



TOWNSHIP OF PEQUANNOCK  
BOARD OF EDUCATION

MEETING MINUTES  
NOVEMBER 13, 2017

**CALL TO ORDER**

The November 13, 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 7:01 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  
   Douglas Muzzio    Tiffany Osmanski  
   Robert Singer     Leonard Smith  
   Richard Thumann                                      Kimberley Quigley

ABSENT:                      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

- Thanked the French Club for the goodie bags.
- Congratulated all Fall Sports Teams.
- Gave a shout out to the Marching Band for accomplishments.
- Congratulated the three winners of the school board election.
- Wished everyone a happy holiday.

Student Recognitions

- Dr. Alicia Scelso - PTHS Principal
  - Upstanders of the Week
    - Jack Baldissard
    - Dean Bua
    - David Ferrell
    - Naomi Gaskins
    - Isabella Matarazzo
    - Daniel Santiago
    - Jack White
- Michael Portas – Hillview Principal
  - Upstanders of the Week

- Nolan Casey
- Sophia Klecha
- Triana Wyka
- Jam Studio Technology
  - Michael Fields
  - Sophia Guererro

Superintendent Report – Brett Charleston, Ed.D.

- Shared positive comments from the Morris County School Boards regarding a Twitter presentation by Pequannock administrators.
- Communicated that the administration continues to offer professional development opportunities to staff.
- Read a complimentary email from a parent regarding the Veteran’s Day concert.
- Announced that the mini college fair will take place at PTHS on November 16 with nearly 45 colleges in attendance.
- Announced that Rich Hayzler, PV Principal, was nominated for the NJPSA Visionary Leadership Award and the 2017 Centenary University/Visions FCU Educational Leadership Award.
- Reported that the administration is working on the 2018-2019 Program of Studies.
- Recognized the Band, Mr. Streifer, and the Band Parents for a successful season.
- Congratulated the PV Boys Soccer Team for winning the County Championship, and all of the Fall Sports Teams.
- Reported that PV held its annual Veterans Day Flag Ceremony today.

NJSBA Sustainability Training provided by John Henry, STEAM and Sustainable Schools Specialist

Board Secretary Report – Kateryna W. Bechtel, CPA

- Provided a correction to the October 23, 2017 minutes on tonight’s agenda.

**2017-2018 UPCOMING COMMITTEE MEETINGS**

- Curriculum, Instruction, and Special Services November 20, 2017
- Policy November 20, 2017
- Personnel, Management, and Community Relations November 21, 2017
- Finance, Facilities, and Athletics November 21, 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**

October 23, 2017

Motion by: Ciresi	Second by: Thumann	Roll Call Vote: 7-0-1 Abstain: Muzzio
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**APPROVAL OF ACTION ITEMS**

**PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS**

**Dr. Richard Thumann, Chair**

- PMC-87-18 Acceptance of Reports
- PMC-88-18 Approval of Appointments - 2017-2018 School Year
- PMC-89-18 Approval to Amend Medical Leave of Absence - 2017-2018 School Year (PMC-75-18)
- PMC-90-18 Approval to Amend Medical Leave of Absence - 2017-2018 School Year (PMC-20-18)
- PMC-91-18 Approval to Amend Appointment - 2017-2018 School Year (PMC-18-18)
- PMC-92-18 Approval of Transfer of Staff - 2017-2018 School Year
- PMC-93-18 Approval of Bus Duty Aide - 2017-2018 School Year
- PMC-94-18 Approval of Interscholastic Sports/Extra-Curricular Stipend Positions - 2017-2018 School Year
- PMC-95-18 Approval of Personnel for Sporting Event Coverage - 2017-2018 School Year
- PMC-96-18 Approval of District Substitutes - 2017-2018 School Year

**RESOLUTION NO. PMC-87-18**  
**ACCEPTANCE OF REPORTS**

- Enrollment Report
- Suspension Reports

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-88-18**  
**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 as per Policies 3160 & 4160.:

NAME	ASSIGNMENT	EFFECTIVE DATES	SALARY	CERTIFICATION
Connolly, Patrick <i>Replacement for Matthew Ingenito</i>	Night Custodian Stephen J. Gerace Elementary School	11/16/2017-6/30/2018	Step 3, \$37,465	Black Seal License
O'Brien, Alexa	.7 Classroom Aide Stephen J. Gerace Elementary School	11/16/2017-6/30/2018	Step 1, \$12,261	CEAS, Teacher of English

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-89-18**

**APPROVAL TO AMEND MEDICAL LEAVE OF ABSENCE - 2017-2018 SCHOOL YEAR (PMC-75-18)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to amend a 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 9, 2017, using 3 sick days, 20 vacation days and 5 personal days.

RESOLVED, that Employee #0146 be granted 12 weeks leave under the FMLA and New Jersey Family Leave Act (“NJFLA”), without pay, but with a continuation of benefits, from November 10, 2017 through on or before February 2, 2018.

RESOLVED that pursuant to this request, Employee #0146 anticipated return to work date shall be on or before **February 5, 2018.**

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-90-18**

**APPROVAL TO AMEND MEDICAL LEAVE OF ABSENCE - 2017-2018 SCHOOL YEAR (PMC-20-18)**

RESOLVED that Jenna Leao (“Ms. Leao”) be granted an amendment to her maternity disability leave from September 5, 2017 through October 13, 2017 in connection with the birth of her child on October 16, 2017. During this time, Ms. Leao will use 28 days of accumulated sick leave. Beginning on or about October 17, 2017, Ms. Leao wishes to use an additional 28 days of accumulated sick leave through November 28, 2017.

RESOLVED that Ms. Leao be granted a child-rearing leave under the FMLA and the New Jersey Family Leave Act (“NJFLA”) from November 29, 2017 through February 27, 2018. During this leave, which shall be without pay but with a continuation of medical benefits, Ms. Leao will use 12 weeks leave under the FMLA and the NJFLA.

RESOLVED that pursuant to her request, Ms. Leao’s anticipated return to work date shall be on or about **February 28, 2018.**

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-91-18**

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

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to amend 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	CERTIFICATION/ LICENSE
Kuser, Nicole <i>Replacement for J. Leao</i>	LTS - Special Education Teacher Hillview Elementary School	9/1/2017- <b>On or about 2/28/2018</b>	BA, Step 1, \$54,190	CEAS Elementary K-6, TOSD

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-92-18**  
**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
Marino, Angela	.7 Classroom Aide Hillview Elementary School	.7 Classroom Aide North Boulevard Elementary School	Step 1 \$12,261	11/14/2017-6/30/2018

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-93-18**  
**APPROVAL OF BUS DUTY AIDES - 2017-2018 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following aides for bus duty for the 2017-2018 school year at the hourly rate listed below, not to exceed 5 hours per week, upon submission of timesheets for bus duty:

NAME	ASSIGNMENT	HOURLY RATE
Johnson, Michelle	Bus Duty - PM - Stephen J. Gerace Elementary School (As needed, not to exceed 20 minutes per day)	\$14.60

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-94-18**  
**APPROVAL OF INTERSCHOLASTIC SPORTS/EXTRA-CURRICULAR STIPEND POSITIONS - 2017-2018 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following individuals as coaches/advisors 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	
Aquino, Victoria	Assistant Cheerleading Coach	Pequannock Valley Middle School	\$1,922	
Judy, Jessica	Winter Guard Pequannock Township High School	11/16/2017-6/30/2018 Winter Season	\$1,550	
Vineis, Margaret	Volunteer - Swim Coach Pequannock Township High School	11/16/2017-6/30/2018	N/A	

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-95-18**

**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 Valley Middle School**

Karin Aug	Maryann Goodwin	Jeffrey Lindsay	Cathy Warren
Kate Bionde	Janelle Heise	Stephanie Schroeter	
Donna Blossfeld	Allen Kaye	Gregg Slaff	
Joshua Danziger	Brian Kneebone	Darren Spezio	

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**RESOLUTION NO. PMC-96-18**

**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
Stephanie Londono - Teacher, Aide
Lorrain McCarthy - Custodian
Brian Boyce - Security Guard

Motion by: Thumann	Second by: Ciresi	Roll Call Vote: 8-0-0
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**CURRICULUM, INSTRUCTION AND SPECIAL SERVICES**

**Dr. Douglas Muzzio, Chair**

- CIS-33-18 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
- CIS-34-18 Approval of Title I Tutoring Program Facilitators
- CIS-35-18 Approval of Student Field Trips

**RESOLUTION NO. CIS-33-18**

**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:

<b>Date(s)</b>	<b>Employee/ Board Member</b>	<b>Conference/ Workshop Location</b>	<b>Registra- tion</b>	<b>Travel</b>	<b>Sub Cost</b>	<b>Estimated Total Expense</b>
11/7/17	D. Rodriguez	AP Workshop New York	\$275.00	\$51.86	\$95.00	\$371.86
11/16, 11/17/17	D. Schiano	NJASL Fall Conference Long Branch	\$150.00	\$-0-	\$190.00	\$340.00
11/16, 11/17/17	V. Munro	NJASL Fall Conference Long Branch	\$-0-	\$-0-	\$190.00	\$190.00
12/1/17	A. Escudero	Ramapo College	\$-0-	\$8.37	n/a	\$8.37
12/7/17	J. Andresen	Annual Suicide Prevention Conference Piscataway	\$69.00	\$28.83	n/a	\$97.83
12/8/17	P. Riffel	Automation & Controls Newark	\$-0-	n/a	n/a	\$-0-
12/8/17	D. Andersen	Automation & Controls Newark	\$-0-	n/a	n/a	\$-0-
2/7/18	L. LaTempa	Preschool Nurses Meeting Neptune	\$-0-	\$-0-	\$125.00	\$125.00

3/27, 3/28/18	D. Csakvary	NJ Pupil Transportation Conference Atlantic City	\$350.00	\$223.32	n/a	\$573.32
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Motion by: Muzzio	Second by: Thumann	Roll Call Vote: 8-0-0
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**RESOLUTION NO. CIS-34-18**  
**APPROVAL OF TITLE I TUTORING PROGRAM FACILITATORS**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following Title I Tutoring Program Facilitators for the 2017-2018 school year.

NAMES	
Kathryn Barrows	Christine DeStefano

Motion by: Muzzio	Second by: Thumann	Roll Call Vote: 8-0-0
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**RESOLUTION NO. CIS-35-18**  
**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
11/15, 12/13/17	Greenview Park	K. Lau-Munoz	PTHS/11-12/14	AP Environmental Science, Water Testing	\$-0-	\$-0-
11/22/17	PV School	A.Streifer	PTHS/9-12/45	Marching Band Recruitment	\$-0-	\$95 Substitute
4/10/18	Mayo Performing Arts Center Morristown	M. Rubino R. Zambrano	NB/PreK/34	Performance - Play theme for community helpers	\$11.08 Partially Paid by HSA	\$-0-
11/17/17	Hillview School	E. Honig	PTHS/ Marketing Class/10	Lip Dub Taping	\$-0-	\$-0-

Motion by: Muzzio	Second by: Thumann	Roll Call Vote: 8-0-0
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**FINANCE, FACILITIES, AND ATHLETICS**

Vincent Siracusa, Chair

- FFA-44-18 Payment of Bills – October 24, 2017 to November 13, 2017
- FFA-45-18 Approval to Accept Donation to the Pequannock Township School District
- FFA-46-18 Declaration of Obsolete Equipment
- FFA-47-18 Approval of Settlement Agreement
- FFA-48-18 Approval of 2017-2018 Comprehensive Maintenance Plan Report and Annual Maintenance Budget Worksheet (Form M-1)

Mrs. Quigley thanked the donors for their generosity to the district.

**RESOLUTION NO. FFA-44-18**

**PAYMENT OF BILLS – OCTOBER 24, 2017 TO NOVEMBER 13, 2017**

RESOLVED, that the Board of Education approves the Bills List, from October 24, 2017 to November 13, 2017, submitted by the School Business Administrator/Board Secretary, as attached:

FUND		AMOUNT
General	Funds 10, 20, 40	\$1,375,510.27
Capital Projects	Fund 30	\$13,480.50
Food Service	Fund 6x	\$42,543.17

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 8-0-0 Abstain as it pertains to them: Maier, Quigley
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**RESOLUTION NO. FFA-45-18**

**APPROVAL TO ACCEPT DONATION 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 donation to the Pequannock Township School District.

DONATION	TO	DONATED BY
\$2,000 to the Music Department for use in repair/replacement of instruments	PTHS	PTHS Band Parents Assoc.
\$100	Courtney Rankin Scholarship Fund	Honor M. Connell

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 8-0-0
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**RESOLUTION NO. FFA-46-18**

**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: 8-0-0
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**RESOLUTION NO. FFA-47-18**  
**APPROVAL OF SETTLEMENT AGREEMENT**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, hereby approves and accepts the Settlement Agreement Agency No.: 2018-26846, dated 10/17/17 (Student A.D.), as per attachment.

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 8-0-0
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**RESOLUTION NO. FFA-48-18**  
**APPROVAL OF 2017-2018 COMPREHENSIVE MAINTENANCE PLAN REPORT AND ANNUAL MAINTENANCE BUDGET WORKSHEET (FORM M-1)**

RESOLVED, that the Board of Education certifies that the district's required maintenance activities are reasonable to keep its school facilities open and safe for use; and approves the submission of the Comprehensive Maintenance Plan Report for the years 2016-2017 through 2018-2019 and Annual Maintenance Budget Worksheet (Form M-1) as per attachments.

Motion by: Quigley	Second by: Thumann	Roll Call Vote: 8-0-0
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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**

**RESOLUTION NO. OB-03-18**  
**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.

<b>INVESTIGATION NO.</b>
PTHS-01-18
PV-01-18
PV-02-18
PV-03-18

Motion by: Thumann	Second by: Muzzio	Roll Call Vote: 8-0-0
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- Dr. Charleston reported that the two factor authentication is moving forward. He explained that tokens will be purchased at \$10.00 each for employees who do not wish to use their personal devices.
- Board members who attended the NJSBA Workshop 2017 presented reports on their professional development. They thanked the taxpayers for the opportunity to attend.

**NEW BUSINESS**

- Dr. Charleston reported that Lincoln Park and Riverdale School Districts will meet with district administrators to discuss special education programs.
- Dr. Charleston reported that he will attend a meeting at Chilton with Morris County VoTech to discuss the Allied Health Academy. He stressed that Morris County VoTech selects the students for the program. Admission for Pequannock students is not guaranteed.

**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: 9:01 pm
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The Board reconvened to Public Session at 9:20 pm.

**ADJOURNMENT OF PUBLIC MEETING**

Motion by: Ciresi	Second by: Thumann	Voice Vote: All in Favor	Time: 9:20 pm
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Respectfully,



Kateryna W. Bechtel, CPA  
Board Secretary

**FUTURE PUBLIC BOARD MEETINGS**

November 27, 2017	PTHS	7:00 pm
December 11, 2017	PTHS	7:00 pm