

PEQUANNOCK TOWNSHIP BOARD OF EDUCATION
Pequannock Township High School
85 Sunset Road, Pompton Plains, NJ 07444
[n.b. Public access via an online platform will also be provided]
WORKSHOP MEETING AGENDA
Monday, December 6, 2021
7:00 P.M.

- I. Call to Order
- II. Statement of Compliance – Open Public Meetings 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 Cirese	Ms. Megan Dempsey	Mrs. Danielle Esposito
Mr. Timothy Gitin	Mr. Gregory MacSweeney	Mr. Brian Senyk
Mr. Leonard Smith	Mrs. Cara Shenton	Mr. Joseph Blumert

FLAG SALUTE

- III. President’s Report - Mr. Joseph Blumert
- IV. Superintendent’s Report - Mr. Michael Portas
 - Student Representative Report - Tyler Denton and Ruby Franck
- V. School Business Administrator’s Report - Ms. Sallyann McCarty
- VI. Open to the Public on 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. Please state your name and sign in before you begin.

- VII. Approval of Action Items

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mrs. Cara Shenton, Chair

- PMC-86-22 Acceptance of Report - 2021-2022 School Year
- PMC-87-22 Accept Resignation - 2021-2022 School Year
- PMC-88-22 Approval of Appointments - 2021-2022 School Year
- PMC-89-22 Approval of Personnel for Sporting Event Coverage - 2021-2022 School Year

Motion by:	Second by:	Roll Call Vote:
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Mr. Sam Ciresi	Ms. Megan Dempsey	Mrs. Danielle Esposito
Mr. Timothy Gitin	Mr. Gregory MacSweeney	Mr. Brian Senyk
Mr. Leonard Smith	Mrs. Cara Shenton	Mr. Joseph Blumert

RESOLUTION NO. PMC-86-22
ACCEPTANCE OF REPORT - 2021-2022 SCHOOL YEAR

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

- Enrollment Report

RESOLUTION NO. PMC-87-22
ACCEPT RESIGNATION - 2021-2022 SCHOOL YEAR

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

NAME	ASSIGNMENT	EFFECTIVE DATE
Casillo, Melissa	.7 Special Education Aide Hillview School	12/1/2021

RESOLUTION NO. PMC-88-22
APPROVAL OF APPOINTMENTS - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves 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 as per Policies 3160 & 4160:

NAME	POSITION	EFFECTIVE DATES	SALARY
Froehlich, Barbara <i>Replacement for Keymer Botero</i>	Computer Science Teacher Pequannock Township High School	On or about 1/1/2022-6/30/2022	MA, Step 17 (prorated) \$86,595
Moen, Daneen <i>Replacement for Melissa Casillo</i>	.7 Special Education Aide Hillview School	On or about 12/7/2021-6/30/2022	Step 19 (prorated) \$21,189

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RESOLUTION NO. PMC-89-21

APPROVAL OF PERSONNEL FOR SPORTING EVENT COVERAGE - 2021-2022 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 2021-2022 school year, 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 \$69.01 per event:

Pequannock Township High School

Ondrof, Nicole

Pequannock Valley School

Brath, Colin

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CURRICULUM, INSTRUCTION AND SPECIAL SERVICES

Mrs. Danielle Esposito, Chair

- CIS-40-22 Approval of District Mentors 2021-2022
- CIS-41-22 Approval of Title I Tutoring Facilitator
- CIS-42-22 Approval of Staff for Professional Development Presentation

Motion by:	Second by:	Roll Call Vote:
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Mr. Sam Ciresi	Ms. Megan Dempsey	Mrs. Danielle Esposito
Mr. Timothy Gitin	Mr. Gregory MacSweeney	Mr. Brian Senyk
Mr. Leonard Smith	Mrs. Cara Shenton	Mr. Joseph Blumert

RESOLUTION NO. CIS-40-22

APPROVAL OF DISTRICT MENTOR FOR THE 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following teacher as part of the New Staff and/or Novice Provisional Teacher Program and mentor as assigned for the 2021-2022 school year. Further, payroll deductions are to be made in two installments on January 30, 2022, and June 15, 2022, or the last paycheck, to satisfy total mentoring fees of \$550.00 for Traditional Route Teachers holding a CEAS and \$1,000.00 for Alternate Route Teachers holding a CE.

MENTEE	TYPE/CERTIFICATE	MENTOR	SCHOOL
Samantha Allison	Formal/CEAS	Christine DeStefano	PVS

RESOLUTION NO. CIS-41-22

APPROVAL OF TITLE I TUTORING FACILITATORS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves Title I Tutoring Facilitators for the 2021-2022 school year to take place at Pequannock Township High School, Pequannock Valley School, and S.J. Gerace School before or after regular school hours, at \$30 per 30 minute session or \$90 per 90 minute evening session for Language Arts and Math. Funding for this program is provided through Elementary and Secondary Education Act (ESEA) Title I funds.

NAMES
Jacqueline Stringer
Samantha Lyon

RESOLUTION NO. CIS-42-22

APPROVAL OF STAFF FOR PROFESSIONAL DEVELOPMENT PRESENTATIONS

RESOLVED, that the Board of Education, upon recommendation of Superintendent, approves staff for professional development presentations, in accordance with PTEA Article 32, A.6.n., \$95 for up to a four hour session:

NAMES
Melissa Barcadepone
Deirdre Schmitt

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VIII. Workshop Discussion Items

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mrs. Cara Shenton, Chair

Discussion:

1. Addressing staffing shortages
2. 2022-2023 School Calendar
3. Updated minimum wage requirements (1/1/2022)

Action Items for December 20, 2021 Regular Business Meeting:

- PMC-xx-22 Accept Resignation for the Purpose of Retirement - 2021-2022 School Year
 PMC-xx-22 Approval of Appointments - 2021-2022 School Year
 PMC-xx-22 Approval to Amend Medical and/or Family Leaves of Absence - 2021-2022 School Year
 (PMC-51-22) & (PMC-80-22)
 PMC-xx-22 Approval of Medical and/or Family Leaves of Absence - 2021-2022 School Year
 PMC-xx-22 Approval of Hourly Rate Increase to Comply with Minimum Wage Requirements
 PMC-xx-22 Approval of Additional Period/Supervisory Assignment - 2021-2022 School Year

RESOLUTION NO. PMC-xx-22

ACCEPTANCE OF RESIGNATIONS FOR THE PURPOSE OF RETIREMENT

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following resignations for the purpose of retirement:

NAME	POSITION	EFFECTIVE DATE
xxxxx	xxxxx xxxxx	6/30/2022

RESOLUTION NO. PMC-xx-22

APPROVAL OF APPOINTMENTS - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves 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 as per Policies 3160 & 4160:

NAME	POSITION	EFFECTIVE DATES	SALARY
xxxxx	xxxxx xxxxx	1/1/2022-6/30/2022	xxxxx
xxxxx	xxxxx xxxxx	1/1/2022-6/30/2022	xxxxx

RESOLUTION NO. PMC-xx-22

APPROVAL TO AMEND MEDICAL AND FAMILY LEAVE OF ABSENCE -2021-2022 SCHOOL YEAR (PMC-51-22)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent hereby approves to amend the disability medical leave and/or child care family leave of absence under the Family Medical Leave Act and the New Jersey Family Leave Act as follows. Sick leave during the temporary disability period will be paid

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salary with health benefits coverage. Employee’s leave under FMLA running concurrent with NJFLA shall be unpaid; however, health benefits will continue.

EMPLOYEE ID	DISABILITY LEAVE (on or about)	SICK/PERSONAL/ VACATION DAYS TO BE USED	NJFLA/FMLA LEAVE (on or about)	RETURN TO WORK DATE (on or about)
#XXXX	-----	-----	12/1/2021 - 1/19/2022 <i>Pending updated medical certification</i>	1/20/2022
#XXXX	10/4-12/3/2021	40	12/6/2021-3/15/2022	3/16/2022

RESOLUTION NO. PMC-xx-22
APPROVAL OF MEDICAL AND/OR FAMILY LEAVES OF ABSENCE - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves the disability medical leave, child care or family leaves of absence under the Family Medical Leave Act and the New Jersey Family Leave Act as follows. Staff using sick leave during the temporary disability period will be paid salary with health benefits coverage. Employee’s leave under FMLA running concurrent with NJFLA shall be unpaid; however, health benefits will continue.

EMPLOYEE ID	DISABILITY LEAVE (on or about)	SICK DAYS TO BE USED	NJFLA/FMLA LEAVE (on or about)	RETURN TO WORK DATE (on or about)
#XXXX	2/22/2022-3/21/2022	20	3/22/2022-5/24/2022	5/25/2022

RESOLUTION NO. PMC-xx-22
APPROVAL OF HOURLY RATE INCREASE TO COMPLY WITH STATE OF NEW JERSEY MINIMUM WAGE REQUIREMENTS

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the hourly rate increase to \$13.00 to comply with minimum wage requirements for employees in the following categories, effective January 1, 2022.

Student Workers	Custodial Assistant
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RESOLUTION NO. PMC-xx-22
APPROVAL OF ADDITIONAL PERIOD/SUPERVISORY ASSIGNMENT - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following personnel for additional period assignments/supervisory duty for the 2021-2022 school year, prorated, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

NAME	SCHOOL	SUBJECT	EFFECTIVE DATES	SALARY
XXXXX	XXXXX	XXXXX XXXXX XXXXX	XXXXX	XXXXX

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CURRICULUM, INSTRUCTION AND SPECIAL SERVICES

Mrs. Danielle Esposito, Chair

Discussion:

1. Student Services - 3:1 Model
2. Upcoming PD day 12/7 - topics & workshops
3. Math Program - K-5 update
4. Looking ahead to Summer Acceleration with ARP ESSER

Action Items for December 20, 2021 Regular Business Meeting:

CIS-43-22

- CIS-xx-22 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
 CIS-xx-22 Approval of Intern Placements in District
 CIS-xx-22 Approval of District Mentors 2021-2022
 CIS-xx-22 Approval of Providers for Services to Students 2021-2022

RESOLUTION NO. CIS-xx-22

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 development 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; and

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:

DATES	EMPLOYEE	CONFERENCE/ WORKSHOP LOCATION	REGISTRA TION	TRAVEL	SUB COST	ESTIMATED TOTAL EXPENSE
12/21/21	S. McCarty	NJASBO OPRA/Records Management Whippany, NJ	\$150.00	\$10.50	n/a	\$160.50
12/21/21	M. Colicchio	NJASBO OPRA/Records Management Whippany, NJ	\$150.00	\$10.50	n/a	\$160.50
1/20/22	J. Monaco	Tools of the Mind Virtual	\$1,750.00	n/a	\$200.00	\$1,950.00

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1/20/22	K. Seeber	Tools of the Mind Virtual	Included in above	n/a	\$80	\$80
5/17/22	M. Colicchio	NJASBO Admin. Asst. Program Whippany, NJ	\$100.00	\$10.50	n/a	\$110.50

RESOLUTION NO. CIS-xx-22
APPROVAL OF INTERN FOR PLACEMENT IN DISTRICT

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves Michael Packer as a School Counseling Practicum intern from Rutgers University for placement in district for Spring 2022 at Pequannock Valley School, pending completion of placement documentation.

RESOLUTION NO. CIS-xx-22
APPROVAL OF DISTRICT MENTOR FOR THE 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following teacher as part of the New Staff and/or Novice Provisional Teacher Program and mentor as assigned for the 2021-2022 school year. Further, payroll deductions are to be made in two installments on January 30, 2022, and June 15, 2022, or the last paycheck, to satisfy total mentoring fees of \$550.00 for Traditional Route Teachers holding a CEAS and \$1,000.00 for Alternate Route Teachers holding a CE.

MENTEE	TYPE/CERTIFICATE	MENTOR	SCHOOL

RESOLUTION NO. CIS-xx-22
APPROVAL OF PROVIDERS FOR SERVICES TO STUDENTS 2021-2022

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the following providers for services to students for 2021-2022 school year:

PROVIDER	SERVICE	FEE

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FINANCE, FACILITIES, AND ATHLETICS

Mr. Brian Senyk, Chair

Discussion:

1. PTHS lab water shutoff system
2. ESIP update
3. PPA update
4. AC Survey Results

Action Items for December 20, 2021 Regular Business Meeting:

- FFA-65-22 Transfer of Funds for October 2021
- FFA-xx-22 Payment of Bills - November 23, 2021 to December 20, 2021
- FFA-xx-22 Approval of Financial Reports/Monthly Certification for October 2021
- FFA-xx-22 Monthly Reports from Schools and Programs for October 2021
- FFA-xx-22 Approval to Accept Donations to the Pequannock Township School District
- FFA-xx-22 Declaration of Obsolete Equipment
- FFA-xx-22 Approval of Contract with Brown and Brown Benefit Advisors
- FFA-xx-22 Acceptance of 2020-2021 Annual Comprehensive Financial Report (ACFR) and Auditor’s Management Report
- FFA-xx-22 Approval to Renew Contract with Chilton Occupational Health Center 2022

RESOLUTION NO. FFA-65-22
TRANSFER OF FUNDS FOR OCTOBER 2021

RESOLVED, that the Board of Education approves the transfer of funds within the 2021-2022 budget from October 1, 2021 through October 31, 2021 in accordance with the attached list, which shall become a part of the record.

RESOLUTION NO. FFA-xx-22
PAYMENT OF BILLS – NOVEMBER 23, 2021 TO DECEMBER 20, 2021

RESOLVED, that the Board of Education approves the Bills List, from November 23, 2021 to December 20, 2021, submitted by the School Business Administrator/Board Secretary, as attached:

FUND	AMOUNT
General Funds 10, 20, 40	
Capital Projects Fund 30	
Food Service Fund 6x	

RESOLUTION NO. FFA-xx-22
APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR OCTOBER 2021

RESOLVED, that the Board of Education approves the attached Board Secretary’s and Treasurer’s Monthly Financial Reports for October 2021.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of October 2021, 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 October 2021, 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-xx-22
MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS FOR OCTOBER 2021

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of October 2021 for the High School Activities Account, the High School Interscholastic Athletic Account; the Pequannock Valley School Student Activities Account; and Pomptonian.

RESOLUTION NO. FFA-xx-22
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

RESOLUTION NO. FFA-xx-22
DECLARATION OF OBSOLETE EQUIPMENT

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

RESOLUTION NO. FFA-xx-22
APPROVAL OF CONTRACT WITH BROWN AND BROWN BENEFIT ADVISORS

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a contract with Brown and Brown Benefit Advisors as the district's School Employees' Health Benefits Program (SEHBP) Medical/Prescription consultant, for the period January 1, 2022 through December 31, 2022, for a fee of \$1,000.00 per month.

RESOLUTION NO. FFA-xx-22
ACCEPTANCE OF 2020-2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND AUDITOR'S MANAGEMENT REPORT

RESOLVED, that the Board of Education accepts the "Annual Comprehensive Financial Report" and the "Auditors' Management Report on Administrative Findings – Financial Compliance and Performance for the Fiscal Year Ended June 30, 2021," which was submitted by Nisivoccia, LLP, the district's auditors, having been presented and reviewed at the public meeting on _____. 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 required even if no audit recommendations were included in the reports, and will be submitted to the County Office.

RESOLUTION NO. FFA-xx-22
APPROVAL TO RENEW CONTRACT WITH CHILTON OCCUPATIONAL HEALTH CENTER 2022

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to renew the professional services contract with Atlantic Health System Chilton Occupational Health Center, to provide employee physicals, employee drug-testing, and employer related health services for 2022.

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POLICY

Ms. Megan Dempsey, Chair

Discussion:

1. Impact of NJ S550 on two policies:
 - a. Policy 5350 - Student Suicide Prevention
 - b. Policy 5517 - School District Issued Identification Cards
2. Policy 1110 - Organization Chart
3. Anticipated Anti-Hazing Policy
4. 4220 & 4220R - Employee Evaluation - Support Staff
5. 2322- Honors Program
6. 2426 - Study Skills

Action Items for December 20, 2021 Regular Business Meeting:

P-11-22

P-xx-22 Approval of New and Revised Board Policies and Regulations for First Reading

RESOLUTION NO. P-xx-22

APPROVAL OF NEW AND REVISED BOARD POLICIES AND REGULATIONS FOR FIRST READING

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

MANUAL SECTION	POLICY/REGULATION(R)
<i>Administration</i>	1110 - Organizational Chart

*denotes new item on the agenda
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OTHER

Action Items for December 20, 2021 Regular Business Meeting:

O-05-22 Approval of HIB Investigation Decision

RESOLUTION NO. O-xx-22

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 School Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

INVESTIGATION NO.

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IX. 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. Please state your name and sign in before you begin.

X. Old Business

XI. New Business

XII. Board Member Announcements

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:	Roll Call Vote:	Time:
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Mr. Sam Ciresi	Ms. Megan Dempsey	Mrs. Danielle Esposito
Mr. Timothy Gitin	Mr. Gregory MacSweeney	Mr. Brian Senyk
Mr. Leonard Smith	Mrs. Cara Shenton	Mr. Joseph Blumert

XIV. Adjournment

Motion by:	Second by:	Roll Call Vote:	Time:
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Mr. Sam Ciresi	Ms. Megan Dempsey	Mrs. Danielle Esposito
Mr. Timothy Gitin	Mr. Gregory MacSweeney	Mr. Brian Senyk
Mr. Leonard Smith	Mrs. Cara Shenton	Mr. Joseph Blumert

FUTURE PUBLIC BOARD MEETINGS

Monday, December 20, 2021	Regular Business Meeting	7:00 P.M.	PTHS
Thursday, January 6, 2022	Organizational Meeting	7:00 P.M.	PTHS

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