTION NO. FFA-34-18**

**APPROVAL OF DONATIONS TRUST ACCOUNT**

RESOLVED, that the Lakeland Bank, is hereby designated as the recipient of funds for donations into a trust account through the next organization meeting in January 2018; and

BE IT FURTHER RESOLVED, that the signatories for the account be in accordance with the following summary:

LAKELAND BANK ACCOUNT	SIGNATORIES
Donations Trust Account	Superintendent, School Business Administrator, Assistant Supt. (2 of 3)

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 6-0-0
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**RESOLUTION NO. FFA-35-18**  
**APPROVAL OF SUBMISSION OF CAPITAL PROJECTS TO THE NJDOE**

BE IT RESOLVED that the Board of Education of the Pequannock School District in the county of Morris, hereby approves the submission of the following “Other Capital Projects” to the Department of Education for review and approval and for amendment to the Long Range Facilities Plan. It is further understood that the District is not seeking funding at the current time for these projects:

SCHOOL	PROJECT	DOE PROJECT #
Hillview School	Camera Upgrades and Vestibule Renovations	27-4080-055-17-1000
North Boulevard School	Camera Upgrades and Vestibule Renovations	27-4080-060-17-1000
Pequannock Township High School	Science Lab and Vestibule Renovation	27-4080-050-17-1000
Pequannock Valley School	Camera Upgrades, Science Lab and Vestibule Renovations	27-4080-080-17-1000
Stephen J. Gerace School	Camera Upgrades and Vestibule Renovations	27-4080-100-17-1000

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 6-0-0
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**POLICY**

**Ann Maier, Chair**

P-05-18 Approval of New and Revised Board Policies and Regulations for Second Reading and Adoption

**RESOLUTION NO. P-05-18**

**APPROVAL OF NEW AND REVISED BOARD POLICIES AND REGULATIONS FOR SECOND READING AND ADOPTION**

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

<b>MANUAL SECTION</b>	<b>POLICY</b>
<i>Program</i>	2700 - Services to Nonpublic School Pupils
<i>Property</i>	7100 & 7100R - Long Range Facilities Planning
	7101 & 7101R - Educational Adequacy of Capital Projects

Motion by: Maier	Second by: Thumann	Roll Call Vote: 6-0-0
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**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, municipality of residence, and, if applicable, group affiliation and sign in before you begin.

None

**OLD BUSINESS**

- Dr. Charleston provided an update on the field turf inspections.
- Mrs. Bechtel announced that facilities inspections conducted by the County Business Administrator were successful and the County BA was most impressed and complimentary of the district staff and facilities.
- Dr. Thumann commented that the PTHS Marching Band Competition and the Art Festival at the library were enjoyable events.

**NEW BUSINESS**

- Dr. Charleston explained the results of the district’s phishing email test and how this information will be used to train staff and improve security. He announced that the district has been selected to present at the October 19 Morris County School Boards meeting on our use of Twitter.

**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, negotiations, and/or student matters. Said matters will be made public upon their disposition. No action will be taken.

Motion by: Ciresi	Second by: Thumann	Voice Vote: All in Favor	Time: 7:34 pm
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The Board reconvened to Public Session at 8:46 pm.

**ADJOURNMENT OF PUBLIC MEETING**

Motion by: Thumann	Second by: Ciresi	Voice Vote: All in Favor	Time: 8:46 pm
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Respectfully,

Kateryna W. Bechtel, CPA  
Board Secretary

**FUTURE PUBLIC BOARD MEETINGS**

October 23, 2017	PTHS	7:00 pm
November 13, 2017	PTHS	7:00 pm